



DEPARTMENT OF THE AIR FORCE
355TH FORCE SUPPORT SQUADRON (ACC)
DAVIS-MONTHAN AIR FORCE BASE, ARIZONA

MEMORANDUM FOR 355 FSS/FSOXH

FROM: ____ /CC

SUBJECT: Davis-Monthan AFB Honor Guard Application

_____ has volunteered for service as a member of the Davis-Monthan Air Force Base Honor Guard. 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 Base Honor Guard 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). 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 1600, 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 NCOIC, assistance NCOIC, and the 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 one of the two rotational flights that serve on a one month on and one month off (standby) basis. During the standby month, members are returned to their duty sections and will be called for details only in situations where absolutely required. 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 NCIOC, 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/or “on month” the member is assigned to the Honor Guard and cannot be recalled to their duty sections for any other work commitments. 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 their “on month.” 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 12-month commitment, the member’s group/squadron would be liable for reimbursement of all items issued.

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 will be strictly adhered to. 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 on month service.

ISSUED ITEMS

- | | |
|----------------------------------|----------------------------------|
| 1. Ceremonial Coat | 12. Tie |
| 2. Ceremonial Pants | 13. USAF Lapel Letters w/Circles |
| 3. Short Sleeve Blue Shirt (2ea) | 14. HG Coat Buttons |
| 4. USAF Belt | 15. Chevrons for Shirt (2ea) |
| 5. Ceremonial Cap | 16. Chevrons for Coat (2ea) |
| 6. Ceremonial Cap Cover | 17. White Gloves (2ea) |
| 7. Ceremonial Cap Emblem | 18. HG Badge |
| 8. Ceremonial Belt | 19. Aiguillette |
| 9. Ceremonial LW Jacket | 20. Silver Braid |
| 10. Low quarter shoes | 21. HG Coat Arc (2ea) |
| 11. Side and Bottom Shoe Taps | 22. Garment Bag |
| | 23. Lock and Key |

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 Davis-Monthan AFB. Any TDYs will be handled on a case by case basis. TDYs are discouraged due to high cost of outfitting members (i.e. uniforms, training, etc.). Members wishing to take leave during their on month of service are authorized no more than 3 days total. Exceptions to this will be handled on a case by case basis.

BENEFITS

All members are considered for an Air Force Achievement Medal after 1 year of HONORABLE 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 Davis Monthan 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 12 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 Davis Monthan AFB Honor Guard Application

_____/_____
Commander's Name (Print) / Duty Phone

_____/_____
Signature / Date

4th Ind: DMAFB Honor Guard

_____/_____
DMAFB Honor Guard NCOIC / Date

Davis-Monthan Base Honor Guard
DSN: 228-4189
FAX: 228-5991
E-mail: dmafb.honorguard@us.af.mil

**All information contained herein is protected under the Privacy Act of 1974 and is For
Official Use Only**