



MILITARY FUNERAL REQUEST FORM

JOINT BASE ANDREWS HONOR GUARD



PLEASE READ: Complete entire form (PRINT/TYPE LEGIBLY) and forward verification (i.e.: DD214) of the deceased veteran's military service information to the fax number or via email. **NOTE:** It is important that you follow-up with a phone call to ensure receipt of your fax

OFFICE PHONE: (301)-981-7892

AFTER HOURS PHONE: (202) 489-9968

FAX: (301) 981- 7065

EMAIL: usaf.jbanafw.afdw-staff.mbx.jba-honor-guard@mail.mil

FUNERAL HOME/REQUESTOR INFORMATION

SUBMITTED DATE:	FUNERAL HOME NAME:	POINT OF CONTACT:
ADDRESS:		PHONE:

VETERAN INFORMATION

NAME OF DECEASED:		SSN:
RANK:	DATE OF BIRTH :	DATE OF DEATH :
BRANCH OF SERVICE:		SERVICE #:
DATE OF ENTRY:		DATE OF SEPERATION:

MILITARY STATUS

ACTIVE DUTY

GUARD/RESERVE

RETIRED

VETERAN

TYPE OF FUNERAL

CASKET SERVICE

Approx Weight : _____

CREMATION SERVICE

MEMORIAL SERVICE

VAULT LID SERVICE

WILL THERE BE ANY OTHER HONOR GUARD PRSENT (I.E VFW, Fire Dept., Police) : YES NO IF YES, WHOM:

NOTE: PLEASE ATTACH DISCHARE/RETIRMENT PAPERS/PROOF OF MILITARY SERVICE

NEXT OF KIN INFORMATION

NAME OF NEXT OF KIN:	RELATIONSHIP:	PHONE NUMBER:
ADDRESS:		

INTERMENT INFORMATION

DATE OF SERVICE:	TIME OF SERVICE:	TIME REQUESTING HONORS AT GRAVESIDE:
PLACE OF SERVICE :		
ADDRESS:		
COUNTY:	CITY:	
POINT OF CONTACT ON THE DAY OF SERVICE:		PHONE NUMBER:

REMARKS:

Please Note:

- Honor guard will arrive at graveside one hour prior to the service
- If no physical address please attach directions from ANDREWS AFB 20762
- A Veteran funeral consist of two honor guard members performing a flag fold, the playing of TAPS and presentation of the flag to the next of the kin.
- A Retiree (20 + years of service) consist of seven honor guard members providing pallbearers(to the final resting place), flag fold, firing party, TAPS and presentation of the flag to the next of the kin.

FOR INTERNAL USE ONLY

REVIEWED WITH:	DATE
ASSIGMENT:	