

# LANGLEY AIR FORCE BASE MILITARY FUNERAL HONORS REQUEST

<https://jbleforcesupport.com/honor-guard/>

**E-mail:** [honor.guard.langley@us.af.mil](mailto:honor.guard.langley@us.af.mil)  
**DSN:** 574-7181

**Office Hours:** Mon-Fri: 0800-1600  
 Sat-Sun: On-Call  
 Holidays: On-Call

**Phone:** (757)764-7181  
**Cell:** (757)810-9499

**INSTRUCTIONS:**

**\*1\* indicates mandatory field. E-mail or Fax completed request sheet to address/number above. Call Honor Guard to confirm receipt of request.** Honor Guard will make every effort to notify the requestor by phone regarding cancellation or modification. If there are any questions notify the Langley Base Honor Guard Manager.  
**- ATTACH PROOF OF HONORABLE MILITARY SERVICE (i.e. DD Form-214, DD Form-256, VA Military Service Data)**

**A. DECEASED INFORMATION**

<b>*1. SSN*:</b>	<b>*2. NAME OF DECEASED*:</b> (Last Name, First Name, MI, Suffix)	<b>*FELONY CONVICTION?*</b> <input type="checkbox"/> NO <input type="checkbox"/> YES - call HG
<b>3. ADDRESS (Next of Kin):</b>	<b>4. ADDRESS(2):</b>	
<b>5. CITY:</b>	<b>6. STATE:</b>	<b>7. ZIP:</b>
<b>*8. PARENT SERVICE COMPONENT*:</b>	<b>9. GRADE/RANK:</b>	
<b>*10. DUTY STATUS*:</b> <input type="checkbox"/> ACTIVE DUTY <input type="checkbox"/> RETIRED <input type="checkbox"/> VETERAN		

**B. COORDINATORS INFORMATION**

<b>11. REQUEST SUBMISSION DATE:</b>	<b>12. *REFERRER* (Funeral Home/Family Member/Casualty Assistance Officer):</b>	<b>13. PHONE:</b>
<b>*14. TYPE OF SERVICE*:</b> <input type="checkbox"/> INTERMENT <input type="checkbox"/> VAULT LID <input type="checkbox"/> CHAPEL <input type="checkbox"/> BURIAL AT SEA <input type="checkbox"/> MEMORIAL <input type="checkbox"/> ENTOMBMENT	<b>*15. REMAINS*:</b> <input type="checkbox"/> CASKET <input type="checkbox"/> CREMATED  _____ WEIGHT EST.	<b>16. Will there be any other Honor Guard there (i.e. VFW, F.D., Police)?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, whom?

**\*17. Honors Requested\*:**     Flag Fold & Presentaion     Taps     Firing Party\*     Pall Bearers\*

*SPECIAL REQUESTS/ COMMENTS:*

**C. NEXT OF KIN INFORMATION**

<b>*18. NAME OF NEXT OF KIN*:</b>	<b>19. RELATIONSHIP:</b>	<b>20. PHONE NUMBER:</b>
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**D. LOCATION TO PERFORM HONORS**

<b>21. CEMETERY:</b> <input type="checkbox"/> National <input type="checkbox"/> Private <input type="checkbox"/> State <input type="checkbox"/> Base/Post <input type="checkbox"/> Chapel <input type="checkbox"/> Funeral Home <input type="checkbox"/> Other		
<b>*22. LOCATION NAME*:</b>		<b>*23. STATE*:</b>
<b>*24. ADDRESS(1)*:</b>	<b>25. ADDRESS(2):</b>	
<b>*26. CITY*:</b>	<b>27. ZIP:</b>	
<b>*28. COUNTY*:</b>	<b>29. PHONE:</b>	<b>30. WEBSITE:</b>

**E. POINT OF CONTACT INFORMATION**

<b>*31. POC THE DAY OF SERVICE (Last Name, First Name)*:</b>	<b>*32. POC PHONE*:</b>	<b>33. POC CELL:</b>
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**F. SCHEDULING INFORMATION**

<b>*34. DATE OF HONORS*:</b>	<b>*35. STARTING TIME*:</b>
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**NOTES:**

- The Honor Guard does not provide burial flags. To apply for a burial flag, please visit: <https://www.va.gov/opal/nac/sdc/faqBurialFlags.asp>
- The Honor Guard will arrive at location **one** hour prior to the provided starting time. (Item 35 above)
- If no physical address, please attach directions from LANGLEY AFB 23665.
- Please submit request at least 48-hours prior to the event to the maximum extent possible.
- Military funeral honors range from 2-20 personnel and consist of at minimum a flag fold and presentation to the Next of Kin and the playing of Taps.

INTERNAL USE ONLY

REVIEWED BY:                      DATE \_\_\_\_\_                      INITIALS \_\_\_\_\_