



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 628TH AIR BASE WING (AMC)
JOINT BASE CHARLESTON SC**

5 September 2018

MEMORANDUM FOR: Funeral Directors

FROM: Joint Base Charleston Honor Guard

SUBJECT: Funeral Honors Request Procedures

1. The rendering of Military Funeral Honors is a way to show the Nation's deep gratitude to those who, in times of war and peace, have faithfully defended our country. This ceremonial paying of respect is the final demonstration a grateful Nation can provide to the veterans; families.
2. Military Funeral Honors have always been provided whenever possible. However, the law mandates the rendering of Military Funeral Honors for all eligible veterans if requested by the family. As provided by law, an honor guard detail for the burial of an eligible veteran shall consist of not less than two members of the Armed Forces. The honor detail will, at a minimum, perform a ceremony that includes the folding and presenting of the American flag to the next of kin and the playing of Taps.
3. Military Funeral Honors are provided by the Department of Defense at no cost to the family. Families of eligible veterans request funeral honors through their funeral director. The funeral director will contact the appropriate Military Service to arrange for the funeral honors detail.
4. Eligible members may include: Military members on active duty or in the selected reserve; former military members who served on active duty and departed under conditions other than dishonorable; former military members who completed at least one term of enlistment or period of initial obligated service in the selected reserve and departed under conditions other than dishonorable; and former military members discharged from the Selected Reserve due to a disability incurred or aggravated in the line of duty.
5. The family may only request one flyover. It may be flown at the funeral or memorial service. The deceased members must be an eligible recipient. However, even if authorized, flyovers may still be limited based on aircrew/aircraft availability, weather constraints, funeral location and/or operational commitments.
6. The preferred method for establishing military veteran status is the DD Form 214, Certificate of Release or Discharge from Active Duty. If the DD Form 214 is not available, any discharge document showing other than dishonorable service may be used.

7. The elements of the funeral honors ceremony are as follows:

<u>Active Duty</u>	<u>Retired</u>	<u>Veteran</u>
Chaplain	Chaplain	Chaplain
Flag Presentation	Flag Presentation	Flag Presentation
Taps	Taps	Taps
Firing Party	Firing Party	
Color Guard	Pall Bearers	
Pall Bearers		

8. Flags presented to the NOK are provided by the Funeral Home and are obtained from the Department of Veterans Affairs.

9. The Honor Guard requests at least 48 hours notice in order to organize the funeral honors detail and at a minimum of five days for flyovers.

10. If you wish to have an electronic copy of letter and attachments, please email:
628FSSHonorGuard@us.af.mil

11. For additional information, please contact the staff of the JB Charleston Honor Guard at (843) 767-2134.

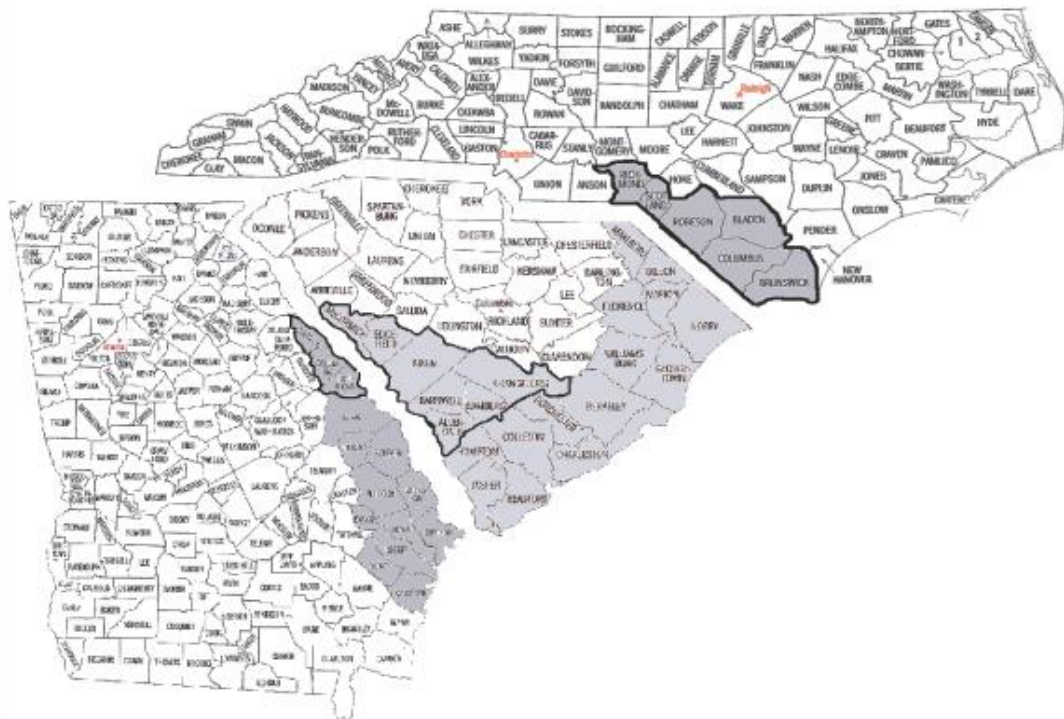
SAMUEL C. GRIFFITH, SSGT, USAF
NCOIC, JB Charleston Honor Guard

1 Attachment:

1. Map, JB Charleston Honor Guard AOR

Charleston AFB Honor Guard Area of Responsibility

To Honor with Dignity



“Serving All”