



**EGLIN AIR FORCE BASE**

*Mortuary  
Affairs*

**BENEFITS HANDBOOK**  
**ACTIVE DUTY**

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## • *Important Numbers*

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Eglin Mortuary Office	882-8084
Eglin Mortuary Tech	883-3899
Eglin Honor Guard	882-8084/2156
HQ Air Force Casualty	24 hrs 1-800-531-5501
Eglin Hospital Patient Admission & Disposition	883-8251/8252
Air Force Aid Society	882-9060
Chapel	882-2111
Clothing Sales	(850)678-4273
Casualty Assistance	882-4028
Transportation Management Office (TMO)	882-8331
Law Center	882-4612
Armed Force Path Lab	(202)782-2424
Finance Office	882-0095
VA Benefits (Shalimar)	(850)651-7258

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## • *Key Personnel and Responsibilities*

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### • *Installation Mortuary Officer:*

The Installation Mortuary Officer is appointed by the Eglin Air Force Base Installation Commander to manage the mortuary program. The Installation Mortuary Officer is responsible for briefing the **person authorized direct disposition (PADD)** on mortuary benefits extended by the Air Force for deceased active duty members. The Installation Mortuary Officer directs both the summary-courts officer briefing and assistance for the PADD with funeral arrangements.

### • *Mortuary Affairs Tech:*

The Mortuary Affairs Tech is appointed to administer the Mortuary Affairs program. This individual will maintain contact and assist you in completing all arrangements, scheduling military honors and scheduling travel arrangements, if needed. The Mortuary Affairs Tech is tasked with working with your funeral director to organize and schedule all elements of your funeral plans. Therefore, the Mortuary Affairs Tech should be your first contact for any questions or assistance you may need.

### • *Summary-Courts Officer (SCO):*

An officer assigned by the Eglin 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.

### • *Family Assistance Rep:*

A volunteer appointed by the commander and works to provide assistance to families. The FAR's only duty is to assist your family during this tragic time. You can expect daily or frequent contact until the accident investigation is complete or unless you wish otherwise. They are there to assist you in obtaining the information you need. With the family's agreement, the FAR would be present at all meetings and briefings where benefits-related information is provided. The FAR will help gather and track information, attend meetings, and be your liaison with all agencies. They will stand by you and your family in the days and weeks following the death of your loved one.

- ***Escort:***

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 Tech know as soon as possible so travel arrangements can be made.

- ***Honor Guard:***

The 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.

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- ***Mortuary Benefits***

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To begin making funeral arrangements, you must know what entitlements are available from the Air Force. Should you allow the Air Force to arrange your funeral arrangements, the Air Force pays for the following items:

- ***Primary Care:***

1. Complete preparation (embalming) of the deceased.
2. Dressing of the deceased in the blue service uniform (or other clothing provided by the PADD).
3. Cosmetizing. To ensure cosmetizing is done correctly, we will need a picture of the deceased.
4. Casketing the deceased in one of the following caskets selected by you:
  - a. An 18-gauge metal sealer casket with a silver to gray 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.
5. A cremation urn will also be provided, if warranted:
  - 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.

6. Flag cases are provided to the PADD.

7. Military honors will be provided at the memorial or funeral service at your request.

8. A military chaplain of your denomination preference may be provided for the funeral services.

• ***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 NCO for guidance. Below is a list of some of the commonly reimbursed secondary expenses, however, this list is not all inclusive. During the PADD brief, the Mortuary Affairs team will provide a list of immeasurable secondary expenses.

1. Burial vault or grave-liner
2. Flowers
3. Obituary Notices
4. Professional Services from a Funeral Director
5. Use of Funeral Director's equipment or facilities
6. Limousines
7. Floral delivery vehicle
8. Funeral (police) escort
9. Clergy's Honorarium
10. Music
11. Vocalist
12. Organist

### • ***Headstones and Markers:***

The Department of Veterans Affairs (VA) <<http://www.va.gov>> furnishes upon request, at no charge to the applicant, a Government headstone or marker for the grave of any deceased eligible veteran in any cemetery around the world. For all deaths occurring before September 11, 2001, the VA may provide a headstone or marker only for graves that are not marked with a private headstone. Spouses and dependents buried in a private cemetery are not eligible for a Government-provided headstone or marker. Flat markers in granite, marble, and bronze, and upright headstones in granite and marble are available. The style chosen must be consistent with existing monuments at the place of burial. Niche markers are also available to mark columbaria used for interment of cremated remains. If more than 75 days have passed since submitting your application, you may want to contact the cemetery, funeral home, or other party responsible for accepting delivery of the headstone or marker, to see if they have received it. If they have not received it, you may call the Applicant Assistance Unit between the hours of 8:00 a.m. and 5:00 p.m. (ET), Monday through Friday, at 1(800)697-6947.

### • ***Transportation:***

1. The Air Force can make all arrangements to transport the deceased to their home of record. If you have another location in mind, the Air Force will pay transportation expenses up to the amount it would have cost to transport the deceased back to their final resting place.

2. The Air Force can make flight arrangements for the PADD to the location of the funeral service. The Air Force will pay those flight costs. At the funeral location, the Air Force will reimburse rental car costs up to four days, if required.

3. The Air Force will make all reservations for the escort to accompany the deceased to the interment location.

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