Mortuary Affairs
Briefing Guide
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:

Disposition Options
Funeral Home Information
Military Funeral Honors and Chaplain
Reimbursement Procedures
Veteran’s Administration Entitlements
Points of Contact
Escort
Summary Courts Officer
Family Assistance Representative
Transportation/ Travel Entitlements
Funeral Plan Options

**Option 1:**
The Air Force prepares your loved one's casket as directed and consigns directly to a government cemetery listed in item 8 of the AF Form 970.
Reimbursement not to exceed $2,500.00

**Option 2:**
The Air Force prepares your loved one's casket as directed and consigns to the funeral director and the government cemetery listed in items 7 and 8 of AF Form 970.
Reimbursement not to exceed $6,000.00

**Option 3:**
The Air Force prepares your loved one's casket as directed and consigns to the funeral director and the civilian cemetery listed in items 7 and 8 of AF Form 970.
Reimbursement not to exceed $9,000.00

**Option 4:**
If your loved one is cremated & retained, consigned directly to a government cemetery or scattered (when there is no commercial fee for scattering).
Reimbursement not to exceed $6,000.00
Consigned to funeral director for burial or inurnment in a columbarium
Reimbursement not to exceed $9,000.00
Option 5:
You make your own arrangements for your loved one’s preparation, casket and interment. The allowable limits for reimbursement are as follows:

Civilian cemetery, not to exceed..............................................$10,500.00
Government cemetery, not to exceed..............................................$9,000.00

If your loved one is cremated and the urn is retained or if your loved one is cremated and scattered by you (when there is no commercial fee for scattering).

Reimbursement not to exceed..............................................$9,000.00

If your loved one is cremated & scattered or inurned (inurnment includes ground burial or columbarium). If scattering, ground burial or columbarium space includes a commercial fee)

Reimbursement not to exceed..............................................$10,500.00
Funeral Plan Options

Preparation Entitlements
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: _______________________________________________________________________
Funeral Information

Additional funeral home entitlements
(Secondary expenses)

• Music
• Clergy
• Register book
• Acknowledgement cards
• Police escorts
• Limousines
• Utility vehicles
• Flowers
• Cemetery expenses
• Burial vault
• Grave space
• Opening and closing the grave
• Setting fee for government furnished headstone
• Commercially procured headstone

Note: Catering/Funeral dinners are not an entitlement covered by secondary expenses
Funeral Honors and Military Chaplain

Base providing honors and POC information:

________________________________________________________________________

Honor guard POC (name and contact information):

________________________________________________________________________

Base providing Chaplain:

________________________________________________________________________

Chaplain (name and contact information):

________________________________________________________________________
Veteran Administration Entitlements

You may request a government-furnished headstone from the Veteran’s Administration, Using VA Form 40-1330. Please note that the VA will not reimburse you for headstone installation and/or a headstone or marker that has been commercially purchased. 1-800-827-1000.

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 are provided when the transportation carrier and final destination are not located in the same area. You may elect to have a military escort.

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)*:

__________________________________________
Transportation/Travel Entitlements

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

Reimbursement Procedures

Authorized receiving funeral home expenses and transportation expenses for remains will be reimbursed upon receipt of signed DD Form 1375, request for payment of funeral and/or interment expenses, and itemized funeral home invoices.
Thank you for your time.