

AR TN  
 NG TN

**FORT SAM HOUSTON CASUALTY ASSISTANCE CENTER (CAC)  
MEMORIAL AFFAIRS MILITARY FUNERAL HONORS SCHEDULING  
Monday - Friday 7:15 a.m. - 4:00 p.m., Closed on Saturday, Sunday, National and Federal Holidays  
MILITARY FUNERAL HONORS REQUEST FORM (ARMY)**

CITY/COUNTY (SERVICE) FUNERAL HOME

SERVICE DATE INTERMENT TIME

CEMETERY LOCATION  
Name of CEMETERY

STREET ADDRESS, CITY, ZIP CODE

NAME OF DECEDENT  
LAST FIRST MI.

RANK SSN SERVICE ARMY

STATUS: ACTIVE DUTY  RETIRED  VETERAN

CAISSON/FULL  FULL  2 MAN  FULL CREMATION  2 MAN CREMATION   
(E-9 and above) (All Ranks) All Veteran Ranks Same criteria as Caisson and/or Full Same criteria as 2Man  
(Active/Retired)\* (Active/Retired)

\*NOTE: (All Active Duty Soldiers and 120-Day REFRAAD Army Veterans who die due to wounds received in OEF)

I HAVE BEEN BRIEFED ON THE TYPE OF MILITARY HONORS MY LOVED ONE IS ELIGIBLE. I UNDERSTAND THE ELIGIBILITY CRITERIA AND RENDER THE FOLLOWING DECISION:

I concur with the eligibility criteria that my loved one is authorized and desire to have the above honors so rendered. \_\_\_\_\_ (PNOK Initials)

Even though, I know my loved one is eligible for the above military honors; I wish to downgrade or limit the military honors rendered to \_\_\_\_\_. This is according to my wishes. \_\_\_\_\_ (PNOK Initials)

PRIMARY NEXT OF KIN SIGNATURE (PNOK): \_\_\_\_\_

**PAPERWORK NEEDED FROM THE FUNERAL DIRECTOR (FD) OR NEXT OF KIN (NOK)**

- 1. A COPY OF THE DD FORM 214 OR STATEMENT OF DISCHARGE
- 2. COMPLETE ADDRESS TO THE CEMETERY WITH MAP AND DRIVING DIRECTIONS
- 3. FAX THIS FORM AND OTHER REQUIRED DOCUMENTS TO:  
FAX (210) 221-1748, OFFICE PHONE (210) 221-1780 (Mon-Fri 7:15am - 4:00pm)

FUNERAL DIRECTOR OR FAMILY MEMBER NAME

CONTACT PHONE

EMAIL ADDRESS

**\*\*\*\* NOTE \*\*\*\***

ALL HONORS REQUESTS MUST BE RECEIVED **48 HOURS** PRIOR TO THE SCHEDULED INTERMENT. REQUESTS FOR MONDAY AND HOLIDAY FUNERALS MUST BE RECEIVED NOT LATER THAN FRIDAY AT 1 P.M. REQUESTS AFTER 1 P.M. CANNOT BE HONORED AND THERE IS NO SCHEDULING ON WEEKENDS IF REQUESTING A CHAPLAIN, PLEASE CALL 210 221-2754/ 5937/5007/govt cell 210 325-5094.