

## Memorandum of Agreement (MOA)

For

### Air Force Reserve Support for Military Funeral Honors

1. **Introduction:** This MOA establishes guidelines for use of Air Force Reserve (AFR) augmentation of the Active Duty (AD) honor guards. [Reference: AFI 34-242, *Mortuary Affairs Program, Chapter 8*]

2. **Purpose:** To establish operating procedures between the \_\_\_\_\_ Wing, \_\_\_\_\_ AFB, \_\_\_\_\_, and the \_\_\_\_\_ Airlift Wing, \_\_\_\_\_ ARB, \_\_\_\_\_ for the performance of military funeral honors for active duty, retired, and former members of the Air Force, within the AD honor guard's Area of Responsibility (AOR).

#### 3. Responsibility for Obtaining, Providing, and Tasking Military Funeral Honors:

3.1. \_\_\_\_\_ AFB retains command and control of the AOR, as designated by Air Force Mortuary Affairs.

3.2. \_\_\_\_\_ AFB will determine funeral honors eligibility and funeral detail size in accordance with AFI 34-242.

3.3. At no time does program responsibility shift to the reserve installation, or individual reserve honor guard team members.

3.4. Reserve augmentees will not perform funeral honors unless augmenting details assigned by the active duty base.

3.5. AF Form 1946, *Honor Guard Checklist*, is required for any activity in which the honor guard participates.

3.6. The Mortuary Officer, Honor Guard Administrator, or AD honor guard NCOIC will accomplish documentation and all reporting requirements for military funeral honors.

3.6.1. A coordination copy of the AF Form 1946 will be transmitted to the reserve honor guard POC upon notification of a funeral tasking.

3.6.2. The completed AF Form 1946 will be returned to \_\_\_\_\_ AFB upon completion of the funeral service.

3.6.3. \_\_\_\_\_ AFB will, upon request, provide copies of completed AF Form 1946 to HQ AFRC/A1SP for all services that included reserve participation.

#### **4. Active Duty Honor Guard Area of Responsibility Manager Duties and Responsibilities:**

4.1. As designated by Air Force Mortuary Affairs, maintains operational command and control of the AOR for military funeral honors through integration of active duty and reserve members.

4.2. Determines amount of reserve augmentation necessary to successfully meet funeral taskings based on historical data and current entitlements program.

4.3. Obtains approval from HQ AFSVA/CCR for use of Military Personnel Appropriation (MPA) man-days.

4.3.1 Provides annual MPA man-day forecast to HQ AFSVA/CCR and coordinates with the AFR honor guard OIC/NCOIC and MAJCOM Honor Guard Program Manager.

4.3.2. Funds travel and per diem costs including lodging, and prepares travel orders (DD1610) for reserve participation within the AOR.

4.4. Ensures volunteers do not exceed man-day limitations per fiscal year. Waiver requests may be submitted to HQ AFSVA/CCR with information copies to HQ AFRC/A1SP.

4.5. Budgets for and procures all honor guard equipment, including weapons, and prepares annual projections for blank ammunition.

4.6. Controls weapons and ammunition according to AFI 31-209, *Air Force Resource Protection Program*, maintains all approved operational weapons and provides blank ammunition, as required, to the \_\_\_\_\_th Honor Guard.

4.7. Provides training to all active duty and reserve honor guard members on a continuing basis.

4.8. Develops applicable Operating Instructions (OI) for both active duty and reserve participation and provides current OI to \_\_\_\_\_th Honor Guard, \_\_\_\_\_th Wing/A1S, and HQ AFRC/A1SP.

4.9. Maintains roster of trained, uniformed, and performance ready honor guard members. For reserve members, coordinates roster through \_\_\_\_\_th Airlift Wing's designated representative.

#### **5. AFR unit Duties and Responsibilities:**

5.1. Appoints an OPR to manage and coordinate reserve participation in the honor guard.

5.2. Ensures allocated MPA man-days are utilized only for reserve support of the active duty unit's funeral requirements. Reserve Personnel Appropriation (RPA) man-days will not be used for military funeral honors.

5.3. Utilizes AFRC RPA funding (with prior approval of A1SPM) for the purchase and alteration of honor guard uniforms. Utilizes base O&M funds for dry cleaning of reserve augmentees honor guard uniforms ("organizational clothing") if the dry cleaning service cannot be provided or funded by the active duty honor guard team supported.

5.4. Ensures reserve honor guard members are in compliance with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. Additionally, all AFR members must be certified fit for duty (not on medical profile) prior to being placed on any MPA man-day tour.

5.5. Maintains a roster of volunteers, and coordinates availability with the AD AFB Honor Guard OPR.

5.6. Manages volunteer recruitment program to maintain full manning on an annual basis.

5.7. Tracks MPA man-day utilization and accountability.

5.8. Ensures volunteers do not exceed current limitations on MPA man-day tours.

5.9. Cuts duty orders upon receipt of HQ AFSVA MPA man-day authorizations.

5.10. Educates civilian employers on the Air Force Honor Guard Program, the need for short-notice response, and the availability of reserve augmentees beyond the 15-day annual tour.

5.11. Provides duty status information to the augmentee's assigned unit.

5.12. Ensures volunteers are allowed the opportunity to accomplish required SORTS-reportable and home-station training, revert to unit resources for AFSC-specific annual 15-day training tour (e.g., AT) or in preparation for unit deployment.

5.13. \_\_\_\_\_ ARB, \_\_\_\_\_th Honor Guard will inventory their operational weapons and provide a copy of the inventory to the \_\_\_\_\_ AFB Armory NCOIC, if applicable.

6. **Transportation:** The transportation squadron at \_\_\_\_\_ ARB will be the primary OPR for providing vehicle support for military funeral honor guard details.

7. **Contingency Clause:** Activation of Presidential Select Reserve Call-Up (PSRC) of Air Force Reserve members preempts this MOA.

8. **Implementation:** The provisions contained within this MOA are effective when signed by the respective approving authorities and will remain effective until superceded, changed or rescinded, with coordination through both respective higher headquarters.

9. **Approvals:**

Sep 2010 version coordinated upon by HQ USAF/JAA-S, Services Law

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Name/Rank/USAF  
Commander, \_\_\_\_ Squadron

X

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Name/Rank/USAFR  
Commander, \_\_\_\_ Squadron

X

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Name/Rank/USAF  
Commander, \_\_\_\_ Group

X

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Name/Rank/USAFR  
Commander, \_\_\_\_ Group

X

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Name/Rank/USAF  
Commander, \_\_\_\_ Wing

X

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Name/Rank/USAFR  
Commander, \_\_\_\_ Wing

X

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Name/Rank/USAF  
Director of Services, Active Duty MAJCOM

X

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GERALD J. CARDINAL, GS-15  
Director of Services  
HQ AFRC/A1S

10. **Final Disposition**

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DALE R. PORZEL, Lt Col, USAF  
Reserve Advisor  
HQ AFSVA/CCR