

Mortuary Affairs Briefing Guide



U.S. AIR FORCE

Mortuary Affairs Briefing Guide

Introduction

On Behalf of the United States Air Force and the men and women of Hanscom Air Force Base, please accept our condolences on the loss of your loved one. The purpose of this visit is to explain to you the mortuary entitlements provided by the Air Force. In addition to explaining entitlements provided by the Air Force, we will explain the reimbursable expenses that you may incur when making funeral arrangements. I will assist you in every allowable way.

There are several decisions that you must make. To assist you in making these decisions we will discuss the following areas:

Funeral Plan Options
Funeral Information
Primary Expenses
Secondary Expenses
Points of Contact
Ancillary Support Staff
Travel Entitlements
Other Entitlements
Checklist



Funeral Plan Options

Option 1:

Burial in a CIVILIAN cemetery with or without a funeral service

- Preparation/casket (no cost)
- Transportation expenses (no cost)
- Up to \$9,000 for secondary expenses

Option 2:

Burial in a GOVERNMENT cemetery with a funeral service

- Preparation/casket (no cost)
- Transportation expenses (no cost)
- Up to \$6,000 for secondary expenses

Option 3:

Direct consignment for burial in a GOVERNMENT cemetery

- Preparation/casket (no cost)
- Transportation expenses (no cost)
- Up to \$2,500 for secondary expenses

Option 4:

Cremation with or without inurnment and with or without a memorial service

- Preparation/casket/cremation/urn (no cost)
 - Transportation expenses (no cost)
 - Up to \$6000 if at a national cemetery or if PADD maintains cremated remains to scatter
 - Up to \$9,000 if at a private cemetery
- *Cremation takes place at funeral home chosen by PADD

Funeral Plan Options

Option 5:

PADD makes arrangements for preparation, casket and interment.

- Transportation expenses (no cost)
- Up to \$9,000 if national cemetery
- Up to \$10,500 if private cemetery

PRIMARY EXPENSES

Related to the preparation of the deceased for burial; covered 100% by DoD contract or Government mortuary.

- Embalming
- Dressing
- Cosmetizing
- Casket (steel/wood)
- Cremation
- Urn (bronze/wood)

SECONDARY EXPENSES

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Related to the funeral and interment. Amount of reimbursement depends upon which burial option selected.

- Visitation
- Organist
- Flowers
- Grave Site
- Obituary notices
- Clergy honorarium
- Grave Vault/Liner
- Funeral Home Services
- Limousine for Family
- Opening/Closing of the Grave
- Other items as listed in 34-501

Funeral Plan Options

Provided at Air Force expense with Options 1, 2, 3 and 4

Casketing:

Stainless steel casket with silver finish: _

Solid hardwood casket: _

Urn selection *(If cremation option is selected):*

Bronze urn: _

Hardwood urn: _

Dress *(Burial clothing):*

Military uniform: _

Civilian attire: _

Death certificates *(provided by preparing funeral home)*

- Not to exceed ten (10) certified copies

Casket and Urn Selections

Steel casket



Hardwood casket



Hardwood urn



Funeral Information

Air Force contracted funeral home information

Name of funeral home:

Funeral director:

Address:

Phone number:

Fax number :

Receiving funeral home information

Name of funeral home:

Funeral director:

Address:

Phone number:

Fax number:

Points of Contact

Mortuary Affairs Officer

Name: _

Work Ph: _

Cell Ph: _

Fax: _

Email: _

Mortuary Affairs Officer

Name: _

Work Ph: _

Cell Ph: _

Fax: _

Email: _

Mortuary Affairs Technician

Name: _

Work Ph: _

Cell Ph: _

Fax: _

Email: _

Ancillary Support Staff

Escorts

Escorts is a person assigned by the base or specially requested by the PADD to escort the deceased member from the place of death to the location designated for interment. If you would like a particular person to serve as escort, let the mortuary affairs office know. This person must be a military member. Escorts assigned by the base will be of equal or higher rank.

Military escort (*name and contact information*):

Summary Courts Officer (SCO)

A summary courts officer will be appointed to handle personal property and effects.

Appointed SCO (*name and contact information*):

Family Assistance Representative (FAR)

A family assistance representative (FAR) will be appointed to you, or you may select a FAR, to assist you in matters concerning the base and military issues.

Appointed FAR (*name and contact information*):

Honor Guard (HG)

Consist of Pallbearers, firing party, playing of taps, a color guard team, and presentation of flag(s) and flag case(s).

Military honors will be provided if you desire. Honors may be provided at a funeral or memorial service. The base providing military honors will be the base assigned to the county of the funeral or memorial service.

HG POC (*name and contact information*):

Transportation/ Travel Entitlements

TRANSPORTATION EXPENSES related to the transportation of the deceased; covered 100% by DoD.

- Place of death to mortuary
- Mortuary to airport
- Air Travel
- Airport to destination funeral home
- Funeral home to church
- Church to cemetery

Authorized travel allowances include per diem, for not more than 2 days to attend services and 2 travel days. Per Diem is not authorized if the eligible relatives' residences and the burial site are in the same vicinity or when the total time from departure to return is 12 or fewer hours.

Authorized travel expenses will be reimbursed upon receipt of invoices/receipts for mode of travel and lodging.

Persons authorized travel includes:

1. Spouse
2. Active duty member's children (includes step, adopted and illegitimate, regardless of age)
3. Parents (natural, step, adoptive, including those of the spouse)
4. Siblings (natural, step, half, adopted)
5. Person authorized to direct disposition (PADD) (if different person than above)
6. Attendant (spouse with many children, someone unable to travel independently and no other authorized traveler is accompanying that could assist)
7. The PADD may elect two close family members if no authorized travelers use their travel entitlement

Other Entitlements

Flag(s) and flag case(s) will be provided at the funeral services. The authorized recipients are spouse, all children, parents of the deceased and the PADD.

We will coordinate the arrangements you select with all organizations providing support.

A government grave marker may be provided at no cost. When you desire a veteran's headstone or marker at a private cemetery, use VA Form 40-1330, "Application for a Headstone or Marker."

Ask your mortuary affairs officer for details.



Checklist

Check each item the mortuary officer covered with you:

- Provided phone numbers for Mortuary Affairs office
- Explained Summary Courts Officer
- Explained Family Assistance Representative and their duties
- Briefed the duties of an Escort
- Briefed primary care of the deceased and benefits
- Briefed transportation benefits authorized
- Received funeral home information
- Briefed secondary expenses authorized for reimbursement
- Discussed clothing issues for the deceased
- Explained military honors for the deceased
- Received instructions for your choice of casket
- Received instructions for your choice of cremation urn
- Received instructions for flags
- Discussed any additional questions you may have



