



Misawa Honor Guard Team Member Application

Terms of Eligibility and Requirements



_____ has volunteered for service as a member of the Misawa Honor Guard. The applicant is fully aware of the responsibilities and sacrifices necessary as a member of this important team. Your signature below indicates your knowledge, approval, and support of his or her membership.

ELIGIBILITY

Members of the Misawa Honor Guard (HG) are a representation of the installation and our United States Air Force (AF). As such, they must exemplify the Air Force core values, standards of customs and courtesies, dress and appearance, and personal conduct should be beyond reproach. Applicants must have 12 months left on station, must not be on a control roster, cannot have an Unfavorable Information File (UIF), or an Article 15. Additionally, applicants may be on a profile (with case by-case exceptions) and must have a current passing score on the Physical Fitness Test. The applicant cannot be enrolled in the Fitness Improvement Program. Individuals enrolled in Career Development Courses (CDC) and/or are in upgrade training, must weigh the commitment against workload before committing to the Honor Guard.

TRAINING

Misawa Honor Guard training days are every Wednesday and Thursday, from 1500-1700, at Building 1006, except for family days, holidays, and wing exercises. Training is conducted in a highly disciplined environment and trainees should expect a certain degree of stress and difficulty. It is mandatory for ALL members to attend training once they are accepted into the program. Members must notify the Honor Guard Non-Commissioned Officer in Charge (NCOIC) or Program Manager at least two (2) hours prior to the training start time if they are unable to attend. Reference "Attendance and Performance" section for more details.

DUTIES AND RESPONSIBILITIES

Members will be required to perform Military Honors within the scope of the current USAF Honor Guard Manual. They are responsible to stay current on all changes to Honor Guard instructions, manuals, and policies. In addition, they are responsible for the following:

- Care and maintenance of the ceremonial uniform
- Mastering all drill and ceremonies
- Familiarization with traditional protocol and formations
- Conducting themselves in a professional manner both on and off duty
- Members must be aware of their chain of command and use it at all times



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CONDUCT

Members are responsible for remaining in compliance with Air Force standards and requirements indicated in the USAF Honor Guard Manual and DAFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. If at any time a member fails to meet the standards of the program, the HG NCOIC will notify the commander and recommend immediate termination of service from the Misawa Honor Guard program.

ATTENDANCE AND PERFORMANCE

Once an individual becomes a member of the team, attendance at practices and performances then becomes a mandatory military function. Practices are required for the improvement and proficiency of all movements performed during any type of event the Honor Guard participates in. Therefore, continuous absences, except for Temporary Duty (TDY), leave or formal training, *will not be tolerated*. Members are required to notify the HG NCOIC or Program Manager of all TDY, leave, or other extended absence. If the member is unable to make practices and/or details due to *mission requirements* or *sickness*, the member's **Supervisor** or **First Sergeant** must notify Honor Guard Leadership in advance by sending an email to Misawa.Honor.Guard@us.af.mil. Any absences in excess of 30 consecutive days will accrue a contract extension equivalent to the amount of days absent.

CONTRACT TERMINATION

The following will be grounds for consideration of contract termination: 1) Ceremonial Guardsmen that have three (3) unexcused absences within a six (6) month period; 2) Guardsmen who exhibit dishonorable conduct, were placed on a Control Roster, or had a UIF opened while serving on the Base Honor Guard team; 3) Guardsmen who are struggling with upgrade training or have had an end of course exam failure; 4) Any breach in agreement stated in this contract will be assessed on a case-by-case basis by Honor Guard leadership. The member's supervisor will be notified and considered in all contract termination decisions. **If a member is terminated before his/her 12-month commitment is finished, the member's squadron/group is liable for reimbursement of all items issued and all benefits will be terminated.** (See Issued Items and Benefits)

UNIFORMS AND APPEARANCE

Uniforms will be maintained in a clean, pressed condition at all times, both on and off Honor Guard duty. The standards of DAFI 36-2903 will be strictly adhered to. Members will be fully responsible for maintaining their issued ceremonial uniforms and will be provided a locker located in the HG facility during their rotation. Any member who loses or damages issued ceremonial uniform items, through neglect or misuse, will be liable for the cost of the item. Any costs involved with uniform alterations and tailoring due to fluctuations in weight are the responsibility of the member.



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ISSUED ITEMS

Ceremonial Cap w/cap Insignia (Hap Arnold)
Ceremonial Coat w/chrome buttons
Ceremonial Pants
Ceremonial Light Weight Blue Jacket
Chrome Buttons for Ceremonial Coat
Honor Guard Arc
Honor Guard Badge
Honor Guard Parking Pass

Belt with Chrome Buckle
Low Quarter Shoes Taps/Cheaters
Poromeric Shoes (1 pair)
Rain Cap Cover
Sew-on Rank for Uniforms
Silver Aiguillette
U.S. Insignia
White Gloves Garment Bag

LENGTH OF SERVICE

The current length of service is 12 months. The member's contract will expire after 12 months but can be extended another year with approval from the member's commander or commander's representative.

BENEFITS

All members are eligible to be nominated for monthly, quarterly, and annual awards, Achievement Medal* consideration after completion of 12 months of honorable and continuous service, and opportunities to travel to learn additional skills from other Base Honor Guard teams, or the USAF Honor Guard Team. Skilled members will have an opportunity to be promoted to an Honor Guard Leadership position: Trainer, Lead Trainer, or Flight Sergeant, and will be eligible to participate in an advanced training class hosted by the USAF Honor Guard Team.

NOTE: Your dedication and hard work given to the program will not go unnoticed; however, receiving a medal for your Honor Guard service has stipulations and is considered an earned privilege; it is not mandatory. Please consider the below points:

* Requirements to be considered for a medal:

- Must complete 12 months of continuous service without any long-term unapproved breaks in between (excludes deployments, TDY, any regular, medical or convalescent leave).
- A Guardsmen must exemplify excellence in all areas. They must not receive any documented counseling or reprimand while under the Honor Guard contract. IE – A Letter of Counseling or higher. If the member resides in the dorms, the member must not receive any failed room inspections.
- Any extensions to the Honor Guard contract past the one-year commitment does not automatically constitute anything higher than an Achievement Medal, like a Commendation Medal, or multiple Achievement Medals.
- Any decoration citations submitted will have to be approved by the FSS Commander, or higher, depending on the decoration, and approval is not guaranteed.

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Terms of Eligibility and Requirements

Misawa Honor Guard Team Member Contract

I have read the eligibility requirements and understand and accept the terms. I understand this contract is for a period of 12 months. I also understand that a breach of this agreement may be just cause for my removal from the Misawa Honor Guard.

Rank Last Name, First Name, MI. DEROS Home/Cell Phone Duty Phone

Unit/Office Symbol Signature Date

1st Ind, Applicant's Immediate Supervisor

I concur with the above request to become a member of the Misawa Honor Guard. I have read and understand the eligibility requirements and the terms of this agreement.

Rank Last Name, First Name, MI. Duty Phone

Unit/Office Symbol Signature Date

2nd Ind, Applicant's Squadron Commander or First Sergeant

Concur _____ Non-Concur _____.

Rank Last Name, First Name, MI. Duty Phone

Unit/Office Symbol Signature Date

3rd Ind, Misawa Honor Guard Leadership

Contract Start Date Contract End Date

HG OIC, Program Manager, or NCOIC Date
Signature