

**Grand Forks AFB Base Honor Guard**

**Welcome Package**



## **Base Honor Guard Charge**

**H**andpicked to serve as a member of the Grand Forks Air Force base Honor Guard, my standards of conduct and level of professionalism must be above reproach, for I represent all others in my service.

**O**thers earned the right for me to wear the ceremonial uniform, one that is honored in a rich tradition and history. I will honor their memory by wearing it properly and proudly.

**N**ever will I allow my performance to be dictated by the type of ceremony, severity of the temperature, or size of the crowd. I will remain superbly conditioned to perfect all movements throughout every drill and ceremony.

**O**bligated by my oath, I am constantly driven to excel by a deep devotion to duty and a strong sense of dedication.

**R**epresenting every member, past and present, of the United States Air Force, I vow to stand sharp, crisp, and motionless, *for I am a ceremonial guardsman.*

## **MESSAGE OF CONDOLENCE**

“On behalf of the President of the United States, the United States Air Force, and a grateful Nation, please accept this flag as a symbol of our appreciation for your loved one's honorable and faithful service.”

## **MESSAGE OF RETIREMENT**

(Rank and Name,) on behalf of our squadron [or other unit], your friends and your family, I present this flag in recognition of your [number] years of faithful service with the United States Air Force.

**Duty Hours:**

**Normal Duty Hours:**

Monday-Friday 0800-1600

Lunch 1100-1300

PT Monday-Friday 1500-1600

**Initial Two Weeks:**

Monday-Friday 0800-1600

Lunch 1100-1200

PT- As Directed

**Uniform Maintenance**

**Iron ABUs Daily**

- Ensure you have a crease running through your stripes
- No wrinkles in your pants
- Ensure your hat is blocked
- No stained or soiled boots

\*If your uniform is ripped, torn or permanently stained it is unserviceable and will not be worn for duty\*

**PT Uniform**

M-W-F: PT gear

Tuesday-Thursday: Civilian Attire

**PT Policy**

M-W-F: Group PT in AF PT gear

Tue-Thurs: PT on your own

FROM: 319 FSS/HG PROGRAM MANAGER

SUBJECT: HG TEAM UNIFORM AND APPEARANCE POLICY

1. The following are standards and requirements for the Grand Forks Air Force Base Honor Guard members. Base Honor Guard personnel will adhere to the standards in AFI 36-2903, in addition to all Dress and Appearance standards outlined in the 2016 Base Honor Guard Manual.
2. ABUS will be neat and wrinkle free with no stains or tears. They will have creases running through the center of the stripes. If stains or tears are present and cannot be fixed, the uniform is deemed unserviceable and *must* be replaced. The ABU cap will be clean, wrinkle free on all sides and display a “blocked” appearance.
3. The Honor Guard NCOIC will conduct ceremonial uniforms/ABU open ranks at random. The NCOIC will give three demerits to each individual. If a fourth or more demerit is located during an open ranks inspection, the member will fallout of the formation and correct the demerits immediately and return for re-inspection. (*NOTE*: a loose string is considered one demerit) First two fallouts are documented by HG NCOIC. Three fallouts during 180-day HG rotation will result in immediate letter of counseling. Any amount of fallouts past three will result in a meeting with the FSS First Sergeant and possible request to remove member from the HG for failure to comply with standards.
4. These standards are in effect throughout the 180-day tenure of each ceremonial guardsman. Such standards are in place to set the elite apart from peers creating the utmost professional military image and standard. Any violation of this policy will result in administrative action.

ALONZO L. CLARK, SSgt, USAF  
Program Manager, Base Honor Guard

FROM: 319 FSS/HG PROGRAM MANAGER

SUBJECT: LOR, LOC and MEMORANDUMS

1. Failure to perform duties or meet standards will result in counseling.
2. First counseling session is verbal with a memorandum for record. Memorandum is not filed in members Personal Information File (PIF). It is used for in-house communication between HG Leadership.
3. Second counseling session for same offense, member will receive an LOC from NCOIC, which will be filed in member's PIF.
4. Third counseling session for same offense, member will receive a second LOC from the Program Manager.
5. Fourth counseling session for same offense, member will receive an LOR with recommendation of removal from the team.
6. Receiving any counseling could result in not receiving a decoration or awards.

ALONZO L. CLARK, SSgt, USAF  
Program Manager, Base Honor Guard

MEMORANDUM FOR ALL HONOR GUARD PERSONNEL

FROM: 319 FSS/HG PROGRAM MANAGER

SUBJECT: TDY TRAVEL UNIFORM

1. Members will depart GFAFB wearing a polo or buttoned shirt, khaki or dress pants and black closed toe shoes. Travel uniform attire will be worn to and from the ceremonial detail.
2. After destination is reached personnel may wear casual clothing that has nothing offensive or anything that would discredit the image of the United States Air Force on it. This includes but is not limited to anything referencing sex, drugs, alcohol or use of inappropriate language.
3. During warm weather conditions, casual clothing includes khaki or jeans shorts (with no holes or rips) and sandals, no flip-flops.
4. During cold weather months, sweaters, jackets and long sleeve shirts will meet the same criteria listed in section two of this document.
5. No hats or hair garments of any kind will be worn unless inclement or cold weather conditions are present.
6. At no time while TDY will a member's underwear be visible.
7. All Air Force body piercing instructions apply while TDY (AFI 36-2903).
8. Males will shave daily during TDY.

ALONZO L. CLARK, SSgt, USAF  
Program Manager, Base Honor Guard

FROM: 319 FSS/HG PROGRAM MANAGER

SUBJECT: Detail NCOIC Policy

1. Detail NCOIC's will be assigned for all ceremonies. Detail NCOIC's will use a checklist to ensure members have all required items. Additionally, they're required to ensure all equipment is taken on trip.
2. Detail NCOIC's will perform a uniform inspection before checkout of a hotel to ensure all members of the team have their uniforms "detail ready". Any uniform issues will be briefed to the NCOIC upon return.
3. After a TDY, detail NCOIC's will appoint two members to wash, remove trash and gas up vehicle. If LRS is open (Mon-Fri 0730-1700) gas receipts MUST be turned in. If not, they will ensure receipts are turned in the next available day.
4. Detail NCOIC's will not be released or release anyone until vehicles are washed and cleaned, turned in if LRS is open, and all equipment is put away.

ALONZO L. CLARK, SSgt, USAF  
Program Manager, Base Honor Guard

FROM: 319 FSS/HG PROGRAM MANAGER

SUBJECT: HG TDY ALCOHOL CONSUMPTION POLICY

1. The twelve hours prior to any official ceremony/funeral honors, members will not consume any alcoholic beverages.
2. Members will not consume alcoholic beverages at any time while in TDY status. This includes the time/days in between ceremonies/funeral details while the member is waiting to perform HG duties again. After members have safely returned back to base and turned in all equipment they will be released from duty by the trip leader. Only when members are released may their TDY status be terminated and alcohol consumption (if 21 or older) may resume.
3. The assigned GOV will not be used to transport "to and from" stores/establishments that cast an unprofessional image on Air Force members. Examples include, but are not limited to, Bars, Night Clubs, Adult entertainment establishments etc. With oversight by the trip leader, the GOV may be used to accommodate members during meals at government expense to and from the hotel.
4. Any violation of this policy will result in administrative action and could result in immediate dismissal from the Honor Guard Program.

ALONZO L. CLARK, SSgt, USAF  
Program Manager, Base Honor Guard



FROM: 319 FSS/HG PROGRAM MANAGER

SUBJECT: Compensatory Time-Off (CTO) days

1. CTO days will be tracked and a STRONG effort will be made to allow members to utilize them. CTO days are not guaranteed and members on CTO days can be called back to duty.
2. While on a CTO day, members must be accessible via phone. If recalled, members must be able to report for duty within 5 hours. If a member is on any type of pass and will be out of the 5 hour radius, the ceremonial uniform must accompany them in case of emergencies. If a member violates this time standard or they're not accessible they will be considered in violation of policy and will face administrative action.
3. CTO days will not be granted in succession with leave. CTO days CAN be used in conjunction with the weekend. No more than a three-day weekend will be granted by an NCO. Requests exceeding that must be routed through the HG Program Manager.
4. Accumulation of a CTO day will be 1 CTO day per day working or traveling on, to or from a detail on a traditional non-duty day. This will consist of holidays, weekends, family days, etc.
5. All CTO days must be logged on the CTO board which will ONLY be updated and verified by the NCOIC or Program Manager. Members must request CTOs no later than 72 hours prior to the desired compensatory date. Approval of CTO's will ONLY be granted by the Program Manager or NCOIC.

ALONZO L. CLARK, SSgt, USAF  
Program Manager, Base Honor Guard

MEMORANDUM FOR ALL HONOR GUARD PERSONNEL

FROM: 319 FSS/HG PROGRAM MANAGER

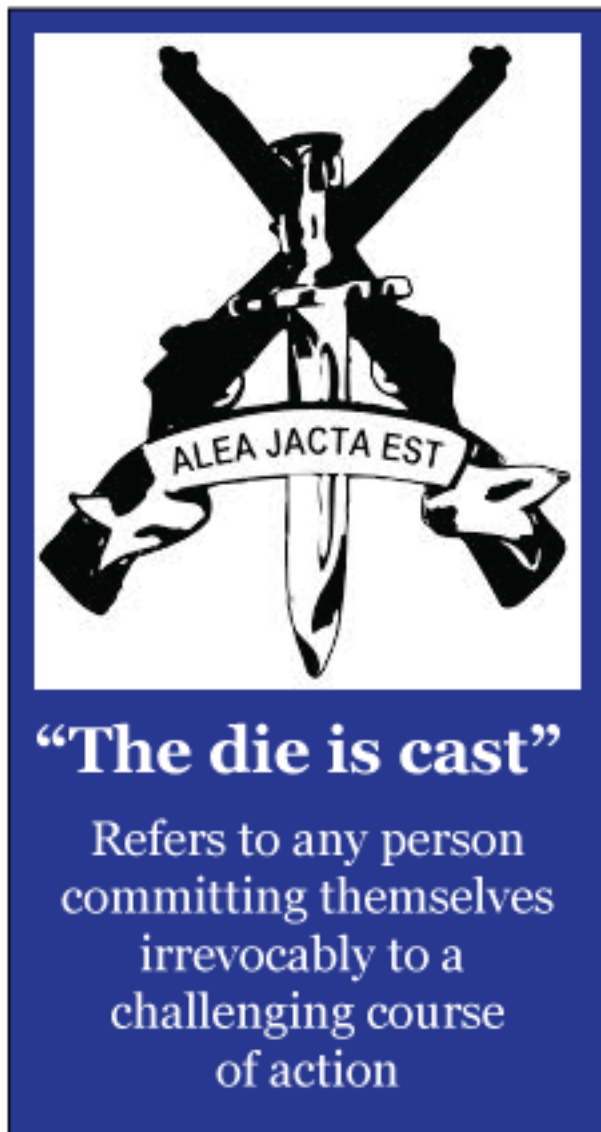
SUBJECT: Leave

1. Members of the Base Honor Guard (BHG) can be granted up to 15 days of leave during their 180 day rotation.
2. The maximum amount of personnel that may be on leave at once is 2. Members must understand that they can be recalled from leave for Military Funeral Honors. Leave is granted on a first come, first serve basis. All supervisors will be notified prior to leave being accepted by BHG leadership. If you plan on leaving the continental US; submit leave to your supervisor to include, completing the anti-terrorism briefing.
3. All leave must be approved by Honor Guard Program Manager or NCOIC unless otherwise instructed.

ALONZO L. CLARK, SSgt, USAF  
Program Manager, Base Honor Guard

## **You Have Been Selected!**

You have been chosen to represent the essence of **honor** and image of **excellence** that was forged and culminated by the service members before us through many years, wars and conflicts. The pursuit of perfection when performing in ceremony is the only adequate service you can render to such an immense and prestigious duty.



**“The die is cast”**

Refers to any person  
committing themselves  
irrevocably to a  
challenging course  
of action

**Welcome To the Team!**