



**DEPARTMENT OF THE AIR FORCE
17TH TRAINING WING (AETC)
GOODFELLOW AIR FORCE BASE TEXAS**

MEMORANDUM FOR TASKED UNITS

FROM: 17 FSS/FSOH

SUBJECT: Honor Guard Application:

1. INDIVIDUAL RESPONSIBILITIES

- a. Members who volunteer to serve on the Goodfellow AFB Honor Guard will be obligated for a period of one year. **The year begins upon the completion of the Initial Training Course (ITC) and their first detail.**
- a. Members have the responsibility to dialogue with their supervisory chain regularly to ensure proper balance is achieved between mission/work centers and Honor Guard duties. **Supervisors must understand and be prepared that their members may be pulled from work occasionally to fulfill missions.**
- b. Members will keep the HG NCOIC and their flight NCOIC informed of current work/home telephone numbers, pending leave/TDY/deployment, PCS or separation/discharge action at all times.
- c. Members will be held to the highest standards of appearance, behavior and military bearing.
- d. IAW USAF Honor Guard Manual, 27 September 2016, Chapter 1, prospects must adhere to the following standards:
 - **1.1.1** There will be numerous occasions in which the only interaction one may have with the U.S. Air Force is with a base honor guard. We must ensure that this interaction is positive. The task of representing every member past and present is an honor that few perform; the image portrayed by members of the honor guard must be one of that instills confidence and pride in our service and country.
 - **1.1.2** A base honor guard is an “icon of excellence;” we represent the U.S. Air Force to the American public and the world.
 - **1.6 Beards, Mustaches and Goatees.** Facial hair is not authorized. All personnel will be clean-shaven and smooth to the touch at all times. Individuals receiving temporary shaving waivers will not be used on ceremonial commitments unless the waiver specifically states the specified individual can shave every other day in order to perform ceremonies. Individuals with shaving

waivers extending beyond 30 calendar days or recurring waivers will be relieved of duty.

- **1.8 Body Piercings.** Females will not wear earrings while in the ceremonial uniform.
- **1.9 Tattoos/Brands.** All honor guard personnel must refrain from acquiring body art that may become exposed during ceremonies or public events. In addition, tattoos/brands will not be visible through the uniform.

2. DETAIL TASKING.

- a. Detail requests will be sent out for volunteers. **If there are not enough volunteers a tasking will be sent out to the member, supervisor and First Sergeant.** Members will be tasked in order of time passed since last detail.
- b. Guardsmen will be **hand selected by the NCOIC for high visibility details.** Factors that will contribute to such notable events will include, but not limited to, practice attendance, details completed and attitude.

3. INITIAL TRAINING/PRACTICE

- a. The Honor Guard Initial Training Course consists of **one week (five duty days) of all-day training** to expose members to all aspects of the Honor Guard that included standing manuals, colors, retirements, veterans and retiree funeral sequences. Notification will be sent out for this training and is a **mandatory** for new members.
4. Practices are held every Wednesday from 1530 -1700 at building 533. **Members are required to attend practices.** If the member cannot attend the weekly practice, they will notify their supervisor, first sergeant and the HG NCOIC beforehand. Failure to do so constitutes an unexcused absence. Members that have more than two consecutive unexcused absences or two total in any given month will receive progressive disciplinary action. Excused practices will count against the member's minimum of 42 practices they must attend.

- c. **UNIFORM ISSUE.** Upon completion of the ITC, the member will be provided with a distinctive uniform and high-gloss low quarters. Should the member separate, resign or become unable to perform his/her Honor Guard duties, they are required to turn in their uniform or pay back the dollar value of the uniform items issued. If the member is terminated then the member will turn in their uniform or pay back the dollar value regardless of the number of details performed.
- d. **DISCIPLINE.** While serving on the Honor Guard, members are subject to disciplinary and administrative actions. Situations warranting disciplinary actions will be forwarded to the Unit Commander/First Sergeant for action. Absences, no-shows or tardiness have a severe impact on the Honor Guard's mission and will not be tolerated.

4. INCENTIVE PROGRAM

- a. The Honor Guard has an excellent recognition program which consists of monthly, quarterly and annual awards.
- b. Each member will be considered for an Air Force Achievement Medal after completing one year with the Honor Guard. **Personnel must complete a minimum of 30 details, 12 of which must be funerals, complete a minimum of 100 hours detail time and attend a minimum of 42 practices,** unexcused absences will not be accepted. Additionally, consideration regarding the member's characterization of service (member's attitude, appearance, duty performance, extracurricular activities, etc.) will be one of the most heavily-weighted factors.

5. SUPERVISOR

- a. Before signing this application, the supervisor must be willing to release member to fulfill Honor Guard details they are tasked to do and release member to attend required practices. Note: Supervisors must consider the status of the individual's upgrade training or upcoming deployments. Supervisors should also review GAFBI 34-501 to become familiar with what the HG requires and expects in the Way of support from both the member and supervisor. Questions are encouraged and can be directed to the HG NCOIC at 654-1685.

Member's Name/Rank

Organization/Office Symbol

Signature

Duty phone/Home phone

1st Ind, Honor Guard Application, dated

Supervisor's Name

Signature

Date

2 nd Ind

First Sergeant's Name

Signature

Date

3 rd Ind

Superintendent's Name

Signature

Date

4 th Ind, Honor Guard Application, dated

Commander's Name

Signature

Date

6. Upon completion please bring the application to Base Honor Guard NCOIC in building 533 or you may scan it to quinten.pelletier@us.af.mil. You will then be scheduled for the next Honor Guard Initial Training Course.

QUINTEN D. PELLETIER, SrA, USAF
Program Manager, Goodfellow AFB Honor Guard