



ELLSWORTH AFB HONOR GUARD FUNERAL SUPPORT REQUEST FORM

HONOR GUARD OFFICE: (605) 385-1186 Cell: (605) 431-3008 Fax: (605) 385-1167

Email: ellsworth.honorguard@us.af.mil

PLEASE NOTE:

** POINTS OF CONTACT MUST NOTIFY HONOR GUARD AFTER REQUESTS ARE SENT. IF THERE ARE ANY CHANGES TO THE FUNERAL PLEASE NOTIFY HONOR GUARD.

****POC SHOULD CALL HONOR GUARD 2-DAYS PRIOR FOR CONFIRMATION.**

**** CALL HONOR GUARD CELL PHONE IF UNABLE TO REACH HG STAFF.**

(OFFICE HOURS: Monday-Friday 0730-1630 MST)

****Please ensure to attach a copy of the DD Form 214 with request****

TODAY'S DATE: _____

INFORMATION:

- DECEASED: _____

- DATE OF SERVICE: _____ TIME: _____ TIME ZONE: _____

- ADDRESS OF FUNERAL HONORS _____

- POC NAME: _____ POC CONTACT NUMBER: _____

- ALTERNATE POC: _____ ALT. POC CONTACT NUMBER: _____

- BRANCH OF SERVICE: _____

- RANK/PAY GRADE: _____

- SERVICE TYPE (CIRCLE ONE): VETERAN / RETIREE / ACTIVE DUTY

- BODY WILL BE IN (CIRCLE ONE): CASKET / URN

- WILL ANY OTHER AGENCIES BE PROVIDING HONORS? (CIRCLE ONE): YES / NO

- IF SO, WHAT AGENCIES / HONORS? _____

- AGENCY POC and Number: _____

Funeral Honors Requested (See below for list of authorizations):

Veteran (Non-Retiree): Flag Fold / Taps

Retiree (20+ years of service): Pall Bearers / Flag Fold / Firing Party / Taps

****Please note that due to Congressional mandates and Air Force Instructions, Active Duty military organizations can perform the firing party (rifle salute) unless manning dictates otherwise. This may also be requested from Veteran Service Organizations authorized to perform military funeral honors (VFW, American Legion, etc).**

Honor Guard Use Only:

CONFIRMATION OF REQUEST (NCOIC OR REP SIGNATURE/Date): _____

Notes: