# McChord Field Honor Guard
# Funeral Honors Worksheet

**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

**NOTE:** IAW, AFI, 34-242, Honor guard will schedule the required number of personnel, based on eligibility:
**Veteran's honors (served but did not retire)**: 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)

## 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: _____

**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 B118**
**Joint base Lewis-McChord, WA 98438**

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

**Authority:** 5 U.S.C. 552a.
**Purpose:** Social Security Number (SSN) will be used as a personal identifier.
**Routine Uses:** Personal information will be not be disclosed outside DOD.
**Disclosure:** Disclosure of SSN is voluntary however, not disclosing the requested information may limit the ability of the McChord Field Honor Guard to provide requested honors.