

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
FORT SILL, OKLAHOMA 73503

USAFACFS Supplement 1
to AR 600-25

1 March 2000

Personnel-General
SALUTES, HONORS, AND VISITS OF COURTESY

This supplement updates USAFACFS Honors and Funeral Support Policy to conform with most recent DOD/DA directives. It provides current guidance of action and duties peculiar to Fort Sill, Oklahoma. Issue of further supplements to this regulation by subordinate commanders is prohibited, unless specifically approved by HQ, USAFACFS.

AR 600-25, 16 May 1970 (with changes), is further supplemented as follows:

Appendix D. DUTIES PECULIAR TO FORT SILL, OKLAHOMA

Page 6-1, paragraph 6-2, ANNOUNCEMENT OF DEATH. Add the following to the end of the paragraph:

On receipt of notice of death from the Secretary of the Army or Acting Secretary of the Army, the Adjutant General will immediately prepare and distribute the order announcing the death. AG will provide this order to all directorates, special staff sections, major subordinate commands, and other tenant units on Fort Sill. If notice is received by the Field Officer of the Day (FOD) during nonduty hours, he/she will immediately notify the Casualty Assistance Office and DPTM Duty NCO who notifies DPTM Operations & Training (O&T) representative. DPTM O&T Division will notify Training Command to provide the salute battery for honors.

Page 6-1, paragraph 6-3, NOTICE OF DEATH OF PRESIDENT. EX-PRESIDENT, OR PRESIDENT-ELECT. After subparagraph a(1), add subparagraphs (a), (b), (c):

(a) Task Force 2d Bn, 2d FA will fire a gun salute every 1/2 hour beginning at reveille and ending at retreat. Position the 105mm howitzers as shown at figure 6-1 of this supplement. A commissioned officer and the crew for the firing howitzer and the standby howitzer will be present for each firing. Firing will be precisely on the hour and the 1/2 hour.

*This supplement supersedes USAFACFS Supplement 1 to AR 600-25, 25 Jul 97.

(b) Task Force 2d Bn, 2d FA will maintain sufficient ammunition on-post at all times, and will be capable of drawing ammunition within 4 hours after notification of death.

(c) FOD will notify the Post Flag Detail not to fire the 75mm gun at retreat.

Page 6-1, Paragraph 6-3, NOTICE OF DEATH OF PRESIDENT, EX-PRESIDENT OR PRESIDENT-ELECT. After subparagraph a(2), add subparagraphs (a), (b), and (c):

(a) Assemble all personnel present for duty within McNair Hall in front of McNair Hall, and the Adjutant General or his/her designated representative will read the notification of death.

(b) DCG-T will have the official notification of death read to all trainees, students, and personnel assigned to USAFAS. Do this in a dignified manner in classrooms or in training areas for students. Announcement to permanent party personnel will be either in offices or in area formations, as appropriate.

(c) Commanders at all levels will assemble all personnel and read the official notification of death. Read the order in the field for those troops engaged in field training.

Page 6-1, Paragraph 6-3, NOTICE OF DEATH OF PRESIDENT, EX-PRESIDENT, OR PRESIDENT-ELECT. After subparagraph b(2), add subparagraph (3):

(3) Firing 21-Minute Salutes and 50-Gun Salutes.

(a) DPTM O&T Division will notify appropriate commands and agencies of the date to fire salutes.

(b) The formation and positioning of the salute battery will be in accordance with figure 6-2 of this supplement.

(c) On the day of interment, fire the first round of the 21-minute gun salute at precisely 1200 and continue at 1-minute intervals until 21 rounds are fired. Personnel will not salute during firing.

(d) On the day of interment, fire the first round of a 50-gun salute immediately following the lowering of the flag at retreat and continue at 5-second intervals. Personnel will not salute during the firing.

(e) Directorate of Logistics will maintain 94 rounds of 105mm salute ammunition on-hand at all times for the President, for each living ex-President, and for the President-Elect.

(f) Directorate of Public Safety (DPS) will provide traffic control during firing of the 21-minute gun and 50-gun salutes.

Page 6-1, paragraph 6-4, NOTICE OF THE DEATH OF THE VICE PRESIDENT. After subparagraph c, add subparagraphs d, e, f, and g:

d. Task Force 2d Bn, 2d FA will fire a 19-minute gun salute at noon the day after notification of death unless it falls on a Sunday or Holiday, in which case render the honors on the following day. The formation and positioning of the salute battery will be in accordance with figure 6-2 of this supplement. DPTM O&T Div will notify appropriate commands and agencies.

e. On the day of interment, Task Force 2d Bn, 2d FA will fire a 19-minute gun salute starting at noon. The formation and position of the salute battery will be in accordance with figure 6-2 of this supplement.

f. Task Force 2d Bn, 2d FA will maintain sufficient ammunition on-post at all times, and will be capable of drawing ammunition within 4 hours after notification of death.

g. DPS will provide traffic control during the firing of the 19-minute gun salutes.

h. DOL will maintain 38 rounds of 105mm salute ammunition on-hand at all times for the Vice President.

Page 6-2, Paragraph 6-6, FUNERAL OF GENERAL OFFICER. Add subparagraphs d:

d. Task Force 2d Bn, 2d FA will fire a 1-minute gun salute at noon on the day after receipt of the order, and at noon the day of the funeral. Limit the salute to the number of rounds to which the officer was entitled (AR 600-25, table 2-1). The formation and position of the salute battery will be in accordance with figure 6-2 of this supplement.

Page 6-2, paragraph 6-10, MILITARY FUNERALS. Add subparagraphs a, b, and c:

a. Procedures for obtaining an interment flag. The funeral director or clergy can obtain a flag by taking a copy of DD Form 214 of the deceased soldier to any Class "A" Post Office. Fort Sill is not responsible for providing a flag.

b. Commander, IIIrd Armored Corps Artillery (III ACA), is responsible for providing trained personnel to perform funeral

honors. IIIId ACA will maintain at least twelve trained eight-person funeral honors details capable of executing full honors or service representative duties.

c. Uniform and equipment will be as prescribed by paragraph D-4, appendix D, of this supplement.

d. Instructions and purcedures for funeral team are prescribed in figure 6-3 of this appendix.

Page 6-2, paragraph 6-13, FUNERAL ESCORTS. Add the following sentence at the end of subparagraph a:

For funeral duties peculiar to Fort Sill, see appendix D to this supplement.

D-1. TYPE OF SUPPORT PROVIDED BY THE INSTALLATION.

a. Fort Sill Geographical Support Area. Fort Sill's area of responsibility for funeral support as prescribed by AR 600-8-1 includes the two-state area of Oklahoma and Arkansas.

b. Types of Funeral Support.

(1) Full funeral support.

(a) Officer in Charge or Noncommissioned Officer in Charge (See Note).

(b) Pallbearers/Firing party (6 total).

(c) Bugler (or soldier with recording of "Taps" if Bugler is not available).

(d) Chaplain (if requested, available, and authorized).

(2) Service Representative Team (a two soldier team).

Note: For funeral support in the Lawton/Fort Sill area, escort for officers, will be an officer of equal or higher grade; for a noncommissioned officer, by a noncommissioned officer of equal or higher grade; for all other grades by a sergeant.

c. Types of Funeral Support by Category.

(1) Army Active Duty or Army Congressional Medal of Honor Recipients. Fort Sill will provide a Funeral Honors Team per paragraph D-1b(1) anywhere in Oklahoma or Arkansas.

(2) Army Retiree. Fort Sill will provide a Funeral Honors Team per paragraph D-1b(1) anywhere in Oklahoma or Arkansas, if requested and as resources permit.

(3) Honorably Discharged Veterans.

(a) Fort Sill will provide a Service Representative Team anywhere in Oklahoma or Arkansas, if requested and as resources permit.

(b) When requested by the family and if resources permit, Fort Sill will provide a Funeral Honors Team per paragraph D-1b(1) within the Comanche County area.

D-2. SPECIAL ADDITIONAL SUPPORT PROVIDED. Limit funeral caisson and/or caparisoned horse support to funerals held on Fort Sill for General Officers and Congressional Medal of Honor recipients.

D-3. FUNERAL SUPPORT MISSION RESPONSIBILITIES.

a. Casualty Area Command (CAC) is overall responsible for funeral support within the Fort Sill Geographical Support Area and will--

(1) Receive requests during normal duty, nonduty, weekend, and holiday hours for military funeral support.

(a) Verify funeral requests.

(b) During normal duty hours, notify DPTM O&T Division telephonically of funeral requests for honorably discharged veterans, retirees, active duty soldiers, and medal of honor recipients and pass detailed information by electronic mail, fax, or telephone.

(c) During nonduty, weekend, or holiday hours, notify DPTM O&T Division representative telephonically or through beeper, and pass detailed information by electronic mail or telephone.

(d) If a funeral director or family desires additional support beyond that covered in paragraph D-1b (i.e., chapel, cemetery, etc.), CAC will refer them to the appropriate agency to coordinate support.

(2) Refer non-Army requests to the appropriate service through CAC channels.

(3) Not commit funeral support to the requester. DPTM O&T Division will confirm the funeral support to the requester.

b. Directorate of Plans, Training, and Mobilization will-

(1) Receive requests for funeral honors from CAC as described in paragraph D-3b.

(2) Contact the requester to commit funeral support and ensure all details of the funeral are correct. If cannot support a request for any reason, tactfully explain why we cannot support and recommend the requester contact a local organization (Veterans of Foreign Wars, American Legion, National Guard, Army Reserve, etc.).

(3) Notify IIIId ACA, G3 Tasking or Staff Duty NCO of the pending funeral and give the following information.

(a) Full name, rank, status, and branch of service of deceased.

(b) Time, date, city, and state of funeral and interment.

(c) The type of funeral support the deceased will receive.

(d) Time that the OIC/NCOIC is to report to DPTM O&T Division.

(4) Coordinate Chaplain support.

(a) Chaplain support is considered a part of full honors per paragraph D-1b(1).

(b) If a chaplain is requested and authorized, notify ICO and provide the following information.

1 Full name, rank, status, and branch of service of deceased.

2 Religious faith of deceased.

3 Next of kin's name, address, phone number, and relationship to deceased.

4 Civilian clergy name (if applicable).

5 Location and address of chapel service and interment site.

6 Point of contact, address, and phone number of funeral home.

(c) ICO will provide DPTM O&T Division with the name, rank, and telephone number of the chaplain who will officiate the funeral.

(d) During nonduty, weekend, and holiday hours. DPTM O&T Division will notify the Field Officer of the Day (FOD) of the chaplain requirement. The FOD will notify the on-duty chaplain.

(5) Determine requirement for the bugler support.

(a) Bugler support is provided for funerals in Lawton and on Fort Sill, unless the deceased is active duty or a Medal of Honor recipient in Oklahoma and Arkansas. Provide all other funerals a recording of "Taps."

(b) Contact the 77th Army Band to request a bugler and provide the following information.

1 Full name, rank, status, and branch of service of deceased.

2 Date, time, and address of interment site.

(6) Determine requirements for DPS. Coordinate with DPS Operations Branch for an escort of the funeral procession, for putting the flag at half-staff at least 30 minutes prior to funeral procession coming on post, and for putting flag at full staff 30 minutes after funeral is over.

(7) Brief OIC/NCOIC of funeral detail and provide FS Form 818-E (figure D-1). To access this form, go to the following web site - <http://sill-www.army.mil/doim/>).

(8) Prepare DD Form 1610 (when appropriate) and forward to IIIId Armored Corps Artillery, ATTN: AFVI-HD.

(9) Coordinate with TMP 1 to arrange transportation and prepare DD Form 1610 for detail and assigned Chaplain.

c. Installation Chaplain Office will-

(1) Receive request for a chaplain from DPTM O&T Division, select a chaplain, and provide DPTM O&T Division with the name, rank, and telephone number of the chaplain who will attend the funeral for deceased entitled to funeral honors per paragraph D-1b(1).

(2) Receive the request for a chaplain directly from the funeral director, and will consult ICO SOP to determine if the request meets their guidelines for chaplain support for all others (dependants, veterans, etc.).

(3) Receive the request directly from the funeral director, and will consult ICO SOP to determine if the request meets their guidelines for support if a chapel is requested for any funeral.

d. Department of Public Safety will-

(1) Receive requests for a Military Police escort and for lowering the flag to half staff during the service from DPTM O&T Division for burials of honorably discharged veterans, retirees, active duty soldiers, and Medal of Honor recipients in the Fort Sill Post Cemetery.

(2) Provide a MP escort of the funeral procession from the appropriate gate to the cemetery and provide a detail to lower the post flag to half staff and raise it to full staff, at the times given by DPTM O&T Division.

(3) Be contacted directly by the funeral home to coordinate a MP escort of the funeral procession for Post Cemetery burials of anyone not covered in paragraph D-3d(1).

e. Department of Public Works will coordinate directly with anyone requesting a burial in the Post Cemetery to determine if they are so authorized.

D-4. UNIFORM AND EQUIPMENT.

a. The basic uniform is the seasonal Army green uniform, w/blouse, low quarter shoes, garrison cap for enlisted personnel, and service cap for officers.

b. When colors are added to 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.

c. In case of inclement weather, the use of black overcoats will be at the discretion of the OIC/NCOIC. Ensure prior

coordination is made with all personnel (i.e., bugler, chaplain, etc.).

d. Dry cleaning of military uniforms at government expense is authorized in support of military funerals.

See Paper Copy of this Supplement for Copy of this Figure.

Figure 6-1. Positioning of Salute Battery Howitzer for the Firing of One Gun every Half Hour from Reveille to Retreat

See Paper Copy of this Supplement for Copy of this Figure.

Figure 6-1. Positioning of Salute Battery Howitzer for the Firing of One Gun every Half Hour from Reveille to Retreat

Funeral Honors Responsibilities

____1. Submit a funeral honors team roster from each team, complete with rank, name line, and SSN to DPTM prior to the unit assuming Red Cycle duties.

____2. The OIC/NCOIC will report to DPTM with the Funeral Honors Request sheet, obtain from the Bn S-3.

____3. The OIC/NCOIC or an E-5 promotable from the assigned funeral team will sign for the funeral packet. The individual signing for the funeral packet is responsible for all items signed from DPTM.

____4. If the OIC/NCOIC is not available to sign for the funeral, the battery commander, first sergeant, platoon leader, or platoon sergeant will do so.

____5. A time and date will be given to report to DPTM. If the scheduled time can not be met, contact DPTM for rescheduling.

DPTM will issue the following items.

Credit card (when needed)

____1. Credit card **will only** be used to purchase lodging and meals.

____2. Spending limits as listed on DD1610 are not flexible.

____3. Do not use credit card at any establishment that sells gasoline (i.e., truck stop).

____4. The individual signing for the credit card will pay for any overages or unauthorized expenditures. This individual is also responsible for the safekeeping of the credit card.

____5. Do not use the credit card in Lawton.

____6. Complete a credit card log with purchase location and dollar amount.

Cellular Phones

____1. Use the cellular phones to contact DPTM if there is a problem concerning the funeral and after completion of honors, 911 in case of emergency, FOD, and the funeral home.

Figure 6-3. Funeral Honors Team Briefing

____2. No calls will be made to the funeral team except by DPTM, FOD, or the funeral home.

____3. The individual signing for the cellular phone will be responsible for any use/abuse and safe keeping.

____4. Review phone bills and compared with sign-out logs. DPTM will bill \$15.00 plus the cost of any unauthorized call to the individual that is signed for the cellular phone.

____5. Cellular phones will be left on at all times.

CD players

____1. CD players **will only** be used for playing Taps.

____2. The individual signing for the CD player is responsible for any use/abuse and safe keeping.

____3. The individual signing for the CD player will check the batteries prior to signing for the CD player.

____4. Reverse the last battery until arrival at the honors site to avoid accidental battery power loss.

AAR

____1. OIC/NCOIC will complete the funeral After Action Review by the OIC/NCOIC.

____2. Print legible, sign, and date.

____3. Use remarks section only to describe problems. If the service went well, simply write, "The service went well."

Survey

____Print legibly when completing this form. Make sure you have the proper UIC. Only complete highlighted questions.

Figure 6-3. Funeral Honors Team Briefing (cont)

Travel

____1. Funeral teams providing honors in Arkansas will pack clothing and personal items for 1 week in the event the team is extended to provide additional honors.

____2. The OIC/NCOIC will contact DPTM after each funeral in Arkansas.

____3. TMP will provide a fuel credit card and pike pass.

Return all items signed from DPTM on the day of return to Fort Sill or, if returning after COB, at 0830 the following day. If during the weekend or holidays, report to FOD and contact the on call funeral clerk.

THE READING AND UNDERSTANDING OF INSTRUCTIONS FOR FUNERAL HONORS AND USE OF EQUIPMENT WILL BE THE RESPONSIBILITY OF THE OIC/NCOIC.

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	Ret	Vet	Honorable Discharge	Rank
SSN			Religious Faith	
3. Next of Kin			Relationship to Deceased	
Address			Phone #	
4. Honors Desired (check applicable honors)				
Firing Party (OIC&NCOIC)		Color Guard	Chaplain	
Active/Honorary Pallbearers		Band	Chapel	
Bugler		Escort Plt/Co	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 -	

FS Form 818
(DPTM) (Rev) 1 Mar 00

Figure D-1. Sample of FS Form 818-E

8. Clergy (Civilian or Military)	
Civilian - Name	Address
Phone #	
Military - Name	Address
Phone #	
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 FM 22-5, 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 (580-442-4912) as soon as possible. Charge any such OFFICIAL calls to 580-442-2404/4302 and report this to DPTM Operations.	

Figure D-1. Sample of FS Form 818-E (cont)

10. On-Post Coordination		
Chaplain	Phone #	Date/Time
P&SB	Phone #	Date/Time
Funeral Director	Phone #	Date/Time
Escort Instructions	Phone #	Date/Time
LEC Traffic Op	Phone #	Date/Time
Flag to be Flown at Half Mast	From	To
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 #		

Figure D-1. Sample of FS Form 818-E (cont)

(ATZR-TPO)

FOR THE COMMANDER:

OFFICIAL:

DAVID C. RALSTON
COL, FA
Chief of Staff

/signed/
PHILLIS P. BACON
Director of Information
Management

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