

HOW TO REQUEST A FUNERAL FLYOVER

DOCUMENTATION FAMILY/REPRESENTATIVE WILL NEED*:

1. **Eligibility:** First make sure the deceased is eligible for a flyover: Those Eligible for Funeral Flyover (*per AFI 11-209*):
 - a. Active duty or currently serving Air Reserve Component (ARC) rated officers (pilots, navigators, air battle managers, observers, and flight surgeons) and Career Enlisted Aviators (1AXXX enlisted crewmembers, i.e. flight engineers, loadmasters, boom operators, etc.). This category includes those taking courses of instruction leading to an aeronautical rating. Treat ARC members the same as active duty (eligible when death occurs whether on or off duty). This includes ARC members not on unit training assembly (UTA) or military orders.
 - b. Active duty or currently serving ARC non-rated officers, non-Career Enlisted Aviators, and Operations Support Flyers (as defined in AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, i.e. nurses, medical technicians, intelligence specialists, etc.) but only when death occurs in the line of duty while performing aviation duties.
 - c. Dignitaries of the Armed Forces and federal government. HQ USAF/A3O has the authority to designate Dignitaries of the Armed Forces; requests with full justification must be made through the MAJCOM staff to HQ AF/A3OO
 - d. Active duty or retired USAF 3-star and 4-star general officers, regardless of aeronautical rating
 - e. Active Duty or retired Chief Master Sergeants of the Air Force (CMSAF)
 - f. USAF members (active duty, retired or honorably separated) who have been awarded the Medal of Honor, Air Force Cross, Army Distinguished Service Cross, or Navy Cross
 - g. USAF aviators (active duty, retired or honorably separated) who have achieved at least one or more officially recognized aerial victories. The Air Force Historical Research Agency is the official source for aerial victories
 - h. USAF members (active duty, retired or honorably separated) who were Prisoners of War
2. **Exceptions to policy:** if you think that the service of the deceased justifies it and s/he doesn't fall into any of the eligibility categories, you can request an ETP.
3. **Documentation:** required to request the funeral flyover.
 - a. DD Form 214 (Certificate of Release or Discharge from Active Duty) of deceased (*Military Service Records Request* - <http://www.archives.gov/veterans/military-service-records/>)
 - b. Letter requesting funeral flyover from family, next of kin or representative,
 - c. Biography of individual's service (*Bio Example* - <http://www.arguard.org/MFH/docs/Link13a-FFBIO%20EXAMPLE.pdf>).
4. **Endorsement letters:** If deceased is a prior Arkansas National Guardsman, endorsement letters from the Adjutant General and the wing commander who's wing will be performing the flyover are necessary. This can usually be drafted based on the biography of the deceased. Please include any "exceptional action/recognition" that you feel goes to justifying the flyover.
 - a. Example of an endorsement letter:

SUBJECT: Funeral Flyover Request for *name, military position*

Name, formerly with the *military organization*, is highly deserving of the honor of a flyover for his funeral. During his long and distinguished career he never shrank from his duty. His record reflects someone who could be counted on. In 1941 and 1942, *name* flew 30 missions in spitfire fighter planes for the British Royal Air Force. In '43 & '44 with the US 8th Air Force he flew 77 missions as a P-47 pilot. April 23, 1944 he volunteered for a "Bastard" mission which meant pilots from all forces not just the US. It was a strafing run near Luxembourg as a prelude to the Normandy invasion 44 days later. He & two other pilots were shot down by 20-mm anti-aircraft fire and had to bail out of their planes.

Captured by Germans with his leg broken between the knee & ankle & no medical attention, the other nine pilots returned safely. After 11 months in a German POW camp he earned 4 medals, 2 Presidential Citations, a Purple Heart, POW Medal & the Distinguished Flying Cross. He is the 2nd Commander for the POW Club which includes & was founded by women. VA Claims Number ##### - Compensation ##### Life member *organization* - Life Member *organization*, Life Member *organization*. Date of Enlistment *date* - Place: *City, State, Country* - *Military branch* Rank *rank* - Ret Res- Ser Number ##### - DD214 - Military job: *Description/title*. Geographic Area of Service _____.

His loss will be greatly felt by the United States and the State of Arkansas after his distinguished service.

To perform a flyover for his funeral would be the highest tribute the Arkansas National Guard could provide, and has been well earned by *name*. His place of burial will be *day, date, location, time*, which is located _____ where a flyover will not be disruptive of the populace.

**Please note - for retirees, since there is not usually a mortuary affairs person involved, please contact the Arkansas National Guard Public Affairs Office at 501-212-5021 or ng.ar.ararng.mbx.daily-guard@mail.mil*