

**FORT LEE, VA (ARMY)
FUNERAL HONORS REQUEST FORM**

Funeral Home: _____ Requester: _____ Phone: _____

Deceased: Last Name: _____ First Name: _____ Rank: _____

Branch of Service: _____ SSN: _____ DOB: _____ City/State Birth: _____

Date of Death: _____ City/State Death: _____ Hospitalized: Yes / No

Honors Verification Document Type: DD214 / HINQ Report / Certificate / Other: _____

Deceased Status: ☐ Active ☐ Medal of Honor (MOH) Recipient ☐ P.O.W. ☐ Retiree ☐ Veteran (non-retired)

☐ Casketed Remains ☐ Urn ☐ Remains Not Present ☐ Funeral Home will have flag ☐ Family will have flag

Ceremony Location: ☐ Chapel/FH ☐ Cemetery/Mausoleum ☐ Other: _____

Location: _____ Street: _____

City: _____ County: _____ State: _____ Zip Code: _____

Day: _____ Date of Service: _____ Time of Burial / Honors: _____

Flag Recipient Name: _____ Relationship to Deceased: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Additional Details: _____

Active Duty / MOH Recipient / P.O.W. / Retiree entitlements:

Check Box to request the following: ☐ Pallbearers ☐ Rifle Team Pallbearer Support Time: _____

Pallbearer Address (if different location):

LOCATION: _____ Street: _____

City: _____ County: _____ State: _____ Zip Code: _____

Fort Lee Casualty Assistance Office Hours: M-F 0730-1630 (CLOSED WEEKENDS & FEDERAL HOLIDAYS)

PHONE: (804) 734-6606

EMERGENCY ONLY: (804) 691-7376

Honors requests sent outside of business hours will be managed on the next business day.

Weekend requests **MUST** be confirmed at least **ONE BUSINESS DAY** prior to the ceremony. Any requests for honors submitted over a weekend are **NOT** considered scheduled until this office contacts you to verify the information.

Requests submitted less than 72 hours from date of service may be denied based on available team resources

*Abbreviated Military Funeral Honors includes a two member team providing three core elements: Playing of Taps, folding the burial flag, and presentation of the flag. Veterans must have at least six months of service and an Honorable Character of Service upon discharge to qualify for a Military Funeral Honors Ceremony.

*Full Military Honors (Pallbearers & Rifle Volley) Teams will remain on standby on a 24hr basis to support MOH, POW, and active duty ceremonies as required by entitled priority. **Abbreviated/Full honors will be scheduled as local resources allow.**

HONORS REQUESTS SHOULD BE SENT VIA EMAIL TO:

usarmy.lee.imcom.mbx.lee-ima-cas@army.mil