

HONOR GUARD CHECKLIST

INSTRUCTIONS: The Mortuary Officer will sign and complete appropriate items for each honors ceremony requested. If request is not approved indicate circumstances and justification, then forward a copy of completed form to HQ Air Force Mortuary Affairs and if required to your MAJCOM.

SECTION I. HONORS REQUEST DATA

1. HONOR GUARD INSTALLATION ADDRESS <i>(Include ZIP code)</i>	2. NAME/ADDRESS OF HONORS REQUESTER	3. TELEPHONE <i>(Include Area Code)</i>
		4. DATE/TIME OF REQUEST
5. TYPE OF HONORS REQUESTED		6. LOCATION FOR HONORS PRESENTATION
<input type="checkbox"/> FUNERAL SERVICE	<input type="checkbox"/> DISTINGUISHED PERSON	<input type="checkbox"/> GOVERNMENT CEMETERY
<input type="checkbox"/> MEMORIAL SERVICE	<input type="checkbox"/> COMMUNITY FUNCTION	<input type="checkbox"/> PRIVATE CEMETERY
<input type="checkbox"/> CHANGE OF COMMAND	<input type="checkbox"/> OTHER <i>(Specify)</i>	<input type="checkbox"/> CHURCH
		<input type="checkbox"/> FUNERAL HOME CHAPEL
		<input type="checkbox"/> ON BASE
		<input type="checkbox"/> OTHER <i>(Specify)</i>

SECTION II. INFORMATION FOR FUNERAL OR MEMORIAL HONORS

7. NAME OF DECEASED	8. GRADE	9. SSN	10. SERVICE BRANCH	11. DUTY STATUS	12. AERONAUTICAL RATING <i>(Active duty only)</i>
13. NAME/ADDRESS/TELEPHONE OF NEXT OF KIN OR REPRESENTATIVE			14. FUNERAL HOME INFORMATION AND FUNERAL DIRECTOR'S NAME		
15. DATE/TIME OF SERVICE	16. LOCATION OF SERVICE		17. NAME/ADDRESS OF CEMETERY		

SECTION III. INFORMATION FOR FUNCTIONS OTHER THAN FUNERAL OR MEMORIAL SERVICE

18. ADDRESS FOR FUNCTION	19. DATE AND TIME	20. POINT OF CONTACT	21. FUNCTION DESCRIPTION

SECTION IV. FACTS AND ACTIONS TAKEN FOR REQUESTED HONORS

22. HONORS REQUEST	<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE	23. NAME OF APPROVING/DISAPPROVING OFFICIAL	24. DATE AND TIME
25. REASON FOR DISAPPROVAL:			
26. HONORS ELEMENTS AND MILITARY PERSONNEL PROVIDED			
<input type="checkbox"/> PALLBEARERS	<input type="checkbox"/> FIRING PARTY	<input type="checkbox"/> COLOR GUARD	<input type="checkbox"/> OTHER
<input type="checkbox"/> BUGLER	<input type="checkbox"/> CHAPLAIN	<input type="checkbox"/> DRILL TEAM	<input type="checkbox"/> FLYOVER <i>(If approved list aircraft resource)</i>
<input type="checkbox"/> HONORARY PALLBEARERS	<input type="checkbox"/> MEMBER IN CHARGE	<input type="checkbox"/> ONE REPRESENTATIVE	
27. NAME/GRADE OF HONOR GUARD CONTACT	28. NAME/GRADE OF CHAPLAIN CONTACT	29. NAME/GRADE OF FLYOVER CONTACT	
30. INSPECTION AND COMMENTS			YES NO
a. PARTICIPANTS BRIEFED AND INSPECTED PRIOR TO RELEASE FOR CEREMONY			<input type="checkbox"/> <input type="checkbox"/>
b. ALL PARTICIPANTS RECEIVED TRAINING PRIOR TO CEREMONY			<input type="checkbox"/> <input type="checkbox"/>
c. ALL PARTICIPANTS DRESSED IN PRESCRIBED UNIFORMS			<input type="checkbox"/> <input type="checkbox"/>
31. UNUSUAL CIRCUMSTANCES RESULTING IN UNFAVORABLE REFLECTION ON AIR FORCE <input type="checkbox"/> NO <input type="checkbox"/> YES <i>(If Yes, explain in 39. Remarks)</i>			
32. NAME/GRADE OF HONOR GUARD COMMANDER		SIGNATURE	

SECTION V. RESOURCE EXPENSE DATA

33. TIME SPAN OF ACTIVITY	34. ACTIVITY MILEAGE ONE WAY	35. DRIVER <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN
36. TYPE VEHICLES USED <input type="checkbox"/> MILITARY STAFF CAR <input type="checkbox"/> MILITARY BUS <input type="checkbox"/> PRIVATE CAR <input type="checkbox"/> PRIVATE BUS <input type="checkbox"/> OTHER		
37. TOTAL NUMBER MAN-HOURS SPENT [] LOCAL [] TDY		
38. COSTS INCURRED		
a. MANPOWER <i>(Average hourly wage (see AFI 65-503) times number participants times activity time span)</i>		\$
b. TRAVEL <i>(Standard vehicle operating cost times number of vehicles and round trip miles.) Obtain per mile cost from Vehicle Maintenance Control and Analysis Office.</i>		\$
c. PER DIEM/LODGING <i>(Total for all participants)</i>		\$
d. OTHER <i>(Hiring bugler, etc.)</i>		\$
e. TOTAL COST FOR THIS CEREMONY		\$
39. REMARKS: <i>(Continue on reverse if necessary)</i>		
40. NAME AND GRADE OF CHIEF OF SERVICES (Mortuary Officer)		SIGNATURE

