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
EMAIL: 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 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 Directors Name:
	Phone Number:
Deceased Information	Name:
	Social Security Number:
	Grade:
	Service/Branch: (CIRCLE/CHECK ONE) ◯ Air Force ◯ Army Air Force ◯ Army Air Corps
	Duty Status: (CIRCLE/CHECK ONE) ◯ Active Duty ◯ Retired (20 years plus) ◯ Veteran (Less than 20 years)
Honor Elements (CIRCLE APPLICABLE ELEMENTS)	Pallbearers ☐ Firing Party ☐ Taps ☐ Flag Fold ☐ Color Guard (AD only) ☐ Flyover ☐ (Requires minimum 7 days/rated veterans *ONLY*)
Next of Kin Information	Name: Relationship to Deceased:
	Address:
	Phone Number:
Service Information	Date of service: Time:
	Location (County and State):
	Place: (CIRCLE ONE) ◯ Cemetery ◯ Church ◯ Other
	Name and Address of Cemetery/Church:
Type of Service (Circle One)	◯ Traditional (Casket) (Apprx. Weight: _____) ◯ Cremation (Urn) ◯ 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, 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•