



OFFUTT AIR FORCE BASE MILITARY FUNERAL HONORS REQUEST

Building 88, Washington Square, Offutt AFB, NE 68113 Hours: Mon - Fri 0800 to 1600

Office: (402) 294-6667 Fax: (402) 232-0102 Email: offutthonorguard@us.af.mil



NOTE: Requests received less than 48 hours prior to the service cannot be guaranteed and may need to be rescheduled for a later date. Requests for Saturday, Sunday, and Monday must be submitted by 1500 on the Friday prior. This office is closed on weekends/holidays unless we are providing honors.

SECTION 1: REQUEST INFORMATION

REQUESTOR INFORMATION

1. Funeral Home Name	2. Funeral Director/Requestor Full Name	3. Phone Number	4. Fax Number
5. Address	6. City	7. State	8. Zip Code

DECEASED INFORMATION

9. Name (Last, First, M.)	10. Rank or Pay Grade	11. Social Security Number
12. Service Branch: <input type="checkbox"/> Air Force (to include Guard & Reserve) <input type="checkbox"/> Army Air Corps		
13. Military Status: <input type="checkbox"/> Veteran <input type="checkbox"/> Retiree <input type="checkbox"/> Active Duty		
<input type="checkbox"/> I have included a copy of the member's DD 214 or other service documentation with this request (required)		

SECTION 2: NEXT OF KIN INFORMATION

14. Name (Last, First, M.)	15. Phone Number	16. Relationship to Deceased	
17. Address	18. City	19. State	20. Zip Code

SECTION 3: FUNERAL HONORS INFORMATION

Veteran (select from below services)	Retiree (select from below services)	Active Duty (select from below services)
<input type="checkbox"/> Flag Fold <input type="checkbox"/> Taps	<input type="checkbox"/> Flag Fold <input type="checkbox"/> Taps <input type="checkbox"/> Firing Party <input type="checkbox"/> Pallbearers	<input type="checkbox"/> Full Honors (Fold, Taps, Firing Party, Pallbearers) <input type="checkbox"/> Colors <input type="checkbox"/> Chaplain

I acknowledge that in accordance with DoDI 1300.15, Veteran and Retiree members must receive, at minimum a folding of the U.S. Flag, presentation of flag to the next of kin, and playing of Taps. The OAFB Honor Guard cannot guarantee further service components unless manning allows and based on member eligibility.

HONORS LOCATION

21. Location Address	22. City	23. State	24. Zip Code
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25. Further Directions (specific plot/chapel/gravesite, unique identifiers, special instructions for guardsmen upon arrival)

26. Honors Location Type: Church/Funeral Home Private Cemetery National Cemetery Other _____

27. Funeral Date	28. Funeral Start Time	29. Honors (Military) Start Time
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HONORS DETAILS

30. Ceremony Order: <input type="checkbox"/> Honors First <input type="checkbox"/> Honors Last <input type="checkbox"/> Other: _____		
31. Catholic Service: <input type="checkbox"/> Yes <input type="checkbox"/> No/Unknown		
31. Veterans Service Organizations Support: <input type="checkbox"/> American Legion <input type="checkbox"/> Veterans of Foreign Wars <input type="checkbox"/> Other: _____		
32. Remains: <input type="checkbox"/> Urn <input type="checkbox"/> Casket (if requesting pallbearing, anticipated weight of casket and remains: _____ lbs) <input type="checkbox"/> No Remains		
33. Funeral Honors Point of Contact (POC)	34. POC Phone Number (for Updates/Questions)	35. Do Guardsmen need to check in with you before they proceed to the honors location? <input type="checkbox"/> Yes, In Person <input type="checkbox"/> Yes, by Phone <input type="checkbox"/> No

FLAG MUST BE PROVIDED BY FUNERAL DIRECTOR OR FAMILY Take DD Form 214 and death certificate to local Post Office to obtain

IMPORTANT NOTE: In case of severe weather, Honor Guard will contact to reschedule Military Funeral Honors.

INTERNAL USE ONLY (OFFUTT HONOR GUARD ADMIN)

_____ Showtime [ST] (DT - 30mins)	_____ Departure [DT] (travel time + 30mins)	Personnel Taking Request	Name: Date: Time:
_____ Arrival [AT] (CT - 60mins)	_____ Ceremony Time [CT]		