



DEPARTMENT OF THE AIR FORCE
78TH FORCE SUPPORT SQUADRON (AFMC)
ROBINS AIR FORCE BASE GEORGIA



MEMORANDUM FOR 78 FSS/FSZH

FROM: _____

SUBJECT: Robins Air Force Base (RAFB) Honor Guard (HG) Contract

1. This contract is IAW AFI 34-501, *Mortuary Affairs* and 78ABW/FSZH/OI 34-501, *Robins Air Force Base Honor Guard Operating Instruction*. The following information outlines some of the standards and expectations for my appointment to the RAFB HG.

ELIGIBILITY

The RAFB HG is an elite team of Airmen from Robins Air Force Base, Dobbins Air Reserve Base, Berry Field Air National Guard Base, all tenant units, and geographically separated units. Our team includes Regular Air Force (active duty), Air Force Reserve (AFR), and Air National Guard (ANG) making it a total force team. Base leadership screens and selects personnel for this duty. Members of the RAFB HG 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. **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-marksanship training.** Additionally, applicants will not be on a profile, weight management program and/or possess visible tattoos above the collar bone. Applicants must possess a Government Travel Card and a valid government and/or state driver's license. Individuals enrolled in CDC's and/or in upgrade training must weigh commitment against workload before committing to the HG.

CONDUCT

Members are responsible for outstanding attitude, conduct, punctuality and appearance IAW AFI 34-242 (*USAF HG 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, RAFB HG will recommend the member's immediate termination of HG duty and request a replacement to be filled within one week. Each member is expected to "maintain a high standard of appearance and a positive attitude." Each member is "responsible for maintaining their uniform, attending training, mastering the drill/Ceremonial sequences, and knowing traditional formation of HG ceremonies and protocol."

COMMITMENT

The RAFB HG commitment is a **minimum** of one year. Active duty members will serve for 12 months. Their tour will consist of six on-duty months and six standby months. During the on-duty months, members will be assigned to the RAFB HG. During their standby months, they will return to their respective units and will be notified for duty only when the RAFB HG has exhausted all "on-duty" personnel efforts to fulfill the Military Funeral Honors mission. Supervisors of HG members will ensure their Airmen are available during their on-duty months and standby months. Leave, deployment, or any other absence over 72 hours during the 180-day rotation will be authorized if the unit provides a trained, uniformed replacement to report to Honor Guard during their absence. New personnel assigned to the honor guard must start a two week training class prior to their first month of on-duty rotation. The two week training class is a one-time event.

STANDBY FLIGHT

RAFB HG will utilize standby flight members by using the following process:

- The on-duty flight lead will task his/her flight members first. If and when his/her flight's manning is depleted, the flight lead will contact the Standby flight lead and request support
- "Standby" flight members will only be used in extreme cases with simultaneous details.
- Once all resources at RAFB have been depleted, the HG Program Manager will seek support from Dobbins Air Reserve Base, Berry Field Air National Guard Base, the Alumni Flight and/or other Base Honor Guard (BHG) installations until all mandatory details are manned.

RAFB HG Members Will:

- Attend a **mandatory Two-Week Orientation Course**.
- Remain available to perform details at any time, regardless of flight status.
- Perform details as tasked and attend HG meetings by their flight leads unless properly excused.
- Be knowledgeable of all HG functions, formations, honors and ceremonies.
- Be proficient in performing all HG duties. (Perform movements with precision and synchronization.)
- Ensure all equipment and vehicles are properly maintained.
- Assist the flight leads in maintaining equipment and supplies.
- Ensure the HG facility is kept clean and well maintained with all equipment and materials returned to their proper place.
- Maintain exemplary personal appearance and HG image.
- Refrain from the use of tobacco products of any kind while wearing the ceremonial uniform.
- Serve as an Air Force ambassador across the base and civilian community.
- Ensure First Sergeant has processed your AF Form 220 for BAS prior to the start of HG rotation.
- Notify their flight lead if going TDY, permanent change of station (PCS) or separating, and arrange for a replacement.
- If deployed or sent temporary duty (TDY) during their 12-month tour, coordinate/notify the HG Program manager immediately.
- Coordinate with their flight leads for scheduled absences (leave, TDY, etc.). During standby periods as well.
- Not be pregnant at the time of application. (No fault to the member but please note: Members will be removed if become pregnant during the contract period.)
- Have a current passing Air Force Fitness Assessment and not be enrolled in the Fitness Improvement Program.
- If member fails a fitness test while on Honor Guard, they may be removed from Honor Guard, will not qualify for an AF Achievement Medal and all incentives will be terminated.
- Be exempt from bay orderly duty during their on-duty months. (If residing in base dormitories.)
- Report to the HG facility during real-world or exercise recalls, alerts or responses, during on-duty months.
- Have a valid driver's license.
- Not use privately owned vehicles (POVs) to support a MFH mission or secondary event without the approval of the Installation HG Program Manager.
- Transport weapons in General Services Administration (GSA) vehicles only.
- Must not have a fear of the right to fire and bear arm.
- Must be clean shaven. If a mustache is to be worn it must present a professional image and conform to the standards outlined in AFI 36-2903.
- If on a shaving waiver, member cannot be used as a ceremonial guardsmen unless the member can shave every other day.

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BENEFITS

- **Quarterly and Annual Awards.** Members will have the opportunity to receive letters of Appreciation, Day Passes, Quarterly, and Annual Awards. Recognition will be commensurate with the level of participation of each member and upon the recommendation of the flight NCOIC/OIC with approval of the Installation HG Program Manager.
- **Medals, Awards, Incentives.** Members will have the opportunity to earn an Air Force Achievement Medal (AFAM). The AFAM is awarded to deserving members after completing a 12-month tour with the RAFB HG. The HG staff leadership and flight leads will nominate Airmen are deserving, exudes what it is to be a Ceremonial Guardsmen, has exceptional professionalism, charterer, airmanship and has had no disciplinary action taken during their tour. This recognition is not automatic.

Alumni Flight. Members who have proven themselves to be the “best of the best” will have the opportunity to become a member of the HG Alumni Flight. To be selected as an Alumni member is a true honor and a privilege. Alumni Flight members will be used as a resource to the RAFB HG as members who can participate in Color Guard Events as well as Military Funeral Honors at their discretion when requested by the RAFB HG Program Manager. These members will also get the chance to receive a second AFAM for their hard work.

____ I have read and understand the above information in this application/contract, and accept the terms under which I am applying to become a member of the RAFB HG. I further understand that a breach of this agreement/Contract may be cause for my removal from the team.

____ I acknowledge that as a member of the RAFB HG Team, I am expected to maintain a high standard of appearance and a positive attitude. I am responsible for maintaining the uniform, attending training, mastering the drill, and knowing traditional formation ceremonies and protocol.

____ I acknowledge that during the first two months of my active-tour I may not be permitted leave due to training and mission obligations.

____ I acknowledge that my 1 year commitment with the Honor Guard will begin on _____ and end on _____.

Member Name (Print)

Duty Phone

Group/Squadron

Address (Including Dorm Room#)

Cell/Home Phone

Honor Guard Member Signature / Date

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1st Ind, Applicants Immediate Supervisor

MEMORANDUM FOR Applicant's Immediate Supervisor

I concur/ do not concur with _____ submitting this application to attend RAFB HG 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 HG.

Supervisor Rank / Printed Name

Supervisor Signature / Date

2d Ind, Applicant's First Sergeant or Commander

1. The subject applicant has been nominated from my organization:

Rank/Name

2. In accordance with AFI 34-501 and 78ABW/FSZH/OI 34-501, subject member of this organization is nominated for membership in the Robins AFB HG. Member meets the prescribed standards. This unit will notify the Installation HG Program Manager should circumstances arise which render the member ineligible for HG membership. If for whatever reason the member is deemed not eligible or must be return to the unit during the HG active tour, the unit provide a replacement within 7 duty days.

3. This organization will honor the above-mentioned incentives and will ensure this member is available when called upon to perform HG details.

First Sergeant or Commander Rank/Printed Name

First Sergeant or Commander Signature/Date

Installation Honor Guard Program Manager/Date

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QUALIFICATION TO POSSESS FIREARMS OR AMMUNITION

PRIVACY ACT STATEMENT

AUTHORITY: 18 U.S.C. 922(g)(9); E.O. 9397.

PRINCIPAL PURPOSE(S): To obtain information to determine if you have been convicted of a crime of domestic violence which would disqualify you from shipping, transporting, possessing or receiving either Government-issued or private firearms or ammunition and to determine if reassignment, reclassification, detail or other administrative action is warranted. Your Social Security Number is solicited solely for purposes of verifying your identity.

ROUTINE USE(S): To the Department of Justice so that such information can be included in the National Instant Criminal Background Check System which may be used by firearm licensees (importers, manufacturers or dealers) to determine whether individuals are qualified to receive or possess firearms and ammunition.

DISCLOSURE: Mandatory for all personnel who are required to certify. Failure to provide the information may result in (1) (military only) the imposition of criminal or administrative penalties for failing to obey a lawful order, and (2) (civilian only) the imposition of administrative penalties, to include removal from Federal service. However, neither your answers nor information or evidence gained by reason of your answers can be used against you in any criminal prosecution for a violation of Title 18, United States Code, Section 922(g)(9), including (military only) prosecutions under the Uniform Code of Military Justice, based on a violation of Section 922(g)(9), for conduct which occurred prior to the completion of this form. The answers you furnish and any information resulting therefrom, however, may be used against you in a criminal or administrative proceedings if you knowingly and willfully provide false statements or information.

SECTION I - INSTRUCTIONS

An amendment to the Gun Control Act of 1968 (18 U.S.C. 922) makes it a felony for anyone who has been convicted of a misdemeanor crime of domestic violence to ship, transport, possess, or receive firearms or ammunition. It is also a felony for any person to sell or otherwise dispose of a firearm to any person so convicted.

The Department of Defense has, by policy, expanded the prohibitions contained in Title 18 Section 922(g)(9) to those military or civilian personnel who have felony convictions for crimes of domestic violence. Convictions of crimes of domestic violence do not include summary court-martial convictions, the imposition of nonjudicial punishment (Article 15, UCMJ), or deferred prosecutions (or similar alternative dispositions) in civilian courts. Furthermore, a person shall not be considered as having committed a "crime of domestic violence" for purposes of the firearms restriction of the Gun Control Act unless all of the following elements are present:

- (1) the person was convicted of a crime;
- (2) the offense has as its factual basis the use or attempted use of physical force, or threatened use of a deadly weapon;
- (3) the convicted offender was at the time of the offense:
 - (a) a current or former spouse, parent or guardian of the victim,
 - (b) a person with whom the victim shared a child in common,

- (c) a person who was cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or
- (d) a person who was similarly situated to a spouse, parent, or guardian of the victim;
- (4) the convicted offender was represented by counsel, or knowingly and intelligently waived the right to counsel;
- (5) if entitled to have the case tried by jury, the case was actually tried by jury or the person knowingly and intelligently waived the right to have the case tried by jury;
- (6) the conviction has not been expunged or set aside, or the convicted offender has not been pardoned for the offense or had civil rights restored, unless the pardon, expungement, or restoration of civil rights provides that the person may not ship, transport, possess or receive firearms.

If you have ever received a domestic violence conviction: (1) you may not possess any firearm or ammunition; and (2) you must return any Government-issued firearm or ammunition to your commander or immediate supervisor; and (3) you must take steps to relinquish possession of any privately owned firearms or ammunition. Furthermore, any previously issued authorization to possess a firearm or ammunition is revoked.

If you have any questions, or you are uncertain if you have such a conviction, you may wish to contact a legal assistance attorney, if eligible, or a private attorney, at your own expense.

SECTION II - QUALIFICATION INQUIRY *(Complete and return to your commander or immediate supervisor within 10 days of receipt)*

1. HAVE YOU EVER BEEN CONVICTED OF A CRIME OF DOMESTIC VIOLENCE AS DESCRIBED ABOVE: *(Initial and date)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	I DON'T KNOW <i>(Provide explanation on reverse)</i>
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2. IF YOU ANSWERED "YES" TO THE FIRST QUESTION, PROVIDE THE FOLLOWING INFORMATION WITH RESPECT TO THE CONVICTION:

a. COURT/JURISDICTION	b. DOCKET/CASE NUMBER
c. STATUTE/CHARGE	d. DATE SENTENCED (YYYYMMDD)

3. CERTIFICATION. I hereby certify that, to the best of my information and belief, all of the information provided by me is true, correct, complete, and made in good faith. I understand that false or fraudulent information provided herein may be grounds for criminal and/or administrative proceedings, to include (if civilian) adverse action, up to and including removal, and (if military) disciplinary action under the Uniform Code of Military Justice. I further understand that I have a continuing obligation to inform my Commander or Supervisor should I be convicted of a crime of domestic violence in the future.

a. NAME <i>(Last, First, Middle initial)</i>	b. RANK/GRADE	c. SOCIAL SECURITY NUMBER
d. ORGANIZATION	e. SIGNATURE	f. DATE SIGNED <i>(YYYYMMDD)</i>

DD FORM 2760, DEC 2002

PREVIOUS EDITION IS OBSOLETE.

Adobe Professional X

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HONOR GUARD INFORMATION SHEET

Fill out all applicable information. If not applicable, put N/A.

RANK/NAME		SQUADRON/OFFICE SYMBOL	
SSAN		DUTY PHONE AND HOME PHONE	
HOME ADDRESS		DORM #	ROOM #
DRIVER'S LICENSE	YES <input type="checkbox"/>	NO <input type="checkbox"/>	GOV VEHICLE LICENSE
	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
DO YOU CURRENTLY HAVE IN YOUR POSSESSION A GOVERNMENT TRAVEL CARD? IF NO, ADVISE THE HONOR GUARD FOR INSTRUCTIONS. <i>PLEASE NOTE: YOUR DTS ACCOUNT MUST BE RELEASED TO HG, BY YOUR DTS MONITOR, PRIOR TO TRAINING WEEK.</i>		YES <input type="checkbox"/>	NO <input type="checkbox"/>
ARE YOU RECEIVING BAS? IF NO, ADVISE THE HONOR GUARD FOR INSTRUCTIONS ON GETTING IT STARTED.		YES <input type="checkbox"/>	NO <input type="checkbox"/>
WHAT IS YOUR MARITAL STATUS? IF MARRIED PLEASE PROVIDE SPOUSES NAME AND NUMBER.		SINGLE	MARRIED
ARE YOU CURRENTLY STUDYING CDCS?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
PROVIDE SUPERVISOR'S NAME & PHONE NUMBER:			
PROVIDE YOUR NCOIC OR FLIGHT SUPERINTENDENT'S NAME & NUMBER:			
PROVIDE YOUR UNIT TRAINING MANAGERS NAME & PHONE NUMBER:			
PROVIDE YOUR UNIT DEFENSE TRAVEL NAME & NUMBER:			
PROVIDE YOUR FIRST SERGEANT'S NAME & PHONE NUMBER:			
PROVIDE YOUR COMMANDER'S NAME & NUMBER:			
DO YOU HAVE A JOB OTHER THAN THE AIR FORCE?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF YES, PROVIDE EMPLOYER'S NAME AND PHONE NUMBER:			
DO YOU HAVE ANY PRIOR HONOR GUARD OR DRILL TEAM EXPERIENCE?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF YES, WHAT TYPE, HOW LONG AND HOW RECENT?			
SIGNATURE: _____		DATE: _____	

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DEPARTMENT OF THE AIR FORCE
78TH FORCE SUPPORT SQUADRON (AFMC)
ROBINS AIR FORCE BASE GEORGIA



1 July 2021

MEMORANDUM FOR ALL ROBINS AFB HONOR GUARD MEMBERS & TENANT UNITS

FROM: ROBINS AFB HONOR GUARD PROGRAM MANAGER

SUBJECT: Guardsman Standards of Conduct

1. Air Force Mortuary Affairs Operations (AFMAO) is committed to providing the highest level of dignity, honor, and respect for our Nation's fallen and care, service, and support to their families. As guardsmen, you are an extension of that mission and a reflection of the Department of the Air Force.

2. All base honor guard personnel have an enhanced duty to maintain a professional bearing on and off-duty and to safeguard sensitive information. As a member of the base honor guard, your standards of conduct and level of professionalism must be beyond reproach.

3. When performing military honors, guardsmen have these explicit duties:

- a) Maintain a professional appearance and demeanor.
- b) Be respectful and sensitive to grieving family, friends, and unit members.
- c) Not to release information regarding the deceased or names and relationships of family members.
- d) Not to discuss or release details regarding family members and their emotional state.
- e) Not to do anything to discredit the honor guard or the Department of the Air Force.

4. The Department of the Air Force views social media sites positively and respects your right to use them to express yourself. However, as representatives of the Department in official and unofficial contact with the public, you contribute to public opinions of the Air Force or Space Force. You should strive to demonstrate the highest standards of conduct and reflect our core values of integrity first, service before self, and excellence in all we do. Air Force Instruction 35-101, *Public Affairs Operations*, and Air Force Instruction 1-1, *Air Force Standards*, outline how you should conduct yourself on social networking platforms. Whether you are on or off duty, remember:

- a) You are personally responsible for what you say and post on social networking services or online.
- b) Consider how a post can be interpreted by the public. If you have doubts about whether you should post something, err on the side of caution.
- c) Maintain appropriate communication and conduct with officer and enlisted personnel, peers, superiors, subordinates, and the public.

5. Any unauthorized disclosure of information or other unprofessional conduct which violates your obligations as a guardsman may be cause for removal as an honor guard member and may additionally be punishable under the Uniform Code of Military Justice. This includes Article 92, *Dereliction of Duty*, which applies to both willful and negligent actions and inactions.
6. In the event of real world or exercise recalls, alerts or responses, on-duty honor guard members will report to the honor guard administration facility. All stand-by members will report to their primary workplaces. All funeral details will be covered with on-duty members during this time. However, stand-by members may be used in extreme cases when simultaneous details warrant their use.
7. Acknowledge receipt and understanding by printing your name and signing below.

//SIGNED//
SIERA J. WILSON, MSgt, USAF
Robins AFB Honor Guard Program Manager

I acknowledge receipt and understanding of these standards of conduct.

(SIGNATURE)

(PRINTED NAME)

(DATE)

GTC In-processing Questionnaire for New Members

Will the member's GTC expire during their active time? (6 months)	
Does member have a Defense Travel System (DTS) account?	
Is members GTC number and information accurate in DTS? If not, please get this updated prior to the start of training.	
Is members banking info correct in DTS?	
Is member's address current in DTS?	
Name on GTC (as shown on card)	
GTC Card Number	
GTC Card expiration date	
DOD ID	
Date of Birth	

Please Note: that this information will be use only to schedule long distance travel for Honor Guard details. Only "need to know" Honor Guard staff members will have access of this information.

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DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 11TH WING (AFDW)
JOINT BASE ANACOSTIA-BOLLING, WASHINGTON D.C., 20032

3 March 2021

MEMORANDUM FOR USAF AND BASE HONOR GUARD/ALL AFMAO/CC

FROM: USAF HONOR GUARD/CC

SUBJECT: Exception to Policy for AFI 36-2903

References: (a) Air Force Instruction 36-2903, 10 February 2021
(b) AFMAN 34-515, 11 August 2015
(c) Base Honor Guard Manual, 15 October 2018

1. This exception to policy memorandum is specific to USAF Honor Guard and Base Honor Guard hairstyles and religious accommodation guidelines. Ceremonial Guardsmen will adhere to the AFI 36-2903 updates with the following exceptions.

2. When performing ceremonies, the following exceptions will minimize distractions and occupational safety hazards.

2.1. Female hair:

a. The width of any hair below the bottom of the collar will not exceed the width of the neck and will be appropriately contained so no loose hairs are visible.

b. Bangs will be pulled back so they are not visible and allow the ceremonial cap to properly affix to the skin of the forehead.

c. Hair will not be lower than the bottom of the uniform collar while performing as Drill Team or Color Team members.

2.2. Male hair:

a. USAF Honor Guard members will adhere to AFMAN 34-515.

b. Base Honor Guard members will adhere to the Base Honor Guard Manual.

3. When not performing ceremonies, male and female hair will be worn IAW the current version of AFI 36-2903 with the following exception: To minimize occupational safety hazards, female hair will not be worn lower than the bottom of the uniform collar while actively training as Drill Team or Color Team members.

4. USAF Honor Guard and Base Honor Guard will adhere to AFI 36-2903, Attachment 8, for approval of religious beard accommodations.

5. Any further questions or information required should be directed to 1st Lt Ngoc-Anh Huynh at 713-824-5375 or ngoc-anh.huynh@us.af.mil.

//Signed//

JASON L. WOODRUFF, Lt Col, USAF
Commander

Tell us about yourself

Ceremonial Guardsmen:

Professional Profile:

Place of Birth: _____

Air Force Experience: Years _____ Months _____

Unit of Assignment: _____

What are your goals in the Air Force: (example: Bachelor's degree, Promotions, CDCs)

What is your favorite saying/motto:

What is your favorite hobby:

The background features a large, faint, circular seal for the Robins Air Force Base Honor Guard. The seal contains the text "ROBINS AIR FORCE BASE HONOR GUARD" around the top and "HONOR WITH DIGNITY" around the bottom. In the center of the seal is a shield with a sword and a laurel wreath.

Handpicked to serve as a member of the Robins Air Force Base 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.

MESSAGE OF CONDOLENCE

On behalf of the President of the United States, the United States Air Force, and a grateful Nation, please accept this flag as a symbol of our appreciation for your loved one's honorable and faithful service.

(If more than one flag) On the behalf of the Robins Air Force Base Honor Guard, please accept this flag as a symbol of our appreciation for your loved one's honorable and faithful service.

(Retiree Ceremony) (Rank and Name,) on behalf of our squadron [or other unit], your friends and your family, I present this flag in recognition of your [number] years of faithful service with the United States Air Force.

When giving away rounds

These rounds were spent in honor of your loved one. One for duty, one for honor, one for country.

Ceremonial Guardsman of the Quarter Board Reporting Statement

Ma'am, Full Rank/Name reports to the ceremonial guardsman of the quarter board as directed.

Asking the family to rise before Taps (and Firing Party)

Family and friends, if able, please rise for the rendering of military honors.

Example of BAS Form

REQUEST, AUTHORIZATION, AND PAY ORDER BASIC ALLOWANCE FOR SUBSISTENCE (BAS)		DATE Today's	MPO NO. [REDACTED]
PRIVACY ACT STATEMENT			
<p>AUTHORITY: 10. U.S.C., chapter 40; 37 U.S.C., chapter 9; E0 9397, November 1943.</p> <p>PRINCIPAL PURPOSE(S): To start, adjust, or terminate a military member's Basic Allowance for Subsistence (BAS).</p> <p>ROUTINE USES: Information may be disclosed to the Department of Justice and to federal, state, local, and foreign law enforcement authorities for investigating or prosecuting a violation or potential violation of law; and the American Red Cross for information concerning the needs of the member or dependents and relatives in emergency situations.</p> <p>DISCLOSURE: Disclosure of the SSN is voluntary. However, this form will not be processed without your SSN, since the Air Force identifies members by SSN for pay and leave purposes.</p>			
SECTION I - APPLICATION FOR SEPARATE RATIONS			
1. MEMBER'S NAME <i>(Last, First, Middle Initial)</i> ←--Example [REDACTED]		2. GRADE E-3	3. SSN 000-00-0000
4. ORGANIZATION AND DUTY LOCATION <i>(Squadron and Base)</i> [REDACTED]		5. MARITAL STATUS <i>(Check one)</i> <input checked="" type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED	
6. REQUEST AUTHORITY TO RATION SEPARATE FROM MY ORGANIZATION EFFECTIVE <i>(DATE)</i>	[REDACTED] REQUEST Base Honor Guard [REDACTED]		
8. SIGNATURE OF MEMBER [REDACTED]	9. SIGNATURE OF UNIT COMMANDER [REDACTED]	10. <input checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> DISAPPROVED	
* Attach 1st Day of Honor [REDACTED] if other than reason stated above. Last Day of Honor [REDACTED]			
SECTION II - TO BE COMPLETED BY UNIT, BASE, OR WING COMMANDER			
1. <input checked="" type="checkbox"/> START/STOP RATIONS EFFECTIVE <i>(DATE)</i>	2. <input type="checkbox"/> PLACE ON SIMS EFFECTIVE <i>(DATE)</i>	3. <input checked="" type="checkbox"/> REMOVED FROM SIMS EFFECTIVE <i>(DATE)</i>	
<p>I have verified the information (date CC [REDACTED]) in this request. Verbal Order of Commanding Officer (VOCO)</p> <p>Unless specifically terminated before that time, authorizations to ration separately remain in effect after discharge and reenlistment, or retirement and recall to active duty at the same station the day following date of discharge or retirement.</p>			
4. <input checked="" type="checkbox"/> THE VOCO DATE OF ←--Example [REDACTED] IS HEREBY CONFIRMED.			
5. TYPED NAME AND GRADE OF COMMANDER <i>(Or Authorized Representative)</i> E [REDACTED]	6. SIGNATURE [REDACTED]	7. DATE SIGNED	
SECTION III - ACCOUNTING AND FINANCE OFFICER'S AUTHORITY TO ADJUST ACCOUNT			
YOU ARE AUTHORIZED TO ADJUST THE ACCOUNT OF THE AIRMAN NAMED IN SECTION I AS INDICATED BELOW:			
<input type="checkbox"/>	1. CREDIT BAS (Separate Rations) EFFECTIVE FROM <i>(Date)</i> _____ TO FURTHER ORDERS.		
<input type="checkbox"/>	2. COLLECT BAS DUE UNITED STATES FROM <i>(Date)</i> _____ TO <i>(Date)</i> _____.		
2a. REASON FOR COLLECTION			
<input type="checkbox"/>	3. TERMINATE BAS EFFECTIVE <i>(Date)</i> _____.		
3a. REASON FOR TERMINATION			
4. TYPED NAME AND GRADE OF CERTIFYING OFFICER	5. SIGNATURE	6. DATE SIGNED	
SECTION IV - ACCOUNTING AND FINANCE OFFICER'S ACTION			
<input type="checkbox"/>	1. THE ACCOUNT OF THE AIRMAN NAMED IN SECTION I HAS BEEN ADJUSTED AS INDICATED ABOVE.		3. DATE
<input type="checkbox"/>	2. RETURN WITHOUT ACTION.		4. A & DS NO.
2a. REASON FOR RETURN WITHOUT ACTION			

Honor Guard In-Processing Checklist

All information can be found in the RAFB Honor Guard In-Processing packet and must be turned in electronically.

Complete prior to arriving for In-Processing:

- Read and fill out Honor Guard Contract
- Complete DD Form 2760 – Qualification To Possess firearms or ammunition
- Fill in your information (name at the bottom) AF IMT 797 – Job qualification standard continuation
- To the best of your knowledge complete the Honor Guard Information sheet
- Read and sign Guardsman Standards of conduct
- Complete GTC Questionnaire
- Review Exception to Policy for AFI 36-2903
- Complete Tell us about yourself work sheet.
- Put name on top of Performance Test Checklist
- Review Honor Guard training Schedule
- Complete BAS start up if necessary

Attach the following documents to the In-Processing packet email before training start date:

- Attach a photo of front and back of driver's license (Please send electronically)
- Attach your most recent Fitness record
- Flyers Only** – Attach flying schedule and schedulers contact information

Items that will be provided during training Weeks:

- Print out personal clothing and equipment record document
- Print Member Detail Data Tracker
- Print and review Honor Guard Charge and Message of Condolence