

# MORTUARY AFFAIRS

WRIGHT-PATTERSON AFB, OHIO



- ENTITLEMENTS HANDBOOK -

## **INTRODUCTION**

On behalf of all the men and women assigned to Wright-Patterson Air Force Base, I would like to express our deepest condolences in the loss of your loved one. There are no adequate words to describe our appreciation for the commitment your loved one has dedicated to our military community and this country.

I am \_\_\_\_\_ from Wright-Patterson Air Force Base Mortuary Affairs office and I will assist you with making all the appropriate funeral arrangements for your loved one. I will brief you on the key mortuary personnel, primary care benefits, transportation arrangement for you and your loved one, secondary mortuary expenses, and AF Form 970 which provides disposition instructions for the deceased.

Your Mortuary Affairs Representatives are:

Installation Mortuary Officer:

88 FSS/DD  
2000 Allbrook Drive  
Wright-Patterson AFB Ohio 45433

Mortuary Affairs Contact Representative:

88 FSS/FSOXM  
2000 Allbrook Drive  
Wright-Patterson AFB Ohio 45433  
Phone: 937-257-7574

### ***PERSON AUTHORIZED TO DIRECT DISPOSITION (PADD)***

The individual who fills this role is usually a family member and is entitled to direct the disposition of the remains. The determination is based on order of precedence as delineated unless member designates differently on their DD Form 93, Record of Emergency Data.

### ***KEY PERSONNEL AND THEIR RESPONSIBILITIES***

#### **MORTUARY AFFAIRS OFFICER:**

The person appointed by the Wright-Patterson AFB commander to manage the mortuary affairs program. The Mortuary Affairs Officer is responsible for briefing the next-of-kin on mortuary benefits extended by the Air Force for deceased active duty members. The Mortuary Officer is also responsible for briefing the summary-courts officer, assisting the next-of-kin with funeral arrangements and helping with any problems that may arise.

#### **MORTUARY CONTACT REPRESENTATIVE:**

The person appointed to administer the mortuary affairs program. This person will maintain contact and assist you in completing all arrangements, scheduling military honors and scheduling travel arrangements, if needed. The mortuary contact representative is tasked with organizing and scheduling all elements of your funeral plans. Therefore, this person should be your first contact for any questions or assistance you may need.

#### **FAMILY LIAISON OFFICER (FLO):**

A person assigned by the Wing Commander or specially requested by the next-of-kin to act as a liaison between the next-of-kin and the various agencies involved with the case. This person should be your main point of contact for any assistance you may need.

#### **SUMMARY-COURTS OFFICER (SCO):**

An officer assigned by the installation commander to coordinate disposition of the deceased member's personal property. The person entitled to receipt of the personal property is determined by public law. The Air Force and SCO are not authorized to release any personal property to anyone other than the designated recipient. The SCO should contact you within three days of being appointed to give you all the necessary information on the specific duties of this job.

**ESCORT:**

A person assigned by the base or specially requested by the next-of-kin 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 as soon as possible so travel arrangements can be made.

**HONOR GUARD:**

Military team providing military funeral honors. Honors may be provided at a memorial service or at the funeral service. The base providing military honors will be the closest base to the location of the funeral or memorial service.

Full Military Honors:

- |                                  |                          |
|----------------------------------|--------------------------|
| -21 Person Guard Detail          | -OIC/NCOIC               |
| -Pallbearers                     | -Firing Party            |
| -Color Guard                     | -Taps                    |
| -Chaplain (If NOK desires)       | -Flyover (if authorized) |
| -Flag(s) & Hardwood Flag Case(s) |                          |

***MORTUARY ENTITLEMENTS***

To begin making funeral arrangements, you must know what entitlements are available from the Air Force. The Air Force will pay for the following items:

**PRIMARY EXPENSES:**

1. Complete preparation (embalming) of the deceased to include:
  - a. Dressing of the deceased in the blue service uniform (or other clothing provided by the next-of-kin).
  - b. Cosmetizing. To ensure cosmetizing is done correctly, the Funeral Director will need a picture of the deceased.
2. Casketing the deceased in one of the following caskets selected by you:
  - a. An 18-gauge metal sealer casket with a silver to grey finish and a white crepe interior.
  - b. A solid hardwood casket with a walnut finish. If you are planning to cremate, the hardwood casket must be used.

3. Cremation urns will also be provided, if you are requesting cremation of the deceased:
  - a. A solid bronze urn with the USAF emblem and an engraved name plate.
  - b. A solid hardwood urn with the USAF emblem and an engraved name plate.
4. 10 certified copies of death certificate.
5. Shipment of remains to include outer shipping container.

**Miscellaneous Entitlements:**

1. Flag cases are provided to the next-of-kin.
2. A military chaplain may be provided for the funeral services. You must specify the denomination of your preference.
3. Military Honors can be provided at the memorial or funeral service.
4. Headstone and National/Veterans Cemetery space

**Transportation:**

1. The Air Force can make all arrangements to transport the deceased to place of interment.
2. The Air Force can make flight arrangements for the next-of-kin to the location of the funeral service. The Air Force will pay those flight costs.
3. The Air Force will make all reservations for the escort to accompany the deceased to the interment location.

**SECONDARY EXPENSES:**

The Air Force will also reimburse you for some incidental expenses that are directly related to the funeral and interment. Below is a list of commonly reimbursed secondary expenses. If there is an item not included on this list that you would like, ask the mortuary affairs representative for guidance. Items include:

1. Flowers
2. Obituary Notices
3. Professional Services from a Funeral Director
4. Use of Funeral Director's equipment or facilities
5. Limousines
6. Floral delivery vehicle
7. Funeral (police) escort
8. Clergy's Honorarium
9. Music
10. Register book
11. Acknowledgment cards
12. Burial vault or grave liner
13. Grave space
14. Open and close of grave

**AIR FORCE FORM 970**

The Air Force 970 is used to provide disposition instructions for the deceased. It gives us your permission to fulfill your wishes for funeral arrangements. Before explaining the options, we will need some initial information:

1. The casket selected: 18 Gauge Metal or Solid Hardwood
2. Flagcase: YES or NO If yes, number \_\_\_\_\_
3. Clothing: UNIFORM or CIVILIAN
4. Chaplain required: YES or NO  
If yes, name \_\_\_\_\_
5. Military Honors: YES or NO
6. Selected Funeral Home: \_\_\_\_\_
7. Next-of-kin Travel Arrangements:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***There are several options that you can choose from to plan the funeral.***

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***OPTION 1:***

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States that you wish the Air Force to make all funeral arrangements for the deceased and that you desire to have the deceased consigned directly to the government cemetery of your choice.

Name of Government Cemetery \_\_\_\_\_

Maximum reimbursable allowance is \$ \_\_\_\_\_

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***OPTION 2:***

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States that you wish the Air Force to prepare, casket and consign the deceased to the funeral home of your choice to complete funeral arrangements. It also states that you desire to have the deceased buried in a government cemetery of your choice.

Name, Address and Phone Number of Funeral Home \_\_\_\_\_

\_\_\_\_\_

Name of Government Cemetery \_\_\_\_\_

Maximum reimbursable allowance is \$ \_\_\_\_\_

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***Option 3:***

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States that you wish the Air Force to prepare, casket and consign the deceased to the funeral home of your choice to complete funeral arrangements and that you desire to have the deceased buried in a private cemetery of your choice.

Name, Address and Phone Number of Funeral Home \_\_\_\_\_

\_\_\_\_\_

Name and Address of Private Cemetery \_\_\_\_\_

\_\_\_\_\_

Maximum reimbursable allowance is \$ \_\_\_\_\_

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**Option 4:**

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States that you wish the Air Force to prepare, casket in a hardwood casket and consign the deceased for cremation to the funeral home or cremation service of your choice.

Name, Address and Phone Number of Funeral Home

\_\_\_\_\_

\_\_\_\_\_

Urn Selection \_\_\_\_\_

Maximum reimbursable allowance:

Govt. Cemetery direct \$\_\_\_\_\_ Retain Ashes \$\_\_\_\_\_

Scatter or Private Cemetery burial \$\_\_\_\_\_

Name of Cemetery:\_\_\_\_\_

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**Option 5:**

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States that you wish to make all the arrangements. We will release the deceased to the funeral home of your choice. The Air Force will reimburse you for the amount that you spend only to equal the amount that we would spend making the same arrangements.

Name, Address and Phone Number of Funeral Home

\_\_\_\_\_

\_\_\_\_\_

Maximum reimbursable allowance for interment in a non-Government Cemetery is \$\_\_\_\_\_

Maximum reimbursable allowance for interment in a government cemetery is \$\_\_\_\_\_

Maximum reimbursable allowance if remains are cremated and urn is retained or cremated remains are scattered \$\_\_\_\_\_

## ***ORDERING A HEADSTONE OR MARKER***

When burial or memorialization is in a national, post, or state Veterans' cemetery, a headstone or maker will be ordered by the cemetery officials based on inscription information provided by the next of kin.

When burial is in a private cemetery, VA Form 40-1330, Application for Standard Government Headstone or Marker must be submitted by the next of kin or a representative, such as funeral director, cemetery official or Veterans counselor, along with Veterans military discharge documents, to request a Government-provided headstone or maker. Do not send original documents, as they will not be returned.

**Key Personnel Phone Numbers:**

Mortuary Officer: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mortuary Affairs Contact Rep: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Family Liaison Officer (FLO): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Summary Court Office: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Escort: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Honor Guard: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## **Mortuary Affairs NOK Briefing Checklist**

Check each item the mortuary officer covered with you:

- Provided phone numbers for Mortuary Officer and Representative
- Explained Summary-Court Officer and their duties
- Briefed the duties of an escort
- Explained Family Liaison Officer duties
- Briefed primary care for the deceased and benefits
- Briefed transportation benefits authorized
- Received Funeral Home information
- Received your travel plans to attend funeral
- 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 flag cases and flags
- Discussed flyover arrangements (if authorized)
- Discussed chaplain arrangements (if desired)
- Discussed death certificate information
- Discussed application process for Government headstone or marker
- Have you provided a picture for the funeral home?
- Discussed any additional questions you may have



WRIGHT-PATTERSON AIR FORCE BASE  
**FORCE**  
SUPPORT SQUADRON