

SCOTT AIR FORCE BASE HONOR GUARD MILITARY FUNERAL HONORS REQUEST



Privacy Act Statement

AUTHORITY: Title 10 United States Code and Title 5 United States Code 552A; and Public Law 106-65

PURPOSE: Information is used to arrange and facilitate military funeral services for entitled retired and active duty military personnel.
ROUTINE USES: This information will be provided and obtained from and for necessary entities when arranging military funeral honors.

DISCLOSURE: Mandatory. Military honors at funeral services cannot be obtained without this information.

PLEASE COMPLETE THIS FORM AND RETURN IT USING THE CONTACT INFORMATION BELOW

IF YOUR REQUEST IS NOT MADE AT LEAST 48 HOURS IN ADVANCE, WE CANNOT GUARANTEE SUPPORT.

A DD FORM 214 IS REQUIRED TO DEMONSTRATE ENTITLEMENT OF MILITARY FUNERAL HONORS.

IS THERE A FLAG PROVIDED?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
FLAG TYPE	<input type="checkbox"/>	FOLDED	<input type="checkbox"/>	DRAPED	
NAME OF DECEASED	_____				SSN _____
DATE OF DEATH:	_____				
BRANCH OF SERVICE:	<input type="checkbox"/>	USAF	<input type="checkbox"/>	USAAC	<input type="checkbox"/>
STATUS	<input type="checkbox"/>	VETERAN	<input type="checkbox"/>	RETIREE	<input type="checkbox"/>
				ACTIVE DUTY	

REQUESTED HONORS INFORMATION

DATE & TIME	_____				
TIME ZONE	<input type="checkbox"/>	CENTRAL	<input type="checkbox"/>	EASTERN	
NAME OF LOCATION	_____				
ADDRESS	_____				
CITY/STATE/ZIP	_____				
COUNTY	_____	CHANGING AREA	<input type="checkbox"/>	YES	<input type="checkbox"/>
				NO	
UNUSUAL CIRCUMSTANCES (ex. No physical address, etc.)	_____				
Have you contacted anyone else for this honors request? (ex. VSO, VFW, American Legion or any other United States service (Army, Marines, or Navy))	_____				
REMAINS CONDITION	<input type="checkbox"/>	CASKET	<input type="checkbox"/>	CREMATION	<input type="checkbox"/>
				MEMORIAL	
FUNERAL HOME NAME	_____				
PHONE NUMBER	_____	FAX NUMBER	_____		
FUNERAL DIRECTOR NAME:	_____				

HONOR GUARD PERSONNEL USE ONLY BELOW

If you have not received confirmation that we have received this request within 24 hours please give us a call.

SAFB HONOR GUARD CONTACT INFORMATION

E-MAIL: 375FSS.HONORGUARD@US.AF.MIL

FAX: (618) 256-7462

OFFICE PHONE: (618) 256-4586

HOURS: Monday – Friday 0730 - 1630

AFTER HOURS CELL: (618) 210-1176

SUPERINTENDENT CELL: (618) 520-4967

NPB	_____
FOLD	_____
MARK	_____
CROSS MARK	_____
CARRY	_____
HAND OFF	_____
NFP	_____
VEHICLE	_____

SCOTT AFB TRAVEL: _____ Hrs _____ Min

FOB TRAVEL: _____ Hrs _____ Min

Miles: _____

Miles: _____

CONFIRMED BY: _____

TIME: _____

DATE: _____