

MEMORANDUM OF AGREEMENT BETWEEN
THE [FIRST PARTY (AND ACRONYM)
LOCATION (BASE & STATE)
AND
THE [SECOND PARTY (AND ACRONYM)
LOCATION (BASE & STATE)
FOR
MILITARY FUNERAL HONORS SUPPORT
AGREEMENT NUMBER 1

This is a Memorandum of Agreement (MOA) between the AD WG HG and the ANG WG HG. When referred to collectively, the AD WG HG and the ANGWG HG are referred to as the “Parties”.

1. BACKGROUND: This Memorandum of Agreement (MOA) establishes guidelines for use of Air National Guard (ANG) units for augmentation of the Active Duty (AD) Honor Guards (HG). [Reference: AFI 34-501, *Mortuary Affairs and Base Honor Guard Program*]

2. PURPOSE: To establish operating procedures between the AD HG and the ANG HG for the performance of Military Funeral Honors (MFH) for active duty, retired, and veterans of the Air Force and US Army Air Corps within the AD HGs Area of Responsibility (AOR).

3. RESPONSIBILITIES OF THE PARTIES:

3.1. The AD HG will—

3.1.1. Retain command and control of the Area of Responsibility, as designated by Air Force Mortuary Affairs.

3.1.1.1 At no time does program responsibility shift to the ANG HG or individual HG team members.

3.1.2. Determine funeral honors eligibility and funeral detail size in accordance with AFI 34-501.

3.1.3. Accomplish documentation and all reporting of MFH requirements.

3.1.3.1. AF Form 1946, *Honor Guard Checklist*, is required for any activity in which the ANG HG participates.

3.1.3.2. Transmit a coordination copy of the funeral request job sheet or AF Form 1946 to the ANG HG upon notification of a funeral tasking and receive the completed form no later than three duty days after detail completion.

3.1.3.3. Keep copies of completed AF Forms 1946 for all services that included ANG HG participation and provide copies to NGB/A1SA upon request.

- 3.1.4. Maintain command and control of the AOR for MFH through integration of AD and ANG members, as designated by Air Force Mortuary Affairs.
- 3.1.5. Determine amount of ANG augmentation necessary to successfully meet funeral tasking's based on historical data and current entitlements program.
- 3.1.6. Provide annual Military Personnel Appropriation (MPA) man-day forecast to AFPC/SVORA and coordinates with the ANG HG OIC/NCOIC.
- 3.1.7. Obtain approval from AFPC/SVORA for use of MPA man-days and ensures volunteers do not exceed man-day limitations. The AD AOR will ensure ANG members who perform MFH have a current AF Form 49, *Application for MPA Man-Day Tour*, with Commanders signature temporarily releasing member from unit of assignment.
 - 3.1.7.1. Provide, when applicable, a memorandum for record (email is acceptable) as interim authority for liability purposes to the ANG HG authorizing their members to perform in MPA man-day status pending the authorization from AFPC/SVORA.
 - 3.1.7.2. Notify AFPC/SVORA in the event of an accident or death of a ANG HG member, once official notification has been received from Manpower MPA Man-day Management System (M4S) the ANG HG. AFPC/SVORA will produce the M4S authorization within four hours of official notification from the AD HG Program Manager and provide authorization to the ANG HG.
- 3.1.8. Fund travel and per diem costs for ANG participation within the AOR and provides necessary fund cites to ANG location for reimbursements.
- 3.1.9. Track all funding support and reports to higher headquarters each year, as requested.
- 3.1.10. Track MPA man-day utilization and accountability and sends reports to AFPC/SVORA by the 1st day of each month.
- 3.1.11. Enter funeral detail data into the Funeral Honors Database (FHDB) (if detail is integrated with ANG members) NLT 30 days after the event. HG NCOIC will note any ANG member's participation in FHDB.
- 3.1.12. Maintain roster of trained and uniformed ready HG members. ANG HG members will coordinate roster through unit's NCOIC, or designated representative.
- 3.1.13. Provide training to all 132 WG HG members on a continuing basis.
- 3.1.14. Develop applicable Operating Instructions (OI) for both AD and ANG participation and provides current OI to ANG units within the AOR.

3.1.15. Coordinate with ANG HG for any HG issues.

3.1.16. Budget for and procure Honor Guard equipment, including weapons, and prepare annual projections for blank ammunition for the AD HG and ANG HG, as necessary.

3.1.17. Control weapons and ammunition according to AFI 31-209, *Air Force Resource Protection Program*. Also maintains all approved operational weapons and provides blank ammunition, as required, to the ANG HG.

3.2. The ANG HG will—

3.2.1. Appoint an OPR to manage and coordinate ANG participation in the HG. This individual may be an Active Guard Reservist (AGR).

3.2.2. In the event of an accident or death of an HG member, immediately notify the AD HG Program Manager once the ANG Installation Commander has been briefed.

3.2.3. Ensure ANG HG members are in an active military duty status when supporting funeral requirements.

3.2.3.1. Coordinate with the AD HG Program Manager to utilize the man-day authorizations that were previously budgeting for by the AD HG Program Manager through AFPC/SVORA. MPA days are the correct days to be utilized by the ANG HG member while augmenting the AD HG in the support of Military Funeral Honors.

3.2.3.2. Cuts duty orders upon receipt of AFPC/SVORA man-day authorizations.

3.2.4. Provide O&M funding for purchase, alteration, and cleaning of HG uniforms “organizational clothing” and for required equipment for ANG augmentees with prior approval.

3.2.5. Ensure ANG HG members comply with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. Additionally, all ANG members must be certified fit for duty (not on any medical profile) prior to being placed on any MPA man-day tour.

3.2.6. Maintain and manage a roster of volunteers to maintain full manning and coordinates availability with the AD HG unit on an annual basis.

3.2.7. Track MPA man-day utilization and ensures volunteers do not exceed fiscal year man-day limitations (350 days in FY or 1095 rule).

3.2.8. Create duty orders upon receipt of AFPC/SVORA man-day authorizations.

3.2.9. Educate civilian employers on the MFH Program, the need for short-notice response, and the availability of ANG augmentees beyond the 15-day annual tour.

3.2.10. Provide duty status information to the augmentee's assigned unit.

3.2.11. Ensure volunteers are allowed the opportunity to accomplish required Status of Resources and Training System (SORTS) reportable and home station training for Air Force Specialty Code (AFSC) specific annual 15-day training tour (e.g., Annual Tour (AT) or Deployment for Training (DFT)) or in preparation for unit deployment.

3.2.12. Directly report unit participation in funeral details into the G1 Portal, when ANG staffs complete team without assistance from AD within 30 days after the event.

3.2.13. Provide a monthly report to AD HG Manager for per diem and travel using the AD AOR fund cite, as requested.

4. GENERAL PROVISIONS:

4.1. POINTS OF CONTACT: The following points of contact (POC) will be used by the Parties to communicate in the implementation of this MOA. Each Party may change its point of contact upon reasonable notice to the other Party.

4.1.1. For the AD HG—

4.1.1.1 Position and phone number of Primary POC:
NCOIC, AD AFB Honor Guard
DSN:
COMM:

4.1.1.2. Position and phone number of Alternate POC:
Operations Officer, AD Force Support Squadron
DSN:
COMM:

4.1.2. For the ANG HG—

4.1.2.1. Position and phone number of Primary POC:
TITLE: OIC, AD Honor Guard
DSN:
COMM:

4.1.2.2. Position and phone number of Alternate POC:
TITLE: OPR, ANG Honor Guard
DSN:
COMM:

4.2. CORRESPONDENCE: All correspondence to be sent and notices to be given pursuant to this MOA will be addressed, if to the AD HG, to—

4.2.1. AD AFB Honor Guard
Physical Address
AD AFB, State Zip Code

and, if to the ANG HG, to—

4.2.2. ATTN: OPR ANG Honor Guard
Physical Address
AD AFB, State Zip Code

or as may from time to time otherwise be directed by the Parties.

4.3. REVIEW OF AGREEMENT: This MOA will be reviewed annually on or around the anniversary of its effective date for financial impacts and triennially in its entirety.

4.4. MODIFICATION OF AGREEMENT: This MOA may only be modified by the written agreement of the Parties, duly signed by their authorized representatives.

4.5. DISPUTES: Any disputes relating to this MOA will, subject to any applicable law, Executive Order, Directive, or Instruction, be resolved by consultation between the Parties or in accordance with DoDI 4000.19.

4.6. TERMINATION OF AGREEMENT: This MOA may be terminated by either Party by giving at least 180 days written notice to the other Party. The MOA may also be terminated at any time upon the mutual written consent of the Parties.

4.7. TRANSFERABILITY: This Agreement is not transferable except with the written consent of the Parties.

4.8. ENTIRE AGREEMENT: It is expressly understood and agreed that this MOA embodies the entire agreement between the Parties regarding the MOA's subject matter.

4.9. MILITARY HONORS REQUEST: The AD HG may request to perform honors for all ANG members and retirees, subject to current manning and upon approval from the AD HG Program Manager.

4.10. TRANSPORTATION: The AD LRS will be the primary OPR for providing vehicle support for MFHs details within the corporate limits of the AD installation. All other transportation must be coordinated from within the ANG Wing.

4.11. CONTINGENCY CLAUSE: Activation of Presidential Reserve Call-Up (PRC) of ANG members pre-empts this MOA and is contingent upon ANG CC approval.

4.12. EFFECTIVE DATE: This MOA takes effect beginning on the day AFPC/SVOR approves it.

4.13. EXPIRATION DATE: This MOA will remain effective with successor Commanders of the represented Wings not to exceed 9 years from the date of final signature.

4.14. CANCELLATION OF PREVIOUS AGREEMENT: This MOA cancels and supersedes the previously signed agreement between the same parties with the subject _____, Agreement # _____ and effective date of _____. [Use only when needed to cancel a previous agreement]

[If the MOA provides for the reimbursement for supplies or services by one Party for the other Party, include section #5]

5. FINANCIAL DETAILS [include in all reimbursable MOAs]

5.1. AVAILABILITY OF FUNDS: This MOA does not document the obligation of funds between the Parties. Any obligation of funds in support of this MOA will be accomplished using a Military Interdepartmental Purchase Request, DD Form 448 [or equivalent form if with another Federal agency]. The obligation of funds by the Parties is subject to the availability of appropriated funds pursuant to the DoD Financial Management Regulation.

5.2. BILLING: The [first party] will bill the [second party] on a monthly basis in accordance with the procedures of the billing party. A record of the transaction will be sent to the [second party] within 30 days after the month in which the transaction occurred.

5.3. PAYMENT OF BILLS: The [second party] paying office will forward payments, along with a copy of billed invoices, to the [first party] within 30 days of the date of invoice. Bills rendered will not be subject to audit in advance of payment.

5.4. FINANCIAL SPECIFICS: See Attachment/Appendix for all other details and information on the reimbursable support identified in paragraph 4.

5.5. ECONOMY ACT DETERMINATION AND FINDINGS: If the MOA is being entered into under 31 U.S.C § 1535, as amended (the Economy Act), both parties agree that the requirements listed in paragraph (a) of the Economy Act have been met. [Add the following sentence if the supplier is a DoD Component] The Supplier has determined that the capabilities exist to render the requested support without jeopardizing its assigned missions. [Add the following sentence only if a separate, written Economy Act determination and finding (D&F) is required] Any required Economy Act D&F has been completed.

Any questions or concerns regarding this template should be directed to NGB/A1SA Comm: 240-612-8188 or AD HG Program Manager DSN: 000-0000.

6. AGREED:

Digital Signature Please
FULL NAME, RANK, USAF
Commander, AD Wing

Digital Signature Please
FULL NAME, RANK, USAF
Commander, ANG Wing

6. NGB/A1S APPROVAL:

Digital Signature Please
MARLIN E. RUHL, GS-14, DAF
Chief, Services Division NGB/A1S

7. FINAL DISPOSITION:

Digital Signature Please
KRISTI R. CONTARDO, Maj, USAF
Deputy Chief, Operations Division AFPC/SVOR

Date of Final Approval