



DEPARTMENT OF THE AIR FORCE

319TH FORCE SUPPORT SQUADRON (ACC)

Grand Forks AIR FORCE BASE North Dakota



MEMORANDUM FOR 319 FSS/HG

FROM: ____ /CC

SUBJECT: Grand Forks AFB Honor Guard Application

_____ has volunteered for service as a member of the Grand Forks Air Force Base Honor Guard (BHG). The applicant is fully aware of the responsibilities and sacrifices necessary as a member of this vitally important team. Your signature below indicates your knowledge, approval and support of their membership.

ELIGIBILITY

Members of the BHG are exceptional members of the Air Force. As such, they must exemplify Air Force standards of customs and courtesies, dress and appearance, and personal conduct. Applicants must have at least 18 months left on station. Applicants must not be on a Control Roster, nor have a UIF or Article 15 (pending or otherwise), or have a current PT test failure. Additionally, applicants cannot be on a duty restricted profile, shaving waiver, or weight management program.

TRAINING

All applicants must first complete a 2-week training course to be conducted at the Honor Guard facilities prior to their first on month. The training course will be from 0730 until 1630, with an initial evaluation on the last day of training. Members will be approved for membership by the NCOIC based on their standards of appearance and how proficient they have become in the basic functions of military honors learned during the training weeks. Training is conducted under the supervision of the Program Manager, NCOIC and Team Leader. Trainees should expect a certain degree of stress and difficulty.

DUTIES

Members will be required to perform Military Honors within the scope of USAF Honor Guard guidance. Each new member will be placed in a six-consecutive month rotation. After completing the six month commitment, members are returned to their duty sections with an additional twelve month on-call commitment and will only be called to support details as a last resort. Units and individuals ***shall*** ensure every effort is afforded to the support of the BHG mission. On-call members ***will not*** perform duties exceeding two duty days including time needed for travel. Members are responsible to stay current on all changes to Honor Guard instructions, manuals, and policies. In addition, members are responsible for the following:

- a. Maintaining their uniforms at the highest level.
- b. Mastering all drill and ceremonies.
- c. Knowing traditional formation ceremonies and protocol.
- d. Conducting themselves in a professional manner both on and off duty.
- e. Members must be aware of their chain of command and use it at all times.

CONDUCT

Members are responsible for conduct, and appearance IAW AFI 34-242, USAF Honor Guard Program, and AFI 36-2903, Dress and Personal Appearance of Air Force Personnel. These standards will be adhered to by all members at all times. If any member, after being corrected, fails to meet the standards of the program, the NCOIC, will recommend immediate termination of their service from the Honor Guard.

ATTENDANCE AND PERFORMANCE

Once an individual makes the team, it then becomes a mandatory military function. During the members two week training and initial six month rotation the member is assigned to the Honor Guard and cannot be recalled to their duty sections for any other work commitments unless mission dictates otherwise. In the case that a member pulled back to their unit, the unit, will be responsible for providing a replacement. If the member is required to perform qualification training or refresher training, all efforts must be exhausted prior to requesting member to do said training while member is assigned to their rotation. The team relies on precision and teamwork gained through practice. Therefore, continuous absences, except for TDY/Leave, cannot and will not be tolerated. If the member is unable to attend practices and/or details due to mission requirements or sickness, the member's **first sergeant** must notify the Honor Guard NCOIC in advance. Any unexcused consecutive absences will give cause to recommend termination of the member. If a member is terminated before his/her six-month commitment, the member's group/squadron would be liable for reimbursement of all items issued. If a replacement member cannot be supplied upon the completion of, or to perform in place of the unit members contract then the original Honor Guard member will return until a replacement can be found.

UNIFORMS AND APPEARANCE

Uniforms will be maintained in a clean, pressed condition at all times, both on & off Honor Guard duty. The standards of AFI 36-2903 and the Base Honor Guard Manual will be strictly adhered to. BHG is expected to be a cut above the rest in bearing, behavior, and appearance, so tougher standards apply. Wash and wear pants are not acceptable for BHG functions. Uniforms will be clean, pressed, and will have creases running through the center of the stripes. Members will be fully responsible for maintaining their issued ceremonial uniforms and will be provided an assigned locker located in the Honor Guard facility. Any member who loses or damages issued ceremonial uniform items, through neglect or misuse, will be liable for the cost of the item. All members will be provided dry cleaning for their ceremonial uniform at no cost to the member, not to exceed once a week during their rotation. In addition, a discount for haircuts is provided to Honor Guard members at the AAFES Barbershop.

LEAVE AND TDY

Members are required to notify the Honor Guard NCOIC of all TDYs, leaves, etc., and are required to submit one copy of leave authorization or TDY orders to the NCOIC before departing Grand Forks AFB. All TDYs will be handled on a case by case basis and members will need to make up for their lost time with Honor Guard. Exceptions to this will be handled on a case by case basis.

BENEFITS

All members are considered for an Air Force Achievement Medal after their 6 consecutive month contract of OUTSTANDING performance. All members are eligible to be nominated for our monthly, quarterly, and annual awards.

Member's acknowledgement

I have read this application, and understand and accept the terms under which I am applying to become a member of the Base Honor Guard. I further understand that a breach of this agreement may be cause for my removal from the Honor Guard.

Member's Signature /Date

1st Ind: Applicant's Immediate Supervisor, Grand Forks AFB Honor Guard Application

I concur/do not concur with _____ submitting this application to join the Base Honor Guard. I have read and understand the terms of this agreement. The applicant's PIF has been reviewed and contains no derogatory information that would reflect negatively on the Base Honor Guard, if applicant were selected for service. Upon completion of the training, if selected for Base Honor Guard duty, he/she will serve on the Base Honor Guard for a period of not less than six consecutive months.

Supervisor's Name (Print) / Duty Phone

Signature / Date

2nd Ind: Applicant's First Sergeant

First Sergeant's Name (Print) / Duty Phone

Signature / Date

3rd Ind: Applicant's Commander, Grand Forks AFB Honor Guard Application

Commander's Name (Print) / Duty Phone

Signature / Date

4th Ind: GFAFB Honor Guard

_____/_____
GFAFB Honor Guard Program Manager / Date

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