

DEPARTMENT OF THE ARMY
HEADQUARTERS III CORPS AND FORT HOOD
Fort Hood, Texas 76544

FH Supplement 1
to AR 600-25

11 August 1983

Personnel-General
SALUTES, HONORS, AND VISITS OF COURTESY

Supplementation by subordinate headquarters is prohibited unless specifically approved by this headquarters.

AR 600-25, 15 May 1970, as supplemented by FORSCOM Suppl 1, 22 July 1982 is further supplemented as follows:

Page 6-1, paragraph 6-3, Notice of death of President, ex-President, or President-elect.
Add subparagraph c after subparagraph b.

c. Responsibilities and Administrative Details, III Corps and Fort Hood.

(1) On receipt of notice of death at this station, the Adjutant General will immediately prepare and distribute post wide the appropriate order announcing the death. If the notice is received by the Corps Operations Center (COC) Duty Office during off-duty hours, he/she will immediately notify the Adjutant General On-Call Officer and Administration Staff Duty Officer.

(2) The Commanding General, 1st Cavalry Division, will make necessary plans to conduct a brigade-size parade at Sadowski Field on the designated day.

(3) The Adjutant General, this headquarters, will read the order announcing the death in conjunction with the parade at Sadowski Field.

(4) Commanders of subordinate commands will assemble all personnel in their respective troop areas and the order announcing the death will be read. This may be done at battalion or separate company/detachment level. The order will be read in the field for those troops engaged in field training.

(5) The ACofS, G3/DPT, will be responsible for notifying appropriate commanders and agencies of the date to fire salutes.

(6) The Commanding General, 2d Armored Division, will make necessary plans to provide a salute battery and will accomplish the firing at Building 1. Use of the III Corps salute howitzers will be coordinated with Commanding Officer, Headquarters Command, III Corps and Fort Hood.

(7) The Directorate of Industrial Operations will maintain 100 rounds of 75mm salute ammunition on hand at all times for honors rendered on the occasion of the death of the President, each living ex-President, and for the President-elect.

(8) The Provost Marshal will provide necessary traffic control during the firing of the salutes.

(9) A commissioned officer will be present for each firing. Firing will be precisely at the time specified (dial 112 for time check).

Page 6-2, paragraph 6-10, Military funerals. Add the following after last sentence.

Procedure for obtaining funeral honors:

a. During all hours (7 days a week), the III Corps and Fort Hood Adjutant General Casualty Section is the point of contact. (Telephone (817) 287-7200 or 2537, or AUTOVON 737-7200 or 2537.)

b. The individual receiving a request for a military funeral detail will obtain information from the requestor to complete FH Form 922, Request for Military Funeral.

Page 6-2, paragraph 6-13, Funeral escorts. Add subparagraph g after subparagraph f.

g. Duties of the Officer in Charge (Appendix C).

Page 6-3, paragraph 6-17, Burial Honors (Minimum). Add subparagraphs (1) through (6) after subparagraph a.

(1) Military funeral services conducted in the Fort Hood Casualty Area Command for deceased members of III Corps and Fort Hood and commands assigned or attached will be the responsibility of the parent unit of the deceased. All major subordinate commands are responsible for providing well-trained and well-equipped personnel to perform military funerals. This includes providing the Officer in Charge of the funeral detail with training equipment, regulations, manuals, etc., at the time of designation. In addition, the Commanding Generals, 1st Cavalry Division and 2d Armored Division, are responsible for providing personnel to perform military funerals for eligible individuals not assigned to Fort Hood. The Adjutant General, this headquarters, will coordinate all funeral service assistance as required.

(a) The funeral detail for off post funerals will be composed of the following:

- 1 Officer in Charge: 1 Officer (commissioned or warrant).
- 2 Firing Squad: 1 NCO, 7 EM (including 2 qualified drivers).
- 3 Pallbearers: 1 NCO, 5 EM (including 1 qualified driver).
- 4 Bugler: 1 (coordinated by the escort command with his/her division band).
- 5 Chaplain: 1 (coordinated by the III Corps and Fort Hood Adjutant General Casualty Section with the III Corps and Fort Hood Chaplain and the Officer in Charge).

(b) Additional personnel are not authorized and will not accompany the funeral detail.

(c) The three drivers will be qualified by III Corps Transportation Motor Pool to drive sedan, station wagon, and carryall. This qualification will be done before start of assigned duty period.

(2) When a chaplain has been requested, the III Corps and Fort Hood Chaplain will provide a chaplain of the religious denomination requested, when possible. The chaplain appointed to conduct the funeral service will be responsible for coordination with the unit providing the funeral detail to arrange transportation and obtain time and place of departure. (Additional transportation will not be provided for the chaplain.)

(3) Uniform and Equipment, Requirement for Funeral Detail Only (Appendix D).

(4) Division Bandmasters will train buglers to render appropriate honors for such occasions. Duties of the Bugler (Appendix E).

(5) A flag is not furnished by this installation for other than active duty deceased personnel who die within the Fort Hood Casualty Area Command. If a flag is requested, the requestor will be advised that the funeral director can obtain a flag for the service by contacting any Class "A" Post Office.

(6) Coordination for on post funerals.

(a) The funeral detail for on post funerals will be comprised as directed by III Corps and Fort Hood Adjutant General Casualty Section in accordance with the desires of the next of kin.

(b) The Adjutant General will notify the Secretary of the General Staff and the Provost Marshal of the time and date of any funeral to be conducted on post. The Provost Marshal will ensure that the post flag is displayed at half-staff while the funeral is being conducted and raised to full-staff following the funeral. (Appendix B.)

Page 6-3, paragraph 6-17b. Add the following after last sentence.

For individuals in these categories, the funeral support will be the same as that prescribed for those individuals listed in paragraph 6-17a, above.

Page 6-3, paragraph 6-17c. Add the following after last sentence.

Support for veterans' funerals will be provided when practicable. No set boundaries or distances are established; however, as a guide, support will be provided when interment is to be within a radius of approximately 60 miles of Fort Hood. The paramount consideration is that the detail can be performed in one day at no expense to the individual or the government other than government vehicular transportation.

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Insert Appendices C, D, and E after Appendix B.

The proponent of this supplement is the Office of the Adjutant General. Users are invited to send comments and suggested improvements to the Commander, III Corps and Fort Hood, ATTN: AFZF-AG-PAC.

FOR THE COMMANDER:



HARRY D. PENZLER
Brigadier General, USA
Chief of Staff

R. A. KOLIN
COL, AGC
Adjutant General

3 Appendices
C. Duties of the Officer in Charge
D. Uniform and Equipment Requirement for Funeral Detail Only
E. Duties of the Bugler

DISTRIBUTION:
IAW FH Form 1853, A
Plus: AG-Pubs (100)
AG-PAC (15)

APPENDIX C

DUTIES OF THE OFFICER IN CHARGE

1. Upon notification of a funeral detail, the Officer in Charge will contact the Adjutant General (AG) Casualty Section, Building 34, within 2 hours of notification and report for a briefing as directed (287-7200/2537 24 hours daily).
2. The Officer in Charge is responsible for:
 - a. Obtaining a brochure from the AG Casualty Section, containing pertinent information and instructions concerning the funeral in question.
 - b. Coordinating with the bugler the time of departure, place to be picked up, and uniform requirements.
 - c. Contacting the civilian funeral director or Survivor Assistance Officer for further information and instructions upon arrival at destination. Confirm time of the funeral.
 - d. Ensuring that qualified military drivers are included in the detail.
 - e. Making arrangements to provide security for weapons.
 - f. Ensuring that the firing squad, military escort, bugler, and pallbearers are rehearsed as outlined in procedures contained in FM 22-5, Drill and Ceremonies, 12 November 1971.
 - g. Obtaining supplemental or pro-rated subsistence for the exact number of meals missed as a result of the duty when temporary duty (TDY) is not authorized. Use DD Form 1475 for this purpose.
 - h. Preparing and personally handcarrying to this headquarters, ATTN: AFZF-AG-PAC, (Building 34) an after action report. Report is due 2 working days following the funeral. An immediate report will be made if any mistakes or incidents occurred which may result in unfavorable comments. The format for this report is included in the brochure provided by AG Casualty. The brochure will be returned with the after action report.
 - i. Ensuring all members (including chaplain and bugler) receive TDY payments, when authorized.
 - (1) Confirmatory TDY request will be prepared by the AG Casualty Section as authorized upon receipt of the after action report. The Officer in Charge will be notified when the TDY Orders are ready for pickup.
 - (2) When the funeral detail is authorized to remain overnight, the Officer in Charge will provide to the AG Casualty Section a list of detail members in order that TDY Orders may be published in advance of departure.

APPENDIX D

UNIFORM AND EQUIPMENT REQUIREMENT FOR FUNERAL DETAIL ONLY

1. The uniform for funeral details provided by III Corps and Fort Hood will be Class A Greens, shades 44 or 344 as appropriate. Optional wear of the Army Green Short Sleeve Shirt, shade 415, is authorized in lieu of Class A Greens during hot weather. The Army Green Pantsuit is authorized for wear by female detail members.
2. In addition to the above, the following will be worn by all members of the funeral detail:
 - a. Cap, garrison - all male members both summer and winter. Female members will wear the black beret both summer and winter.
 - b. Shoes, oxford, black - will be worn by all of the detail as outlined in paragraphs 11-20a and 25-29a, AR 670-1, Wear and Appearance of Army Uniforms and Insignia.
 - c. Belt, green webbed, striped.
 - d. Scarf, branch.
 - e. Members of the firing squad will be armed with rifles, M16A1. The Noncommissioned Officer in Charge will carry a pistol, .45 caliber, in black holster attached to striped green webbed belt. The Officer in Charge will not carry a weapon. The pallbearers, bugler, and chaplain will not be armed.
 - f. Raincoats and overcoats will be worn as appropriate and as directed by the Officer in Charge.
 - g. The Officer in Charge will prescribe the uniform during movement to and from the funeral site.
3. The Officer in Charge will personally check participating military personnel for the following:
 - a. Uniformity and appearance. (Same shade uniform, overcoat/raincoat, etc.)
 - b. Uniform worn as prescribed by AR 670-1.
 - c. Personal appearance. (Neatly trimmed hair and mustache, trimmed and clean fingernails, clean person, etc.)
 - d. Cleaned and properly fitted webbed belt, branch scarf, and weapon.
 - e. Shined shoes, polished brass, properly placed insignia, etc.
4. Additional uniform and equipment are not authorized. (i.e., chrome plated helmets, white lacing, gloves, belts, etc.)
5. The Chaplain, as an exception to the above uniform requirements, is expected to dress in appropriate uniform or attire for the service maintaining proper personal and military appearance.
6. When a Special Full Honor Funeral is required according to Operation Plan TAPS (OPLAN TAPS), the Assistant Chief of Staff, G3, III Corps and Fort Hood will designate uniform requirements.

APPENDIX E

DUTIES OF THE BUGLER

1. The bugler responds to all commands of the Officer in Charge.
2. At the conclusion of the benediction by the chaplain or clergyperson, the escort is brought to attention. The firing party then fires three volleys. The bugler, positioned near the firing party, in view of the next of kin, sounds TAPS immediately following the last volley.
3. At the conclusion of the gravesite service, the bugler forms with the funeral escort and takes commands from the Officer in Charge.
4. Selected bugler is responsible for coordinating the pickup point with the unit furnishing the funeral detail. The bugler will travel only with the funeral detail. Privately owned vehicle (POV) is not authorized.
5. The bugler will determine whether or not the music request at the funeral site agrees with Army Regulations (e.g., The National Anthem is played only at the funeral of the President of the United States).
6. The bugler is responsible for coordination with the Officer in Charge regarding uniform requirements.