

# McChord Field Honor Guard



## Funeral Honors Worksheet

Scheduling: (253) 982-2700 Fax: (253) 982-9209  
NCOIC: (253) 982-3775

### **Attention Funeral Home Personnel:**

Please clearly **print/type** the requested information so we may expediently verify eligibility & schedule military honors.

Funeral Home Requesting Honors: \_\_\_\_\_  
Point of Contact at Funeral Home: \_\_\_\_\_  
Funeral Home Phone Number: \_\_\_\_\_  
Funeral Home Address \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### **Deceased's Information:**

Name (Last/First/MI): \_\_\_\_\_  
Social Security Number: \_\_\_\_\_  
Rank: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Date of Death: \_\_\_\_\_  
Military Status (i.e. Veteran, Retired, Active): \_\_\_\_\_ (see \*\* NOTE below)  
➤ Have military honors ever been received? \_\_\_\_\_ Yes \_\_\_\_\_ No

### **Next of Kin Information:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Full Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Name of Person to Receive Flag: \_\_\_\_\_

### **Service Information:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM Day of Week: \_\_\_\_\_  
Type of Service (Funeral, Graveside, Memorial): \_\_\_\_\_  
Casket, Cremated Remains, or No Remains Present: \_\_\_\_\_  
Name of Cemetery or Memorial Location: \_\_\_\_\_  
Address of Location: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**\*\* NOTE:** IAW, AFI, 34-242, Honor guard will schedule the required # of personnel below, based on eligibility:  
**Veteran's honors (served but did not retire):** minimum of 2 personnel (flag fold, present to the NOK & TAPS)  
**Retiree (standard) honors:** 7 personnel (pall bearers, firing party, flag fold, present to the NOK & TAPS)  
**Full honors (Active duty and Medal of honor recipients):** 20 personnel (colors team, pall bearers, firing party, flag fold, present to the NOK & TAPS)

UPON COMPLETION:

FAX THIS **WORKSHEET AND A COPY OF THE DECEDENTS "DD FORM 214, NOTICE OF SEPARATION"**  
TO (253) 982-9209.

**WE WILL CONTACT SENDER TO CONFIRM RECEIPT.**

### **Thank You cards**

If the family would like to send a thank you card to the Honor Guard, please send it to:

### **McChord Field Honor Guard**

100 Col Joe Jackson Blvd, Suite 1022  
Joint Base Lewis-McChord AFB, WA 98438

253-982-2700

FAX 253-982-9209