

WISCONSIN MILITARY FUNERAL HONORS PROGRAM

VETERANS SERVICE ORGANIZATION CERTIFICATION PROGRAM AUTHORIZED PROVIDER PARTNERSHIP PROGRAM (AP3)

TRAINING INFORMATION/CRITERIA

Purpose of the AP3 Training:

- ❑ Recognize a Veterans Service Organization (VSO) and/or individuals who meet the minimum required standards to be considered for federal and/or state reimbursement for providing military funeral honors.
- ❑ Educate VSOs as to what the Wisconsin Military Funeral Honors Program is and what assistance it can offer. Provide an MFH information packet to each VSO in attendance.
- ❑ Provide hands-on funeral honors training to VSOs and their members in order to help improve the quality of honors that are being conducted for veterans and their families.
- ❑ After completion of training provide a Department of Defense Certificate of Appreciation and Lapel Pin to each VSO and funeral honor team members.

Length of Training: Depending on the number of VSOs in attendance, training time is normally 2 hours.

Location of Training: Site is selected by the VSO. Training can be at a VSO location, high school, community center, etc. There must be enough room to accommodate the members in attendance and to practice flag folding and rifle detail training.

Dates of Training: Day, evening or weekend. Depends on the location, dates and availability of MFH and military instructors.

Group Training Sessions: Request VSOs coordinate with each other to have as many posts and members at the scheduled training event. Depending on the location, date and the number of personnel, we can accommodate up to 15 posts, 100 personnel at one-training session. Select only 1 individual to coordinate with the MFH Program for a particular training event.

What VSO/Members Must Bring to the Training: Each VSO/member must be in the uniform that they wear when conducting honors, bring the VSO practice flag, bring enough rifles for members who attend and are part of an honors team. (Note: Depending on the number of VSOs attending the training, the host VSO may be able to provide the rifles needed for the training.) Coordinate these details with the MFH Program.

Personnel Roster: A list of members of the honors teams for each VSO must be sent or faxed to the MFH Program in Madison at least ten days prior to the training event in order to present the AP3 certificates and lapel pins immediately after the training. VSO commanders of those

personnel who cannot attend the scheduled training can present the AP3 certificate and lapel pin after those members receive the appropriate training from each individual organization. Other coordination can be made as required.

Training Aids Available from the MFH Program: Depending on availability and if coordinated prior to the training event, VSOs can request the following: ammunition, M1 clips, CD – Taps, practice burial flag and AP3 training tape (Department of Defense tape on military and VSO conducting honors for a veteran).

Training Criteria/Standards that are to be considered:

- ❑ Are individuals/members dressed alike in an appropriate uniform or similar in appearance? Does their attire and appearance meet appropriate standards for participating in honors?
- ❑ Do VSO members render “salutes” as the veterans’ remains arrive at the gravesite, firing of weapons, Taps, flag folding and as the flag and next of kin depart the gravesite?
- ❑ Does the VSO provide the sounding of Taps either with a bugler or a high quality recording? Is the sound system placed at an appropriate location, of high quality, projecting enough volume and not detracting from the service?
- ❑ Does the VSO firing detail have weapons in good working order; call firing commands clearly and consist of a minimum of three representatives?
- ❑ Do VSO flag folders ensure that upon completion of folding a flag there is no red material showing, the canvas edge is properly tucked and the flag is presentable?
- ❑ Did the VSO plan for time at the honors site for practice, placement and coordination with other groups providing honors?
- ❑ Did the VSO pick-up the brass in order to present to the family or for disposal purposes?
- ❑ Has the VSO been informed that in order to receive State reimbursement that each group must be certified under this program. To receive any future federal reimbursement, the military must also participate in the honors being provided. (State reimbursement does not require military or MFH participation for a VSO to be reimbursed.)
- ❑ If the VSO has the minimum number of members present at the training session and based on observation of the categories listed above meets the appropriate standards then certify on the AP3 Checklist. On the checklist if the VSO does not meet the standards then make appropriate comments.

To schedule and coordinate training contact the Military Funeral Honors Program at 1-877-944-6667 or the department at 1-800-947-8387 and ask for Ken Grant.