



DEPARTMENT OF THE AIR FORCE  
48TH FIGHTER WING (USAFE)

MEMORANDUM FOR HONOR GUARD APPLICANT  
IMMEDIATE SUPERVISOR  
FIRST SERGEANT  
SQUADRON  
COMMANDER

FROM: 48 FW/HG

SUBJECT: 48<sup>th</sup> Fighter Wing Honor Guard Contract

1. Ceremonial Guardsmen are a picture-perfect example of individuals who are highly motivated, maintain exceptionally high standard of conduct, both on and off-duty, and exude enormous amounts of pride in all they do. The team is comprised of volunteers of all ranks from throughout the 48<sup>th</sup> Fighter Wing.
2. Membership on the team is not valid until this application has been approved by the applicant's supervisor, first sergeant, and squadron commander. Once approved, the member is required to attend weekly practices held every Tuesday from 1630-1730 & Thursday from 1500-1700 in Bldg 977, on the American fourth floor. **PRACTICE ATTENDANCE IS MANDATORY.**
3. Details will consist of the following: Military Funeral Honors, Wing Promotion Ceremonies, School Graduations, Changes of Command, Retirements, Cordons and Firing Party. Adequate rest should be provided to perform details. Please note, that the Honor Guard members are rotated to ensure even distribution of details.
4. The applicant will not be considered for Honor Guard if they have a UIF, on a control roster, poor attitude, or any other reason that would preclude the member from meeting Air Force standards. Only deserving personnel who will represent the Air Force in a dignified manner should be considered for membership with the Honor Guard. The certification process will be accomplished within 60 days. Members must test to certify by the eighth week of practice. Member may complete a week long training course to get qualified sooner. Upon certification, members will provided with all the required uniform items. The applicant will either hand carry or electronically email this letter back to the Honor Guard NCOIC.
5. Honor Guard members must provide 12 months of creditable service. This service is consecutive. Member must provide the Honor Guard NCOIC with as much advance notice as possible regarding any TDY's, scheduled leave or any other event that may prevent the member from attending practice. For excessive leave/TDY, the member's service time will be paused, and resumed upon return, for a completion of the 12 month period. The Honor Guard will provide all uniform materials at no cost to you. If, before providing 12 months of service, you are removed from the team for failure to comply with this memorandum, you will turn in your honor guard garment bag and reimburse the Honor Guard for the cost of your uniform and any accouterments not returned in serviceable condition. Certain items of clothing (such as shoes) cannot be returned after use and the member/unit will have to repay that cost.



Thank you for your assistance and support for this very important organization.

ALICIA B. PRUDEN, SSgt, USAF  
NCOIC, Honor Guard

NOAH G. WELLS, MSgt, USAF  
Superintendent, Honor Guard

1<sup>st</sup> Ind,

#### MEMORANDUM FOR IMMEDIATE SUPERVISOR

I request permission to join the 48<sup>th</sup> FW/HG. I understand and accept the 48<sup>th</sup> Fighter Wing Honor Guard policies. My DEROS is X November 2XXX.

JOE B. DOE, A1C, USAF  
Applicant

2<sup>nd</sup> Ind,

#### MEMORANDUM FOR FIRST SERGEANT

I have personally interviewed the applicant. I recommend and support the above applicant to serve with the 48<sup>th</sup> Fighter Wing Honor Guard for a minimum of 12 months from the date this document is signed. They will be released from duty to attend mandatory practices and will be released to perform details that occur during duty hours.

JOE B. DOE, TSgt, USAF,  
OHST Supervisor

3<sup>rd</sup> Ind to 48 FW/HG, 48<sup>th</sup> Fighter Wing Honor Guard Contract

#### MEMORANDUM FOR SQUADRON COMMANDER



I have reviewed the member's PIF. I recommend the applicant to be accepted as a member of the 48<sup>th</sup> Fighter Wing Honor Guard. The applicant does not have any negative indicators that would disqualify them from the team.

First Sergeant

4<sup>th</sup> Ind,

MEMORANDUM FOR 48 FW/HG

Member is approved/~~disapproved~~ to join the 48<sup>th</sup> Fighter Wing Honor Guard Team.

Commander