HOLLOMAN AIR FORCE BASE
HONOR GUARD

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Email: honor_guard@us.af.mil
Steel Talons Honor Guard Website: 49FSS.com

MILITARY FUNERAL HONORS REQUEST INFORMATION SHEET

THE NCOIC IS AVAILABLE 24/7 AT THE CELL PHONE NUMBER ABOVE.

In accordance with Air Force Instruction 34-501 Paragraph 8.10.2.3. "[Military Funeral Honors] requests should typically be made as soon as possible, to prepare for the detail, with a minimum lead-time of 48 hours." The Honor Guard will make every effort to prevent non-support of requests made less than 48 hours prior to the detail. **Funeral homes are *strongly encouraged* to contact the NCOIC immediately upon request for Honors. Please call as required after normal duty hours, on weekends, and holidays to ensure early notice and team availability at the phone numbers listed above.**

Honorable service in the United States Military *MUST* be verified by the Steel Talons Honor Guard *PRIOR* to the final scheduling for Military Honors. All requests for Military Honors must be accompanied by a Department of Defense (DD) Form 214 or an equivalent separation or retirement document to verify Honorable Service in the US Air Force, or Army Air Corps/Army Air Forces for all veterans.

Certificates of Discharge or Retirement do not provide required service information. The Steel Talons Honor Guard may be able to verify service with the included personal information of the deceased below. If military service cannot be verified by any means in time for funeral services, but may be at a later date, the Steel Talons Honor Guard will honor any requests for Memorial Services to render Military Honors. Memorial Services are performed in the same manner as Military Funeral Honors.

If proper documentation is not available at the time of the request, please contact the NCOIC for initial scheduling while the documents are located. This will ensure a team is available for when the documents are located. Please note that Honors will not be rendered without proper documentation. The NCOIC will assist in every possible way to ensure the deceased military service is verified prior to the funeral.

Deceased Full Name & Rank: _____

Social Security Number: ___ - ___ - _____

Active Duty: ☐
Retiree: ☐
Veteran: ☐

Branch of Service: **Air Force:** ☐ **Army Air Corps:** ☐ **Army Air Force:** ☐ **Other:** _____

Date of Birth: _____ **Date of Death:** _____ **Military Service Dates:** **From:** _____ **To:** _____ **Total years served:** _____

***When a "Live Bugler" is not available, the Steel Talons use an electronic device that fits inside the bell of a normal bugle and sounds just like a live bugler. Please alert the families that we may be required to use the "Ceremonial Bugle" if no live bugler is available. They have the option of arranging for a civilian bugler if they so choose.**

***Please initial here to verify that the family was notified of ceremonial bugle options*:** ☐

Next of Kin (NOK): _____

Relationship: _____

NOK Home Address & Phone Number: _____

Phone: ( )

Additional Requests/Information: _____

Honor Guard Contact Date/Time: _____ /

Military Honors Date/Time: _____ /

Military Honors Location & Address: _____

No Remains: ☐ **Casket:** ☐
Cremations: ☐ **Casket Weight if Known:** _____

Funeral Home: _____

Director: _____

Phone: ( )

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This document is for Official Use Only.
Version 5, effective 01 January 2018. All other versions are discontinued.