

Controlled Unclassified Information (CUI)

MEMBERSHIP APPLICATION

Information provided in the following sections must be legible. Answer all questions. Respond with "N/A" if not applicable. Complete section in the following order: applicant, applicant's supervisor, First Sergeant, and Commander. If necessary, you are permitted to expand your answers on an additional sheet of paper. Information provided for this application is "FOR OFFICIAL USE ONLY".

NAME: (Last, First, MI): _____ RANK: _____

Squadron/Office Symbol: _____

AFSC: _____ Duty Title: _____

Date Arrived On Station: _____ Date of Separation: _____

Home Phone: _____ Duty Phone: _____

How did you hear about the Honor Guard team? _____

What motivated you to apply for membership? _____

Do you have any drill team and/or Honor Guard experience and if so what and when? _____

Do you have a physical profile or waiver? If so explain. _____

Are you enrolled in off-duty education or plan to? When? _____

Do you have a religious belief that may restrict you from performing at military funerals?

The Honor Guard is a serious commitment of your time. As it stands there is not an on call or standby rotation. You are on call/standby at all times. By your signature below you are indicating you can make this commitment for a period of **one year**. **Should you go TDY or be ineligible to participate in the program for an extended period of time, this time will be added to your one-year commitment.** Membership package from any individual with an administrative action within the last 6 months/disciplinary actions within the last 12 months are automatically declined unless your Squadron Commander provides a signed letter of recommendation. At which point, membership will be decided on a case-by-case basis.

Applicant's Signature

Date

UNIT RECOMMENDATION

SUPERVISOR'S SECTION

As the supervisor of an applicant for membership in the Pope Army Airfield Honor Guard, we appreciate your support in your applicant's decision to fulfill the unique requirements and demands of Honor Guard members. Honor Guard presents many unique opportunities for your airman to include TDYs, leadership opportunities, personal development, community service and most importantly, the privilege of honoring airmen past and present. It is imperative that they have your support in this endeavor as failure to regularly attend practice or missing an assigned detail will result in your airman's removal from Honor Guard. If you have any questions or concerns about the Honor Guard Program, please contact the NCOIC; TSgt Joseph McIlrath at 394-8133 or by email at joseph.mcilrath@us.af.mil.

Mandatory practice is every Tuesday & Thursday from 1430-1630. The initial orientation will provide the member everything necessary to be certified as a Guardsman. The member should be scheduled to work a "day-shift" to accommodate all training schedules.

Once trained, applicants will be required to serve for a minimum of **one year. Members will not be assigned to the other base details which would remove them from Honor Guard commitments.** Due to the limited number of personnel assigned to the Honor Guard, all members are on-call for all details during their year contract commitment.

Members may be absent due to TDY (longer than a month), with the understanding that the time missed will be added as an extension to their one-year commitment. Unless a mission critical **Emergency**, training and other appointments should not be scheduled during normal practice hours or while a detail is occurring. Upon completion of the one-year commitment and other duty requirements, the member will be considered for submission of an Air Force Achievement Medal through the 43d FSS via Honor Guard leadership.

Supervisors are encouraged to verify detail assignments, training schedules and personal performances by calling TSgt McIlrath. Additionally, due to the commitment requirements on the individual and the level of professionalism required to be an Honor Guard Guardsman, it is highly encouraged for you to contact TSgt McIlrath when requiring EPR or Award Package bullet material. **Applications that are disapproved must be returned to the Honor Guard office with reason(s) for disapproval.** If you feel that you and the named applicant can meet the above conditions, please give your comments and recommendations below. Applicant will NOT be considered without your recommendation.

I have reviewed the above information and recommend (approval/disapproval) of this application.

Has the Applicant received a LOC/LOR/LOA within last 6 months: (YES / NO)

(Supervisor's Name and Rank)

(Supervisor's Signature/Date)

(Supervisor's Organization/Office Symbol & Duty Phone Number)

Reason for Disapproval (if applicable): _____

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FIRST SERGEANT QUALITY REVIEW

Does the applicant have any of the following actions pending, in place or performed in the last 12 months? If the answer is yes to any of the questions please provide explanation.

UIF: (YES/NO) If yes, explain _____

Control Roster: (YES/NO) If yes, explain _____

Article 15: (YES/NO) if yes, explain _____

Any other Disciplinary Actions: (YES/NO) if yes, explain _____

If a member's Squadron leadership recommends the Guardsmen's permanent or temporary removal from the program a letter of explanation signed by the Unit Commander, Superintendent or First Sergeant is requested to be forward to the Honor Guard OIC/NCOIC for official removal from Honor Guard.

If a member fails to complete his/her one-year commitment due to PCS, separation, retirement, discharge, or commander directed removal, they must contact the Honor Guard OIC/NCOIC for disposition/turn-in of uniform and equipment items.

I have reviewed the applicant's PIF and recommend (approval/disapproval) of this application.

(First Sergeant's Name and Rank)

(First Sergeant's Signature/Date)

(First Sergeant's Duty Phone Number)

COMMANDER'S APPLICATION DECISION

(Approved/Disapproved)

(Commander's Name and Rank)

(Commander's Signature/Date)



Handpicked to serve as a member of the Pope Field Honor Guard, my standards of conduct and level of professionalism must be above reproach, for I represent all others in my service.

Others 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.

Never 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.

Obligated by my oath I am constantly driven to excel by a deep devotion to duty and a strong sense of dedication.

Representing 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.