



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



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: <input checked="" type="checkbox"/> Air Force (to include Guard & Reserve) <input type="checkbox"/> Army Air Corps			
13. Military Status: (Select one)		Services Requested: (available options on same row as selected military status)	
<input type="checkbox"/> Veteran:		<input type="checkbox"/> Flag Fold <input type="checkbox"/> Taps	
<input type="checkbox"/> Retiree:		<input type="checkbox"/> Flag Fold <input type="checkbox"/> Taps <input type="checkbox"/> Firing Party <input type="checkbox"/> Pallbearers	
<input type="checkbox"/> Active Duty:		<input type="checkbox"/> Full Military Honors (Flag Fold, Taps, Firing Party, Pallbearers) <input type="checkbox"/> Colors <input type="checkbox"/> Chaplain	
NEXT OF KIN INFORMATION			
14. Name (Last, First, M.)		15. Phone Number () -	16. Relationship to Deceased <input type="checkbox"/> Spouse <input type="checkbox"/> Son <input type="checkbox"/> Daughter
17. Address	18. City	19. State	20. Zip Code <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Caretaker <input type="checkbox"/> Other: Cousin
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 (time ceremony will begin)	30. Location Type <input type="checkbox"/> Church Cemetery <input type="checkbox"/> Private Cemetery <input type="checkbox"/> Funeral Home Cemetery <input type="checkbox"/> Other: Funeral Home	
31. Remains: <input type="checkbox"/> Casket <input type="checkbox"/> Urn <input type="checkbox"/> 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):			

SECTION 2: REQUESTING INSTRUCTIONS/INFORMATION
To schedule military funeral honors, the following must be accomplished:
<input type="checkbox"/> Notify Offutt AFB Honor Guard with 48 hours or more notice if possible to request funeral honors.
<input type="checkbox"/> Call (402) 301-5398 if funeral is to be scheduled <u>AND</u> performed within the next 24 hours.
<input type="checkbox"/> Ensure each block on this request form is accurately filled out. If handwritten, please ensure that all information is legible.
<input type="checkbox"/> Provide a copy of the deceased member's DD Form 214 or equivalent documentation.
<input type="checkbox"/> 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!
<input type="checkbox"/> If you have not received confirmation please follow up with our office at (402) 294-6667 to verify that we have this request.

SECTION 3: INTERNAL USE ONLY (OFFUTT HONOR GUARD ADMIN)				
	Personnel Taking Request	Entered into HG Database?	Confirmed with POC?	Entered into T.A.P.S. Database?
_____ Fallout [FO] (DT -1hr)	Name:	Name:	<input type="checkbox"/> Email	Name:
_____ Departure [DT] (travel time + 30mins)	Date:	Date:	<input type="checkbox"/> Phone	Date:
_____ Arrival [AT] (CT - 90mins)	Time:	Detail#	By:	
_____ Ceremony Time [CT]				