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Honor Guard Train the Trainer Certification Process: A course for Soldiers to become certified trainers in the Military Funeral Honors (MFH) Program

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Description

The Train the Trainer program is a certificate course Soldiers can take to become certified trainers in the MFH program. States select eligible Soldiers to take a 12 day/80 hour course covering military history, how the uniform is worn and basic MFH procedures. Soldiers are required to receive a passing score on the following four tests: Casket Team Leader, Uniform Inspection, Firing Party Commander Sequence, and the written test. At the end of the 12 day/80 hours course, the Soldier receives a certificate and is qualified to teach 40 hours of program of instruction (POI) in the MFH program within their State.

Regulations and Supporting Resources

AR 670-1, Wear and Appearance of Army Uniforms and Insignia

Army Training Requirements and Resources System (ATRRS) Course Description and Perquisites

ARNG Guidance – Memorandum

ARNG Honor Guard Training Standard Operating Procedure (SOP)

Military Funeral Honors Handbook

Professional Education Center (PEC) Website – Course Information for Honor Guard Training Course (HRR-HONOR-TRNG)

Documents and Forms

40 Hour Program of Instruction (POI)

DD Form 1351-2, Travel Voucher or Subvoucher

Systems

Army Knowledge Online (AKO) Website – Login

Army Training Requirements and Resources System (ATRRS) Website – Login

Defense Travel System (DTS) Website – Login

Tribute Assistance Planning Service (TAPS) Website – Login

Points of Contact

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

25 MAY 11

Honor Guard Train the Trainer Certification Process: A course for Soldiers to become certified trainers in the Military Funeral Honors (MFH) Program
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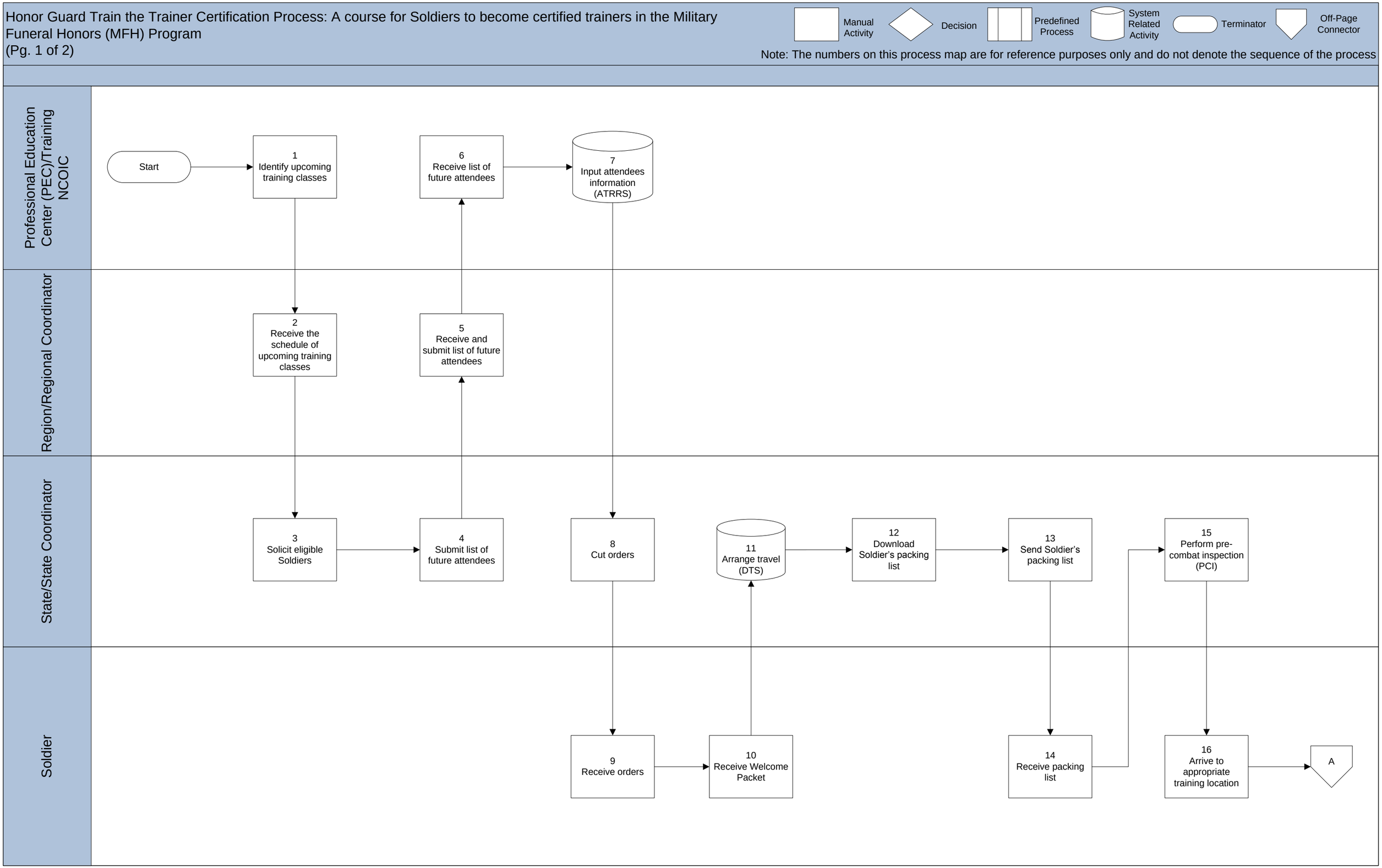

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Honor Guard Train the Trainer Certification Process: A course for Soldiers to become certified trainers in the Military Funeral Honors (MFH) Program
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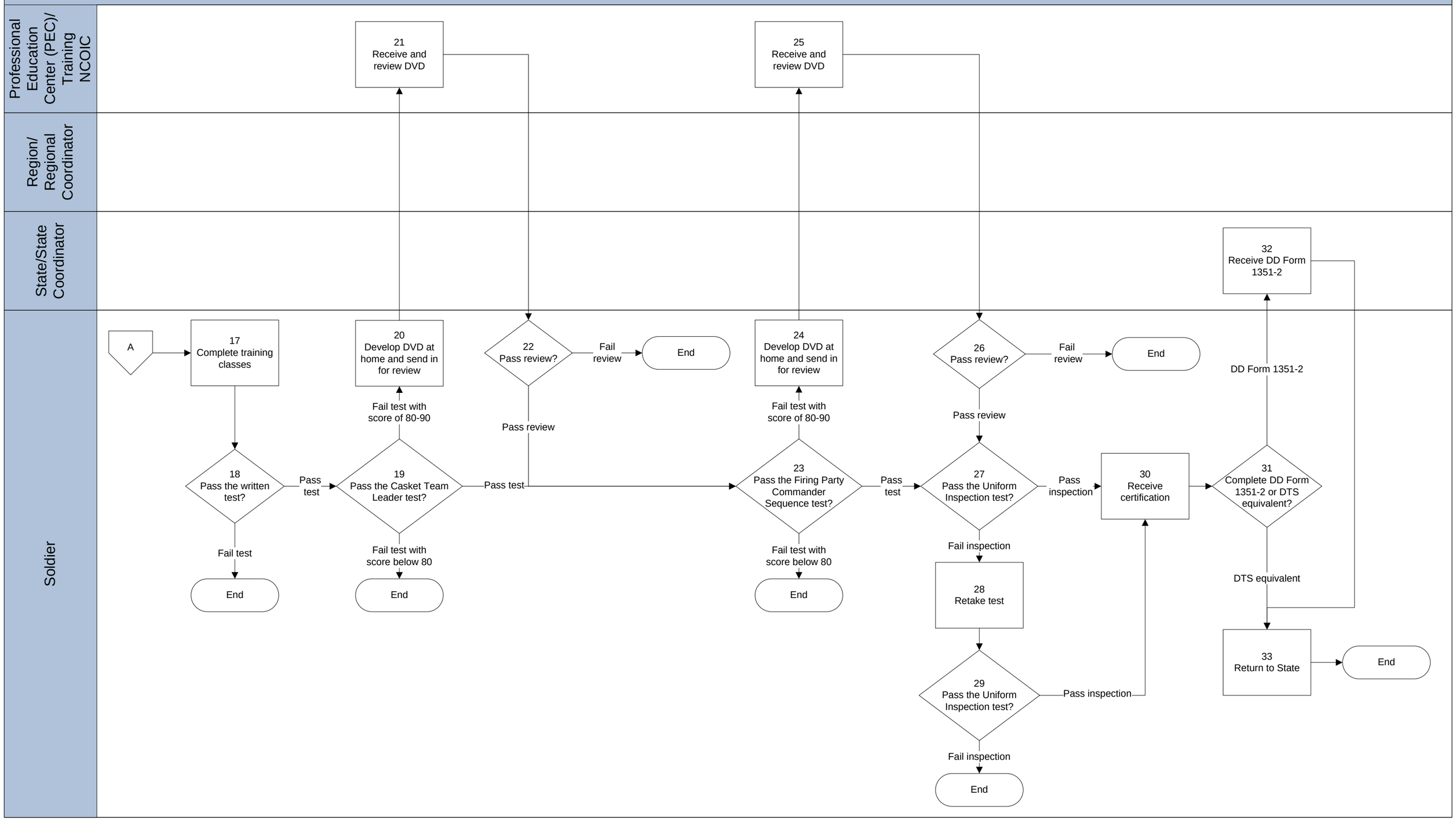
Manual Activity | Decision | Predefined Process | System Related Activity | Terminator | Off-Page Connector

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	Identify upcoming training classes	Professional Education Center (PEC) develops a spreadsheet to identify the 10 ARNG Honor Guard Training Courses for the upcoming year. The spreadsheet is uploaded on the Army Knowledge Online (AKO) Honor Guard shared site. A notification email is sent to the Regional Coordinators stating the spreadsheet has been posted online 50-60 days before 01OCT. Training classes are at the Human Resource and Readiness Training Center (HRRTC) school house at PEC.				
2	Receive the schedule of upcoming training classes	Regional Coordinator receives the schedule of the upcoming training classes for the year from PEC. Regional Coordinator communicates training schedule and request a list of eligible Soldiers to attend from each State.				The seven regions attend in numeric sequence and two regions attend one course. Each attending region is given eight slots per course, seven primary Soldiers and one alternate Soldier.

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
3	Solicit eligible Soldiers	State Coordinator identifies eligible Soldiers and decides who will attend the classes based on the following criteria: - Pass Army Physical Fitness Test (APFT) - Must be part of the Honor Guard program for four to six months - NCO Soldiers or higher - Have two letters of recommendation (One from Company Commander/Unit Chain of Command and one from the first line supervisor) - Complete 40 hours Program of Instruction (POI) for Honor Guard within their State - Distance Learning Course provided on the Professional Education Center (PEC) website	Army Training Requirements and Resources System (ATRRS) Course Description and Perquisites ARNG Guidance – Memorandum Military Funeral Honors Handbook Professional Education Center (PEC) Website – Course Information for Honor Guard Training Course		ATRRS	
4	Submit list of future attendees	State Coordinator provides the list of future attendees to the Regional Coordinator at least 50 days before the start of the program.				
5	Receive and submit list of future attendees	Regional Coordinator receives the list of future attendees from the State Coordinator. The Regional Coordinator provides the list of future attendees to PEC at least 45 days prior to the event.				

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
6	Receive list of future attendees	Training NCOIC (Non Commissioned Officer In Charge) receives the list of future attendees from the Regional Coordinator.				
7	Input attendees information (ATRRS)	Training NCOIC enters attendees information into Army Training Requirement System (ATRRS) 45 days prior to the start of the training course.			ATRRS	ARNG receives a list of attendees for awareness.
8	Cut orders	State Coordinator or designated personnel cuts and sends State and/or travel orders via email for new mission to Soldier.				Joint Force Headquarters (JFHQ) cuts orders for State Military Funeral Honors missions using the 2060 budget. ADOS and M-Day Soldiers use 1N to fund their travel orders.
9	Receive orders	Soldier receive their State and/or travel orders via their Army Knowledge Online (AKO) account from the State Coordinator.			AKO	
10	Receive Welcome Packet	Soldier receives welcome email with training dates and travel instructions. Welcome instructions are housed on the Army Knowledge Online (AKO) Honor Guard Site.			AKO	
11	Arrange Travel (DTS)	State Coordinator or designated personnel makes travel arrangements with Defense Travel System (DTS).			DTS	
12	Download Soldier's packing list	State Coordinator or designated personnel downloads Soldier's packing list from Honor Guard shared site.				
13	Send Soldier's packing list	State Coordinator or assigned personnel sends a packing list via email to all Soldiers attending the training 30 days prior to the start of the training.				

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
14	Receive packing list	Soldier receives a packing list from their State Coordinator entailing what paperwork is needed for the training (i.e. APFT card, height/weight card, copies of two recommendation letter) and what is required for their stay at PEC.				
15	Perform pre-combat inspection (PCI)	State Coordinator or designated personnel performs a PCI for the Soldier. This ensures the Soldier has all required documents and equipment. The location of this inspection varies from State to State.				
16	Arrive to appropriate training location	Soldier arrives to PEC which is located in North Little Rock, AR. The Soldier arrives on Sunday night and reports for first formation by 0530 on Monday.				
17	Complete training classes	Soldier completes all training courses. Training includes the following: eligibility requirements, setting up the squad/drill team, graveside services for casketed and cremated remains, firing of the volley, bugler or proper use of the ceremonial bugle, and folding and presenting the flag. The course is 12 days and classified as 80 hours. At the end of the training classes, all Soldier's are required to pass four tests in order to receive the certification. The four tests can be taken in any order.	ARNG Honor Guard Training Standard Operating Procedure (SOP)			

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
18	Pass the written test?	Soldier takes the written test. Soldier is required to receive a score of 90 or higher to pass this test. The test is open book and 60 minutes long. If the Soldier receives a passing grade, the Soldier can receive certification upon passing other tests. If not, the Soldier is required to retake the entire training course to receive certification. If the Soldier passes the written test, go to step 19. If the Soldier fails the written test, this process ends.	ARNG Honor Guard Training Standard Operating Procedure (SOP)			The written test is always taken first, the following three test can occur in any order.
19	Pass the Casket Team Leader test?	Soldier takes the Casket Team Leader test. Soldier is required to receive a score of 91 or higher to pass this test. If the Soldier scores an 80 or below, the Soldier is required to retake the entire training course to receive certification. If the Soldier fails the Casket Team Leader test with a score of 80-90, go to step 20. If the Soldier passes the Casket Team Leader test, go to step 23. If the Soldier fails the Casket Team Leader test with a score below 80, this process ends.	ARNG Honor Guard Training Standard Operating Procedure (SOP)			

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
20	Develop DVD at home and send in for review	If the Soldier receives a score between 81-90 on the Casket Team Leader test, the Soldier is required to develop a DVD at home showing the test within six months of leaving PEC. The guidelines to the DVD are verbally explained to the Soldier and provided in writing. Soldier can receive assistance from State training aids. Once the DVD is complete, the Soldier sends the DVD to the State Coordinator who sends it to PEC.	ARNG Honor Guard Training Standard Operating Procedure (SOP)			
21	Receive and review DVD	PEC receives, reviews, and grades the DVD from the Soldier or State Coordinator giving the Soldier a grade.	ARNG Honor Guard Training Standard Operating Procedure (SOP)			
22	Pass review?	If the DVD receives a score of 91 or above, the Soldier can receive the certification upon passing other tests. If not, the Soldier is required to retake the entire training course to receive certification. If the Soldier passes the review, go to step 23. If the Soldier fails the review, this process ends.	ARNG Honor Guard Training Standard Operating Procedure (SOP)			

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
23	Pass the Firing Party Commander Sequence test?	Soldier takes the Firing Party Commander Sequence test. Soldier is required to receive a score of 91 or higher to pass this test. If the Soldier scores an 80 or below, the Soldier is required to retake the entire training course. If the Soldier fails the Firing Party Commander Sequence test with a score of 80-90, go to step 24. If the Soldier passes the Firing Party Commander Sequence test, go to step 27. If the Soldier fails the Firing Party Commander Sequence test with a score below 80, this process ends.	ARNG Honor Guard Training Standard Operating Procedure (SOP)			If the Soldier fails the Casket Team Leader test and Firing Party Commander Sequence test, the Soldier can send one DVD to PEC showing both tests.
24	Develop DVD at home and send in for review	If the Soldier receives a score between 81-90 on the Firing Party Commander Sequence test, the Soldier is required to develop a DVD at home showing the test within six months of leaving PEC. The guidelines to the DVD are verbally explained to the Soldier and provided in writing. Soldier can receive assistance from State training aids. Once the DVD is complete, the Soldier sends the DVD to the State Coordinator who sends it to PEC.	ARNG Honor Guard Training Standard Operating Procedure (SOP)			
25	Receive and review DVD	PEC receives, reviews, and grades the DVD from the Soldier or State Coordinator giving the Soldier a grade.				

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
26	Pass review?	If the DVD receives a score of 91 or above, the Soldier can receive the certification upon passing other tests. If not, the Soldier is required to retake the entire training course to receive certification. If the Soldier passes the review, go to step 27. If the Soldier fails the review, this process ends.	ARNG Honor Guard Training Standard Operating Procedure (SOP)			
27	Pass the Uniform Inspection test?	Soldier takes the Uniform Inspection test. Soldier is required to receive a score of 90 or higher to pass this test. If the Soldier fails the Uniform Inspection test, go to step 28. If the Soldier passes the Uniform Inspection test, go to step 30.	AR 670-1 ARNG Honor Guard Training Standard Operating Procedure (SOP)			
28	Retake test	If the Soldier does not pass the Uniform Inspection test the first time, the Soldier will retake the test within 30 minutes.	ARNG Honor Guard Training Standard Operating Procedure (SOP)			
29	Pass the Uniform Inspection test?	If the Soldier passes the Uniform Inspection test the second time, the Soldier can receive the certification upon passing other tests. If not, the Soldier is required to retake the entire training course to receive certification. If the Soldier passes the Uniform Inspection test, go to step 30. If the Soldier fails the Uniform Inspection test, this process ends.	AR 670-1 ARNG Honor Guard Training Standard Operating Procedure (SOP)			

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
30	Receive certification	The Soldier receives a certification only after completing all training courses and passing all four tests. Once the Soldier receives the certification at PEC, the Soldier is qualified to teach 40 Hour Program of Instruction (POI) of Military Funeral Honors within each State. PEC tracks who has received the certification in TAPS.	Military Funeral Honors Handbook		TAPS	At the completion of the course, the training NCOIC emails the State Coordinator stating who passed the course and who failed which part of the course. The email is then sent to Regional Coordinator and ARNG.
31	Complete DD Form 1351-2 or DTS equivalent?	Soldier completes DD Form 1351-2 (Travel Voucher or Subvoucher) or DTS equivalent. If DD Form 1351-2 (Travel Voucher or Subvoucher) is used, go to step 32. If DTS equivalent is used, go to step 33.		DD Form 1351-2		
32	Receive DD Form 1351-2	State Coordinator or designated representative receives DD Form 1351-2 (Travel Voucher or Subvoucher) from the Soldier to process.		DD Form 1351-2		