

Honor Guard Member Contract

October 2013

APPLICANT NAME _____ SQUADRON _____ DUTY/CELL _____



ELIGIBILITY

Member must:

- Exemplify the standards of the Air Force Core Values, dress and appearance, and professional conduct.
- Not be on a Control Roster, have an Unfavorable Information File (UIF), have an Article 15.
- Have at least one year of retainability from the date of Honor Guard Superintendent signature on contract.
- Be qualified to bear arms IAW AFI 31-207, *Arming and Use of Force by Air Force Personnel*.
- Have a current, passing Fitness Assessment and must not have an AF Form 422, *Physical Profile* that prohibits them from performing all positions in Honor Guard missions.
- Be able to obtain a Government Travel Card for travel, set up an account in DTS, and get a government driver's license with Skid Pad & Gravel and the 4x4 endorsement (B222) on the back of the license.
- If enrolled in upgrade training, the member may be asked to postpone participation in the Honor Guard program until enrollment completion. Consideration for these individuals must be carefully weighed as commitment to the program requires a significant amount of time towards training and participation in missions.

***I have read, understand and agree with the terms stated in the above paragraph.**

1st Shirt Initials _____ Flight Chief/Superintendent Initials _____ Member Initials _____

LENGTH OF SERVICE

From the date of signature by the Honor Guard Superintendent, each contract is an agreement to a minimum of 12 duty weeks with the member's assigned flight. A duty week is Monday thru Sunday, with two eight hour training days and seven days of stand-by availability for all missions that fall within the member's duty week. If a member's group/squadron fails to provide a replacement by the 12th week of service obligation, that member will remain under contract until one is provided. A member has fulfilled their contractual obligations and will only be released when the following conditions have been met:

- They have honorably served a minimum of 12 duty weeks with their assigned flight.
- A replacement from the member's group has provided a signed contract, possesses an issued and tailored ceremonial uniform, and has completed at least one duty week of training.

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1st Shirt Initials _____ Flight Chief/Superintendent Initials _____ Member Initials _____

SERVICE OBLIGATION

IAW 341 MW/CC MFR, Honor Guard (HG) Manning Requirements, "Members will be assigned to one of four flights by HG and will be on primary duty for seven days every fourth week. Units will receive duty schedules for the length of their contract so that primary duties can be scheduled around HG commitments. In addition, if there are requirements for military funeral honors that the primary flight on duty cannot fulfill, the HG will solicit members from other flights to complete these obligations. Military Funeral Honors are congressionally mandated missions of the 341 MW; units **must** provide the manpower if requested."

Once an individual becomes a member of the team, attendance to training, missions and practices is mandatory. There are only three acceptable absences from attendance during a member's duty week:

- **Deployments, TDYs and formal training**-in writing from member's Flight Chief/Superintendent (MSgt & above).
- **Mission requirements** - in writing from member's Flight Chief/Superintendent (MSgt & above).
- **Leave and illness**-in writing from member or a copy of leave/quarters.

All absences must be courtesy copied to the First Sergeant.

All absences from training, missions or practices during a member's duty week will not count toward contractual fulfillment of the 12 week length of service requirement.

Any no-shows from training, missions or practices during the member's duty week will not count toward contractual fulfillment of the 12 week length of service requirement AND will result in the notification of the member's chain of command up to the Group CEM.

Excessive absences and/or no-shows will be considered a failure to fulfill contractual obligations and may result in the termination of the member's contract. If a member's contract is terminated before his/her 12 week commitment is complete, the member's group/squadron will be provide a replacement within two weeks and may be liable for reimbursement of all items issued. Additionally, any pursuant benefits will be terminated immediately.

***I have read, understand and agree with the terms stated in the above paragraph.**

1st Shirt Initials _____ Flight Chief/Superintendent Initials _____ Member Initials _____

CONDUCT

Honor Guard members are responsible for upholding the highest standards of conduct IAW the Air Force Core Values, dress and appearance and professional conduct. Any failure to meet the standards of the program may result in the termination of the member's contract. If a member's contract is terminated before his/her 12 week commitment is complete, the member's group/squadron will provide a replacement within two weeks and may be liable for reimbursement of all items issued. Additionally, any pursuant benefits will be terminated immediately.

***I have read, understand and agree with the terms stated in the above paragraph.**

1st Shirt Initials_____ Flight Chief/Superintendent Initials_____ Member Initials_____

FLIGHT SCHEDULE

All Honor Guard members will be assigned to one of four flights: Alpha, Bravo, Charlie or Delta. Each flight is responsible for all missions that fall within their respective duty week, Monday thru Sunday every four weeks (depending on the calendar month). During their duty week, members are assigned to the Honor Guard as their primary duty section and are required to report to building 1918 for training on Monday and Tuesday NLT 0730. In the event of a holiday, members will report the first two available duty days of the week. Members must not schedule any appointments or engagements during training days; training days are critical for learning the ceremonial movements and preparing members for missions. Although members will be released back to their work centers Wednesday thru Sunday, they are on stand-by for any missions that may occur during that timeframe. Once tasked with an Honor Guard mission, members will notify their chain of command to ensure adequate crew rest prior to show time and departure.

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DRESS AND APPEARANCE

Each member will be issued one Ceremonial Service Dress uniform, all of the required accoutrements and necessary winter gear. Due to the on call nature of Honor Guard missions, members will maintain uniforms IAW AFI 36-2903, at all times when not at the dry cleaners. All members will be authorized free cleaning of Honor Guard uniform items at Linen Exchange while a member of the MAFB Honor Guard. Members are required to turn in the issued uniform items when they are released from their contract.

***I have read, understand and agree with the terms stated in the above paragraph.**

1st Shirt Initials_____ Flight Chief/Superintendent Initials_____ Member Initials_____

BENEFITS

Members who serve honorably are eligible for quarterly or annual awards and an Air Force Achievement Medal after completing their minimum service obligation and at least 24 missions. Members demonstrating extraordinary skill and leadership attributes may be selected as flight trainers or flight NCOICs, making them eligible for advanced Honor Guard training TDYs. Travel all over the state of Montana to perform honors, free dry-cleaning for the Ceremonial Uniform at Linen Exchange, opportunities to meet distinguished visitors, and media exposure via newspaper, television, and website. Once finished with their contractual obligations, select members may be asked to join Echo Flight. This group of guardsmen is not under contract, but continues to serve at the discretion of the Honor Guard Superintendent.

***I have read, understand and agree with the terms stated in the above paragraph.**

1st Shirt Initials_____ Flight Chief/Superintendent Initials_____ Member Initials_____

*I concur with _____ submitting this application to serve on the MAFB Honor Guard. I have read, understand and agree with the terms stated in this contract to include Eligibility, Length of Service, Service Obligation, Conduct, Flight Schedule, Dress and Appearance and Benefits. The applicant's Personal Information File (PIF) has been reviewed and contains no derogatory information that would reflect negatively on the Honor Guard.