

Department of the Army
Headquarters, U.S. Army Garrison
462 Hamilton Road, Suite 120
Fort Sill, Oklahoma 73503
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Fort Sill Supplement 1 to 600-25

Personnel-General
Salutes, Honors, and Visits of Courtesy

Summary. This supplement provides current guidance of action and duties peculiar to salutes, honors, and visits of courtesy on Fort Sill, Oklahoma.

Applicability. This supplement pertains to all Army organizations governed by Fort Sill.

Supplementation. Further supplementation by subordinate commanders is prohibited unless specifically approved by Headquarters USAG, Fort Sill.

Suggested Improvements. The proponent of this regulation is the Directorate of Human Resources (DHR) Military Personnel Division (MPD). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to DHR, MPD.

Distribution. This publication is available solely through the DHR, ASD Homepage at http://sill-www.army.mil/dhr/Admin_Svcs_Div/Index.html.

*This supplement supersedes USAFACFS Supplement 1 to AR 600-25, Salutes, Honors, and Visits of Courtesy, 15 August 2007.

AR 600-25, 24 October 2004, is supplemented as follows:

Page 12, paragraph 6-10, Military funerals. Add the following sentence to the end of the paragraph:

The Fort Sill Casualty Assistance Center (CAC) area of responsibility for military funeral support as prescribed by AR 600-8-1 includes the two state areas of Oklahoma and Arkansas.

Page 12, paragraph 6-12, Draping of flags. Add subparagraphs "a" and "b" as describe below:

a. AR 840-10, paragraph 2-3a(5) authorizes the internment flag for deceased military personnel and for deceased veterans. Upon application to the nearest postmaster, the Veterans Administration will provide flags for deceased veterans.

b. The funeral director will provide the flag for the military funeral. The funeral director or clergy can obtain a flag by completing VA Form 21-2008, and presenting this form along with a copy of the deceased Soldier's DD Form 214 to any Class "A" Post Office. Fort Sill is not responsible for providing an internment flag.

Page 12, paragraph 6-13, Funeral escorts. Add subparagraph "g":

g. Coordinate requests for funeral escorts with the Directorate of Plans, Training, Mobilization, and Security (DPTMS). Funeral caisson and/or caparisoned horse support is normally limited to funerals held on Fort Sill for General Officers and Congressional Medal of Honor recipients.

Page 12, paragraph 6-15, Policy. Add subparagraph "a" subset (1) and (2):

(1) Fort Sill policy for Military Funeral Honors for Army Active Duty and Medal of Honor recipients is a minimum of 16 personnel:

- (a) Officer in Charge (OIC)
- (b) Noncommissioned Officer in Charge (NCOIC)
- (c) Pallbearers (7) includes a NCOIC
- (d) Firing Party (6) includes a NCOIC
- (e) Bugler
- (f) Chaplain (if requested by family)

(2) Fort Sill policy for Military Funeral Honors for Army Retiree's is a minimum of 9 personnel if resources permit:

- (a) OIC and/or NCOIC
- (b) Pallbearers/Firing party (7) includes a NCOIC
- (c) Bugler (or Soldier with "Digital Bugle" recording of "Taps" if Bugler is not available)
- (d) Chaplain (if requested, and available)

Page 13, paragraph 6-15, Policy - continued. Insert the following sentence to subparagraph b after the first sentence:

One Soldier on the Service Representative team will be the NCOIC or OIC.

Add the following to the end of subparagraph “c”:

For funeral support within 50 miles of Lawton/Fort Sill, the OIC/NCOIC of the Military Funeral Honors team will be of equal or higher rank to the deceased. A Staff Sergeant or higher will serve for all other grades and distances. The Casualty Assistance Center (CAC) coordinates all arrangements for Military Honors Teams, to include transportation, lodging, Chaplain, and Bugler support.

Page 13, paragraph 6-16, Service responsibility for burial honors. Add subparagraph “c”:

c. The CAC has overall responsibility for coordination of military funeral support within Oklahoma and Arkansas:

(1) The Fort Sill MPD and/or CAC Chief, will do a fair share breakout to brigade sized installation units for funeral honors support on a quarterly basis. Commanders of the tasked subordinate units are responsible for providing trained personnel to perform funeral honors. The MPD or CAC Chief will conduct a quarterly coordination meeting with the Brigade Command Sergeants Major (CSM) or their designated representatives, of 75th and 214th Fires Brigades, 428th and 434th FA Brigades, and 6th and 31ST ADA Brigades. Required funeral honors support is a minimum of 16 Full Honors (9-person) teams, and 17 Service Representative (2-person) teams, allocated among the Brigades. Below is an example of a fair share breakout for a quarter.

Unit	Total Assigned		Assigned Not Deployed		% of Mission	FH(9)	SR(2)
	E1-E5	E6-E8	E1-E5	E6-E8			
6th ADA BDE	176	389	176	389	8.16%	1	1
31st ADA BDE	771	147	695	136	12.00%	2	2
75th FiB	1486	667	1419	393	26.17%	4	4
214th FiB	1543	443	1474	423	27.40%	4	5
428th FA BDE	530	608	529	605	16.38%	3	3
434th FA BDE	240	682	240	682	9.89%	2	2

(2) Units may request training for Military Funeral Honor Teams by contacting the CAC Trainer at 580-442-2091.

(3) Each Brigade sized unit will sign for a practice Flag, Coffin, Cremation Urn, and Church “Truck” to conduct team training.

(4) The basic uniform for Military Honors Teams is the seasonal Army green uniform, with blouse, low quarter shoes, and beret.

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(a) When colors are included in the funeral detail, the color bearers and color guards will wear the uniform specified above. Color bearers will wear OD flag harnesses and color guards will carry M-16 rifles with black slings.

(b) In case of inclement weather, the use of black overcoats will be at the discretion of the OIC/NCOIC. The Team OIC/NCOIC is responsible for coordination with all personnel (i.e. bugler, chaplain) on uniform requirements.

(c) Fort Sill authorizes dry cleaning military uniforms at government expense in support of military funerals through the installation laundry services. The CAC must authorize any requested exceptions.

(5) On receipt of a valid funeral honors request, the CAC will:

(a) Notify the Directorate of Public Works for on post burial.

(b) Assign the funeral to a unit; notify the assigned unit Staff Duty NCO of the pending funeral and provide the necessary case information including the time that the OIC/NCOIC is to report to the CAC for the team briefing.

(c) Coordinate with the Post Chaplain for chaplain support or the on-call duty Chaplain after normal duty hours.

(d) Determine requirement for the bugler support; contact the 77th Army Band to request a bugler if the family requests it and support is authorized IAW Fort Sill policy.

(e) Coordinate with the Directorate of Emergency Services Operations Branch for a Military or DA civilian police escort of the funeral procession if services or burial are on Fort Sill.

(6) Assigned Funeral Team Request Procedures:

(a) The CAC notifies the tasked brigade with the name of the deceased, date of funeral, equipment pick-up/briefing date, and type of funeral honors.

(b) Team OIC/NCOIC reports to the CAC with the Funeral Honors Request sheet, from the unit Battalion S3 at the designated time to sign for the funeral packet, or reschedules the time with the CAC.

(c) If the OIC/NCOIC or a funeral team member cannot sign for the funeral packet, then the battery commander, first sergeant, platoon leader, or platoon sergeant will do so; the individual signing for the funeral packet is responsible for all items.

(d) Return all items signed out from the CAC on the day of return to Fort Sill or, if returning after close of business, at 0830 the following day; if during the weekend or holidays, contact the on call funeral clerk for times.

Page 14, paragraph 6-21, Burial honors (minimum requirement). Add the following sentence to the end of the paragraph.

The CAC must have a minimum of one duty day's notice of a funeral request during normal duty hours, and 24 hours advance notice from actual receipt of the request by CAC staff during weekends and holidays. The CAC honors requests with less than the minimum required notice if it is logistically possible, if not the CAC contacts the requestor to explain the insufficient notice.

Add the following sentence to the end of subparagraph "a":

See paragraph 6-15a subset (1) as added by this supplement for Fort Sill minimum support for active duty and Medal of Honor recipients.

Add the following sentence to the end of subparagraph "b":

See paragraph 6-15a subset (2) as added by this supplement for Fort Sill support for Army retirees, as resources permit.

Page 19, Appendix B, Table B-1, National Flag at Half Staff. Add the following section to the Period column of the Table for the death of:

Death of

Army officer on active duty or retired list not covered above and active enlisted personnel.
and

Warrant officer, Cadets of the United States Military Academy or enlisted personnel inactive or retired.

Period

The CAC will coordinate with the IOC and the Fort Sill Museum to lower the installation and Post Quadrangle flags to half mast 30 minutes prior to a funeral service on Fort Sill, until 30 minutes after the service is complete.

IMWE-SIL-HRM



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Resources

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