



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC

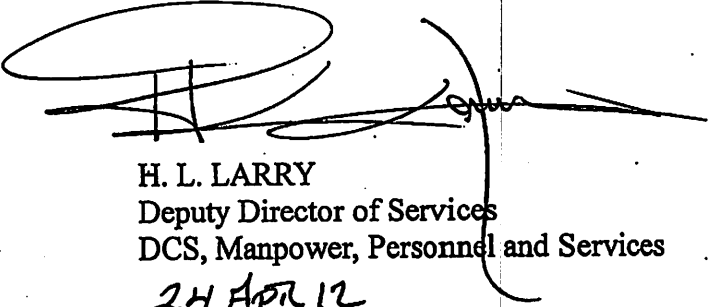
APR 24 2012

MEMORANDUM FOR MAJCOM/A1S MORTUARY AFFAIRS PERSONNEL
INSTALLATION HONOR GUARD PERSONNEL

FROM: HQ USAF/A1S
1040 Air Force Pentagon
Washington, DC 20330

SUBJECT: Implementation of the Tribute Assistance Planning System (TAPS) Database

1. The Defense Manpower Data Center (DMDC) will no longer support the Military Funeral Honors (MFH) Database, therefore Air Force Mortuary Affairs Operations (AFMAO) has collaborated with the US Army National Guard to develop an application that will replace the program currently in use. Effective 15 May 2012, Installation Honor Guard Managers will cease all use of the DMDC MFH Database and begin utilization of the TAPS database for inputting data for the Military Funeral Honors rendered by each installation.
2. In order to access the new application, Installation Honor Guard Program Managers will need to register their Common Access Card (CAC) with Army Knowledge Online (AKO) and create an account. This will grant them access to the G1 Portal, where the TAPS Database is located. After this initial step, the G1 Portal can be accessed directly. AKO registration procedures, a step-by-step Quick Start Guide and all applicable training videos will be located on the AFMAO website <http://www.mortuary.af.mil/library/honorguard/index.asp> and Community of Practice (COP) <https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=24802>.
3. For technical support regarding the AKO web site, please contact the AKO Helpdesk at help@us.army.mil. Questions about access to the TAPS Database can be directed to Tiber Creek's Helpdesk at rcmshelp@tibercreek.com or 1-800-339-0473. AFMAO POCs are SMSgt Donald Mark Cleveland at donald.cleveland@us.af.mil and SSgt Alexandru Stoica at alexandru.stoica.1@us.af.mil or 1-800-531-5803.



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