



ARMY NATIONAL GUARD G1

PERSONNEL GATEWAY

Determine Military Funeral Honors (MFH) Eligibility

Process: Every Veteran who passes is entitled to a MFH ceremony

Determine Military Funeral Honors (MFH) Eligibility Process: Every Veteran who passes is entitled to a MFH ceremony

Point of Contact

Division: Soldier Family Support and Services Division (ARNG-HRF)

Description

Every Soldier is entitled to the core elements of the military funeral honors ceremony. The following are also eligible: military members on active duty or in the Selected Reserve; former military members who served on active duty and departed under conditions other than dishonorable; former military members who completed at least one term of enlistment or period of initial obligated service in the Selected Reserve and departed under conditions other than dishonorable; and former military members discharged from the Selected Reserve due to a disability incurred or aggravated in the line of duty. The core elements of the funeral honors ceremony, which will be conducted, are: flag folding, flag presentation, and playing of TAPS. The Veteran's parent Service representative will present the flag.

The number of Honor Guard Soldiers is based on the status of the Soldier: a Soldier Killed in Action (KIA), In-Theatre, E9 or O6 and above receives 21 Honor Guard Soldiers, a Soldier who dies while on active duty receives nine Honor Guard Soldiers, and a Veteran Soldier receives three Honor Guard Soldiers. The Honor Guard Detail provides respect and the country's gratitude of those who have defended our nation.

Regulations and Supporting Resources

ARNG Honor Guard Administrative SOP

[DoDI 1300.51, Military Funeral Honors](#)

Memorandum June 2008

[Regulation 10 USC 1491, Funeral Honors Functions at Funerals for Veterans](#)

Documents and Forms

After Action Report

DD Form 214, Certificate of Release or Discharge from Active Duty

[NGB Form 22, Report of Separation](#)

Twenty Year Letter

Related Processes

[Conduct Military Funeral Honors \(MFH\) Process](#)

The gravesite funeral services provided to Veterans

[Input New Military Funeral Honors \(MFH\) Mission into TAPS Database Process](#)

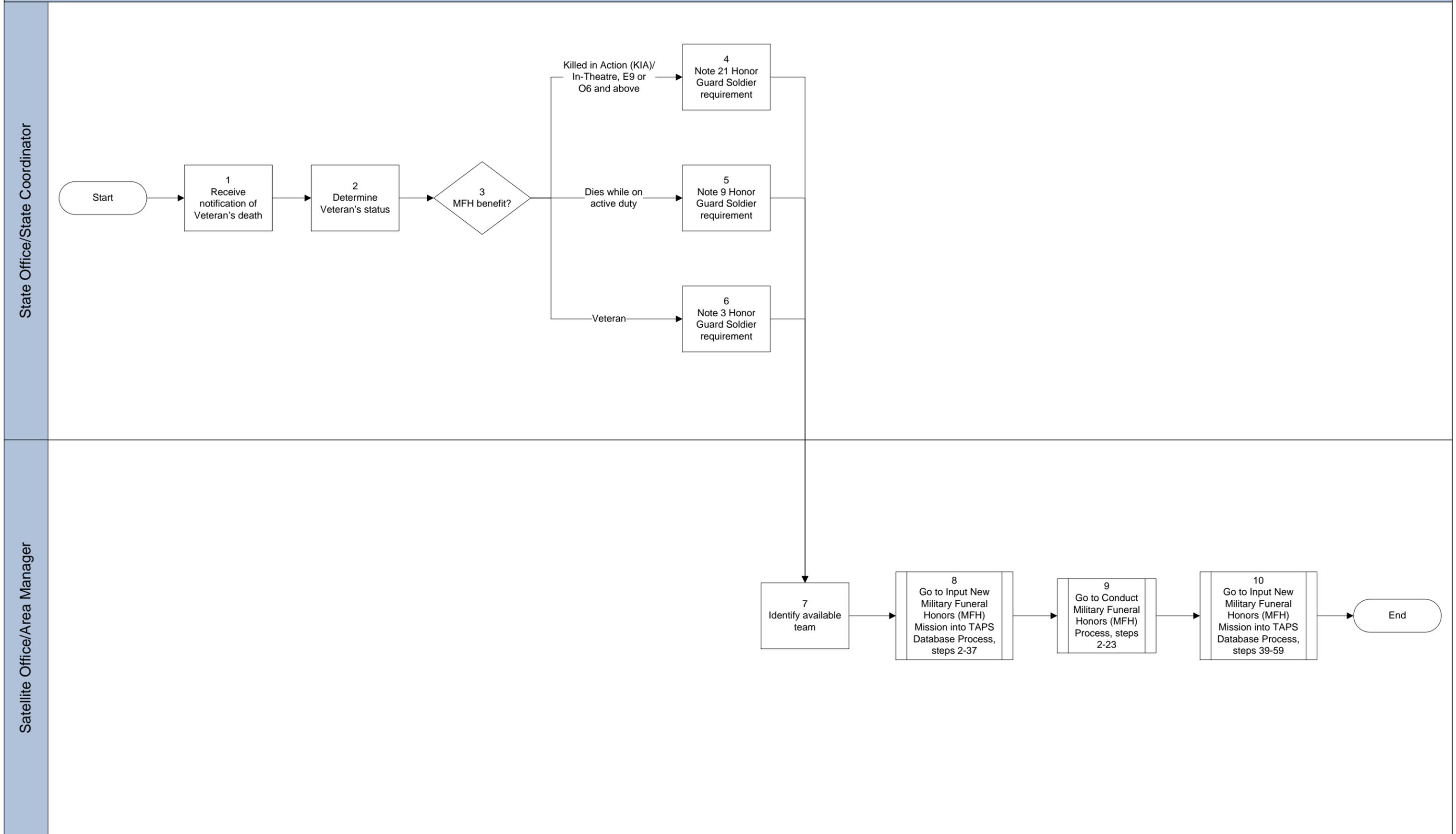
To track mission output within a State using the Tribute Assistance Planning Service (TAPS) database

Systems

N/A

23 SEP 10

Note: The numbers on this process map are for reference purposes only and do not denote the sequence of the process



Determine Military Funeral Honors (MFH) Eligibility Process: Every Veteran who passes is entitled to a MFH ceremony

| No. | Activity/Decision Point Name | Description | Regulations and Supporting Resources | Documents and Forms | Systems | Notes |
|-----|---|---|--|--|---------|-------|
| 1 | Receive notification of Veteran's death | State Coordinator receives notification of a Veteran's death from several different venues, including: Funeral Home, Soldier's Family, Veteran Service Organization (VSO), or Casualty Assistance Center (CAC). | | | | |
| 2 | Determine Veteran's status | State Coordinator works with the Family to receive the DD Form 214 (Certificate of Release or Discharge from Active Duty) and determines the status of the Veteran from the form. If notification is received from CAC, the Veteran's status is already determined and the State Coordinator verifies the status. | | DD Form 214 NGB Form 22 Twenty Year Letter | | |
| 3 | MFH benefit? | State Coordinator determines number of Honor Guard Soldiers necessary for the Veteran's funeral based on Veteran's status. Every Veteran receives at least 3 Honor Guard Soldiers. | Memorandum June 2008 | | | |
| 4 | Note 21 Honor Guard Soldier requirement | State Coordinator notes that 21 Honor Guard Soldiers are required to perform a funeral for a Soldier who was Killed in Action (KIA), In-Theatre, E9 or O6 and above. | ARNG Honor Guard Administrative SOP, Section 5 | | | |
| 5 | Note 9 Honor Guard Soldier requirement | State Coordinator notes that 9 Honor Guard Soldiers are required to perform a funeral for a Soldier who dies while on active duty. | ARNG Honor Guard Administrative SOP, Section 5 | | | |
| 6 | Note 3 Honor Guard Soldier requirement | State Coordinator notes that 3 Honor Guard Soldiers are required to perform a funeral for a Veteran Soldier. | ARNG Honor Guard Administrative SOP, Section 5 | | | |

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|-----|--|--|---|---|---|---|
| 7 | Identify available team | Area Manager receives the information from the State Coordinator and identifies available Honor Guard Team members based on willingness and availability. The Soldiers are notified via email or phone. | | | | |
| 8 | Go to Input New Military Funeral Honors (MFH) Mission into TAPS Database Process, steps 2-37 | <p>Go to Input New Military Funeral Honors (MFH) Mission into TAPS Database Process: To track mission output within a State using the Tribute Assistance Planning Service (TAPS) database, steps 2-37.</p> <p>These steps include:</p> <ul style="list-style-type: none"> - Accessing and logging in to the Reserve Component Management System (RCMS) website - Entering required information about the casualty - Entering required information about the funeral location - Entering the Honor Guard participants information, role, and travel expense | Please see Input New Military Funeral Honors (MFH) Mission into TAPS Database Process for more details. | Please see Input New Military Funeral Honors (MFH) Mission into TAPS Database Process for more details. | Please see Input New Military Funeral Honors (MFH) Mission into TAPS Database Process for more details. | Please see Input New Military Funeral Honors (MFH) Mission into TAPS Database Process for more details. |
| 9 | Go to Conduct Military Funeral Honors (MFH) Process, steps 2-23 | <p>Go to Conduct Military Funeral Honors (MFH) Process: The gravesite funeral services provided to Veterans, steps 2-23.</p> <p>These steps include:</p> <ul style="list-style-type: none"> - Contacting the funeral home and director - Obtaining appropriate resources - Performing the funeral - Completing the outbrief | Please see Conduct Military Funeral Honors (MFH) Process for more details. | Please see Conduct Military Funeral Honors (MFH) Process for more details. | Please see Conduct Military Funeral Honors (MFH) Process for more details. | Please see Conduct Military Funeral Honors (MFH) Process for more details. |

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|-----|---|--|---|---|---|---|
| 10 | Go to Input New Military Funeral Honors (MFH) Mission into TAPS Database Process, steps 39-59 | <p>Go to Input New Military Funeral Honors (MFH) Mission into TAPS Database Process: To track mission output within a State using the Tribute Assistance Planning Service (TAPS) database, steps 39-59.</p> <p>These steps include:</p> <ul style="list-style-type: none"> - Updating any changes to participants roles - Completing and sending necessary forms - Soldier receiving payment and retirement point computation | Please see Input New Military Funeral Honors (MFH) Mission into TAPS Database Process for more details. | Please see Input New Military Funeral Honors (MFH) Mission into TAPS Database Process for more details. | Please see Input New Military Funeral Honors (MFH) Mission into TAPS Database Process for more details. | Please see Input New Military Funeral Honors (MFH) Mission into TAPS Database Process for more details. |