

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS UNITED STATES ARMY GARRISON  
INSTALLATION MANAGEMENT AGENCY  
FORT HOOD, TEXAS 76544-5000

REPLY TO  
ATTENTION TO

IMWE-HOD-HR-CAC

05 August 2009

MEMORANDUM FOR Texas Funeral Commission

SUBJECT: Standard Operating Procedure (SOP) for Requesting Funeral Honors

1. The goal of the Fort Hood Casualty Assistance Center is to provide Funeral Honors for all Veterans, Retirees, and Active Duty personnel in our area of responsibility. The purpose of this SOP is to establish and improve our relationship with the Texas Funeral Commission and the funeral homes in our area of responsibility.

2. This SOP will assist Funeral Directors in processing military requests for Funeral Honors for fallen Army Veterans and Retirees. The procedures listed must be followed to ensure that we are providing the correct service for the fallen service member and the next of kin.

3. The Fort Hood Casualty Assistance Center has 126 personnel available to perform Funeral Honors. Our area of responsibility is divided into four categories.

a. **Local:** The funerals conducted within 80 miles of Killeen/Fort Hood. This area stretches from Hamilton County (north) to Travis County (south).

b. **One Day:** The funerals conducted more than 80 miles away from Killeen/Fort Hood. This area stretches from Montague County (north) to Bastrop County (south) and from Nolan County (west) to Cherokee County (east).

c. **Two Day:** The funerals conducted more than 200 miles from Killeen/Fort Hood. This area stretches from Midland County (west) to Shelby County (east).

d. **Three Day:** The funerals conducted more than 250 miles from Killeen/Fort Hood. This area stretches from Crane County (south) to Dallam County (north).

4. Responsibilities of the Funeral Director:

a. When the Funeral Director receives a request for military honors from the next of kin, it is their responsibility to ensure they obtain the proper discharge information from the family or Veterans Administration (VA). The discharge information can be a DD Form 214, Certificate of Honorable Discharge or any other verification from the VA as long as it contains the name, rank, character of service, and years of service.

b. Once the Funeral Director has all of the necessary information, they must call this office at (254) 287-7200 to request military funeral honors. Once honors have been requested, they must fax the discharge information and a written request with date, location, and time of the funeral.

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5. To ensure that our Honor Teams arrive safely and in a timely manner, we request the following information:

a. If the requesting funeral home is within the local or one day area (a or b above), we request the director notify this office at least 24 hours in advance after ensuring discharge information is correct.

b. If the requesting funeral home is within the two day area (c above), we request the director notify this office at least 48 hours in advance after ensuring discharge information is correct.

c. If the requesting funeral home is within the three day area (d above), we request the director notify this office at least 72 hours in advance after ensuring discharge information is correct.

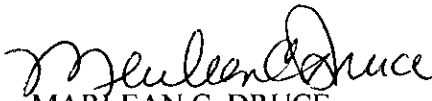
6. In an effort to ensure that we continue providing quality service to our Fallen Heroes and their families, we request this information be disseminated to all funeral directors in our area of responsibility.

7. Enclosed is a list of the Fort Hood Casualty Assistance Center area of responsibility which consists of 175 counties.

8. Point of contact for this SOP is Edward B. McCray, Jr., Memorial Affairs Coordinator at COMMERCIAL: (254) 287-7200, or Fax: (254) 288-5620.

Encl

1. Counties in Area of Responsibility
2. Map of Counties

  
MARLEAN C. DRUCE  
Installation Adjutant General

**Fort Hood Casualty Assistance Center  
Area of Responsibility  
175 Counties**

<b>Anderson</b>	<b>Andrews</b>	<b>Angelina</b>	<b>Archer</b>	<b>Armstrong</b>	<b>Bailey</b>	<b>Bastrop</b>
<b>Baylor</b>	<b>Bell</b>	<b>Blanco</b>	<b>Borden</b>	<b>Bosque</b>	<b>Bowie</b>	<b>Brazos</b>
<b>Briscoe</b>	<b>Brown</b>	<b>Burleson</b>	<b>Burnet</b>	<b>Callahan</b>	<b>Camp</b>	<b>Carson</b>
<b>Cass</b>	<b>Castro</b>	<b>Cherokee</b>	<b>Childress</b>	<b>Clay</b>	<b>Cochran</b>	<b>Coke</b>
<b>Coleman</b>	<b>Collin</b>	<b>Collingsworth</b>	<b>Comanche</b>	<b>Concho</b>	<b>Cooke</b>	<b>Coryell</b>
<b>Cottle</b>	<b>Crane</b>	<b>Crockett</b>	<b>Crosby</b>	<b>Dallam</b>	<b>Dallas</b>	<b>Dawson</b>
<b>Deaf Smith</b>	<b>Delta</b>	<b>Denton</b>	<b>Dickens</b>	<b>Donley</b>	<b>Eastland</b>	<b>Ector</b>
<b>Ellis</b>	<b>Erath</b>	<b>Falls</b>	<b>Fannin</b>	<b>Fisher</b>	<b>Floyd</b>	<b>Foard</b>
<b>Franklin</b>	<b>Freestone</b>	<b>Gaines</b>	<b>Garza</b>	<b>Gillespie</b>	<b>Glasscock</b>	<b>Greg</b>
<b>Gray</b>	<b>Grayson</b>	<b>Grimes</b>	<b>Hale</b>	<b>Hall</b>	<b>Hamilton</b>	<b>Hansford</b>
<b>Hardeman</b>	<b>Hartley</b>	<b>Haskell</b>	<b>Hemphill</b>	<b>Henderson</b>	<b>Hill</b>	<b>Hockley</b>
<b>Hood</b>	<b>Hopkins</b>	<b>Houston</b>	<b>Howard</b>	<b>Hunt</b>	<b>Hutchinson</b>	<b>Harrison</b>
<b>Iron</b>	<b>Jack</b>	<b>Johnson</b>	<b>Jones</b>	<b>Kaufman</b>	<b>Kent</b>	<b>Kimble</b>
<b>King</b>	<b>Knox</b>	<b>Lamar</b>	<b>Lamb</b>	<b>Lampasas</b>	<b>Lee</b>	<b>Leon</b>
<b>Limestone</b>	<b>Lipscomb</b>	<b>Llano</b>	<b>Lubbock</b>	<b>Lynn</b>	<b>Madison</b>	<b>Marion</b>
<b>Martin</b>	<b>Mason</b>	<b>McCulloch</b>	<b>McLennan</b>	<b>Menard</b>	<b>Midland</b>	<b>Mills</b>
<b>Milam</b>	<b>Mitchell</b>	<b>Montague</b>	<b>Montgomery</b>	<b>Moore</b>	<b>Morris</b>	<b>Motley</b>
<b>Nacogdoches</b>	<b>Navarro</b>	<b>Nolan</b>	<b>Ochiltree</b>	<b>Oldham</b>	<b>Palo Pinto</b>	<b>Panola</b>
<b>Parker</b>	<b>Parmer</b>	<b>Potter</b>	<b>Rains</b>	<b>Randall</b>	<b>Reagan</b>	<b>Red River</b>
<b>Rockwall</b>	<b>Roberts</b>	<b>Robertson</b>	<b>Runnels</b>	<b>Rusk</b>	<b>Sabine</b>	<b>San Augustine</b>
<b>San Jacinto</b>	<b>San Saba</b>	<b>Schleicher</b>	<b>Scurry</b>	<b>Shackelford</b>	<b>Shelby</b>	<b>Sherman</b>
<b>Smith</b>	<b>Somerville</b>	<b>Stephens</b>	<b>Sterling</b>	<b>Stonewall</b>	<b>Sutton</b>	<b>Swisher</b>
<b>Tarrant</b>	<b>Taylor</b>	<b>Terry</b>	<b>Throckmorton</b>	<b>Titus</b>	<b>Tom Green</b>	<b>Travis</b>
<b>Trinity</b>	<b>Upshur</b>	<b>Upton</b>	<b>Van Zandt</b>	<b>Walker</b>	<b>Washington</b>	<b>Wheeler</b>
<b>Wichita</b>	<b>Wilbarger</b>	<b>Williamson</b>	<b>Wise</b>	<b>Wood</b>	<b>Yoakum</b>	<b>Young</b>

# GEOGRAPHICAL RESPONSIBILITY

