

Headquarters
US Army Armor Center and Fort Knox
Fort Knox, Kentucky 40121-5000
25 February 2003

*Fort Knox Reg 638-1

Deceased Personnel

MILITARY BURIAL HONORS

Summary. This regulation establishes policy governing the conduct of military burial honors, delineates the mission of the Fort Knox Casualty Area Command and the Adjutant General; arranging military honors; support requirements; and reporting requirements.

Applicability. This regulation applies to all units assigned and attached to Fort Knox and Partners in Excellence.

Suggested improvements. The proponent of this regulation is the Personnel Operations Division, Office of the Adjutant General. Users are invited to send suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, USAARMC and Fort Knox, ATTN: ATZK-AGO, Fort Knox, Kentucky 40121.

Chapter 1 General

1-1. **Purpose.** To provide guidance and policies for rendering military burial honors. It is Department of Defense policy that military burial honors are provided to eligible beneficiaries, upon request by the next of kin or authorized representative, in most cases the funeral director. Commanders at all levels must support paying a final tribute on behalf of a grateful Nation to comrades in arms, and must respond expeditiously and sensitively to requests for military funeral support. Rendering military honors reflects the high regard and respect accorded to military service and demonstrates military professionalism to the Nation.

1-2. References.

a. Related publications.

- (1) National Defense Authorization Act 2000
- (2) DOD Directive 1300.15 Military Funeral Honors, Jan 01
- (3) AR 600-8-1, Army Casualty Operations/Assistance/Insurance, 20 Oct 94.
- (4) AR 600-25, Salutes, Honors, and Visits of Courtesy, 16 May 70.

*This regulation supersedes Fort Knox Reg 638-1, 5 Jan 98.

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(5) DA Pam 1-1, State, Official, and Special Military Funerals, 30 Dec 65.

(6) FM 22-5, Drill and Ceremonies, 8 Dec 86.

(7) TC 16-2, Religious Support to Casualties, Memorial and Funeral Services, 6 Dec 91.

(8) USAARMC Reg 210-6, Utilization and Reporting of Military Personnel Performing Duties Outside Their Regular Assigned Function Special Duty/Detail/Unit Tasking, 24 Jun 88.

b. Reference forms.

(1) DD Form 1610 (Request and Authorization for TDY Travel of DOD personnel).

(2) Fort Knox Form 842-E (Request for Military Honors).

(3) Fort Knox Form 3433-E (After Action Report Funeral Detail).

(4) Fort Knox Form 3434-E (Checklist for Funeral Detail).

(5) Fort Knox Form 3909-E (Military Funeral Detail Roster).

1-3. Responsibilities. a. The Adjutant General (AG) will:

(1) Assume overall responsibility for military burial honors. The AG or designated representative will approve all requests for military burial honors. The Casualty-on-Call will approve requests for military burial honors received after duty hours.

(2) Supervise the military burial honors program to ensure conformity and accomplishment.

(3) Respond to request for burial honors. Nonstandard requests will be brought immediately to the attention of the AG or designated representative.

(4) Disapprove all requests for military honors that are received with less than 12 hours notification of time of service. The USAARMC Chief of Staff will disapprove all other requests that cannot be supported.

(5) Upon completion of risk assessment by the FSR, make final determination to use commercial air.

b. The AG Casualty Office will:

(1) Coordinate requests for burial honors with the US Army National Guard and US Army Reserve for support.

(2) Notify the responsible Funeral Service Representative (FSR), 113th Army Band, and Office of the Staff Chaplain, as applicable, of the tasking as soon as the request for military honors is approved.

(3) Notify the appropriate FSR designated on the G3/DPTM calendar as the next-up unit of support, when the responsible unit is down to five teams for support for a given day. The AG will advise the Chief of Staff who will decide if and when the tasked FSR will be relieved of responsibility for burial honors details.

(4) Notify Airfield to redirect or suspend air operations when funeral/burial service is conducted on post.

(5) Notify G3/DPTM Operations to coordinate military police escort when funeral and/or burial service are conducted on post.

(6) Ensure training aids (videos, CDs, etc) are available. Approve requests to add to or upgrade existing CD players.

(7) Provide interment flags to FSR (not to be used for training).

c. The G3/Directorate of Plans, Training and Mobilization (G3/DPTM) will:

(1) Publish a quarterly MOI and a calendar designating FSR to provide military burial honors detail, to include date each unit is to assume duties. Units will provide honor details only on the days indicated on the calendar, unless alerted by the AG Casualty Office to provide additional support.

(2) Redirect or suspend air operations away from chapel or cemetery when services are conducted on post.

(3) Coordinate military police escort for procession when funeral or burial services are conducted on post.

d. Directorate of Base Operations Support (DBOS) will:

(1) Provide required vehicles to transport burial honors detail.

(2) Schedule air transportation and car rental, when approved by the AG.

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e. Directorate of Resource Management (DRM) will process TDY request, annotating the DD Form 1610 with appropriate accounting citation.

f. Staff Chaplain Office will:

- (1) Provide chaplain for funeral or burial services when requested by the Casualty Office.
- (2) Coordinate arrangements with funeral director and family member.
- (3) Coordinate with DBOS for transportation.

g. FSR will:

(1) Provide personnel to perform military burial honors on the days indicated on the calendar issued by G3/DPTM; or when alerted by the AG Casualty Office when additional support is required.

(2) Supervise the execution of training.

(3) Ensure government travel cards are issued to appropriate military personnel on the burial honors detail.

(4) Prepare travel orders (DD Form 1610)

(5) Arrange transportation with DBOS, GSA; or air transportation with Carlson Wagonlit, when approved by the AG.

(6) Arrange for taped version of playing "TAPS" if a bugler is not available.

(7) Prepare Checklist for Funeral Detail and After Action Report - Funeral Detail.

(8) Determine overnight stays due to inclement weather, vehicle breakdown, additional taskings, etc.

(9) Forward checklist, after action report, and detail roster to AG Casualty Office (ATZK-AGO) upon completion of task.

(10) Notify AG Casualty Office when mission support is down to five teams for a given day.

(11) Complete risk assessment to be presented to the Chief of Staff for final decision to support mission when request for military honors is received less than 24 hours from time of service.

(12) Maintain supply of US Flags for training.

(13) Coordinate with AG Casualty Office for procurement of additional (or upgrade) CD players.

h. Military Honors detail will: (1) Contact funeral director to confirm the date, time, and location of the interment service.

(2) Ensure the funeral director has acquired a US flag. Take a backup flag to the ceremony "just in case" it is needed. US Flag will be obtained from their FSR. The veteran is authorized one interment flag, which is presented to the eligible family member.

(3) Pickup flag/flag cases for deceased active duty personnel at AG Casualty Office before departing installation.

(4) Report to the funeral home or cemetery, as directed, not later than 1 hour before scheduled services. The detail should arrive earlier, if possible, and conduct a reconnaissance and rehearsal.

(5) Forward checklist, after action report, and detail roster to S3 upon completion of task.

(6) Coordinate with FSR before departing mission site for additional instructions.

(7) Coordinate with Regional/Brigade S3 when there is a delay in reporting to mission, i.e, vehicle breakdown, road construction, inclement weather, etc.

(8) Practice/train.

i. The 113th Army Band will: (1) Provide a bugler for the detail upon request from the Casualty Office.

(2) Coordinate with OIC or NCOIC of detail to determine place, date, and time of departure from installation.

(3) Maintain priority I level for military funerals. When exceptional circumstances exist and a request for a bugler cannot be supported, the G3/DPTM or Chief of Staff (CofS) will have final decision authority.

(4) Train amateur brass players to play "TAPS" upon request from Personnel Operations Division.

j. Provost Marshal will provide a Military Police escort for funeral processions for services conducted on main post upon receipt of tasking by G3/DPTM.

Chapter 2
Policies

2-1. Upon request of the next of kin or authorized representative, military burial honors will be provided to an eligible veteran, consisting of the ceremonial folding and presentation of the American flag and the sounding of "Taps."

2-2. Geographical Area of Responsibility.

- a. State of Indiana
- b. State of Ohio
- c. State of West Virginia (less counties of Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan, and Pendleton).
- d. State of Kentucky (counties of Anderson, Bath, Boone, Bourbon, Boyd, Doyle, Bracken, Breathitt, Breckenridge, Bullitt, Campbell, Carroll, Carter, Casey, Clark, Edmonson, Elliott, Estill, Fayette, Fleming, Franklin, Gallatin, Garrard, Grant, Grayson, Green, Greenup, Hancock, Hardin, Harrison, Hart, Henry, Jackson, Jefferson, Jessamine, Johnson, Kenton, Larue, Lawrence, Lee, Lewis, Lincoln, Madison, Magoffin, Marion, Mason, Meade, Menifee, Mercer, Montgomery, Morgan, Nelson, Nicholas, Oldham, Owen, Owsley, Pendleton, Powell, Robertson, Rockcastle, Rowan, Scott, Shelby, Spencer, Taylor, Trimble, Washington, Wolfe, and Woodford).
- e. State of Michigan (counties of Alcona, Allegan, Alpena, Antrim, Arenac, Barry, Bay, Benzie, Berrien, Branch, Calhoun, Cass, Charlevoix, Cheboygan, Clare, Clinton, Crawford, Eaton, Emmet, Genesee, Gladwin, Grand Traverse, Gratiot, Hillsdale, Huron, Ingham, Ionia, Iosco, Isabella, Jackson, Kalamazoo, Kalkasa, Kent, Lake, Lapeer, Lee Lanau, Lenawee, Livingston, Macomb, Manistee, Mason, Melosta, Midland, Missaukee, Monroe, Montcalm, Montmoreney, Muskegon, Newaygo, Oakland, Oceania, Ogemaw, Oselola, Oscoda, Otesgo, Ottawa, Presque Isel, Roscommon, Saginaw, Sanilac, Shiawassee, St Clair, St Joseph, Tuscola, Van Buren, Washtenaw, Wayne, and Wexford).

2-3. Composition of Military Burial Honors Detail.

a. Full Military Honors: The full honors detail will consist of a nine-soldier detail, as follows. A chaplain, when requested by the family, will be in addition to the party.

- (1) OIC or NCOIC (as appropriate).
- (2) Seven firers (act as pallbearers when required).

(3) Bugler (or as a substitute for a bugler, a tape recording device will be used to play TAPS).

b. Service Representatives. A two-soldier team, officer or enlisted, depending on rank of the deceased, to perform the ceremonial folding and presentation of the interment flag and playing of TAPS. One of the members of the team must be a member of the deceased veteran's service.

(1) 2-member detail (OIC or NCOIC, as appropriate)

(2) Bugler (as a substitute for a bugler, a tape recording device will be used to play TAPS).

2-4. Eligibility. Military honors will be provided upon request and verification of eligibility.

a. Active duty Army personnel - Full Military Honors.

b. Medal of Honor recipients - Full Military Honors.

c. Retired Army personnel - Full Military Honors (when resources are available; when resources are not available, the requirement to furnish a two-soldier team remains in effect.)

d. Army Veterans - Service Representatives.

2-5. Ineligible Veterans. Military burial honors will not be rendered to veterans who have been discharged or released from the military with any of the following characterizations of service or under any of the following circumstances:

a. A Dishonorable Discharge

b. A Bad Conduct Discharge

c. A Dismissal from the Service awarded by courts-martial

d. An Under Other than Honorable Conditions Discharge

e. An Officer Resignation for the Good of the Service in Lieu of Court-Martial which results in a separation under other than honorable conditions.

2-6. Uniform.

a. Class A green uniform will be worn.

b. Projected conditions at funeral time determine type of clothing to be worn. The OIC/NCOIC of the honors detail has the responsibility for the uniform decision. The OIC/NCOIC must project the current weather report to actual funeral time in making the decision. The official temperature reading and wind chill point of contact (POC) will be an airport closest to the burial site.

c. In the case of rain or threat of rain, the OIC/NCOIC of the funeral detail will make the decision to wear raincoats. When the raincoat is worn, the collar will be completely closed and buttoned. The exception to the "Closed Collar" rule will be waived only when humidity and temperature levels are high. Authority to grant waiver rests with the detail OIC/NCOIC.

d. When the temperature reaches 45 degrees Fahrenheit or below, raincoats will be worn. Should the temperature go below 30 degrees Fahrenheit, black leather gloves may be worn. When gloves are worn, only the standard Army issue (gloves, dress, black) are authorized for wear. The OIC/NCOIC will inspect gloves for wear and tear. Those showing disrepair will be replaced.

e. The OIC/NCOIC will retain the charges in heated vehicle until the arrival of the funeral cortege.

2-7. Inclement Weather.

a. The AG Casualty Office is authorized to cancel support for military honors when road conditions are red and the honors detail has not departed the installation. The FSR will coordinate cancellation of specific missions with the AG Casualty Office. The AG Casualty Office will then advise the funeral director of the decision.

b. When road conditions in outlying areas are known to be hazardous and the tasking has not been passed to the FSR, the AG Casualty Office will conduct a risk assessment and coordinate with the AG for final decision on whether to support the mission.

c. When road conditions in outlying areas are known to be hazardous and the tasking has been passed to a unit, the FSR will conduct a risk assessment and coordinate findings with the AG Casualty Office. The AG will advise the Chief of Staff, who will make final decision on whether to support the mission.

2-8. Cremated Remains. When the remains are cremated and the ashes interred with military honors, the provisions of paragraphs 9-29 and 9-30, with necessary modifications, will govern. FM 22-5, paragraph 9-32, sets forth the procedures for handling the flag and urn.

2-9. Missed Funerals.

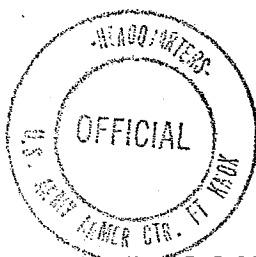
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a. Whenever a military honors detail fails to report to the appropriate site to perform military honors, an immediate verbal apology will be offered to the family by the FSR Commander.

b. An offer to perform military honors at a graveside memorial service will be extended to the family. This will be arranged at a date and time convenient for the family.

c. A letter of apology from the respective FSR headquarters will be prepared and forwarded to the family within 24 hours.

FOR THE COMMANDER:



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