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 email below. **PLEASE ALLOW UP TO 24 HOURS FOR THE HONOR GUARD TO CALL YOU BACK.**

OFFICE PHONE: (301)-981-7892 ***AFTER HOURS PHONE: (202) 706-8237*** ***EMAIL: 316FSS.JBA.HonorGuard@us.af.mil***

Office Hours: 8am to 4pm MONDAY-SUNDAY

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: Air Force	DATE OF ENTRY:	DATE OF SEPERATION:

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 PRSENT (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 SERIVCE:	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 is available, 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 the kin.**
  - **A Retiree (20+ years of service) 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 the kin. (Manning permitting)**

FOR INTERNAL USE ONLY

REVIEWED WITH: ***DATE***

ASSIGMENT: