

FORT SAM HOUSTON CASUALTY ASSISTANCE CENTER (CAC)  
MEMORIAL AFFAIRS MILITARY FUNERAL HONORS SCHEDULING  
Monday - Friday 7:00 AM - 4:00 PM. Closed on Saturday, Sunday, and Federal Holidays  
**MILITARY FUNERAL HONORS REQUEST FORM (ARMY)**

COUNTY (SERVICE) \_\_\_\_\_ FUNERAL HOME \_\_\_\_\_

SERVICE DATE \_\_\_\_\_ INTERMENT TIME (FOR HONORS RENDERED) \_\_\_\_\_

CEMETERY or LOCATION \_\_\_\_\_  
NAME of CEMETERY OR LOCATION

STREET ADDRESS, CITY, ZIP CODE

NAME OF DECEDENT \_\_\_\_\_  
LAST FIRST MI

RANK \_\_\_\_\_ SSN \_\_\_\_\_ SERVICE: **ARMY**

**STATUS:** ACTIVE DUTY ☐ RETIRED ☐ VETERAN ☐

**CREMATED REMAINS (URN)**

Full Honors with Caisson (E-9 and above in FSHNC) ☐ Full Honors (active/retired) ☐ Standard Honors ☐

**CASKETED REMAINS**

Full Honors with Caisson (E-9 and above in FSHNC) ☐ Full Honors (active/retired) ☐ Standard Honors ☐

I have been briefed on the type of military honors for which my loved one is eligible.

I understand the eligibility criteria and choose the following:

**Funeral Director is not authorized to SIGN or INITIAL for NOK**

☐ I concur with the eligibility criteria authorized and desire to have honors so rendered \_\_\_\_\_ (NOK Initials)

☐ I wish to change (limit) the military honors rendered to \_\_\_\_\_ (NOK Initials)

PRIMARY NEXT OF KIN SIGNATURE (PNOK) \_\_\_\_\_

**PAPERWORK NEEDED FROM THE FUNERAL DIRECTOR (FD) OR NEXT OF KIN (NOK)**

- 1 The **DD FORM 214 (HONORABLE)** or **HONORABLE DISCHARGE CERTIFICATE**. The National Scheduling Office email confirmation form can be accepted **ONLY** for burial in a National Cemetery.
- 2 Please provide directions to the Cemetery if it is located in a rural area.

EMAIL to: [usarmy.jbsa.asa.mbx.casualty-military-funeral-honors@army.mil](mailto:usarmy.jbsa.asa.mbx.casualty-military-funeral-honors@army.mil)

OFFICE PHONE: (520) 674-0743 Monday through Friday 7:15am - 4:00pm

FUNERAL DIRECTOR OR FAMILY MEMBER NAME \_\_\_\_\_

CONTACT PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

\*\*\*\* **NOTE** \*\*\*\*

ALL HONORS REQUESTS MUST BE RECEIVED BY 1 PM (48 HOURS) PRIOR TO THE SCHEDULED INTERMENT DATE. ie MONDAY REQUEST MUST BE RECEIVED IN THIS OFFICE THURSDAY AND TUESDAY REQUEST MUST BE RECEIVED FRIDAY. **THIS OFFICE DOES NOT PROCESS LATE REQUEST or INCOMPLETE FORMS** (ADDRESS MUST BE PROVIDED)

**INSTRUCTIONS TO COMPLETE THE MILITARY FUNERAL HONORS (MFH) SCHEDULING FORM**  
**(MFH SCHEDULING FORM, dated 7 JAN 2025)**

**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 an Honors team to support the request.

**FUNERAL HOME:** Name of the 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 start time requested for the Funeral Honors. The Honors team will be in place 15 minutes prior to requested time, on site at the location 30 minutes prior. The Honors 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 private residences.**

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

**RANK:** List the last known highest rank of the deceased listed on the discharge document.

**SSN:** 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... the Army Support Activity or the CAC may grant exemptions 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** – Veterans who did not retire and who separated with any discharge other than Dishonorable Discharge receive a 2 Soldier team that will fold and present the flag and perform Taps on a pre-recorded device.

**TYPES OF HONORS REQUESTED:**

**Select the appropriate block below either Cremated Remains (urn) or Casketed Remains.**

**Full Honors with Escort (FHE)** – All FHE missions are held at FSHNC. Priority is General Officers, active duty Soldiers, Medal of Honor recipients, Prisoner of War Medal recipients, then retirees in the rank of Sergeant Major (E9) and above.

**Full Honors (FH)** – All ranks (active duty Soldiers or retirees). Conducted across the CAC Region (58 counties of south central Texas) based upon availability of manpower.

**Standard Honors (SH)** – All Veterans (Retired or separated) throughout CAC Region. This consists of a minimum two Soldier MFH Team.

**ELIGIBILITY:** The next of kin (NOK) family member responsible for the interment initials the statement that they CONCUR with the type of honors requested on behalf of their deceased Soldier. The NOK may wish to limit the Funeral Honors that the decedent qualifies for and must initial that statement. **Families 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 must 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 choice of civilian bugler.**

**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 the family member's initials or signature are unavailable.

#### **PAPERWORK NEEDED FROM THE FUNERAL DIRECTOR (FD) OR NEXT OF KIN (NOK)**

- 1- Provide a DD Form 214 Discharge Certificate that shows decedent was honorably discharged (General under Honorable Conditions and Honorable Discharges).
- 2- Provide **complete address** and/or map to interment location if in a rural location.
- 3- Email the MFH Scheduling Form with the supporting documentation to [usarmy.jbsa.asa.mbx.casualty-military-funeral-honors@army.mil](mailto: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 requests are not 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 against federal law and Army regulation.

**The CAC ONLY provides 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.