



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
111 SOUTH GEORGE MASON DRIVE  
ARLINGTON, VA 22204-1382

NGB-SFSS

28 APR 2008

MEMORANDUM FOR The Joint Force Headquarters G1 of all States, Puerto Rico, the US Virgin Islands, Guam, and The District of Columbia

SUBJECT: Right of First Refusal for Parent Service of Eligible Beneficiary

1. References:

- a. Department of Defense Instruction (DoDI) 1300.15, para 4.5, 22 Oct 07, Military Funeral Support (<http://www.dtic.mil/whs/directives/corres/pdf/130015p.pdf>).
- b. Army National Guard Administrative Honor Guard SOP, 21 Mar 08.
- c. Army Regulation 600-25 Salutes, Honors, and Visits of Courtesy.

2. Purpose: Provides guidance for Army National Guard's participation in the Department of Defense (DoD) plan for providing appropriate Military Funeral Honors (MFH) for veterans.

3. Definition: Right of first refusal is a provision stating that a specified party must be given an opportunity, before any others, to either accept or reject an offer.

4. Army National Guard (ARNG) Policy:

- a. The ARNG will participate in providing MFH in accordance with DoD and NGB policy. State MFH coordinators will allow parent Service right of first refusal to provide MFH for the eligible beneficiary.
- b. State MFH coordinators contacted directly by NOK will make every attempt to facilitate request through parent Service. Per DoDI 1300.15, the eligible beneficiary's parent Service shall assume full responsibility for the entire MFH process from initial contact to final report of completion.
- c. State MFH coordinators will manage the request from funeral directors and parent Services as appropriate. State MFH coordinators will provide parent Service contact information to funeral directors. Information for the parent Service of the eligible beneficiary can be found at [http://www.militaryfuneralhonors.osd.mil/hnrs/owa/director.show\\_select](http://www.militaryfuneralhonors.osd.mil/hnrs/owa/director.show_select).

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d. State MFH coordinators who are notified by the funeral director or parent Service that the MFH has been refused will document point of contact that denied MFH and will log in date time group of refusal on burial request form (Reference (b)). Upon refusal of MFH the State MFH coordinators will make all attempts possible to provide proper MFH for parent Service's eligible beneficiary.

5. The ARNG MFH point of contact is CPT Stephen M. Warren, DSN: 327-9765, 703-607-9765 or [stephen.warren4@us.army.mil](mailto:stephen.warren4@us.army.mil).

A handwritten signature in black ink, appearing to read "Erin M. Thede". The signature is fluid and cursive, with a large loop at the beginning and a long tail extending to the right.

ERIN M. THEDE  
Chief, Soldier Family Support  
and Services Division

CF:  
JFHQ-G3  
State Military Funeral Honor Coordinators