

Requirements for Scheduling ACU Funerals at National Cemetery

You will need the following documentation and information:

1. Copy of 1300/Casualty Report & Orders. The 1300 is provided 10 days after Date of Death
2. Active Duty statement from the **General Court Martial Authority** for the deceased. (Stating veteran has no pending cases against them and was in good standing with the military at the time of demise signed by commanding officer.)
3. Casket or Cremated Remains. If cremated, will the remains be placed in a casket? If group how many individual caskets or will it be just one?
For cremated remains: Cremation Certificate. DD93 (Showing PADD)
4. Type of Religion (Protestant, Catholic, Jewish, etc...). If they are providing their own chaplain/family clergy, give name and phone number of the minister.
5. Requesting Chapel or Graveside Service only.
6. Awards received (for headstone template) on official documentation.
7. Name, address, phone number (cell and home), email address of primary next of kin (if not already provided to the call center).
8. Receiving funeral home information (the funeral home that will bring casket to cemetery on day of service) or if cremated remains will be escorted, by whom.
9. Social Security Number (if not on the casualty report).
10. Date of Birth and Date of Death (if not on the casualty).
11. Whether or not Media is allowed.
12. Date Enlisted.
13. Hostile or non-Hostile.
14. How many flags are being presented and who are the recipients.
15. In addition to flags recipients, names of the parents and if they're married/divorced or deceased and the names of the children (if any).
16. If the veteran(s) was married and wife is not next of kin presently or PADD, we need the wife's location if this information is not on the 1300.

Step 1: Begin scheduling burial service. Contact ANC Call Center and receive Case Number and instructions. Make your first call as soon as you have the DD Form 1300 **ANC Call Center: 877-907-8585**

Step 2: Always call back to follow up to make sure the required paperwork you submitted is actually received. Keep doing that until a ceremony date is provided for PADD's approval.

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