

Department of the Army
Headquarters, USAFCEFS
455 McNair Avenue, Suite 100
Fort Sill, Oklahoma 73503
31 August 2018

Fort Sill Supplement 1 to AR 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 (HQ) United States Army Fires Center of Excellence and Fort Sill (USAFCEFS).

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, 30 August 2016.

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 (AOR) 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 described below:

a. AR 840-10, paragraph 2-3a(5) authorizes the interment 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

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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 interment 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 an 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, Medal of Honor recipients, and by special request of the Installation Commander. The CAC does not handle or coordinate fly-overs for funerals.

Page 12, paragraph 6-15, Policy. Add at end of subparagraph "a", subsets (1) and (2):

a. Active duty Soldiers and Retirees.

(1) Fort Sill and DA 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)

Page 12, paragraph 6-15, Policy. Replace subparagraph “b” as follows:

b. Veterans: 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-person Service Representative (SR) team, one Soldier will serve 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 support is provided, if requested and available.

Page 13, paragraph 6-15, Policy. 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 CAC, in coordination with the FCOE G3, will do a fair share breakout funeral honors support to brigade sized installation units on a quarterly basis. The CAC will conduct a quarterly coordination meeting with the Brigade Command Sergeants Major (CSM) or their designated representatives of 30th, 31st, 75th, 428th, 434th Brigades and Fires Center of Excellence (FCOE) to ensure all personnel requirements are met. 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 two members per team. An example of a Fair-Share mission breakout matrix is on page 6, of this Supplement. At the quarterly meeting, the Brigade’s CSM or their representative will be briefed on the following:

- All regulatory guidance for Military Funeral Honors (MFH)
- Fair share mission breakout of funeral honors
- Video instructions on full honors, two-person honors, and planeside honors
- Training equipment to conduct training (Caskets, trucks, bugles and flags)
- Certification inspection checklist
- Contact information to request certification once teams are trained
- How to request certification (see example on page 7)

(2) Commanders of tasked units are responsible for providing trained personnel to perform funeral honors. Brigade CSMs are responsible for ensuring all teams are trained to standard prior to being certified by the CAC. **Certification is MANDATORY!** After a team has been trained by the unit, the unit will request the CAC to certify their team.

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A CAC personnel will observe the team, make any necessary corrections, and certify the team once all aspects of the certification process have been successfully executed. Each request for certification will list each Soldier's name, last 4, and position on the team (see example page 7). A copy of the certification will be e-mailed to the Brigade CSM and Operations Sergeant Major (see example on page 8). A copy of the certification will remain on file, in the CAC, for one year or until a team is recertified.

(3) **RECERTIFICATION:** If a member of the team is replaced, for whatever reason, the Brigade CSM is responsible for ensuring a replacement is trained and capable of properly executing MFHs to standard. A team must be certified if:

- a. The NCOIC is replaced
- b. Replacing more than two (2) Soldiers (previously certified from another team or new Soldiers), on a nine (9) person team
- c. Replacing more than four (4) Soldiers (previously certified from another team or new Soldiers), on a 16 person team
- d. The group has not performed a military funeral together, as a certified team, for two (2) months or more.

The certification request can be sent by phone, email and/or FAX to the CAC and Cc'd to the Brigade Operations Section using the following contact information:

- Email: usarmy.sill.imcom-central.mbx.ft-sill-casualty@mail.mil
- Phone: (580) 442- 0291
- FAX: (580) 442-6914

Once contact has been made with the CAC Certifier, a date and time will be scheduled for certification. During the certification process, the CAC Certifier will use the CAC Checklist to evaluate the team. The deficiencies will be worked out on site or recertification will be rescheduled, if necessary. Remember, the certification process is **MANDATORY!**

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

Each Brigade sized unit will coordinate with the Fort Sill CAC to sign for a practice Flag, Coffin, Cremation Urn, and Church "Truck" to conduct team training.

(4) **UNIFORM:** All members of the Military Funeral Honors Team will be in the uniform of their respective branch of Military Service. The basic uniform for all Fort Sill, National Guard and Reserve Military Funeral Honors Teams will be the same, and consist of the following:

- a. The seasonal Army Service Uniform (ASU) blue uniform, with blouse, low quarter shoes, and beret. White Gloves **WILL NOT** be worn during Funeral Honors.
- b. 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/M-4 rifles with black slings.
- c. 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.

d. 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 the family, using FS Form 733 to contact the 77th Army Band; support will be provided if available.
- e. Notify the Emergency Operations Center (EOC) of the on-post funeral so the Post flag is lowered to Half-Staff.
- f. 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. The 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, but prior to the close of business (1615). If items cannot be returned by 1615 hours, 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 first paragraph.

The CAC's duty day is 0730-1630 hours, Monday – Friday. The CAC is closed on weekends and holidays. All requests for funeral honors must be submitted, by the funeral

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home, using FS Form 733. To ensure that a trained and certified unit is available, properly briefed and given enough time to safely travel to the funeral site, the CAC must receive all funeral requests at least one and a half (1½) duty days prior to the date of the funeral. The National Cemetery and Post Cemetery will not conduct funeral honors on weekends and/or holidays. The CAC will try to honor all requests received. However, those requests received with less than the minimum required notice time are not logistically possible to support. Therefore, the Family will be offered another time for the rendering of Funeral Honors.

Page 19, Appendix B, Table B-1, National Flag at Half Staff. Rendering honors to Soldiers, with the raising and lowering of the National Flag, during on-post funeral services.

Death of	Location of Flag	Period
Any active, retired or veteran Army Soldier, to include Cadets of the United States Military Academy, whose category is not covered elsewhere in the above referenced table.	The CAC will coordinate with the IOC/EOC to have the Museum and Reynolds Army Health Clinic (RAHC) to lower the flag at the Post Quadrangle and Clinic when a funeral or interment takes place on the installation.	Each flag will be lowered to half-staff 30 minutes prior to the funeral service or interment on post and until 30 minutes after the service is complete.

Fair-share mission breakout matrix

Unit	Total Assigned		Assigned Not Deployed		% of Mission	This Quarter		Last Quarter	
	E1-E5	E6-E8	E1-E5	E6-E8		FH	SR	FH	SR
30th ADA BDE	108	325	108	235	7.08%	1	1	1	1
31st ADA BDE	1185	254	643	147	16.36%	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



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

REPLY TO
ATTENTION OF

Office Symbol

Date

MEMORANDUM FOR Casualty Assistance Center (CAC), 4700 Mow-way Road, Suite 140, Room 143, Fort Sill, Oklahoma 73503

SUBJECT: Request Certification of Military Funeral Honors (MFHs) Team

1. The below listed personnel have been trained to perform MFHs duties as a (select one) Full Honors (FH) / Service Representative (SR) Team.

2. I am requesting certification for: Unit: _____
Date: _____ 201____.
Time: _____ a.m. / p.m.
Location: _____

3. Roster

RANK	NAME (Last, First)	SSN (last four only)	DUTY POSITION

4. The Point of Contact (POC) for this memorandum is (Rank & Name) at (Phone Number), and or (Email Address)

Signature Block of Requestor



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IMSI-HRM-C

Date:

MEMORANDUM FOR CSM (unit) Brigade ATTN: _____ & Brigade Operations

SUBJECT: Certification of Military Funeral Honors (MFHs) Team

1. The Soldiers listed here, from _____ Battalion, _____ Brigade were certified / or were not certified to perform MFHs as members of this team only.
2. Certification completed on: (date & time) by (Certifier's Name & Phone number)
3. Recertification for this team is not required / or is required and rescheduled for (date & time). Teams must be recertified if they falls out of compliance in accordance with paragraph 6-16(c) 2 of Supplement 1 to AR 600-25.
4. The Point of Contact (POC) for this memorandum is (Rank & Name) at (Phone Number), and or (Email Address)

Name of CAC Sender
Position

IMSI-HRM



DAVID F. STEWART
Colonel, GS
Chief of Staff

JAMES A. MILLER
Director of Human
Resources

DISTRIBUTION:
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CAC

