DEPARTMENT OF THE ARMY
OFFICE OF THE SENIOR COMMANDER
FORT SAM HOUSTON & CAMP BULLIS
2108 WILSON WAY
FORT SAM HOUSTON, TEXAS 78234-7800

IMSM-CA 24 JAN 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Sam Houston Military Funeral Honors Policy Letter

1. REFERENCES.

a. AR 600-8-1, Army Casualty Program, 30 April 2007

b. AR 600-25, Salutes, Honors and Visits of Courtesy, 24 October 2004

c. AR 600-20, Army Command Policy, 18 March 2008

d. FM 3-21.5, Chapter 14 – Funerals, 7 July 2003

e. FM 1-05, Religious Support, 18 April 2003

f. National Defense Act of 2000 (Public Law 106-65, Section 578), effective 1 January 2000

g. U.S. Code Title 10, Armed Forces, Chapter 75- Deceased Personnel, Subchapter II- Death Benefits, paragraph 1491, Funeral Honors Functions at Funerals for Veterans

h. DoD Instruction 1300.15, Military Funeral Support, 22 October 2007

i. SECDEF Memorandum on Establishment of Uniform Military Funeral Flag Presentation Verbiage dated 17 April 2012 and CAC Blast 12-12 dated 19 April 2012

2. PURPOSE. The Senior Commander (SC), U.S. Army, Fort Sam Houston (FSH) is responsible for the performance of all Military Funeral Honors (MFH) missions in the Casualty Assistance Center (CAC) region of 58 counties in south central Texas. The FSH CAC is the primary office responsible for processing, scheduling, and tasking Active Duty, National Guard, and Army Reserve resources to meet mission requirements. This policy letter provides the qualifications for MFH for deceased Soldiers, Army retirees, and Army veterans, and also provides scheduling procedures to obtain MFH resources for their interment. This policy letter will also provide guidance on the use of the FSH Army Caisson Section for MFH at FSH National Cemetery (FSHNC).

3. POLICY:

a. MFH Missions. There are three categories of MFH missions:

(1) Standard Honors (SH) is a two to three-man MFH Team to fold and present the flag and to play Taps. All honorably discharged non-retired Army veterans are authorized SH.

(2) Full Honors (FH) is usually a six to eight-man MFH Team to fold and present the flag, to fire 3 volleys of rifle fire, and to play Taps. All Army retirees who were honorably retired from Active Duty are authorized FH. An eight-man MFH Team is for an extremely heavy casket and remains and for all General Officer (GO) funerals.

(3) Full Honors Caisson (FHC) includes Full Honors and the use of the FSH Caisson Section. The FHC mission is for all Active Duty Soldiers who served honorably up until the time of their death. Honorably retired Command Sergeants Major/Sergeants Majors and above are eligible for a FHC MFH mission. FHC missions are restricted to the FSHNC.

b. FSH Caisson Section Scheduling. The FSH CAC reviews and schedules all qualified FHC MFH requests for FSHNC. All FHC requests are subject to availability of resources.

(1) Safety is paramount in the execution of a FHC mission. If severe weather is imminently threatening with the presence of lightning, the FHC may be delayed, cancelled, or downgraded to FH.

(2) The caisson undergoes a rigorous inspection daily. If at any time the Caisson Section Chief feels the equipment will not meet the rigors of a daily mission due to broken tack, damaged wheels, damaged stops, and/or issues with the horses, the caisson team will contact the CAC immediately. A CAC staff member will contact the funeral director of the honored decedent to explain the downgrade to the Family.

(3) Each FHC mission is coordinated with the FSHNC Operations Staff. FSHNC usually assigns Pavilions three and four for all FHC missions. Pavilion four is most frequently used for FHC missions with the Transfer Point always in the vicinity of the intersection at Medina Loop and New Braunfels Street. However, the Transfer Point moves to the intersection of Sam Houston and New Braunfels Streets for all Enhanced Military Funeral Honors missions for four-star GOs.

(4) The Caparison (CAP) Horse is another Army tradition added to funeral processions at FSHNC. Active duty and retired Colonel and GO decedents have the CAP Horse in their funeral procession. A Sergeant Major of the Army scheduled for interment at FSHNC will have the CAP Horse in the funeral procession. If a CSM/SGM

decedent scheduled for interment at FSHNC has a legacy Armored Cavalry background, the decedent's Family may petition the SC, FSH, for use of the CAP Horse in the FHC mission.

(5) Priority of tasking for a FHC mission is the following. First priority goes to Active Duty Soldiers. Within the Active Duty realm, KIA Soldiers have top priority; next, Active Duty Soldiers who die from natural causes; thirdly, Active Duty Soldiers who die as result of accidents or homicide; finally, Active Duty Soldiers who die from apparent suicide. All of the previous circumstances may trump a qualified honorably-retired Army retiree from having a FHC mission. However, the rank and service record of the Army retiree can impact the assignment of the caisson as well at the time of scheduling. For instance, a decorated CSM/SGM and above Army retiree can trump an Active Duty mission if there is a scheduling conflict and the caisson was assigned prior to the scheduling of the interment of the active duty case. The SC, FSH, will have the final say on any identified scheduling conflicts or priorities regarding the FSH Caisson Section.

(6) All Army Medal of Honor (MOH) recipients scheduled for interment at FSHNC will receive a FHC mission. Other service components will request approval from the SC, FSH, for the use of the caisson for other than Army MOH recipients scheduled for interment at FSHNC.

(7) Use of the FSH Caisson Section by other than Army: The FSH Caisson Section is available to support any U.S. Armed Forces Active Duty death if the service was honorable at the time of death. For other than Army FHC missions, only the Caisson and (if authorized) the CAP horse will be provided. Side walkers, service pall bearers, firing parties, flag folding and Taps are the responsibility of the parent service. Because the skill required to transfer the casket to and from the Caisson is a specialized skill, service honors teams must coordinate directly with the Chief of the Caisson Section for training and certification prior to requesting a FHC mission. Other military service MFH teams may arrange for training and certification by contacting the FSH Caisson Section Chief at 210-221-0177. FHC missions are restricted to FSHNC. The FSH CAC reviews and schedules all qualified FHC MFH requests for FSHNC. All FHC requests are subject to availability of resources. The SC, FSH, approves requests to support the interment of eligible retired non-Army personnel subject to available resources.

c. MFH Scheduling: The FSH CAC is responsible for scheduling all MFH requirements for Army Active Duty, retiree, and veteran funeral services in the 58-county CAC region.

(1) Survivors will use their selected funeral directors to contact the CAC at 210-221-1780 or 221-1702 to schedule MFH. Survivors will acknowledge the type of MFH requested for their loved one with their initials on the MFH request. If for any reason a MFH mission cannot be performed at the prescribed time, the CAC will coordinate with the funeral director to reschedule the MFH presentation at a time and place of the Family's choosing. All MFH are subject to availability of military resources.

(2) Funeral directors must have the MFH request to the CAC no later than (NLT) 48 hours prior to the scheduled funeral. The CAC will acknowledge the receipt, processing, and confirmation from tasked elements of each MFH request the last business day prior to the scheduled funeral.

(3) MFH Teams conducting missions at FSHNC will call FSHNC Operations at 210-820-3891 to confirm and conduct final coordination for all MFH missions. Each tasked MFH Team will check the daily schedule board at the entrance of the cemetery to ensure the location and time of the funeral has not changed.

(4) MFH Teams will arrive on station NLT 30 minutes prior to execution. In the event a funeral is late, funeral directors will contact MFH Team directly. MFH Teams will not stay past 20 minutes of the time of the scheduled execution. Each MFH Team will obtain the contact number for the presiding funeral director once the MFH mission is confirmed for execution.

4. The execution of all MFH missions in the FSH CAC region will be conducted with the proper solemnity, military precision, and professionalism that all Soldiers deserve. We will honor those who have given so much for the sake of our nation.

5. Point of contact for this policy is Edward K. Maney, Chief of the FSH CAC, (210) 221-1575, DSN 471: email: edward.k.maney.civ@mail.mil. The FSH CAC is available to address all questions regarding the planning, coordination, and scheduling of all MFH missions.

PERRY L. WIGGINS
Lieutenant General, USA
Senior Commander

DISTRIBUTION:
A