

# MILITARY FUNERAL HONORS REQUEST FORM

## Joint Base Andrews Honor Guard

PLEASE READ: Complete entire form (PRINT/TYPE LEGIBLY) and forward the DD214, or other proof of honorable military service to the email listed below.

OFFICE PHONE: (301) 981-7892

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

AFTER HOURS: (202) 706-8237

**NOTE: It is important that you follow-up with a phone call to ensure receipt of your email.**

### FUNERAL HOME/REQUESTOR INFORMATION

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

### VETERAN INFORMATION

NAME OF DECEASED:	SSN:	
RANK: Select...	DATE OF BIRTH:	DATE OF DEATH:
BRANCH OF SERVICE: Select...	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/STATE:
POINT OF CONTACT ON THE DAY OF SERVICE:	PHONE NUMBER:

REMARKS:

#### Please Note:

- Base Honor Guard will arrive at graveside one hour prior to the service.
- If there is no physical address, please attach directions from ANDREWS, AFB 20762.
- A Veteran funeral consists of two Guardsmen 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 consists of seven Guardsmen as pallbearers (to the final resting place), a flag fold, firing party, the playing of Taps, and presentation of the flag to the Next of Kin (manning permitted).

### FOR INTERNAL USE ONLY

REVIEWED WITH:	DATE:
ASSIGNMENT:	