

(Unclassified)

## INFORMATION PAPER

HRC-PLM-I  
17 September 2015

SUBJECT: The Army Reserve Military Funeral Honors Program

1. Purpose. Provide information on the use of Individual Mobilization Augmentee (IMA) Program Soldiers in the United States Army Reserve (USAR) Military Funeral Honors (MFH) Program.

2. Points or Facts.

a. The USAR MFH program renders professional military funeral honors, in accordance with Department of Defense (DOD) Directive 1300.15, to all eligible veterans when requested by an authorized family member.

b. By law, military funerals are supported with a minimum of two Soldiers who render taps, fold, and present the American flag to the Next of Kin (NOK). To supplement limited military resourcing, USAR (Troop Program Unit), IMA (not general officers), military Retirees, and Veteran Service Organizations (VSOs) are often used to supplement these Soldiers.

c. Soldiers who die while on active duty, Medal of Honor Recipients and General Officers are supported with a minimum of nine Soldiers who provide pall bearing, a firing party, sounding of taps, and folding and presentation of the American flag to the NOK. USAR TPU, IMA, Retirees and VSOs are used to supplement these Soldiers.

d. Payment for MFH (per day) will not exceed the amount equal to 1/30th of monthly pay. This includes the performance of multiple MFHs in a single day. For issuance of pay, the IMA Soldier completes a DA Form 1380 (include SSAN in section 5) within 72 hours of the duty performed and send to HRC Reserve Pay. An AHRC Form 3, Appointment/Termination Record-Authorized Signature, must be on file with HRC Reserve Pay for those individuals authorized to sign the DA FM 1380. This form is located on the HRC web site ([www.hrc.army.mil](http://www.hrc.army.mil) >Career> Assignment> IMA Program>Commonly Used Forms). HRC Reserve Pay contact information is email, [usarmy.knox.hrc.mbx.q8-reserve-pay@mail.mil](mailto:usarmy.knox.hrc.mbx.q8-reserve-pay@mail.mil) or FAX (502) 613-4547. For phone inquiries; commercial (502) 613-4405 or DSN 983-4405.

e. IMA Soldiers will coordinate with the appropriate USAR Regional Support Command (RSC) in their area to align participation with a MFH team. Soldiers will not be paid for a MFH that has not been directed by the area Casualty Assistance Center. Contact MSG Jose A. Diaz Gonzalez, 910 570-8840, USAR MFH Noncommissioned Officer in Charge, for a list of RSC MFH coordinators; phone (910) 570-8840/8733, BB (910) 431-4272, email; [usarmy.usarc.usarc-hq.mbx.casualty-army-reserve-usarc@mail.mil](mailto:usarmy.usarc.usarc-hq.mbx.casualty-army-reserve-usarc@mail.mil) . Secondary POC, Mr. Jose Mojica, (910) 570-9036, BB (910) 813-7733.

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