

## MEMORANDUM OF AGREEMENT FOR AIR NATIONAL GUARD UNITS

SUBJECT: Support of Military Funeral Honors

**1. Introduction:** This Memorandum of Agreement (MOA) establishes guidelines for use of Air National Guard (ANG) units for augmentation of the Active Duty (AD) honor guards.  
[Reference: AFI 34-242, *Mortuary Affairs and Base Honor Guard Program*]

**2. Purpose:** To establish operating procedures between the AD and ANG units to implement participation in the performance of military funeral honors for active duty, retired, and former members of the Air Force and US Army Air Corps, within AD honor guards Area of Responsibility (AOR).

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

3.1 The AD unit retains command and control of the AOR, as designated by Air Force Mortuary Affairs.

3.2 The AD unit will determine funeral honors eligibility and funeral detail size in accordance with AFI 34-242.

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

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

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

3.5.1. A coordination copy of the funeral request job sheet will be transmitted to the ANG Honor Guard POC upon notification of a funeral tasking, following up with a phone call to the ANG Honor Guard POC.

3.5.2. The completed bottom portion of the funeral request job sheet will be returned by email or fax to the AD honor guard upon completion of the funeral service, or NLT 3 duty days after the detail.

3.5.3. The AD honor guard should keep copies of completed AF Forms 1946 for all services that included ANG participation.

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

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

4.2. Once ANG members are assigned to a MFH detail, the AD AOR Manager will provide a memorandum for record (email) as interim authority for liability purposes to the ANG unit authorizing the Honor Guard Member to perform in Military Personnel Appropriation (MPA) man-day status when applicable pending the Command Man-day Allocation System (CMAS) authorization from HQ AFSVA/CCR.

4.3. In the event of an accident or death of an Honor Guard Member, the AD AOR Manager will notify HQ AFSVA/CCR immediately once official notification has been received. HQ AFSVA/CCR will produce the CMAS authorization within 4-hrs of official notification from the AD AOR and provide authorization to ANG unit.

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

4.5. Obtains approval from HQ AFSVA/CCR for use of MPA man-days.

4.5.1. Funds travel and per diem costs for ANG participation within the AOR and provides necessary fund cites to ANG location for reimbursements.

4.5.2. Tracks all funding support and reports to USAF/A1S by January of each year.

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

4.6. Provides training to all AD and ANG honor guard members on a continuing basis.

4.7. Develops applicable Operating Instructions (OI) for both AD and ANG participation and provides current OI to ANG units within the AOR.

4.8. Maintains roster of trained and uniformed honor guard members. For ANG members, coordinates roster through unit's NCOIC, or designated representative.

4.9. Ensures volunteers do not exceed man-day limitations. Waiver requests may be submitted to HQ AFSVA/CCR.

4.10. Enters funeral detail data into FHDB (if detail is integrated with ANG members) NLT 15 days after the event. HG NCOIC will note any ANG member's participation in FHDB.

4.11. Coordinates with NGB/A1S on any ANG honor guard issues to [ANGHonorGuardManager@ang.af.mil](mailto:ANGHonorGuardManager@ang.af.mil) .

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

- 5.1. Appoints an OPR to manage and coordinate ANG participation in the honor guard. This individual may be an Active Guard Reservist (AGR).
- 5.2. In the event of an accident or death of an Honor Guard member, the ANG HG Manager will immediately notify the AD AOR Manager once the ANG Installation Commander has been briefed.
- 5.3. Ensures that ANG Technician or Traditional Guardsman is in an appropriate military duty status while supporting funeral requirements.
- 5.4. Provides O&M funding for purchase, alteration, and cleaning of honor guard uniforms “organizational clothing” and for required equipment for ANG augmentees.
- 5.5. Ensures ANG honor guard 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.
- 5.6. Maintains a roster of volunteers and coordinates availability with the AD AFB Honor Guard.
- 5.7. Manages volunteer recruitment program to maintain full manning on an annual basis.
- 5.8. Tracks MPA man-day utilization and accountability and sends reports to NGB/A1S via email [ANGHonorGuardManager@ang.af.mil](mailto:ANGHonorGuardManager@ang.af.mil).
- 5.9. Cuts duty orders upon receipt of HQ AFSVA man-day authorizations.
- 5.10. Ensures volunteers do not exceed fiscal year man-day limitations.
- 5.11. Educates civilian employers on the Air Force Honor Guard Program, the need for short-notice response, and the availability of ANG augmentees beyond the 15-day annual tour.
- 5.12. Provides duty status information to the augmentee’s assigned unit.
- 5.13. Volunteers performing MPA man-day tours will revert to unit resources for AFSC-specific annual 15-day training tour (e.g., AT) or in preparation for unit deployment.
- 5.14. Directly reports unit participation in funeral details into FHDB, when ANG staffs complete team without assistance from AD
- 5.15. Provides a monthly report to AD AOR Manager for per diem and travel using the AD AOR fund cite.

**6. Recommendation:** The ANG request to perform honors for all ANG members and retirees, subject to current manning and upon approval from the AD unit.

**7. Transportation:** The ANGB will attempt to provide vehicle support from their local transportation squadron. If not available, they will notify the AD Honor Guard and the AD will provide vehicle support or honors.

**8. Contingency Clause:** Activation of Presidential Reserve Call-Up (PRC) of ANG members pre-empts this MOA.

**9. Implementation:** The provisions contained within the MOA are effective when signed by the respective approving authorities and will remain effective until superseded.

**10. Approvals:**

X

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Commander, Force Support Sq

X

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ANG Commander, Force Support Sq

X

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ACTIVE DUTY BASE  
Comptroller, Air Base Wing

X

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ANG COMPTROLLER  
Comptroller, Air Base Wing

X

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ACTIVE DUTY BASE  
Commander, Air Base Wing

X

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ANG WING COMMANDER  
Commander, Air Base Wing

X

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ACTIVE DUTY MAJCOM  
Director of Services

X

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ANG GAINING MAJCOM  
Chief of Services

X

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ANTHONY LANUZO, Lt Col, USAF  
Chief, Services Division  
NGB/A1S

## 11. Final Disposition

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