

Texas Military Forces  
Joint Force Headquarters  
Adjutant General's Department  
Post Office Box 5218  
Austin, Texas 78763-5218  
1 August 2009

Joint Force Texas  
(JFTX) Regulation 1-06

Personnel  
Military Funeral Honors Details

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By Order of the Adjutant General

JOSE S. MAYORGA  
Major General, TXARNG  
Adjutant General

Official:  
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The seal of the Office of the Adjutant General, State of Texas, is circular with a five-pointed star in the center. The text "OFFICE OF THE ADJUTANT GENERAL" is written around the top inner edge, and "STATE OF TEXAS" is written around the bottom inner edge.

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**Summary:** This regulation establishes procedures to provide military funeral honors for military members and veterans in the State of Texas by the Office of the Adjutant General.

**Applicability:** This regulation is applicable to all Texas Military Forces units and members.

**Army management control process:** This regulation contains management control processes, both federal and State of Texas. Management control plans and procedures are not incorporated into this regulation; however, they will be developed to ensure proper fiscal procedures and management principals are accomplished.

**Supplementation:** Local supplementation of this regulation is prohibited except on approval of the Adjutant General.

**Suggested Improvements:** The proponent agency of this regulation is Civil/Military Relations Directorate, Office of the Adjutant General. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Office of the Adjutant General, Director Military Funeral Honors Detail, ATTN: JFTX-GAR-MFH, PO Box 5218, Austin, TX 78763-5218.

**Distribution:** A

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**1. PURPOSE:** This regulation sets forth the rules and guidelines under which the Adjutant General will administer the military funeral honors program as set forth and authorized in service regulations, and Title 10 USC Section 1491.

**2. REFERENCES:**

- a. AR 600-25, Chapter 6, dtd 24 Oct 2004
- b. National Guard Bureau All States (Log Number P02-0001) National Guard Support for Military Funeral Honors for Veterans, dated 6 May 2002.
- c. Appropriate service regulation/instructions, pamphlets, Standard Operating Procedures (SOPs), and field manuals governing the conduct of military funerals.

**3. SCOPE:**

- a. The Adjutant General shall, subject to appropriations, provide a uniformed honor detail to attend and render the appropriate military honors for deceased veterans who: served honorably for at least six (6) months on active duty during peacetime or wartime in the armed forces of the United States, unless released early as a result of a service-connected disability or a reduction in force at the convenience of the government; served honorably in a Selected Reserve, to include the National Guard, unit/organization for a minimum of six (6)years; or died while serving as a member of a Selected Reserve, to include National Guard, unit/organization.
- b. The Adjutant General shall provide funeral honors support to veterans who were or are eligible to receive a military pension when the active component installation, responsible under federal law and regulations, is unable to render the authorized funeral honors support.
- c. Director Military Funeral Honors coordinate requests for military funeral honors with active service component installations, recognized veterans' organizations, and Texas Military Forces units/organizations.
- d. Military funeral honors detail support will be provided only in the State of Texas. The Adjutant General maintains sole authority to authorize funeral honors support for Texas citizens outside the boundaries of Texas.
- e. Military funeral honors will be made available seven days per week and will be prioritized based on obtaining maximum utilization of the military funeral honors detail personnel. The Texas Military Funeral Honors Program priorities for providing support to honorably discharged veterans are as follows:
  - (1) Medal of Honor Holders
  - (2) Former Prisoners of War (P.O.W.s)
  - (3) Veterans Serving During a Period of Conflict (See Appendix E for Listing)
  - (4) All Other Veterans.

#### 4. RESPONSIBILITIES:

a. Director Military Funeral Honors Program: Overall program direction and coordination will be managed by the Director, Military Funeral Honors Program. The Director will:

(1) Establish regions/areas within the state to support requests for military funeral honors support to veterans and members.

(2) Develop and maintain policies, procedures, and standard operating procedures for military funeral honors support by state employee teams, Joint Forces Headquarters Texas (JFTX) unit/organization teams, JFTX individual members, or a combination of these type organizations.

(3) Ensure adequate funding is requested to support the military funeral honors program as established in Section 41.958, Revised Statutes of Texas, and when appropriated, provide such support.

(4) Coordinate with Active/Reserve Component Military and Veterans organizations/units located in or responsible for the State of Texas concerning their support and assistance in the conduct of military funeral honors.

(5) Coordinate with Area Supervisors and Area Coordinators concerning all aspects/requirements for military funeral honors support.

(6) Maintain records on all military funeral honors support requests, activities, and expenditures coordinated through the Texas Military Funeral Honors Program.

(7) Ensure the military funeral honors support is authorized IAW Appendix A.

b. MFH Operations Coordinator:

(1) Maintain all appropriate Regulations and SOPs. Update JFTX 1-06. Also, update Texas Military Funeral Honors Program Internal Standard Operating Procedures as needed.

(2) Keep Director and Area Supervisors updated to any changes that are made by DoD, NGB or State Headquarters.

(3) Perform duties of a Logistics Officer. Ensure all required material and equipment is either on hand or on order.

c. Area Supervisors:

(1) Form military funeral honors teams as required once eligibility has been validated/verified by the Area Coordinator.

(2) Ensure the military funeral honors teams are trained and conduct support in a professional manner.

(3) Ensure all administrative and logistical support needed to support military funeral honors services are accomplished IAW established procedures.

(4) Establish rosters of traditional members of the Texas Military Forces within area of responsibility who have consented to serve in a "Funeral Honors Duty" status to support military funeral honors teams. Coordinate unit member support with unit commander and full time unit support personnel.

(5) Provide training to Veterans' Service Organization (VSO) when requested by the Area Coordinator or VSO representative.

(6) Submit statements from the funeral director and/or team NCOIC to the Director, Military Funeral Honors Program as outlined in Appendix C, concerning support provided.

(7) Inform Adjacent Area Supervisor/Coordinator of any services that cross-area boundary.

(8) Establish liaison with funeral home directors and veterans organizations within area of responsibility. This includes establishing and following procedures for requesting funeral honors support, documentation requirements, training requests, and all other matters related to military funeral honors support within area of responsibility.

(9) Perform other duties within area of responsibility as determined by the Director, Military Funeral Honors Program.

d. Area Coordinator:

(1) Receive/coordinate all requests for military funeral honors support from funeral directors, family members, or other authorized source.

(2) Coordinate with Area Supervisors to provide military funeral honor teams to render approved honors.

(3) Coordinate with funeral home directors and veterans organizations within area of responsibility. This includes establishing and following procedures for requesting funeral honors support, documentation requirements, training requests, and all other matters related to military funeral honors support within area of responsibility.

(4) Inform Area Supervisor of all requests for military honors in area of responsibility.

(5) Perform other duties within area of responsibility as determined by the Director, Military Funeral Honors Program.

e. Team Leader:

(1) Ensure all assigned team members are properly trained.

(2) Provide training, on-order, to traditional guardsmen or veterans' organizations.

(3) Ensure that Military Funeral Honors personnel maintain all assigned equipment and uniforms to prescribed military standards.

(4) Ensure all Veterans' Service Organizations (VSOs) with area of responsibility are visited no less than once every six months to determine any shortfall and/or training required. Visit Funeral Homes (or Funeral Home Directors) not less than once every six months to determine any problem areas and resupply with MFHP literature.

f. Team Member:

(1) Maintain all assigned equipment and individual uniforms to prescribed military standards.

(2) On-Order, assume duties of a team leader.

g. TXMF Unit/Organization Commanders:

(1) Support military funeral honors program personnel to ensure success as established by Texas State Law, service regulations, and Title 10 USC Section 1491.

(2) Keep the Area Supervisor informed of traditional members of the Texas Military Forces who make themselves available for military funeral honors team support.

## **5. CONCEPT OF OPERATION:**

a. Active service members, members of the Selected Reserve who die on active duty and those eligible for or receiving retired pay, are eligible for the federal benefit of a military funeral honors detail provided by active component installations. Any request received must be coordinated with the active component installation to ensure benefits due the surviving spouse or family member are accomplished. (See Appendix D for listing of active component installations and their areas of responsibility.) Normally, this will be accomplished by the funeral home director; however, coordination may be required to ensure funeral honors support is available and will be provided. Overall program supervision will be the Director, Military Funeral Honors Program, and Office of the Adjutant General.

b. Military funeral honors support within the area of responsibility will be provided as follows:

(1) The Area Coordinator will receive requests for military funeral honors support. Based on the family's request, local certified veterans' organization military honors teams may be used for support and may be supplemented with Uniformed Service Members when requested. When there are no veterans' organization teams available, Area Coordinator will contact the Area Supervisor and coordinate the mission-utilizing members of the Texas Military Funeral Honors Program (MFHP), augmented with traditional members of the Texas Military Forces.

(2) The Area Supervisors will determine team availability and coordinate with local Texas National Guard units for augmented support concerning the mission. When the Area Supervisor

determines they can not support all requests, they will inform the Operations Coordinator in the Director's office for additional guidance. Absent good cause or reason, the Area Supervisor shall not refuse or deny military funeral honors support to eligible veterans. If a request cannot be fulfilled, the Director's office will contact the funeral home director/family member informing them support is unavailable and why. The Director will maintain a master log of all requests and dispositions.

(3) Team Leaders will coordinate final details with the funeral home director. Coordination will also be performed with augmentees for training and all other mission essential tasks.

c. Areas of Responsibility (AOR):

(1) Region 1 Area of Operation: This will be headquartered in Austin, Texas. The organization will consist of the following personnel: Area Supervisor, Area Coordinator, administrative/logistical clerk, five team leaders, and a minimum of five team members. These personnel will also be augmented with traditional members of the Texas Military Forces when needed to fulfill support requirements.

(2) Region 2 Area of Operation: This will be headquartered in Houston, Texas with two MFHP Teams. The organization will consist of the following personnel: Area Supervisor, Area Coordinator, administrative/logistical clerk, seven team leaders, and a minimum of seven team members. These personnel will also be augmented with traditional members of the Texas Military Forces when needed to fulfill support requirements.

(3) Region 3 Area of Operation: This will be headquartered in Lubbock/Amarillo, Texas with two MFHP teams. The organization will consist of the following personnel: Area Supervisor, Area Coordinator, administrative/logistical clerk, two team leaders, and a minimum of two team members. These personnel will also be augmented with traditional members of the Texas Military Forces when needed to fulfill support requirements.

(4) Region 4 Area of Operation: This will be headquartered in El Paso, Texas. The organization will consist of the following personnel: Area Supervisor, Area Coordinator, administrative/logistical clerk, team leader, and a minimum of two team members. These personnel will also be augmented with traditional members of the Texas Military Forces when needed to fulfill support requirements.

(5) Region 5 Area of Operation: This will be headquartered in RGV, Texas. The organization will consist of the following personnel: Area Supervisor, Area Coordinator, administrative/logistical clerk, team leader, and a minimum of two team members. These personnel will also be augmented with traditional members of the Texas Military Forces when needed to fulfill support requirements.

d. Training: Teams will train to a high degree of proficiency IAW service manuals and instructions. The Area Supervisor is responsible to provide training to the Texas Military Funeral Honors Program personnel. Additionally, they will be responsible to coordinate/furnish training to veterans' service organizations, unit augmentation personnel, and other validated requests. Training will focus on the three-member military funeral honors detail. The three-

member detail will be the STANDARD utilized in providing the requested military funeral honors to veterans within the State of Texas.

(1) Training will be conducted as part of the normal workweek for full time support personnel. Refresher training will always take place prior to the actual military funeral honors activities at the gravesite. This will be done upon arrival at the actual burial location. All last minute details to include firing party location, route to the casket, movement of chairs, etc. will be planned, coordinated and rehearsed for each funeral honors detail request.

(2) Traditional member augmentees will receive initial training and refresher training from the Team Leader they are supporting. Commanders may conduct military funeral honors ceremony training for personnel supporting the military funeral honors program during periods of IDT. Likewise, refresher training will take place prior to the actual military funeral honors activities at the gravesite. This will be done prior to departing the assembly location and/or at the actual burial location.

e. Dress and Appearance: The duty uniform for Military Funerals Honor detail is Dress Blues with Service Cap. Dress and appearance during MFH missions will meet uniform standards as outlined in service regulation and instructions.

(1) Females must ensure the use of cosmetics is in accordance with prescribed service regulation and instructions. Nail polish will not be worn.

(2) Body piercing: No attaching, affixing, or displaying objects, articles, jewelry or ornamentation to or through the skin while in uniform. (Exceptions to this policy are earrings for females as outlined in AR 670-1 and AFI 36-2903).

(3) Tattoos: Visible tattoos or brands on the neck, face, or head are prohibited. Tattoos on other areas that are prejudicial to good order and discipline are prohibited. Additionally, any type of tattoo or brand that is visible while wearing the Class A or Dress Blue uniform and detracts from a soldierly appearance is prohibited. This tattoo policy supersedes the tattoo policy stated in AR 670-1 and AFI 36-2903.

## **6. ADMINISTRATIVE PROCEDURES:**

### **a. Status of Personnel:**

(1) The Texas Military Funeral Honors Detail personnel are full time Active Duty and are governed by applicable regulation and policies as established by the Office of Administration and the Office of the Adjutant General.

(2) JFTX Augmentation Personnel: Traditional members of the Texas Military Forces will be placed on Funeral Honors Duty status while performing military funeral honors support mission. Individuals will be paid one day's pay at current rank or \$50.00, whichever is most advantageous to the member, and earn one "Funeral Honors Duty" retirement point. The "Funeral Honors Duty" retirement points can exceed the National Guard retirement point cap of 90 per year. Each Area Supervisor will ensure that personnel are paid in a timely manner and appropriate documentation processed.



(3) Technician Personnel: Technician personnel may not be required to participate; however, technicians may participate if in an approved leave status. When in an approved leave status, technicians will be placed on Funeral Honors Duty status and will likewise be paid one day's pay at current rank or \$50.00, whichever is most advantageous to the technician plus earn one active duty retirement point. Technician personnel may be authorized "administrative leave" for funeral honors duty; however, they may not be paid the one days pay or \$50.00 stipend. Technicians would be eligible to receive the retirement point. In either status, the technician must perform a minimum of two (2) hours in this status to receive the compensation and/or retirement point.

(4) Active Guard and Reserve (AGR): Title 32 AGR personnel may be used to organize, administer, recruit, train and instruct personnel for military funeral honors duty. Title 32 AGR personnel **may not** be used to perform actual military funeral honors duty/ceremonies.

a. Request for Orders: Request for orders (when required) will be processed by the Area Supervisor concerned after coordination with the individual's unit of assignment. Current procedures will be utilized; however, Area Supervisors are authorized by the Adjutant General to issue VOCO orders when time is critical. The request will have both the VOCO and statute paragraph shown in the authority line of the order when published.

b. Conduct of Services: This will be accomplished as prescribed in service regulation, training manuals, and instructions. A Standard Operating Procedure (SOP) will be published and made available to assist units in training and preparing for military funeral honors ceremonies/duties.

c. Military Funeral Honors Ribbon: **(TO BE PUBLISHED)** Members of the Texas Military Forces can earn this ribbon when they participate in Military Funeral Honors Ceremonies. The following criterion is provided:

(1) Any Texas Military Forces member may make a recommendation for acts of extraordinary service in providing Military Funeral Honors with the Texas Military Forces or upon participating in 10 Military Funerals with the Texas Military Forces or a combination thereof. This recognition is not restricted to the member's assigned unit.

(2) A Bronze Oak-Leaf Cluster will be presented for second or succeeding awards. A Silver Oak-Leaf Cluster may be worn in lieu of five Bronze Oak-Leaf Clusters.

(3) All recommendations, in letterform, will be considered and approved by the Director, Military Funeral Honors Program.

(4) Letters of recommendation will contain specific justification for the award. If the recommendation is for a second or succeeding award, it must be so indicated in the letter.

## Appendix A

### Eligibility for Military Funeral Honors Details

1. The Area Coordinator based upon the information provided by the funeral director will make initial eligibility determination. A DD Form 214 or equivalent will verify the deceased's eligibility. To qualify for a Military Funeral Honors Detail, the following criteria listed below must be met:

a. Burial must be within the State of Texas.

b. Any person who served in the military, naval, or air service of the armed forces of the United State, active, reserve or National Guard, and who was discharged or released there from under honorable conditions;

c. Any current member of the Reserve Components', to include the National Guard, of the armed forces of the United States; or

d. Any person otherwise eligible for funeral honors provided by personnel of the United States military, but for whom such honors are unavailable.

2. The Texas Military Funeral Honors Program priorities for providing support to honorably discharged veterans are as follows:

a. Medal of Honor Holders

b. Former Prisoners of War (P.O.W.s)

c. Veterans Serving During a Period of Conflict (See Appendix E for Listing)

d. All Other Veterans

3. Color Guards/Honor Guards requested for parades, memorial services, and ceremonies **are not** covered under the provisions of this regulation. Request for such honor guards will be forwarded to the Office of the Adjutant General, ATTN: JFTX-CM for coordination/approval.

4. Assistance in obtaining DD Form 214(s) or equivalent documents can be obtained from the Office of the Adjutant General, ATTN: JFTX-GAR-MFH, PO Box 5218 Austin, TX 78763-5218. Telephone (512) 782-5321.

## Appendix B

### Request for Military Funeral Honors Detail

Name of Veteran: \_\_\_\_\_

Date of Death: \_\_\_\_\_

SSN: \_\_\_\_\_ Service # (If Known): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Approximate dates of Military Service: \_\_\_\_\_

Branch of Service: \_\_\_\_\_

Next of Kin: \_\_\_\_\_

Pay Grade/Rank (If Known): \_\_\_\_\_

Was veteran receiving (or eligible to receive) military retired pay: Yes \_\_\_ No \_\_\_ Unknown \_\_\_

Verification of honorable service (i.e. DD Form 214) attached: Yes \_\_\_ No \_\_\_

If verification of service is not available do you have any reason to doubt the deceased's eligibility:  
No \_\_\_ Yes \_\_\_

REMARKS (i.e. Medal of Honor Recipient, Prisoner of War, Buffalo Soldier, etc.)

***BURIAL INFORMATION (do not delay request if information is not immediately available)***

**Date of Burial:** \_\_\_\_\_ **Time Funeral Service Begins:** \_\_\_\_\_

**Estimated Time Funeral Procession will arrive at Cemetery:** \_\_\_\_\_

Cemetery: \_\_\_\_\_ Section: \_\_\_\_\_ Funeral Home: \_\_\_\_\_

Address: \_\_\_\_\_ Funeral Home Point of Contact: \_\_\_\_\_

City/County/State: \_\_\_\_\_ City/County/State: \_\_\_\_\_

Telephone #: \_\_\_\_\_

**What did the Veteran's family request?** (Check appropriate box)

- Full Military Honors (Firing Party, Taps, Flag Folding and Presentation).
- Taps, Flag Folding, and Presentation Only.
- Flag Folding and Presentation Only

**FUNERAL DIRECTOR MUST PROVIDE FLAG**

**Who does the family want to fold and present the flag?** (Check appropriate box)

- Uniformed Service Members.
- Veteran's Service Organization.
- No Preference (Either Uniformed Service Members or Veteran's Service Organization).

Will Funeral Director provide bugler? Yes \_\_\_ No \_\_\_

Is there a Veterans Group you prefer to use? Yes \_\_\_ No \_\_\_

Name of Veteran's Service Organization \_\_\_\_\_

Have you contacted them? Yes \_\_\_ No \_\_\_ (If yes) Did they agree to do it? Yes \_\_\_ No \_\_\_

Veteran's Group Point of Contact \_\_\_\_\_ Phone # \_\_\_\_\_

**PHONE OR FAX ABOVE INFORMATION AS INDICATED BELOW**

**TEXAS MILITARY FUNERAL HONORS USE ONLY**

**Appendix C**

**Funeral Director's Statement**

This is to confirm that a military funeral honors ceremony was held this day \_\_\_\_\_,  
For \_\_\_\_\_.  
(Name of Deceased Veteran)

The military funeral honors detail was provided by the following activity:

Active Duty Installation/Base Honors Team: \_\_\_\_\_

Veterans' Organization Honors Team: \_\_\_\_\_

Post: \_\_\_\_\_

City: \_\_\_\_\_

Texas Military Funeral Honors Detail: \_\_\_\_\_

The services provided were performed in an acceptable manner:

YES: \_\_\_\_\_

NO: \_\_\_\_\_

COMMENTS AND RECOMMENDATIONS FOR IMPROVEMENT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
(Name of Funeral Home Representative)

\_\_\_\_\_  
(Name of Funeral Home)

\_\_\_\_\_  
(Address)

This statement may be given to the military funeral honors detail/team point of contact or mailed to :  
Office of the Adjutant General, ATTN: JFTX-GAR-MFH, PO Box 5218, Austin, TX 78763-5218.

## Appendix D

### Active Component Installation/Base Point of Contact Listing

The following points of contact must be contacted immediately when a veteran is receiving or is eligible (20 year letter holder) to receive a military retirement:

a. **ARMY:**

(1). Fort. Sam Houston, TX: Casualty Assistance Center, (210) 221-1575.

(2) Fort Hood, TX: Casualty Assistance Center, (254) 287-7200.

(3) Fort Bliss, TX: Casualty Assistance Center, (915) 568-2903.

(4) Fort Polk, LA: Casualty Assistance Center, (337) 531-6316

b. **AIR FORCE:** USAF Personnel Center, Casualty Assistance Center, (800) 433-0048.

c. **NAVY:** Commander Naval Reserve Force, New Orleans, LA 70146-5046, (504) 678-1275.

d. **U.S. MARINE CORPS:** U. S. Marine Corps at 1-866-826-3628. FAX: (703) 784-9823/9827

e. **COAST GUARD:** Coast Guard Headquarters at (314) 539-3900.

If you are unable to reach any of the above points of contact, please contact the Director Military Funeral Honors Program at (512) 782-5321 for assistance.

## Appendix E

### Period of Conflict Listing

**MILITARY SERVICE PERFORMED DURING A PERIOD OF CONFLICT IS OUTLINED BELOW:**

#### **ACTIVE DUTY SERVICE DURING:**

|                                    |   |
|------------------------------------|---|
| World War I<br>(Service in Russia) | 6 Apr 1917 – 11 Nov 1918<br>- 01 Apr 1920 |
| World War II                       | 7 Dec 1941 – 31 Dec 1946                  |
| Korean Hostilities                 | 27 Jun 1950 – 31 Jan 1955                 |
| Vietnam Era                        | 22 Dec 1961 – 01 Jul 1975                 |

#### **Service while engaged in combat or a combat support role during:**

|   |                           |
|---|---------------------------|
| Peace keeping mission in Lebanon  | 29 Sep 1982 – 30 Mar 1984 |
| Grenada Invasion  | 25 Oct 1983 – 15 Dec 1983 |
| Operation Ernest Will<br>(Escort of Kuwaiti oil tankers flying the US flag in the Persian Gulf)         | 1 Feb 1987 – 23 July 1987 |
| Panama Invasion<br>(Operation Just Cause)   | 20 Dec 1989 – 31 Jan 1990 |
| Operation Desert Shield/Storm   | 2 Aug 1990 – 30 Jun 1994  |
| Somalia<br>(Operation Restore Hope & United Shield)   | 5 Dec 1992 – 31 Mar 1995  |
| Haiti<br>(Operation Uphold Democracy)   | 16 Sep 1994 – 31 Mar 1995 |
| El Salvador<br>(Advisory/training)  | 1 Jan 1981 – 1 Feb 1992   |
| Southwest Asia<br>(Operations Southern Watch, Maritime Intercept, Vigilant Sentinel and Northern Watch) | 17 Jan 1991 – 30 Nov 1995 |
| OIF/OEF   | 12 Mar 03 - Present       |