

Department of the Army
Headquarters, U.S. Army Garrison
462 Hamilton Road, Suite 120
Fort Sill, Oklahoma 73503
30 August 2016

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, Administrative Services Division Homepage at <http://sill-www.army.mil/USAG/publications.html>.

*This supplement supersedes Fort Sill Supplement 1 to AR 600-25, Salutes, Honors, and Visits of Courtesy, 22 October 2013.

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 638-8 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. All funerals conducted on Fort Sill must have a military police (MP) escort from the gate entrance to the cemetery. The CAC will make coordination for a MP escort with the Directorate of Emergency Services (DES), Law Enforcement Operations, MP Desk. The request for the Funeral caisson and/or caparisoned horse support must be submitted to the Directorate of Plans, Training, Mobilization, and Security (DPTMS). This support is normally limited to funerals held on Fort Sill for General Officers, Congressional Medal of Honor recipients and by special request of the Installation Commander.

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, Retiree and Medal of Honor recipients, within 50 miles of Fort Sill and where no resources or expenses are generated, the team will consist of a maximum of sixteen (16) personnel, including a Chaplain, if resources permit:

- (a) Officer in Charge (OIC)
- (b) Noncommissioned Officer in Charge (NCOIC)
- (c) Pallbearers six (6) members
- (d) Firing Party six (6) members
- (e) Bugler if available or a Soldier with a "Digital Bugle" or recording of Taps"
- (f) Chaplain (if requested by family)

(2) Fort Sill and DA policy for Military Funeral Honors for Army Active Duty, Retiree and Medal of Honor recipients, greater than 50 miles of Fort Sill will consist of a nine (9) member team, if resources permit:

- (a) OIC and/or NCOIC
- (b) Pallbearers/Firing party six (6) members. The team serves as pallbearers and firing party, folds and presents the American flag to next of kin, and plays "Taps."
- (c) Bugler, if available or a Soldier with a "Digital Bugle" or recording of "Taps"
- (d) Chaplain (if requested, and available)

Insert the following sentence to subparagraph b after the first sentence:

Fort Sill and DA policy for Military Funeral Honors for all Veterans will consist of a maximum of two (2) personnel, if resources permit. For a two (2) personnel Service Representative (SR) team, one Soldier will service as the NCOIC and/or OIC. This team must be capable of unfolding and refolding the Flag to standard, presenting it to the next of kin and playing Taps using a "Digital Bugle" or an electronic recording device. Chaplain's support provided if requested and available.

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. For funeral support greater than 50 miles, a Staff Sergeant or higher will serve as the OIC/NCOIC, if an equal or greater rank to the deceased is not available. The Casualty Assistance Center (CAC) coordinates all arrangements for Military Honors Teams, to include transportation, food and lodging expenses, 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 Installation Commander has tasked the CAC to work with the units to verify all funeral teams are properly trained and certified. The MPD or CAC Chief will conduct a quarterly coordination meeting with the Brigade Command Sergeants Major (CSM) or their designated representatives, of 30th and 31ST ADA Brigades, 75th Fires Brigades, 428th and 434th FA Brigades and Fires Center of Excellence (FCOE). The required number of funeral honors teams to support the mission, each quarter, is a minimum of 16 Full Honors (FHs) teams, consisting of 9-16 members per team and a minimum of 17 Service Representative (SR) teams, consisting of a maximum of 2 members per team. The make-up will be in support of paragraph 6-15 above. These 16 FHs and 17 SR teams are distributed among the Brigades each quarter. Below is an example of a fair share breakout for a quarter.

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Unit	Total Assigned		Assigned Not Deployed		% of Mission	This Quarter		Last Quarter	
	E1-E5	E6-E8	E1-E5	E6-E8					
30th ADA BDE	108	325	108	235	7.08%	1	1	1	1
31st ADA BDE	1185	254	643	147	16.30%	3	3	2	2
75th FiB	1050	646	264	122	7.96%	1	1	4	4
214th FiB	1008	258	735	210	19.49%	3	3	6	4
428th FA BDE	298	554	289	554	17.39%	3	3	3	1
434th FA BDE	289	948	289	948	20.63%	3	4	0	4
FCOE	114	427	114	427	11.16%	2	2	0	1

(2) Units may request training for Military Funeral Honors Teams by contacting the CAC Trainer at 580-442-0291.

(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 Funeral Honors Teams is the seasonal Army Service Uniform (ASU) blue uniform, with blouse, low quarter shoes, and beret.

(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 of an on post burial request.

(b) Assign the funeral to a unit.

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

(d) Coordinate for live bugler support, if requested by family, by contacting the 77th Army Band; support will be provided if authorized IAW Fort Sill policy.

(e) Notify the Emergency Operations Center (EOC) of the on-post funeral so the Post flag is lowered to Half-Staff.

(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, to include the reimbursement of unauthorized expenses on the Funeral Credit Card.

(d) All items signed out from the CAC, may be returned the same day, prior to the close of business (1615). If items cannot be returned by 1615 hrs, then items must be returned by 0830 the following day. **Do Not** leave items with the duty personnel in Bldg 4700. If the service is on a weekend or holiday, items must be returned to the CAC on the first available duty day.

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 and a half (1½) duty day's prior to the date of the funeral. All requests received during normal duty hours (0730-1300) will be processed that day and count as meeting the 1½ day requirement. All requests received that same day, after 1300 hours, will be processed the next day and will not be considered as meeting the 1½ day requirement. The CAC is closed on weekends and holidays. All requests for Military Funeral Honors, in which services are on a Monday, must be received not later than 1300 hours the Friday prior. If Friday is a holiday, requests must be received by 1300 hours the Thursday prior to the Monday service. Additionally, if Monday is a holiday, requests must be received by 1300 hours on Friday for a Tuesday service. The CAC will try to honor all requests received that are less than the minimum required notice time. Usually, these requests are not logistically possible. Therefore, the Family will be offered another time for the rendering of Funeral Honors.

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

See paragraph 6-15a subset (2) as added by this supplement for Fort Sill minimum support for active duty, retirees and Medal of Honor recipients.

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 and not covered above, and active enlisted personnel.

and/or

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

Flag Location & Period

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

IMSI-HRM



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