

# ARNG G1 Personnel Gateway – Process Package

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## **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**

### **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 Standard Operating Procedures (SOP)

[DoDI 1300.15, Military Funeral Honors](#)

Memorandum June 2008

Military Funeral Honors Handbook

[U.S. Code, Title 10, Armed Forces](#)

## **Documents and Forms**

After Action Report

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

[NGB Form 22, National Guard Report of Separation and Record of Service](#)

Twenty Year Letter

## **Related Processes**

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

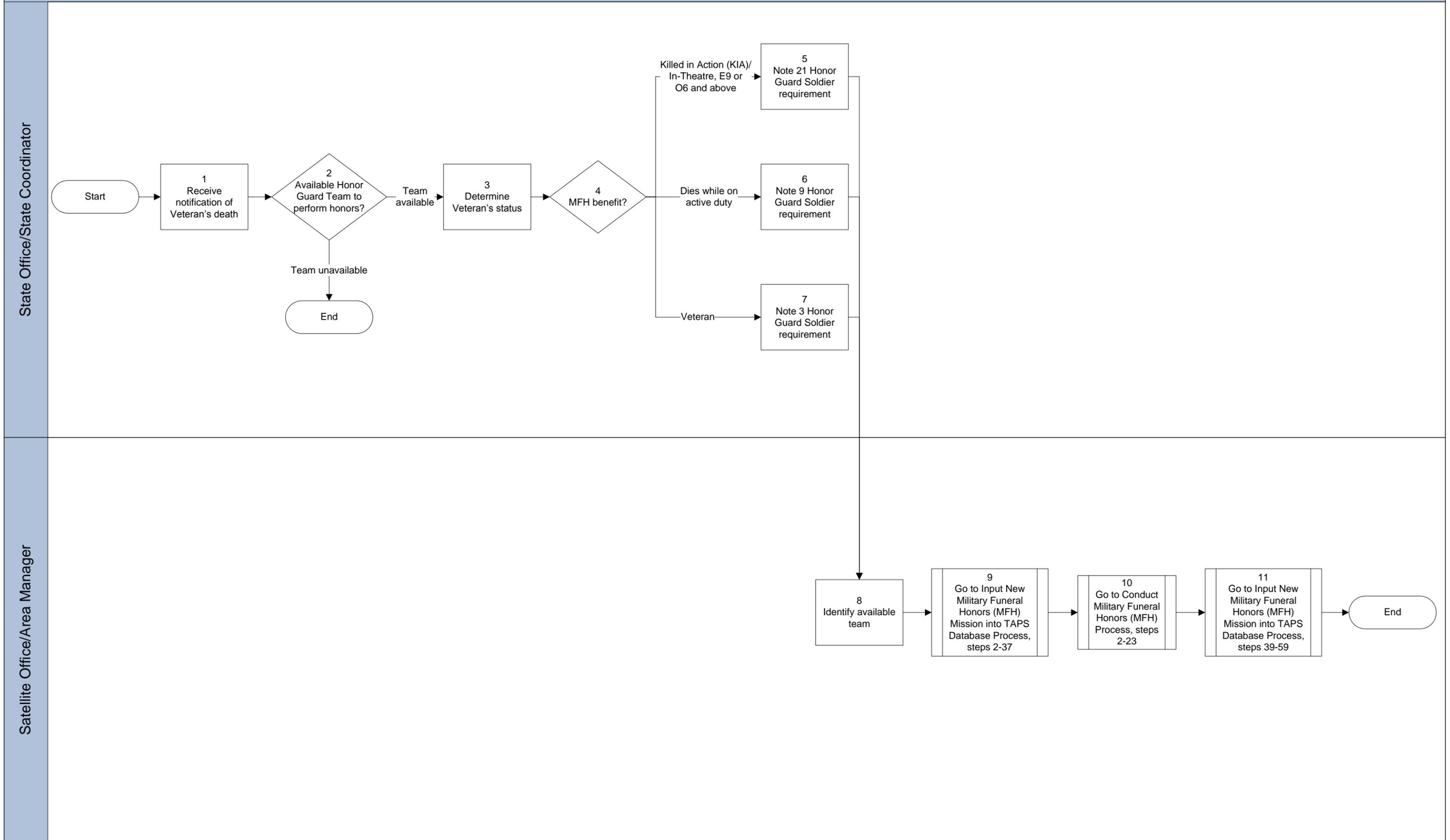
[Input New Military Funeral Honors \(MFH\) Mission into TAPS Database Process](#)

## **Points of Contact**

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

25 MAY 11

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



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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).				MFH Program Manager and National Funeral Directors Association Conference have a national information pamphlet that States may modify to directly reflect services performed within their State.

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
2	Available Honor Guard Team to perform honors?	<p>State Coordinator determines ability to accept mission to perform funeral honors.</p> <p>If a team is available, go to step 3.</p> <p>If the team is unavailable to perform honors, this process ends.</p> <p>State Coordinator may turn down a mission through the following avenues:</p> <p>1) Casualty Assistance Center (CAC) notification of a funeral honors mission may be turned away by stating that unavailable to perform the mission. The CAC will then reach out to the next available MFH team.</p> <p>2) Veterans Service Organizations (VSO), Family Member, or Funeral Home will be: 1) asked if there is the willingness to delay funeral or accept memorial service in lieu; 2) make arrangements for future flag folding/presentation; or 3) direct the individual to the CAC to find an active or reserve unit in the area to perform honors.</p>				
3	Determine Veteran's status	<p>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.</p>	DoDI 1300.15	DD Form 214 NGB Form 22 Twenty Year Letter		<p>If it is discovered that the person should be denied honors, the request to deny honors should be elevated through the appropriate chain of command IAW DoDI 1300.15 (Military Funeral Honors).</p>

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
4	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.	DoDI 1300.15 Memorandum June 2008 Military Funeral Honors Handbook			DoDI 1300.15 (Military Funeral Honors) states only two Soldiers are required to perform honors.
5	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), E9, CW5, or O6 and above.	Military Funeral Honors Handbook			
6	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 or is a retiree (grey area or active duty).	Military Funeral Honors Handbook			
7	Note 3 Honor Guard Soldier requirement	State Coordinator notes that 3 Honor Guard Soldiers are required to perform a funeral for a Veteran Soldier.	Military Funeral Honors Handbook			
8	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.  The timeframe for the performance of funeral honors will vary.				State Area Manager is the Soldier who is managing a specific geographical area of the State. The Soldier is most likely on ADOS.

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
9	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"> <li>- Accessing and logging in to the Reserve Component Management System (RCMS) website</li> <li>- Entering required information about the deceased</li> <li>- Entering required information about the funeral location</li> <li>- Entering the Honor Guard participants information, role, and travel expense</li> </ul>	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.
10	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"> <li>- Contacting the funeral home and director</li> <li>- Obtaining appropriate resources</li> <li>- Performing the funeral</li> <li>- Completing the outbrief</li> </ul>	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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11	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"> <li>- Updating any changes to participants roles</li> <li>- Completing and sending necessary forms</li> <li>- Soldier receiving payment and retirement point computation</li> </ul>	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.