**OFFUTT AIR FORCE BASE MILITARY FUNERAL HONORS REQUEST**

Building 88, Washington Square, Offutt AFB, NE 68113 **Hours:** Mon - Fri 0800 to 1600

**Office:** (402) 294-6667 **After Hours:**  (402) 301-5398 **Fax:** (402) 232-0102

**Email:** offutthonorguard@us.af.mil

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| **SECTION 1: FUNERAL HONORS REQUEST INFORMATION** |
| **REQUESTOR INFORMATION** |
| 1. Funeral Home Name | 2. Funeral Director/Requestor Name | 3. Phone Number | 4. Fax Number |
|       |       | (   )    -     | (   )    -     |
| 5. Address | 6. City | 7. State | 8. Zip Code |
|       |       |       |       |
| **DECEASED INFORMATION** |
| 9. Name (Last, First, M.) | 10. Rank or Pay Grade | 11. Social Security Number |
|       |       |    -  -     |
| 12. Service Branch: [ ] Air Force (to include Guard & Reserve) [ ] Army Air Corps |
| 13. Military Status: (Select one) Services Requested: (available options on same row as selected military status) |
| [ ] Veteran: [ ] Flag Fold [ ] Taps |
| [ ] Retiree: [ ] Flag Fold [ ] Taps [ ] Firing Party [ ] Pallbearers |
| [ ] Active Duty: [ ] Full Military Honors (Flag Fold, Taps, Firing Party, Pallbearers) [ ] Colors [ ] Chaplain |
| **NEXT OF KIN INFORMATION** |
| 14. Name (Last, First, M.) | 15. Phone Number | 16. Relationship to Deceased |
|       | (   )    -     | [ ] Spouse [ ] Son [ ]  Daughter |
| [ ] Mother [ ] Father [ ]  Caretaker |
| 17. Address | 18. City | 19. State | 20. Zip Code |
|       |       |       |       | [ ]  Other:       |
| **FUNERAL HONORS LOCATION INFORMATION** |
| 21. Location Name | 22. Point of Contact | 23. Phone Number |
|       |       | (   )    -     |
| 24. Location Address | 25. City | 26. State | 27. Zip Code |
|       |       |       |       |
| 28. Funeral Date | 29. Honors Start Time | 30. Location Type |
|       | (time ceremony will begin)      | [ ] Church Cemetery [ ] Private Cemetery  |
| [ ] Funeral Home Cemetery [ ] Other:       |
| 31. Remains: [ ] Casket [ ] Urn [ ] No Casket/Urn | **FLAG MUST BE PROVIDED BY FUNERAL DIRECTOR OR FAMILY**Take DD Form 214 and death certificate to local Post Office to obtain a flag |
| 32. Additional Note(s):       |
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| **SECTION 2: REQUESTING INSTRUCTIONS/INFORMATION** |
| To schedule military funeral honors, the following must be accomplished: |
| [ ] Notify Offutt AFB Honor Guard with 48 hours or more notice if possible to request funeral honors. |
| [ ] Call (402) 301-5398 if funeral is to be scheduled ***AND*** performed within the next 24 hours. |
| [ ] Ensure each block on this request form is accurately filled out. If handwritten, please ensure that all information is legible. |
| [ ] Provide a copy of the deceased member’s DD Form 214 or equivalent documentation. |
| [ ] Email or Fax this completed request form with the members DD Form 214. (Contact info at top of form.)**\*\*\*Submission of this form is NOT an official request. You MUST get verbal/electronic confirmation from our office!\*\*\*** |
| [ ] **If you have not received confirmation** please follow up with our office at (402) 294-6667 to verify that we have this request.  |

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|  **SECTION 3: INTERNAL USE ONLY (OFFUTT HONOR GUARD ADMIN)** |
|  \_\_\_\_\_\_\_\_Fallout [FO] (DT –1hr) | Personnel Taking Request | Entered into HG Database? | Confirmed with POC? | Entered into T.A.P.S. Database? |
|  \_\_\_\_\_\_\_\_Departure [DT] (travel time + 30mins) |  Name:  |  Name:  |  [ ]  Email |  Name:  |
|  \_\_\_\_\_\_\_\_Arrival [AT] (CT – 90mins) |  Date: |  Date: |  [ ]  Phone |  Date: |
|  \_\_\_\_\_\_\_\_Ceremony Time [CT] |  Time: |  Detail# |  By: |   |

