

Massachusetts Army National Guard - Honor Guard

Email: [ng.ma.maarnng.mbx.honor-guard-ma@army.mil](mailto:ng.ma.maarnng.mbx.honor-guard-ma@army.mil) or [dana.l.mcquaid.ctr@army.mil](mailto:dana.l.mcquaid.ctr@army.mil)

MA Honor Guard Coordinator Work: 339-202-3177, Work Cell: 774-286-1915, 24 Hrs a day

**Please fill out completely. Use the fillable form or print clearly**

**1. FUNERAL DIRECTOR/ POC or NOK :** \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Funeral Director Cell Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name of Funeral Home: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Funeral Home Email Address: \_\_\_\_\_

**2. DECEASED INFORMATION:** CASKET: \_\_\_\_ URN: \_\_\_\_

Last, First, Middle Initial: \_\_\_\_\_ Rank: \_\_\_\_\_

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Retired Army: \_\_\_\_ Army Vet: \_\_\_\_ Other Branch: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Religion: \_\_\_\_\_ Date of Death: \_\_\_\_\_

**3. NEXT OF KIN INFORMATION: (To whom will the flag be presented.)**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**4. SERVICE LOCATION:** Mark one with an "X"

Please be accurate with locations of the service and the time honors are expected to be rendered. If times change prior to the service or are delayed on the day of the service please contact us immediately.

Funeral Home: \_\_\_\_ Church: \_\_\_\_ Cemetery: \_\_\_\_ Other: \_\_\_\_\_

Day & Date you are requesting the Honor Guard: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Time of Church Service: \_\_\_\_\_ Time of Interment: \_\_\_\_\_

Church or Cemetery Name and Address: \_\_\_\_\_

City: \_\_\_\_\_ Church or Cemetery Phone # \_\_\_\_\_

**HONORS** TO BE PRESENTED: Playing of Taps, Flag Folding and Flag Presentation.

Do you have an interment Flag Available? Yes \_\_\_\_ No \_\_\_\_

**Funeral Director must obtain a US Internment Flag from local VA Office or US Post Office.**

**Please email this form and copy of DD-214**

**FOR OFFICIAL USE ONLY**

**1. Rec. Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Region:** \_\_\_\_ **Type Honors:** \_\_\_\_\_

**2. Confirmation Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **POC:** \_\_\_\_\_

**3. Spreadsheet Entry Date:** \_\_\_\_\_ **Input by:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**4. MFH Database Number:** \_\_\_\_\_ **Input by:** \_\_\_\_\_ **Time:** \_\_\_\_\_