



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 375TH AIR MOBILITY WING (AMC)**

MEMORANDUM FOR PROSPECTIVE HONOR GUARD MEMBER

FROM: 375 FSS/FSOH

SUBJECT: Letter of Agreement, 4-6 Month Contract

1. This letter applies to all aspects of the Scott AFB Honor Guard operations. As a prospective member of the Scott AFB Honor Guard Team, you are required to maintain the highest standards of military bearing, behavior, attitude, dress, and appearance. You are required to attain and maintain proficiency in all aspects of Honor Guard duties. It is your responsibility to become familiar with the following publications:

- a. AFI 34-242, *Mortuary Affairs Programs* (Military Funerals and Memorial Services).
- b. AFM 36-2865, *Protocol, Honors and Ceremonies*.
- c. AFI 34-242, AW1, *Mortuary Affair Program Scott Base Honor Guard Program*.
- d. AFMAN 36-2203, *Drill and Ceremonies*.
- e. AFMAN 54-508, *State Officials and Special Military Funerals*. Scott Club
- f. AFPD 35-2, *Public Communications Programs*.
- g. AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.
- h. AFI 10-248, *Fitness Program*.
- i. Scott AFB Honor Guard Handbook.

2. Criteria:

- a. Unit should choose team members with high standards and solid military bearing.
- b. Members must be able to work around deceased individuals.
- c. Members must have at least 6 months of retainability in the Air Force.
- d. Members will follow the established rules of the Honor Guard.
- e. Members with an Unfavorable Information File, or on a Control Roster, will **not** be accepted.
- f. Members must **not** be on any type physical profile for any duration.
- g. Members must **not** have a shaving wavier.
- h. Members must have a passing score on their most recent Fitness Assessment.
- i. Members must have a valid civilian driver's license.
- j. Should administrative action be necessary, all actions will be coordinated with the member's First Sergeant.

3. The following compensation and benefits are provided to Honor Guard members:

- a. Free dry cleaning of ceremonial uniform through the Base Exchange Dry Cleaner.
- b. Free Enlisted Club membership during the length of the Airman's tour.
- c. Exemption from base details and bay orderly.
- d. Basic Allowance for Subsistence.
- e. Six free games of bowling each month with Base Bowling Alley.
- f. Consideration for a USAF Achievement Medal upon completion of outstanding performance and leadership as an Honor Guard member.

4. You will be issued all uniform items required to perform official Honor Guard duties. The care and upkeep of all issued uniform items is your responsibility. If any items are lost or damaged due to negligence on your part, they must be replaced at your expense. If you are removed from the team for any reason before the end of your service commitment, you are required to return all issued items in serviceable condition and your unit will be required to replace you immediately.

5. Members must work closely with their immediate supervisor and the chain of command in their organization to stay abreast of unit requirements (i.e. PT Test, CDC actions, ancillary training, medical and dental appointments, etc.).

6. Normal Honor Guard duty hours are 0730 to 1630 Monday thru Friday. Duty hours are subject to change due to mission needs. Members are required to inform the Honor Guard scheduling Office and leadership of any appointments or leave that will conflict with Honor Guard duties.

- a. You are authorized up to ten (10) days of leave. Any time off (i.e. PTDY, CONV Leave, etc.) will count towards your ten days. The rule as it is applied; any time off that keeps you out of the office or prohibits you from performing details **will count** towards the aforementioned days.
- b. To ensure there is enough manning to cover mission needs, only ten percent (10%) of the manning may be on leave at any given time. Leave will be coordinated with the Superintendent or NCOIC. All leave regulations and wing policies apply.
- c. Before beginning leave, a copy of the AF Form 988, *Leave Request/Authorization Part II* must be given to the Honor Guard scheduling office or leadership. Failure to accomplish the leave form properly will require you to return and complete necessary actions.

7. Attendance at practice and assigned missions is mandatory. Failure to attend is grounds for dismissal from Honor Guard. Arriving late for a designated show time will constitute a missed mission. The approval authority for personnel changes for any assigned mission is the Honor Guard Superintendent or NCOIC.

8. Your Honor Guard commitment is for 4-6 months. At the end of your commitment your unit is required to identify a replacement for you. When your replacement successfully completes the one week training course, you will report back to your unit.

- a. If a replacement is not identified and trained prior to the end of your commitment, you will **not** be released from the Honor Guard and continue to perform duties and adhere to all guidelines.

9. You are expected to establish and promote a harmonious relationship with all members. Failure to comply with policies and procedures is grounds for dismissal.

10. Upon arrival, you will enter a five (5) day training period. During this training period, your behavior, dress and appearance, ability to learn and perform all movements and accept responsibility will be evaluated.

- a. As a member in training status you will:
 - i. Attend all scheduled practices.
 - ii. Keep your unit and Honor Guard leadership informed of all interruptions to your training.
 - iii. Undergo periodic evaluation to determine training proficiency.

11. Upon completion of your training period you will:

- a. Receive a distinctive Honor Guard badge.
- b. Be subject to taskings for Honor Guard missions.
- c. Be added to the Honor Guard benefits list within 7 days after completion of your training period.

12. The items and procedures may be changed by the Honor Guard Superintendent; however, all effected parties will be notified. Signatures of the individuals designated below constitute agreement and acceptance of the items outline in this letter. If there are any questions or problems, please contact the Honor Guard scheduling office at DSN 576-4586.

Member's Printed Name

Date

Member's Signature
CONCUR/NONCONCUR

Date

Supervisor's Signature
CONCUR/NONCONCUR

Date

Commander's/First Sergeant's Signature
CONCUR/NONCONCUR

Date