

ND Army National Guard Military Funeral Honors Program Information and Stipend Process

Program: The Authorized Partnership Provider Program (AP3) provides an opportunity for the North Dakota Army National Guard to maintain partnerships and compensate Veteran Service Organizations who augment the uniform members of a Military Funeral Honors detail for the Army, Army Reserve, Army National Guard and Army Air Corp/Army Air Force funerals.

Funeral Honor Teams: There are generally two types of Funeral Honors rendered by the North Dakota Army National Guard Military Funeral Honors section: Veteran Honors (Two-Person Detail) and a Full Honors (Nine-Person Detail). Two Uniform members are required for both the details. By regulation the Veteran Honors detail is required to provide the flag fold and presentation of the flag to the next of kin as well as the playing of TAPS. The Full Honors detail is required to provide pall bearers, rifle volley, flag fold and presentation and playing of TAPS. Members of the Veteran Service Organizations may provide 7 of the 9 personnel for the Full Honors Detail. Typically the North Dakota Army National Guard Military Funeral Honors section provides uniformed members to cover all the required elements of the Veteran and Full Honors. Veteran Service Organizations are generally requested by the families or funeral homes to provide additional elements of honor which include a rifle volley for Veteran Honors and a Color Guard for Full Honors.

Eligibility: In the past the North Dakota Army National Guard has been able to pay a \$50 stipend for the additional elements of honor, however our regulations have changed over time and as of 1 April 2017 we are no longer authorized to provide a stipend for these additional elements of honor. Veteran Service Organizations are still welcome and encouraged to provide the additional elements of honor but the North Dakota Army National Guard cannot provide compensation. As of 1 October 2016 the North Dakota Army National Guard can no longer compensate Veteran Service Organizations who participate in Air Force, Marine, Navy or Coast Guard Funeral Honors.

There is another change to the Authorized Partnership Provider Program (AP3) which affects Veteran Service Organizations. As I mentioned above we can pay a \$50 stipend when the Veteran Service Organizations are requested by the North Dakota Army National Guard Military Funeral Honors for the playing of "Live" TAPS. The North Dakota Army National Guard can also pay a \$50 stipend per Veteran Service Organization members who are requested by the National Guard to perform the required elements of honor for Veteran and Full Honors.

As an example, if due to weather the North Dakota Army National Guard Military Funeral Honors section could not make it to a location to provide Veteran Honors and requested assistance from a Veteran Service Organization the Veteran Service Organization could receive up to \$150 in a stipend. This is because two members are required for the flag fold and presentation and there is always the option for a contracted bugler to play TAPS. As another example, if the North Dakota Army National Guard Military Funeral Honors section requested assistance from members of a Veteran Service Organization for Full Honors, the Veteran Service Organization could receive up to \$350 in a stipend. This is because the North Dakota Army National Guard is only required to provide two uniform members for Full Honors. The other seven members can come from a Veteran Service Organization.

Procedures: The North Dakota Army National Guard Military Funeral Honors section will contact the Veteran Service Organizations to officially request assistance with the required elements of honor. The Veterans Service Organization will then need to ensure they list the names of each of the members as an attachment to their Stipend request form.

The Authorized Partnership Provider Program requires Veteran Service Organizations have a Data Universal Numbering System number (DUNS#) and be registered with the System of Account Management (SAM.) Assistance in registering with SAM can be made by contacting the North Dakota Procurement Technical Assistance Center or PTAC. You will need to go to the PTAC website at <http://ndptac.org/> in order to register on that site. This is a requirement in order for the PTAC to assist you with your SAM registration. On the main PTAC page you will see a banner that states "Click here to register for PTAC services." This is a simple process and once you complete this please call one of the counselors listed below:

PTAC counselors for the state of ND are:

- Kathy Lindquist – Fargo, ND – 701-353-7050
- Dave Kleppe – Bismarck, ND – 701-328-5857

The ND PTAC representatives will assist you with the process of becoming updated in the SAM program.

Once you are current in the SAM system we will need you to follow the procedure below to request payment.

- Fill out and sign the payment request form (An example is attached)
- Send payment request form to:

North Dakota Army National Guard Military Funeral Honors
ATTN: Mr. Brad Heim (MFH State Coordinator)
PO BOX 5511
Bismarck, ND 58506

Payment: Upon the receipt of the required documents from the Veterans Service Organization the Program Manager will submit a request for payment to the North Dakota Army National Guard US Property and Fiscal office.

We want to extend our appreciation and gratitude to the Veteran Service Organizations for the continued support of ensuring all eligible veterans in North Dakota, regardless of service, receive the final honors they deserve. It is through these unending efforts that we have a strong working relationship which allows us the ability to provide jointly operated Military Funeral Honors.

If you have any questions on this process please call Mr. Brad Heim the ND Military Funeral Honors Coordinator at 701-333-3339 or email at bradley.l.heim.ctr@mail.mil

(Name and address of requesting organization)

Date: _____

SUBJECT: Request for \$50 Stipend Payment

FROM: _____ . (Name of person submitting request)

We are requesting a Stipend payment for _____ . (Name of deceased Veteran)

Branch of Service of deceased Veteran: _____ . (Army, Army Reserves, Army National Guard)

Honors were conducted on _____ . (Date Honors were conducted)

The bugler who performed "live" TAPS _____ . (Name of Bugler)

(Signature of person making request)

(Phone number of person making request)

Please send Signed form to:

North Dakota Army National Guard Military Funeral Honors

ATTN: Mr. Brad Heim (MFH State Coordinator)

PO Box 5511

Bismarck, ND 58506-5511