

INSTRUCTIONS TO COMPLETE THE MILITARY FUNERAL HONORS (MFH) SCHEDULING FORM
(MFH SCHEDULING FORM, dated 28 MAY 24)

COUNTY (SERVICE): The County where the final interment and graveside service will take place. We need to make sure the location is within the Fort Sam Houston Casualty Assistance Center (CAC) Region before we can assign a MFH Team to support the request.

FUNERAL HOME: Name of Funeral Home or PNOK that is responsible for the interment.

SERVICE DATE: The date that the Interment or Service will take place.

INTERMENT or SERVICE TIME: The time Honors ceremony is requested to perform. The MFH Team will be in place 15 minutes prior to requested time, on site at the location 30mins prior. MFH team will depart immediately upon completion of rendered honors.

CEMETERY or LOCATION: Full name of cemetery or building, street address, city and zip code where honors will be rendered. **We DO NOT render honors at RESIDENCE.**

NAME OF DECEDENT: In **CAPITAL LETTERS**, please **PRINT** legibly the **LAST**, First and Middle name of the deceased Soldier.

RANK: Please list the last known highest rank of the deceased listed on the discharge document.

SSN: Please list the full Social Security Number of the deceased (OFFICIAL USE ONLY). We use the SSN to validate authorized honors for the VETERAN in our database.

SERVICE: Army (Fort Sam Houston MFH Section conducts Army Honors only... exceptions may be granted by Army Support Activity and the CAC depending on circumstances and availability).

STATUS:

Active Duty – Active Duty Soldiers receive Full Honors and Full Honors Caisson if interred at Fort Sam Houston National Cemetery (FSHNC).

Retiree – Retirees receive Full Honors and those in the rank of Command Sergeant Major/ Sergeant Major (E-9) or above are eligible for Full Honors Caisson if interred at FSHNC

Veteran – Non-Retired Veterans with an other than Dishonorable Discharge will receive a Flag Presentation consisting of a minimum 2-Soldier team that will fold and present the flag as well as operate the ceremonial (digital) bugle or sound system for TAPS. TAPS live is upon availability

TYPES OF HONORS REQUESTED:

Full Honors Caisson (FHC) – All FHC missions are held at FSHNC. Highest priority is Active Duty Soldiers

Full Honors (FH) – All ranks (Active Duty Soldiers or Retirees). Conducted in totality of CAC Region (58 counties of South Central Texas) based upon availability of manpower. If the deceased is cremated, please check the block for Full Honors Cremations.

2-Man Standard Honors (SH) – All Veterans (Retired or Non-Retired) throughout CAC Region. This consists of a minimum Two-Soldier MFH Team. If the deceased is cremated, please check the block for 2-Man Standard Honors Cremations.

ELIGIBILITY: Please have the next of kin (NOK) family member responsible for the interment to initial the statement that they CONCUR with the type honors that he or she has requested on behalf of their deceased Service Member. The NOK family member may wish to downgrade the MFH that the decedent qualifies for and must initial that statement. **Family requesting to utilize a civilian bugler for service will annotate and specify on the form. Civilian buglers are NOT provided by the Army**

The Funeral director will make sure the family understands that if anyone other than the family initials those statements the Funeral Home will be held responsible and not the CAC. **Funeral director must notify the National cemetery family has elected to use their choose of civilian burglar.**

SIGNATURE: Primary next of kin or the person responsible for disposition of the remains should sign (SIGNATURE) legibly for the CAC's review. If there is NO family member or representative of family responsible to sign the request for the interment, the funeral home may choose to sign on behalf of the family. Funeral director must submit a signed written Memorandum of Record separate from the request stating why they could not get the family member's initials or signature.

1- Please provide a DD Form 214 Discharge Certificate that shows decedent was other than dishonorably discharged (General under Honorable Conditions and Honorable Discharges).

2- Please provide **complete address/GRID** and/or map to interment location if in a rural location.

3- Please email the MFH Scheduling Form with the supporting documentation to usarmy.jbsa.asa.mbx.casualty-military-funeral-honors@army.mil. This information must be received by the CAC NLT 48 hours prior to the interment date by 1:00pm. **INCOMPLETE or LATE request will not be processed.**

FUNERAL DIRECTOR or FAMILY MEMBER CONTACT INFORMATION: The CAC needs the name, phone number and email of the Funeral Director or Family member responsible for the service to ensure any ongoing coordination that may be necessary. Please ensure all information provided is legible. The CAC passes this contact information to the assigned MFH Teams.

ADDITIONAL INFORMATION: The CAC cannot honor MFH Scheduling Forms that make specific requests regarding the make-up of the team by gender, race, ethnicity, or faith, that is discriminatory in nature and the Army will not be complicit in that practice.

The CAC ONLY provide FLAGS for Active duty Interment services.

The CAC is closed on **weekends** and **ALL Federal Holidays**. You will need to take in consideration of those days as your 48hr submission time-frame.