

52d Fighter Wing Base Honor Guard Application

INSTRUCTIONS

Part I contains the 52d Fighter Wing Base Honor Guard (52d FW BHG) policies and endorsement letter.

Part II contains an individual profile and membership questionnaire.

1. Detach Part I and route through your supervision. Your supervision should review all information and provide an endorsement. Part I of the application should then be routed back to the applicant.
2. Part II can be completed while Part I is being routed.
3. Return Parts I and II to the 52d FW BHG NCOIC in a timely manner.

THE PROCESS

1. Applicant reads and signs application.
2. Applicant then routes application to all personnel indicated for signature.
3. Completed package is returned to the 52d FW BHG NCOIC in a timely manner.
4. Applicant begins training through the one of the following ways depending on manning requirements:
 - a. 52d FW BHG's 1 week T-Flight program.
 - b. 8 weeks of consecutive 2 hour mandatory training attendance on every Wednesday.
5. Applicant's date for mandatory 52d FW BHG service begins the first day after satisfactory completion of training.

Note: If the individual is a non-selectee, he/she will be notified by letter and the reason(s) for denial will be indicated.

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FORWARD

You are applying to be a member of an elite team focused on making a significant contribution to the morale of the 52d Fighter Wing through your distinctive voluntary participation. You will have opportunities, not only to travel via permissive TDY to various locations, but also enrich your career as you accept increased responsibilities. You will set the example for your peers. As a member of the Honor Guard, you are a representative of the 52d Fighter Wing and United States Air Force to everyone that sees you.

The 52d FW Base Honor Guard (BHG) is a permanent function and not a seasonal or extracurricular activity. It is Congressionally mandated and therefore part of the mission of the United States Air Force. Personnel selected as members of the 52d FW BHG should be considered excused from all base duties when participating in mandatory practices or called upon to perform in a ceremony. Members may be excused from ceremonies and practice due to mission needs as long as prior notification is given to 52d FW BHG leadership. With the support of your unit commanders and supervisory chain of command, you will become a critical factor in the success of the 52d FW BHG exceeding all goals and objectives.

Every action you take, whether on or off duty, must be driven by the Honor Guard motto: "To Honor With Dignity."

//SIGNED//

IAN H. STEVENS, 1st Lt, USAF

OIC, 52d Fighter Wing Base Honor Guard

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PART I

52 FW 52d FW BHG Policies

1. The 52d FW BHG supports the mission of the 52d FW. The mission may sometimes dictate extended 12-hour and/or rotating shifts. We realize that in these cases, the member may not be able to perform prescribed ceremonies or attend mandatory practices (Wednesdays, 1500-1700). However, in order to maintain a certain level of proficiency, and to ensure an adequate number of personnel are provided to support functions mentioned in the Wing Detail section of this membership package, the **Honor Guard must have the full support of unit commanders, flight/section chiefs, and supervisors.**
 - a. Just as with any other Wing activity, unexcused lateness and no-shows are not acceptable. It is the member's responsibility to keep the 52d FW BHG leadership informed of any unexpected lateness or absence either by email or a phone call.
 - b. The member has one duty day to contact the NCOIC or another member to get information discussed about the event from which he/she was absent.
 - c. If a member is late for a scheduled meeting or practice, he/she must provide the NCOIC with an explanation.
 - d. If a member accrues two (2) unexcused absences within one (1) quarter, the member's first sergeant and supervisor will be notified by letter. The first sergeant and supervisor will be informed of possible results of "Failure to Report." The member's supervisor must explain, by endorsement, no later than 15 duty days after the date of the notification letter.
2. A reoccurrence of any documented offense will justify the member's release from the 52d FW BHG.
3. Unexcused absences are not tolerated. When member accrues three (3) unexcused absences within one (1) quarter, the member's commander, first sergeant, and supervisor will be notified in writing of the member's release from the 52d FW BHG.
 - a. Upon release from the 52d FW BHG for unacceptable performance, the Airman or Airman's unit will reimburse the 52d FW BHG for all expenses incurred to outfit the Airman with the Ceremonial uniform.

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4. The member's first sergeant and supervisor are encouraged to establish an open channel of communication with the 52d FW BHG OIC and NCOIC. This can be used to keep each member's unit and work area informed of the member's performance and 52d FW BHG events that may affect that particular member.
5. Membership will be denied or delayed if this package is returned incomplete or not supported by the unit.
6. Your on- and off-duty actions must reflect the utmost credibility in yourself, the 52d FW BHG, the Wing, and the United States Air Force.
7. Upon graduation from training, the Wing provides all items required to perform 52d FW BHG duties.
8. The Honor Guard ceremonial uniform is to be kept serviceable and in good repair at all times. An impromptu ceremony may arise at any time, therefore your readiness is imperative.
9. Violations of AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* will not be tolerated.
10. The wear of the Honor Guard ceremonial uniform is only authorized immediately before and immediately after a scheduled detail. At other times, the 52d FW BHG Travel Uniform is the only authorized uniform for 52d FW BHG members involved in ceremonies. Wear of the uniform of the day for practice is mandatory unless informed otherwise.
11. The Team Leader of the ceremony/detail is in charge of that entire detail. Any questions, changes, or comments should be coordinated through the detail Team Leader. If further action is necessary, it should be brought to the attention of the 52d FW BHG OIC or NCOIC immediately.
12. All Honor Guard members are required to achieve a prescribed level of proficiency in order to remain an effective and active member.
13. Upon completion of training, members are required to fulfill a 12-month commitment which does not include TDYs, leave, or deployments. Minimum standards are as follows: 12 Details with in a one (1) year contracted period; no more than two unexcused absences within one quarter. Continued service after the initial mandatory period is based on performance.

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- a. Honor Guard members may be considered for Air Force decorations based on the following criteria;

- a. Outstanding Achievement:

1. For the culmination of eighty (80) ceremonies and exceeds minimum retainability standards, the Air Force Achievement Medal (AFAM) will be awarded.
 2. For the culmination of one hundred and sixty (160) ceremonies and exceeds minimum retainability standards, the Air Force Commendation Medal (AFCM) will be awarded.

- b. Meritorious Service:

1. For the completion of honorable service warranting recognition for **non-staff** members the AFAM. The decoration is not guaranteed but will be *considered* based on OIC and NCOIC recommendation.
 2. For the completion of honorable service warranting recognition for **staff** members the AFCM. The decoration is not guaranteed but will be *considered* based on OIC and NCOIC recommendation.

14. All members must pass their fitness assessment with a minimum score of 75. If a score of 75 is not attained, the member will be placed on the inactive member roster until the member achieves the required score.

- a. The member must return all equipment and the 12-month contract will be put on hold.

NOTE: Please direct questions or comments to the NCOIC of the 52d FW BHG.

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MEMBERSHIP

A. **Desired Type of Member:**

- (1) One with integrity, loyalty, dedication, and heart.
- (2) Neat and clean, fit and trim in appearance (within reason).
- (3) With an attitude towards being the best.
- (4) Open-minded and willing to learn and serve.
- (5) A professional.
- (6) Must present impeccable military image and conform to exacting grooming standards; no shaving waivers allowed.
- (7) No fear of firearms or have a history of anxiety, emotional or nervous system disorders.

B. **Possible Reasons For Denied Membership:**

- (1) Application package returned with information not conducive to selection (i.e. not endorsed by supervisor and/or commander, etc.)
- (2) Not having at least one year retention on station.
- (3) Falsified information.
- (4) Not current and/or failed fit test.
- (5) Unsuccessful completion of the training program.

C. **Criteria for Release (Handled on a case-by-case basis):**

- (1) No-shows to scheduled practices, meetings, or events.
- (2) Unexcused lateness.
- (3) Failure to achieve or complete basic 52d FW BHG qualification.
- (4) Continuing violations of AFI 36-2903.
- (5) Compromising the image of the 52d FW BHG and/or Air Force.
- (6) Unacceptable duty performance in work area.
- (7) Being placed on a control roster and/or having an Unfavorable Information File (UIF) established. If placed on a UIF, the member is placed on suspension for the duration of the action or released upon request from the squadron.

D. **Education/Hardship Duty Status:**

A status that is used to increase efficiency and help support the objectives of the 52d FW BHG. While in this status, the member will be required to attend one practice per month to remain proficient and up-to-date. If the need arises, the member will be tasked to attend more than one. We will need a Letter of Verification from supervisor. The inactive status is authorized for:

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- (1) Educational Opportunities (College courses/seminars) whose class dates and study requirements conflict with Honor Guard and pose a situation not conducive to learning (not to exceed one semester). 52d FW BHG leadership is notified of Education status.
- (2) Duty Situation that can be temporarily relieved by being released from active 52d FW BHG duties. In this case, the inactive status notification letter will be forwarded by the member's squadron and the status reviewed by the 52d FW BHG NCOIC every 30 days, not to exceed 120 days.

E. Practices and Ceremonies:

- (1) Mandatory practice is each Wednesday from 1400-1600.
- (2) The Spangdahlem 52d FW BHG averages between 100-150 ceremonies a year with one or two funerals. The SABI states that all ceremonies must be scheduled at least two weeks in advance. This helps us plan better for ceremonies and gives 52d FW BHG membership enough time to inform their work center leadership. You can view our schedule on the 52 FW Honor Guard SharePoint: <https://ice.usafe.af.mil/sites/52FW/honorguard/default.aspx>. The only ceremonies that we have no control over as far as scheduling is concerned are Military Funeral Honors which could come up at any time. All members should sit down with their supervisors and check the schedule and make plans around normal duty.

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CERTIFICATION/ENDORSEMENT LETTER

I certify that I have read and completed the application package completely and voluntarily request membership consideration for the 52d FW BHG. I understand that if selected for a formal interview, I will be required to answer additional questions and I can expect to be fully briefed on Honor Guard command staff expectations, possible reasons for membership denial, criteria for release from the Honor Guard, inactive status limitations, and Honor Guard incentive programs. I understand that my selection for the Honor Guard team will be a privilege that entails a level of commitment above and beyond that of my peers.

Applicant's Printed Rank, Name

Signature

Date

Supervisor's Endorsement for Honor Guard Membership:

I hereby acknowledge my support for the above named applicant and the 52d FW BHG (with permanent exemption from Wing/Base details, special duty, etc.). This Airman's duty performance is at least within acceptable standards and has no noted problems that would affect their 52d FW BHG duty performance.

Supervisor's Printed Rank, Name

Signature

Date

First Sergeant's Endorsement for Honor Guard Membership:

CONCUR/NON-CONCUR. The Airman listed above has no administrative action pending, and in my opinion, exhibits the proper Air Force image associated with the 52d FW BHG.

First Sergeant's Printed Rank, Name

Signature

Date

Commander's Endorsement for Honor Guard Membership:

CONCUR/NON-CONCUR. The member listed above is qualified for 52d FW BHG membership consideration. If selected for the Honor Guard, member will be exempt from base and unit details. My signature indicates that the applicant's chain of command understand that official 52d FW BHG duties take precedence over normal military duties unless determined such duty would seriously degrade unit or Wing mission accomplishment.

Commander's Printed Rank, Name

Signature

Date

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PART II

INDIVIDUAL PROFILE

Name: _____ Rank: _____

Squadron: _____ Work Center: _____ Duty Phone: _____

Supervisor Rank & Name: _____ Duty Phone: _____

Home Phone: _____ Cell Phone: _____

TAFMS [Yr(s) Mth (s)]: _____ Date of Rank: _____

DEROS: _____ AEF Band: _____ HGT: _____ WGT: _____

PSC Box: _____ Zip Code: _____ Date of Birth: _____

PHYSICAL LIMITATIONS (If Any):

HOBBIES/INTERESTS (General):

GOALS (Military):

GOALS (General):

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GENERAL HONOR GUARD MEMBERSHIP QUESTIONS

1. What are your specific reasons for wanting to join the 52d FW BHG?

2. Have you ever been affiliated with an Honor Guard, Drill Team, ROTC, Military School/Academy, etc., while on active duty or in High School? If so, where, when, and for how long?

3. How did the 52d FW BHG catch your attention?

4. What are your Honor Guard aspirations?

5. What might the Honor Guard's expectations of you be?

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6. If there was one thing you could change about AFI 36-2903, what would it be, and why?

7. Does speaking before an audience present a problem for you? If so, why?

8. If a person of authority (one who may not out rank you) told you that you were not standing correctly while at attention, you were bouncing while marching or that you need to “get it together,” what might your feelings or opinions be toward that individual?

9. Which are you better at: following or leading? Why?

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HONOR GUARD COMMAND STAFF RECOMMENDATION

Prospective applicant's package has been reviewed and formal interview completed. Member was fully briefed on the 52d Fighter Wing Honor Guard standards and expectations, mandatory practice sessions, training/certification processes, detail assignments, inactive status determinations, and recognition/incentive programs.

Honor Guard members may be considered for Air Force decorations based on the following criteria;

1. For the culmination of eighty (80) ceremonies and exceeds minimum retainability standards, the Air Force Achievement Medal (AFAM) will be awarded.
2. For the completion of honorable service warranting recognition for **non-staff** members the AFAM. The decoration is not guaranteed but will be *considered* based on OIC and NCOIC recommendation.

Average number of ceremonies per year: **100 ceremonies**

Average number of funerals per year: **1-2 Military Honors**

The 52d FW BHG NCOIC

RECOMMENDS / DOES NOT RECOMMEND applicant for membership on the Honor Guard Team. Member is not recommended for membership due to:

NCOIC Printed Rank, Name

Signature

Date

52d FW BHG ENDORSEMENT

CONCUR / NON-CONCUR. Member is approved for membership in 52d FW BHG. Official start date for Honor Guard Duty will be _____.

IAN H. STEVENS, 1st Lt, USAF
OIC, 52d Fighter Wing Base Honor Guard