

McChord Base Honor Guard



Funeral Honors Worksheet

Scheduling: (253) 982-2700 Fax: (253) 982-9209
NCOIC: (253) 982-3775

Attention Funeral Home Personnel:

Please clearly **print/type** the requested information so we may expediently verify eligibility & schedule military honors.

Funeral Home Requesting Honors: _____
Point of Contact at Funeral Home: _____
Funeral Home Phone Number: _____
Funeral Home Address _____
City: _____ State: _____ Zip Code: _____

Deceased's Information:

Name (Last/First/MI): _____
Social Security Number: _____
Rank: _____ Date of Birth: _____ Date of Death: _____
Military Status (i.e. Veteran, Retired, Active): _____ (see ** NOTE below)
➤ Have military honors ever been received? _____ Yes _____ No

Next of Kin Information:

Name: _____ Relationship: _____
Full Address: _____ Phone #: _____
Name of Person to Receive Flag: _____

Service Information:

Date: _____ Time: _____ AM/PM Day of Week: _____
Type of Service (Funeral, Graveside, Memorial): _____
Casket, Cremated Remains, or No Remains Present: _____
Name of Cemetery or Memorial Location: _____
Address of Location: _____
City: _____ State: _____ Zip Code: _____

**** NOTE:** IAW, AFI, 34-242, Honor guard will schedule the required # of personnel below, based on eligibility:
Veteran's honors (served but did not retire): minimum of 2 personnel (flag fold, present to the NOK & TAPS)
Retiree (standard) honors: 7 personnel (pall bearers, firing party, flag fold, present to the NOK & TAPS)
Full honors (Active duty and Medal of honor recipients): 20 personnel (colors team, pall bearers, firing party, flag fold, present to the NOK & TAPS)

UPON COMPLETION:

FAX THIS **WORKSHEET AND A COPY OF THE DECEDENTS "DD FORM 214, NOTICE OF SEPARATION"**
TO (253) 982-9209.

WE WILL CONTACT SENDER TO CONFIRM RECEIPT.

Thank You cards

If the family would like to send a thank you card to the Honor Guard, please send it to:

McChord AFB Honor Guard

100 Col Joe Jackson Blvd, Suite 1022
McChord AFB, WA 98438

253-982-2700
FAX 253-982-9209