

REQUIREMENTS FOR MILITARY FUNERAL HONORS

HQ, USAFACFS, ATZR-TPO, 442-2404/4783		Date and Time Received
1. Requester	Position	Phone#
2. Name of Deceased		Place of Death
AD <input type="checkbox"/>	Ret <input type="checkbox"/>	Vet <input type="checkbox"/>
Honorable Discharge Date		Rank
SSN		Religious Faith
3. Next of Kin		Relationship to Deceased
Address		Phone #
4. Honors Desired (check applicable honors)		
<input type="checkbox"/> Firing Party (OIC&NCOIC)	<input type="checkbox"/> Color Guard	<input type="checkbox"/> Chaplain
<input type="checkbox"/> Active/Honorary	<input type="checkbox"/> Band	<input type="checkbox"/> Chapel
<input type="checkbox"/> Bugler	<input type="checkbox"/> Escort Plt/Co	<input type="checkbox"/> Graveside
5. Funeral Services		
Place	Address	
Phone#	Date/Time	
6. Interment		
Place	Address	
Phone #	Date/Time	
7. Participating Funeral Director		
Name	Address	
Phone#	Honors to Report to	
8. Clergy (Civilian or Military)		
Civilian Name		Phone#
Address		
Military Name		Phone#
Address		
9. Coordination Affected		
HQ Providing Honors	Phone #	
Individual Contacted	Date/Time	
Agency Providing Transportation	Phone #	
Individual Contacted	Date/Time	
Band Supporting Funeral	Phone#	
Individual Contacted	Date/Time	
OIC/NCOIC will call DPTM Op for operational instructions NLT		
Give two copies of roster of participating personnel to the funeral director. Roster will not contain SSN of personnel.		
Submit four copies of roster of participating personnel IAW USAFACFS Suppl 1 to AR 600-25, to include name, SSN, and rank.		
Detail will comply with FM22-5, Drill and Ceremonies, chapter 10, section VII, USAFACFS Suppl 1 to AR 600-25, and special instructions as directed by DPTM operations.		

Uniform will be as prescribed by USAFACFS Suppl 1 to AR 600-25.
Pallbearers will fold the flag, OIC will present flag to appropriate person. Determination person who will receive flag prior to start of graveside service.
In the event of any delay of 10 minutes with transportation, call Transportation Motor Pool (442-6542) or enroute, notify DPTM Operations (or FOD during nonduty hours, weekends, and holidays at (580-442-2404/4302 and report this to DPTM operations.
10. On-Post Coordination

Chaplain Phone#	Date/Time	
P&SB Phone#	Date/Time	
Funeral Director Phone #	Date/Time	
Escort Instructions Phone #	Date/Time	
DPS Traffic Op Phone #	Date/Time	
11. After Action Report. After Action Report is mandatory. Submit it through channels to Cdr, USAFACFS, ATTN: ATZR-TPO, within 24 hours after the ceremony is completed. After Action Report should be narrative type and list events in chronological order to include any comments and/or statements made by the funeral director, survivor assistance officer, next of kin, and/or attending dignitaries.		
12. Transportation Coordination		
Destination	Date of Travel	
OIC (Name)	Unit	Phone#
# of Personnel	# of Meals M N E	Pickup Time
Bldg #	Cost Code (P)	LO# & Date
Travel Cost	Meal Cost	Total Cost
Reference #		
Privacy Act Information Authorization: AR 600-25 Purpose: To provide funeral services for military personnel Routine Use: Normal Office Use. To obtain current info to provide funeral details Disclosure: Voluntary, but failure to provide may delay services to be provided until authenticity can be verified by an alternate method.		