



Altus Air Force Base Honor Guard Application



Rank, Last Name, First Name, M.I

Respectfully requests permission to join the 171st Air Refueling Wing Base Honor Guard

PURPOSE

The primary purpose of the 171st ARW Base Honor Guard program is to render military funeral honors to military members and their families. DOD Directive 1300.15, "Military Funeral Support," Section 4.1 states, "A military funeral honors ceremony shall be provided to eligible beneficiaries, upon request. Commanders at all levels must support paying a final tribute on behalf of a grateful Nation to comrades in arms, and must respond expeditiously and sensitively to requests for military funeral support. Rendering military funeral honors reflects the high regard and respect accorded to Military Service and demonstrates military professionalism to the Nation and the world." Therefore the member must be able to perform every aspect of full military funeral honors.

ELIGIBILITY

Members of the 171st ARW Base Honor Guard are exceptional members of the Air Force. As such, they must exemplify the standards of customs and courtesies, dress and appearance, and personal conduct. Specifically, applicants must not be on a Control Roster, nor have a UIF or history of non-judicial punishment under Article 15 of the UCMJ (pending or otherwise). Additionally, applicants cannot be on a profile or weight management program. Personnel on shaving waivers are not allowed to join the team until such time as the waiver has been rescinded. The applicant must be of the highest moral character and portray a professional military image.

TRAINING

Once the applicant is accepted, they will be required from time-to-time they will be expected to attend and participate in manual honor guard training.

RESPONSIBILITIES

Members may be required to perform any duties within the scope of the 171st ARW Base Honor Guard. Members may be required to travel to perform various ceremonies deemed necessary by the Department of Defense, the Wing Commander, or the NCOIC of the Honor Guard. Due to the serious nature of the various details, Honor Guard members **MUST** be ON-TIME for all ceremonies and practices. If at any time, any member of the team has a question, concerns, or complaints; it is their right and responsibility to address it utilizing the proper chain of command.

CONDUCT

Members are responsible for outstanding attitude, conduct, and appearance IAW AFI 34-503 (*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. At details, members will conduct themselves in a manner relevant to the ceremony. If at any time a member fails to meet the standards of the program, immediate termination of service on the Honor Guard may occur. It is the duty and responsibility of all Honor Guard members to represent 171st ARW Base and the United States Air Force with **DIGNITY** and **HONOR**.

**All information contained herein is protected under the Privacy Act of 1974 and is
For Official Use Only**

ATTENDANCE and PERFORMANCE

Applying for the Honor Guard is **voluntary**. **Once an individual makes the team, it is still a voluntary military function.** All members are required to attend one function every six months. If the member is unable to attend practices and/or details due to *mission requirements, sickness or other reasons*, the member must notify their detail leader, NCOIC or OIC of the Honor Guard in advance. The team relies on precision and teamwork gained through practice. Therefore, continuous absences, except for TDY/Leave, cannot be tolerated. Failure to attend (unexcused no show) a scheduled honors function may result in termination of honors service. Future changes in workload/manning that may conflict with attendance must be considered and will be dealt with on a case-by-case basis.

UNIFORMS and APPEARANCE

One set of Ceremonial Service Dress will be provided to each member as available¹. Uniforms will be maintained in a clean, pressed condition at all times, both on & off Honor Guard duty. The standards of AFI 36-2903 will be strictly adhered to. All members will be authorized cleaning of uniform items IAW AAFBI 34-242 for soiled uniforms.

