

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

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Go to Determine Military Funeral Honors (MFH) Eligibility Process, steps 1-2	<p>Go to Determine Military Funeral Honors (MFH) Eligibility Process: Every Veteran who passes is entitled to a MFH ceremony, steps 1-2.</p> <p>These steps include:</p> <ul style="list-style-type: none"> - Receiving notification of a Veteran's death - Determining Veteran's status 	Please see Determine Military Funeral Honors (MFH) Eligibility Process for more details.	Please see Determine Military Funeral Honors (MFH) Eligibility Process for more details.	Please see Determine Military Funeral Honors (MFH) Eligibility Process for more details.	
2	Access G1 Data Portal Website and login with Common Access Card (CAC)	State MFH Coordinator opens a new webpage, enters the G1 Data Portal Website, and logs in with CAC. User must be registered on Army Knowledge Online (AKO).			G1 Data Portal Website	
3	Navigate to "MFH ARNG" (G1 Data Portal Website, TAPS)	State MFH Coordinator clicks on "G1" button in upper left hand corner of the G1 Data Portal home page, then navigates in the drop down menu to "Soldier Services", then to "Military Funeral Honors", then to "MFH ARNG" to enter TAPS. State MFH Coordinator sees all pending missions within their State.			G1 Data Portal Website TAPS	TAPS is only used for Military Funeral Honors missions.
4	Click on "New Mission" (TAPS)	State MFH Coordinator clicks on "New Mission" location on the top menu bar.			TAPS	

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5	Known SSN?	<p>State MFH Coordinator needs the deceased Soldier's SSN to input the mission into TAPS. If the SSN is unknown, a temporary SSN is assigned to the deceased Soldier.</p> <p>If the SSN is unknown, go to step 6. If the SSN is known, go to step 7.</p>			TAPS	
6	Click on "Using 'Unknown' SSN" (TAPS)	<p>If the SSN number is unknown, the State MFH Coordinator clicks on "Using 'Unknown' SSN." A temporary SSN is assigned to the deceased's information until SSN is identified, if applicable.</p> <p>Go to step 10.</p>			TAPS	Once the SSN is known, the State MFH Coordinator returns to TAPS and enters the SSN.
7	Click on "Using 'Known' SSN" (TAPS)	<p>If the SSN number is known, the State MFH Coordinator clicks on "Using 'Known' SSN." SSN is given to the State MFH Coordinator from the primary next of kin (PNOK) or the Funeral Home. Information may automatically populate if SSN is recognized in Defense Manpower Data Center (DMDC).</p>			DMDC TAPS	
8	Enter SSN (TAPS)	<p>State MFH Coordinator enters the known SSN in the box located on the left hand side of the page.</p>			TAPS	
9	Click on "Retrieve data" (TAPS)	<p>State MFH Coordinator clicks on "Retrieve data" located on the right hand side of the page.</p>			TAPS	

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10	Input required fields (TAPS)	<p>State MFH Coordinator inputs information that is identified with a red asterisk. Required information includes:</p> <ul style="list-style-type: none"> - Basic: Name, Address, Parent Service/Components, Grades, Status (this drives the number of Soldiers necessary to support the funeral mission) - Coordinators information: Request date, Times, Referrer, Service, Conducted/Supported by ARNG (Conducted means ARNG presents the flag to the next of kin (NOK) and receives credit for the Funeral Honors in DMDC. Supported means ARNG does not present the flag or receive credit for the Funeral Honors provided within the DMDC) - Honors Requested: "TAPS" and "Flag Folding and Presentation" must be check as a minimum - Special Requests/Comments: If the Family does not want a required request, a comment may be made here 			DMDC TAPS	
11	Click on "Save" and return to Mission Home Page (TAPS)	State MFH Coordinator clicks on "Save" and returns to Mission Home Page.			TAPS	
12	Click on "Assign Location" (TAPS)	State MFH Coordinator clicks on "Assign Location" located under the 'Mission Task' list on the left hand menu bar.			TAPS	

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13	Create new location?	<p>State MFH Coordinator searches TAPS database for funeral location. If the location is not in the TAPS database, the State MFH Coordinator needs to add the location.</p> <p>If the funeral location exists in TAPS, go to step 14. If the funeral location does not exist in TAPS, go to step 15.</p>			TAPS	
14	Click on location from drop down list (TAPS)	<p>If the funeral location is in the TAPS database, State MFH Coordinator clicks on the funeral location from the drop down list.</p> <p>Go to step 17.</p>			TAPS	
15	Click on "Add a New to List" (TAPS)	<p>If the funeral location is not in the TAPS database, State MFH Coordinator clicks on "Add a New to List."</p>			TAPS	
16	Input required information (TAPS)	<p>State MFH Coordinator inputs required information that is identified with a red asterisk (e.g. type, name). After entering required information, the State MFH Coordinator clicks on "Save New Location."</p>			TAPS	
17	Input scheduling information (TAPS)	<p>State MFH Coordinator inputs required scheduling information which includes: date of funeral, start time, and duration.</p>			TAPS	
18	Click on "Save this Page" and return to Mission Home Page (TAPS)	<p>State MFH Coordinator clicks on "Save this Page" located on the left hand side of the page and returns to Mission Home Page.</p>			TAPS	
19	Click on "Manage Participants" (TAPS)	<p>State MFH Coordinator clicks on "Manage Participants" located under the 'Mission Tasks' list on the left hand menu bar.</p>			TAPS	

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20	Locate participant in database?	<p>The Honor Guard participant's information automatically saves in the TAPS database once entered. If the Honor Guard participant is not in the TAPS database, the State MFH Coordinator needs to add the participant.</p> <p>If the Honor Guard participant is in TAPS, go to step 21. If the Honor Guard participant is not in TAPS, go to step 23.</p>			TAPS	
21	Click on "Use Database Search Panel to Add" (TAPS)	If the Honor Guard participant is in the TAPS database, the State MFH Coordinator clicks on "Use Database Search Panel to Add" to select existing participant.			TAPS	
22	Click on drop down to select participant (TAPS)	<p>State MFH Coordinator clicks on the drop down bar to select participants to participate in mission.</p> <p>Go to step 27.</p>			TAPS	
23	Click on "Add a New Non-System Participant" (TAPS)	If the Honor Guard participant is not in the TAPS database, the State MFH Coordinator clicks on "Add a New Non-System Participant."			TAPS	
24	Click on "Paid" or "Unpaid" (TAPS)	State MFH Coordinator clicks on either "Paid" or "Unpaid." If the Honor Guard participant is an ADOS Soldier, the State MFH Coordinator clicks on "Unpaid." If the Honor Guard participant is a Title 32 M-Day Soldier, the State MFH Coordinator clicks on "Paid."			TAPS	
25	Input required information (TAPS)	State MFH Coordinator inputs required information which includes: SSN, name, and address.			TAPS	

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26	Click on "Add Paid/Unpaid Participant" (TAPS)	When finished populating the appropriate fields, the State MFH Coordinator clicks on "Add Paid/Unpaid Participant" to add participant in TAPS.			TAPS	
27	Add another participant?	<p>State MFH Coordinator adds Honor Guard participants to perform the funeral according to the number required based on the deceased Soldier's status and requested honors.</p> <p>State MFH Coordinator repeats steps 20-26 for each Honor Guard participant needed to perform in the funeral.</p>			TAPS	
28	Click on "Mission Navigator" and select "Participants" (TAPS)	State MFH Coordinator clicks on "Home" located in menu bar on left hand side of the page. The mission is now pending on the State's Home Page.			TAPS	
29	Click on participant's SSN (TAPS)	State MFH Coordinator clicks on Honor Guard participant's SSN to assign role.			TAPS	
30	Assign participant's role (TAPS)	State MFH Coordinator uses the drop down menus to assign each Honor Guard participant's role. All Funeral Honors teams must have a team leader who presents the flag to the NOK.	DoDI 1300.15 U.S. Code, Title 10		TAPS	Participant participation drives whether or not the ARNG to receives credit for the mission as outlined in U.S. Code, Title 10 (Armed Forces) and DoDI 1300.15 (Military Funeral Support).
31	Require travel expense?	<p>Honor Guard participant's may or may not require travel expenses.</p> <p>If the Honor Guard participant requires travel expenses, go to step 32.</p> <p>If the Honor Guard participant does not require travel expenses, go to step 36.</p>				A travel expense is required if travel exceeds 50 miles from the home of record (HOR), an overnight stay is needed, and/or a privately owned vehicle (POV) is used.

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32	Click on "Add Travel Expenses" (TAPS)	If the Honor Guard participant requires travel expenses, the State MFH Coordinator clicks on "Add Travel Expenses."			TAPS	
33	Input appropriate fields (TAPS)	State MFH Coordinator inputs appropriate fields which includes: the name of the city traveling to and from, total miles, cost of fares/tolls, and miscellaneous costs.			TAPS	
34	Click on "Save Travel Record" (TAPS)	State MFH Coordinator clicks on "Save Travel Record."			TAPS	
35	Click on "Close Travel Plan" (TAPS)	State MFH Coordinator clicks on "Close Travel Plan" when all travel expenses are updated.			TAPS	
36	Click on "Save" (TAPS)	State MFH Coordinator clicks on "Save."			TAPS	
37	Return to Mission Home Page (TAPS)	State MFH Coordinator uses the Mission Navigator to return to the Mission Main Page.			TAPS	
38	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.	
39	Perform assigned duty?	<p>Honor Guard participants may change their assigned duty while at the funeral. If so, the State MFH Coordinator has to change the participant's duty in TAPS.</p> <p>State MFH Coordinator repeats steps 28-30 if assigned duty needs to be changed.</p>			TAPS	

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40	Change to travel expense?	<p>Honor Guard participants may experience unforeseen travel expenses.</p> <p>State MFH Coordinator repeats steps 32-38 if there is a need to change the travel expense information.</p>			TAPS	
41	Participant's status?	<p>If the Honor Guard participant is a Title 32 M-Day Soldier, the State MFH Coordinator is required to complete duty record forms for the Soldier to receive Defense Finance and Accounting Service (DFAS) payment.</p> <p>If the Honor Guard Participant is a Title 32 M-Day Soldier, go to step 42.</p> <p>If the Honor Guard Participant is a Title 32 ADOS Soldier, go to step 50.</p>			TAPS	
42	Click on appropriate pending Mission (TAPS)	If the Honor Guard Participant is a Title 32 M-Day Soldier, the State MFH Coordinator clicks on appropriate pending mission on the TAPS homepage.			TAPS	
43	Click on "Complete Duty Records" (TAPS)	State MFH Coordinator clicks on "Complete Duty Records" located under the 'Mission Task' list on the left hand menu bar.			TAPS	
44	Click on participant's SSN (TAPS)	State MFH Coordinator clicks on the Honor Guard participant's SSN.			TAPS	
45	Verify information and click on "Next Step" (TAPS)	State MFH Coordinator verifies Honor Guard participant's information for accuracy and clicks on "Next Step" located at the top/middle of the page.			TAPS	

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46	Click on "Form MFH Duty" (TAPS)	State MFH Coordinator clicks on "Form MFH Duty" located on the left hand side of the page. A new page opens with NGB Form 105 (Authorization for Individual Inactive Duty Training). The form may contain multiple missions performed by the Honor Guard participant.		NGB Form 105	TAPS	
47	Print form (TAPS)	State MFH Coordinator prints the NGB Form 105 (Authorization for Individual Inactive Duty Training). Some of the information is auto populated in NGB Form 105. Once the form is printed, the State MFH Coordinator hand writes the information that was not populated.		NGB Form 105	TAPS	
48	Save form as PDF (TAPS)	State MFH Coordinator saves NGB Form 105 (Authorization for Individual Inactive Duty Training) as a PDF file if needed for a future reference.		NGB Form 105	TAPS	
49	Click on "Archive" (TAPS)	State MFH Coordinator clicks on "Archive" located at the top of the page. Clicking on "Archive" indicated NGB Form 105 (Authorization for Individual Inactive Duty Training) is complete.		NGB Form 105	TAPS	
50	Incur travel expenses?	<p>State MFH Coordinator needs to populate SF 1164 (Claim for Reimbursement for Expenditures on Official Business) only if Honor Guard participant had travel expenses incurred during the funeral process.</p> <p>If the Honor Guard participant incurred travel expenses, go to step 51. If the Honor Guard participant did not incur travel expenses, go to step 54.</p>		SF 1164	TAPS	

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51	Click on "Form 1164" (TAPS)	State MFH Coordinator clicks on "Form 1164" located on the left hand side of the page. A new page opens with SF 1164 (Claim for Reimbursement for Expenditures on Official Business).		SF 1164	TAPS	
52	Print SF 1164 (TAPS)	State MFH Coordinator prints SF 1164 (Claim for Reimbursement for Expenditures on Official Business). Some information is auto populated on SF 1164.		SF 1164	TAPS	
53	Complete SF 1164 (TAPS)	State MFH Coordinator completes SF 1164 (Claim for Reimbursement for Expenditures on Official Business). State MFH Coordinator hand writes the information that is not populated on SF 1164.		SF 1164	TAPS	
54	Click on "Mission Navigator" and return to Mission Home Page (TAPS)	State MFH Coordinator clicks on "Mission Navigator" located on the left side of the page and returns to the Mission Home page.			TAPS	
55	Process any remaining participant?	State MFH Coordinator repeats steps 37-47 to process paper work for each participant.			TAPS	
56	Log off website (TAPS)	Once all Honor Guard participants are entered into the TAPS database, the State MFH Coordinator logs off website. The log off icon is located at the top of the page.			TAPS	
57	Obtain appropriate signatures	State MFH Coordinator obtains signatures. NGB Form 105 (Authorization for Individual Inactive Duty Training) is certified and signed by Military Technician located at the Joint Force Headquarters (JFHQ). The form is also signed by the State Program Military Authority as authority official.		NGB Form 105		

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58	Send form with a Transmittal Letter (TL) to the State Pay Branch and the State Retirement Branch/Section	State MFH Coordinator sends the NGB Form 105 (Authorization for Individual Inactive Duty Training) with a TL to the State Pay Branch and the State Retirement Branch/Section. Multiple participants forms may be sent at the same time.		NGB Form 105		PFOs Office processes the TLs and Soldier's Pay.
59	Receive payment and retirement point computation	All Honor Guard Soldiers receive payment and retirement point computation. DFAS takes approximately two weeks to process the payment. Soldier receives one retirement point computation per day.				