



Malmstrom Air Force Base Honor Guard Contract

Unit/Office Symbol

Member's Duty / Home Phone

Permission is granted for _____
Rank, Last Name, First Name, M.I.

to join the Malmstrom Air Force Base (MAFB) Honor Guard for a minimum of 12 months effective the date of squadron commander approval.

ELIGIBILITY

Members of the MAFB Honor Guard are exceptional members of the Air Force. As such, he/she must exemplify the standards of customs and courtesies, dress and appearance, and personal conduct. Specifically, applicants must not be on a Control Roster, have an Unfavorable Information File (UIF), Article 15 (pending or otherwise), disqualified to bear arms IAW AFI 31-207, *Arming & Use of Force by Air Force Personnel*, or have failed to qualify in pre-marksmanship training. Additionally, applicants will not be on a profile or weight management program. Individuals enrolled in CDC's and/or in upgrade training must weigh commitment against workload before committing to the Honor Guard.

TRAINING

Team appointees are placed in a training flight and must complete a one-week orientation and training course. This course consists of five (5) days of training from 0730 until 1630 with a final evaluation given on the 5th day. Training is conducted in a highly disciplined environment, and trainees should expect a certain degree of stress and difficulty.

DUTIES

Members will be required to perform any duties within the scope of the MAFB Honor Guard. Each new member will be placed in one of four rotational flights (Alpha, Bravo, Charlie, and Delta). These flights are responsible for performing all approved honors requests. Members will work for one week, and then have three weeks off. However, if the on-duty flight is unable to support military funeral honors requests due to the number or size of the detail, then volunteers will be requested from off-duty flights.

SCHEDULE

Flight rotations begin on Monday and end on Sunday. During that time, members on primary duty will be required to report to the honor guard building NLT 0730 on Monday and Tuesday of that week. In the event of a holiday, members will report the first two available duty days of the week. Members will perform details if necessary, but otherwise train until 1630 that day. Schedules of training will be maintained, documented, and available upon request. Strict

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schedules will include 1 hour lunch breaks and 1 hour of PT per two days if possible. On the remaining days per week, members will be released to their primary job. However, details will take precedence, and members must be released to perform details (to include travel). Whenever possible, supervisors will be notified in advance of any details scheduled Wednesday – Sunday. If members must perform a detail in the late hours of the night or early hours of the morning, supervisors will be notified to ensure members receive adequate crew rest.

In addition, there will be a quarterly Honor Guard call on one Friday afternoon per quarter. This Honor Guard call will last no longer than two hours and will be used to present quarterly awards, address deficiencies, and present new training updates to ensure standardization. This Honor Guard call will be coordinated no less than two weeks in advance.

CONDUCT

Members are responsible for outstanding attitude, 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 represented in the spirit of cooperation and proper respect at all times to include both on and off duty. If at any time a member fails to meet the standards of the program, MAFB Honor Guard will recommend the member's immediate termination of service from the Honor Guard and request a replacement to be filled within two weeks.

ATTENDANCE AND PERFORMANCE

Once an individual becomes a member of the team, attendance at practices and performances then becomes a mandatory military formation. The team relies on precision and teamwork gained through practice. Therefore, continuous absences, except for Temporary Duty (TDY), leave or formal training, *cannot be tolerated*. If the member is unable to make practices and/or details due to *mission requirements or sickness*, the member's **First Sergeant** must notify the Non-Commissioned Officer In Charge (NCOIC) of the MAFB Honor Guard program in advance. Funerals honors are considered a wing mission and are not excusable if there is insufficient manning. Any unexcused absences or failure to show for a ceremonial function will result in an email sent to the member's group chief. Consecutive absences will give cause to recommend termination of the member. **If a member is terminated before his/her 12-month commitment is finished, the member's group/squadron is liable for reimbursement of all items issued and all benefits will terminate** (see Issued Items and Benefits). ***A replacement from the member's squadron or group must complete and pass the MAFB Honor Guard orientation and training course, prior to current member leaving the team.***

LENGTH OF SERVICE

The current length of service is 12 months. The member's contract will be expire at this time but can be extended another year with approval from member's commander. Member will not depart the Honor Guard until a replacement from his/her respective group has attended the training class and is an active member of the team. Replacements should be selected at a minimum of one month before an active member's term of service ends and reported to the Honor Guard NCOIC

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UNIFORMS AND APPEARANCE

One set of Ceremonial Service Dress, winter attire, and low quarter shoes will be provided to each member (see Issued Items and Benefits). Uniforms will be maintained in a clean, pressed condition at all times, both on & off Honor Guard duty. Members must strictly adhere to the standards of AFI 36-2903. All members will be authorized free cleaning of Honor Guard uniform items at linen exchange while a member of the MAFB Honor Guard.

LEAVE AND TDY

Members are required to notify the NCOIC, MAFB Honor Guard Program of all TDY's, leaves, formal training, etc., and are required to submit one copy of leave authorization or TDY orders to the NCOIC before departing MAFB. Leave and TDY are approved solely by the member's primary unit.

ISSUED ITEMS AND BENEFITS

- | | |
|-------------------------|----------------------------|
| 1. Ceremonial Coat | 9. Chrome Buttons |
| 2. Ceremonial Pants | 10. Honor Guard Arc |
| 3. Ceremonial Cap | 11. Insignia (hat) |
| 4. Ceremonial Belt | 12. Honor Guard Patch |
| 5. Ceremonial Cap Cover | 13. White gloves |
| 6. Aiguillette | 14. Ceremonial Coat |
| 7. Honor Guard Badge | 15. Cold Weather Bunny Hat |
| 8. Shoes (low quarters) | 16. Scarf |

Depending upon wear and tear of issued items they will be returned upon departing Honor Guard.

BENEFITS

All members are eligible to be nominated for quarterly and annual awards, designated parking at the Grizzly Bend Club and commissary, selection for the Get-R-Done Award, achievement medal consideration after completion of 12 months of service. Skilled members of the Honor Guard will be promoted to Honor Guard trainers and be eligible to participate in Honor Guard advanced training TDYs.

I read and understand this application, and accept the terms under which I am applying to become a member of the MAFB Honor Guard. I further understand that a breach of this agreement may be cause for my removal from the team.

Member Name (Print) *Member Signature* *Duty Phone* *Date*

1st Ind, Applicant's Immediate Supervisor and Section Superintendent

I concur/do not concur with _____ submitting this application to attend MAFB Honor Guard orientation and training. I/we have read and understand the terms of this agreement. The applicant's Personal Information File (PIF) has been reviewed and contains no derogatory information that would reflect negatively on the Honor Guard, if applicant were selected for honors service. Upon completion of orientation and training, if selected for Honor Guard duty, he/she will serve on the Honor Guard for a period of not less than 12 months.

Supervisor Name (Print) *Supervisor Signature* *Duty Phone* *Date*

Section Superintendent Name (Print) *Section Superintendent Signature* *Date*

2d Ind to Applicant's First Sergeant

First Sergeant Name (Print) *First Sergeant Signature* *Date*

3rd Ind to Applicant's Squadron Commander

Squadron Commander Name (Print) *Squadron Commander Signature* *Date*

4th Ind to MAFB Honor Guard NCOIC and Officer In Charge (OIC)

Jeffrey D Parker, MSgt

NCOIC of MAFB Honor Guard Name (Print) *NCOIC Signature* *Date*
Phone: 2831

Robert Wray, 1Lt

OIC of MAFB Honor Guard Name (Print) *OIC Signature* *Date*