



**JOINT BASE CHARLESTON
HONOR GUARD
FUNERAL HONORS REQUEST WORKSHEET**



**Please include proof of military service with your request:
DD 214, Retirement Orders, Separation Orders OR copy of Military ID card
When filled in, this request contains Privacy Act of 1974 information,
And is to be used only for detail purposes IAW AFI 37-123.
FOR OFFICIAL USE ONLY
REQUEST SHEET**

**OFFICE: (843) 767-2134
CELL: (843) 901-9785
FAX: (843) 760-1764
E-MAIL: 628HonorGuard@us.af.mil**

**102 N. Davis Drive
JB Charleston, SC 29404
Attn: Honor Guard**

Please follow up with a phone call to confirm HG receipt of faxed/emailed request(s)

Date of Request: _____		Time of Request: _____	
Name and Address of Requester: _____		Telephone # of Requestor: _____	
Funeral Home Information	Name of Funeral Home: _____		
	Address: _____		
	Funeral Director • s Name: _____		
	Phone Number: _____		
Deceased Information	Name: _____		
	Social Security Number: _____		
	Grade: _____		
	Service/Branch: <input type="radio"/> Air Force <input type="radio"/> Army Air Force <input type="radio"/> Army Air Corps <small>(CIRCLE/CHECK ONE)</small>		
	Duty Status: <input type="radio"/> Active Duty <input type="radio"/> Retired <input type="radio"/> Veteran <small>(CIRCLE/CHECK ONE) (20 years plus) (Less than 20 years)</small>		
Honor Elements <small>(CIRCLE APPLICABLE ELEMENTS)</small>	Pallbearers <input type="checkbox"/> Firing Party <input type="checkbox"/> Taps <input type="checkbox"/> Flag Fold <input type="checkbox"/> Color Guard <input type="checkbox"/> <div style="text-align: right;"><small>(AD Only)</small></div>		
	Flyover <input type="checkbox"/> <small>(Requires minimum five days/rated veterans ONLY)</small>		
Next of Kin Information	Name: _____		Relationship to Deceased: _____
	Address: _____		
	Phone Number: _____		
Service Information	Date: _____ Time: _____		Time at Graveside: _____
	Location (County and State): _____		
	Place: <input type="radio"/> Cemetery <input type="radio"/> Church <input type="radio"/> Other <small>(CIRCLE ONE)</small>		
	Name and Address of Cemetery/Church: _____		
Type of Service <small>(Circle One)</small>	<input checked="" type="radio"/> Traditional (Casket) (Apprx. Weight: _____) <input type="radio"/> Cremation (Urn) <input type="radio"/> Memorial		

Special Notes:

Joint Base Charleston provides funeral honors services in an Area of Responsibility (AOR) which encompasses the following counties:

SOUTH CAROLINA (22)

Aiken, Allendale,
Bamberg, Barnwell, Beaufort (**National Cemetery**), Berkeley
Charleston, Clarendon, Colleton
Dillon, Dorchester
Edgefield
Florence (**National Cemetery**)
Georgetown
Hampton, Horry
Jasper, Marion, Marlboro
McCormick, Orangeburg, Williamsburg

GEORGIA (14)

Bryan, Bulloch, Burke
Chatham, Columbia
Effingham, Evans
Jenkins
Liberty, Lincoln, Long
McIntosh
Richmond
Screven

NORTH CAROLINA (6)

Bladen, Brunswick
Columbus
Richmond, Robeson
Scotland

• To Honor With Dignity •