

**Delaware National Guard Funeral Notices**

1. Upon request, we will announce funeral arrangements for all current or retired Delaware National Guard members and employees, and/or their immediate family members.

2. The Chain of Command or JFHQ Section personnel usually receive the first word of a loss. The following information will help us properly announce the funeral details:

a. The decedent's name and relationship to the Guard (Traditional/Full-time/Retiree/Civilian or family member).

Name of deceased \_\_\_\_\_

Relationship to Guard \_\_\_\_\_

b. If the decedent is a current National Guard member (Traditional or Full-time) or civilian employee, the name of his/her unit or workplace;

Unit/Workplace \_\_\_\_\_

c. If decedent is retired, the unit/workplace from which he/she retired, the retirement date (month/year), and years of service (if known). (Note: Don't delay to wait for unit or retirement information as we will also attempt to find it before announcing).

Retirement date/years of service: \_\_\_\_\_

d. Date of passing (if known) \_\_\_\_\_

e. Funeral details

(1) Visitation day, date, time, location (with full address if possible)

\_\_\_\_\_  
\_\_\_\_\_

(2) Funeral service day, date, time, location (with full address if possible; if same location as visitation, just date/time)

\_\_\_\_\_  
\_\_\_\_\_

(3) Interment location (and day/date/time if not immediately following the funeral)

\_\_\_\_\_  
\_\_\_\_\_

f. Name and address where we should send condolences. This will normally be the Soldier/Airman/Employee who lost a family member, or the family members of a deceased Soldier/Airman/Employee.

\_\_\_\_\_  
\_\_\_\_\_

3. Email or call the information in to your chain of command **with a copy provided to Ms. Fitzgerald** ([Kirsten.Fitzgerald@us.army.mil](mailto:Kirsten.Fitzgerald@us.army.mil)/302-326-7008) **and Ms. Hughes** ([Sherrill.Hughes@us.army.mil](mailto:Sherrill.Hughes@us.army.mil)/302-326-7007). You can fill in and scan/email or fax to us at 302-326-7196. If you fax, please call to confirm receipt. We'll send an announcement to all Army and Air mailboxes and the retirees/friends email list.