

# FUNERAL HONORS REQUEST

Tennessee Army National Guard

## PRIVACY ACT STATEMENT

**AUTHORITY:** DODI 1300.15, Secretary of the Army, National Defense Act of 2000 (PUBLIC LAW 106-65 ).

**PRINCIPAL PURPOSE:** To maintain funeral plans or requests by specifically authorized individuals who have requested special arrangements for their funeral ceremony; to facilitate coordination of military support for the State, Official or Military funerals.

**ROUTINE USES:** Disclosure is authorized pursuant to those generally permitted under 5 USC 522a(b) of the Privacy Act.

**DISCLOSURE:** Voluntary, however **failure to provide the requested information may result in denial of Funeral Honors support.**

- 10 U.S. Code Section 1491 entitles eligible veterans to receive military funeral honors upon request by next-of-kin or an authorized agent. Military funeral honors consists of two or more military service members (at least one from the parent service) to play Taps, fold and present the U.S. flag to the veteran's family.
- Please allow **48 hours advance notice** to process requests and **no later than 1300 (1PM)**. However, if Funeral Honors are being requested within 48 hours or after normal business hours, please submit ASAP and contact the operations office immediately (615-313-0977).
  - When scheduling, please keep in mind the Funeral Honors Team will arrive 1 Hour prior to event scheduled time.
  - **To request Funeral Honors Email the following to [ng.tn.tnarng.mbx.ngtn-mua-mfh@army.mil](mailto:ng.tn.tnarng.mbx.ngtn-mua-mfh@army.mil)**
    1. Completed Funeral Honors Request Form
    2. Legible copy of a DD-214, NGB 22, or proof of honorable service
- Any changes to the date, time or location should be communicated ASAP to ensure the Funeral Honors Team arrives as scheduled. All changes must be submitted in writing within 48 hours of scheduled honors.
- Military records can be requested at
  - o Tennessee War Records: <https://help.tn.gov/military/contact-military-department.html>
  - o National War Records: [www.archives.gov/veterans](http://www.archives.gov/veterans) or by calling 314-801-0800.
- Burial flags must be provided by the requester. If eligible, TN Military Funeral Honors will provide Tennessee State Flag (TNNG members)
- Funeral Honors will only be rendered once for each eligible service member.

## DECEASED INFORMATION

DAY/DATE OF HONORS:		TIME OF HONORS:	AM PM	SERVICE TYPE:	
				URN	CASKET
		OTHER: _____			

SSN:	LAST NAME, FIRST, MIDDLE:	RATE/RANK:	SERVICE BRANCH:

STATUS:	YEARS IN SERVICE:	DATE OF BIRTH:	DATE OF DEATH:
Veteran    Retired    Active Duty			

FUNERAL HONORS ARRANGED BY:      MORTUARY/FUNERAL HOME      CAC      FAMILY      Other

FUNERAL HOME NAME/PNoK:	POINT OF CONTACT:	EMAIL:	PHONE:

ADDRESS:	COUNTY:	CITY:	STATE:	ZIP CODE:

### WHERE WOULD YOU LIKE THE HONORS TO BE RENDERED?

CEMETERY    CHAPEL    FUNERAL HOME    MAUSOLEUM    OTHER:

LOCATION NAME:	ADDRESS:	COUNTY:	CITY:

STATE:	ZIP CODE:	REQUESTED HONORS	Chaplain	TN State Flag <small>(TN National Guard Only)</small>
		Flag Folding/TAPS      Firing Party <small>(Retired/Active Only)</small> Pall Bearers <small>(Retired/Active Only)</small>		

## NEXT OF KIN INFORMATION

FLAG RECIPIENT NAME:	ADDRESS:	CITY:	STATE:	ZIP CODE:

PHONE:	CELL:	RELATIONSHIP TO DECEASED:	E-MAIL: