



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 628TH AIR BASE WING (AMC)  
CHARLESTON AIR FORCE BASE, SC**

FOR BASE HONOR GUARD APPLICANT

FROM: JOINT BASE CHARLESTON HONOR GUARD

SUBJECT: Joint Base Charleston Honor Guard Application Package

1. Congratulations on your nomination as a member of the Joint Base Charleston (JBC) Honor Guard! You will be a part of an elite team of dedicated professionals, comprised of individuals from nearly every unit on Joint Base Charleston, and is a team “second-to-none”.
2. As an Honor Guard member, you represent the United States Air Force, Joint Base Charleston, and the 628th Air Base Wing at each and every function (military funerals, awards luncheons and local community events, just to name a few). **You must maintain the highest level of discipline, bearing, behavior, outstanding dress and appearance standards, and continually strive to provide superior performance at ALL times.**
3. Membership on the Team Charleston Honor Guard requires a strong, dedicated commitment. Your commitment/contract time shall be a minimum of 12 months. Once assigned to the team, your unit’s commander, chief or first sergeant written approval will be required prior to your resignation (if contract period is not fulfilled). Your attendance to meetings, practices and training sessions is mandatory. Unexcused absences are unacceptable, considered as a “No-Show” and will be dealt with accordingly.
4. Read the entire application package before completing it. Once you’ve read the package and understand the required commitment, complete the application IAW the Newcomer’s Checklist (Attachment 1).
5. Please do not hesitate to contact me if you have any questions. I am looking forward to meeting you and hope you will soon be a proud member of the Team Charleston Honor Guard team.

///SIGNED///

**CHANICE REID, SSgt, USAF**  
NCOIC, Honor Guard

Attachments:

1. Newcomer’s Checklist
2. Letter of Nomination/Approval
3. CAFB Honor Guard Contract
4. Acknowledgement of Privileges

**UNRIVALED GLOBAL REACH FOR AMERICA...ALWAYS!**

## Newcomer's Checklist

- \_\_\_\_\_ Receive approval to join the JBC Honor Guard by obtaining signatures from immediate supervisor, first sergeant and squadron commander on Letter of Approval/Nomination, attachment 2.
- \_\_\_\_\_ Schedule M-14 weapons safety and familiarity training with SrA Gonzales, Asst. NCOIC, CAFB Honor Guard, (843) 767-2134 or derrick.gonzales@charleston.af.mil.
- \_\_\_\_\_ Provide (email) the following information to myself and SrA Gonzales.

Rank/Name (Last, First, MI): \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Your Unit: \_\_\_\_\_

Duty Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

CAFB E-Mail Address: \_\_\_\_\_

AEF Rotation: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Driver's License (number, state and expiration) \_\_\_\_\_

Address/Dorm Bldg/Room: \_\_\_\_\_

Supervisor (Rank/Name/Duty Phone #): \_\_\_\_\_

- \_\_\_\_\_ Interview with HG NCOIC and signing of Honor Guard Contract, attachment 3.
- \_\_\_\_\_ Complete Letter/Acknowledgement of Privileges, attachment 4.
- \_\_\_\_\_ Receive HG uniform supply

**Nomination/Approval for Honor Guard Duty**

Date \_\_\_\_\_

**MEMORANDUM FOR CHARLESTON AFB HONOR GUARD**

FROM: \_\_\_\_\_(Nominee’s Unit)

SUBJECT: Nomination/Approval for Honor Guard Duty

- 1. I nominate \_\_\_\_\_ for duty with the Honor Guard.**
- 2. I realize that service on the honor guard team is a unique, challenging, and highly visible position. I understand that \_\_\_\_\_ may be required to participate in honor guard functions on and off base, during and outside normal duty hours to include weekends and holidays. I also understand that commitment time on the team is a minimum of 12-months and once he/she is assigned, the unit’s first sergeant, chief or commander written approval will be required prior to his/her resignation/removal from the team (if prior to commitment expiration).**
- 3. I understand that Honor Guard duties to include performance of honors, training, and practices are mandatory formations. Excused absences must be coordinated the first sergeant or unit chief and approved by the Honor Guard NCOIC.**
- 4. I have reviewed AFI 34-242, chapter 8 and coinciding CAFB Supplement. I understand the importance of the Honor Guard’s mission, and I foresee no situation in my section, which will prevent him/her from satisfactorily attending all scheduled training/practice and meeting all Honor Guard obligations. I am aware that he/she may be recalled with as little as 24-hours notice during “in-active” rotation status. I will notify the Honor Guard NCOIC of any changes in rater/immediate supervisor of above named individual.

\_\_\_\_\_ **Individual named above is is not disqualified from bearing arms.**

\_\_\_\_\_ **Individual named above has a valid state driver’s license of any state in the United States.**

|  |                           |      |
|--|---------------------------|------|
| IMMEDIATE SUPERVISOR                     | SIGNATURE                 | DATE |
| (Print Last, First, Middle Initial/Rank) |                           |      |
| 1st Ind, _____                           | (Member’s First Sergeant) |      |

**MEMORANDUM FOR CHARLESTON AFB HONOR GUARD**

**I concur/nonconcur with the nomination of \_\_\_\_\_ for Honor Guard duty. The nominee meets/does not meet all standards set forth in AFI 36-2903, Dress and Appearance; AFI 10-248, Fitness Program; and AFI 34-242, Mortuary**



**CHARLESTON AIR FORCE BASE  
HONOR GUARD  
CONTRACT**

I, \_\_\_\_\_ (Print Rank/Name), SSN: \_\_\_\_\_  
have been appointed as a member of Joint Base Charleston Honor Guard team effective:  
\_\_\_\_\_ (yyyy/mm/dd). I understand that I will be committed to the team for a time not  
to be less than 12 months. Once assigned to the team, my unit's first sergeant, chief or  
commander written approval will be required prior to my resignation/removal (if prior to  
commitment expiration time); I also understand that I must submit a 60-day written notice of  
resignation.

**I am aware and will adhere to the following policy/criteria:**

**DUTY/DETAILS:**

**Initials:** \_\_\_\_\_

I understand that I will make every effort possible to avail myself in fulfilling details that are  
tasked to me. The JBC Honor Guard duty hours are "when called upon." Every effort must be  
made by me to be available for Honor Guard details. It is imperative that request(s) for funeral  
details be filled in a timely and orderly fashion. I have been made aware that funeral detail  
requests often lend as little as 24-hours notice prior to honors performance date/time. As an  
Honor Guard member, I will be in compliance with time(s) "posted" to meet for a detail.

I am aware that I must report no later than the posted arrival time for each function and be ready  
for uniform inspection prior to departure. I also realize that I must contact the designated detail  
leader if I am running late for any function. If I am unable to perform a function that I have  
committed to, I must notify the HG NCOIC and detail leader immediately. All JBC Honor  
Guard team members are considered to be on "*Telephone Stand-By*" at all times with the  
exception of excused absences. I am required to call the HG recorder, (843) 767-9214, between  
the hours of 1700-2000 each day during reserve rotation.

**ABSENCES:**

**Initials:** \_\_\_\_\_

As a member of the AFB Honor Guard, I understand that it is **MY** responsibility to expeditiously  
inform the Honor Guard NCOIC of any projected absences to include: scheduled leave, TDY,  
Day-passes (from regular duties), hospital quarters, and/or appointments. Absences in excess of  
24 hours from the local area must be coordinated through the HG NCOIC with appropriate  
documents, i.e., travel orders, AF Form 988, *Leave Request/Authorization*. Honor Guard duty is  
not to be used as an excuse to miss mandatory appointments. Request for absences to meet  
official/real-world related duties must be submitted in writing with sufficient time to allow for  
scheduling adjusted if required. A simple email will be sufficient.

**TRAINING:**

**Initials:** \_\_\_\_\_

I am not currently on any profiles that will preclude me from fully participating in Honor Guard  
training sessions and details. By endorsing this contract, I agree to attend posted  
training/practice sessions. I understand that my first two months on the team is a probationary  
period in which time I will progressively increase in proficiency all aspects of Honor Guard  
protocol.

**BEARING AND BEHAVIOR:**

**Initials:** \_\_\_\_\_

I am a member of the JBC Honor Guard. I realize that I will maintain the highest standards of conduct and professionalism, fully upholding the Air Force core values of “Integrity first, Service before Self, and Excellence in all we Do”, on and off duty. I will refrain from consumption of alcoholic beverages 12 hours prior to performance of any detail. I understand that public smoking is forbidden while in the ceremonial uniform.

**DRESS AND APPEARANCE:**

**Initials:** \_\_\_\_\_

I will be issued a Ceremonial Service Dress uniform and all accouterments free of charge with the exception of authorized ribbons and badges, which I must provide. It is mandatory that all authorized accouterments be worn on the uniform. I am solely responsible for maintaining and keeping uniform and accouterments clean, pressed, and in serviceable condition at all times. I am authorized cleaning of the ceremonial uniform free of charge. If removed from the JBC Honor Guard team, I understand that all issued uniform items must be returned promptly. I am also aware that I will be required to always comply with the dress and appearance and fitness standards outlined in AFI 36-2903 and AFI 10-248. I have been briefed that failure to achieve/maintain a passing score of 75% or better during scheduled unit fitness test may be cause for my removal from the team.

**FUNERAL REQUIREMENTS:**

**Initials:** \_\_\_\_\_

I understand that military funeral honors are mandated by Congress and requests may not go unfilled. I also understand that I may **only** be excused from funeral details by my unit’s **first sergeant, chief or commander**.

I have read and understand all information presented in this membership agreement. I will act in accordance with all the rules and regulations stated in this contract:

Member Name: \_\_\_\_\_

\_\_\_\_\_  
*Member’s Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
**(Signature) NCOIC, Charleston AFB Honor Guard**

\_\_\_\_\_  
*Date*