Military Funeral Honors—United States Air Force User Guide

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Authority: 10 U.S.C. 3013, Secretary of the Army; Army Regulation 600-8-23, Standard Installation/Division Personnel System Database Management; and E.O. 9397 (SSN)

Principal Purpose: The Reserve Component Management System - Guard (RCMS-G) collects data verify eligibility for benefits, incentives, and to process and consolidate source data from multiple locations into usable information that serves as the source information for force structure-forecasting models, decision support applications, tools and reporting capabilities.

Routine Uses: None. This information will not be disclosed outside of the Department of Defense other than the "Blanket Routine Uses" as published in the Federal Register.

Disclosure: Providing the solicited information is voluntary; however, failure to provide this information may result in the Army National Guard being unable to process your request for education benefits, incentives, etc. Furnishing of the information solicited is voluntary; however, failure to provide this information may result in the Army National Guard being unable to process your request for education benefits, incentives, etc.

Registration Information

Why do we need your Social Security Number? Social Security Number (SSN), Date of Birth (DOB), and other verifiable data is gathered from enlistment records covered under blanket routine uses to authenticate who you are. Additional verifiable data fields can be modified to reflect updated information. Your SSN will be stored with your account and is shared with agencies and organizations involved in the benefits eligibility process and strength forecasting.

Is it safe?

Security during transmission is ensured using a 128-bit Secure Socket Layer (SSL) connection. This is the highest industry standard and establishes an encrypted session between your computer and RCMS-G site services. We use the same technology that other major companies operating on the World Wide Web (WWW) use to protect personal information and guard against identity theft. Look for the little yellow padlock at the bottom of your browser window to ensure that you have established a secure connection. There are no alternate means of registration as this is the most secure method of protecting your information.

Table Of Contents

1 What's New

Version 2.1.0.0—Released 2012/04

New Features

- Transportation, by miles and vehicle type, can now be tracked using the After Action Review form. (See Complete After Action Review.)
- New reports are now available to USAF-level users.
  - **Participant Travel** report displays a summary of all participant travel as recorded in After Action Reviews.
  - **Issues Encountered** report displays a summary of all issues encountered while attempting to conduct or support missions, as recorded in After Action Reviews.
  - **Honors by Status** and **Honors by Component** reports display counts of missions organized by the military status or assigned component of the deceased.
- A mission summary report can be printed from the mission home page. Click the **Print** button in the Mission Info section.  (The mission summary report is an automatically populated version of the AF 1946 form.)

Enhancements

- An **Aircraft Type** field has been added to the Dignified Arrival data entry screen—you can select either **Contract**, **Commercial**, **Military**, or **Unknown**.
- Location selection is now easier in the Assign Locations screen. Instead of selecting the location from a long drop-down list, you can type all or part of the name into a text box, and a filtered list of locations, with their respective addresses, appear in a selectable drop-down list. (SeeAssign Locations.)
- Participants added manually as unpaid, non-VSO participants can now be entered without a completed Social Security Number (SSN) through the Management Center, only the last four digits of their SSNs are required. (SeeAdding Other (Army, Navy, Air Force, etc.) Unpaid Participants on page 80.)
- The Check/Edit Records page has been enhanced to require only last four of participant SSN for search. Search for participants by last four SSN or select their names from a drop-down list to see their assigned missions. (See Check Edit Records.)

BETA Version—Released 2012/02

New Features

- A new copy of the application, called **MFH USAF**, is now available in a BETA version for testing. The application has been branded for the United States Air Force.
- The Calendar feature is now available to allow users to quickly see what missions are scheduled during any timeframe and navigate quickly to those missions. (See Calendar.)

Enhancements

- **Honorable Transfers** are now called **Dignified Arrivals**.

2 MFH USAF Background

As provided by law, an honor guard detail for the burial of an eligible veteran shall consist of no less than two members of the Armed Forces. One member of the detail shall be a representative of the parent Service of the deceased veteran. The honor detail will, at a minimum, perform a ceremony that includes the folding and presenting of the American flag to the next of kin, in addition to playing the official bugle call Taps.

Who Is Eligible For Military Funeral Honors?

- 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
- Former military members discharged from the Selected Reserve due to a disability incurred or aggravated in the line of duty

What Is The Intent Of The Military Funeral Honors—United States Air Force (MFH USAF) Application?

MFH USAF is a web-based mission request and tracking tool developed to assist field users at the Site level in coordinating and managing the appropriate final tribute to eligible veterans, acknowledging their faithful and honorable service to the Nation. MFH provides Funeral Honors Coordinators with automated assistance to ensure that funeral honors are conducted with dignity and respect, meet the acceptable military standard, and are recorded as mandated, for proper payment disbursal. The release of the MFH USAF application is designed to ensure that each Site receives “credit” for the missions they conduct. The Site user inputs detailed information pertaining to the funeral honors request or “Mission”, eligible “Participants”, and their corresponding “Duty Record” detail for the purpose of ensuring that the data is reported to the Army for credit. This data transfer will occur automatically. MFH USAF has been designed to compliment and augment existing federal and local programs that provide this solemn and dignified ceremony to honor a deceased veteran at the time of burial. MFH USAF has modernized, integrated, and automated the process of requesting, planning, and performing a military funeral honors mission.

- The application provides a web-based mission request and tracking tool to coordinate the appropriate final tribute to eligible veterans, acknowledging their faithful and honorable service to the Nation

- The application provides Sites with automated assistance in order to coordinate MFH USAF and ensure that they are conducted as provided by law
- The ceremony consists of, at a minimum, the folding and presentation of the American flag and the sounding of TAPS by a detail of two uniformed members of the Armed Forces. At least one of the detail's members shall be from the parent service of the eligible veteran or retiree

What Are Some Of The Features Of The Military Funeral Honors—United States Air Force (MFH USAF) Application?

- Records and tracks all activities related to proper performance of Funeral Honors including training and payment
- Generates standardized reports, mandated by Congress, to document military funeral honors support for veterans
- Permits cross-referencing with the G1 Data Warehouse for Army personnel and provides DOD-approved forms/letters using Adobe Acrobat PDF
- Allows user to create and maintain duty records for all participants
- Provides a batch processing module to routinely share data with other components of the Army

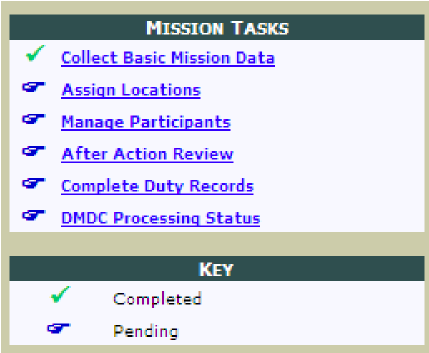
"Mission Tasks" on the Mission Information Page provides links so you can:

- Collect Basic Mission Data (on deceased and honors)
- Assign Locations (for Funeral/Burial, with date and time)
- Manage Participants (and assign roles)
- Complete Duty Records (mission, training, travel, etc.)

Once all required information has been entered, the appropriate paperwork will be automatically pre-populated when generated. The forms currently available within the application are Standard Form 1164 Claim for Reimbursement for Expenditures on Official Business and The Joint Military Funeral Honors Record.

How Does The "Mission Tasks" List Work On The Mission Information Page?

The Mission Tasks panel summarizes the progress that has been made on completing mission tasks. Checkmarks (✓) identify a mission task as being completed (all mandatory fields) and pointing fingers (☞) identify a mission task as pending completion. Completed task items are denoted with a check-mark.



Each of the data entry pages that correspond to the mission task list includes several mandatory data fields. An asterisk (*) appears beside each mandatory field on these pages. When all mandatory information has been completed and saved, a checkmark will appear.

See Mission Information Page on page 26 for more information about how to complete all of these tasks from the Mission Information Page.

3 Logging In To MFH USAF

Users must have a valid Army Common Access Card (CAC) in order to apply for permission and access applications on the USAF Personnel Resources Intranet. The government has implemented this requirement as one of the numerous measures taken in order to safeguard sensitive information.

Users must first have an AKO/DKO account. If you do not already have an AKO/DKO account, go to https://www.us.army.mil, click **Register with a CAC**, and follow the log in and registration instructions. (For more detailed instructions from the AKO/DKO site itself, Army Personnel, see AKO Account Registration; DOD, non-Army Personnel see DKO Account Registration; other types of users, like contractors, will require a sponsored account, see Sponsored/Guest Account Registration.)

If you already have an AKO/DKO account, or after your new account is approved, navigate to https://arngg1.ngb.army.mil and follow the login instructions to log in with your CAC.
Tip: If your login fails once, or if your session times out, you may get an error that says *Internet Explorer cannot display the webpage* when you navigate to the site. To reset your session, click **File** and select **New session**. If you cannot see the *File* menu, press **Alt** first. A new Internet Explorer window opens. Navigate to https://arngg1.ngb.army.mil in the new window that opens—you may have to copy and paste the link or type the address into the address bar to make sure the site opens in the new window and not any of the other Internet Explorer windows open on your desktop.

The first time you access the application, see Requesting Access to an Application for more information about how to request access to MFH USAF.

4 Requesting Access To MFH USAF

To request access to MFH USAF, click the MFH USAF main screen. Once there, click the **Request Access** button. Next, you will see a form asking what level of access you require and why. Then, click **Submit**. After the request for access has been submitted, the application administrators will review--and either approve or disapprove--the request.

You access to the application will depend on you user role, which is determined by your functional role and level of responsibility. If you are granted administrative privileges, you will be able to If they require access to the User Management tool, to approve other user's access requests. (To learn how to use the User Management Tool as an Administrator, see User Management Tool.)

5 MFH USAF User Hierarchy

When you are granted access to MFH USAF you are assigned a role which will give you access to certain functionality within the MFH USAF program.

USAF Funeral Honors Program Manager

- Grants access to USAF level personnel and Site Coordinators in each of the Sites.
- Views and queries access of all Sites' data.
- Reviews MFH USAF performance and policy compliance by Sites.

Site Funeral Honors Coordinator/Manager

- Grants specific user-level access to appropriate personnel in the Sites.
- Sets Site user levels needed to access and interface MFH USAF.
- Confirms completion of training and missions, and of submission for credit.
- Completes a Monthly Progress Report (electronically forwarded to USAF) summarizing briefings, accomplishments, problems, supply, equipment and vehicle expenses.
- Performs required actions for completion of missions within assigned Site, using MFH USAF application as the database of record.

Team Leaders/Regional Managers/Designated Representatives

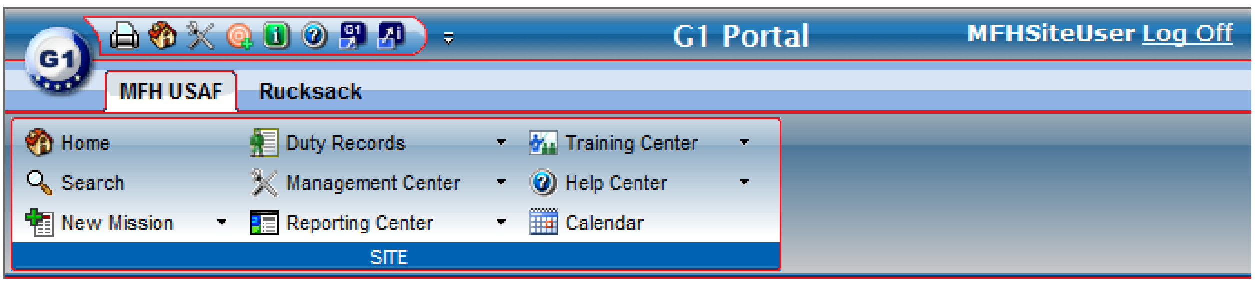
- Enters, views, and updates mission and training data.

6 Navigation

There are two levels of navigation within MFH USAF. To move between tools, application pages, and missions, use the links on the Ribbon Toolbar. To navigate within a mission, use either the Mission Task Checklist or the Mission Navigator.

6.1 Ribbon Toolbar

You can navigate through MFH USAF using the links on the Ribbon Toolbar—the menu at the top of the application screen.



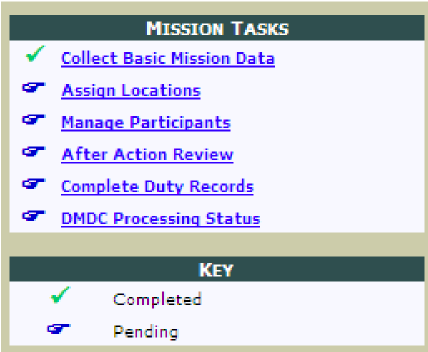
The Ribbon Toolbar includes the following links.

- Home Page on page 21
- Search on page 20
- Add a New Mission Request on page 29
- Duty Records on page 54
- Management Center on page 61
- Reporting Center on page 82
- Training Center on page 99
- Help Center on page 108

Also, if you have authority to approve other user's access to MFH, you will see the User Management icon. See User Management Tool to learn about how to manage users.

6.2 Mission Tasks Checklist

The mission tasks checklist is a navigational tool available from within a Mission Information Page.



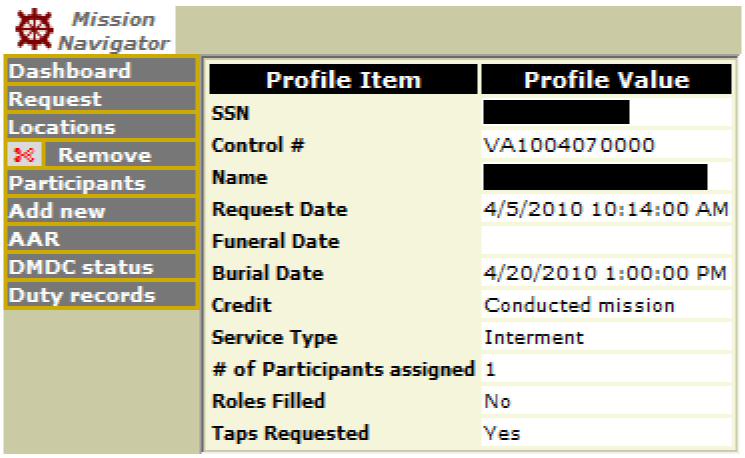
The Mission Tasks panel summarizes the progress that has been made on completing mission tasks. Checkmarks (✓) identify a mission task as being completed (all mandatory fields) and pointing fingers (☞) identify a mission task as pending completion.

Each of the following tasks is required to successfully complete a mission.

- **Collect Basic Mission Data:** In order to enter a new mission request, you will be required to collect basic mission data. (See Add a New Mission Request on page 29 for more information about how to create a new mission and collect this data.)
- **Assign Locations:** You must record the locations where funeral honors will be performed, to include the Funeral Home, Burial Site, and/or Dignified Arrival Location. See Assign Locations on page 34 for more information.
- **Manage Participants:** Participants will perform the military funeral honors. Each mission must be assigned the requisite number of participants to complete the funeral honors to be performed—and each participant must be assigned roles to perform for the mission. When you click this link, if there are no participants currently assigned to the mission, the Add Participants page will be displayed. (See Add Participants Page on page 27.) If, however, there is at least one participant assigned to the mission, the Scheduled Participants page will be displayed. (See Scheduled Participants Page on page 28.)
- **After Action Review:** After a mission is performed, an After Action Review must be completed. (See Complete After Action Review on page 46.)
- **Complete Duty Records:** Duty records must be completed for every participant who completes a mission. (See Complete Duty Records on page 48.)

6.3 Mission Navigator

The Mission Navigator is located in the top left-hand corner of all pages within a mission. It includes basic mission summary information, links to all the mission-related pages, and an option to delete/remove the mission.



- **Dashboard:** The Dashboard link opens the Mission Information page. (See Mission Information Page on page 26.)
- **Request:** Opens the Basic Mission Data page. You can modify the recorded information about the deceased.
- **Locations:** Opens the Locations page. (See Assign Locations on page 34.)
- **Remove:** Deletes the mission. Note that if payments are associated with a mission the mission cannot be deleted.
- **Participants:** Opens the Scheduled Participants page. (See Scheduled Participants Page on page 28.)
- **Add New:** Opens the Add Participants page. (See Add Participants on page 37.)
- **AAR:** Opens the Complete After Action Review page. (See Complete After Action Review on page 46.)
- **DMDC Status:** Opens the Check DMDC Processing Status page. (Not relevant for MFH USAF.)
- **Duty Records:** Opens the Complete Duty Records page. (See Complete Duty Records on page 48.)

7 Search

The Search menu option opens the **Search** page with tools to search for particular missions by SSN, Name, or Mission Control Number.

Tip: If you're looking for a group of missions, you can search by date range from the Home Page (See Customize Date Range on page 22 for more information.) This is an easy way to locate all recent missions without searching for each mission individually.

SSN Search

Enter the full social security number of the deceased and click **Search**. If the mission has already been entered the user will be taken directly to the Mission Information Page to view the details. Otherwise, a message stating "No records found" will be displayed.

Last Name Search

Enter the first two (or more) letters of deceased's last name and click **Search**. If multiple matches are found, click the Control Number beside the name of the deceased and you will be taken to the Mission Information page; if one match is found, you will be taken directly to the Mission Information page for the deceased.

Control Number Search

Enter the complete Control Number assigned to the mission you wish to locate **(format: STYYMMDD####)**. If the Control Number exists, the user will be taken directly to the Mission Information Page to view the details. Otherwise, a message stating "No records found" will be displayed.

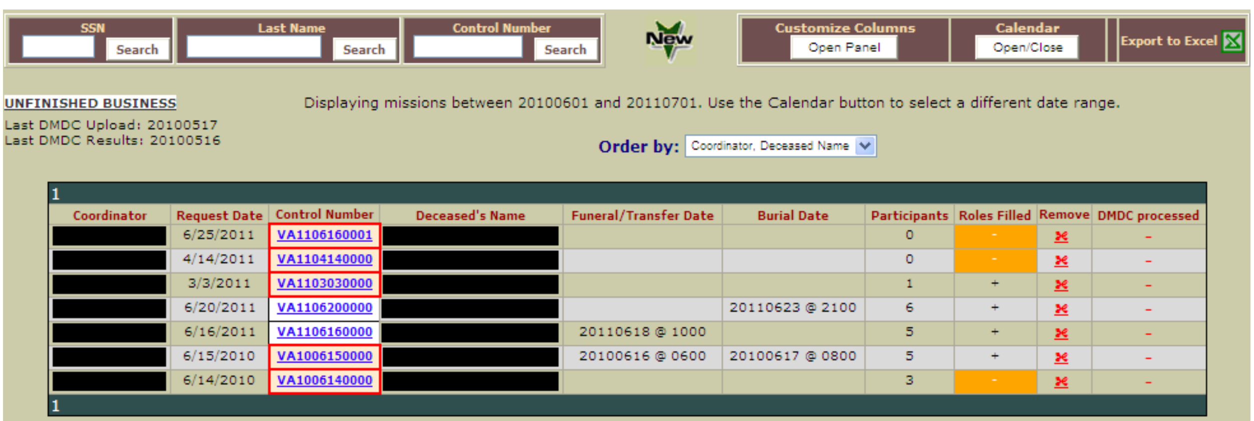
8 Understanding Application Pages

There are several main pages that you will navigate through as you use MFH USAF.

Explore any of the following topics to learn more:

8.1 Home Page

The Home Page helps the user perform day-to-day activities by providing summary data on funeral honors missions. Users can perform searches, review mission activity, or drill-down to the details of a specific mission. Missions not visible upon opening the Home Page can be accessed by selecting a different date range using the Calendar, performing a name search for the deceased, or by simply clicking the Last Name Search button, which will result in a display of all missions.



From the Home Page you can view information and accomplish tasks.

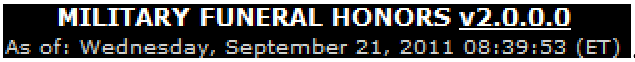
Search for Missions

See Search on previous page for more information.

View Recent Updates to MFH USAF

Click the version number by the page title to open the What's New section of the documentation. See

What's New on page 9 for more information.



Customize Mission Columns

You may customize columns for missions appearing on the Home Page.

1. Click **Open Panel**.
   A panel displaying optional mission columns appears.
2. Select boxes to add columns and clear boxes to remove columns.
3. Click the **Refresh Grid** button.
   The grid refreshes, displaying the selected columns for each mission.

Customize Date Range

You may customize the date range of displayed missions.

1. Click the **Open/Close** button.
   The calendar tool opens.
   

2. Select a start and an end date on the calendars, and click **GO**.
   A list of all missions within that date range will be displayed.
   Tip: To automatically set the date range as the next two weeks from today, click the available button.

Export to Excel

To export the list of missions to Microsoft Excel, click the Export to Excel button.

Order by

Use the drop-down list to sort the missions by Request Date; Funeral Date; Burial Date; or Coordinator

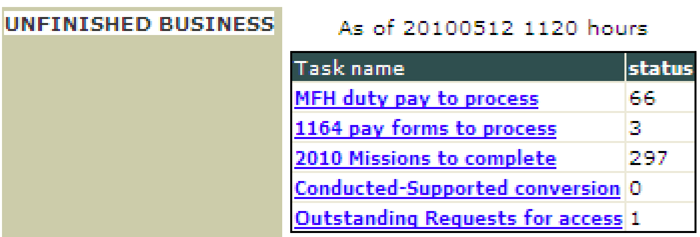
(and further by deceased's name.)

View Unfinished Business

Click the Unfinished Business link to see a list of tasks that you must complete for missions. Each task name will have a count to view the list of missions you must work on.

MFH USAF tracks a variety of tasks that have been left incomplete. The Unfinished Business link on the home page will allow you to access a list of tasks that are awaiting attention.

To access these lists, click **Unfinished Business**. The list categories appear.

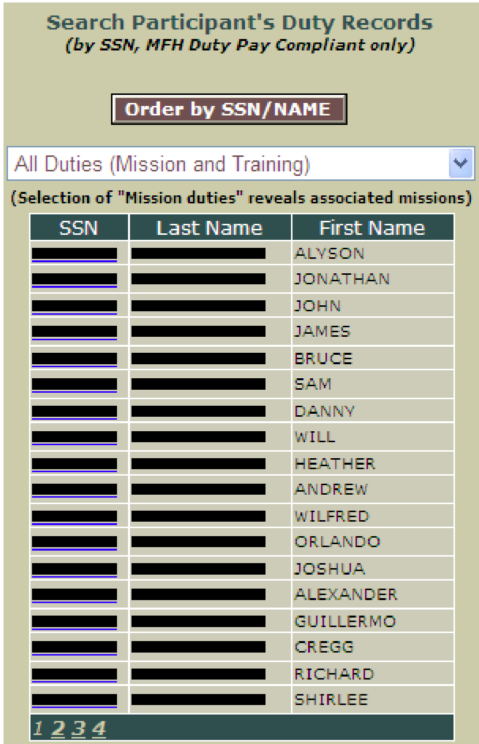


Task name	status
MFH duty pay to process	66
1164 pay forms to process	3
2010 Missions to complete	297
Conducted-Supported conversion	0
Outstanding Requests for access	1

Note: The Unfinished Business list is updated every hour. The list displays the date and time of the last update. If you complete Unfinished Business tasks, the counts will **not** be immediately updated.

Select a category. Each category navigates to a screen where you can complete the selected unfinished business.

- **MFH Duty Pay to process.** Opens a list of all missions requiring that MFH Duty Pay be processed. Click the SSN to open the Funeral Honors Duty Details page for the Airman. (See Complete Duty Records on page 48.)


Search Participant's Duty Records
(by SSN, MFH Duty Pay Compliant only)

Order by SSN/NAME

All Duties (Mission and Training)

(Selection of "Mission duties" reveals associated missions)

SSN	Last Name	First Name
[redacted]	[redacted]	ALYSON
[redacted]	[redacted]	JONATHAN
[redacted]	[redacted]	JOHN
[redacted]	[redacted]	JAMES
[redacted]	[redacted]	BRUCE
[redacted]	[redacted]	SAM
[redacted]	[redacted]	DANNY
[redacted]	[redacted]	WILL
[redacted]	[redacted]	HEATHER
[redacted]	[redacted]	ANDREW
[redacted]	[redacted]	WILFRED
[redacted]	[redacted]	ORLANDO
[redacted]	[redacted]	JOSHUA
[redacted]	[redacted]	ALEXANDER
[redacted]	[redacted]	GUILLERMO
[redacted]	[redacted]	CREGG
[redacted]	[redacted]	RICHARD
[redacted]	[redacted]	SHIRLEE

1 2 3 4

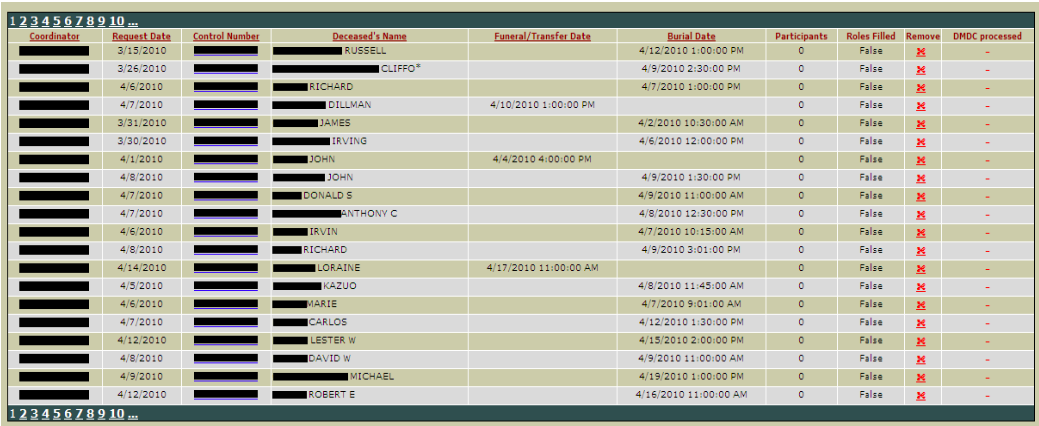
- **1164 pay forms to process.** Opens a list of all missions requiring the completion of 1164 forms. Click the SSN to open the Funeral Honors Duty Details page for the Airman. (See Complete Duty Records on page 48.)


Travel and Stipend Expenses (all duties)
Form 1164 records

SSN	Name
[redacted]	[redacted] ASA
[redacted]	[redacted] HUGH II
[redacted]	[redacted] DERRICK
[redacted]	[redacted] MICHAEL
[redacted]	[redacted] Angie S
[redacted]	[redacted] GREGORY

1

- **FY Missions to complete.** Opens a list of all incomplete missions in your Site. Click the Control Number to open the Mission Information Page. (See Mission Information Page on next page.)



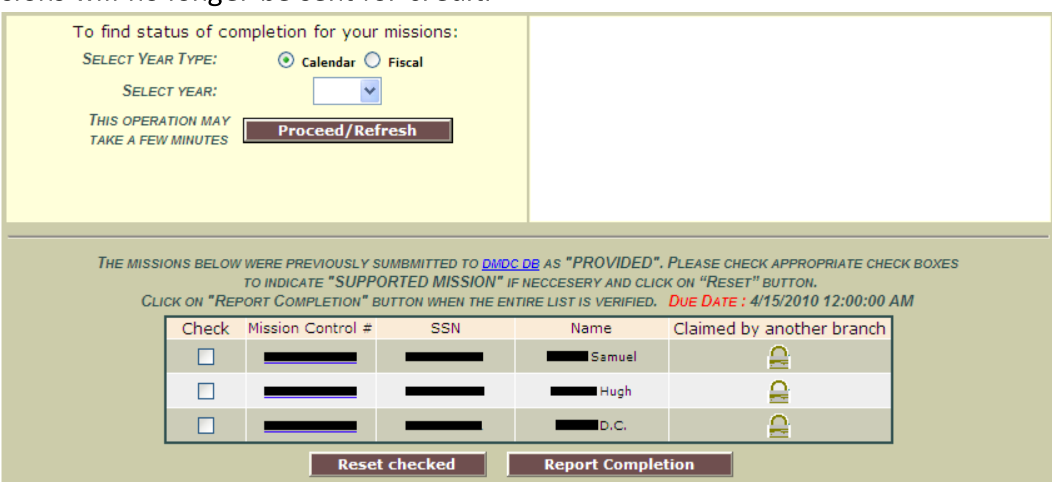
1 2 3 4 5 6 7 8 9 10 ...

Coordinator	Request Date	Control Number	Deceased's Name	Funeral/Transfer Date	Burial Date	Participants	Roles Filled	Remove	DMDC processed
[redacted]	3/15/2010	[redacted]	[redacted] RUSSELL		4/12/2010 1:00:00 PM	0	False		-
[redacted]	3/26/2010	[redacted]	[redacted] CLIFFO*		4/9/2010 2:30:00 PM	0	False		-
[redacted]	4/6/2010	[redacted]	[redacted] RICHARD		4/7/2010 1:00:00 PM	0	False		-
[redacted]	4/7/2010	[redacted]	[redacted] DILLMAN	4/10/2010 1:00:00 PM		0	False		-
[redacted]	3/31/2010	[redacted]	[redacted] JAMES		4/2/2010 10:30:00 AM	0	False		-
[redacted]	3/30/2010	[redacted]	[redacted] IRVING		4/6/2010 12:00:00 PM	0	False		-
[redacted]	4/1/2010	[redacted]	[redacted] JOHN	4/4/2010 4:00:00 PM		0	False		-
[redacted]	4/8/2010	[redacted]	[redacted] JOHN		4/9/2010 1:30:00 PM	0	False		-
[redacted]	4/7/2010	[redacted]	[redacted] DONALD S		4/9/2010 11:00:00 AM	0	False		-
[redacted]	4/7/2010	[redacted]	[redacted] ANTHONY C		4/8/2010 12:30:00 PM	0	False		-
[redacted]	4/6/2010	[redacted]	[redacted] IRVIN		4/7/2010 10:15:00 AM	0	False		-
[redacted]	4/8/2010	[redacted]	[redacted] RICHARD		4/9/2010 3:01:00 PM	0	False		-
[redacted]	4/14/2010	[redacted]	[redacted] LORAINE	4/17/2010 11:00:00 AM		0	False		-
[redacted]	4/5/2010	[redacted]	[redacted] KAZUO		4/8/2010 11:45:00 AM	0	False		-
[redacted]	4/6/2010	[redacted]	[redacted] MARIE		4/7/2010 9:01:00 AM	0	False		-
[redacted]	4/7/2010	[redacted]	[redacted] CARLOS		4/12/2010 1:30:00 PM	0	False		-
[redacted]	4/12/2010	[redacted]	[redacted] LESTER W		4/15/2010 2:00:00 PM	0	False		-
[redacted]	4/8/2010	[redacted]	[redacted] DAVID W		4/9/2010 11:00:00 AM	0	False		-
[redacted]	4/9/2010	[redacted]	[redacted] MICHAEL		4/19/2010 1:00:00 PM	0	False		-
[redacted]	4/12/2010	[redacted]	[redacted] ROBERT E		4/16/2010 11:00:00 AM	0	False		-

1 2 3 4 5 6 7 8 9 10 ...

Tip: Click the column headers to sort the missions by column.

- **Conducted supported conversion.** Opens a list of all missions that were submitted for credit but were not processed because another branch claimed the mission. If the mission was truly just supported by the United States Air Force, select the **Check** checkbox and click **Reset checked**. If you would like to negotiate with the other agency for credit, leave the checkbox cleared. After reviewing all missions, click the **Report Completion** button. All checked missions will no longer be sent for credit.



Check	Mission Control #	SSN	Name	Claimed by another branch
	[redacted]	[redacted]	[redacted] Samuel	
	[redacted]	[redacted]	[redacted] Hugh	
	[redacted]	[redacted]	[redacted] D.C.	

- **Outstanding requests for access.** displays the number of users who have requested access.

Access Missions

The home page contains a grid displaying an overview of mission details.

1

Coordinator	Request Date	Control Number	Deceased's Name	Funeral/Transfer Date	Burial Date	Participants	Roles Filled	Remove	DMDC processed
[redacted]	6/14/2010	VA1006140000	[redacted]			3	-		-
[redacted]	6/15/2010	VA1006150000	[redacted]	20100616 @ 0600	20100617 @ 0800	5	+		-
[redacted]	3/3/2011	VA1103030000	[redacted]			1	+		-
[redacted]	4/14/2011	VA1104140000	[redacted]			0	-		-
[redacted]	6/16/2011	VA1106160000	[redacted]	20110618 @ 1000		5	-		-
[redacted]	6/25/2011	VA1106160001	[redacted]			0	-		-

1

Click a **Control Number** to go to the Mission Information page for that record, where you can view and modify mission details, and complete mission tasks.

In the Roles Filled column, shaded boxes displaying a “minus” sign (-) indicate that a required role (flag presenter, bugler, etc.) has not been assigned to a participant. Boxes displaying a “plus” sign (+) indicate that all roles have been filled.

In the Remove column, click the **x** to delete the mission.
A confirmation screen opens.

Type the reason for removal, and click **Remove**.

8.2 Mission Information Page

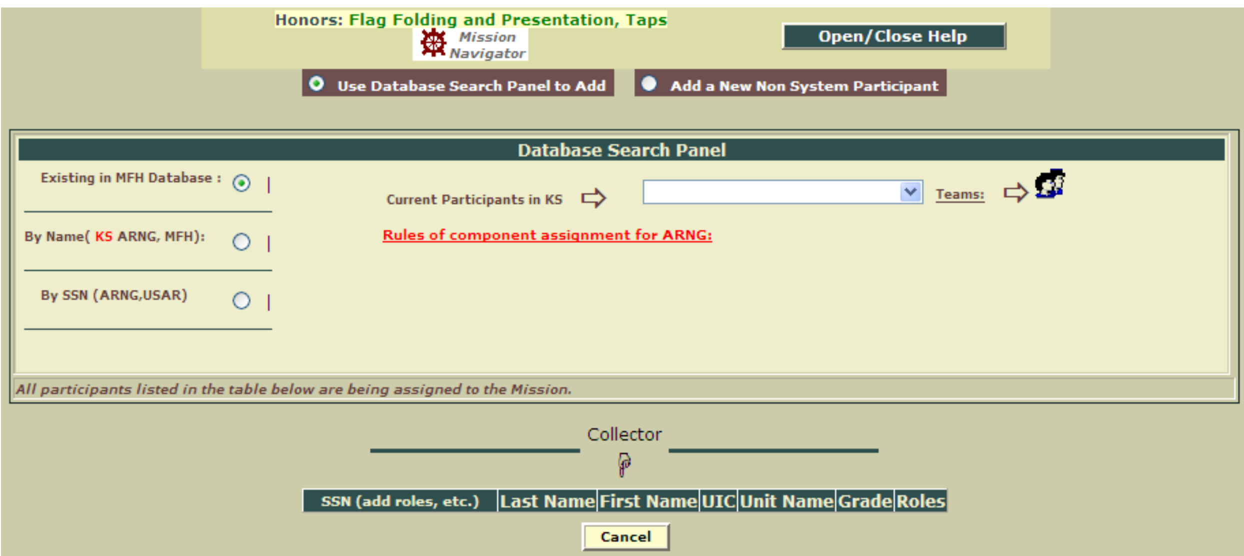
The Mission Information Page is created when, having been notified of the death of an eligible service member, the MFH USAF user selects the New Mission link, enters the **Add New Mission Request** page, and **Collects Basic Mission Data.** The system will then assign a unique control number to the mission, and the information page is displayed.

The task list on the Mission Information Page facilitates each step of a new mission entry (although many of these “steps” can be performed from within other areas of the application as well.) The Mission, Funeral, and Cemetery panels summarize the mission information. (See Mission Tasks Checklist on page 18.)

Additionally, you can click the magnifying glass icon ( ) to add or edit information in the panel.

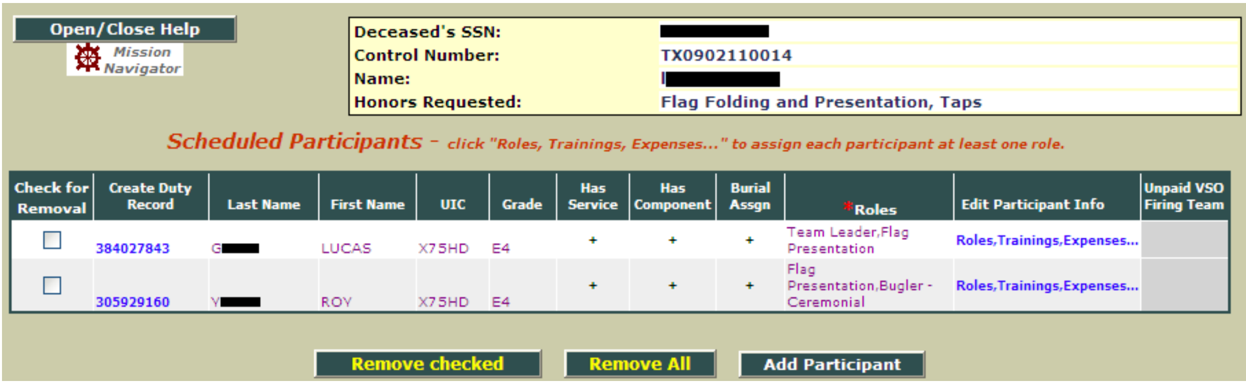
8.3 Add Participants Page

If no participants have been assigned, the Add Participants page opens when you click **Manage Participants** in the Mission Task List. This page displays the honors that have been requested in the mission so that the user knows which roles that will have to be assigned in order to provide the requested honors.



8.4 Scheduled Participants Page

If at least one Participant has been assigned to a mission, when you click Manage Participants from the Mission Task list, the Scheduled Participants page opens.



This page allows the user to complete several tasks, including:

- Add additional participants: Click **Add Participant**. (See Add Participants on page 37.)
- Assign roles to participants: Click **Roles, Trainings, Expenses**. (See Assign Roles to Each Participant on page 40.)
- Create and complete duty records: Click the Participant's SSN in the **Create Duty** Record column. (See Duty Records on page 54.)
- Remove participant records: See Remove Participants from a Mission on page 42.
- Schedule participant training: Click **Roles, Trainings, Expenses**. (See Schedule Training on page 45.)
- Add travel expense information: Click **Roles, Trainings, Expenses**. (See Add Travel Expenses on page 43.)

9 Processing A Military Funeral Honors Mission Request

When notified of the death of an eligible service member, the Site MFH USAF user must create a Mission Request, which is then processed through the application. Several tasks must be completed to complete the record of the funeral honors.

9.1 Add A New Mission Request

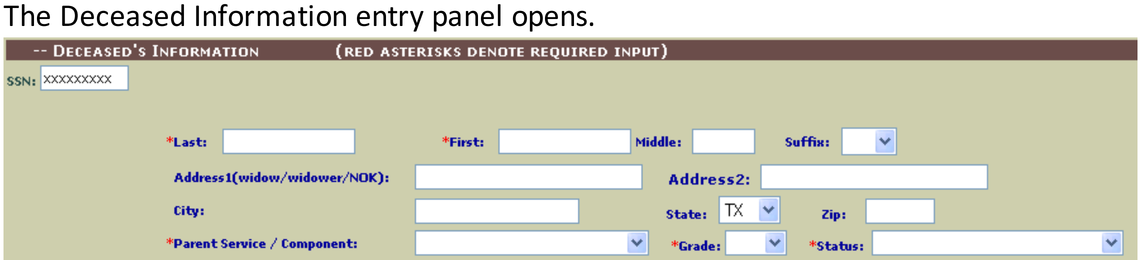
There are two ways to add a new mission request: with a known or unknown SSN. Explore any of the following topics to learn more:

9.1.1 New Mission Request With KnownSSN

Use this process if you know the Social Security Number (SSN) of the deceased.

1. Click **New Mission** in the Ribbon Toolbar and select **Using 'Known' SSN**.

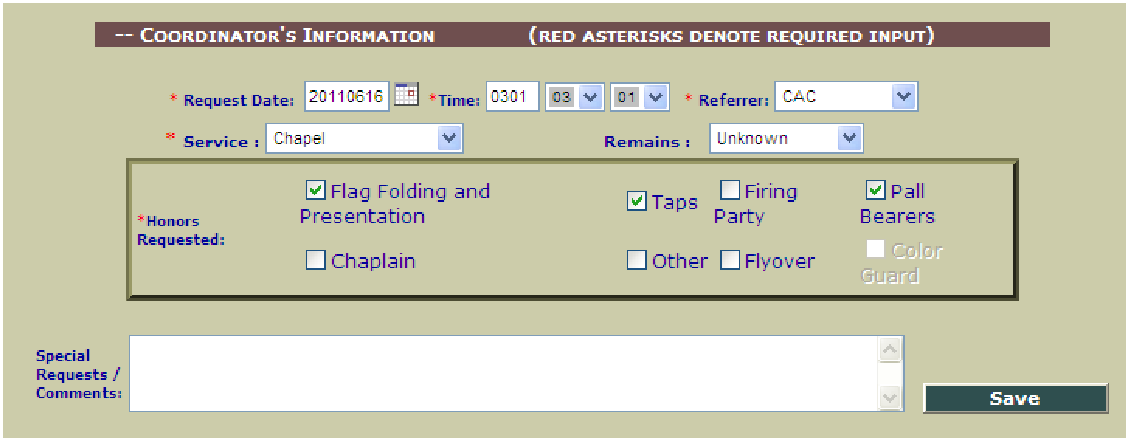
   The Deceased Information entry panel opens.



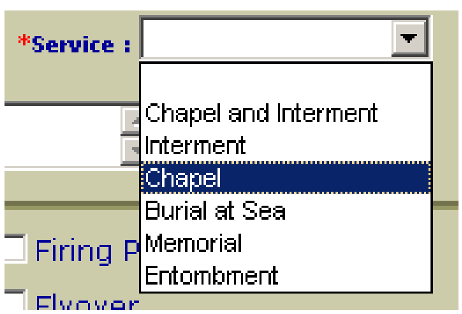
   Note: If the SSN is found in the database, the name and demographic information are automatically populated. If the SSN is not found in the database, these fields are blank.

2. Complete all required fields, and optional fields as desired.
   Tip: Press the Tab key to move from field to field.
   Tip: All required fields are flagged with an asterisk (*).

3. Complete all required fields, and optional fields as desired, for the Coordinator Information.



- **Request Date:**The Request Date is automatically populated with the current date. However, if this is incorrect (request date has passed) the user must type the correct date into the text box (using the YYYYMMDD format) or click the calendar link and select the correct date.
  Note: When the user enters the locations and scheduling information for funeral, burial, or memorial honors performed, the application will require these to occur after the request date.
- **Time:** Time the request was received is automatically populated at 00:00. Use the hour and minute drop-down lists to edit.
- **Referrer:** CAC is automatically populated in the Referrer drop-down. Use the drop-down list to make a different selection.
- **Service:** Select the most appropriate choice from the drop-down list to indicate the location where funeral honors will take place.



Note: Since *Funeral* is the term that is compliant with requirements, when the user enters locations, one must be entered in the area of the screen labeled *Funeral Home*.

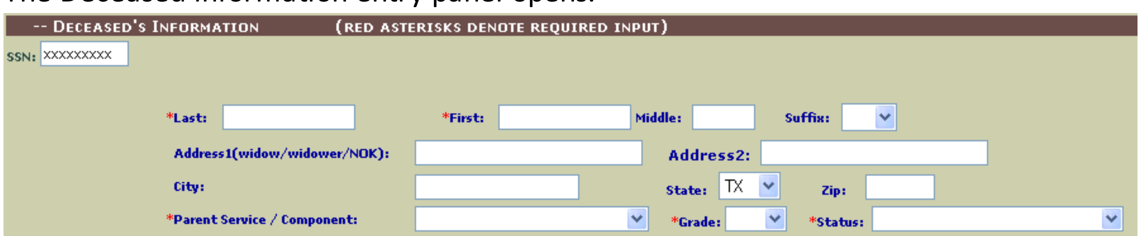
- **Honors Requested:** Check the honors that have been requested for the mission. Playing of the official bugle call Taps is required to qualify for mission credit, and is automatically populated with a checkmark. However, if the family has declined the playing of Taps, you may clear the checkbox for this honor and indicate the reason in the Special Requests/Comments box. Select any other honors requested, and enter any special requests or comments in the text box.

4. Click **Save**.
   The new mission is saved. The Mission Information Page opens with a checkmark beside the Collect Basic Mission Data Mission Task.

9.1.2 New Mission Request With UnknownSSN

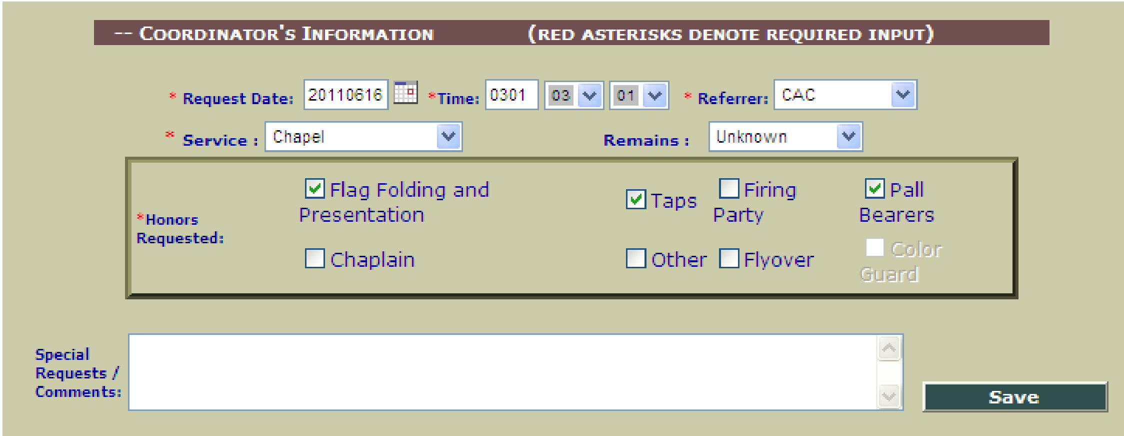
Use this process if you know the Social Security Number (SSN) of the deceased.

1. Click **New Mission** in the Ribbon Toolbar and select **Using 'Unknown' SSN**.
   The Create a New Mission screen appears.
2. Type the SSN of the deceased in the SSN box, and click the Retrieve data button.
   

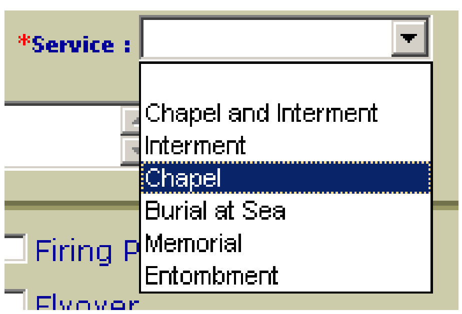
   The Deceased Information entry panel opens.
   

   Note: If the SSN is found in the database, the name and demographic information are automatically populated. If the SSN is not found in the database, these fields are blank.
3. Complete all required fields, and optional fields as desired.
   Tip: Press the Tab key to move from field to field.
   Tip: All required fields are flagged with an asterisk (*).

4. Complete all required fields, and optional fields as desired, for the Coordinator Information.



- **Request Date:**The Request Date is automatically populated with the current date. However, if this is incorrect (request date has passed) the user must type the correct date into the text box (using the YYYYMMDD format) or click the calendar link and select the correct date.
  Note: When the user enters the locations and scheduling information for funeral, burial, or memorial honors performed, the application will require these to occur after the request date.
- **Time:** Time the request was received is automatically populated at 00:00. Use the hour and minute drop-down lists to edit.
- **Referrer:** CAC is automatically populated in the Referrer drop-down. Use the drop-down list to make a different selection.
- **Service:** Select the most appropriate choice from the drop-down list to indicate the location where funeral honors will take place.



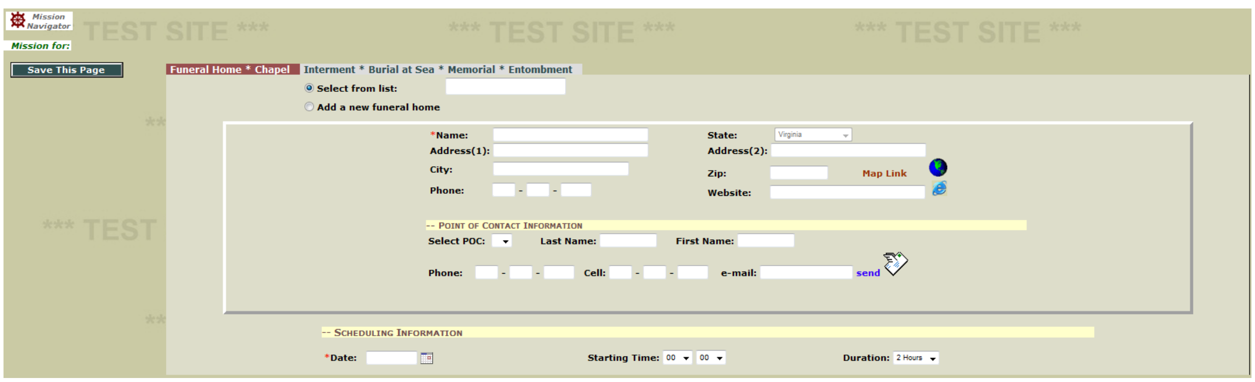
Note: Since *Funeral* is the term that is compliant with requirements, when the user enters locations, one must be entered in the area of the screen labeled *Funeral Home*.

- **Honors Requested:** Check the honors that have been requested for the mission. Playing of the official bugle call Taps is required to qualify for mission credit, and is automatically populated with a checkmark. However, if the family has declined the playing of Taps, you may clear the checkbox for this honor and indicate the reason in the Special Requests/Comments box. Select any other honors requested, and enter any special requests or comments in the text box.

5. Click **Save**.
   The new mission is saved. The Mission Information Page opens with a checkmark beside the Collect Basic Mission Data Mission Task.

9.2 Assign Locations

For each mission, the location of the Funeral Home, Burial Service, or other funeral honors memorial service location must be entered. A Point of Contact, or POC, must be defined. Also, the date and time of the event must be recorded. Click Assign Locations in the Mission Tasks list to complete this task. The Mission Locations page opens.



Depending on the mission requirements, either one or both of the available tabs on this page will require data entry:

- **Funeral Home * Chapel:** refers to the location where funeral honors are conducted
- **Internment * Burial at Sea * Memorial * Entombment:** refers to a second location.

On each tab, drop-down lists display the list of existing locations. However, the user may add new locations at any time.

Define a Funeral Home or Chapel Location

1. Click the **Funeral Home * Chapel** tab.

2. Begin typing a location name in the **Select from list** box.
   A list of locations with the name as typed appears, displaying the complete name and address of the location.
3. Select the correct location from the filtered list.
   Location information automatically populates.
   Tip: Click the Map Link button ( ) to display a MapQuest map of the location.
   Tip: If you need to add a new location to the list, follow the instructions in Assign Locations on previous page.
4. If available, select a POC (Point of Contact) from the **Select POC** drop-down list. Otherwise, click **Click to Enter a POC**, and then enter name, phone number, and email address for the appropriate POC, and click the **Save New POC** button.
5. In the **Date** field, click the calendar and select a date or enter the date by typing it in YYYYMMDD format.
   Note: This date must be after the **Request Date** you previously entered.
6. Select the **Starting Time** from the drop-down list.
7. Select the **Duration** from the drop-down list.
   Note: The duration of the honors performed **must be at least 2 hours** (one hour at two locations or two hours at one location.)
8. Click **Save This Page**.

Define an Internment, Burial at Sea, Memorial, or Entombment Location

1. Click the **Internment * Burial at Sea * Memorial * Entombment** tab.
2. Select a **Cemetery Type** from the drop-down list.
3. Begin typing a location name in the **Select from list** box.
   A list of locations with the name as typed appears, displaying the complete name and address of the location.
4. Select the correct location from the filtered list.
   Location information automatically populates.
   Tip: Click the Map Link button ( ) to display a MapQuest map of the location.
   Tip: If you need to add a new location to the list, follow the instructions in Assign Locations on previous page.
5. If available, select a POC (Point of Contact) from the **Select POC** drop-down list. Otherwise, click **Click to Enter and Save a POC**, and then enter name, phone number, and email address for the appropriate POC, and click the **Save New POC** button.
6. In the **Date** field, click the calendar and select a date or enter the date by typing it in YYYYMMDD format.
   Note: This date must be after the **Request Date** you previously entered.
7. Select the **Starting Time** from the drop-down list.

8. Select the **Duration** from the drop-down list.
   Note: The duration of the honors performed **must be at least 2 hours** (one hour at two locations or two hours at one location.)
9. Click **Save This Page**.

Add a New Site to Site list

1. Select a **Type**.
   Note: The Type defaults to Private, but other types of cemeteries are available, if necessary.
2. Enter the name of location.
3. Add Address, Phone Number and Website information for the location.
4. Click the **Save New Location** button.

9.3 Manage Participants

Every mission must be assigned participants who will complete the honors requested for the funeral. In order to manage and record the assignment of these participants, you can complete several tasks.

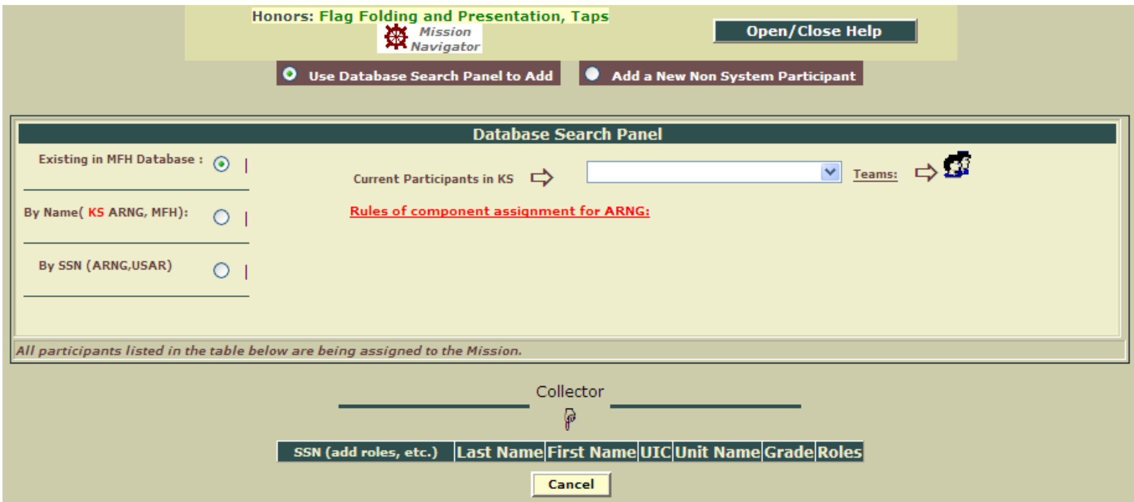
In order for this task to be marked as complete,

- At least two participants must be assigned to a conducted mission
- At least one participant must be assigned to a supported mission
- All participants must have assigned roles
- If flag folding is requested, at least two participants must be assigned to it.
- All participants should be assigned to the home or cemetery

Explore any of the following topics to learn more:

9.3.1 Add Participants

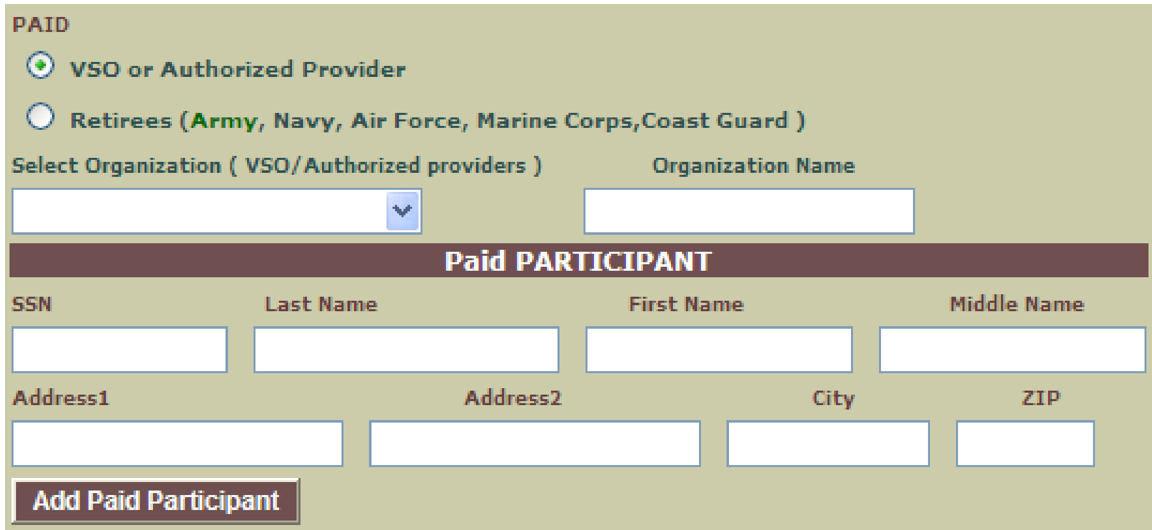
For each mission, at least two participants must be selected when the honors are conducted (not just supported) by USAF. All participants must also be assigned roles, and enough participants must be assigned to complete the honors requested in the mission.

1. From the Mission Tasks Checklist, click **Manage Participants**.
   The Add Participants page opens.
   

   Note: If a participant has already been added to the mission, the Scheduled Participants page opens. Simply click **Add Participant** to open the Add Participants page.

2. Add participants through any of the available methods:
   - Add from MFH USAF Database List
     1. Make sure the **Use Database Search Panel to Add** radio button is selected.
     2. Click the **Existing in MFH Database** radio button.
        A **Current Participants** drop-down list appears on the right.
     3. Select a participant from the Current Participants drop-down list.
        The Airman is added to the list of participants.
   - Add Team of Participants
     1. Make sure the **Use Database Search Panel to Add** radio button is selected.
     2. Click the **Existing in MFH Database** radio button.
     3. Click **Teams**.
        A list of teams appears.
     4. Select the desired team.
        The Team is added to the list of participants.
   - Add anAirman from the G1 Database by Searching by Name
     1. Make sure the **Use Database Search Panel to Add** radio button is selected.
     2. Click the **By Name** radio button on the left side of the page.
     3. Type the first two (2) or more characters of the participant's last name into the text box and click the **GO** button.
        The first ten names matching your criteria—In the United States Air Force and Existing Participants—will be displayed. If there are page numbers at the bottom of the list, you may click them to page through the list of names.
     4. Click the correct name.
        The Airman is added to the list of participants.
        Tip: Click the **Close** button to return to the full search box.
   - Add anAirman from the G1 Database by Searching by SSN
     1. Make sure the **Use Database Search Panel to Add** radio button is selected.
     2. Click the **By SSN** radio button on the left side of the page.
     3. Enter the full nine-digit SSN (without dashes) in the SSN box and click the **Go** button.
        If the record is found, the Airman is added to the list of participants.

- Adding a New Paid Participant



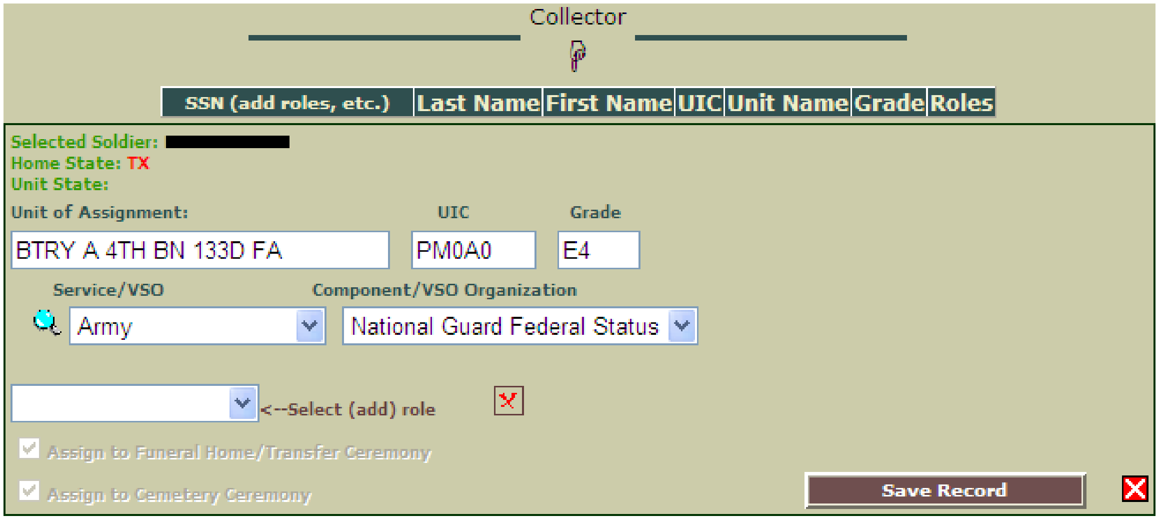
1. Click the **Add a New Non System Participant** button at the top of the page.
2. Click **Paid**.
3. Use the radio button to select one of the two provider categories (VSO/Authorized or Retirees.)
4. **If VSO/Authorized Provider was selected**, use the **Select Organization** drop-down list to select the organization of the participant, and if desired type the organization name (for example: Post 1234.)
   Or, if Retiree was selected, use the **Service** drop-down list to select the branch of service from which the participant retired.
5. Type a participant SSN, Name and address in the appropriate text boxes.
6. Click **Add Paid Participant**.
   The Airman is added to the list of participants.

- Adding a New “Unpaid” Participant

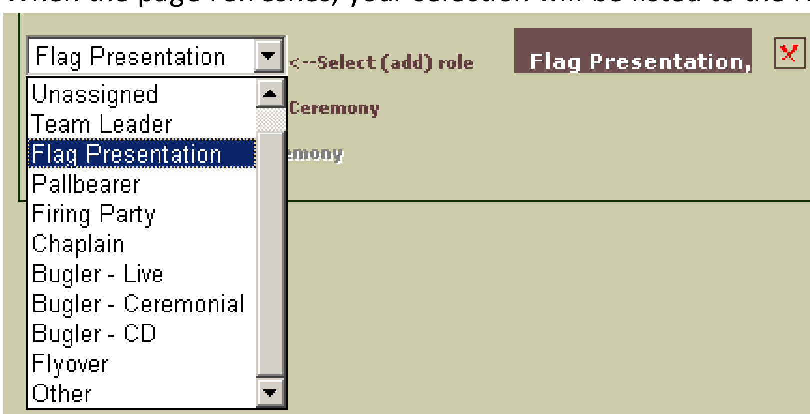
1. Click the **Add a New Non System Participant** button at the top of the page.
2. Click **Unpaid**.
3. Use the radio button to select one of the two provider categories (VSO/Authorized or Other.)
4. **If VSO/Authorized Provider was selected**, use the **Select Organization** drop-down list to select the organization of the participant and if desired, type in the organization name (for example: Post 1234.)
   Note: If no additional information is entered and user clicks **Add Unpaid Participant**, a unique nine character identification number will be generated to track the participant. The MFH USAF application will use the Organization Name for tracking (example: VFW**Post 1234) wherever a participant’s name would ordinarily be displayed.
   Or, If Other (Army, Navy, Air Force, Marine Corps, Coast Guard) was selected, use the **Service** drop-down list to select the Service. You must then type in the participant’s SSN and last name.
   Tip: If you only have access to the last four digits of the participant's SSN, you can enter the participant from the Management Center. (See Manual entry.)
5. Click **Add New Participant**.
   The Airman is added to the list of participants.

9.3.2 Assign Roles To Each Participant

1. From the Add Participants page, click a Participant’s SSN in the Collector.
   The Participant’s details open.



2. Confirm that all information is complete and accurate (Unit of Assignment, UIC, Grade, where applicable; Service/VSO; Component/VSO Organization).
   Note: For a participant to get paid you must select one of the VSO organizations (if participant is a VSO member) OR Army as the component and USAF Federal Status as the service.
3. Select or add a role using the drop-down list.
   When the page refreshes, your selection will be listed to the right of the drop-down list.

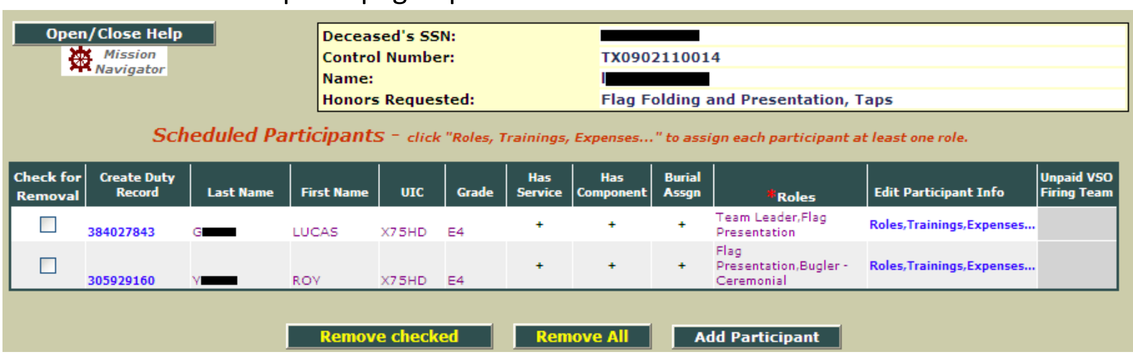


   Note: TAPS must be included in the selected honors and the role assigned to a participant in order to receive credit for the mission. Unless the deceased’s family declines this honor (and you de-select TAPS when filling out the “Honors Requested”) you will receive a reminder (“TAPS has not been assigned”) when you are in the process of assigning roles to scheduled participants.)
4. If the participant is to serve more than one role (e.g., Team Leader and Flag Presentation), you may click the drop down again and select an additional role.
   Tip: To remove assigned roles, click the **Remove** button. 
5. Click the appropriate check boxes to **Assign to Funeral Home…** and/or **Assign to Cemetery….**

6. Click the **Save Record** button.
   The Participant details close and the Database Search Panel opens again.
7. Repeat for each Participant.
   Note: When all Assigned Participants have been given roles, the **Scheduled Participants** page will open, providing the user with mission information, editing capabilities, and links to pages used to **Create Duty Record** and enter **Training/Expenses** information. (See Scheduled Participants Page on page 28 for more information.)

9.3.3 Remove Participants From A Mission

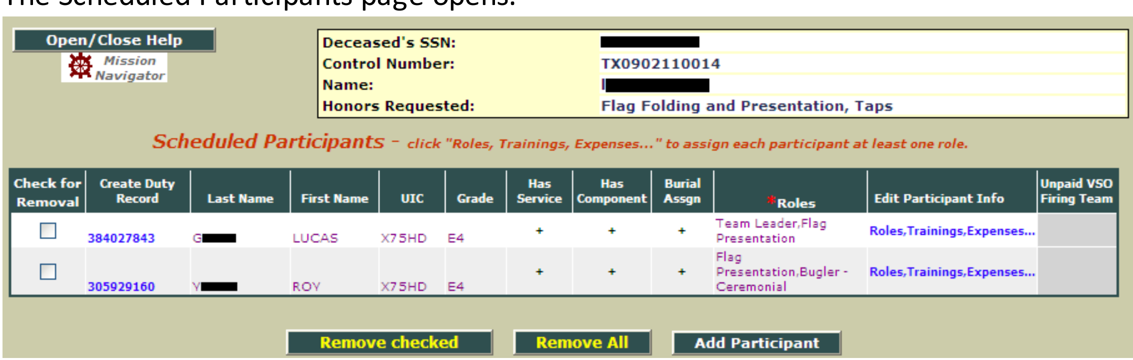
1. From the Mission Tasks Checklist, click **Manage Participants**.
   The Scheduled Participants page opens.



   Note: If the Add Participants page opens, the selected mission has no assigned participants, and thus no participants can be removed from the mission.
2. Select the **Check for Removal** checkbox on the rows of all participants to be deleted.
3. Click the **Remove Checked** button.
   The selected Participants are deleted from the mission.
   Tip: Delete all participants by clicking the **Remove All** button.

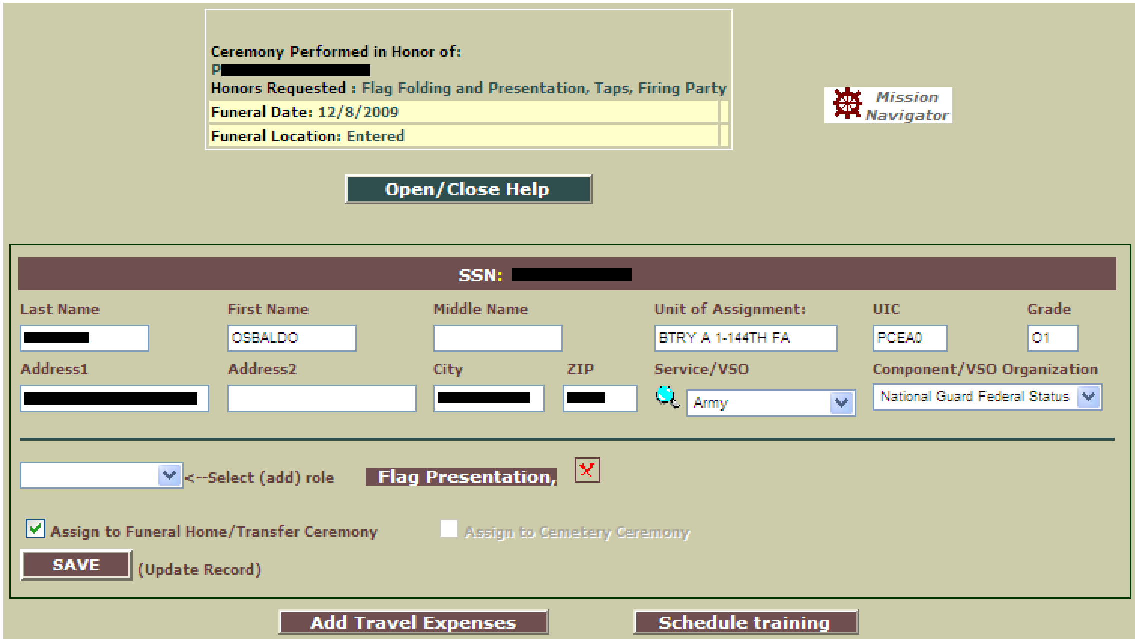
9.3.4 Modify Participant Records

1. From the Mission Tasks Checklist, click **Manage Participants**.
   The Scheduled Participants page opens.



   Note: If the Add Participants page opens, the selected mission has no assigned participants, and thus no changes can be made to participant records.

2. Click **Roles, Trainings, Expenses**.

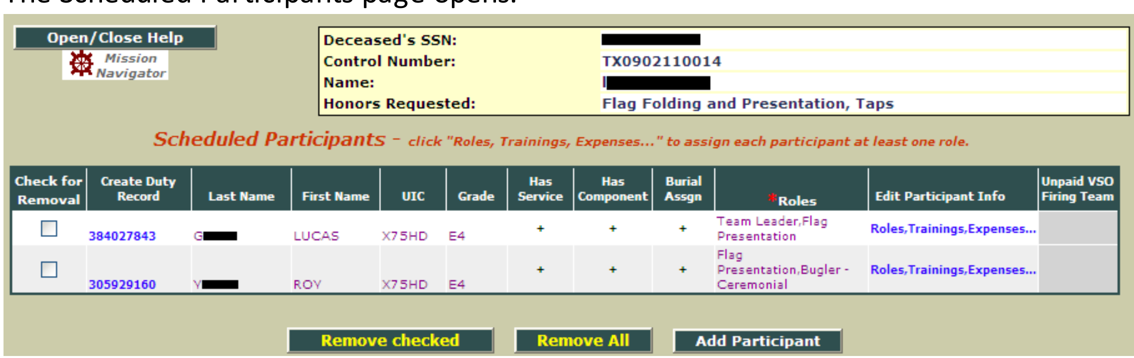


3. Make any changes to the available fields.
4. Click **Save**.

9.3.5 Add Travel Expenses

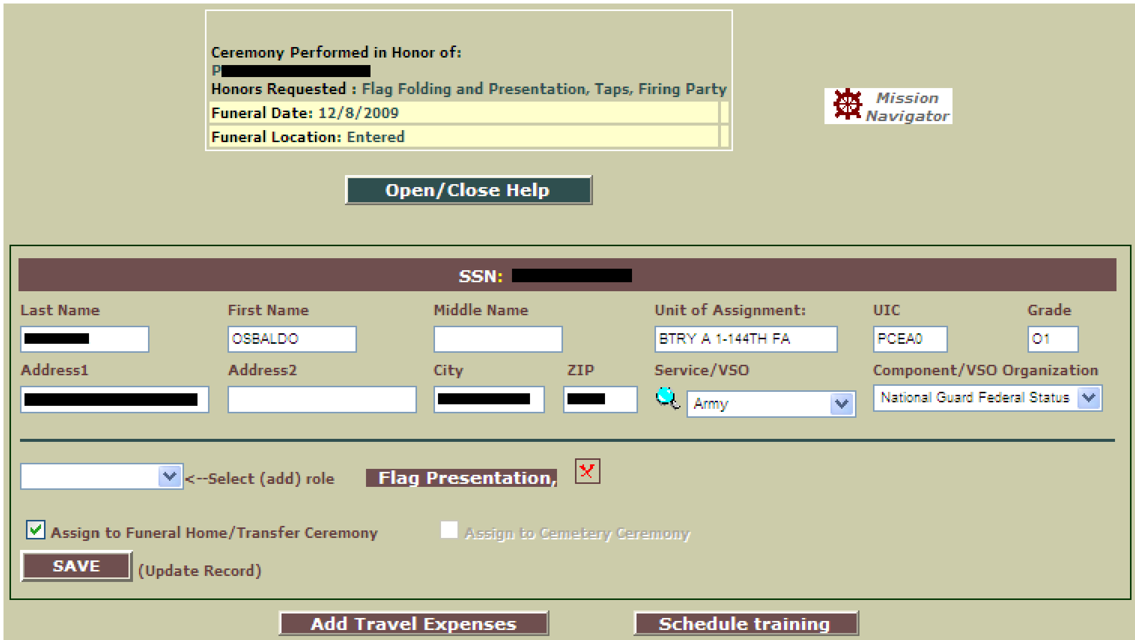
1. From the Mission Tasks Checklist, click **Manage Participants**.

   The Scheduled Participants page opens.

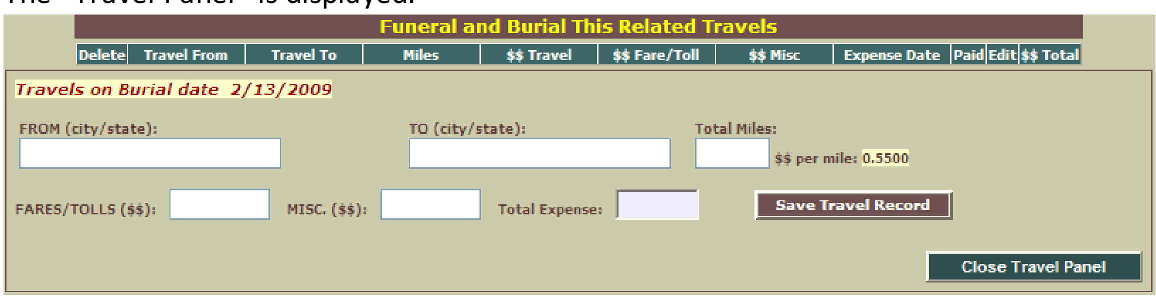


Note: If the Add Participants page opens, the selected mission has no assigned participants, and thus no travel expenses can be added for participants. (See Add Participants.)

2. Click **Roles, Trainings, Expenses**.



3. Click **Add Travel Expenses**.
   The “Travel Panel” is displayed.



4. Enter **From** and **To** travel locations, and enter the appropriate miles traveled.
   Note: Even if there is no reimbursable travel, you must fill out this form. You may input zero miles, if necessary.
5. Enter any Fares/Tolls and Miscellaneous Expenses in the appropriate boxes.
6. Click the **Save Travel Record** button to save the information or click the **Close Travel Panel** button to close the panel without saving any changes.
   The total expenses are calculated and displayed above the form.


Travel Record

Delete	Travel From	Travel To	Miles	$$ Travel	$$ Fare/Toll	$$ Misc	Expense Date	Paid	Edit	$$ Total
X	Alexandria	Arlington VA	22	10.67	15.20	0.00	12/15/2006	NO	Edit	25.87
X	Alexandria	Chantilly VA	36	17.46	17.25	0.00	1/25/2007	NO	Edit	34.71

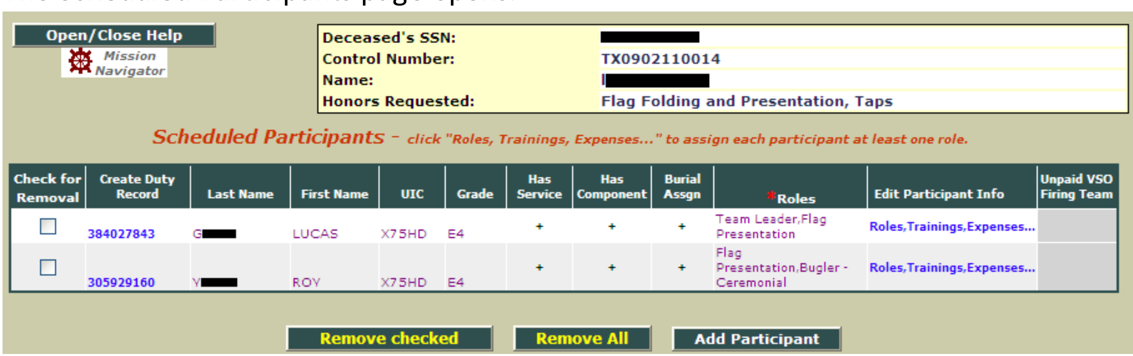
7. If the expenses are incorrect, click the **Delete** link beside the expense. The expense is deleted and you may begin again.
   Or, if the expenses are correct, and you wish to add training information, click **Close Travel Panel** button. The Travel panel closes and you may then click **Schedule Training**.
   Or, if the expenses are correct, and you have no other work to do, click **Done**. You will be returned to the "Schedule Participants" page.

9.3.6 Schedule Training

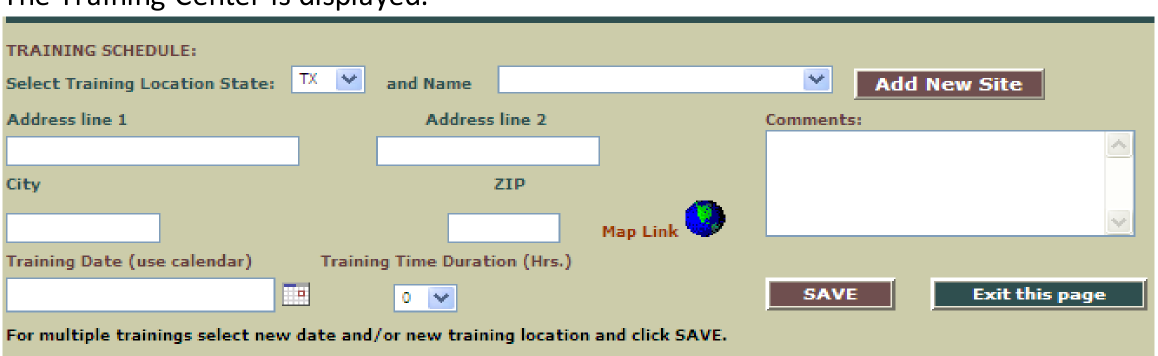
From a mission you can schedule participant training associated with a mission.

Tip: To schedule training that is NOT associated with a mission, click the Training Center link on the Ribbon Toolbar and follow the instructions associated with Training.

1. From the Mission Tasks Checklist, click **Manage Participants**.
   The Scheduled Participants page opens.



   Note: If the Add Participants page opens, the selected mission has no assigned participants, and thus no travel expenses can be added for participants.
2. Click **Roles, Trainings, Expenses**.
   Click **Schedule Training.**
   The Training Center is displayed.

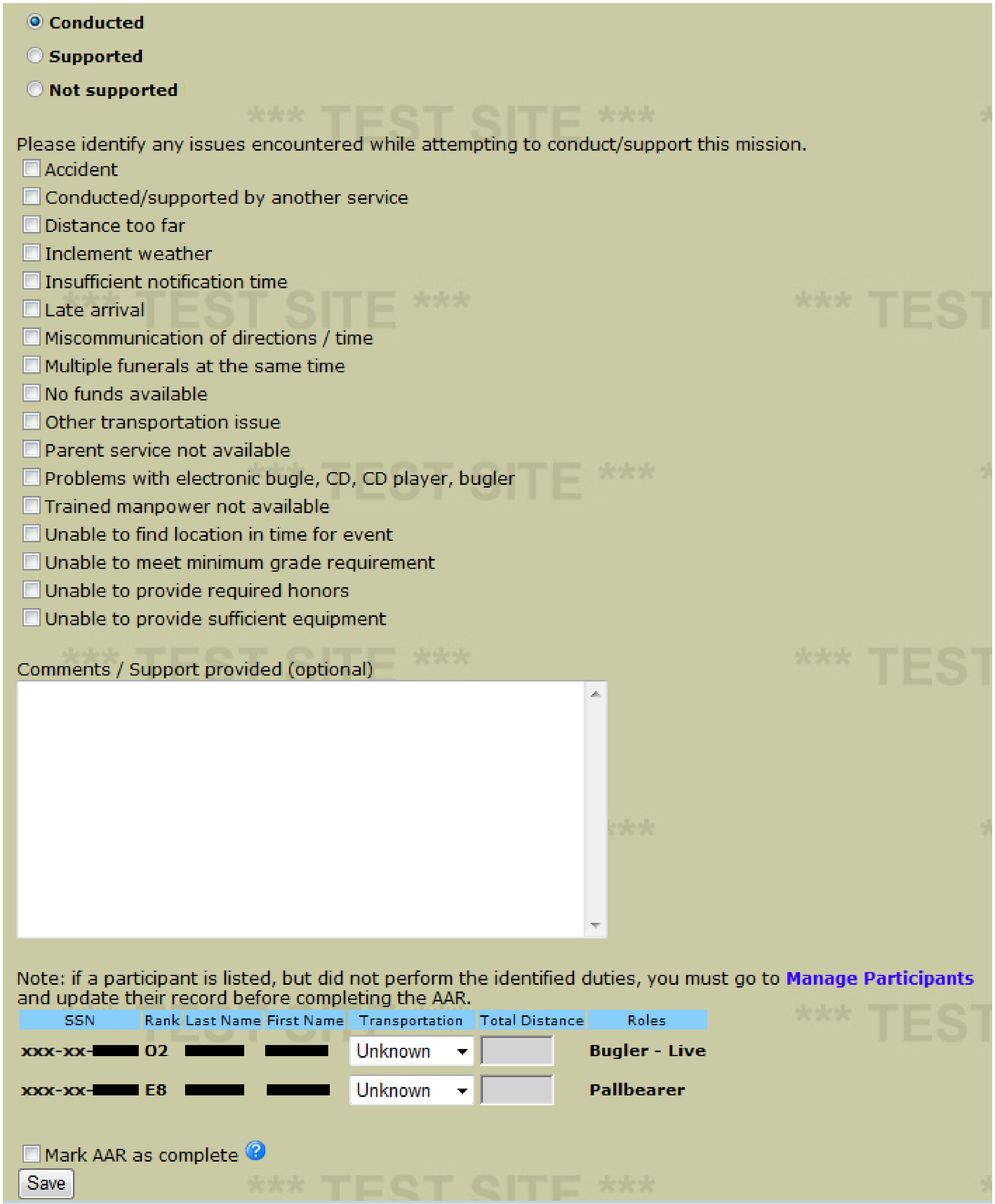


3. Select an existing training site from the Name drop-down list.
   Name and Address information for the selected training location are automatically populated.
   Tip: If your training location is not listed, click **Add New Site.** See Add New Training Site on page 104 for information on how to proceed.
4. Select a date for training by clicking the calendar icon. After the calendar is displayed, click the date for training.
   The calendar closes and the date is entered in the Training Date box.
5. Use the Training Time Duration drop-down list to select the duration of the training.
6. Click **Save**.
   The training information will then be displayed in a box at the bottom of the page.
   Tip: If the information is incorrect, click **Remove.** The training information will be deleted and you may re-enter it.
7. To add travel and/or miscellaneous expenses for the training, click **Add Travel Expenses.**The Travel Panel is displayed.
8. Click **Travel From…To**.
9. Enter city and state of the travel origin and destination in the Travel From and Travel To fields.
   Note: The Travel From and Travel To fields are **mandatory**.
10. Enter the number of miles traveled.
    Tip: Number of miles may be entered as zero (0), if the expense is for fares, tolls, or miscellaneous as opposed to mileage. The city and state names and a mileage entry are **mandatory** in order to process a payment.
11. Click **Save** to save the information.
12. Repeat this process for every training date to be scheduled.
13. After added all of the training dates for a participant, click **Exit this Page**.

9.4 Complete After Action Review

Refers to the task associated with conducting and recording an After Action Review following the completion of a mission.

1. From the Mission Tasks Summary, click **After Action Review**.
   The After Action Review page opens.



- (•) **Conducted**
- ( ) **Supported**
- ( ) **Not supported**

Please identify any issues encountered while attempting to conduct/support this mission.

- [ ] Accident
- [ ] Conducted/supported by another service
- [ ] Distance too far
- [ ] Inclement weather
- [ ] Insufficient notification time
- [ ] Late arrival
- [ ] Miscommunication of directions / time
- [ ] Multiple funerals at the same time
- [ ] No funds available
- [ ] Other transportation issue
- [ ] Parent service not available
- [ ] Problems with electronic bugle, CD, CD player, bugler
- [ ] Trained manpower not available
- [ ] Unable to find location in time for event
- [ ] Unable to meet minimum grade requirement
- [ ] Unable to provide required honors
- [ ] Unable to provide sufficient equipment

Comments / Support provided (optional)

Note: if a participant is listed, but did not perform the identified duties, you must go to **Manage Participants** and update their record before completing the AAR.

SSN	Rank	Last Name	First Name	Transportation	Total Distance	Roles
xxx-xx-[redacted]	O2	[redacted]	[redacted]	Unknown		**Bugler - Live**
xxx-xx-[redacted]	E8	[redacted]	[redacted]	Unknown		**Pallbearer**

- [ ] Mark AAR as complete

Save

2. Record whether the mission was conducted or supported by USAF.
3. Select any of the available check boxes to indicate any issues encountered while performing the mission.

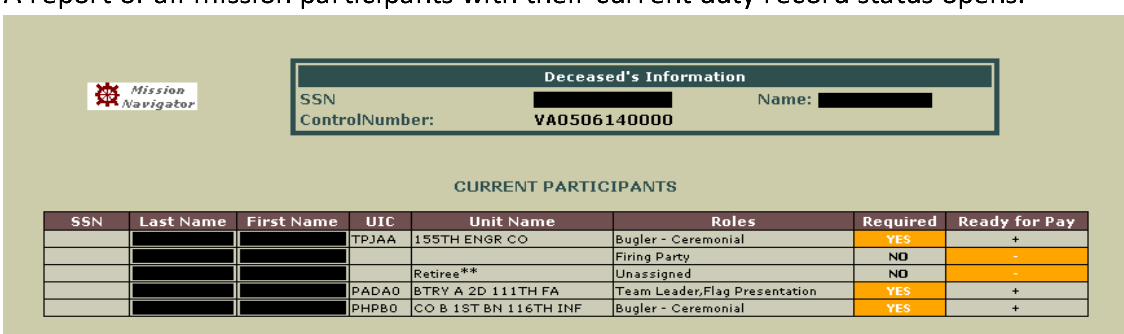
4. Optionally, record any comments.
5. Record participant transportation. Select the type of transportation, either POV or GSA, or whether the participant was a passenger in another participant's vehicle. Also, record the number of miles the vehicle traveled.
   Tip: If a participant drove to multiple missions back to back, divide the distance between the missions as appropriate.
   Tip: If multiple participants drove in a single vehicle, assign the vehicle to the drive and label the other participants as "Passengers" in the Transportation field.
6. When the After Action Review (AAR) is complete, select the **Mark AAR as Complete** check box.
   Note: The mission will be locked as soon as the AAR is marked as complete and saved. You will only be able to pay participants. If you need to modify a locked mission, you must request that USAF unlock the mission.
7. Click **Save**.

9.5 Complete Duty Records

After a mission is completed, MFH USAF is designed to allow you to complete duty records to pay any participants who have to be paid either travel expenses or a stipend for their participation. Because this step is not generally required for the Active Component, the Complete Duty Records task is optional. Should it be required, you may follow the following procedure.

Tip: To complete duty records unrelated to a specific mission—by duties performed—click the Duty Records link on the MFH USAF Ribbon Toolbar (See Duty Records on page 54 for more information).

1. From the Mission Tasks Summary, click **Complete Duty Records**.
   A report of all mission participants with their current duty record status opens.



Mission Navigator

Deceased's Information

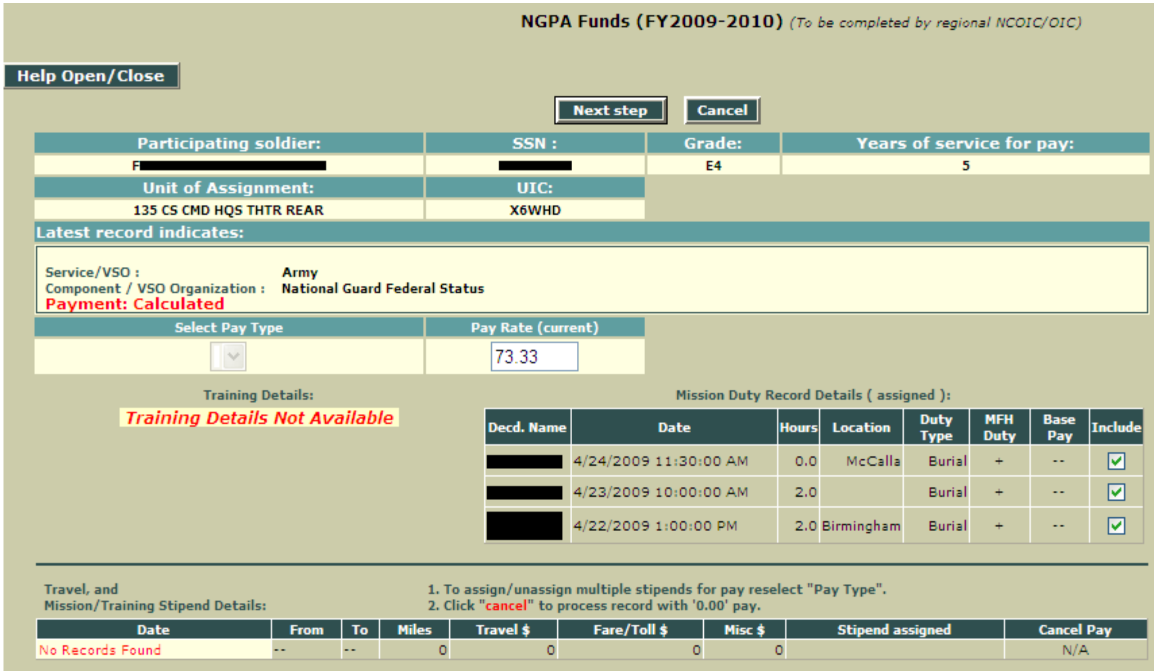
SSN [redacted] Name: [redacted]
ControlNumber: VA0506140000

CURRENT PARTICIPANTS

SSN	Last Name	First Name	UIC	Unit Name	Roles	Required	Ready for Pay
	[redacted]	[redacted]	TPJAA	155TH ENGR CO	Bugler - Ceremonial	YES	+
	[redacted]	[redacted]			Firing Party	NO	-
	[redacted]	[redacted]		Retiree**	Unassigned	NO	-
	[redacted]	[redacted]	PADA0	BTRY A 2D 111TH FA	Team Leader,Flag Presentation	YES	+
	[redacted]	[redacted]	PHPB0	CO B 1ST BN 116TH INF	Bugler - Ceremonial	YES	+

Note: The Required column specifies whether pay is required for the participant. To complete the task, all required payments must be processed.

2. Click the participant’s SSN.
   The participant’s duty details opens.



NGPA Funds (FY2009-2010) *(To be completed by regional NCOIC/OIC)*

Help Open/Close

Next step | Cancel

Participating soldier:	SSN :	Grade:	Years of service for pay:
F[redacted]	[redacted]	E4	5

Unit of Assignment:	UIC:
135 CS CMD HQS THTR REAR	X6WHD

Latest record indicates:

Service/VSO : Army
Component / VSO Organization : National Guard Federal Status
Payment: Calculated

Select Pay Type	Pay Rate (current)
	73.33

Training Details:
Training Details Not Available

Mission Duty Record Details (assigned):

Decd. Name	Date	Hours	Location	Duty Type	MFH Duty	Base Pay	Include
[redacted]	4/24/2009 11:30:00 AM	0.0	McCalla	Burial	+	--	☑
[redacted]	4/23/2009 10:00:00 AM	2.0		Burial	+	--	☑
[redacted]	4/22/2009 1:00:00 PM	2.0	Birmingham	Burial	+	--	☑

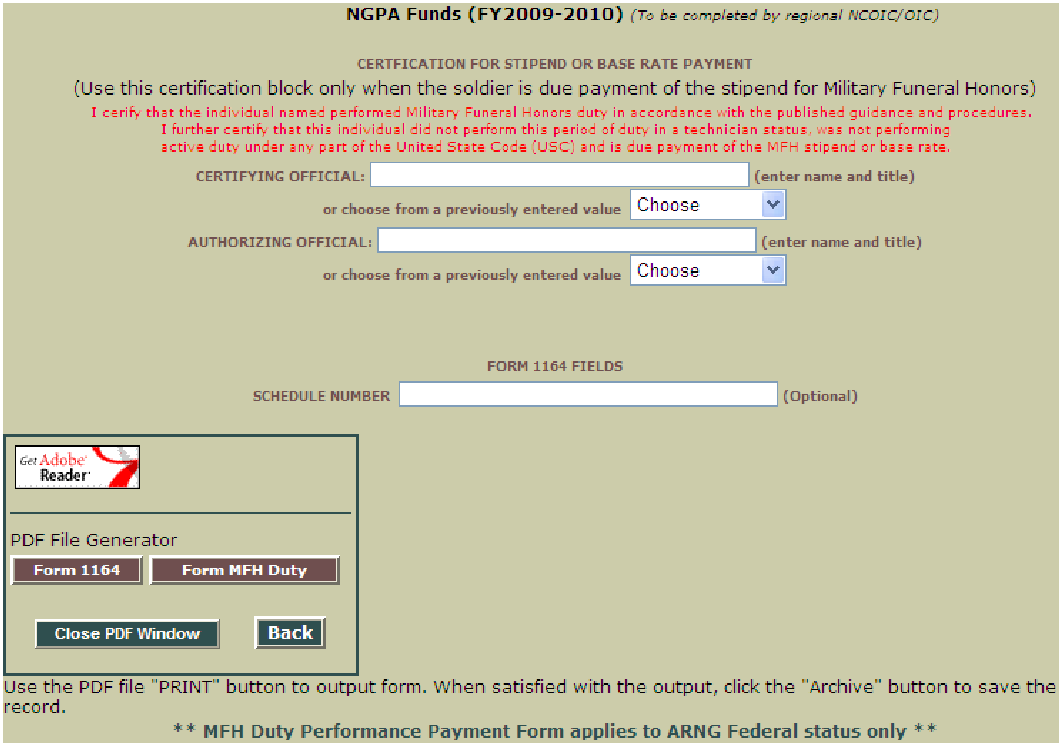
Travel, and
Mission/Training Stipend Details:

1. To assign/unassign multiple stipends for pay reselect "Pay Type".
2. Click "cancel" to process record with '0.00' pay.

Date	From	To	Miles	Travel $	Fare/Toll $	Misc $	Stipend assigned	Cancel Pay
No Records Found	--	--	0	0	0	0		N/A

3. If the participant is **National Guard Federal Status**, the pay rate will be automatically calculated and filled in and the **Select Pay Type** drop-down will be disabled.
   If the participant is a member of a **VSO**, you may select **None** or **Stipend** from the Select Pay Type drop-down list. All of the currently outstanding duty record information will be displayed at the bottom of the page.

4. Click **Next Step**.



5. Process any of the available forms:

9.5.1 Form 1164 (Travel Expenses)

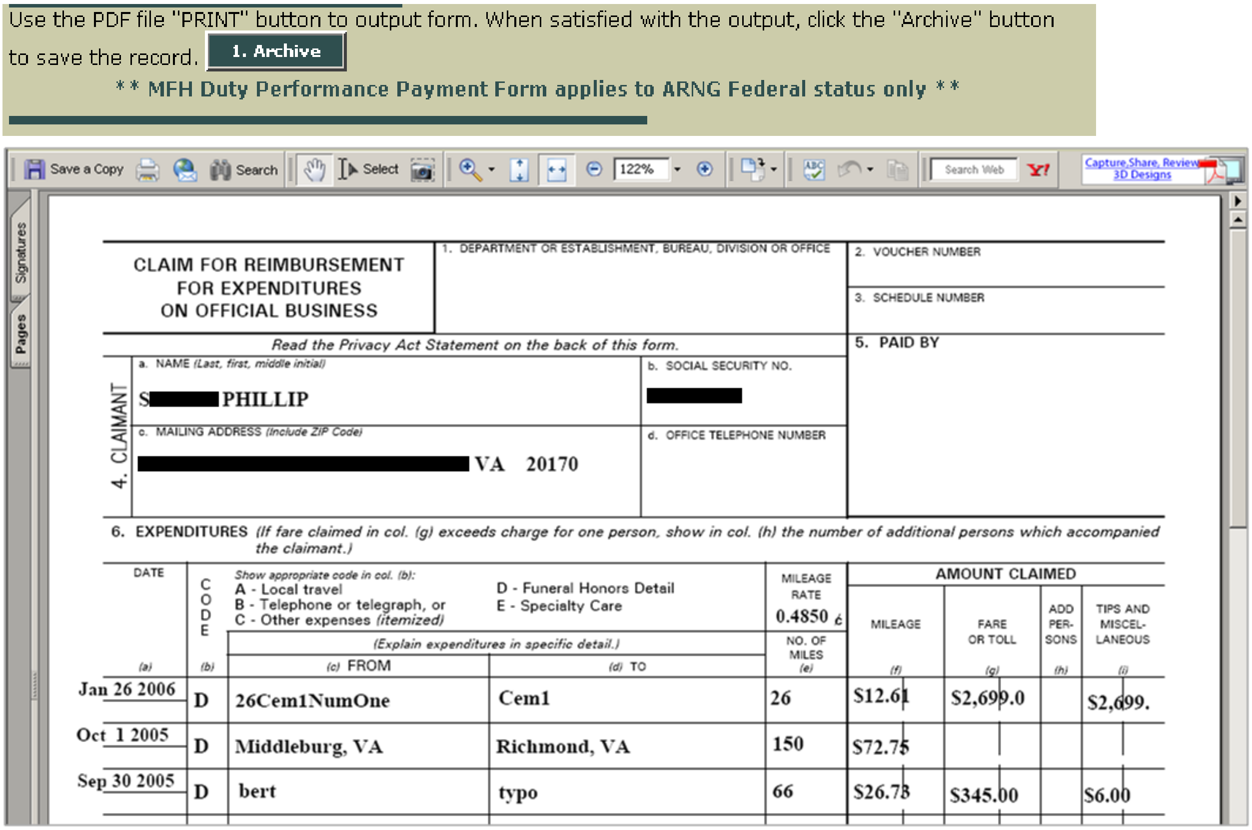
Form 1164 allows you to reimburse travel expenses to participants.

1. If desired, type a Schedule Number.
   Note: If you enter a Schedule Number, the number will be cached and automatically populated for any Form 1164 you create during the session. After logging out, a number will have to be entered again.
2. Click the **Form 1164** button.
   Form 1164 opens as a PDF. If entered, the Schedule Number is automatically populated.
   Tip: Any problems encountered opening a PDF file may be due to an outdated version of Adobe Acrobat, and can be remedied by installing the newest version on your machine or calling the help desk for support.
3. Review the Claimant and Expenditure information.

4. To print the form, place your curser on the **Print** icon within the PDF window and click **Print**.

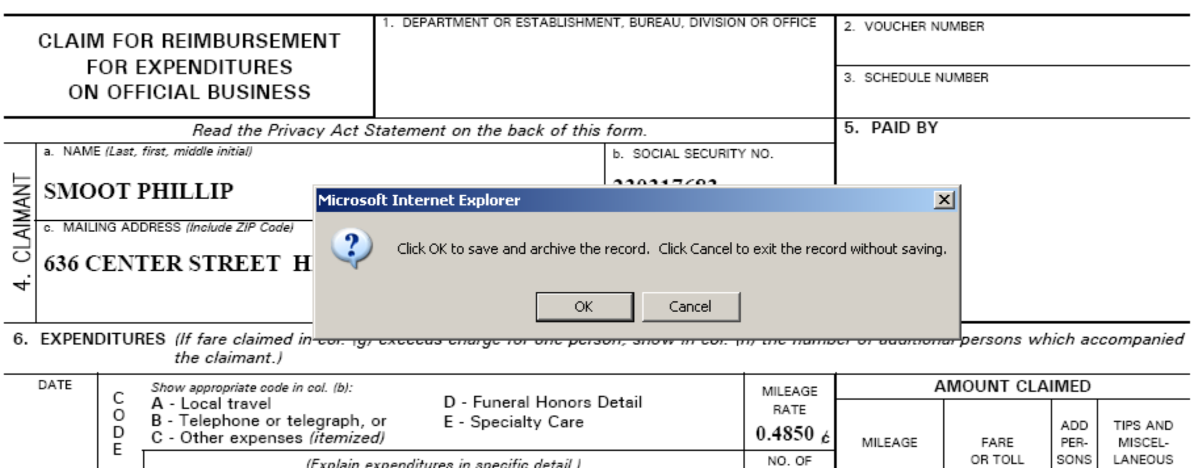
   

   Note: This action prints the form, but does not archive the form/record. If you do not archive the record, the data will continue to be displayed each time you open this form.



5. To save and archive the record, click the **1. Archive** button.

   A confirmation box opens.



6. Click **OK**.

   A message will display saying that the record has been saved.

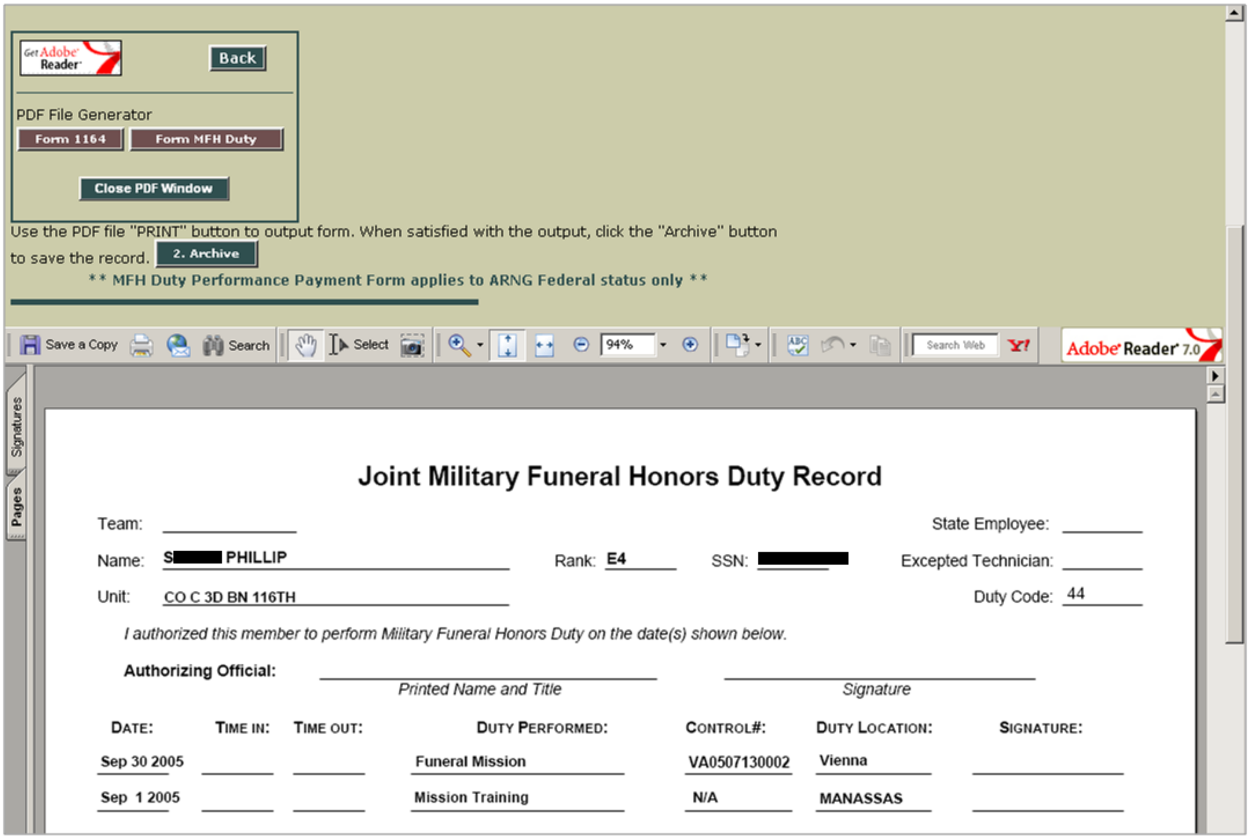
7. Click **Close PDF Window** to close the PDF form.
8. Click the **Back** button to return to the previous page.

9.5.2 Form MFH Duty

Form MFH Duty allows you to pay Federal Status USAF participants for mission or training duties performed.

1. Enter a Certifying and an Authorizing Official, or select names from the available drop-down lists.
   Note: These values are stored for use by all administrators from your Site. To clear names from the list, use the Managing Officials Site Admin tool. (See Manage Officials for more information.)
2. Click the **Form MFH Duty** button.
   The form opens as a PDF. The Certifying and Authorizing Official fields are populated automatically.
   Tip: Any problems encountered opening a PDF file may be due to an outdated version of Adobe Acrobat, and can be remedied by installing the newest version on your machine or calling the help desk for support.
3. Review the Joint MFH Duty Record before choosing to print or archive.
4. To print the form place your curser on the **Print** icon within the PDF window and click **Print**.
   
   Note: This action prints the form, **but does not archive** the form/record. If you do not archive the record, the data will continue to be displayed each time you open this form.
5. To save and archive the record, click the **2. Archive** button.

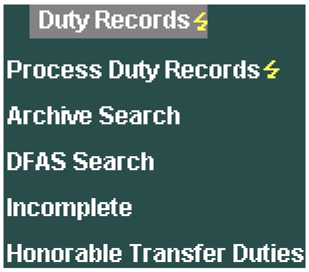
6. Click **OK** in the save and archive confirmation box.
   A message will display saying that the record has been saved.



7. Click **Close PDF Window** to close the PDF form.
8. Click the **Back** button to return to the previous page.

10 Duty Records

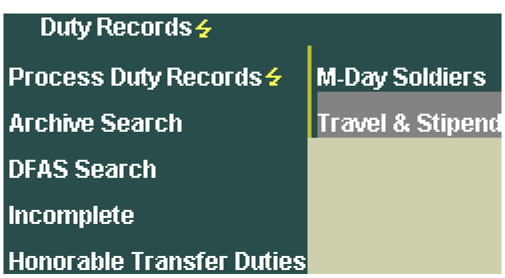
Locate, display, and process Airman Duty Records awaiting completion and submittal for payment, or perform an Archive Search to find an Airman's archived records.



Note: Mission-related duty records may also be accessed through the Create Duty Record link on the Scheduled Participants page or the Complete Duty Records link In the Mission Tasks list on the Mission Information page.

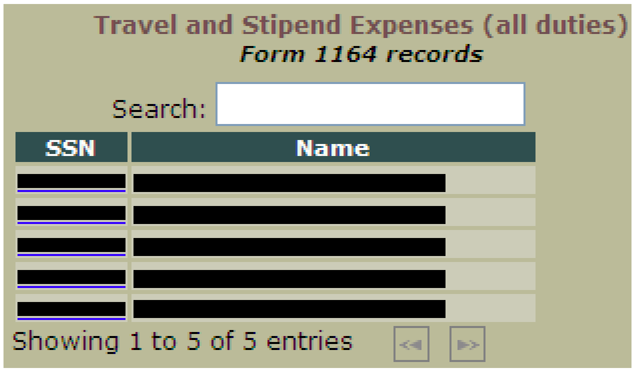
Explore any of the following topics to learn more:

10.1 Process Duty Records



These links open the Process Duty Records page, which provides the ability to search participant's duties performed (where they are MFH duty-pay compliant) and display a listing of the current Duty Records awaiting completion and submittal for payment.

10.1.1 Travel & Stipend



Displays Travel and Stipend Expenses.

Click participant SSN to view, update, and/or complete duty record information. (See Complete Duty Records on page 48 for more information.)

Tip: To quickly locate a particular Airman's record, simply type any part of the first name, last name, or SSN, or any combination of any parts thereof, into the Search box. The results list will be filtered to only display records that contain the search criteria.

10.2 Archive Search

From the Archive Search you can search for archived duty records by mission or participant, review archived duty records, and request that duty records be de-archived so corrections can be made.

10.2.1 Search For And View Archived Duty Records By Mission

1. Click **Duty Records** on the MFH USAF Ribbon Toolbar, and select **Archive Search** from the drop-down list.
   The Archive Search screen appears.

2. Type a fiscal year in the Fiscal Year textbox, or use the arrows to select a fiscal year.
3. Select a start month and end month from the drop-down lists to designate the date range for which you would like to search.

   Tip: To locate a specific mission, type the deceased's name in the Deceased Name textbox.
4. Click **Go** in the Search by Mission group. A list of all archived missions that match the criteria opens.

Note: Participants must be United States Air Force Federal Status for Mission Duty Record and Training Details to display.

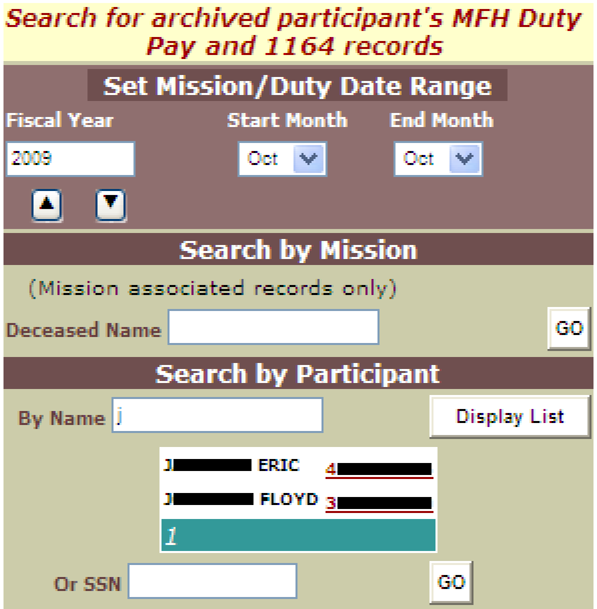
5. Click the Mission Control # to see the participants related to the mission.
6. Click a participant's SSN to view the Mission Duty Record Details and the Travel/Stipend Details.

10.2.2 Search For Archived Records By Participant

1. Click **Duty Records** on the MFH USAF Ribbon Toolbar, and select **Archive Search** from the drop-down list.
   The Archive Search screen appears.
   

2. Type a fiscal year in the Fiscal Year textbox, or use the arrows to select a fiscal year.
3. Select a start month and end month from the drop-down lists to designate the date range for which you would like to search.
   Tip: To locate a specific participant, type the participant's name in the By Name textbox.

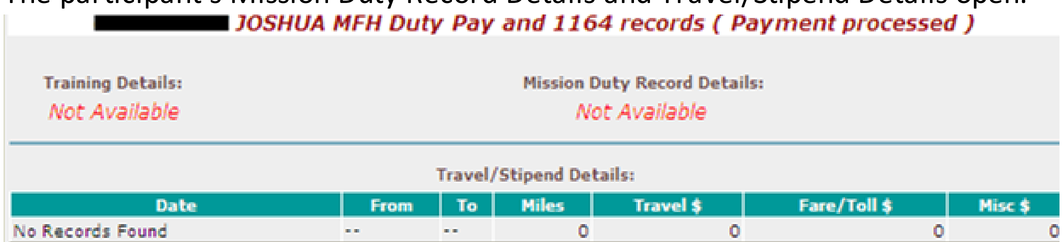
4. Click **Display List** in the Search by Participant group. A list of all participants in archived missions that match the criteria opens.



Note: Participants must be National Guard Federal Status for Mission Duty Record and Training Details to display.

5. Click a participant's SSN.

The participant's Mission Duty Record Details and Travel/Stipend Details open.

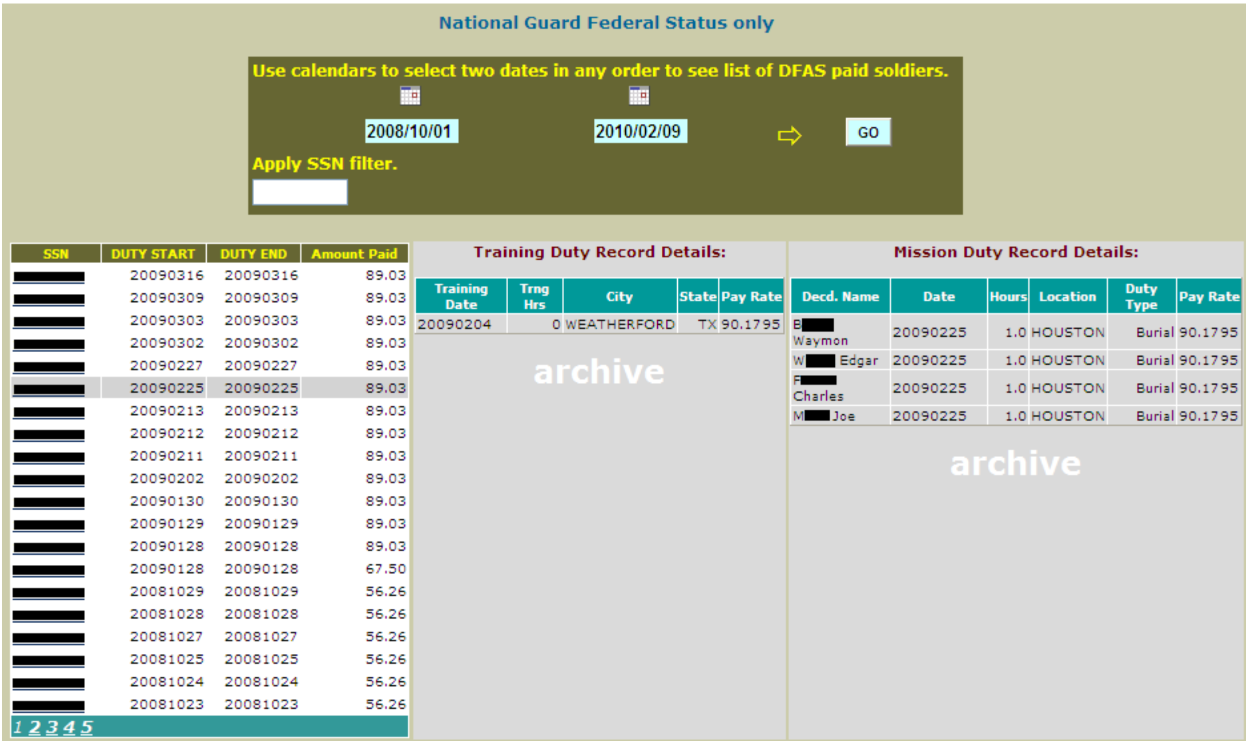


10.2.3 Correct Archived Records

The envelope icon ( ) below Travel/Stipend Details allows the user to send an e-mail message to the Help Desk, requesting that a record be de-archived in order to make any corrections that may be deemed necessary.

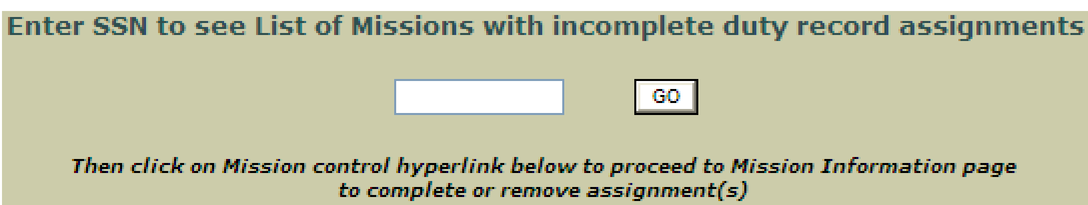
When the user clicks the **Send an e-mail...** icon ( ), provides the required explanatory information (state name, participant's SSN, duty date and justification for de-archiving), and sends the e-mail to the RCMS Help Desk, the request can be evaluated and the appropriate action taken.

10.3 DFAS Search



Documentation under development.

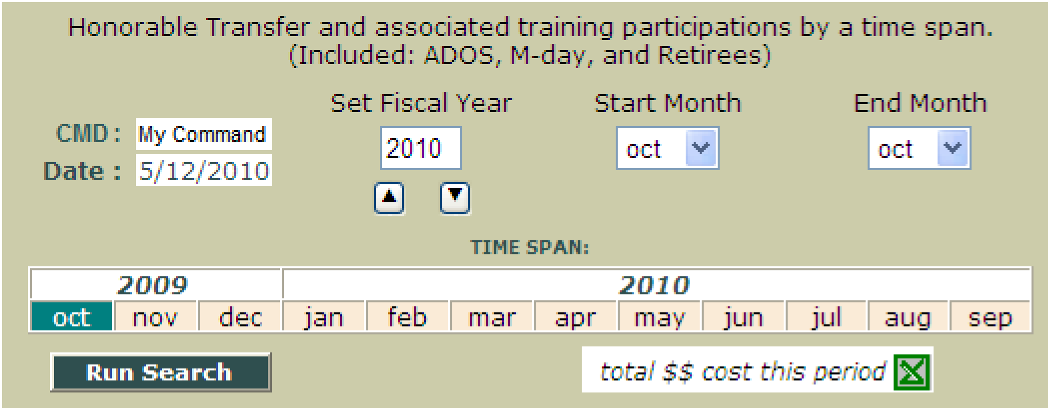
10.4 Incomplete



Documentation under development.

10.5 Dignified Arrival Duties

Dignified Arrival Duties link opens Dignified Arrival Related Duties page.



Documentation under development.

11 Management Center

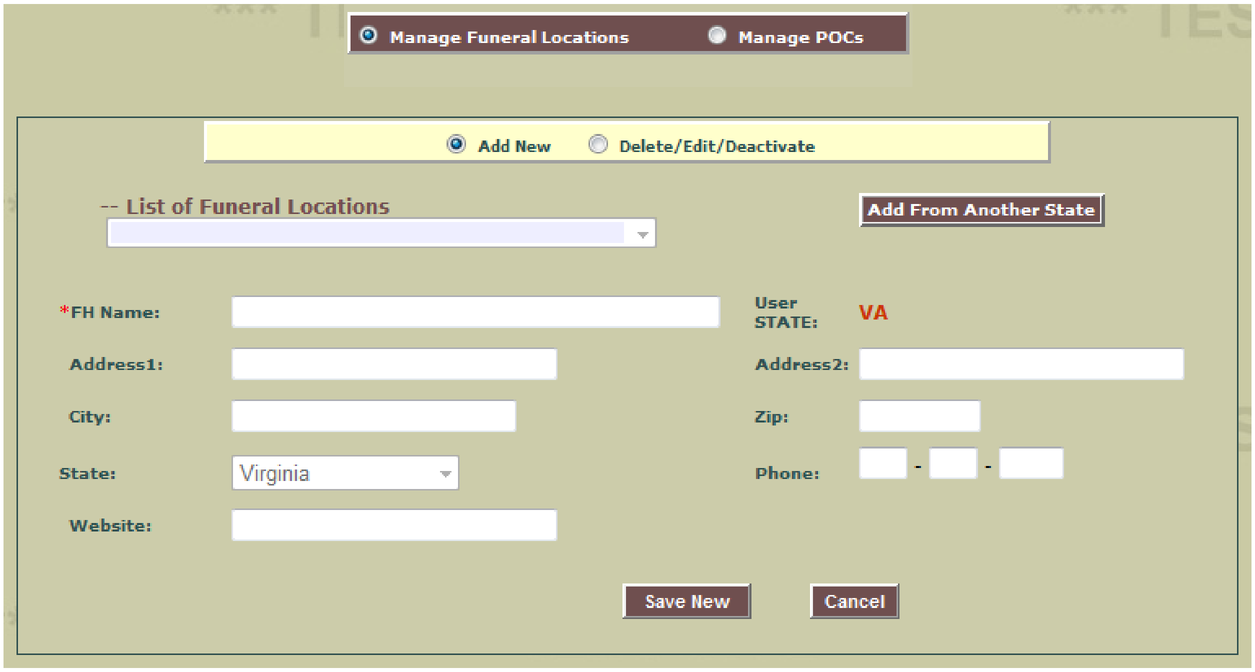
The Management Center allows you to manage the different types of records in MFH USAF. Explore any of the following topics to learn more:

11.1 Managing Funeral Homes

Note: Not all information is required to enter/edit a Funeral Home; some fields can be filled in later.

Add Funeral Home

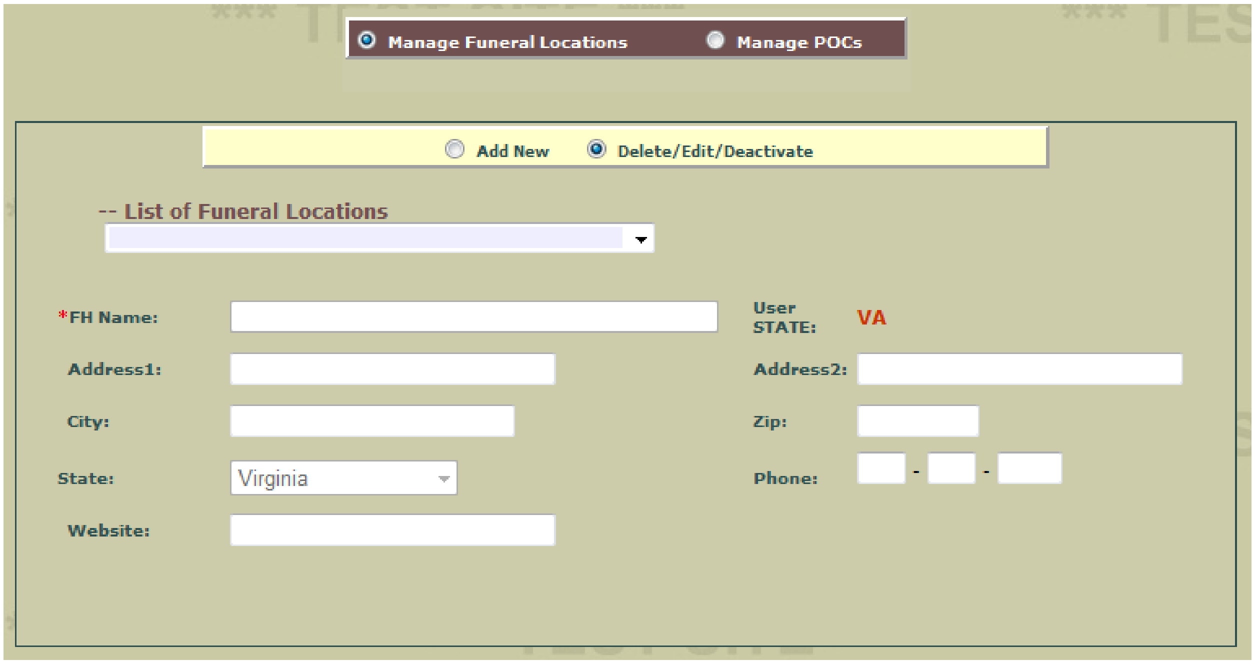
1. Select the **Add New** radio button.



2. Enter the name of the Funeral Home in the FH Name field.
   Tip: If you wish to enter a location that is not a Funeral Home you may enter "serving as Funeral Home" or some other substitute location of choice.
3. Enter the Street, City, and 5-digit ZIP code information in the appropriate fields.
4. Enter the 10-digit phone number for the Funeral Home in the Phone fields, without dashes.
   Tip: You may press **Tab** to advance the cursor from field to field.
5. Click **Save New**, or click **Cancel** to exit without saving your changes.

Edit Funeral Home

1. Select the **Delete/Edit/Deactivate** radio button.

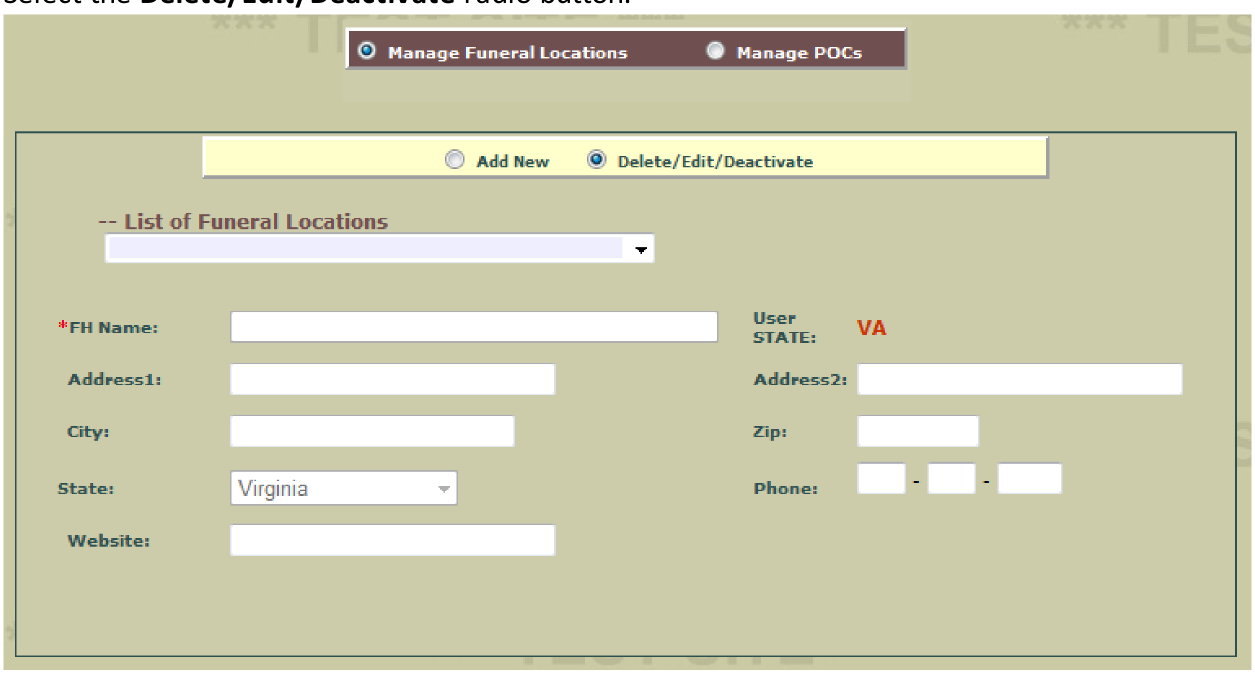


2. Select a Funeral Home from the **List of Funeral Locations** drop-down menu.
3. Edit any Funeral Home information except the FH Name.
4. Click the **Update** button to save your changes.

   Tip: You cannot edit the name of a Funeral Home. If a name has changed, use the **Add Funeral Home** function to create a new entry.

Deactivate Funeral Home

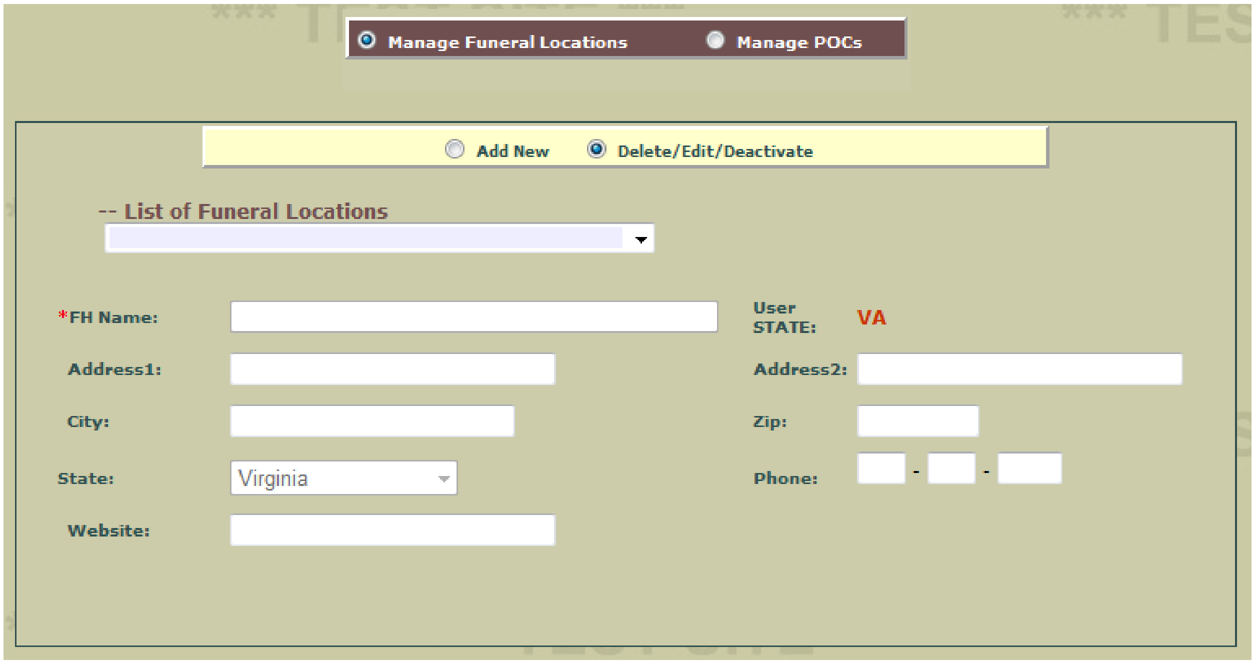
1. Select the **Delete/Edit/Deactivate** radio button.



2. Select a Funeral Home from the **List of Funeral Locations** drop-down menu.
3. Click the **Deactivate** button.

Delete Funeral Home

1. Select the **Delete/Edit/Deactivate** radio button.



2. Select a Funeral Home from the **List of Funeral Locations** drop-down menu.
3. Click the **Delete** button.
   Caution: The deletion step is final.

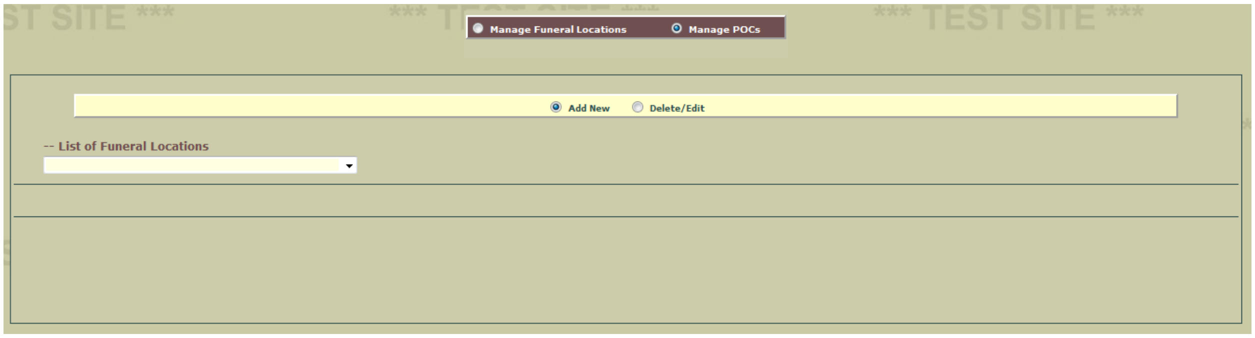
11.2 Managing Funeral Home POCs

Select the **Manage Funeral Home POCs** radio button.

Select the task to be performed (**Add New** or **Delete/Edit**) so that the screen status appearing on the right of the **Add New** button says **Delete POC / Edit POC** or **Add New POC**.

Add Funeral Home POC

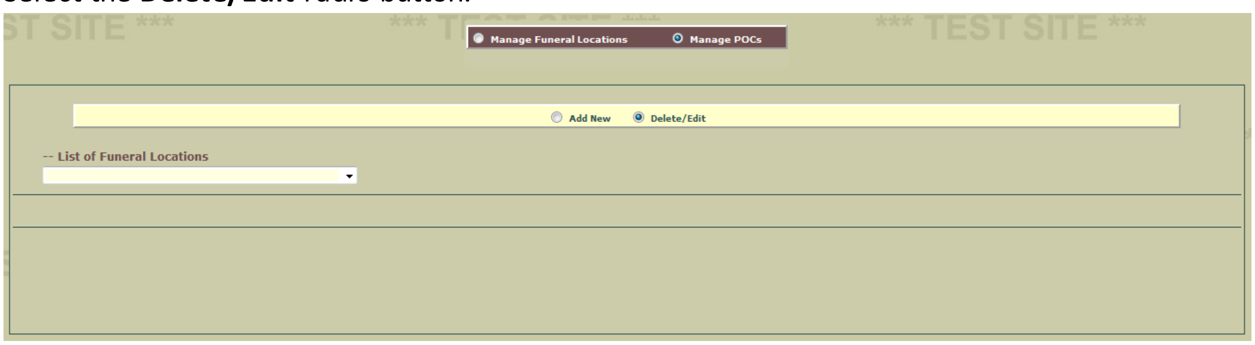
1. Select the **Add New** radio button.



2. Select a Funeral Home name from the **List of Funeral Locations** drop-down menu.
3. Enter the name of the Funeral Home POC in the POC Last Name and POC First Name fields.
4. Enter the 10-digit phone number and cell phone number for the Funeral Home POC in the Phone fields, without dashes, and the POC title and e-mail address, if available.
5. Click **Save New**, or click **Cancel** to exit without saving your changes.
   If you click **Save New**, the new POC is displayed within the Active POCs information field (on the right side of the screen).
6. Repeat this process to add any other new POCs.

Edit Funeral Home POC

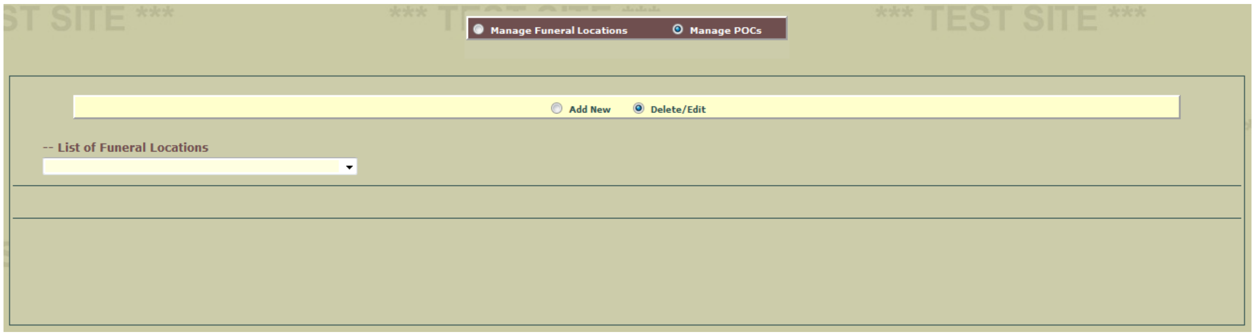
1. Select the **Delete/Edit** radio button.



2. Select a Funeral Home from the **List of Funeral Locations** drop-down menu.
3. Select a POC from the **Select Point of Contact** drop-down menu.
4. Edit any Funeral Home POC information except the Name.
5. Click the **Save** button to save your changes.
   Tip: You cannot edit the name of a Funeral Home POC. If a name has changed, use the **Add Funeral HomeNew POC** function to create a new entry.

Delete Funeral Home POC

1. Select the **Delete/Edit** radio button.



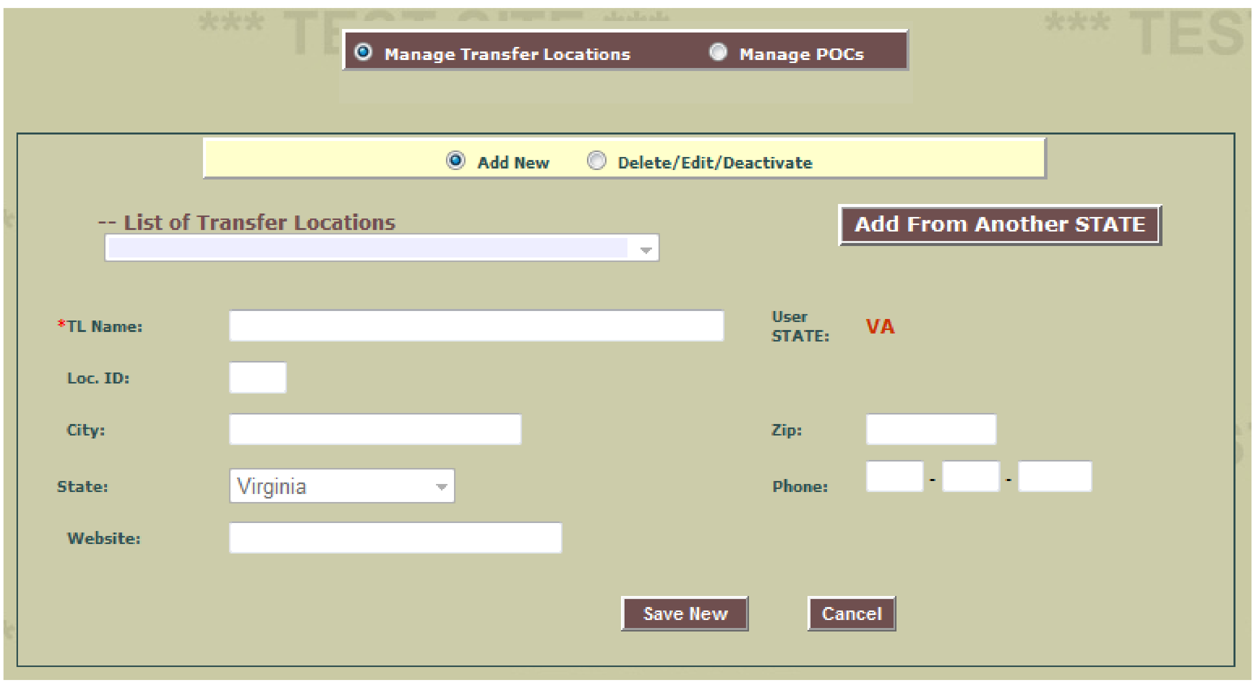
2. Select a Funeral Home from the **List of Funeral Locations** drop-down menu.
3. Select a POC from the **Select Point of Contact** drop-down menu.
4. Click the **Delete** button.
   Caution: The deletion step is final.

11.3 Managing Transfer Locations

Note: Not all information is required to enter/edit a Transfer Location; some fields can be filled in later.

Add Transfer Location

1. Select the **Add New** radio button.

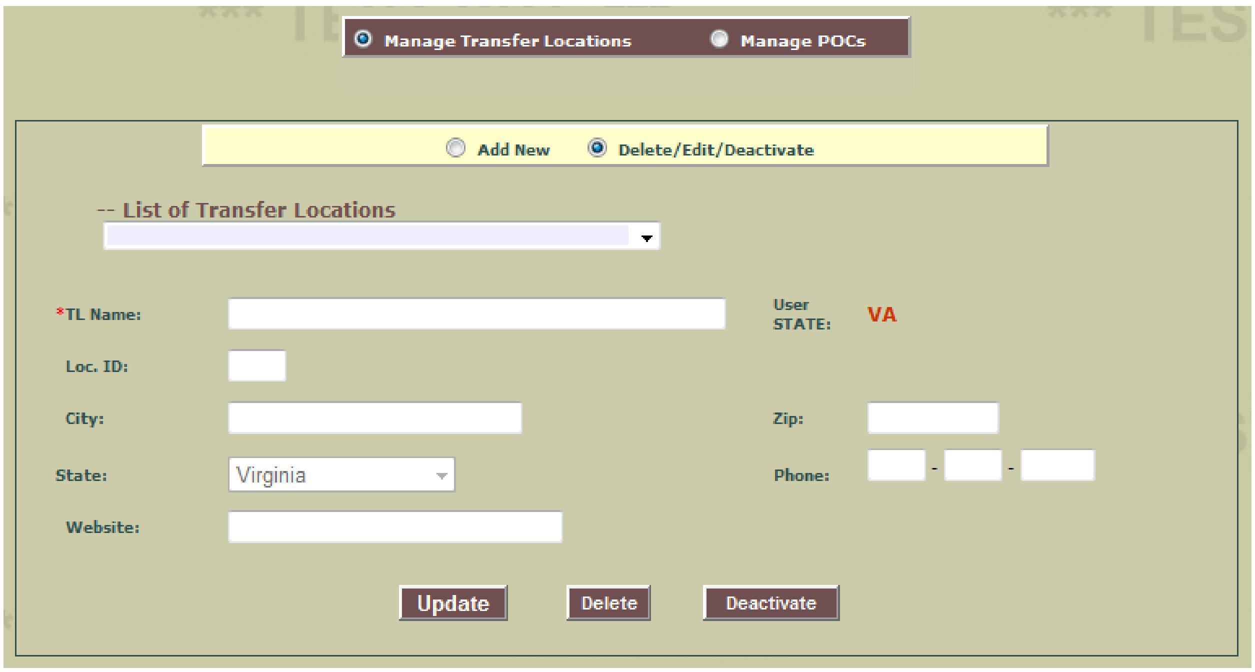


2. Enter the name of the Transfer Location in the TL Name field.
   Tip: If you wish to enter a location that is not a Transfer Location you may enter "serving as Transfer Location" or some other substitute location of choice.

3. Enter the Street, City, and 5-digit ZIP code information in the appropriate fields.
4. Enter the 10-digit phone number for the Transfer Location in the Phone fields, without dashes.
   Tip: You may press **Tab** to advance the cursor from field to field.
5. Click **Save New**, or click **Cancel** to exit without saving your changes.

Edit Transfer Location

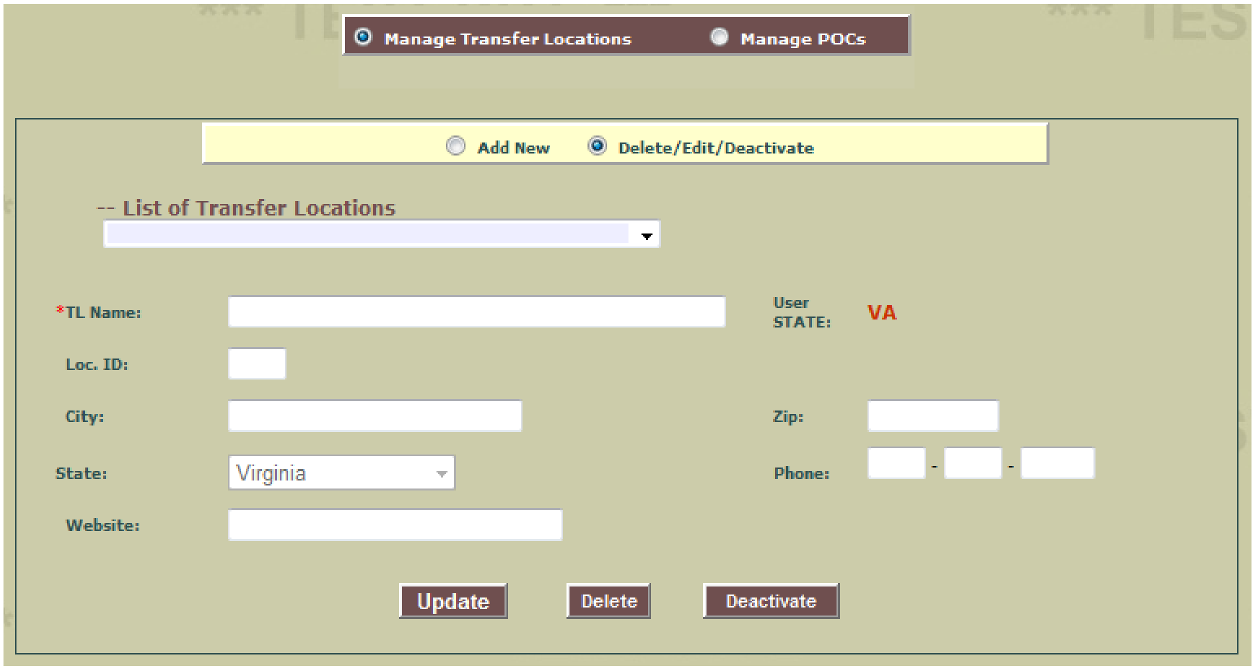
1. Select the **Delete/Edit/Deactivate** radio button.



2. Select a Transfer Location from the **List of Transfer Locations** drop-down menu.
3. Edit any Transfer Location information except the TL Name.
4. Click the **Update** button to save your changes.
   Tip: You cannot edit the name of a Transfer Location. If a name has changed, use the **Add Transfer Location** function to create a new entry.

Deactivate Transfer Location

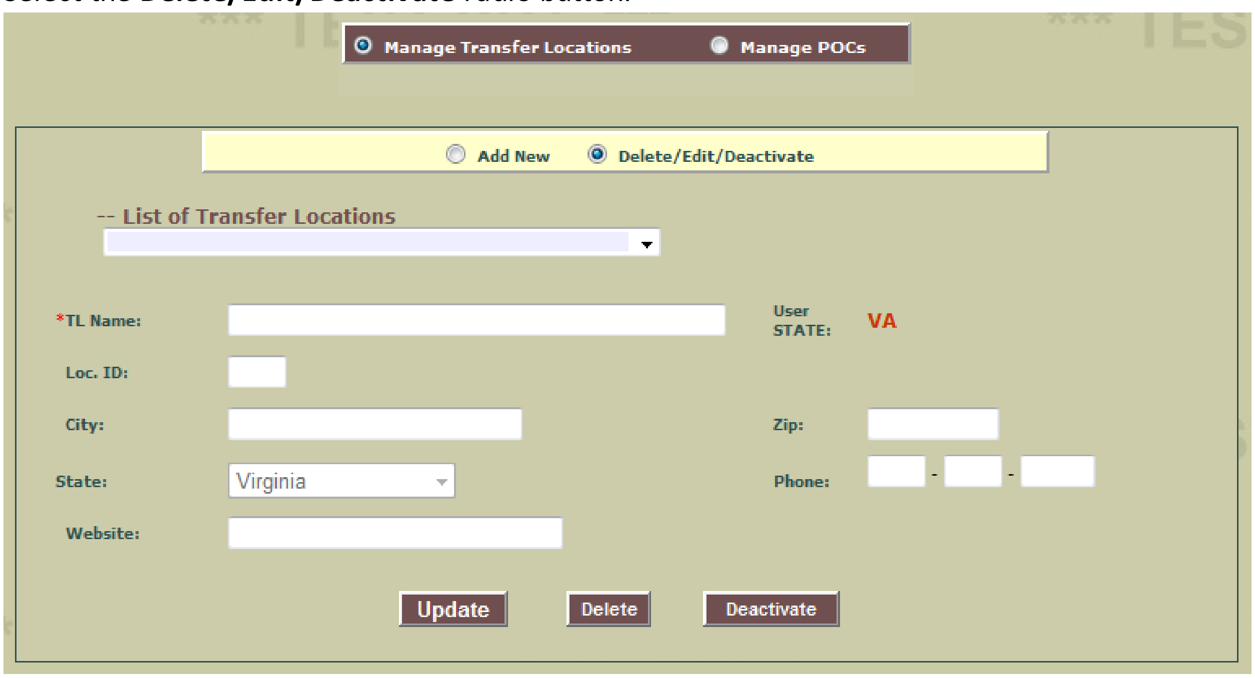
1. Select the **Delete/Edit/Deactivate** radio button.



2. Select a Transfer Location from the **List of Transfer Locations** drop-down menu.
3. Click the **Deactivate** button.

Delete Transfer Location

1. Select the **Delete/Edit/Deactivate** radio button.



2. Select a Transfer Location from the **List of Transfer Locations** drop-down menu.
3. Click the **Delete** button.

   Caution: The deletion step is final.

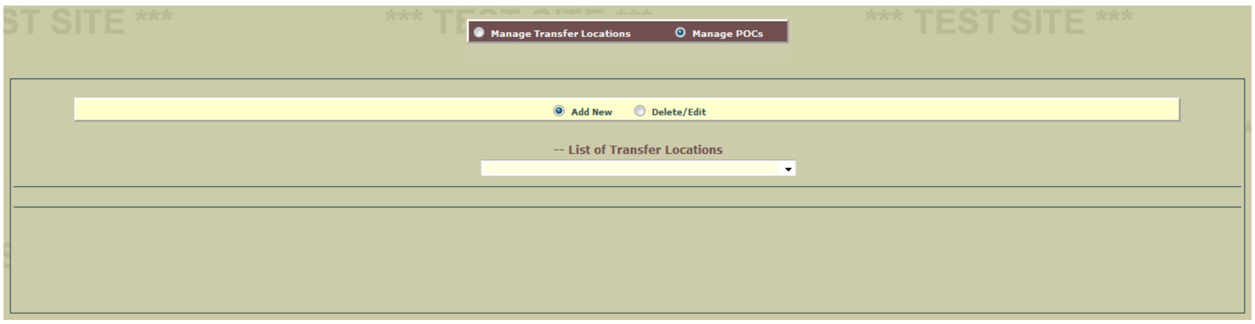
11.4 Managing Transfer Location POCs

Click **Manage POCs**.

Select the task to be performed (**Add New** or **Delete/Edit**).

Add Transfer Location POC

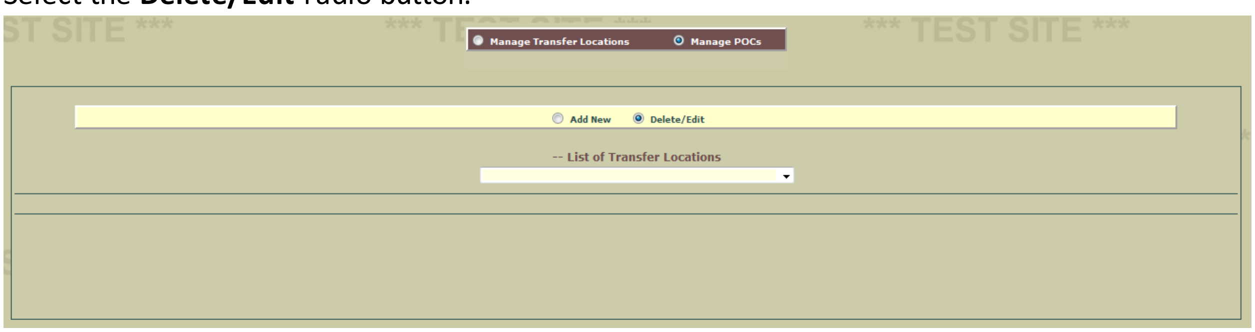
1. Select the **Add New** radio button.



2. Select a Transfer Location name from the **List of Transfer Locations** drop-down menu.
3. Enter the name of the Transfer Location POC in the POC Last Name and POC First Name fields.
4. Enter the 10-digit phone number and cell phone number for the Transfer Location POC in the Phone fields, without dashes, and the POC title and e-mail address, if available.
5. Click **Save New**, or click **Cancel** to exit without saving your changes.
   If you click **Save New**, the new POC is displayed within the Active POCs information field (on the right side of the screen).
6. Repeat this process to add any other new POCs.

Edit Transfer Location POC

1. Select the **Delete/Edit** radio button.

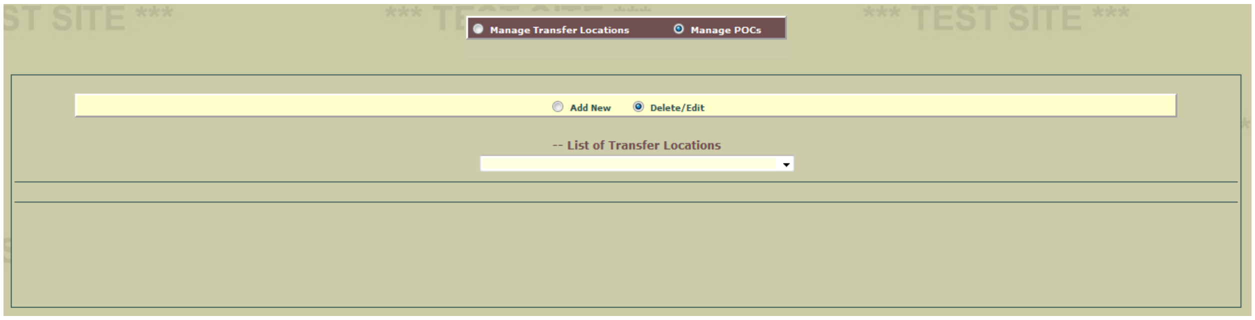


2. Select a Transfer Location from the **List of Transfer Locations** drop-down menu.
3. Select a POC from the **Select Point of Contact** drop-down menu.
4. Edit any Transfer Location POC information except the Name.

5. Click the **Save** button to save your changes.
   Tip: You cannot edit the name of a Transfer Location POC. If a name has changed, use the **Add Transfer LocationNew POC** function to create a new entry.

Delete Transfer Location POC

1. Select the **Delete/Edit** radio button.

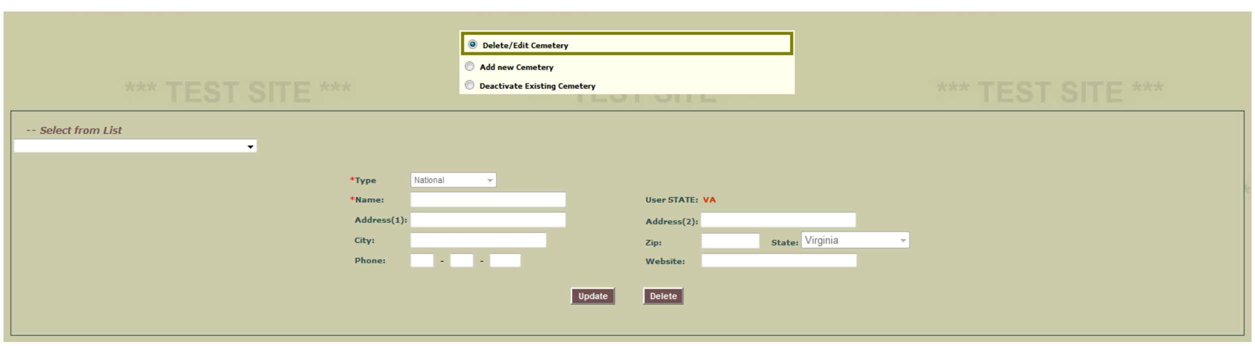


2. Select a Transfer Location from the **List of Transfer Locations** drop-down menu.
3. Select a POC from the **Select Point of Contact** drop-down menu.
4. Click the **Delete** button.
   Caution: The deletion step is final.

11.5 Managing Cemeteries

Click **Management Center** on the MFH USAF Ribbon Toolbar, select **Cemeteries and POCs**, and click **Manage Cemeteries**.

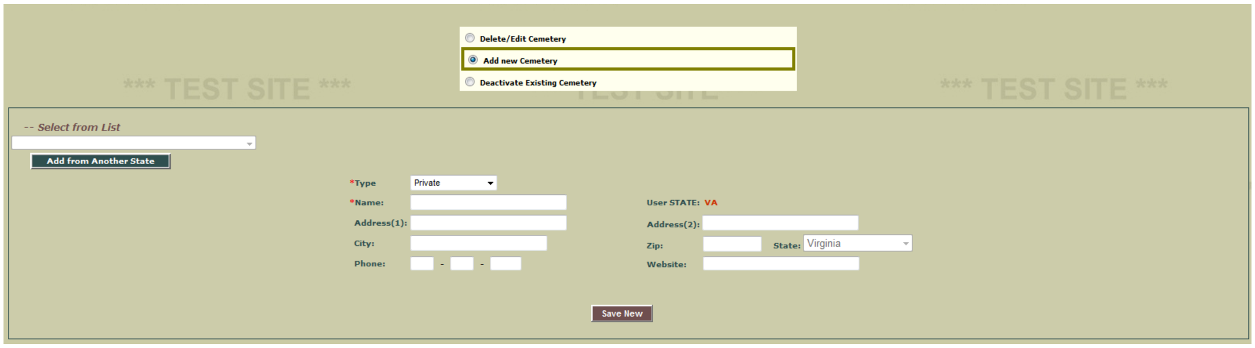
The illustration below shows the landing page for managing Cemetery. By default,**Delete/Edit** Cemeteries is the selected radio button.



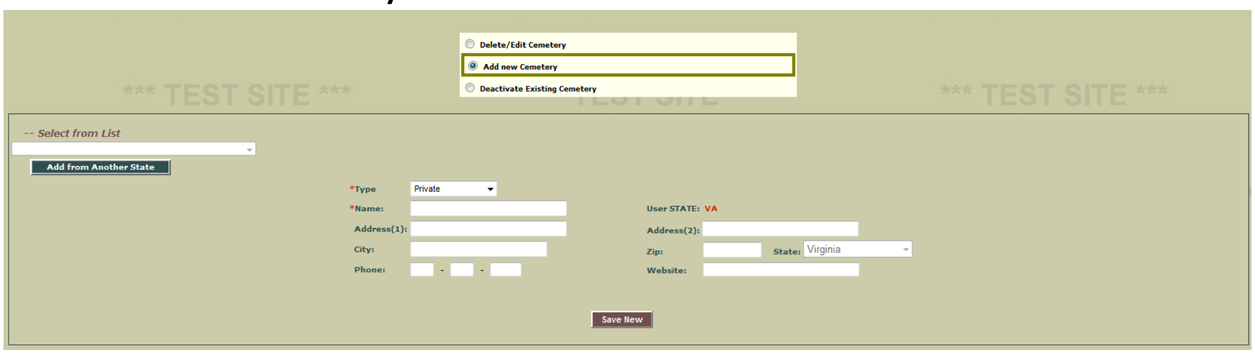
From this page you can:

Add Cemetery

1. Select the **Add New** radio button.



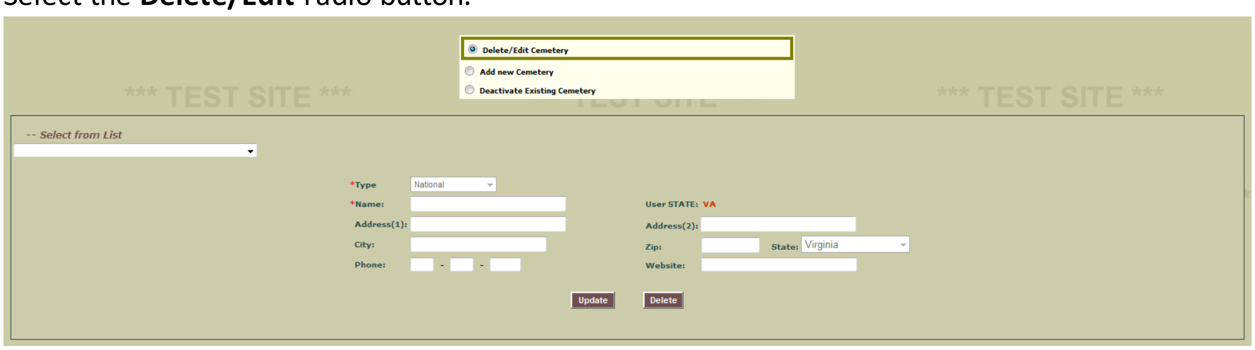
2. Select the **Add new Cemetery** radio button.



3. Select a type from the **Type** drop-down menu.
4. Enter the name of the Cemetery in the Name field.
   Tip: If you wish to enter a burial location that is not a Cemetery you may enter "serving as burial location" or some other substitute location of choice.
5. Enter the Street, City, and 5-digit ZIP code information in the appropriate fields.
6. Enter the 10-digit phone number for the Cemetery in the Phone fields, without dashes.
   Tip: You may press **Tab** to advance the cursor from field to field.
7. Click **Save New**.

Edit Cemetery

1. Select the **Delete/Edit** radio button.

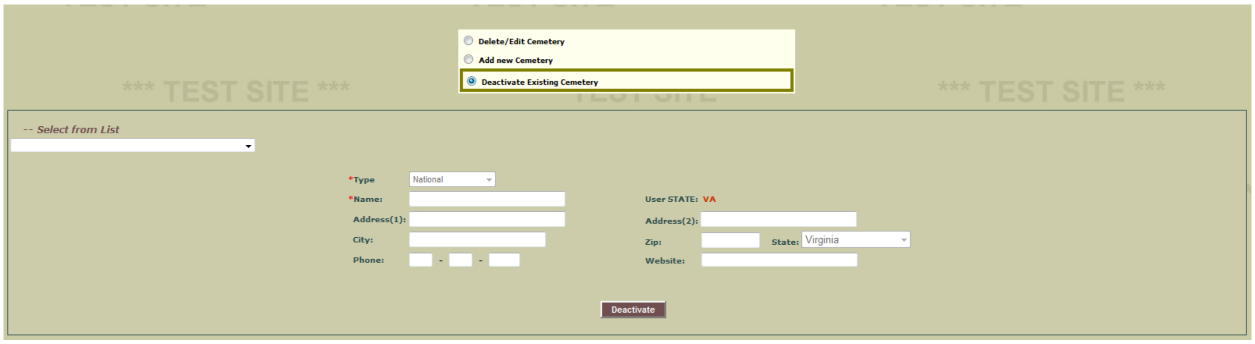


2. Select a Cemetery from the **Select from List** drop-down menu.
3. Edit any Cemetery information except the Name.

4. Click the **Update** button to save your changes.
   Tip: You cannot edit the name of a Cemetery. If a name has changed, use the **Add Cemetery** function to create a new entry.

Deactivate Cemetery

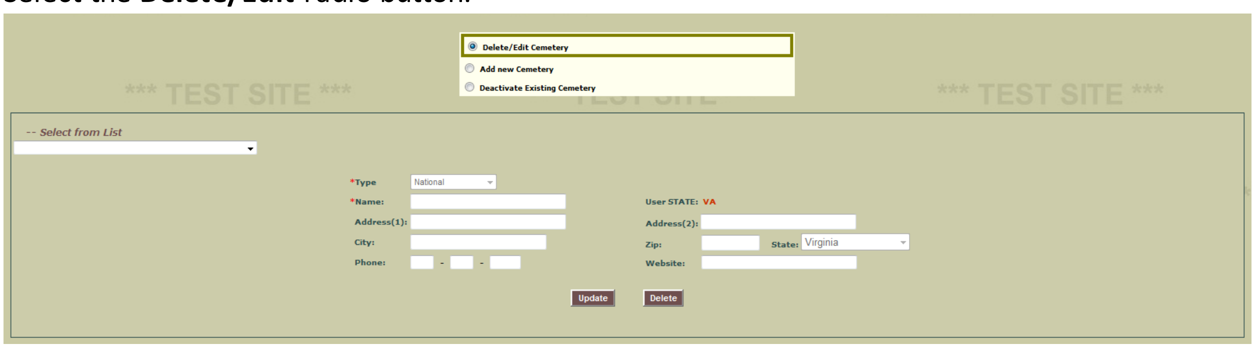
1. Select the **Deactivate Existing Cemetery** radio button.



2. Select a Cemetery from the **Select from List** drop-down menu.
3. Click the **Deactivate** button.

Delete Cemetery

1. Select the **Delete/Edit** radio button.



2. Select a Cemetery from the **Select from List** drop-down menu.
3. Click the **Delete** button.
   Caution: The deletion step is final.

11.6 Managing Cemetery POCs

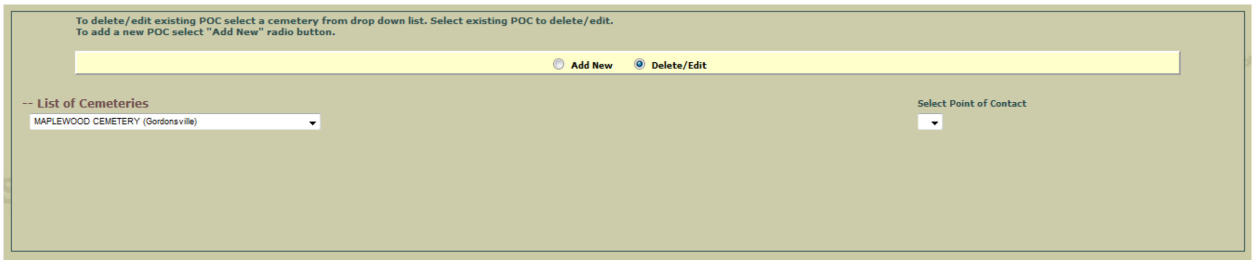
Add Cemetery POC

1. Select the **Add New** radio button.
2. Select a Cemetery name from the **List of Cemeteries** drop-down menu.
3. Enter the name of the Cemetery POC in the POC Last Name and POC First Name fields.
4. Enter the 10-digit phone number and cell phone number for the Cemetery POC in the Phone fields, without dashes, and the POC title and e-mail address, if available.

5. Click **Save New**.
   If you click **Save New**, the new POC is displayed within the Active POCs information field (on the right side of the screen).
6. Repeat this process to add any other new POCs.

Edit Cemetery POC

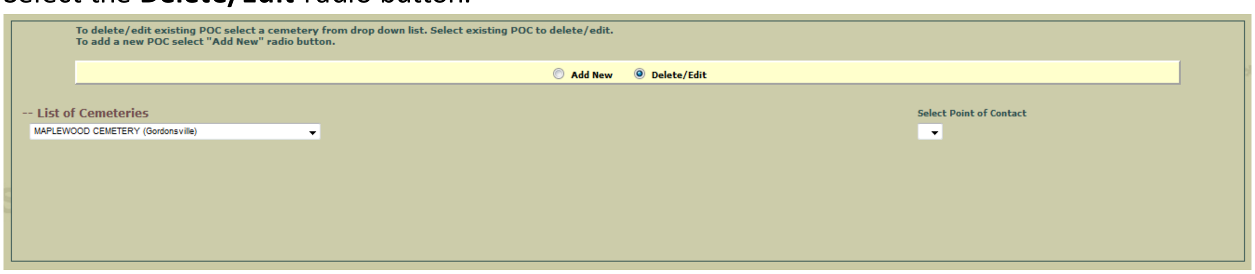
1. Select the **Delete/Edit** radio button.



2. Select a Cemetery from the **Select from List** drop-down menu.
3. Select a POC from the **Select Point of Contact** drop-down menu.
4. Edit any Cemetery POC information except the Name.
5. Click the **Save** button to save your changes.
   Tip: You cannot edit the name of a Cemetery POC. If a name has changed, use the **Add CemeteryNew POC** function to create a new entry.

Delete Cemetery POC

1. Select the **Delete/Edit** radio button.



2. Select a Cemetery from the **Select from List** drop-down menu.
3. Select a POC from the **Select Point of Contact** drop-down menu.
4. Click the **Delete** button.
   Caution: The deletion step is final.

11.7 Managing Training Sites

The Military Funeral Honors—United States Air Force(MFH USAF) application allows the user to input (or edit) a new training site in **two ways** – from the Management Center link on the menu bar, or from the Training Center link on the Ribbon Toolbar. (Training Schedule, Add New to List for "on the fly" additions/updates.) Note that each training site/location must have a unique name. (You cannot have two locations with the same name, even if each has a unique address.)

Note: For more information on adding Training Sites on the fly from the Training Center, see Add New Training Site on page 104.

11.7.1 To Add New, Active Or Re-Activate A Training Location

1. From the Management Center link on the Ribbon Toolbar click **Training Sites**, and the page will open with the default page mode displaying Add New to List.
2. Use the text box labeled Training Location Name to type in the name (Unit Name or Site Name) of a new training location **or** click the List of Inactive Sites and Unit Names to activate or re-activate a previously entered site/unit name.
3. Click the **Save** icon to save location to list of training locations.

11.7.2 To Delete/Edit A Training Location

1. **From the Management Center link** on the Ribbon Toolbar click **Training Sites**, and the page will open with the default page mode displaying Add New to List.
2. Click the **Delete/Edit** button so that the page mode displays "Delete/Edit."
3. Select the Training Location Name from the drop-down box.
4. To delete, click the Remove (Remove Location from List) button.
   Note: Deletion of the Training Location removes that location from the list of active Training Locations. The information for that training location remains in the system and can be re-activated if desired.
5. To edit, use the curser to click any displayed field (except name) and edit the information, before clicking the Save (Save location to List) button.
   Note: Edits can be performed on each displayed field with the exception of Name. If you wish to change the name, you must re-enter all information as if this is a new site.

11.8 Managing The List Of Participants

You can add, remove, edit, and deactivate participants from a central location. You can also view existing participants and see the missions that each has participated in. Explore any of the following topics to learn more:

11.8.1 Add, Remove, Or Restore Participants

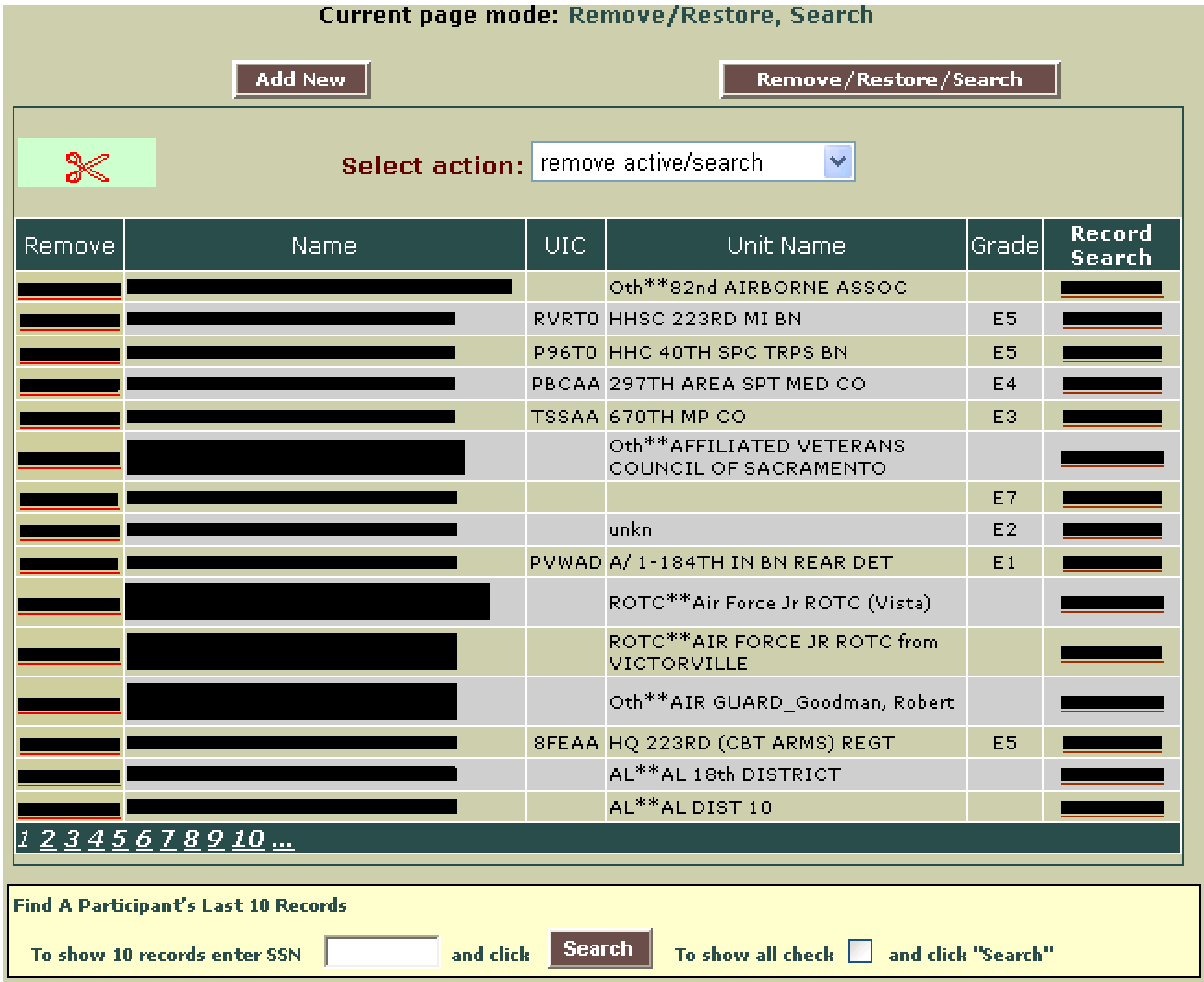
Click **Management Center** in the MFH USAF Ribbon Toolbar, select **List of Participants**, and click **Add/Remove Restore**.

Here you can complete the following tasks:

- Remove Existing Participants (See Remove Existing Participants on next page for more information.)
- Restore Participants Who Have Been Removed (See Restore Participants Who Have Previously Been Removed on page 77 for more information)
- Add New Participants (See Add New Participants on page 78 for more information.)
- Search for Participants (See Search in ARNG/USAR on page 80for more information.)

11.8.2 Remove Existing Participants

1. Click **Management Center** and select **List of Participants**, then click **Add/remove/restore**.
2. Click the **Remove/Restore/Search** button.
   A list of all participants with their linked SSNs opens.

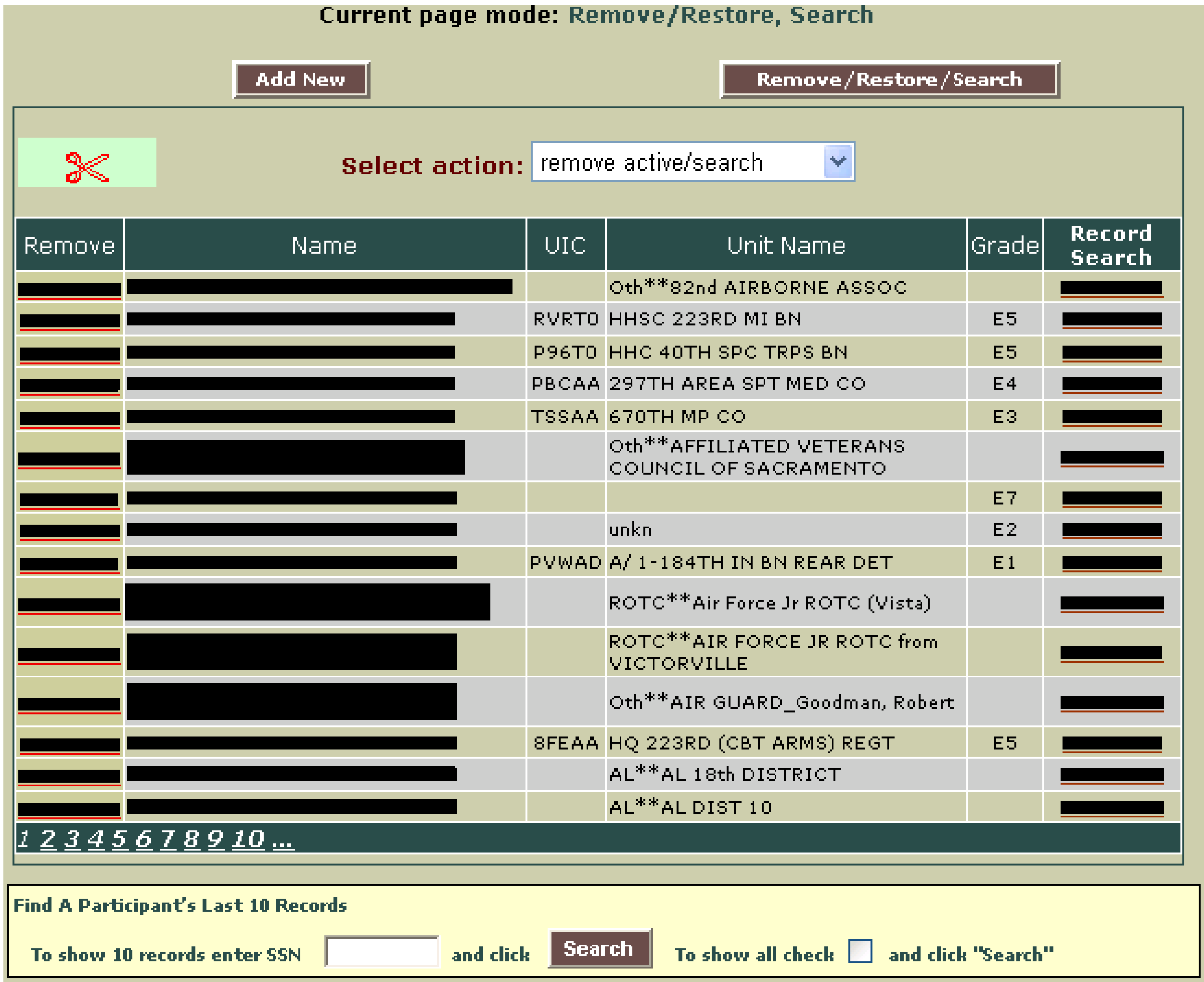


3. From the **Select action** box in the center of the page, select **remove active/search**.
4. Click the SSN of the participant you wish to remove.
   The screen will refresh and the bottom left corner will display the message "Last Removed" followed by the SSN of the participant you selected.
5. No further action is necessary to make your removal complete. However, you may select to click the **Roll Back Last** button, allowing you to restore your last removal.

11.8.3 Restore Participants Who Have Previously Been Removed

1. Click **Management Center** and select **List of Participants**, then click **Add/remove/restore**.
2. Click the **Remove/Restore/Search** button.

   A list of all participants with their linked SSNs opens.



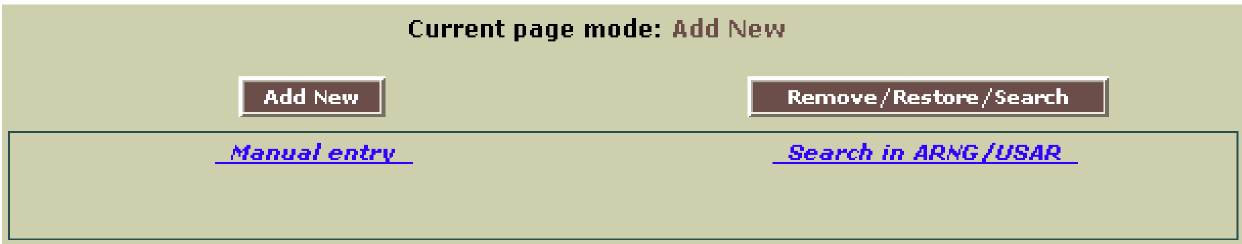
3. From the **Select action** box in the center of the page, select **restore deactivated/search**.
4. Click the SSN of the participant you wish to restore.

   The screen will refresh and the bottom left corner will display the message “Last Restored” followed by the SSN of the participant you selected.
5. No further action is necessary to make your restore complete, however, you may select to click the **Roll Back Last** button, allowing you to remove your last restore selection.

11.8.4 Add New Participants

The page that is set (by default) to display, shows all participants and their linked SSNs. The user may select to perform the action of removing existing participants OR restoring those participants who have been removed.

Click the **Add New** button.

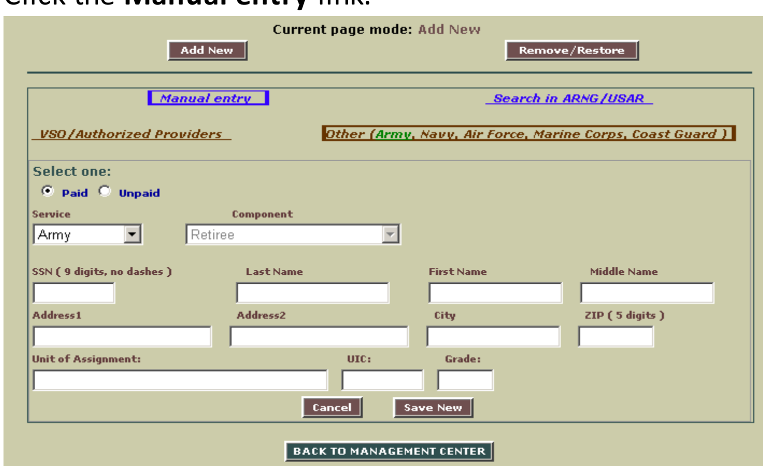


From this page, the user may either enter participants manually—when new participant information doesn't exist in the database—or search for new participants in ARNG/USAR—to locate the name and other identifying information for the person to be added to the list of existing funeral honors participants. Explore any of the following topics to learn more:

11.8.4.1 Manual Entry

Persons not already in theMFH USAF database who the user wishes to add to the list of MFH USAF participants.

1. Click the **Manual entry** link.



2. Add participants through any of the available methods:

Adding a Paid VSO/Authorized Provider Participant

1. Select the **Paid** radio button.
   A screen appears, asking for specific information about the organization and participant.
2. Use the Select organization drop down to select the organization of the participant and if desired, type in the organization name (for example: Post 1234).
3. Enter a participant SSN, Name and address in the appropriate text boxes.
4. Optionally, enter Unit of Assignment, UIC, and Grade information.
5. Click **Save New**.
   "The record has been saved" will display at the bottom of the screen.

Adding an Unpaid VSO/Authorized Provider Participant

1. Select the **Unpaid** radio button.
   A screen appears, asking for specific information about the organization and participant.
2. Use the Select organization drop down to select the organization of the participant and if desired, type in the organization name (for example: Post 1234).
   A unique nine character identification number will be generated to track the participant (appearing as XXX... in the SSN and last name text boxes) so that no other information is needed. The application will use the Organization Name for tracking (example: VFW**Post 1234) wherever a participant's name would ordinarily be displayed
3. Click **Save New**.
   "The record for SSN (XXXX) has been saved" will display at the bottom of the screen.

Adding Other (Army, Navy, Air Force, etc.) Paid Participants

1. Select the **Paid** radio button.
   A screen appears, asking for specific information about the organization and participant.
2. Use the **Select organization** drop-down to select the organization of the participant.
3. Enter a participant SSN, Last and First Name, and Address.

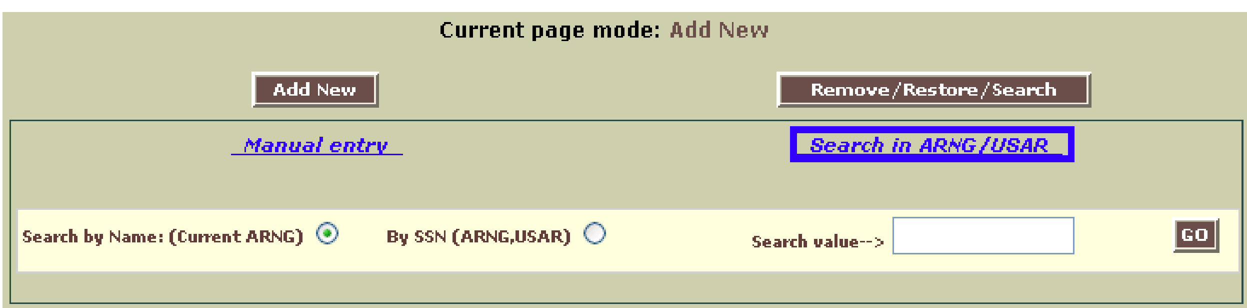
4. Optionally, enter Unit of Assignment, UIC, and Grade information.
5. Click **Save New**.
   "The record has been saved" will display at the bottom of the screen.

Adding Other (Army, Navy, Air Force, etc.) Unpaid Participants

1. Select the **Unpaid**radio button.
   A screen appears, asking for specific information about the organization and participant.
2. Use the Service and Component drop-down lists to select the appropriate information for the participant.
3. Enter a participant SSN, Last and First Name, and Address.
   Tip: If you only have the last four digits of a participant's SSN, enter five Xs followed by the four known digits. The participant will be assigned an SSN in the format XSSLF#### where SS is the participant's two-letter state abbreviation and LF is the participant's last name initial and first name initial. Anywhere full SSNs are displayed in the application, this format will be displayed.
4. Optionally, enter Unit of Assignment, UIC, and Grade information.
5. Click **Save New**.
   "Record has been saved" will display at the bottom of the screen.

11.8.4.2 Search In ARNG/USAR

Persons already in the MFH USAF database who the user wishes to add to the list of participants.



Search by Name (Current ARNG)

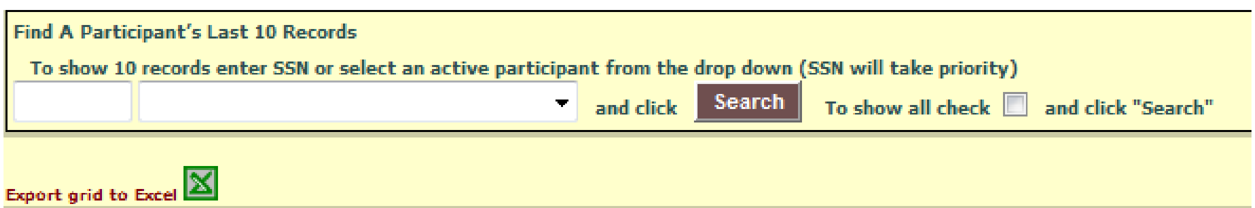
1. Click the **Search by Name** radio button.
2. In the **Search Value** textbox, type one (1) or more characters of the participant's last name.
3. Click the **GO** button.
   The name(s) matching your criteria will be displayed.
   Tip: If there are page numbers at the bottom of the list, click them to page through the list of names.
4. Click the name to be added to the list of existing participants.
   The individual's identifying information opens.

5. Confirm that the Service and Component are correct for this participant.
6. Click **Save New** to add the individual to your list of existing participants.
   The message “Record Has Been Saved” appears at the bottom of the screen

Search by SSN (ARNG/USAR)

1. Click the (Search) **By SSN (ARNG, USAR)** radio button.
2. Type the entire 9-digit SSN without dashes in the Search value textbox.
3. Click the **GO** button.
   If the record is **not** found in the ARNG/USAR database, a “No Records Found” message will appear.
   If the **record is found**, the participant’s information will be added to your list of existing participants. The message “Record Has Been Saved” appears at the bottom of the screen. Confirm that the Service and Component are correct for this participant.

11.8.5 Check/Edit Records



Use the Check/Edit Records page to view a list of the missions a participant has participated in.

1. Click **Management Center**, select **List of Participants**, and click **Check/Edit Records**.
2. Either enter the participant's SSN, or select the participant's name from the drop-down list.
   Note: If you enter both an SSN and select a name, the application will search only for the SSN.
3. Click **Search**.
   A list of the last ten missions that a participant has been assigned to in MFH opens.
   Tip: To view all missions a participant has been assigned to, select the check box prior to clicking **Search**.

11.9 Manage Participant Teams

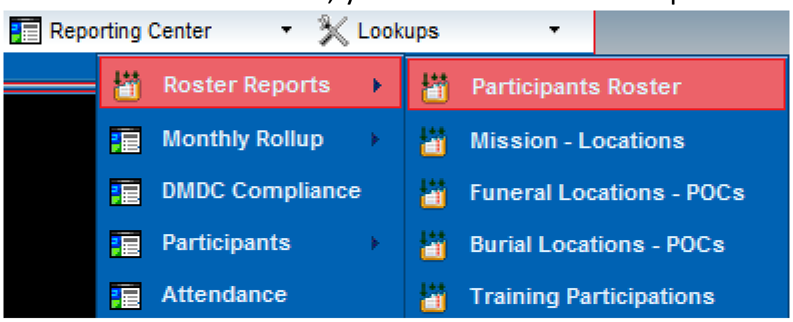
Documentation under development.

12 Reporting Center

The Reporting Center provides access to various standardized reports such as the **Monthly Roll Up** (developed by the Program Manager) and an ad-hoc report generator called **Roster Builder**. These robust reporting tools let you view, print, and export your Site's funeral honors information to a Microsoft Excel spreadsheet.

12.1 Roster Reports Using Roster Builder

From the Ribbon Toolbar, you can access Roster Reports in the Reporting Center.

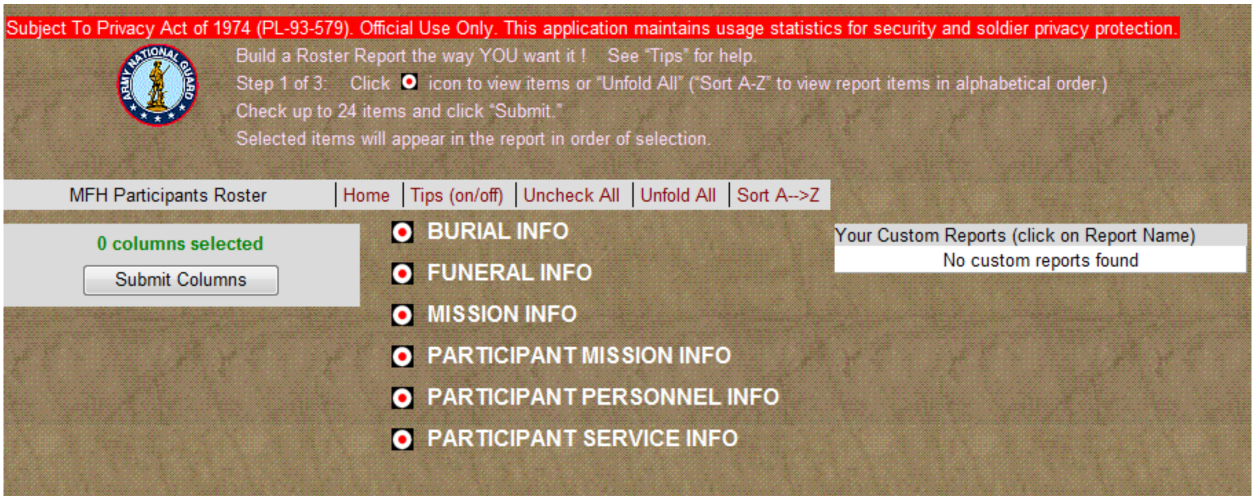


This tool allows the user to build custom reports from data collected in the MFH USAF application.

Five types of roster reports are available. Each type will produce reports of different types.

- **Participants Roster:** The Participants Roster will produce participant-centric, reports. This means that a report can only be generated where the columns (data elements) selected apply to at least one participant. (If the user selects data elements that do not apply to any participants, there will be no resulting report.)
- **Mission - Locations:** The Missions-Locations roster will produce mission or location-centric reports.
- **Funeral Locations - POCs:** The Funeral Locations - POCs roster will produce reports with information about Funeral Locations and their related POCs.
- **Burial Locations - POCS:** The Funeral Locations - POCs roster will produce reports with information about Burial Home Locations and their related POCs.
- **Training Participations:** The Training Participations roster will produce reports with information about participants and their training as it has been recorded in MFH USAF.

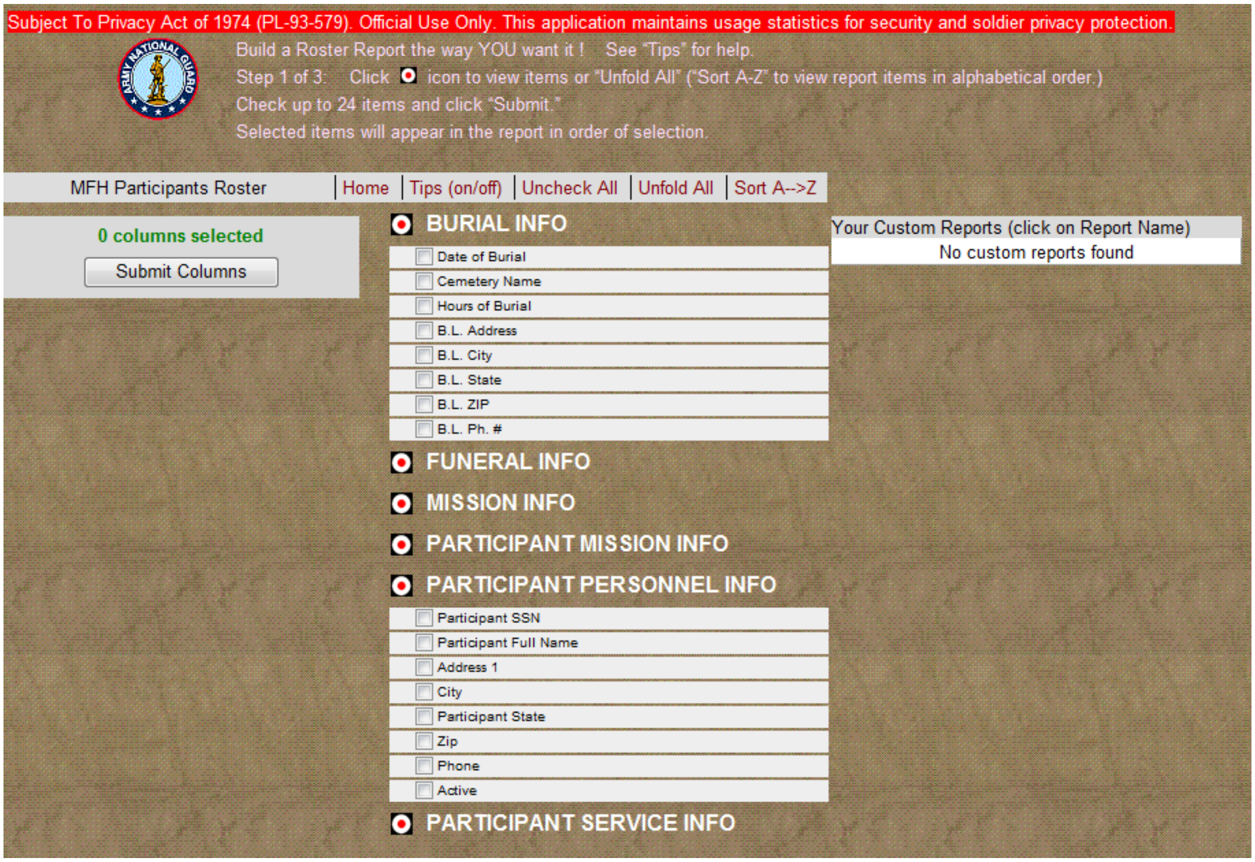
After selecting the correct roster report type, you will be able to design a roster report to your specifications.



12.1.1 Setting Data Elements

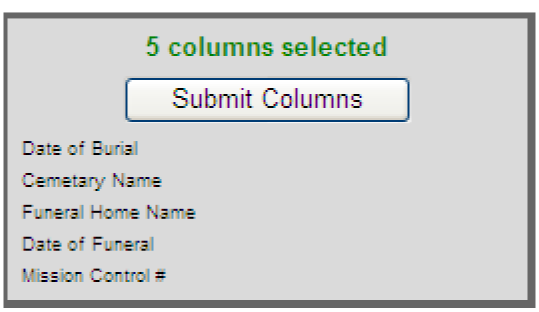
The data elements that you will choose for your report columns are found under broad categories, defined based on the reportt ype that you selected. For the MFH Participatns Roster, categories include Burial Info, Funeral Info, Mission Info, Participant MIssion Info, Participant Personnel Info, and Participant Service Info.

Tip: You can expand all data elements for all categories by clicking Unfold All. You can display or hide data elements in a single category by clicking the Target button.



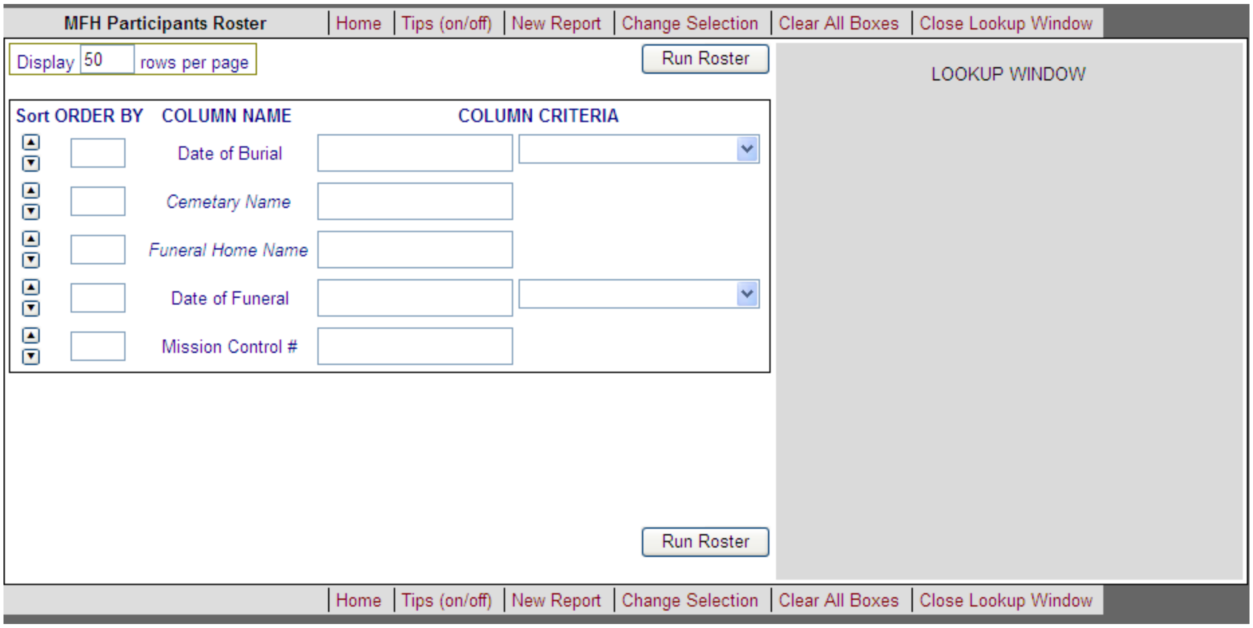
To select a data element to appear as one of your report columns, select the check box to the left of the data element name. You may select up to 24 data elements. As you select a data element, it will appear in the *Set of Columns* box on the left of the screen. Note that the order in which you select the data elements will determine the order in which those data elements will be displayed in the final report. To clear all selected data elements, click **Uncheck All** in the report menu bar; to clear one selected data element, click the checked box and the checkmark will be removed.

Once you have selected the data elements for your report, click the **Submit Columns** button.



12.1.2 Setting Filters And Criteria

The page that is displayed allows you to choose the columns that will be used to order the report and enter criteria that will filter the results of your report.



Sort: Click the up and down arrows to reorder the columns of your report. The first column will be the left-most column of the final report.

Order By: Enter the numerical rank for the columns you would like to use to order the report. The number one will be the primary sort order, and the subsequent numbers will be used as secondary and subsequent sort orders. If you sort a report by, for example, Mission Control Number, for the records returned the Mission Control Number will be appear in ascending order.

Column Criteria: Criteria values can be entered to filter the report to only retrieve specific data from the data base. Some general rules are:

- *Italicized column names* allow you to enter partial search criteria. For example, if you enter the letter “B” in the Column Criteria for **Deceased Name**, the resulting report will contain the missions where the Deceased Name begins with B (e.g., Bloom, Brice, etc.).
  Note: You can only have one criteria value for these data elements (e.g., you cannot enter “B” and “C”).

- Underlined column names refer to fields that have a present, defined number of values. Click the column name to view a list of the possible values. Click any of the possible values to add one or more to the column criteria.
  Tip: If you enter multiple values manually, they must be separated by a comma and there should be no spaces (as in the example “E3,E4,E5.”)
- Date columns will have both a data-entry field and a drop-down list. You can either enter a date or date range manually or select one of the pre-defined ranges from the drop-down list.
  Tip: Use the drop-down list to see acceptable formatting examples even if you don't want to use one of the pre-defined values.
  There are several variables, or tokens, that you can use instead of entering a specific date or date range manually. These variables are particularly helpful if you are designing a report that you will use on a regular basis with a defined time period. (For example, you could enter "from $StartFY to $Today" rather than "from 10/01/2011 to 01/03/2012" to see all records this fiscal year to date.) Available variables include:
    - $Today (today)
    - $Yesterday (today-1 day)
    - $NextWeek (today+7 days)
    - $LastWeek (today-7 days)
    - $FirstofMonth (first day of this month)
    - $LastofMonth (last day of this month)
    - $Tomorrow (today+1)
    - $StartFY (Oct 1 of FY)
    - $EndFY (Sep 30 of FY)
    - $StartLastFY (Oct 1 of FY-1)
    - $EndLastFY (Sep 30 of FY-1)

After defining column criteria, you can set the number of records per page (records that will be printed on each page of the report) if you wish to change the default setting (of 50). You may change this number to a maximum of up to 1,000 records per page. Clicking the **Clear all Boxes** link will remove all search criteria previously entered in all Column Criteria boxes. The **Close Lookup Window** link is currently inactive.

12.1.3 Generating The Report

Click the ‘Run Roster’ button to create your report.

The report pictured in the example that follows, was generated using search criteria to filter the result so that:

- Records are only retrieved where the “Date of Burial” is “From 2008/1/1 to 2009/1/1.”

128 records found
Column criteria:
Date of Burial= from 2008/01/01 to 2009/01/01

MFH Participants Roster | Home | Tips (on/off) | New Report | Reset search criteria | Full Export | Export this page

See code description in a lookup window by clicking on corresponding column name

Date of Burial	Cemetary Name	Funeral Home Name	Date of Funeral	Mission Control #
1/10/2008 2:00:00 PM	FT RICHARDSON NATIONAL CEMETERY			AK0801100000
1/12/2008 1:30:00 PM	Muldoon COmmunity Assembly Church			AK0801150000
1/15/2008 11:30:00 AM	FT RICHARDSON NATIONAL CEMETERY			AK0801150001
1/17/2008 2:00:00 PM	QUINHAGAK CHURCH			AK0801160000
1/19/2008 2:00:00 PM	BAYVIEW CEMETERY			AK0801160001
1/29/2008 1:00:00 PM	Episcopalian Church			AK0802080002
1/29/2008 2:00:00 PM	UNALAKLEET CHURCH			AK0802080003
2/2/2008 1:00:00 PM	BETHEL CEMETERY			AK0802270000
2/4/2008 2:00:00 PM	HOOPER BAY CHURCH			AK0802080001
2/6/2008 2:00:00 PM	KALTAG CHURCH			AK0803040000
2/7/2008 2:00:00 PM	NOME RECREATION CENTER			AK0802080000
3/3/2008 2:00:00 PM	KOTLIK CHURCH			AK0803110001
3/6/2008 1:00:00 PM	NOME RECREATION CENTER			AK0803110000
3/7/2008 3:30:00 PM	SELAWIK CHURCH			AK0803110002
3/9/2008 2:00:00 PM	SELAWIK CHURCH			AK0803110003

The top left corner of the page lists the total number of records found, the current page number of the report, the sort criteria (Ordered By), and the criteria used to filter the report.

Scrolling to the bottom of the page provides the user with a link to view any additional pages of the report. Also note that as you scroll down the page, the column headings will eventually “float” down.

Many column names are linked to descriptive “lookup” windows that will open additional information in pop-up windows (e.g. State, UIC, Service/VSO, Component/VSO search and selection of data values).

12.1.4 Navigation And Links

Use the links in the report menu bar to perform the following tasks:

MFH Participants Roster | Home | Tips (on/off) | New Report | Reset search criteria | Full Export | Export this page

- **Home:** Clicking on the “Home” link will return you to your MFH USAF home page.
- **Tips:** Clicking on the “Tips” link provides you with some basic tips for using the report application.
- **New Report:** Clicking on the “Start New Report” link will return you to the first page of the Roster Report application.
- **Reset Search Criteria:** Clicking on the “Reset Search Criteria” link will take you back to the page where you can reset the sort order of the columns and modify the data values that will filter the results of the report.

- **Full Export:** Clicking on the “Full Export” link will export the entire report into Excel. Once Excel is open, you may save the report to your hard drive.
- **Export this Page:** Clicking on the “Export this Page” link will export only the current page of the report into Excel. Once Excel is open, you may save the report to your hard drive.

12.1.5 Saving A Custom Report

Save your desired criteria and name the resulting report.

View the report your criteria has produced. Enter a name (for this set of criteria) and hit “Save Report” in order to automatically produce data (conforming to this criteria) the next time it is desired.

Your custom reports can be selected (click the name) to produce up-to-date criteria each time you seek this information from Roster Builder.

You can also choose to run the saved report, reset the search criteria, and save as a new report (with a new name.)

12.2 Transfer Missions

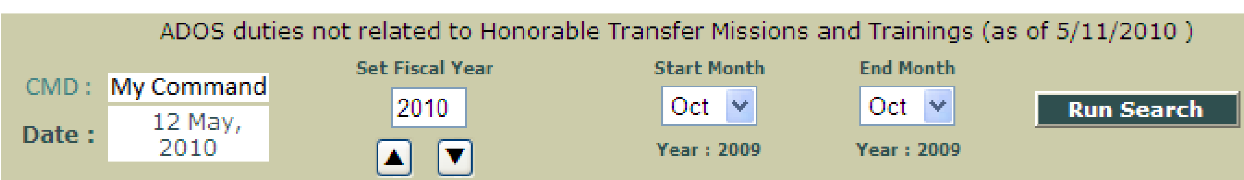
Documentation under development.

12.3 Monthly Rollup

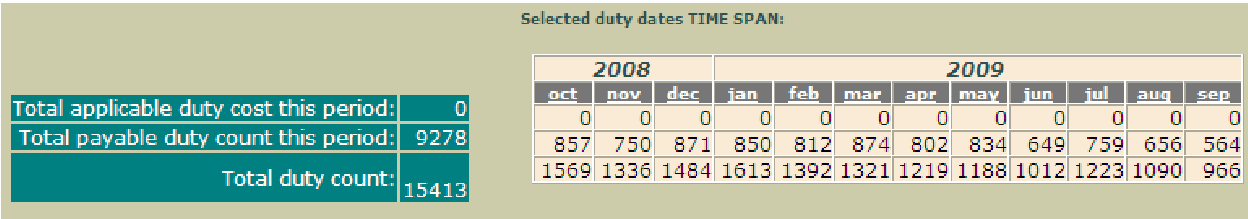
The Monthly Rollup report is available at both Site and USAF levels. If you access the report from the USAF reporting center, you will view data for all Sites cumulatively. The Monthly Rollup report allows the user to run a report (selecting start and end month) that will display a monthly summary, a daily summary, and a breakdown of all data contributing to the daily/monthly summary. There are four different ways to view the Monthly Rollup report.

ADOS Participations

Click **Reporting Center**, select **Monthly Rollup**, and click **ADOS Participations**.



Here you can choose to view report data from any number of months within a single fiscal year. Select the year, start and end months, and click **Run Search**.



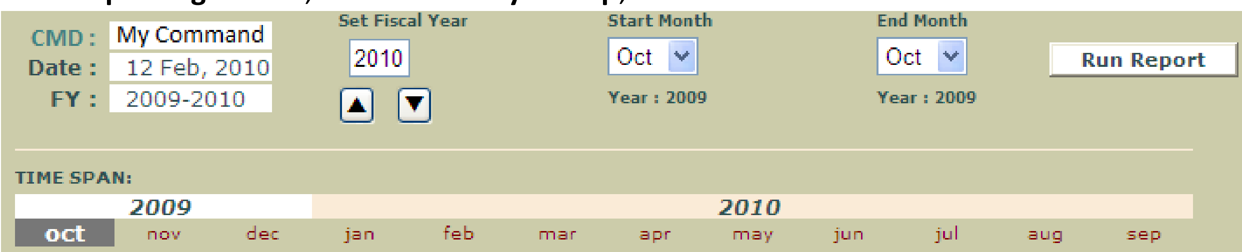
Selected duty dates TIME SPAN:

Total applicable duty cost this period:	0
Total payable duty count this period:	9278
Total duty count:	15413

2008			2009								
oct	nov	dec	jan	feb	mar	apr	may	jun	jul	aug	sep
0	0	0	0	0	0	0	0	0	0	0	0
857	750	871	850	812	874	802	834	649	759	656	564
1569	1336	1484	1613	1392	1321	1219	1188	1012	1223	1090	966

Select within Fiscal Year

Click **Reporting Center**, select **Monthly Rollup**, and click **Within Fiscal Year**.



Here you can choose to view report data from any number of months within a single fiscal year. Select the year, start and end months, and click **Run Report**.

(As of 1:00:00 AM today)
***Click on Month Name for more information.*

Monthly Summary Report	Oct	TOTAL
# of Funerals Performed for DMDC Credit	933	933
# of Funerals Supported without DMDC Credit	26	26
# of Paid Duties Performed by M-Day Soldiers	1304	1304
NGPA 2060		
Base Pay/$50 Allowance	103058.18	103058.18
Total	103058.18	103058.18
OMNG 2065		
$50 Allowance for Retirees	7771.17	7771.17
Contract Buglers	0	0
Supplies, Equipment, Communication, Flags, etc.	0	0
Travel Reimbursment	731.9	731.9
Total	8503.07	8503.07
Transportation		
GSA Lease	0	0
Commercial Lease	0	0
Total	0	0

The available rows include:

- **# of Funerals Conducted:** Provides the number of missions conducted by USAF. A mission can be designated as conducted by USAF through the After Action Review.
- **# of Funerals Supported:** Provides the number of missions supported by USAF. A mission can be designated as supported by USAF through the After Action Review.
- **Number of Paid Duties Performed by M-Day Soldiers** provides the number of duties performed by United States Air Force, Federal Status Airmen
- **Base Pay/$50 Allowance** provides the total pay issued for duties performed by United States Air Force, Federal Status Airmen
- **Supplies, equipment, communication, flags, etc**: provides a dollar figure that includes paid VSO and authorized providers
- **Travel Reimbursement**: Includes the dollar amount paid to all participants in travel reimbursements during the selected period.
- **Contract Buglers**
- **Supplies, Equipment, Communication, Flags, etc.**
- **GSA Lease**
- **Commercial Lease**

Click the column names to drill the resulting report down by month, day, and finally to a detailed view of each day's activities.

Month:	12
Day:	9
Fiscal Year:	2010

Close All

-- MISSIONS PERFORMED FOR DMDC CREDIT — Open / Close

Control #	Deceased Name	Funeral Date	Cemetery Date
AK0912310006	K[redacted] CLIFFORD		12/9/2009 1:00:00 PM

-- MISSIONS SUPPORTED WITHOUT DMDC CREDIT — No Records

-- SOLDIERS PARTICIPATED — Open / Close

SSN	Name	State	Duty Start Date	Duty Type
[redacted]	H[redacted] DIMITRI	AK	12/9/2009	Mission

-- BASE PAY/$50 ALLOWANCE — Open / Close

SSN	Name	Pay	Pay Date
[redacted]	H[redacted] DIMITRI	50.0000	1/7/2010 3:21:18 PM

-- STIPEND FOR RETIREES — No Records

-- CONTRACT BUGLERS — Open / Close

Number of paid Contract Buglers	Amount paid Contract Buglers
	0

-- PAID VSO AND AUTH. PROVIDERS — No Records

-- SUPPLIES, EQUIPMENT, COMMUNICATION, FLAGS — Open / Close

Supplies	Equipment	Communication	Flags	Other
0	0	0	0	0

-- TRAVEL REIMBURSEMENT — No Records

-- GSA LEASED VEHICLES — No Records

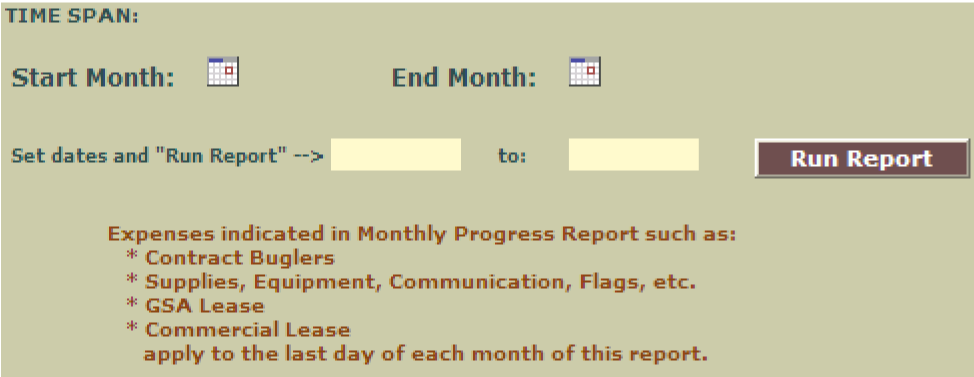
-- COMMERCIAL LEASED VEHICLES — No Records

BACK

Tip: Click the mission control number to view mission details.

Select within two dates

Click **Reporting Center**, select **Monthly Rollup**, and click **By Two Dates**.



Here you can choose to view report data from any number of months across fiscal years. Select the start and end dates, and click **Run Report**.

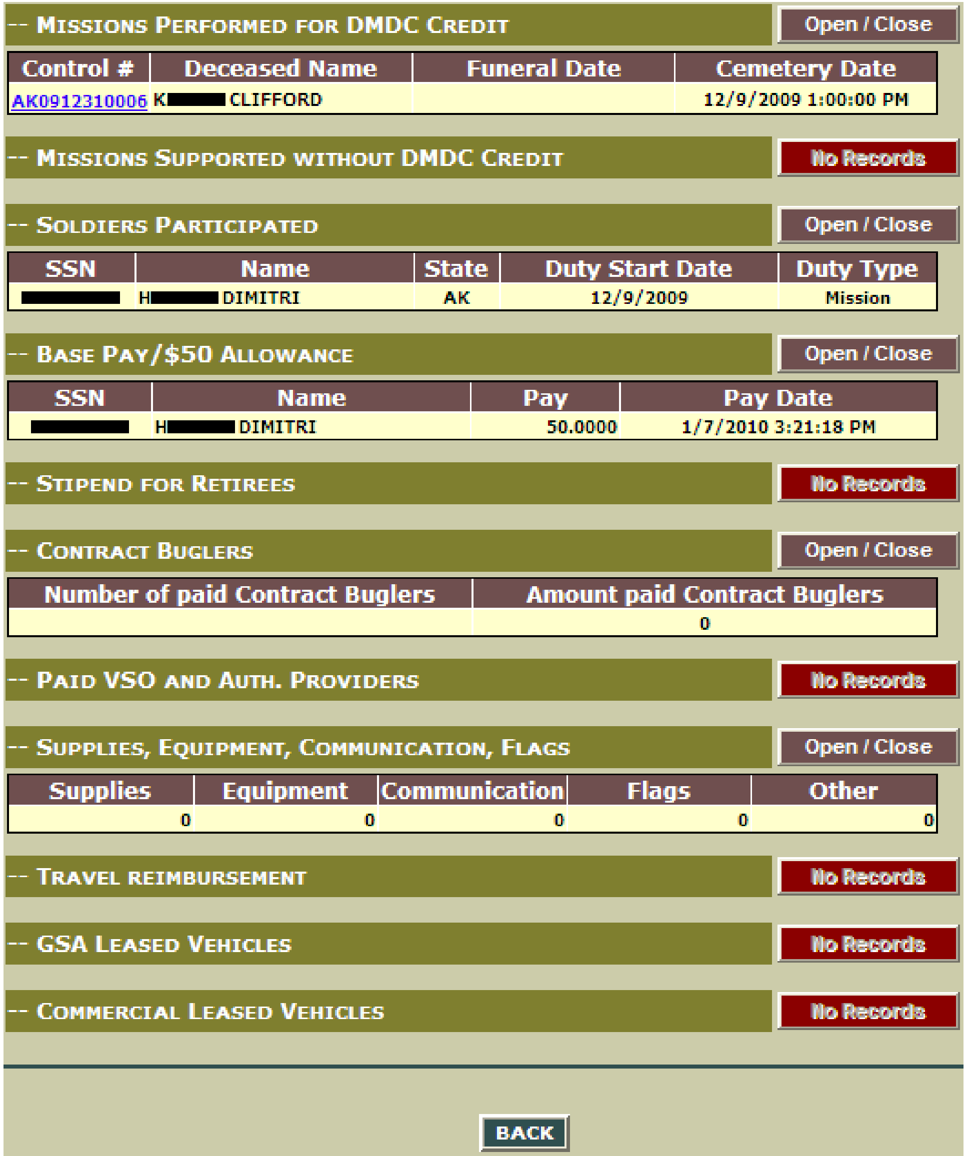
Monthly summary Report	Jun/09	Jul/09	Aug/09	Sep/09	Oct/09	Nov/09	Dec/09	TOTAL
# of Funerals Performed for DMDC Credit	885	1048	906	811	933	864	958	6405
# of Funerals Supported without DMDC Credit	32	33	41	27	26	30	28	217
# of Paid Duties Performed by M-Day Soldiers	1315	1342	1249	1131	1304	1129	1390	8860
NGPA 2060								
Base Pay/$50 Allowance	104013.41	105101.19	99267.03	91988.33	103058.18	92223.5	113464.91	709116.55
Total	104013.41	105101.19	99267.03	91988.33	103058.18	92223.5	113464.91	709116.55
OMNG 2065								
$50 Allowance for Retirees	7550	7600	7800	9559.22	7771.17	5750	6950	52980.39
Contract Buglers	0	0	0	0	0	0	0	0
Supplies, Equipment, Communication, Flags, etc.	0	0	0	0	0	0	0	0
Travel Reimbursment	817.2	1332.4	863.85	810.6	731.9	911.35	392.8	5860.1
Total	8367.2	8932.4	8663.85	10369.82	8503.07	6661.35	7342.8	58840.49
Transportation								
GSA Lease	0	0	0	0	0	0	0	0
Commercial Lease	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

The available columns include:

- **# of Funerals Conducted:** Provides the number of missions conducted by USAF. A mission can be designated as conducted by USAF through the After Action Review.
- **# of Funerals Supported:** Provides the number of missions supported by USAF. A mission can be designated as supported by USAF through the After Action Review.
- **Number of Paid Duties Performed by M-Day Soldiers** provides the number of duties performed by United States Air Force, Federal Status Airmen
- **Base Pay/$50 Allowance** provides the total pay issued for duties performed by United States Air Force, Federal Status Airmen

- **Supplies, equipment, communication, flags, etc**: provides a dollar figure that includes paid VSO and authorized providers
- **Travel Reimbursement**: Includes the dollar amount paid to all participants in travel reimbursements during the selected period.
- **Contract Buglers**
- **Supplies, Equipment, Communication, Flags, etc.**
- **GSA Lease**
- **Commercial Lease**

Click the column names to drill the resulting report down by month, day, and finally to a detailed view of each day’s activities.



Tip: Click the mission control number to view mission details.

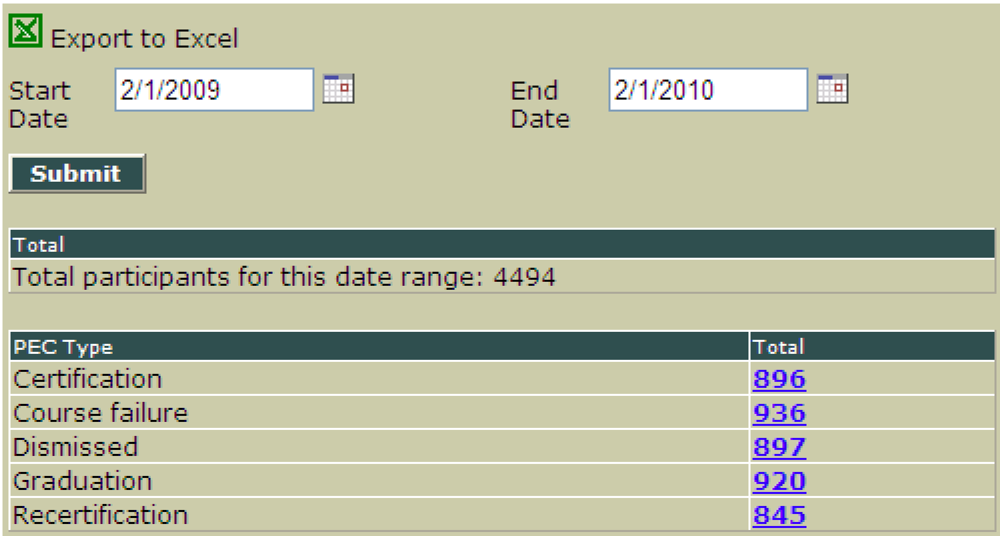
12.4 Participants

Three reports are available to help track participant status and needs.

12.4.1 Participant PEC Status Report

Use the Participant PEC Status Report to view how many participants are in each participant status type, including Certification, Course Failure, Dismissed, Graduation, and Re-Certification. Drill down to view the participants in each status type.

1. Click **Reporting Center**, then select **Participants**, and click **Participant PEC Status**.
2. Define a Start and End Date.
3. Click **Submit**.
   The Participant Status report opens.



Tip: Click the link in the Total column to open a Participant Details report filtered to include all participants in the PEC Type selected for the defined date range.
Tip: Click the Export to Excel button to export the report to Excel.

12.4.2 Recertification Due Report

Use the Recertification Due Report to see how many participants are due to be recertified within the next two months.

1. Click **Reporting Center**, then select **Participants**, and click **Recertification Due**.
   The Recertification Due report opens.

Export to Excel

All types — Filter by PEC type.

SSN	Name	PEC Date	PEC Type	Recertification Due
[redacted]	[redacted]	1/20/2008	Certification	2/20/2010
[redacted]	[redacted]	11/5/2009	Graduation	2/20/2010
[redacted]	[redacted]	2/14/2009	Dismissed	2/20/2010
[redacted]	[redacted]	10/6/2009	Certification	2/20/2010
[redacted]	[redacted]	4/2/2009	Graduation	2/20/2010
[redacted]	[redacted]	12/3/2009	Certification	2/20/2010
[redacted]	[redacted]	7/4/2009	Certification	2/20/2010
[redacted]	[redacted]	5/6/2009	Graduation	2/20/2010
[redacted]	[redacted]	2/12/2009	Recertification	2/20/2010
[redacted]	[redacted]	3/6/2009	Graduation	2/20/2010
[redacted]	[redacted]	9/1/2009	Graduation	2/20/2010
[redacted]	[redacted]	6/30/2009	Graduation	2/20/2010
[redacted]	[redacted]	4/29/2009	Course failure	2/20/2010
[redacted]	[redacted]	8/30/2009	Graduation	2/20/2010
[redacted]	[redacted]	8/22/2009	Graduation	2/20/2010
[redacted]	[redacted]	5/2/2009	Certification	2/20/2010
[redacted]	[redacted]	2/19/2009	Certification	2/20/2010
[redacted]	[redacted]	5/6/2009	Graduation	2/20/2010
[redacted]	[redacted]	4/10/2009	Recertification	2/20/2010
[redacted]	[redacted]	12/10/2009	Certification	2/20/2010

1 2 3 4 5 6 7 8 9 10 ...

Tip: Click the SSN to open the Participant's Profile Page. Filter Participants by PEC type by selecting a type from the drop-down list.

Tip: Click the Export to Excel button to export the report to Excel.

12.4.3 Participant PEC Details Report

Use the Participant PEC Details Report to view an unfiltered list of all participants in the system with all recorded details.

1. Click **Reporting Center**, then select **Participants**, and click **Participant PEC Details**.
2. Define a Start and End Date.

3. Click **Submit**.
   The Participant Details report opens.

Export to Excel

Start date 1/1/2009 End Date 1/1/2010

Submit

SSN	Name	PEC Date	PEC Type
[redacted]	[redacted]	1/25/2009	Course failure
[redacted]	[redacted]	9/17/2009	Course failure
[redacted]	[redacted]	11/25/2009	Recertification
[redacted]	[redacted]	8/29/2009	Dismissed
[redacted]	[redacted]	10/18/2009	Graduation
[redacted]	[redacted]	1/9/2009	Dismissed
[redacted]	[redacted]	5/21/2009	Course failure
[redacted]	[redacted]	8/17/2009	Recertification
[redacted]	[redacted]	10/2/2009	Course failure
[redacted]	[redacted]	4/16/2009	Graduation
[redacted]	[redacted]	5/11/2009	Certification
[redacted]	[redacted]	11/16/2009	Recertification
[redacted]	[redacted]	9/15/2009	Course failure
[redacted]	[redacted]	4/23/2009	Certification
[redacted]	[redacted]	7/14/2009	Course failure
[redacted]	[redacted]	4/1/2009	Course failure
[redacted]	[redacted]	2/14/2009	Certification
[redacted]	[redacted]	6/7/2009	Graduation
[redacted]	[redacted]	9/3/2009	Dismissed
[redacted]	[redacted]	1/10/2009	Certification

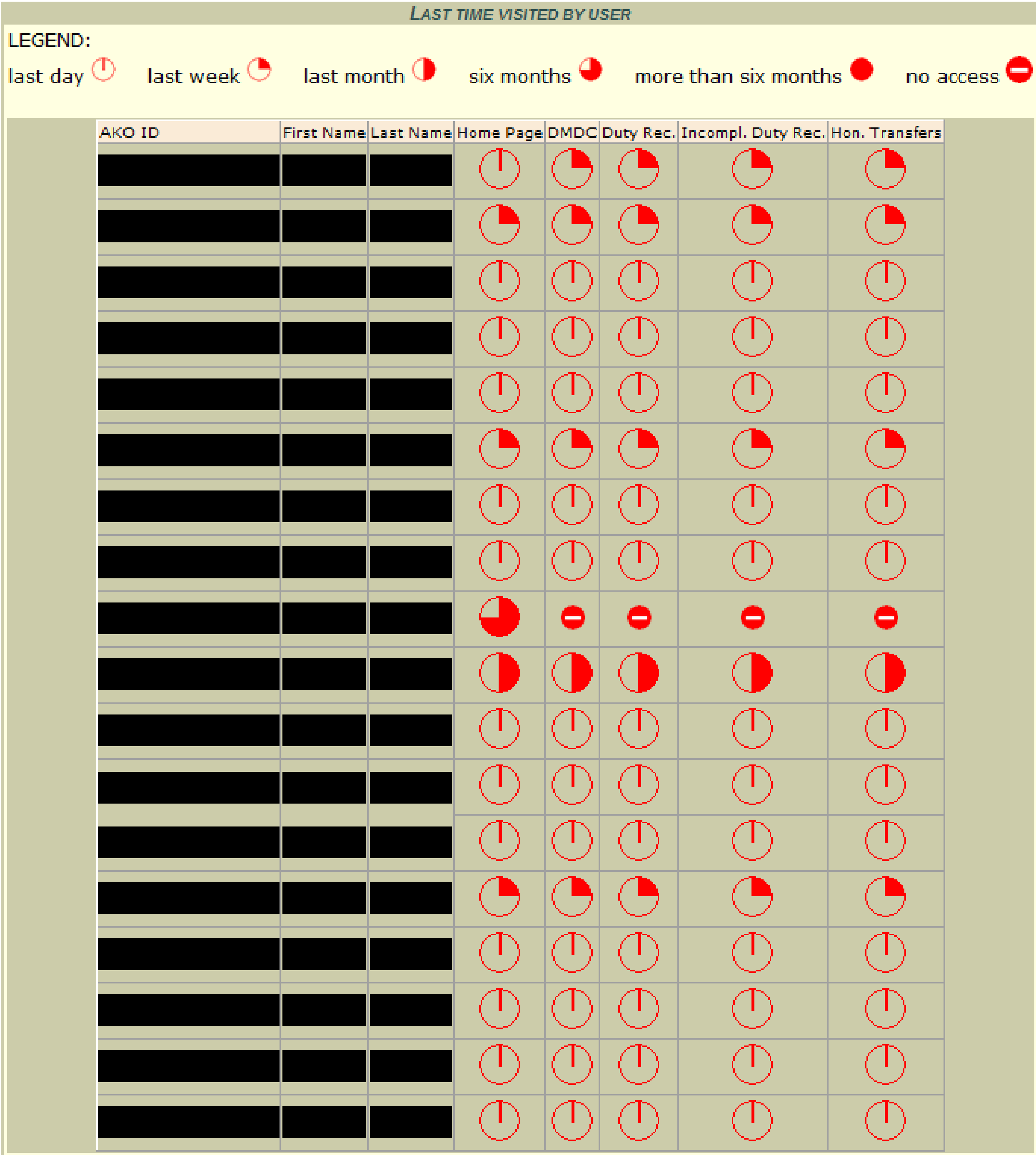
1 2 3 4 5 6 7 8 9 10 ...

Tip: Click the SSN to open the Participant's Profile Page.

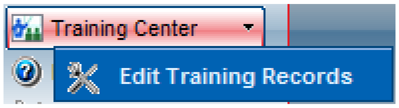
Tip: Click the Export to Excel button to export the report to Excel.

12.5 Attendance

The Attendance report displays how recently the users assigned to your Site have accessed different MFH pages.


LAST TIME VISITED BY USER
LEGEND:
last day
last week
last month
six months
more than six months
no access
AKO ID
First Name
Last Name
Home Page
DMDC
Duty Rec.
Incompl. Duty Rec.
Hon. Transfers

13 Training Center



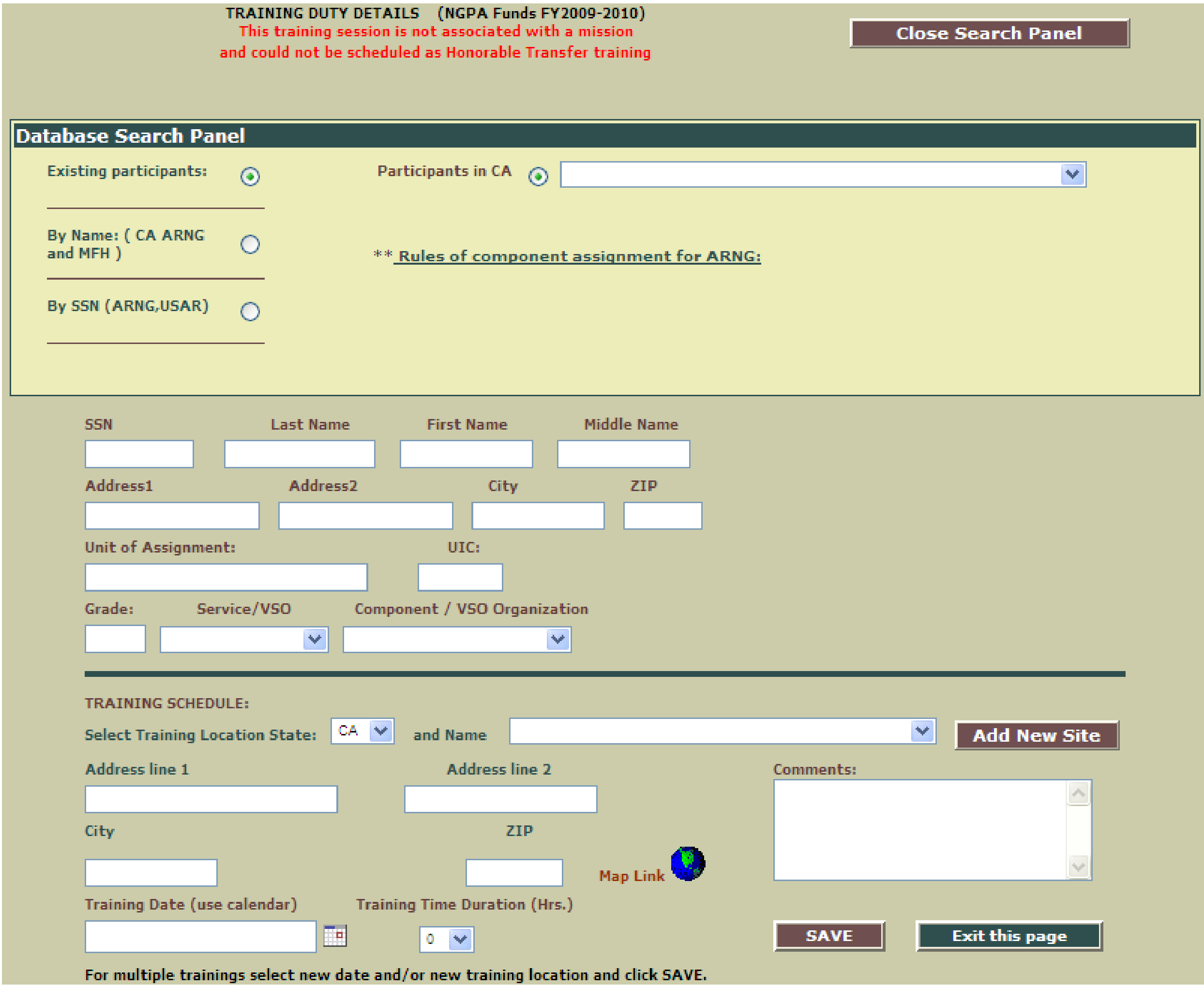
The Training Center is accessed in order to add a participant to a general training session that is **not** associated with any one mission. This module provides a way to track the readiness and availability of both new and seasoned participants. Some of the current features of this module include:

- Multiple search options to find (and populate text boxes with information for) existing participants or current service members for whom the user wishes to schedule training. (See Locate an Existing Participant on page 101.)
- Input participant training data not associated with a specific mission. (See Input Training on page 102.)
- Add new participants to the list of existing participants. (See Add a New Participant on page 102.)
- Edit/delete existing training records. (See Edit/Delete Existing Training Records on page 106.)
- Add new training sites. (See Add New Training Site on page 104.)
- Add travel expenses. (See Add Travel Expenses on page 104.)
- Work with participant training data and travel expenses. (See Edit/Delete Existing Training Records on page 106.)

To input training that is associated with a mission, the user can access the Mission Information Page and then select the personnel for whom they wish to enter/edit training information. (See Schedule Training on next page for more information.) If at least one participant is assigned to the mission, the Scheduled Participants page is displayed.

13.1 Schedule Training

Click **Training Center** on the MFH USAF Ribbon Toolbar and click **Schedule Training**.



Complete the following tasks on this page.

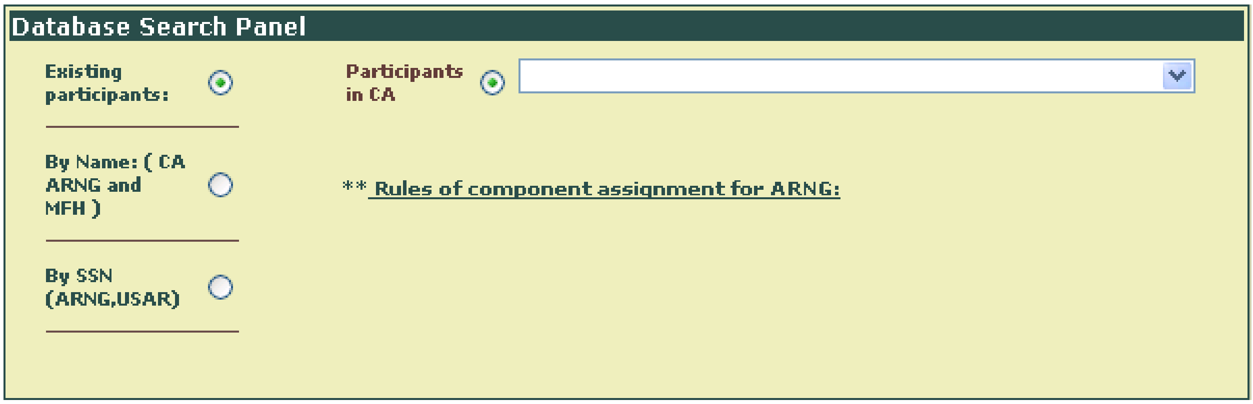
- Either Locate an Existing Participant on next page or Add a New Participant on page 102.
- Then Input Training on page 102.
- Optionally, Add New Training Site on page 104 or Add Travel Expenses on page 104.

Tip: The Duty Records link allows the user to view training sessions and associated travel expenses. See Duty Records on page 54 for more information.

13.1.1 Locate An Existing Participant

Find and populate text boxes with participant information. (Search in List, Search by Name, or Search by SSN.)

From the Training Center, users have the option of performing several types of searches. The **Close/Open Search** button toggles the display of the search function.



Use one of the following methods to locate a participant.

Select an Existing Participant

1. Click the Existing Participants radio button on the left side of the page.
2. Select a participant from the **Participants in Site** drop-down list.

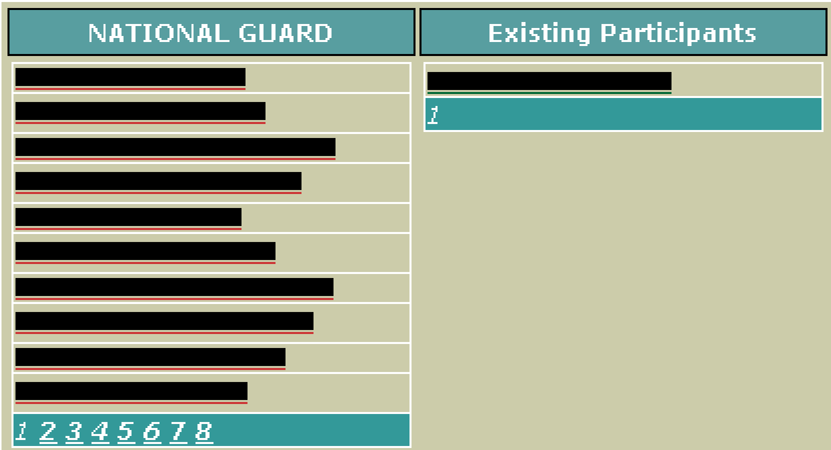
Search by Name

1. Click the **Search by Name** radio button on the left side of the page.
2. Type the first two (2) or more characters of the participant's last name into the text box and click the **GO** button. The first ten names matching your criteria will be displayed. If there are page numbers at the bottom of the list, you may click them to page through the list of names.
3. Click the name to be added to the List of Assigned Participants at the bottom of the page.
4. Click the **Close** button to return to the full search box.

Search by SSN

1. Click the **By SSN** radio button on the left side of the page.

2. Enter the full nine-digit SSN (without dashes) in the SSN box and click the **Go** button. If the record is found, the participant's information will be added to the List of Assigned Participants box at the bottom of the page.



3. Select the name of the participant you are looking for.
4. Click the **Close** button to close the search box.

13.1.2 Add A New Participant

Add new participant to the list of existing funeral honors participants by closing the search function (**Close Search**) and typing in the participant's name, SSN, and other required information, as well as the training schedule.

Note: When adding a new participant, be sure to Select Service/VSO.

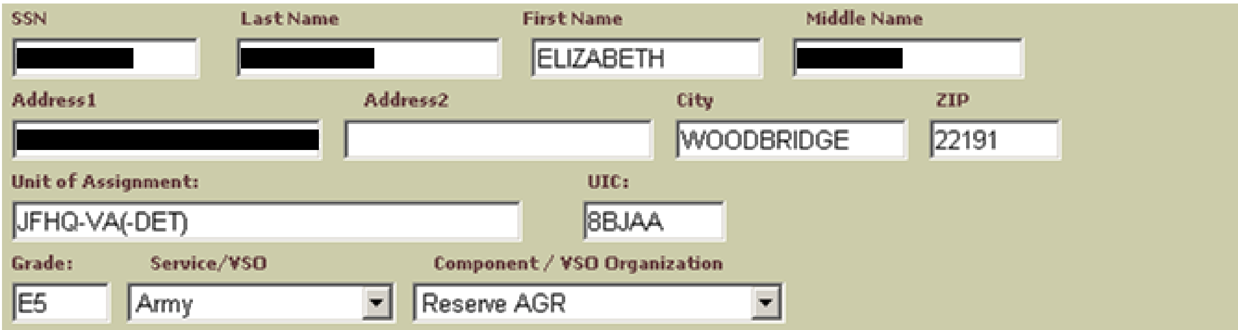
1. Use the drop-down to select from a list of Service Branches or VSO types.
2. Click the appropriate selection **and** Select Component/VSO Organization.
3. Use the drop-down to select from a list of Components or VSO Organizations.
   The list displayed will be directly related to your selection of Service or VSO.
4. For a participant to get paid, you must select one of the USAF list items if the Service is Army, or one of the VSO organizations if the participant is a VSO member.
5. Click **Save** and **Done** before navigating away from the page.
   Tip: To exit without saving, click **Done**.

13.1.3 Input Training

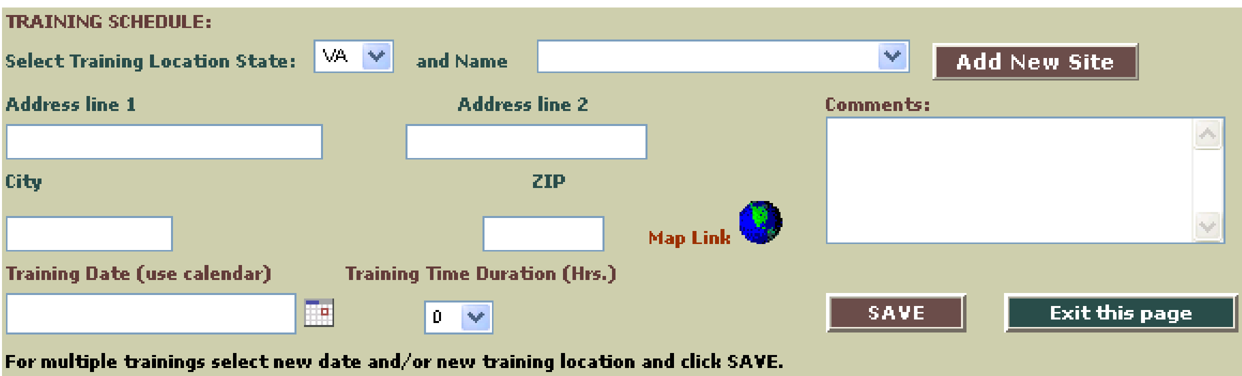
Here, MFH USAF provides users with the ability to input participant training data that is **NOT associated** with a mission.

Tip: To input training associated with a mission, see Schedule Training on page 45.

First, input a new participant or locate the participant through the Training Center's search options so that data on his identity is populated.



Then, enter information in the area labeled **Training Schedule,** as indicated below…



1. Select Training Location State. The drop down automatically defaults to the user state.
2. Name. Select training location name by clicking the Name drop down and making your selection; the Name and Address information for the selected training location will be entered. If your training location is not listed, click **Add New Site.** (See Add New Training Site on next page for more information.)
3. Training Date (use calendar.) Select the dates for training by clicking the calendar icon. After the calendar is displayed, click the date for training. The calendar will close and the date will be entered in the Training Date box.
4. Training Time Duration (Hrs.) Use the Training Time Duration drop down to select the duration of the training. Then click the **Save** button.

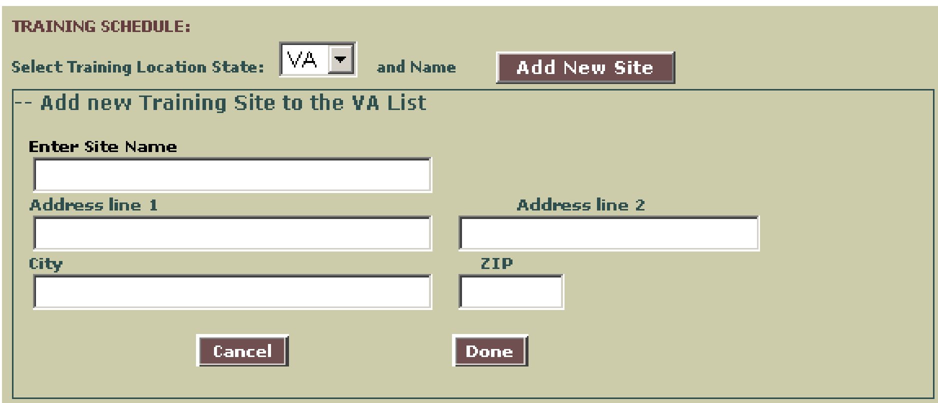
   The training information will then be displayed in a box at the bottom of the page. If the information is incorrect, click **Remove**. The training information will be deleted and you may re-enter it.

   Tip: If you need to add information regarding travel and/or miscellaneous expenses for the training, click **Add Travel Expenses**. Follow the instructions Add Travel Expenses on page 43.

5. To input multiple training events for the same participant, after clicking the **Save** button, repeat this process of selecting a date and duration for each training you wish to schedule.
6. When you have added all of the training dates for the participant, click **Done**.

13.1.4 Add New Training Site

Note: In addition to adding a new site on-the-fly here, you can add training sites from the Management Center link on the MFH USAF Ribbon Toolbar. See Managing Training Sites on page 74 for more information.



Click **Add New Site**. Use the text box labeled **Enter Site Name** to type in the name (Unit Name or Site Name) of a new training location. If typing in the name of an existing or previously inactive site/unit name, any edits the user makes to the address information will be saved.

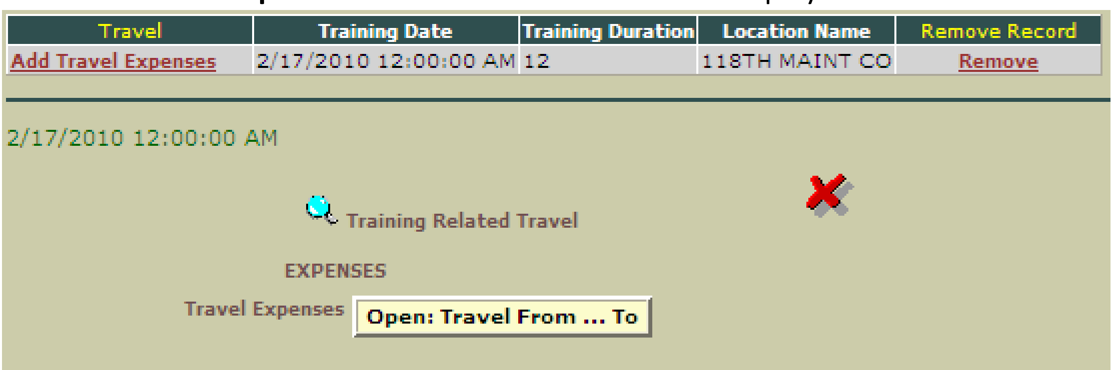
Note: Each training site/location must have a unique name (you cannot have two locations with the same name, even if each has a unique address.)

Click the **Done** button and the information for the new site will populate the boxes in the Training Schedule fields below (as well as appear in the Training Site drop-down list). You may now select a participant, date, and schedule a training session at the new site.

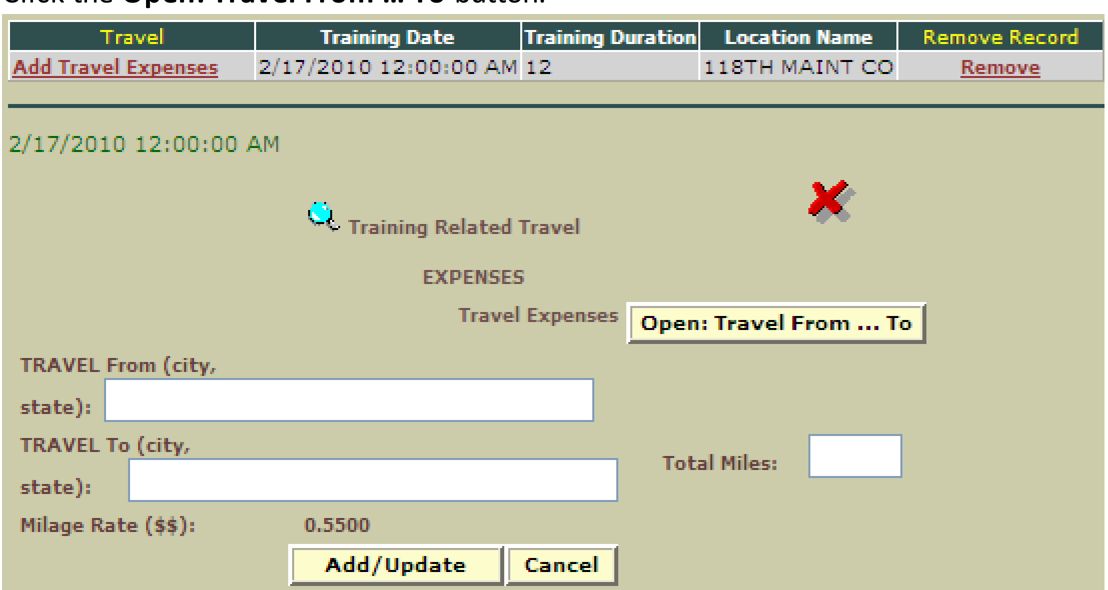
13.1.5 Add Travel Expenses

After adding and saving a Training Session the Add Travel Expenses section will display.

Click **Add Travel Expenses** and the Travel Panel will be displayed.

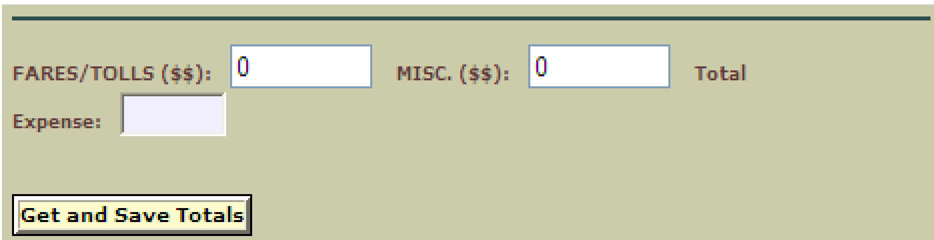


Click the **Open: Travel From … To** button.



Completing the information in the **Open Travel From…To** entry boxes is **MANDATORY**. Enter TRAVEL From (City, State) and TRAVEL To (City, State). Enter the number of miles traveled (may be entered as 0; if the expense is for fares, tolls, or misc. As opposed to mileage, the city and state names and a mileage entry is **mandatory** in order to process for payment.

Click **Add/Update** to save the information or click **Cancel** to close the panel without saving any changes.
An addition to the form opens.



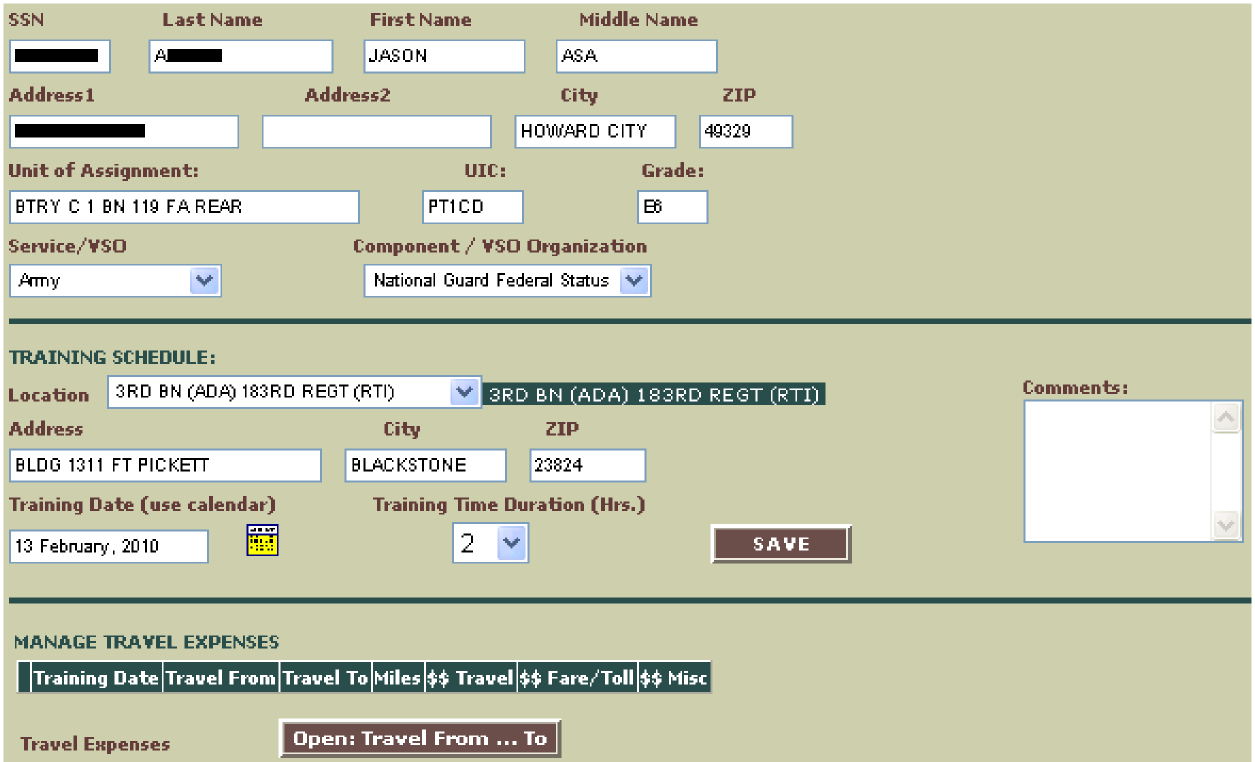
If entering dollar amounts for fares, tolls, or miscellaneous expenses, use the **Fares/Tolls** and **MISC** expense boxes. Do Not enter anything in the Total Expense box. Click **Get and Save Totals** (total expenses are automatically calculated when user clicks **Get and Save Totals**.) If expenses are incorrect, click **Cancel** to delete and begin again. If expenses are correct, click **Done**.

13.2 Edit/Delete Existing Training Records

Depending on your user privileges, you may be able to edit and/or delete (from the visible listing) previously scheduled training sessions.

1. Click Training Center on the MFH USAF Ribbon Toolbar, and click **Edit Training Records** and the linked page will open, displaying participant/SSN for whom training has been scheduled (from the previous month forward.)
2. Select the participant for whom you would like to edit/delete a scheduled training session by clicking the linked SSN.
   The screen displays information on the participant, training schedule, and travel expenses.

3. Perform the desired edit/deletion, and click **Save**.

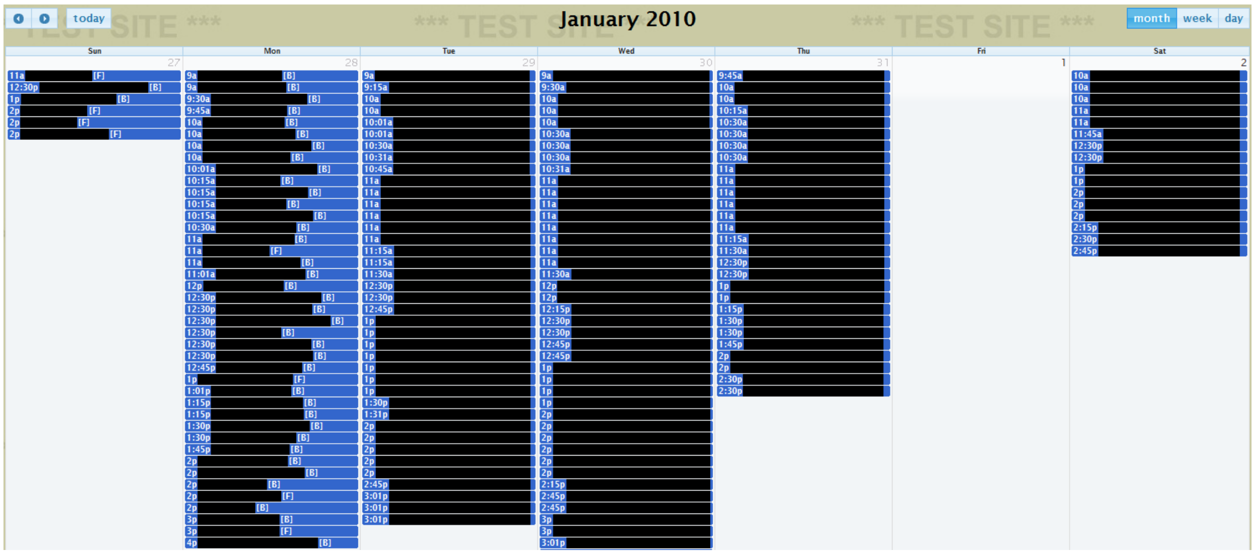


14 Help Center

Click the Help Center link in the MFH USAF Tool Bar to view and/or print the User Guide and other instructional documentation.

15 Calendar

A calendar feature is available in MFH USAF that displays the missions scheduled, both future and past, in your Site.

1. Click **Calendar** in the Ribbon Toolbar.
   The Calendar opens, defaulted to the current month.
   

2. Change the view as necessary.
   Tip: Click the arrows to scroll forward or back in time. Change the view to Month, Week, or Day. Notice that the each calendar item is proceeded by a time and followed by a (B) or an (F) for Burial or Funeral.
3. To see or edit any record details, simply click the record.
   The Mission Information page opens. (See Mission Information Page.)

16 User Management Tool (UMT)

The User Management tool is an Administrative tool used to grant user access and assign permissions in MFH USAF.

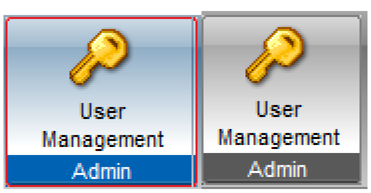
16.1 Requesting Access To MFH USAF

To request access to MFH USAF, click the MFH USAF main screen. Once there, click the **Request Access** button. Next, you will see a form asking what level of access you require and why. Then, click **Submit**. After the request for access has been submitted, the application administrators will review--and either approve or disapprove--the request.

You access to the application will depend on you user role, which is determined by your functional role and level of responsibility. If you are granted administrative privileges, you will be able to If they require access to the User Management tool, to approve other user's access requests. (To learn how to use the User Management Tool as an Administrator, see User Management Tool.)

16.2 Accessing The User Management Tool

To access the User Management tool, click the **User Management Admin** icon located in the MFH USAF Ribbon Menu.



16.3 Understanding MFH USAF User Roles

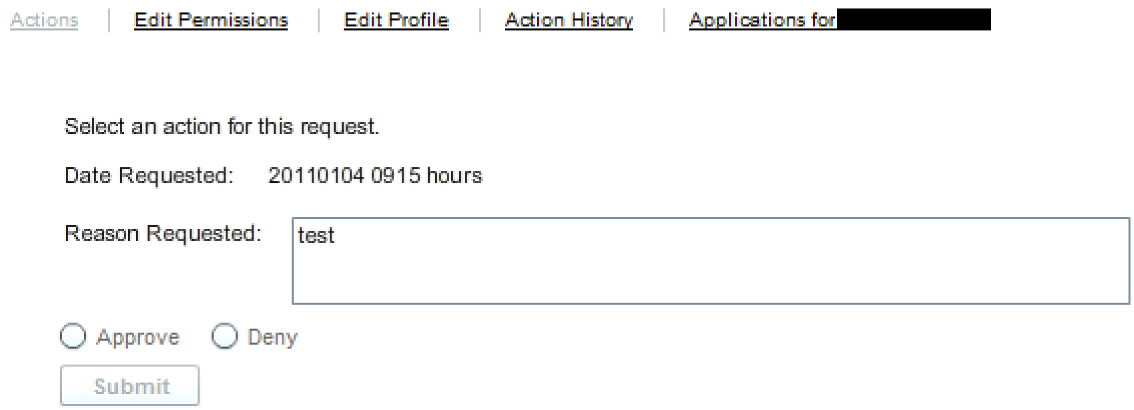
All users in MFH USAF are assigned user roles to control access to the application. A user role determines what a user can create, read, update, and delete within MFH USAF.

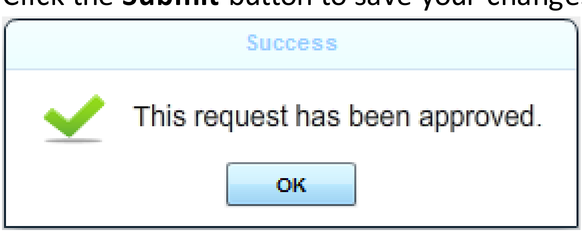
16.4 Managing User Access

The User Management tool's main purpose is to give an authorized user the ability to grant access and permissions to other users. In some cases, the user can only change another user’s permissions and cannot grant them access to MFH USAF.

16.4.1 Granting A User Access

The actual process of granting a user access is accomplished by filtering the main screen to see only the users with an Access Requested status.

1. Click the Person's **View Details** icon. 
   The Actions Detail screen appears.
   

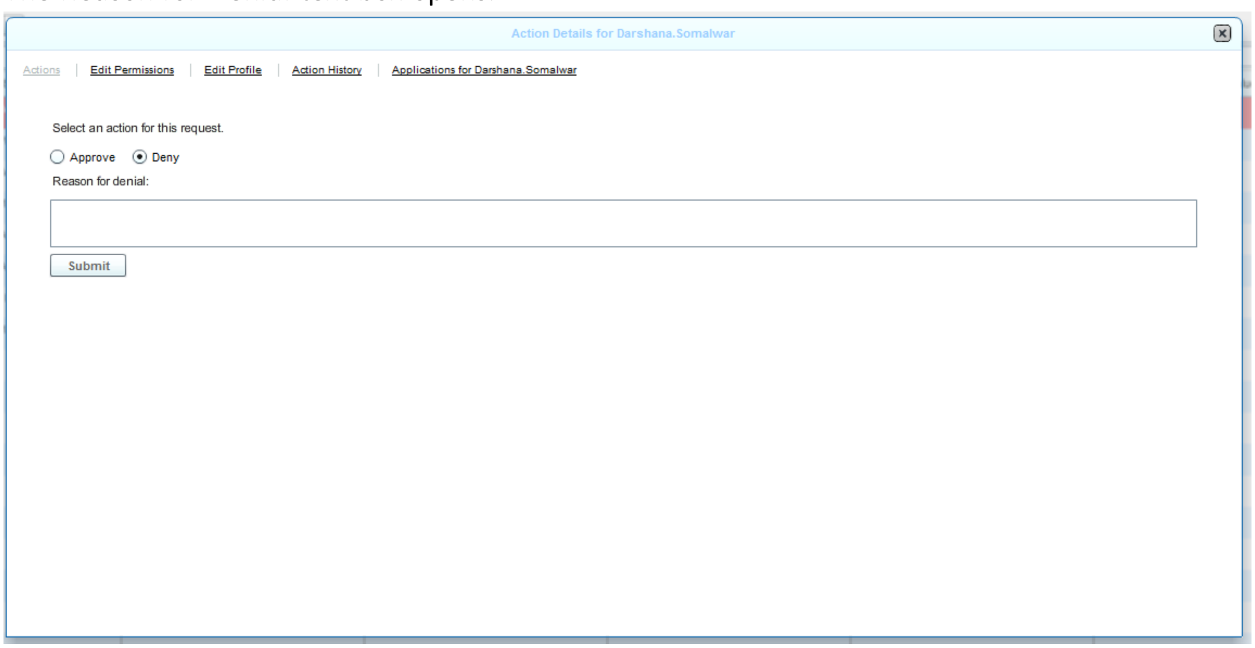
2. Review the user's reason for requesting access.
   Note: If the reason supplied is insufficient, you can deny the users's request and inform them that they must supply a more detailed reason in order to be approved.
   Tip: You can also click **Edit Profile** to review or edit the user's requested command level before approving or denying the request.
3. Choose via radio button the action desired: **Approve** or **Deny**.
   If you choose approve, the list of available roles approve.
   Note: The available roles will differ depending on the user's position and function. It is extremely important to maintain the security and integrity of the application that you assign each user an appropriate role.
4. Select the user's assigned role from the drop-down list.
   A list of permissions available to that role appear, with the default permissions for the role selected.
5. Modify the default permissions, if desired.
6. Click the **Submit** button to save your changes.
   

16.4.1.1 Applications For User.Name

The Applications for User.Name tab lists the actions that have been taken on the user's account. It displays four columns of information: Application, Current State, Last Request Date, and Last Request Reason.

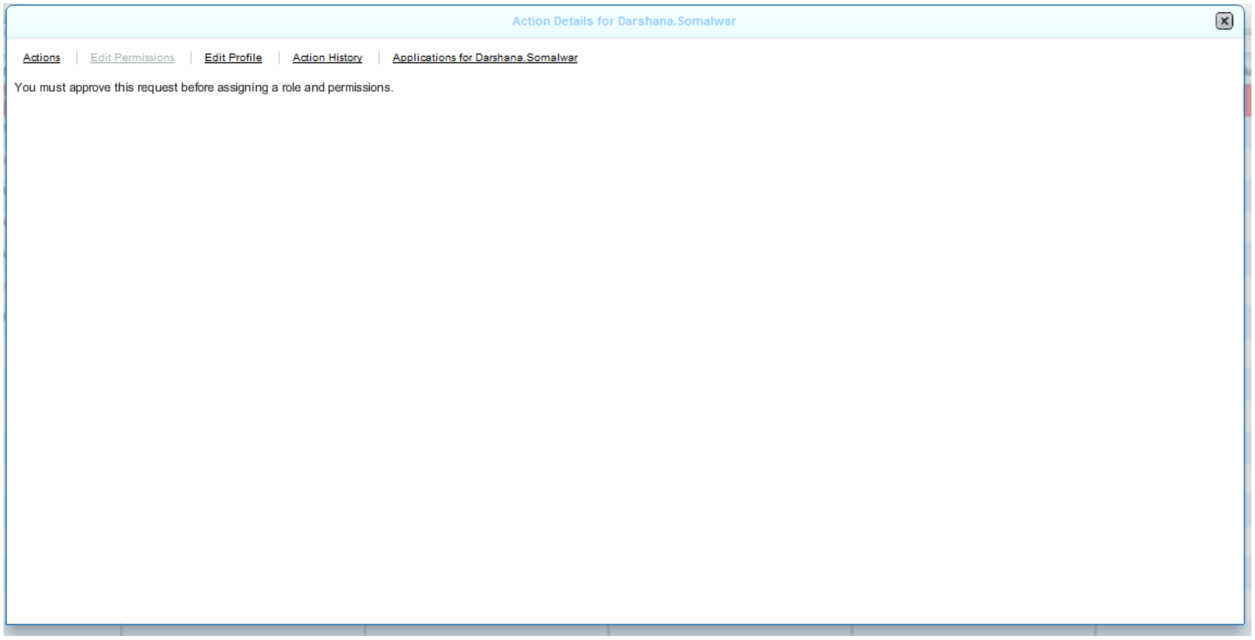
- **Application** – The name of the application the user has requested access to.
- **Current State** – The current status of their access to the application.
- **Last Request Date** – Last date the user requested access.
- **Last Request Reason** – The last reason the user listed for requesting access to GIMS.

16.4.2 Denying A User Access

1. Select the **Deny** radio button.
   The Reason for Denial text box opens.
   

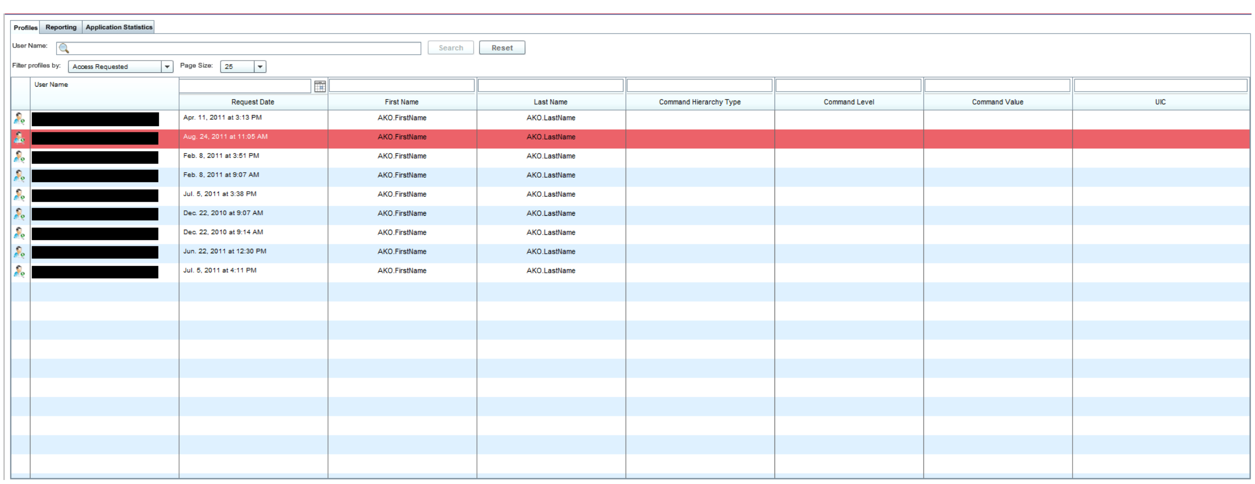
2. Enter reason for the denial.
3. Click **Submit**.
   The user's request will be denied and they will not have access to MFH USAF.

The Action Details screen from this point has the same tabs as explained under View Details with one exception when it comes to the Edit Permissions tab. The Edit Permissions tab will tell the Admin that they must select a Role for the User, before any permissions can be applied.



16.5 User Management Tool Main Screen

The User Management tool's main screen consists of three tabs: **Profiles**, **Reporting** and **Application Statistics**. The main screen also has User Name search field, Search and Reset buttons, Filter Profiles by drop down menu, Page Size. The gird shows eight columns: User Name, Request Date, First Name, Last Name, Command Hierarchy Type, Command Level, Command Value and UIC.



16.5.1 Profiles

When the user first enters User Management they will be on the Profiles tab. This is the screen that the majority of users will interact with. It consists of the following:

- **User Name Search Field** – Type in a user's name and click the **Search** button to locate that user.
- **Search Button** – Performs a search for the name typed into the User Name search field.
- **Reset Button** – Removes all text from the User Name search field.
- **Filter Profiles by:** – Allows the Admin to display other users by the following six categories:
  - **Access Requested** – Users that have requested access to the application that this User management tool applies to.
  - **Access Denied** – Users who access was not approved for the application.
  - **Request Approved** – Users who access was approved.
  - **Access Revoked** – Users who have had their access removed.
  - **Upgrade Requested** – Users who have requested their permissions be set at a higher level.
  - **All** – Users in all the above categories.
- **Page Size** – Determines the number of rows to display. User can select 25, 50, 100 or All.
- **View Details Icon** – Opens the Actions Detail screen.
- **User Name** – Displays the name of a user or someone requesting access.
- **Status** – (Only visible when the **All** filter is chosen) – The status of the user (displays Requested, Approved, Denied or Revoked).
- **Request Date** – The date the user requested access to the application.
- **First Name** – The user's first name.
- **Last Name** – The user's last name.
- **Command Hierarchy Type** – Displays the user's command hierarchy type.
- **Command Level** – Displays at what command level the user can view data.
- **Command Value** – Displays at what level the user is located.
- **UIC** – The Unit Identification Code of the user.

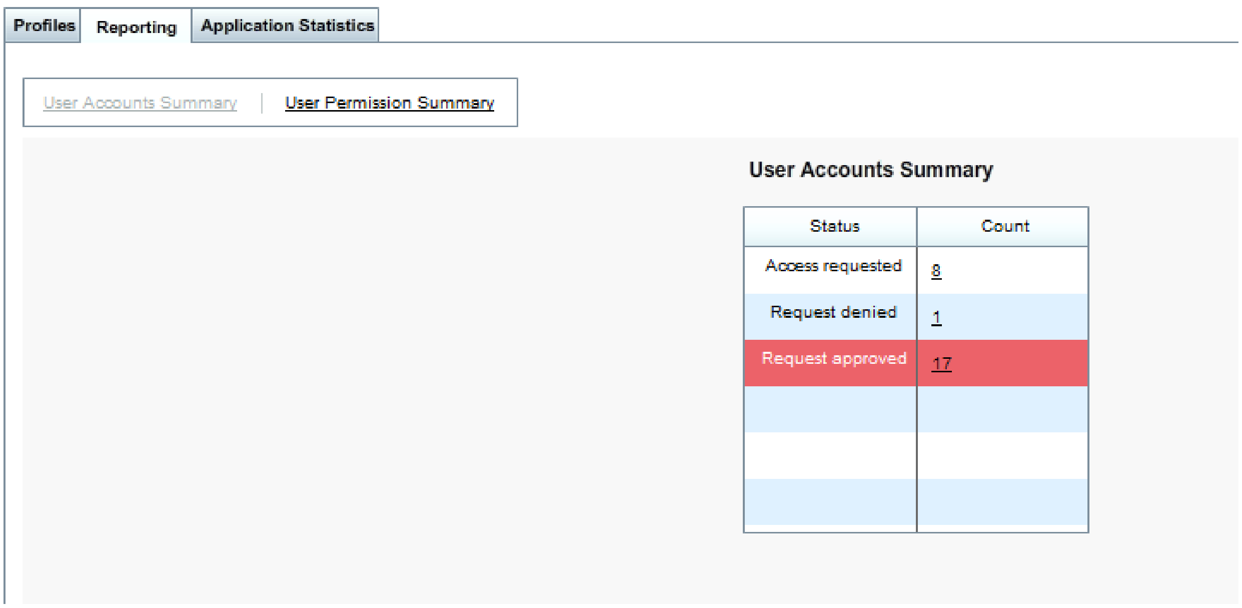
16.5.2 Reporting

The Reporting tab displays a User Account Summary and a User Permission Summary.

16.5.2.1 User Account Summary

The User Account Summary displays the count for the following user statuses:

- **Access Requested** – Displays all users who have requested access to the application, but have not been approved or denied.
- **Request Denied** – Displays all users whose request for access has been denied.
- **Request Approved** – Displays all users whose request for access has been approved.



You can click the count to open a report of all users in each category. From the report, click the **View Details** icon to open the user details. 

16.5.2.2 User Permission Summary

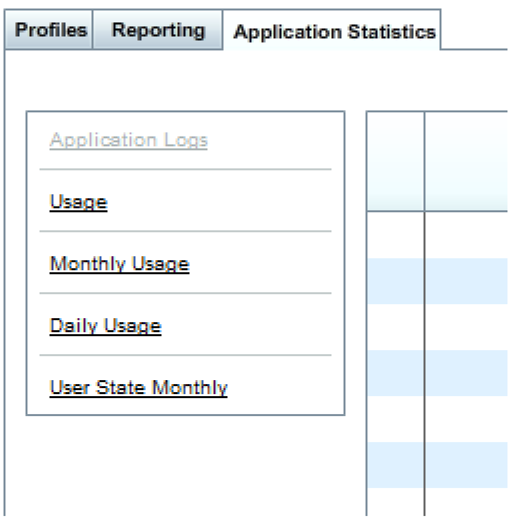
The User Permissions Summary is a quick way of seeing which users have specific permissions.

You can click the “And” or “Or” radio buttons depending how you want the permissions to display. Selecting "And" will only display users who have all of the selected permissions . Selecting "Or" will display users who have any of the selected permissions.

16.5.3 Application Statistics

The Application Statistics tab displays statistics about the application being managed for the following categories:

- **Application Logs** – Displays the Application Name, the User, and the Date Accessed.
- **Usage** – Displays the User, Number of Logins, User Logins, Other Application Logins, and User Logins/Total Logins. User Logins are represented in a burgundy color and Total Logins – User Logins in green.
- **Monthly Usage** – Displayed in a graph with the months on the horizontal axis and the count on the vertical axis.
- **Daly Usage** – Displayed in a graph with the day on the horizontal axis and the count on the vertical axis. The user can choose the month and week to display from the calendar.
- **User State Monthly** – Displays the number of users in a specific category that can be selected from a drop down list with the label of: Filter By. The categories are: Upgrade Requested, Access Requested, Request Denied, Request Approved, and Access Revoked. These are displayed in a graph with the Month on the horizontal axis and the count on the vertical axis.



16.6 View Details

To view the details of a user click the **View Details** icon at the beginning of a row. 

The *Actions Detail* screen will appear. If the displayed user's account required revoking, this is where the Admin would perform that function by clicking the Revoke Access check box.

The Admin can also view other user information by choosing one of the available tabs. The Admin lands on the Actions Tab when opening the Action Details window.

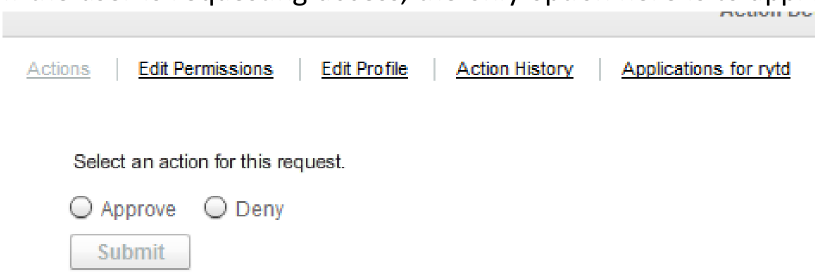
The other four tabs available are:

- Edit Permissions
- Edit Profile
- Action History
- Applications for "User's Name"

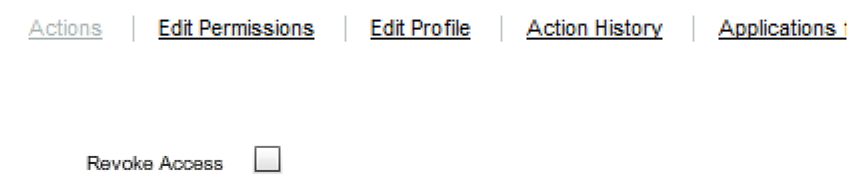
16.6.1 Actions

The Actions tab is the default tab displayed when the Admin clicks on the **View Details** icon to view the Action Details screen. The options on this screen vary based on what state of request the user is in.

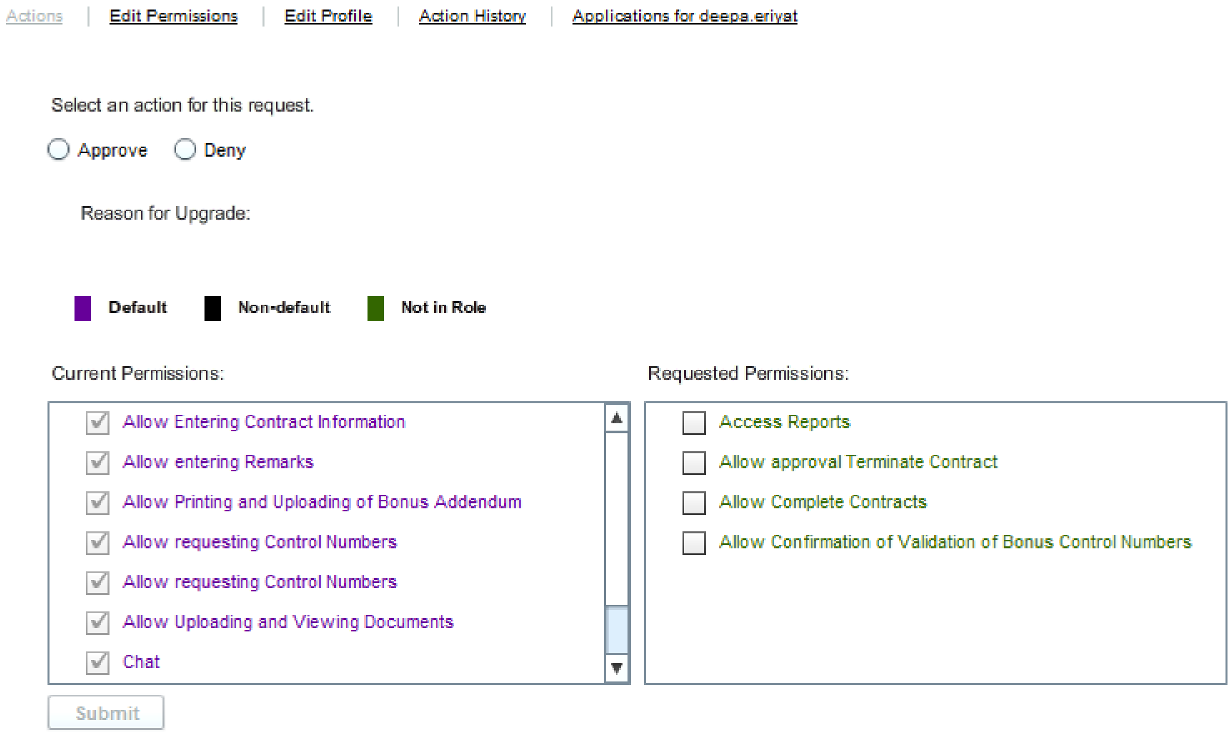
If the user is requesting access, the only option here is to approve or deny access.



If a user already has access, then the only option is to revoke their access to the application.



If a user already has access and is requesting an upgrade, the only option is to approve or deny the specific permissions the user is requesting.



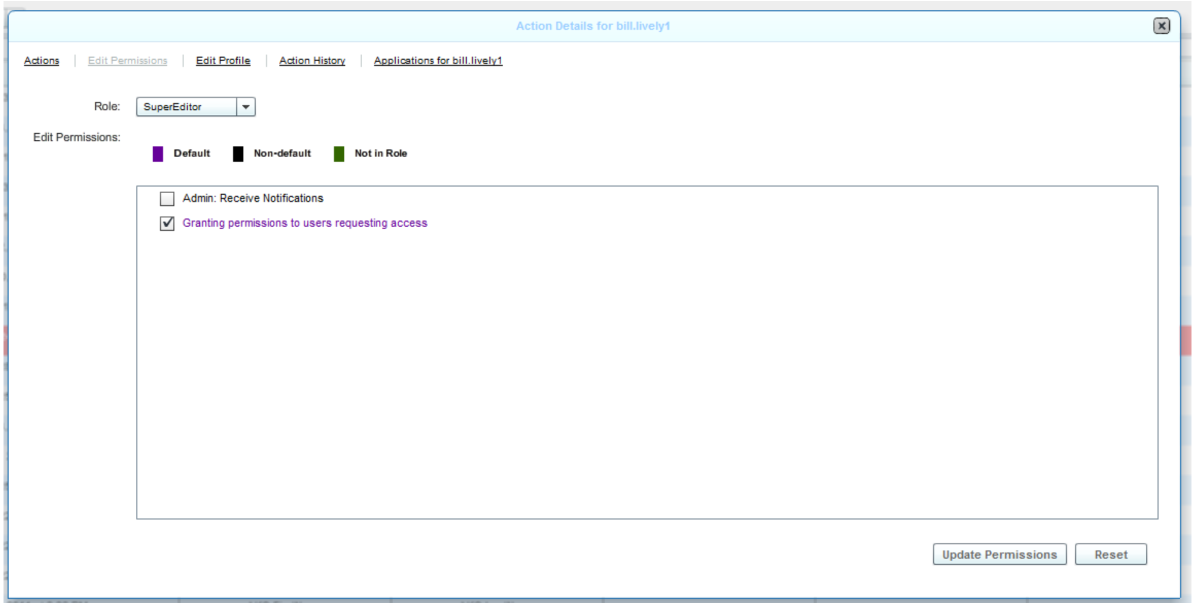
16.6.2 Edit Permissions

The Edit Permissions tab is where the Admin assigns the user’s role and permissions for MFH USAF.

The Admin can also apply or remove a user’s permissions. The permissions are dependent on the role. Some roles will have certain permissions while others will not.

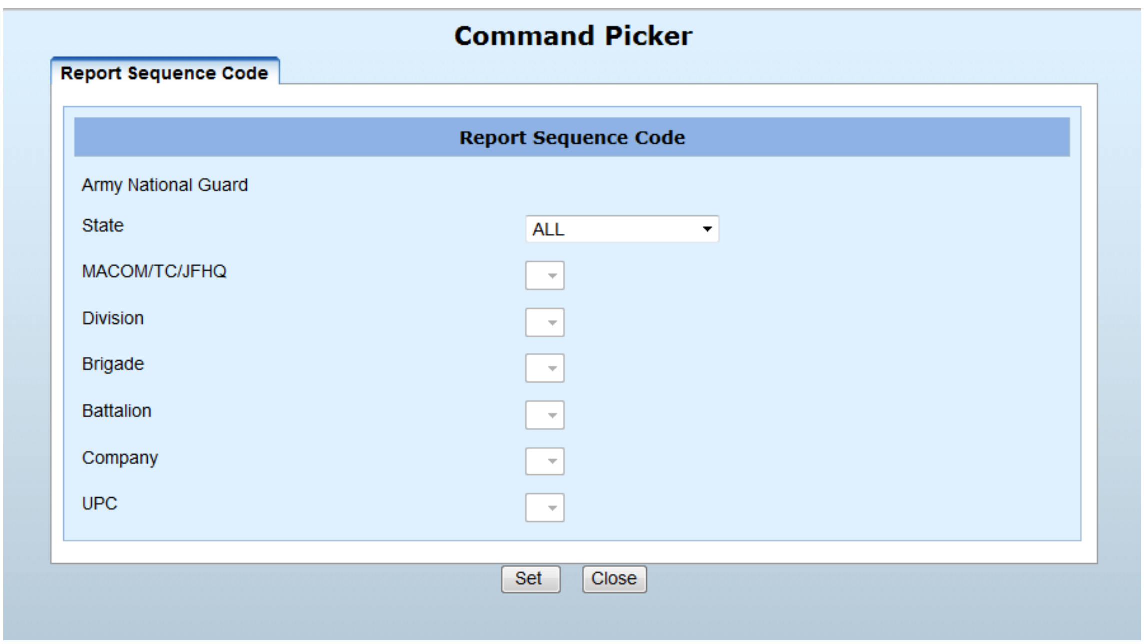
These permissions are also color coded and the legend is displayed above the permissions box.

After making your changes, click **Update Permissions** to save your changes. If you want to return the user’s role and permissions to its original settings, click the **Reset** button.



16.6.3 Edit Profile

Under the Edit Profile tab you can set the command level for each user. If you click the **Select Command** link the Command Picker opens and you can select the user's command level using a series of drop down menus to identify the Report Sequence Code to use.



Once you have chosen the user's command, **Set** to save your changes.

16.6.4 Action History

The Action History tab displays what actions have been taken on a user's account by any Admin. This screen displays five columns of information: Date/Time, Action Type, Action Result, Acted On By, and Reason.

- **Date/Time** – The date and time the last action was taken towards the user.
- **Action Type** – The type of action taken.
- **Action Result** – The results of the action.
- **Acted On By** – Who took the action.
- **Reason** – The reason for the action.