

CHECKLIST FOR FUNERAL DETAILS

For use of this form, see USAARMC Reg 210-6

UNIT FURNISHING DETAIL

DATE AND TIME

NAME OF DECEASED (LAST, First, MI)

LOCATION

PART I - ACTION

- Select trained personnel for the detail. Where possible, ensure that there are minority personnel assigned.
- Initiate request for TDY travel orders when appropriate.
- Arrange for transportation as needed.
- Procure necessary weapons and ammunition, which are maintained in possession of OIC/NCOIC until needed for firing. Ensure sufficient blanks on hand to conduct the ceremony.
- Ensure that the firing team is rehearsed in accordance with procedures outlined in FM 3-21.5 and inspected prior to departure and immediately preceding the funeral, checking for: marching, manual of arms, simultaneous firing, sizing, and dress.
- Ensure that the pallbearers are rehearsed in the proper procedures to be followed at the funeral service and at the cemetery, to include the folding of the interment flag, checking for: uniformity, timing, signals, level of casket and correct procedures (deceased carried feet first).
- Brief all participating personnel on the Standards of Conduct and decorum required by the Army at funeral ceremonies, and ensure that all members of the detail present an outstanding military appearance.
- Conduct an inspection for:
 - Hair closely trimmed.
 - Uniforms neatly pressed. (On long distance trips, the ceremonial uniform will not be worn but carried to destination.)
 - Clean webbing.
 - Fingernails short and clean.
 - Properly fitted hat, uniform, and tie.
 - Gloves and overcoat clean (if worn).
- Coordinate with the band for rehearsal with bugler prior to departing (if necessary).
- Plans route and travel time so as to arrive NLT 1 hour prior to requested time (ensure that the best route is taken).
- Plan for alternate methods of transportation to cover any emergency that could prevent the funeral detail from accomplishing its mission.
- Brief assigned drivers on route, departure time, emergency action, use of POL credit cards, vehicle condition and appearance, and importance of the
- Inspect vehicles to be used. Vehicles must be clean and have had all scheduled and driver maintenance performed.
- Ensure knowledge of action to be taken in case of vehicle breakdown.
- Contact civilian funeral home director and Casualty Assistance Officer for further instructions upon arrival at destination; confirm time of funeral.
- Ensure that Casualty Assistance Officer/Funeral Director has informed family or other members of the funeral party about noise created when volley of shots fired, in order not to startle them.
- Ensure that the firing team makes a reconnaissance of the gravesite and conducts a gravesite rehearsal (no blanks fired) prior to burial service. Check gravesite to ensure proper site; select the location of the firing party (squad placed broadside to and 20-30 yards from gravesite); parking plan for vehicles.
- After Action Report - Funeral Detail (FK Form 3433) completed by the Casualty Assistance Officer or Funeral Home Director and Military Funeral Detail Roster (FK Form 3909) will be forwarded with this checklist within 5 working days after returning to Fort Knox.

PART II - FINANCIAL DATA

1. Total cost: _____
2. Total manhours: _____
3. Total number personnel committed: _____
4. Remarks:

STATEMENT: All actions checked above have been completed.

TYPED NAME AND GRADE OF OIC OR NCOIC

SIGNATURE