

**MEMORANDUM OF AGREEMENT (MOA)**  
**FOR**  
**TINKER AFB SUPPORT FOR MILITARY FUNERAL HONORS**

1. **Introduction.** This MOA establishes guidelines for the structure, composition and general operating procedures of the Tinker AFB Honor Guard.

1.1. Reference Chapter 8 of AFI 34-242, *Mortuary Affairs Program*.

2. **Purpose.** To establish general operating procedures between the host, 72d Air Base Wing (AFMC), and associate organizations assigned to Tinker AFB that implement participation in the performance of military funeral honors for active duty, retired and former members of the Air Force and Army Air Corps, within the Tinker AFB Honor Guard Area of Responsibility.

3. **Participating Organizations.**

3.1. 72 ABW (AFMC), Tinker AFB OK

3.2. 552 ACW (ACC), Tinker AFB OK

3.3. 3 CCG (AFSPC), Tinker AFB OK

3.4. OC-ALC Staff Offices/76 MXW/327 ASW (AFMC), Tinker AFB OK

3.5. 448 SCMW (AFMC), Tinker AFB OK

4. **Composition of the Tinker AFB Honor Guard.** The Tinker AFB Honor Guard will consist of three (3) primary rotating flights. Each flight will consist of a minimum of 22 active duty members assigned to Tinker AFB.

4.1. Each participating organization will provide personnel in the grades of E-1 to E-6 for Honor Guard support for a 12-month commitment. Additional months are optional for service on the volunteer flight (see paragraph 5.3). Each member will be on Temporary Duty Assignment status to the 72d Force Support Squadron for 14 days every 4 weeks during the 12-month commitment.

4.1.1. Participating organizations can provide members in the grade of O-1 to O-3 for the purpose of filling unit quotas.

4.1.2. Participating organizations will assign one (1) primary member per 12-month commitment (i.e., with the exception of those filling in for members deployed or TDY. Members will NOT be authorized to enter into a "time share" to fulfill their 12-month commitment).

4.1.3. A member's 12-month commitment is equal to nine (9) "on call" rotations.

4.1.4. Members who are absent in excess of 30 consecutive days during their initial

12-month commitment (i.e, deployment, convalescent leave), will have their commitment extended by an amount of time equal to the extended absence.

4.2. Quotas will be allocated against unit strength, as determined by the 72d Air Base Wing Command Chief Master Sergeant (72 ABW/CCC) and tasked as a percentage of total eligible manpower.

4.2.1. The strength report will be reviewed annually and unit allocations adjusted on the anniversary of this MOA.

4.2.2. FY10 unit quotas:

4.2.2.1. 72 ABW – 11

4.2.2.2. 552 ACW – 44

4.2.2.3. 3 CCG – 9

4.2.2.4. OC-ALC Staff Offices/76 MXW/327 ASW/448 SCMW – 2

4.3. At any time, the Installation Commander may direct additional active duty quotas, as needed, to ensure all military funeral honors requests are met IAW AFI 34-242.

4.4. The Honor Guard may be supplemented by active duty members assigned to other bases, Air Force Reserve members and members of the Air National Guard, as needed, based on man-day availability.

## 5. Structure.

5.1. The Honor Guard will be composed of three (3) primary rotating flights (Alpha, Bravo and Charlie) and one (1) volunteer flight. Members will be subject to 14 days of “on call” duty, 14 days of “standby” duty and 14 days of “off duty” rotation.

5.2. Alpha, Bravo and Charlie Flight will be formed from members of the units listed in paragraphs 3 and 4.2.2 and will consist of a minimum of 22 members per flight.

5.3. The volunteer flight will be composed of those members who have completed their initial 12-month commitment and meet one of the following requirements:

5.3.1. Have the approval of their commander to serve as a trained, uniformed replacement for assigned personnel who are unable to fulfill their rotational commitment.

5.3.2. Have the approval of their commander to remain available to the Honor Guard on an “as-available” basis.

5.3.2.1. Members will be allowed to stay on the volunteer flight for an extended period of time, with the approval of their commander.

## 6. Procedures.

6.1. The commander of each participating unit will appoint the first sergeant to manage and coordinate recruitment and assignment of active duty members to the Honor Guard for the purpose of filling quota positions.

6.2. The first sergeant will select personnel who meet the following eligibility requirements:

6.2.1. Fit to perform Honor Guard duties (i.e, personnel without profiles limiting standing for long periods of time, heavy lifting, etc.) and not currently on a control roster or subject to Article 15 action under the UCMJ. Personnel having UIFs can be utilized with approval of the Tinker AFB Honor Guard Program Manager, with justification from the member's first sergeant.

6.2.2. Must present a positive, professional military appearance IAW the spirit of para 1.2.1.1 of AFI 36-2903, *Dress and Appearance of Air Force Personnel*. Fitness scores will not be utilized as the sole factor in determining if a member presents a professional military image.

6.2.3. Last EPR rating is no lower than "4" and last OPR must reflect "Meets Standards."

6.2.4. Do not have a shaving waiver or any visible body tattoos when wearing the short sleeve blue uniform shirt. Exceptions to this requirement may be approved by the Tinker AFB Honor Guard Program Manager on a case-by-case basis.

6.2.5. Have a valid state driver's license and a government travel card.

6.3. The 72 ABW/CCC, in consultation with the providing unit's command chief master sergeant or first sergeant, has the final authority to determine if members meet the eligibility requirements.

6.4. All 22 flight members are expected to report when their flight's "on call" rotation is scheduled. Members who are unable to fulfill any "on call" or "standby" rotation are encouraged to have a trained replacement identified prior to being released. Members will ensure their first sergeant is notified in a timely manner of their inability to fulfill their scheduled "on-call" or "standby" rotation(s).

6.4.1. Flight administrators (i.e., Tinker AFB Honor Guard Office Staff) will be the primary liaison with the Tinker AFB Honor Guard Program Manager and will schedule their assigned flight members to cover valid taskings.

6.4.2. Members are encouraged to schedule leave, unit appointments and/or personal obligations around their "on call" and "standby" rotations and should notify a member of the Tinker AFB Honor Guard Office Staff of any absences/appointments that occur during these rotations.

6.4.3. First sergeants will provide trained, uniformed replacements for members who are unable to serve due to emergencies, TDYs and/or deployments for a time period of six (6) months or more.

6.4.4. Replacement members must be identified, trained and assigned to flights before current members are released from the initial 12-month commitment.

6.5. Members permanently leaving the Honor Guard program are required to promptly return all issued ceremonial uniform items and parking decal(s) before they are removed from the team roster.

6.6. Commanders of participating units identified in paragraph 3 will notify their staff on the guidelines of this document.

## 7. Recognition.

7.1. After having served honorably during their initial 12-month commitment and with the approval of their squadron commander (or higher), members may be eligible for the Air Force Achievement Medal (AFAM) or the Air Force Commendation Medal (AFCM). All members must be in good standing with the Honor Guard and must have maintained the highest level of military standards and discipline. Individuals will be recommended on a case-by-case basis by the Tinker AFB Honor Guard Program Manager.

7.2. When a member's Honor Guard service warrants AFAM or AFCM recommendation, the Tinker AFB Honor Guard Program Manager will request the following documents from the member or member's first sergeant: a Décor 6 signed by the member's squadron commander (or higher), copies of the member's EPRs or OPRs (that fall within the award time period) and a copy of the member's official physical fitness evaluation.

7.3. Members also compete for the following quarterly and annual awards: Airman Ceremonial Guardsman, Noncommissioned Officer Ceremonial Guardsman and Officer Ceremonial Guardsman (if applicable). These awards are included in the Team Tinker Quarterly and Annual Awards. Award categories are subject to change as program requirements change.

7.3.1. When requested by the Tinker AFB Honor Guard Program Manager, flight administrators are responsible for submitting their respective flight members for the quarterly and annual awards mentioned in paragraph 7.3.

7.3.2. Award submissions will follow a 13-line format and be submitted on an AF Form 1206.

## 8. Military Funeral Honors and Color Guard Support Information

8.1. Per AFI 34-242, "Providing military funeral honors requests is the primary mission of the base honor guard program. Base honor guards will support protocol and ceremonial functions for military and civilians, time and resources permitting."

8.2. Military funeral honors requests take priority over all color guard requests. Support of color guard requests is possible if time and resources allow. The Tinker AFB Honor Guard Program Manager or Assistant Program Manager has the final authority in determining whether or not scheduled color guard requests will be supported and will do so on a case-by-case basis.

8.3. Color guard requests must be received at least seven (7) days prior to the date of each function. Requests are prioritized according to the list below and must fit into one of the categories listed below to be considered for color guard support:

- Center, wing, group and squadron changes of command
- Military retirement ceremonies (priority will be assigned by the rank or grade of the retiree of those requests meeting the seven (7) day lead-time requirement. Requests received with less than the seven (7) day lead time will lose the retiree rank or grade priority.)
- Team Tinker, center, wing and group-level formal affairs (i.e., those requiring the wear of the mess dress or semi-formal uniform or formal civilian attire)
- POW/MIA Breakfast

Exceptions to any portion of this policy will be forwarded to the 72 FSS/CL for consideration.

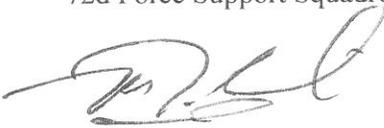
9. **Implementation.** The provisions contained in this MOA are effective when signed by the respective approving authorities until 1 Oct 10, and are subject to review thereafter.

9.1. Unit quotas will be reviewed annually beginning 1 Oct 10.

10. **Approvals.**

  
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