

FORT HOOD, TX MILITARY FUNERAL HONORS REQUEST FORM (U.S. ARMY ONLY)

Email: usarmy.hood.usag.mbx.casualty-fthfuneral@army.mil

* PLEASE CALL (254-287-7200/6968) THE SAME DAY; DURING OPERATION HOURS TO VERIFY THE EMAIL WAS RECEIVED *

Authority: U.S.C 7013; AR 600-25; EO 10450, 10865,12333; DoD 1300.15; 10 U.S.C. 1491 - Funeral honors functions at funerals for veterans

Excerpt from AR 600-25, Para 7-20 - Burial honors (minimum requirement): The following will be observed as the minimum support requirements when requested by the next of kin **and when sufficient notification is received to properly plan, prepare, and transport the funeral detail to the interment site.**

Principal Purpose: The information requested is for the purpose of providing funeral honors for deceased Army personnel; to facilitate coordination of military support for the State, Official or Military funerals.

Routine Use: Normal Office Use. The Social Security Number (SSN) and other personally identifiable information are required for record accuracy, they are requested pursuant to EO 9397. Disclosure is authorized pursuant to those generally permitted under 5 USC 522a(b) of the Privacy Act.

Disclosure: Providing requested information, to include your SSN, is voluntary. However, failure to provide information may result in delay/denial of Funeral Honors support to be provided until authenticity can be verified by an alternate method. This document contains personal or privileged information and should be treated as "[Removed] (FOUO)".

Operation Hours: (Monday - Friday) 07:30 AM - 4:30 PM (Closed on Weekends & Federal Holidays)

(1) All Funeral Honors request and supporting document(s) need to be submitted a minimum of **(2 working days prior to the date of service)** in advance to the date of scheduled service. **Sufficient notification is needed to transport the funeral detail properly and safely to the interment site.** However, all attempts will be made to confirm all details less than 2 working days prior to service. **Call if request is less than 24 hours.**

(2) The Funeral Honor request form and the DD Form 214 (Member Copy) or Statement of Honorable Discharge **must be emailed** (document must be readable).

Email: usarmy.hood.usag.mbx.casualty-fthfuneral@army.mil
Fort Hood Funeral Honors Area Rep: Mr. Curley

Request Form was emailed on Date: _____ Time: _____ AM / PM	Military Honors to be rendered: Date: _____ Time: _____ AM / PM	URN: <input type="checkbox"/> CASKET: <input type="checkbox"/> OTHER: <input type="checkbox"/>	Chaplain Desired YES <input type="checkbox"/> NO <input type="checkbox"/> (For AD, MOH, POW & RET)
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Name of Decedent: (Last, First Middle)		Rank	Br. of SVC	Status	Eligibility Verified <input type="checkbox"/> YES (DD Form 214 Rec'd)
SSN:	Date of Birth:	Date of Death:	Time of Death: ----- AM / PM (Retiree Only)		Place of Death (City, State) (Retiree Only)

LOCATION FOR MILITARY FOR HONORS TO BE RENDERED

☐ CEMETERY ☐ CHURCH/CHAPEL ☐ FUNERAL HOME ☐ OTHER: _____

Name of Place:	Contact Name:
Address:	Phone:
City/State/Zip Code:	

MORTUARY/FUNERAL HOME INFORMATION (If Applicable)

Name of Funeral Home:	Name of Funeral Director:
Address:	Phone:
City/State/Zip Code:	Verified funeral home has flag: <input type="checkbox"/> YES <input type="checkbox"/> NO

NEXT OF KIN INFORMATION

Person to receive flag:	Relationship to Decedent:
Address:	Point of Contact:
City/State/Zip Code:	Phone:

REMARKS: A representative **MUST telephonically contact this office the same day, during operation hours** as listed above to confirm receipt. This office cannot guarantee Military Funeral Honors on those requests received by this office **less than 2 working days prior to the date of service.** Special emphasis must be placed on providing a complete/correct address (physical address, not mailing address) where Military Funeral Honors will be rendered.

I acknowledge and understand the above procedure to request Military Funeral Honors.

Funeral Director and/or Next-Of-Kin Initials: _____ Date: _____

Email Request to: usarmy.hood.usag.mbx.casualty-fthfuneral@army.mil

Please call (254-287-7200/6968) the SAME DAY; DURING OPERATION HOURS TO VERIFY the email with the Funeral Honors Request form was received.

FUNERAL DETAIL INFORMATION (DO NOT WRITE BELOW: FOR Funeral Honors Office Use Only)	
a) Full Detail <input type="checkbox"/> (Active Duty, Medal Honor & Retired Decedents)	Live Bugler <input type="checkbox"/>
b) 2-Man Detail <input type="checkbox"/> (Veteran Decedents) Flag Presentation & TAPS	(For AD Decedents)