

# MILITARY FUNERAL REQUEST FORM

## JOINT BASE ANDREWS HONOR GUARD

**PLEASE READ:** Complete entire form (PRINT/TYPE LEGIBLY) and forward DD214 or other proof of the deceased veteran's military service to the fax number or via email. **NOTE:** It is important that you follow-up with a phone call to ensure receipt of your fax or email.

**OFFICE PHONE:** (301) 981-7892

**AFTER HOURS PHONE:** 1(202) 706-8237

**FAX:** (301) 981-7065

**EMAIL:** 316FSS.JBA.HonorGuard@us.af.mil

### FUNERAL HOME/REQUESTOR INFORMATION

SUBMITTED DATE:	FUNERAL HOME NAME:	POINT OF CONTACT:
ADDRESS:		PHONE:
EMAIL:		

### VETERAN INFORMATION

NAME OF DECEASED:		SSN:
RANK:	DATE OF BIRTH:	DATE OF DEATH:
BRANCH OF SERVICE:	DATE OF ENTRY:	DATE OF SEPARATION:

### MILITARY STATUS

ACTIVE DUTY     
  RETIRED     
  GUARD/RESERVE     
  VETERAN

### TYPE OF FUNERAL

CASKET SERVICE     
  CREMATION SERVICE     
  MEMORIAL SERVICE     
  VAULT LID SERVICE

WILL THERE BE ANY OTHER HONOR GUARD PRESENT? (I.E VFW, Fire Dept., and Police):  YES  NO IF YES, WHOM?

**NOTE: PLEASE ATTACH DISCHARGE/RETIREMENT PAPERS/PROOF OF MILITARY SERVICE**

### NEXT OF KIN INFORMATION

NAME OF NEXT OF KIN:	RELATIONSHIP:	PHONE NUMBER:
ADDRESS:		

### INTERMENT INFORMATION

DATE OF SERVICE:	TIME REQUESTING HONORS:
PLACE OF SERVICE:	
ADDRESS:	COUNTY:
POINT OF CONTACT ON THE DAY OF SERVICE:	PHONE NUMBER:

**REMARKS:**

**Please Note:**

- Honor guard will arrive at graveside one hour prior to the service.
- If no physical address, please attach directions from ANDREWS AFB 20762
- A Veteran funeral consist of two honor guard members performing a flag fold, the playing of TAPS, and presentation of the flag to the next of kin.
- A Retiree (20+ years of service) funeral consist of seven honor guard members providing pallbearers (to the final resting place), flag fold, firing party, TAPS, and presentation of the flag to the next of kin (manning permitting).

### FOR INTERNAL USE ONLY

REVIEWED WITH:	DATE:
ASSIGNMENT:	