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*Services*

**YOKOTA AIR BASE (AB) HONOR  
GUARD (HG) PROGRAM**

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This instruction implements Air Force Policy Directive (AFPD) 34-2, *Managing Nonappropriated Funds*, and Air Force Instruction (AFI) 34-242, *Mortuary Affairs Program*. It provides guidance for planning, managing, training, and using the installation HG. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and dispose of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through their appropriate functional chain of command.

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Major changes include: Implements new operating procedures IAW AFI 34-242; clarifies the responsibilities of HG members and of their primary duty sections; and renumbered to YOKOTA ABI 34-242.

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**1. HG Activities:**

- 1.1. The Yokota AB HG (374 FSS/CL) supports Headquarters United States Forces, Japan (HQ USFJ), HQ Fifth Air Force (HQ 5 AF), 374th Airlift Wing (374 AW), tenant units and organizations at Yokota AB, and the local community.
- 1.2. The HG performs the following:
  - 1.2.1. Honors and ceremonies for distinguished persons.
  - 1.2.2. Military memorial services (see AFI 34-242).
  - 1.2.3. Change of Command ceremonies (see AFMAM 36-2203, *Drill and Ceremonies*).
  - 1.2.4. Military and civilian programs, parades, and celebrations deemed appropriate by the 374 AW Commander (374 AW/CC) (see AFMAN 36-2203 and AFRD 34-2).

**2. Responsibilities:**

- 2.1. The 374 AW/CC:
  - 2.1.1. Is responsible for the Base HG Program (oversees the program and enforces this instruction IAW AFI 34-242, Chapter 8, paragraph 8.18.)
  - 2.1.2. Tasks subordinate and tenant units for the necessary manpower if there are not enough volunteers.
  - 2.1.3. Appoints an Honor Guard Commander (HGC) and/or an Honor Guard Officer-In-Charge (HG OIC) as applicable.
  - 2.1.4. Decides which activities besides those listed in paragraphs 1.2.1. through 1.2.4. are appropriate for the HG.
- 2.2. The 374th Force Support Squadron Director (374 FSS/CL):
  - 2.2.1. Manages the HG program for the 374 AW/CC.
  - 2.2.2. Ensures communications support is maintained for the HG.

2.2.3. Ensures adequate facilities are made available to house the HG.

2.2.4. Provides funding for the HG mission.

2.2.5. Communicates between base agencies and the HG.

2.2.6. Ensures that accurate records are maintained for all functions performed by the HG.

2.2.7. Delegates HG related functions to appointed HGC/OIC and NCOIC representatives as appropriate.

2.3. The Chief of Security Forces (CSF):

2.3.1. The CSF advises the HG on how to store, clean, and maintain weapons and blank ammunition dedicated to the HG.

### 3. HG Members:

3.1. Consists of volunteers from the 374 AW and tenant units.

3.2. Must abide by the provisions of this instruction and AFI 34-242.

3.3. Are expected to maintain a high standard of appearance and a positive attitude.

3.4. Members are responsible for:

3.4.1. Maintaining their uniforms.

3.4.2. Attending practice every Wednesday, 1500-1700 hours and an all day practice the last Friday of each month, 0830-1600 hours, unless they are identified as being mission critical, engaged in exercises/contingencies, on Quarters, Leave, or temporary duty (TDY) status. Practice is considered a mandatory appointment; all absences must be approved and submitted to the HG by each member's First Sergeant. Two unexcused absences are grounds for dismissal from the HG.

3.4.3. Mastering drill.

3.4.4. Becoming knowledgeable/proficient in traditional formation, ceremonies and protocol.

3.4.5. Participating in at least four functions each quarter.

3.4.6. Meeting the Ceremonial Guardsman of the Quarter Board each quarter (HG training staff members are excluded from meeting the board.)

3.5. Prospective members will apply for duty with the HG using the **Yokota Air Base Honor Guard Appointment Letter** (see Attachment 2).

3.6. Prospective members must not be on a control roster, have an Unfavorable Information File (UIF) or have any adverse action pending. Additionally, prospective members will not achieve full membership status until the skills for all HG 5-level training requirements have been signed off, at that time, members will earn an HG uniform, be eligible for HG uniform cleaning at government expense, be eligible to win the Ceremonial Guardsman of the Quarter Award, and be exempt from base details.

3.7. Once accepted, each member is required to make a minimum 13-month commitment to the HG due to the extensive training received and proficiency required.

**4. HG Organization:**

## 4.1. The HGC/HG OIC:

4.1.1. The HGC/HG OIC complies with AFI 34-242.

## 4.2. The HG Superintendent:

4.2.1. Directly responsible for all HG Fiscal matters.

4.2.2. Prepares annual budget request by 30 Apr of each FY for the upcoming FY.

4.2.3. Assists the HGC/HG OIC.

4.2.4. Delegates specific fiscal responsibilities to the Non-Commissioned Officer in Charge (NCOIC) and/or Flight Sergeants.

4.2.5. Approves selection of Flight Sergeants.

4.2.6. Oversees the HG Recognition/Incentive Program.

4.2.7. Reviews HG Hours spreadsheet to ensure oversight of HG member's service.

4.2.8. Writes decorations for members upon completion of contract obligation.

## 4.3. The HG NCOIC:

4.3.1. Heads the Training Flight.

4.3.2. Schedules training.

4.3.3. Controls equipment and delegates equipment related duties as necessary.

4.3.4. Selects Flight Sergeants.

4.3.5. Ensures that members are trained and available.

4.3.6. Is the communications focal point for the HG, responsible for maintaining the schedule of events.

4.3.7. Selects HG members to perform in scheduled functions.

4.3.8. Manages the HG Recognition/Incentive Program.

4.3.9. Logs in volunteer hours into the HG Hours spreadsheet to include practice sessions.

## 4.4. "A" Flight Sergeant:

4.4.1. Heads the Ceremonial Flight of trained HG members.

4.4.2. Collects data and maintains accurate records for all functions performed by the HG.

4.4.3. Maintains the "A" Flight personal information files (PIF).

4.4.4. Assists the HG NCOIC.

## 4.5. "B" Flight Sergeant:

4.5.1. Heads the Precision Drill Team (PDT).

- 4.5.2. Selects HG members to perform with the PDT after they become proficient performing in the ceremonial flight.
- 4.5.3. Schedules training for the PDT.
- 4.5.4. Ensures PDT members are trained and available.
- 4.5.5. Assists the HG NCOIC and “A” Flight Sergeant.
- 4.5.6. Maintains the “B” Flight PIF.
- 4.6. “A” Flight:
  - 4.6.1. Composed of trained, proficient Ceremonial Guardsmen.
  - 4.6.2. Responsible for the HG’s primary function, support of Yokota AB units, organizations and the local community.
- 4.7. “B” Flight:
  - 4.7.1. The HG’s precision drill team (Silver Wings).
  - 4.7.2. Composed of “A Flight” members who demonstrate superior skill in precision drill formations, display exemplary decorum and bearing, and who volunteer to commit additional time above and beyond what is normally required of an HG member.
  - 4.7.3. Must remain proficient in “A” Flight tasks and are not exempt from performing “A” Flight details.
- 4.8. Size of the HG:
  - 4.8.1. The HG will be manned with a minimum of 30 members (active and qualified) excluding the HGC/HG OIC, Superintendent, and NCOIC. This number does not include the training flight and is based on a 27-member requirement to form a Presidential Honor Cordon and Color Guard.
  - 4.8.2. Workload will be reported in man-hours each month. A man-hour equals the total number of hours spent on a detail multiplied by the number of members it took to do that detail (5 members spend 3 hours at a detail equals 15 man-hours). Weekly practice will be added to the monthly workload using the same formula. Workload will be tracked and trended to effectively manage the HG.

## **5. Training:**

- 5.1. The HGC/HG OIC is responsible for the competence of all HG members. The HGC/HG OIC will ensure that HG staff is trained in appropriate honors, ceremony, and protocol procedures.
- 5.2. The HG NCOIC is responsible for training all new members in drill, traditional formation ceremonies and protocol used at Yokota AB.
- 5.3. The HG training program consists of two categories: 5-level and 7-level requirements.
  - 5.3.1. Five level requirements are the basic tasks that are required by all performing members.
    - 5.3.1.1. Each specific task will first be demonstrated, then performed by the numbers, and finally, practiced until competence is achieved.

5.3.1.2. Once a member is competent in a specific task, the HG NCOIC or a Training Staff Member will evaluate the trainee.

5.3.1.3. If the member's performance in the task is up to standards, that task will be signed off on an AF Form 797, *Job Qualification Standard Continuation/Command JQS*, in the member's PIF.

5.3.1.4. Once all requirements for 5-level training have been completed, the individual will be awarded the title of Ceremonial Guardsman.

5.3.2. After a member has completed 5-level training they immediately enter 7-level training.

5.3.2.1. Once all training and performances have been completed for the 7-skill level, the individual is eligible to be part of the HG staff and is qualified to sign off a junior member or trainee's AF Form 797.

5.4. The training program is self-paced.

## **6. Authorized Expenditures:**

6.1. Authorized expenditures are payable through Operation and Management (O&M) funds and include:

6.1.1. All travel and per diem for furnishing honors.

6.1.2. Miscellaneous expenses, such as hiring a bugler.

6.1.3. Procurement of equipment, weapons, and uniforms.

6.1.4. All purchase requests will be submitted to 374 FSS/FSOX (Chief of Readiness and Plans) who will approve and forward requests to 374 FSS/FSR.

6.2. The annual budget will include allowances for replacement uniforms (members exceeding 2 years service), uniforms damaged during HG duty, uniforms for new members, alterations, replacement equipment, and miscellaneous expenses. At a minimum the annual budget will include enough funds to keep every member of the HG in compliance with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, as well as provide funds to purchase equipment needed to be in compliance with paragraph 8 of this instruction.

6.3. Eligible HG members may be authorized by the 374 AW Vice Commander (374 AW/CV) to receive Basic Allowance for Subsistence (BAS). This authorization will be based on factors noted in DOD 7000.14R, Volume 7A, *Military Pay Policy and Procedures - Active Duty and Reserve Pay*, Chapter 25, *Subsistence Allowances*.

## **7. HG Uniforms:**

7.1. Refer to AFI 36-2903, it specifies how to wear base-level HG uniforms. The HG staff will direct members on wearing of the uniform when specific guidance is lacking and to ensure uniformity. (The United States Air Force [USAF] HG standardizes the wear of Base HG uniforms.)

7.2. Uniform items will be purchased locally through the Military Clothing Sales Store (MCSS) using approved purchase channels in paragraph 6.2.

7.3. HG uniforms will be cleaned IAW AFI 34-242, Chapter 8, paragraph 8.50.

**8. Equipment and Weapons:**

8.1. HG equipment is purchased through base supply and contracting as applicable using an AF Form 9, *Request for Purchase*, or other appropriate methods.

8.2. Required weapons are M-14 rifles and AF swords (see AFI 34-242, Chapter 8, paragraph 8.51.).

8.2.1. The HG will possess 16 demilitarized M-14 rifles (all should be maintained in performance condition) and at least 9 “operational” M-14 rifles.

8.2.2. The HG will possess at least 6 AF swords, the number traditionally required for an honor cordon.

8.3. M-14 bayonets may be procured for use with the Color Guard and PDT.

8.4. Required equipment includes, but is not limited to:

8.4.1. Office supplies.

8.4.2. State of the art Automated Data Processing Equipment with color laser printer.

8.4.3. A Local Area Network (LAN) connection.

8.4.4. Telephone with answering machine.

8.4.5. Video equipment to record performances and allow play back of tapes for training purposes.

8.4.6. Two complete sets of Color Guard equipment (three wooden staffs with chrome hardware, three harnesses, and US, Japan, and AF flags).

8.4.7. Complete set of AF general officer flags, a complete set of state flags, an HG guidon, and a number of flag stands.

8.4.8. Access to the Army, Marine Corps, and Navy flags for use in joint ceremonies.

**9. Transportation:**

9.1. Within Yokota AB:

9.1.1. Members will provide self transportation to and from all ceremonies.

9.2. Outside Yokota AB:

9.2.1. OIC or NCOIC will coordinate transportation requirements with 374 FSS.

**10. Special Recognition for HG Members:**

10.1. Recognition Program:

10.1.1. Ceremonial Guardsman of the Quarter Award.

10.1.2. Recognizes superior skills, decorum, bearing, knowledge, and outstanding achievement.

10.1.3. This award will be presented by the 374 AW/CC, 374 AW/CV or designated alternate during the HG/374 AW Quarterly Awards Luncheon. The three runners up for the Honor Guardsman of the Quarter will each receive an outstanding performer award.

10.1.4. To win this award an individual must be an “A Flight” member in good standing and:

10.1.4.1. Meet the quarterly board (package board may be accomplished).

10.1.4.2. Been present for at least four functions during the quarter.

10.1.4.3. Have no unexcused absences during the quarter.

10.1.4.4. The quarterly board will consist of the HGC/HG OIC, Superintendent, NCOIC, the “A” Flight Sergeant and the “B” Flight Sergeant.

10.1.5. The quarterly boards will be conducted:

10.1.5.1. In a squadron conference room or the HG office.

10.1.5.2. On dates announced at the beginning of the year if feasible.

10.1.5.3. Be scheduled by the “A Flight” Sergeant--each candidate will receive an appointment (all eligible members of “A Flight” should meet the board).

10.1.5.4. Use a HG Board Score Sheet, which will be divided into I) board member’s subjective points (30 points); II) PIF review (1 point per detail attended, 2 points per detail commanded, and 1 point per practice attended, not to exceed 2 points per week); III) Dress and Appearance (10 points); IV) Questions on this and related publications (10 points); and V) one thought question (10 points).

10.1.6. The HGC/HG OIC will cast the deciding vote in case of any ties.

10.1.7. Board members will rank all candidates individually. A rank of number one is worth four place points, two-three place points, three-two place points, and four-one place points. The candidates will be ranked again by the number of place points they’ve acquired to determine the order of merit (see Figure 1). The number one candidate will be the Honor Guardsman of the quarter. There will be three runners-up.

**Figure 1. Example Board**

Ten candidates qualify to meet the quarterly board. First, each board member prepares ten score sheets. Second, the candidates will come before the board to be inspected and questioned, with each board member awarding points to each candidate on a score sheet. Once all candidates have met the board, board members will align their score sheets in rank order from highest to lowest. For instance, board member A gave candidate one 96 points, candidate three 80 points, candidate six 78 points and so on. Candidate one is board member A's number one candidate because he or she had the most points, candidate three is board member A's number two candidate because he or she had the second highest point total. Once all the sheets are in order, the board members will each identify their top four candidates, each giving their number one 4 place points, their number two 3 place points, and so forth. For instance, since candidate one is board member A's number one candidate, he or she will receive four place points. Assuming that the other two judges also awarded candidate one the most points, candidate one will receive 12 place points total and be the Ceremonial Guardsman of the Quarter. If, however, board members B and C gave the most points to candidate three, making him or her their number one candidate and did not even rank candidate one in the top four, candidate three would become the Ceremonial Guardsman of the Quarter with 11 place points to candidate one's 4 place points. If the event there is a tie, the HGC/HG OIC will cast the deciding vote.

10.1.8. HG members are eligible to compete in their squadron quarterly and yearly boards. The Ceremonial Guardsman of the quarter and year programs are separate programs based primarily on HG participation, performance, and knowledge. The recognition and plaque given at the Wing level is consistent with the mission of the HG, which is done "in the name of the commander." Winners of the quarterly board may receive a plaque funded by the 374 AW.

10.1.9. If one or more members who would otherwise be eligible to meet the quarterly board cannot be present for reasons beyond their control, the board will decide the Ceremonial Guardsman of the Quarter by records only. The HGC/HG OIC is the final authority for the decision to hold a records only board.

10.1.10. A records only board will be conducted:

10.1.10.1. In a private location.

10.1.10.2. On the same day the quarterly board was scheduled.

10.1.10.3. Using a score sheet which is divided into (I) board member's subjective points (10 points) and (II) objective points (1 point per detail attended, 2 points per detail commanded, and 1 point per practice attended, not to exceed 2 points per week).

10.1.11. The HGC/HG OIC will cast the deciding vote in case of any ties.

10.1.12. Board members will rank all candidates individually. A rank of number one is worth four place points, two-three place points, three-two place points, and four-one place points. The candidates will be ranked again by the number of place points they've

acquired to determine the order of merit (see [Figure 1](#)). The number one candidate will be the Honor Guardsman of the quarter. There will be three runners-up.

#### 10.2. The Ceremonial Guardsman of the Year Award:

10.2.1. Recognizes superior skills, decorum, bearing, knowledge, and outstanding achievement over the period of one year. It is meant to recognize, publicly, the best of the best, the member who, through outstanding service and commitment, best embodies what a Ceremonial Guardsman is.

10.2.2. This award is presented during the Wing Annual Awards Banquet.

10.2.3. To win this award an individual must be selected as Ceremonial Guardsman of the Quarter for at least one quarter of the award year, be an "A Flight" member in good standing (staff members are not eligible to compete for this award). The winner is chosen by records review using the same system as the Quarterly Program.

#### 10.3. Decoration Policy for HG Members:

10.3.1. HG members will only be eligible for a decoration after they have been an active Ceremonial Guardsmen for a minimum period of 12 months and:

10.3.1.1. Have performed a minimum of 25 details.

10.3.1.2. Been recommend for a decoration by the NCOIC.

10.3.1.3. NCOIC recommendation been concurred on by the HGC/HG OIC.

10.3.2. The NCOIC and HGC/HG OIC will evaluate all members who meet the minimum criteria for award of a decoration. A decoration will be submitted when, in the judgment of the NCOIC and HGC/HG OIC, a member is deserving of this recognition. Subsequent awards will be evaluated no more often than annually.

#### 10.4. Membership Incentives:

10.4.1. Exemption from base details: Once the HGC/HG OIC has signed a prospective member's application, that individual is exempt from all base details for as long as the individual is carried on the HG Roster.

10.4.2. All members will receive two haircuts per month funded by AAFES.

10.4.3. When HG personnel are required to perform duties on weekends or off-duty hours, compensatory time off should be given to the member as workload and mission requirements permit. Members are responsible for informing supervisors in advance (if possible) of HG details in which they will participate.

10.4.4. HG Annual Awards Banquet. If possible, the HG staff will host an annual awards banquet to present the Excellence in Leadership Award, recognize the year's outstanding performers, say farewell to departing members, and enhance esprit de corps (this may be incorporated into the Wing Annual Awards Banquet).

#### 10.5. The Excellence in Leadership Award:

10.5.1. The Excellence in Leadership Award recognizes contributions to the HG through outstanding service and leadership. MSgt Stefney L. Dunson, a founder and former NCOIC of the Yokota AB HG, inspired the award. The Excellence in Leadership Award

is one of the highest honors a member of the HG may receive (presented at the annual Wing/HG Awards Banquet).

10.5.2. The award will consist of a two piece wooden plaque with an engraved inscription.

10.5.3. This is the only award for which HG staff members are eligible.

10.5.4. There will be one award per year and the HG at large will select the recipient at a time determined by the HGC/OIC.

10.5.5. While a unanimous vote is desirable, a simple majority will suffice.

10.5.6. Voting may proceed in any manner the team sees fit, but ballots must be cast in secret.

10.5.7. The HGC/OIC/NCOIC will tally the results.

## **11. Requesting the HG:**

11.1. Any individual affiliated with Yokota AB may request the HG.

11.2. Mortuary affairs and distinguished visitor support are priority missions of the HG.

11.3. Due to limited resources, requests will be handled on a first come, first serve basis.

11.4. To request the HG, the requesting official will contact the HG's NCOIC or "A Flight" Sergeant by one of the following means:

11.4.1. In person.

11.4.2. By phone.

11.4.3. Through email.

11.4.4. Through the Yokota Homepage.

11.4.5. Through base distribution to 374 FSS.

11.5. Requests should be made no later than **10 duty days prior to the proposed function** (exceptions will be considered on a case by case basis by the HGC/HG OIC).

11.6. At a minimum, requesting officials must provide a point of contact, description of services desired, date, time, and location. The HG will not process any request without this minimum information.

11.7. The request for HG support may not be approved upon first contact with a staff member.

11.8. The requesting official will be notified verbally or in writing when the request is approved.

11.9. The HGC will normally be the approving authority for HG requests--the 374 AW/CC will be the final approval authority.

11.10. Requesting officials are required to provide all supplementary event items (i.e., POW/MIA table, flag for a retired members, anthems).

**12. Facilities:**

12.1. The HG requires a permanent facility from which to conduct operations with the following features:

- 12.1.1. Space needed is approximately 25'x 25'.
- 12.1.2. Security locks on all doors, adequate ventilation, and heating/air conditioning.
- 12.1.3. Twenty-four hours a day and seven days per week access.
- 12.1.4. Running water and working bathroom facilities.
- 12.1.5. Working phone line.
- 12.1.6. Base network connectivity.

12.2. To function optimally, the HG Facility needs the following features:

- 12.2.1. Location within a five-minute march to the Airman Leadership School (ALS) drill pad or authority to close off a nearby parking lot for drill practice if current facility/location is insufficient for training.

PAUL E. FEATHER, Colonel, USAF  
Commander, 374th Airlift Wing

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DOD 7000.14R, Volume 7A, *Military Pay Policy and Procedures - Active Duty and Reserve Pay*, Chapter 25, *Subsistence Allowances*, Jun 2011

AFI 34-242, *Mortuary Affairs Program*, 2 Apr 2008

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011

AFMAN 33-363, *Management of Records*, 1 March 2008

AFMAN 36-2203, *Drill and Ceremonies*, 3 June 1996

AFPD 34-2, *Managing Nonappropriated funds*, 7 January 1994

***Adopted Forms***

AF Form 9, *Request for Purchase*, 19 September 2006

AF Form 797, *Job Qualification Standard Continuation/Command JQS*, 1 August 2002

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

***Abbreviations and Acronyms***

**AAFES**—Army and Air Force Exchange Service

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**BAS**—Basic Allowance for Subsistence

**CFS**—Chief of Security Forces

**FSS**—Force Support Squadron

**HGC**—Honor Guard Commander

**HG/NCOIC**—Honor Guard Noncommissioned Officer in Charge

**HG/OIC**—Honor Guard Officer in Charge

**IAW**—In Accordance With

**LAN**—Local Area Network

**NCOIC**—Noncommissioned Officer-in-Charge

**OIC**—Officer-in-Charge

**OPR**—Office of Primary Responsibility

**PA**—Privacy Act

**PDT**—Precision Drill Team

**PIF**—Personal Information File

**RDS**—Records Disposition Schedule

**SSN**—Social Security Number

**TDY**—Temporary Duty

**UIF**—Unfavorable Information File

**USAF**—United States Air Force

**YCC**—Yokota Community Center

## Attachment 2

## SAMPLE OF YOKOTA AB HONOR GUARD CONTRACT

Figure A2.1. Sample of Yokota AB Honor Guard Contract

	<p><b>Yokota Air Base (AB) Honor Guard Contract</b></p>
<p><i>(Unit/Office Symbol)</i></p>	<p><i>(Member's Duty Phone)</i></p>
<p>Permission is granted for <u>(Rank, Last Name, First Name, M.I.)</u> to join the Yokota AB Honor Guard for a minimum of 13 months.</p>	
<p><b>ELIGIBILITY</b></p>	
<p>Members of the 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. Applicants must have at least 18 months left on station. Applicants must not be on a Control Roster, nor have a UIF or Article 15 (pending or otherwise). Additionally, applicants cannot be on a profile or weight management program. Those individuals enrolled in CDC's and/or in UGT must weigh commitment against workload.</p>	
<p><b>TRAINING</b></p>	
<p>All applicants must first complete a week training seminar. The seminar consists of 5 days of training from 1700 until 1800, with an initial evaluation on the fifth day of training. This course consists of 5 days of training from 1700 until 1800, with an initial evaluation on the fifth day of training. Members will be selected based on how they exemplify Air Force standards and how proficient they have become in the basic functions of military honors learned during the orientation and training month. <u>Training is conducted in a militaristic environment and trainees should expect a certain degree of stress and difficulty.</u> If an individual is placed on training flight and fails to make the ceremonial flight within 3 months the OIC or NCOIC has the option of removing that individual from the Honor Guard.</p>	
<p><b>DUTIES</b></p>	
<p>Members may be required to perform any duties within the scope of the Yokota AB Honor Guard. Members are responsible to stay current on all changes to all Honor Guard instructions, manuals, and policies. In addition members are responsible for the following:</p>	
<ol style="list-style-type: none"> <li>a. Maintaining their uniforms at the highest level.</li> <li>b. Mastering all drill and ceremonies.</li> <li>c. Knowing traditional formation ceremonies and protocol.</li> <li>d. Conducting themselves in the most professional manner at all times.</li> <li>e. Members must be aware of their chain of command and use it at all times.</li> </ol>	
<p>As a Base Honor Guard member, you should strive to exceed all Air Force standards and set the example for all other members to follow.</p>	

## 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. If at any time a member fails to meet the standards of the program, we will recommend immediate termination of service from the Honor Guard.

## ATTENDANCE AND PERFORMANCE

Once an individual makes the team, it then becomes a mandatory military function. The team relies on precision and teamwork gained through practice. Therefore, continuous absences, except for TDY/Leave or formal training, cannot and will not be tolerated. All members are required to attend mandatory practices each Wednesday from 1500 to 1700 and an all day practice the last Friday of each month. No consecutive absences will 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 NCOIC of the Honor Guard Program in advance. Any consecutive absences or failure to show for a ceremonial function will result in a No Show Letter reported to the member's squadron commander and the squadron's group level Point of Contact (POC) for the honor guard. Any other consecutive absences will give cause to recommend termination of the member. If a member were terminated before 13-month commitment, the member's group/squadron would be liable for reimbursement of all items issued (uniform/garment bag). All benefits would terminate (see benefits). Future changes in workload/manning that may conflict with attendance will be considered.

## UNIFORMS AND APPEARANCE

One set of Ceremonial Service Dress and ABU's will be provided to each member as available (see Issued Items). 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 AFI 34-242.

## LEAVE AND TDY

Members are required to notify the NCOIC, of Yokota Base Honor Guard Program of all TDY's, leaves, etc., and are required to submit one copy of leave authorization or TDY orders to the NCOIC before departing Yokota AB. TDY in excess of 30 days will lengthen the member's term of service by the total length of the TDY.

## ISSUED ITEMS AND BENEFITS

- |                         |                         |
|-------------------------|-------------------------|
| 1. Ceremonial Coat      | 9. Black Gloves         |
| 2. Ceremonial Pants     | 10. U.S. insignia       |
| 3. Ceremonial Cap       | 11. Insignia (hat)      |
| 4. Ceremonial Belt      | 12. Honor Guard T-Shirt |
| 5. Ceremonial Cap Cover | 13. White Gloves        |
| 6. Aiguillette          | 14. Honor Guard Arch    |
| 7. Honor Guard Badge    | 15. Chrome Buttons      |
| 8. Shoes (Low quarter)  |                         |

**BENEFITS**

Members will be authorized free dry cleaning for all ceremonial uniforms. They will be submitted to receive a single dorm room, if single without dependants. Members will receive free haircuts at the Yokota Community Center (YCC). Consideration for an AF achievement medal after one year of *OUTSTANDING* performance. All members are eligible to be nominated for our quarterly and annual awards. Members will be exempt from base (not squadron) level details.

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

\_\_\_\_\_  
*Member's signature block* \_\_\_\_\_  
*Date*

1st Ind: Applicant's Immediate Supervisor

I concur/do not concur with \_\_\_\_\_ submitting this application to attend Honor Guard orientation. I have read and understand the terms of this agreement. The applicant's 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, if selected for Honor Guard duty, he/she will serve on the Honor Guard for a period of not less than 13 months.

\_\_\_\_\_  
*Supervisor's Name (Print)* \_\_\_\_\_  
*Duty Phone*

\_\_\_\_\_  
 Signature \_\_\_\_\_  
Date

2nd Ind: Applicant's Commander or First Sergeant

\_\_\_\_\_  
*Commander or First Sergeant* \_\_\_\_\_  
*Date*

3rd Ind: YAB Honor Guard

\_\_\_\_\_  
 OIC or NCOIC of YAB Honor Guard \_\_\_\_\_  
Date

*Upon Completion of Evaluation*