DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD
FORT HOOD, TEXAS 76544-5000

AMIM-CAH-MC 25 June 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standard Operating Procedures (SOP) for Requesting Military Funeral Honors

1. The goal of the Fort Hood Casualty Assistance Center is to provide Military Funeral Honors for all Veterans, Retirees, and Active-Duty personnel in our area of responsibility when requested by the family. The purpose of this SOP is to establish and improve our relationship with the Texas Funeral Commission and the funeral homes in our area of responsibility.

2. This SOP will assist Funeral Directors in processing and initiating request for Military Funeral Honors for Fallen Army Veterans, Retirees and Active Duty Soldiers. The procedures listed must be followed to ensure that we are providing the correct service for the Fallen Service Member and the Next of Kin.

3. Military Funeral Honors request are processed during operational hours, Monday – Friday, 7:30 am – 4:30 pm, closed on weekends and federal holidays **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 properly and safely transport the funeral detail to the interment site.** Anything received less than 2 working days prior to service is considered short notice. However, attempts will be made to confirm all the details. **but it does not guarantee** that a Military Funeral Honors team will be available.

4. The Fort Hood Casualty Assistance Center has an area of responsibility for 175 counties. The area of responsibility is divided into four categories.

a. **Local:** Funerals conducted within 80 miles of Killeen/Fort Hood. The area stretches from Hamilton County (North) to Travis County (South).

b. **One Day:** Funerals conducted more than 80 miles from Killeen/Fort Hood. The area stretches from Montague County (North) to Bastrop County (South) and from Nolan County (West) to Cherokee County (East).

c. **Two Day:** Funerals conducted more than 200 miles from Killeen/Fort Hood. The area stretches from Midland County (West) to Shelby County (East).

d. **Three Day:** Funerals conducted more than 250 miles from Killeen/Fort Hood. The area stretches from Crane County (South) to Dallam County (North).

5. Funeral homes requesting Graveside Military Funeral Honors for Active Duty, POWs, Retirees or Veterans must provide a space of 8' x 9.5' at graveside to ensure the team is able to render proper honors for the Fallen.

6. Responsibilities of the Funeral Director:

a. When the Funeral Director receives a request for Military Funeral Honors from the Next of Kin, it is their responsibility to ensure they obtain the proper discharge information from the family or Veteran Administration (VA). The discharge information can be a DD Form 214, Certificate of Honorable Discharge and/or any other verification from the VA, as long as it contains the rank, full name, character of service and years of service of the Fallen.

b. The Funeral Director must fill out the Military Funeral Honors request form completely/entirely. It is extremely critical that all items of information is provided; too include supporting documentation. Special emphasis must be placed on providing a complete/correct address (physical address, not mailing address) of the cemetery or interment site or place where Military Honors will be rendered.

c. Once the Funeral Director has all the necessary information and documentation; the Military Funeral Honors request and appropriate discharge documentation **must be submitted via email**: usarmy.hood.usag.mbx.casualty-fthfuneral@army.mil. A representative **MUST** contact this office **the same day, during operation hours** as listed above to confirm receipt.

7. To ensure Military Funeral Teams are at the service of the Fallen in a timely manner; we request that all Military Funeral Honors request to be submitted as soon as possible without delay, no later than 48 operational hours, per item 3, listed above on page 1.

8. In an effort to ensure that we continue providing quality service to our Fallen Heroes and their families, we request this information be disseminated to all Funeral Directors in our area of responsibility.

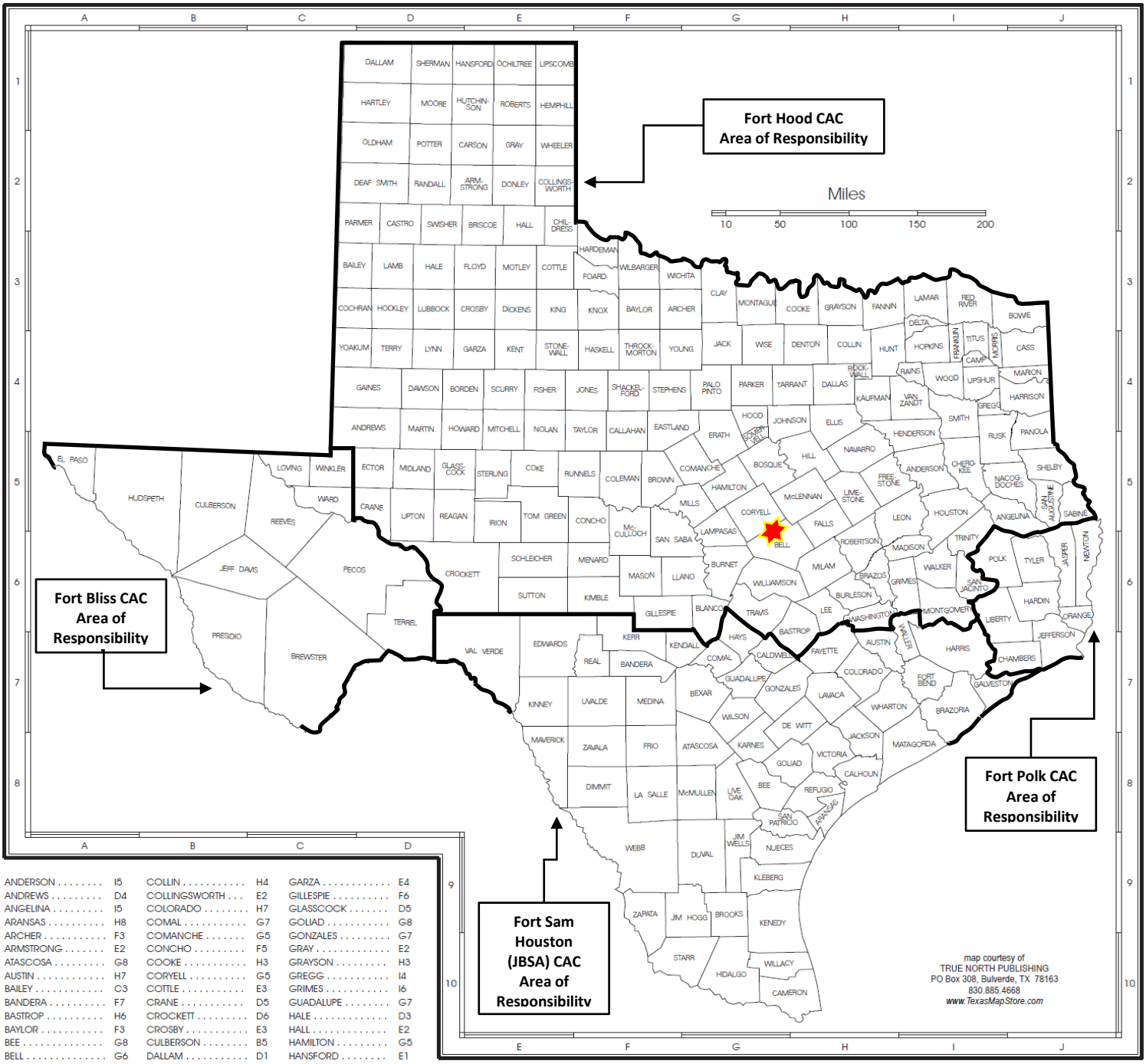
9. Enclosed is a list of the Fort Hood Casualty Assistance Center area of responsibility which consist of 175 counties.

10. Point of Contact for this Standard Operation Procedure is the Casualty Operation Supervisor, Mr. Brian Curley at (254) 288-5616.

H. Nacomas Jones
Chief, Casualty Assistance Center

Encl
1. Counties Map of Area of Responsibility

Texas Counties – Casualty Assistance Center (CAC) Area of Responsibility (AOR)



ANDERSON	I5	COLLIN	H4	GARZA	E4	JONES	F4	MADISON	I6	ORANGE	J6	SCURRY	E4	VICTORIA	H8
ANDREWS	D4	COLLINGSWORTH	E2	GILLESPIE	F6	KARNES	G8	MARION	J4	PALO PINTO	G4	SHACKELFORD	F4	WALKER	I6
ANGELINA	I5	COLORADO	H7	GLASSCOCK	D5	KAUFMAN	H4	MARTIN	D4	PANOLA	J4	SHELBY	J5	WALLER	I7
ARANSAS	H8	COMAL	G7	GOLIAD	G8	KENDALL	F7	MASON	F6	PARKER	G4	SHERMAN	D1	WARD	C5
ARCHER	F3	COMANCHE	G5	GONZALES	G7	KENEDY	G9	MATAGORDA	I8	PARMER	C2	SMITH	I4	WASHINGTON	H6
ARMSTRONG	E2	CONCHO	F5	GRAY	E2	KENT	E4	MAVERICK	E8	PECOS	C6	SOMERVELL	G5	WEBB	F9
ATASCOSA	G8	COOKE	H3	GRAYSON	H3	KERR	F7	MCCULLOCH	F5	POLK	I6	STARR	F10	WHARTON	H7
AUSTIN	H7	CORYELL	G5	GREGG	I4	KIMBLE	F6	MCLENNAN	H5	POTTER	D2	STEPHENS	F4	WHEELER	E2
BAILEY	C3	COTTLE	E3	GRIMES	I6	KING	E3	MCMULLEN	G8	PRESIDIO	B7	STERLING	E5	WICHITA	F3
BANDERA	F7	CRANE	D5	GUADALUPE	G7	KINNEY	E7	MEDINA	F7	RAINS	I4	STONEWALL	E4	WILBARGER	F3
BASTROP	H6	CROCKETT	D6	HALE	D3	KLEBERG	G9	MENARD	F6	RANDALL	D2	SUTTON	E6	WILLACY	G10
BAYLOR	F3	CROSBY	E3	HALL	E2	KNOX	F3	MIDLAND	D5	REAGAN	D5	SWISHER	D2	WILLIAMSON	G6
BEE	G8	CULBERSON	B5	HAMILTON	G5	LA SALLE	F8	MILAM	H6	REAL	F7	TARRANT	H4	WILSON	G7
BELL	G6	DALLAM	D1	HANSFORD	E1	LAMAR	I3	MILLS	G5	RED RIVER	I3	TAYLOR	F4	WINKLER	C5
BEXAR	G7	DALLAS	H4	HARDEMAN	F3	LAMB	D3	MITCHELL	E4	REEVES	C5	TERRELL	D6	WISE	G4
BLANCO	G6	DAWSON	D4	HARDIN	J6	LAMPASAS	G6	MONTAGUE	G3	REFUGIO	H8	TERRY	D4	WOOD	I4
BORDEN	D4	DE WITT	G7	HARRIS	I7	LAVACA	H7	MONTGOMERY	I6	ROBERTS	E1	THROCKMORTON	F4	YOAKUM	C4
BOSQUE	G5	DEAF SMITH	D2	HARRISON	J4	LEE	H6	MOORE	D1	ROBERTSON	H6	TITUS	I4	YOUNG	F4
BOWIE	J3	DELTA	I3	HARTLEY	D1	LEON	I5	MORRIS	I4	ROCKWALL	H4	TOM GREEN	E5	ZAPATA	F9
BRAZORIA	I7	DENTON	H4	HASKELL	F4	LIBERTY	I6	MOTLEY	E3	RUNNELS	F5	TRAVIS	G6	ZAVALA	F8
BRAZOS	H6	DICKENS	E3	HAYS	G7	LIMESTONE	H5	NACOGDOCHES	I5	RUSK	I5	TRINITY	I6		
BREWSTER	C7	DIMMIT	E1	HEMPHILL	E1	LIPSCOMB	E1	NAVARRO	H5	SABINE	J5	TYLER	J6		
BRISCOE	E2	DONLEY	E2	HENDERSON	I5	LIVE OAK	G8	NEWTON	J6	SAN AUGUSTINE	J5	UPSHUR	I4		
BROOKS	G9	DUVAL	G9	HIDALGO	G10	LLANO	F6	NOLAN	E4	SAN JACINTO	I6	UPTON	D5		
BROWN	F5	EASTLAND	F4	HILL	H5	LOVING	C5	NUECES	G9	SAN PATRICIO	G8	UVALDE	F7		
BURLESON	H6	ECTOR	D5	HOCKLEY	D3	LUBBOCK	D3	OCHILTREE	E1	SAN SABA	F6	VAL VERDE	E7		
BURNET	G6	EDWARDS	E7	HOOD	G4	LYNN	D4	OLDHAM	D2	SCHLEICHER	E6	VAN ZANDT	I4		
CALDWELL	G7	EL PASO	A5	HOPKINS	I4										
CALHOUN	H8	ELLIS	H4	HOUSTON	I5										
CALLAHAN	F4	ERATH	G5	HOWARD	D4										
CAMERON	G10	FALLS	H5	HUDSPETH	A5										
CAMP	I4	FANNIN	H3	HUNT	H4										
CARSON	E2	FAYETTE	H7	HUTCHINSON	E1										
CASS	J4	FISHER	E4	IRION	E5										
CASTRO	D2	FLOYD	E3	JACK	G4										
CHAMBERS	J7	FOARD	F3	JACKSON	H8										
CHEROKEE	I5	FORT BEND	I7	JASPER	J6										
CHILDRESS	E2	FRANKLIN	I4	JEFF DAVIS	B6										
CLAY	G3	FREESTONE	H5	JEFFERSON	J7										
COCHRAN	C3	FRIO	F8	JIM HOGG	F9										
COKE	E5	GAINES	D4	JIM WELLS	G9										
COLEMAN	F5	GALVESTON	I7	JOHNSON	G4										