
Military Funeral Honors—United States Air Force Quick Start Guide

Privacy Act Statement

This is documentation for a DOD web site. The security accreditation level of the site is classified as FOUO and below. Do not process, store, or transmit information classified above the accreditation level of the system. DOD web sites may be monitored for all lawful purposes, including to ensure their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes, but is not limited to, active attacks by authorized DOD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DOD web site, authorized or unauthorized, constitutes consent to monitoring. Unauthorized use of the DOD web site may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action. Use of this system constitutes consent to monitoring for all lawful purposes.

Privacy Act Statement

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 MFH USAF Background	5
2 Logging in to MFH USAF	8
3 Requesting Access to MFH USAF	9
4 MFH USAF User Hierarchy	10
5 Navigation	11
5.1 Mission Tasks Checklist	11
5.2 Mission Navigator	12
6 Search	13
7 Understanding Application Pages	14
7.1 Home Page	14
7.2 Mission Information Page	17
8 Processing a Military Funeral Honors Mission Request	18
8.1 Add a New Mission Request	18
8.1.1 New Mission Request with KnownSSN	18
8.1.2 New Mission Request with UnknownSSN	21
8.2 Assign Locations	23
8.3 Manage Participants	25
8.3.1 Add Participants	26
8.3.2 Assign Roles to Each Participant	29

8.3.3 Remove Participants from a Mission	31
8.3.4 Modify Participant Records	31
8.3.5 Add Travel Expenses	32
8.3.6 Schedule Training	34
8.4 Complete After Action Review	35
8.5 Complete Duty Records	37
8.5.1 Form 1164 (Travel Expenses)	39
8.5.2 Form MFH Duty	41

1 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 disbursement. 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

1 MFH USAF Background

- 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 checkmark.

1 MFH USAF Background

MISSION TASKS	
✓	Collect Basic Mission Data
👉	Assign Locations
👉	Manage Participants
👉	After Action Review
👉	Complete Duty Records
👉	DMDC Processing Status

KEY	
✓	Completed
👉	Pending

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 17 for more information about how to complete all of these tasks from the Mission Information Page.

2 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.

3 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.

Your access to the application will depend on your 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.

4 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

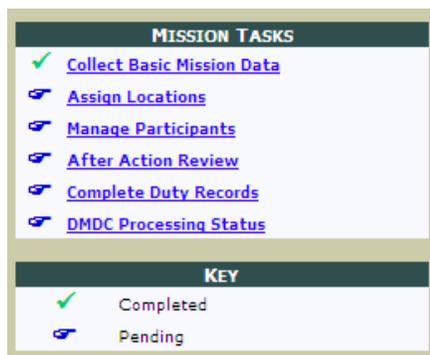
- Enters, views, and updates mission and training data.

5 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.

5.1 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.

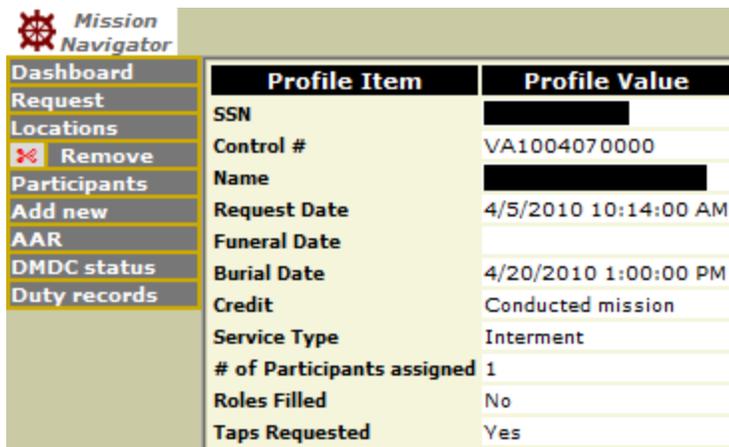
Each of the following tasks is required to successfully complete a mission.

- **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 18 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 23 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.) If, however, there is at least one participant assigned to the mission, the Scheduled Participants page will be displayed. (See Scheduled Participants Page.)
- **After Action Review:** After a mission is performed, an After Action Review must be completed. (See [Complete After Action Review](#) on page 35.)

- **Complete Duty Records:** Duty records must be completed for every participant who completes a mission. (See [Complete Duty Records](#) on page 37.)

5.2 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.



Profile Item	Profile Value
SSN	[REDACTED]
Control #	VA1004070000
Name	[REDACTED]
Request Date	4/5/2010 10:14:00 AM
Funeral Date	
Burial Date	4/20/2010 1:00:00 PM
Credit	Conducted mission
Service Type	Interment
# of Participants assigned	1
Roles Filled	No
Taps Requested	Yes

- **Dashboard:** The Dashboard link opens the Mission Information page. (See [Mission Information Page](#) on page 17.)
- **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 23.)
- **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.)
- **Add New:** Opens the Add Participants page. (See [Add Participants](#) on page 26.)
- **AAR:** Opens the Complete After Action Review page. (See [Complete After Action Review](#) on page 35.)
- **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 37.)

6 Search

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



The image shows a search interface with three distinct search boxes. Each box has a label above it: 'SSN', 'Last Name', and 'Control Number'. Below each label is a white text input field and a small 'Search' button to its right. The entire search area is enclosed in a light-colored border.

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 15 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.

7 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:

7.1 Home Page14

7.2 Mission Information Page17

7.1 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.

The screenshot shows the MFH USAF Home Page interface. At the top, there are search filters for SSN, Last Name, and Control Number, each with a 'Search' button. To the right are buttons for 'Customize Columns', 'Calendar', and 'Export to Excel'. Below the filters, a status bar indicates 'UNFINISHED BUSINESS' and 'Displaying missions between 20100601 and 20110701. Use the Calendar button to select a different date range.' It also shows 'Last DMDC Upload: 20100517' and 'Last DMDC Results: 20100516'. An 'Order by' dropdown menu is set to 'Coordinator, Deceased Name'. The main content is a table with the following data:

Coordinator	Request Date	Control Number	Deceased's Name	Funeral/Transfer Date	Burial Date	Participants	Roles Filled	Remove	DMDC processed
	6/25/2011	VA1106160001				0	-		-
	4/14/2011	VA1104140000				0	-		-
	3/3/2011	VA1103030000				1	+		-
	6/20/2011	VA1106200000			20110623 @ 2100	6	+		-
	6/16/2011	VA1106160000		20110618 @ 1000		5	+		-
	6/15/2010	VA1006150000		20100616 @ 0600	20100617 @ 0800	5	+		-
	6/14/2010	VA1006140000				3	-		-

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.

MILITARY FUNERAL HONORS v2.0.0.0
 As of: Wednesday, September 21, 2011 08:39:53 (ET)

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.

UNFINISHED BUSINESS	
As of 20100512 1120 hours	
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.

Access Missions

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

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

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**.

7.2 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.

Mission Navigator

Control Number: VA1004300000
 Request Date: 20100430 @ 0308
 Funeral Date: 20100505 @ 0000
 Burial Date: 20100511 @ 0700
 F.H. selected: Yes
 Cemetery selected: Yes
 DMDC Processed: No

MISSION TASKS

- ✓ Collect Basic Mission Data
- ✓ Assign Locations
- 🔍 Manage Participants
- 🔍 After Action Review
- 🔍 Complete Duty Records
- 🔍 DMDC Processing Status

KEY

- ✓ Completed
- 🔍 Pending

Mission Info

Deceased's SSN: 009-14-10VA
 Name: Smith, Joe A
 Address: Somewhere, VA 12345
 Service: Air Force
 Requested Honors: Flag Folding and Presentation, Taps, Firing Party, Pall Bearers, Chaplain, Other, Flyover
 Special Requests: <"

Funeral Info

Name: Adams-Green Funeral Home
 Address: 721 Elden Street Herndon, VA 20170
 POC:

Cemetery Info

Name: Anderson Cemetery
 Address: Haysi, VA 24256
 POC: POCLast POC

Participant List:

Duty Paid	SSN	Rank	Last Name	First Name	UIC	Unit Name	Role(s)	DFAS Paid
-	xxx-xxx-xx	E4	██████	JEDEDIAH	PH9B0	CO B (-DET 1) 1ST BN 116TH INF	Pallbearer	Not paid
+	xxx-xxx-xx	E5	██████	LIONEL	PHMT0	HNB 1ST BN 111TH FA	Bugler - Live	Not paid
-	xxx-xxx-xx	E8	██████	BAMBI	7TNAA	1108 MS AVCRAD	Pallbearer	Not paid
-	xxx-xxx-xx	E4	██████	DANIEL	TX8A1	DET 1 1032 TRANS CO	Flyover	Not paid
-	xxx-xxx-xx	E3	██████	BYRON	8GXAA	ARNG MANEUVER TRAINING CENTER	Firing Party	Not paid

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 11.)

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

8 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.

8.1 Add a New Mission Request	18
8.2 Assign Locations	23
8.3 Manage Participants	25
8.4 Complete After Action Review	35
8.5 Complete Duty Records	37

8.1 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:

8.1.1 New Mission Request with KnownSSN	18
8.1.2 New Mission Request with UnknownSSN	21

8.1.1 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.

8 Processing a Military Funeral Honors Mission Request

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 (*).

8 Processing a Military Funeral Honors Mission Request

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

-- COORDINATOR'S INFORMATION (RED ASTERISKS DENOTE REQUIRED INPUT)

* Request Date: 20110616 * Time: 0301 * Referrer: CAC

* Service: Chapel Remains: Unknown

* Honors Requested:

- Flag Folding and Presentation
- Taps
- Firing Party
- Pall Bearers
- Chaplain
- Other
- Flyover
- Color Guard

Special Requests / Comments:

Save

- **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.

*Service :

- Chapel and Interment
- Interment
- Chapel
- Burial at Sea
- Memorial
- Entombment

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*.

8 Processing a Military Funeral Honors Mission Request

- **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.

8.1.2 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.

Retrieve data

The Deceased Information entry panel opens.

-- DECEASED'S INFORMATION (RED ASTERISKS DENOTE REQUIRED INPUT)

SSN: XXXXXXXX

*Last: *First: Middle: Suffix:

Address1(widow/widower/NOK): Address2:

City: State: TX Zip:

*Parent Service / Component: *Grade: *Status:

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 (*).

8 Processing a Military Funeral Honors Mission Request

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

-- COORDINATOR'S INFORMATION (RED ASTERISKS DENOTE REQUIRED INPUT)

* Request Date: 20110616 * Time: 0301 * Referrer: CAC

* Service: Chapel Remains: Unknown

* Honors Requested:

<input checked="" type="checkbox"/> Flag Folding and Presentation	<input checked="" type="checkbox"/> Taps	<input type="checkbox"/> Firing Party	<input checked="" type="checkbox"/> Pall Bearers
<input type="checkbox"/> Chaplain	<input type="checkbox"/> Other	<input type="checkbox"/> Flyover	<input type="checkbox"/> Color Guard

Special Requests / Comments:

Save

- **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.

*Service :

- Chapel and Interment
- Interment
- Chapel
- Burial at Sea
- Memorial
- Entombment

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*.

8 Processing a Military Funeral Honors Mission Request

- **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.

8.2 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
- **Interment * 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.

8 Processing a Military Funeral Honors Mission Request

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.

8.3 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:

8.3.1 Add Participants	26
8.3.2 Assign Roles to Each Participant	29
8.3.3 Remove Participants from a Mission	31
8.3.4 Modify Participant Records	31
8.3.5 Add Travel Expenses	32
8.3.6 Schedule Training	34

8.3.1 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.

8 Processing a Military Funeral Honors Mission Request

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 Soldier 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 anSoldier 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 Soldier is added to the list of participants.
Tip: Click the **Close** button to return to the full search box.
 - Add anSoldier 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 Soldier is added to the list of participants.

8 Processing a Military Funeral Honors Mission Request

- Adding a New Paid Participant

PAID

VSO or Authorized Provider

Retirees (Army, Navy, Air Force, Marine Corps, Coast Guard)

Select Organization (VSO/Authorized providers) Organization Name

Paid PARTICIPANT

SSN	Last Name	First Name	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address1	Address2	City	ZIP
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add 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 Soldier is added to the list of participants.

8 Processing a Military Funeral Honors Mission Request

- Adding a New “Unpaid” Participant

The screenshot shows a web form titled 'UNPAID'. At the top, there are two radio buttons: 'VSO or Authorized Provider' (which is selected) and 'Other (Army, Navy, Air Force, Marine Corps, Coast Guard)'. Below these are two input fields: 'Select Organization' (a dropdown menu) and 'Organization Name' (a text box). A dark red banner with white text reads 'Unpaid PARTICIPANT' and includes a note: '(SSN and Last Name for VSO/Authorized Provider will be replaced with system generated identifier and label where incorrect/incomplete. Address is optional.)'. Below the banner are several input fields: 'SSN' (with a nine-character asterisk mask), 'Last Name' (with a thirteen-character asterisk mask), 'First Name', 'Middle Name', 'Address1', 'Address2', 'City', and 'ZIP'. At the bottom left is a dark red button with white text that says 'Add 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.
5. Click **Add New Participant**.
The Soldier is added to the list of participants.

8.3.2 Assign Roles To Each Participant

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

8 Processing a Military Funeral Honors Mission Request

Collector

SSN (add roles, etc.) Last Name First Name UIC Unit Name Grade Roles

Selected Soldier: [REDACTED]
Home State: TX
Unit State:

Unit of Assignment: [BTRY A 4TH BN 133D FA] UIC: [PM0A0] Grade: [E4]

Service/VSO: [Army] Component/VSO Organization: [National Guard Federal Status]

[] <--Select (add) role [X]

Assign to Funeral Home/Transfer Ceremony
 Assign to Cemetery Ceremony

Save Record [X]

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.

Flag Presentation <--Select (add) role Flag Presentation, [X]

Unassigned
Team Leader
Flag Presentation
Pallbearer
Firing Party
Chaplain
Bugler - Live
Bugler - Ceremonial
Bugler - CD
Flyover
Other

- 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. [X]
 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 for more information.)

8.3.3 Remove Participants From A Mission

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

The Scheduled Participants page opens.

Check for Removal	Create Duty Record	Last Name	First Name	UIC	Grade	Has Service	Has Component	Burial Assgn	Roles	Edit Participant Info	Unpaid VSO Firing Team
<input type="checkbox"/>	384027843	G	LUCAS	X75HD	E4	+	+	+	Team Leader, Flag Presentation	Roles, Trainings, Expenses...	
<input type="checkbox"/>	305929160	Y	ROY	X75HD	E4	+	+	+	Flag Presentation, Bugler - Ceremonial	Roles, Trainings, Expenses...	

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.

8.3.4 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,

8 Processing a Military Funeral Honors Mission Request

and thus no changes can be made to participant records.

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

Ceremony Performed in Honor of:
 Honors Requested : Flag Folding and Presentation, Taps, Firing Party
 Funeral Date: 12/8/2009
 Funeral Location: Entered

Open/Close Help

SSN: [REDACTED]

Last Name	First Name	Middle Name	Unit of Assignment:	UIC	Grade
[REDACTED]	OSBALDO	[REDACTED]	BTRY A 1-144TH FA	FCEA0	O1
Address1	Address2	City	ZIP	Service/VSO	Component/VSO Organization
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Army	National Guard Federal Status

<--Select (add) role **Flag Presentation** [X]

Assign to Funeral Home/Transfer Ceremony Assign to Cemetery Ceremony

SAVE (Update Record)

Add Travel Expenses Schedule training

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

8.3.5 Add Travel Expenses

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

The Scheduled Participants page opens.

Open/Close Help Mission Navigator

Deceased's SSN: [REDACTED]
 Control Number: TX0902110014
 Name: [REDACTED]
 Honors Requested: Flag Folding and Presentation, Taps

Scheduled Participants - click "Roles, Trainings, Expenses..." to assign each participant at least one role.

Check for Removal	Create Duty Record	Last Name	First Name	UIC	Grade	Has Service	Has Component	Burial Assgn	Roles	Edit Participant Info	Unpaid VSO Firing Team
<input type="checkbox"/>	384027843	G [REDACTED]	LUCAS	X75HD	E4	+	+	+	Team Leader, Flag Presentation	Roles, Trainings, Expenses...	
<input type="checkbox"/>	305929160	Y [REDACTED]	ROY	X75HD	E4	+	+	+	Flag Presentation, Bugler - Ceremonial	Roles, Trainings, Expenses...	

Remove checked Remove All Add Participant

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](#).)

8 Processing a Military Funeral Honors Mission Request

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

Ceremony Performed in Honor of:
 P: [REDACTED]
 Honors Requested : Flag Folding and Presentation, Taps, Firing Party
 Funeral Date: 12/8/2009
 Funeral Location: Entered

Mission Navigator

Open/Close Help

SSN: [REDACTED]

Last Name: [REDACTED] First Name: OSBALDO Middle Name: [REDACTED] Unit of Assignment: BTRY A 1-144TH FA UIC: FCEA0 Grade: O1
 Address1: [REDACTED] Address2: [REDACTED] City: [REDACTED] ZIP: [REDACTED] Service/VSO: Army Component/VSO Organization: National Guard Federal Status

<--Select (add) role **Flag Presentation**

Assign to Funeral Home/Transfer Ceremony Assign to Cemetery Ceremony

SAVE (Update Record)

Add Travel Expenses Schedule training

3. Click **Add Travel Expenses.**

The "Travel Panel" is displayed.

Funeral and Burial This Related Travels

Delete	Travel From	Travel To	Miles	\$\$ Travel	\$\$ Fare/Toll	\$\$ Misc	Expense Date	Paid	Edit	\$\$ Total	
Travels on Burial date 2/13/2009											
FROM (city/state): [REDACTED]			TO (city/state): [REDACTED]			Total Miles: [REDACTED] \$ per mile: 0.5500					
FARES/TOLLS (\$\$): [REDACTED]		MISC. (\$\$): [REDACTED]		Total Expense: [REDACTED]		Save Travel Record					
Close Travel Panel											

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.

8.3.6 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.

Check for Removal	Create Duty Record	Last Name	First Name	UIC	Grade	Has Service	Has Component	Burial Assgn	Roles	Edit Participant Info	Unpaid VSO Firing Team
<input type="checkbox"/>	384027843	G	LUCAS	X75HD	E4	+	+	+	Team Leader, Flag Presentation	Roles, Trainings, Expenses...	
<input type="checkbox"/>	305929160	Y	ROY	X75HD	E4	+	+	+	Flag Presentation, Bugler - Ceremonial	Roles, Trainings, Expenses...	

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.

8 Processing a Military Funeral Honors Mission Request

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 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**.

8.4 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.

8 Processing a Military Funeral Honors Mission Request

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-██	O2	██	██	Unknown		Bugler - Live
xxx-xx-██	E8	██	██	Unknown		Pallbearer

Mark AAR as complete [?](#)

- Record whether the mission was conducted or supported by USAF.
- 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**.

8.5 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 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.

The screenshot shows the Mission Navigator interface. At the top left is the 'Mission Navigator' logo. In the center, there is a box titled 'Deceased's Information' containing the following fields:

- SSN: [Redacted]
- ControlNumber: VA0506140000
- Name: [Redacted]

Below this box is a section titled 'CURRENT PARTICIPANTS' containing a table with the following data:

SSN	Last Name	First Name	UIC	Unit Name	Roles	Required	Ready for Pay
			TPJAA	155TH ENGR CO	Bugler - Ceremonial	YES	+
				Retiree**	Firing Party	NO	-
					Unassigned	NO	-
			PADA0	BTRY A 2D 111TH FA	Team Leader,Flag Presentation	YES	+
			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.

8 Processing a Military Funeral Honors Mission Request

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:
██████████	██████████	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
██████████	4/24/2009 11:30:00 AM	0.0	McCalla	Burial	+	--	<input checked="" type="checkbox"/>
██████████	4/23/2009 10:00:00 AM	2.0		Burial	+	--	<input checked="" type="checkbox"/>
██████████	4/22/2009 1:00:00 PM	2.0	Birmingham	Burial	+	--	<input checked="" type="checkbox"/>

Travel, and Mission/Training Stipend Details:

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

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

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.

8 Processing a Military Funeral Honors Mission Request

4. Click **Next Step**.

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

CERTIFICATION FOR STIPEND OR BASE RATE PAYMENT
(Use this certification block only when the soldier is due payment of the stipend for Military Funeral Honors)

I certify that the individual named performed Military Funeral Honors duty in accordance with the published guidance and procedures.
I further certify that this individual did not perform this period of duty in a technician status, was not performing active duty under any part of the United States Code (USC) and is due payment of the MFH stipend or base rate.

CERTIFYING OFFICIAL: (enter name and title)
or choose from a previously entered value

AUTHORIZING OFFICIAL: (enter name and title)
or choose from a previously entered value

FORM 1164 FIELDS

SCHEDULE NUMBER (Optional)

Get Adobe Reader

PDF File Generator

Use the PDF file "PRINT" button to output form. When satisfied with the output, click the "Archive" button to save the record.

**** MFH Duty Performance Payment Form applies to ARNG Federal status only ****

5. Process any of the available forms:

8.5.1 Form 1164 (Travel Expenses)	39
8.5.2 Form MFH Duty	41

8.5.1 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.

8 Processing a Military Funeral Honors Mission Request

4. To print the form, place your cursor 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.

Use the PDF file "PRINT" button to output form. When satisfied with the output, click the "Archive" button to save the record.

1. Archive

** MFH Duty Performance Payment Form applies to ARNG Federal status only **

DATE		C O D E	Show appropriate code in col. (b):		MILEAGE RATE 0.4850	AMOUNT CLAIMED			
(a)	(b)		(c) FROM	(d) TO		MILEAGE	FARE OR TOLL	ADD PER- SONS	TIPS AND MISCEL- LANEOUS
Jan 26 2006	D		26Cem1NumOne	Cem1	26	\$12.61	\$2,699.0		\$2,699.
Oct 1 2005	D		Middleburg, VA	Richmond, VA	150	\$72.75			
Sep 30 2005	D		bert	typo	66	\$26.78	\$345.00		\$6.00

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.

8.5.2 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 cursor 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.

8 Processing a Military Funeral Honors Mission Request

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

Get Adobe Reader

PDF File Generator

Use the PDF file "PRINT" button to output form. When satisfied with the output, click the "Archive" button to save the record.

**** MFH Duty Performance Payment Form applies to ARNG Federal status only ****

Save a Copy | Search | Select | 94% | Search Web | Adobe Reader 7.0

Joint Military Funeral Honors Duty Record

Team: _____ State Employee: _____
Name: **S** _____ PHILLIP Rank: **E4** SSN: _____ Excepted Technician: _____
Unit: **CO C 3D BN 116TH** Duty Code: **44**

I authorized this member to perform Military Funeral Honors Duty on the date(s) shown below.

Authorizing Official: _____
Printed Name and Title Signature

DATE:	TIME IN:	TIME OUT:	DUTY PERFORMED:	CONTROL#:	DUTY LOCATION:	SIGNATURE:
Sep 30 2005	_____	_____	Funeral Mission	VA0507130002	Vienna	_____
Sep 1 2005	_____	_____	Mission Training	N/A	MANASSAS	_____

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