



SCOTT AIR FORCE BASE HONOR GUARD In/Out-processing Checklist

RANK/NAME: _____

START DATE: _____ END DATE: _____

UNIT: _____

IN-PROCESSING: ALL ACTIONS MUST BE COMPLETED BY THE END OF TRAINING WEEK

ITEM	INSTRUCTIONS	INITIALS/DATE
1) Honor Guard Contract	Contract must be signed by all parties before it can be turned in.	
2) Information Worksheet	Complete all required areas on the Information Worksheet.	
3) Fitness Assessment	Are you scheduled to test during your time at Honor Guard? YES/NO If yes, when? _____ Do you need help to prepare for this test? YES/NO	
4) GOV Drivers License	Do you have a GOV Driver's License? YES/NO If yes, do you have B192 (15 pax) training? YES/NO	
5) Basic Allowance for Subsistence (BAS) Start	**For dorm residents only** Complete the 'Start' portion of AF Form 220, route through your unit's chain of command.	
6) Government Travel Card	Verify your government travel card is activated and ready for use, or at least ordered.	
7) Defense Travel System (DTS)	Do you have a DTS account? YES/NO If yes, verify it is accessible. Log into DTS prior to arrival. If no, contact your Official Defense Travel Administrator or call finance for assistance.	
9) Miscellaneous	Please answer the following questions: Date of Rank (DOR): _____ Are you due to promote during your tour? YES/NO If yes, what date? _____	

By signing below, you certify the above requirements have been completed.

SIGNATURE: _____ **DATE:** _____

OUT-PROCESSING: ALL ACTIONS MUST BE STARTED ONE WEEK BEFORE RELEASE

1) Defense Travel System (DTS)	Ensure all authorizations and vouchers in DTS have been signed and completed. Vouchers should be completed within 5 days of return from travel. NOTE: You will not be released until you have completed vouchers for all travel.	
2) Basic Allowance for Subsistence (BAS) Stop	**For dorm residents only** Upon departing, complete the 'Stop' portion of AF Form 220 and route through your unit's chain of command.	
3) Uniform Turn-in	Ensure your uniform is dropped off to an inventory representative to ensure proper turn-in of equipment. You are responsible for all uniform items signed for at the beginning of your tenure.	

Scott Air Force Base Honor Guard Standards of Conduct

Read each item carefully. Place your initials to the left of each statement, and sign/date the bottom.

Home Station

- ___ Be on-time for training and missions. One missed mission will be grounds for dismissal from Honor Guard.
- ___ Follow pre/ post-mission checklists thoroughly. Each step exists for a reason.
- ___ If a rifle is fired, it will be cleaned by the person who fired it. A fired rifle will never be put back into storage unless cleaned.
- ___ File your travel authorizations as soon as possible and prior to FOB departure. File travel vouchers within five duty days of return. Ask for help or use the guidebook if you have any questions. Avoid getting into trouble with your government travel card; if you question a purchase, don't use it.
- ___ Label your personal gear and don't take it if it is not yours. Gear is issued and each member is responsible for his/her belongings.
- ___ Don't cover for people who are hurting the Honor Guard mission. Fix them or alert the chain of command. Never be afraid to correct a peer or fix problems at the lowest level.
- ___ Check e-mail regularly.
- ___ Ten days of leave is authorized for four month rotations and fourteen days for six month rotations.
- ___ Do not ignore phone calls/texts from schedulers/NCOIC/Superintendent. Return calls/text promptly. If a scheduler is calling, it is most likely because you have been assigned a detail. Have your voicemail setup to ensure schedulers are contacting the right personnel.
- ___ HG duty day usually ends mid-afternoon. Use that time for personal errands, appointments, workcenter training, ancillary training, certifications, upgrade training, etc.
- ___ Males/females will not share changing rooms; if males are changing in the locker room, females will not be present and vice versa. Utilize the restrooms if necessary.
- ___ If you are sick, notify your flight leader and report for morning formation to discuss being sent home. This ensures accountability and prevents personnel from unnecessarily excusing themselves from work.

On Missions

- ___ No alcohol/partying while TDY. Do not ask for exceptions to policy or compromise your integrity.
- ___ Behave as if people are watching you. People in areas without a usual military presence may curiously watch your every move. Be wary of where you take government vehicles. Remember that you are on-duty.
- ___ Perform daily checks of the vehicles and annotate the AF FORM 1800s. Fill vehicles with gas and wash them upon return.
- ___ If in an accident, never admit fault, as it exposes the government to lawsuits. Consider personal safety/common sense first. Follow the accident instructions in the vehicle. Call NCOIC or Superintendent immediately.
- ___ Do not exceed 5 MPH over the speed limit. You will be required to pay any speeding fines.
- ___ While in the vehicle, you may relax your uniforms by removing the jacket, etc. Once you step outside the vehicle, however, reapply the standards, as you are representing the Air Force.
- ___ While traveling in civilian clothes, wear long pants (not shorts/pajama pants), shirts (not tank tops), shoes (not sandals), and maintain shaving/jewelry requirements as if in uniform. Remember that you are still on-duty.
- ___ On TDYs, take along workout clothing. All Air Force members are expected to maintain fitness standards; this requirement does not stop when you are TDY.
- ___ Stay in regular communication with the Honor Guard office and funeral homes. On all funeral details, call the funeral home two hours prior to the detail to ensure there are no time changes. Over-communication can prevent a missed detail.
- ___ Use the hotel designated by office personnel. This means that if the maximum lodging rate is \$100, do not try to find a \$200 room to split between two people. This is an unnecessary waste of money and will not be reimbursed. Pay for your room using your GTC.
- ___ Do not smoke in GOVs, while wearing the ceremonial uniform, at funerals/cemeteries, or in any unauthorized smoking area.
- ___ If an Airman wrecks/damages a GOV, they will provide a presentation to FSS leadership on how to prevent the accident, what occurred, etc. The Airman will also be required to complete all necessary follow-ups, to include the AF Form 91, obtaining three quotes for repair, and coordinating with the FSS VCO and Vehicle Operations as required.

Rank/Name

Date

Scott Air Force Base Honor Guard

Reporting Instructions for Initial Training



Welcome to the base Honor Guard! Your first five days will be spent in training; after training, you will be ready to contribute to the mission as a Ceremonial Guardsman. Here is what to expect for first week of training:

- The Honor Guard is located in Building 386 on Golf Course Road, across from Airman Leadership School. Please park in the lot across the street from Honor Guard, not in the Child Care Center lot.
- Set up/activate your government travel card (GTC) and an account in Defense Travel System (DTS) prior to the training week. A member will not be permitted to go on temporary duty (TDY) without a GTC.
- If you are currently on meal card, initiate a "Start" and "Stop" BAS form (AF IMT 220) to mark the beginning and end dates of your tour. Contact your First Sergeant for completion of the forms.
- Training runs from 0730-1630 (or later, depending on new trainees' learning pace) Monday through Friday. Arrive ready to begin on-time. Do not schedule any appointments or leave that conflicts with class times, as catching up for missed time can be very difficult due to the compressed nature of our training. Cell phones are not permitted in the training room but can be used in the break room. No gum is allowed in the training room. No food or drinks (other than capped water bottles) are permitted in the training room.
- You will be on your feet the entire time while training, so eat well and stay hydrated.
- Lunch is typically from 1100-1200, but is flexible depending on training advancement, uniform sizing, briefings, etc. Plan to be flexible.
- There is no organized physical training (PT) during training week. Although there will be no formal PT during the first week, it is still imperative to complete PT during your own time and prepare for upcoming Fitness Assessments (FA).
- Know your approximate sizes for the service coat, service pants, and shoes. You will be fitted for a Ceremonial Uniform and knowing your sizes can speed up the process. If possible, report to Honor Guard the week prior to your start date in order to expedite sizing/alterations/dry cleaning. Know your exact shoe size (Bates corfams at AAFES Military Clothing); new shoes are ordered for you during the first week. If shoes are ordered and the size you requested doesn't fit you, you'll still have to wear it.
- Uniform of the day (UOD) for Monday will be blues (tie/tab, flight cap, and lightweight blue jacket). Tuesday through Friday will be ABUs.
- Be prepared to perform military funeral honors the weekend following class, as you will be ready to perform within a limited scope. One of Honor Guard's busiest days is Saturdays, and members are expected to be on-duty as needed.
- After completion of initial training, all Honor Guard members are encouraged to take leave during their tours, limited to no more than the number of days earned during the tour (ten days for four-month personnel, fifteen days for six-month personnel). Any time off (e.g. PTDY, CONV Leave) will count towards your days. Only four personnel may take leave during the same dates, so schedule in advance.

If you have any questions, contact the Honor Guard Superintendent, MSgt Garrett Rosier or NCOIC, TSgt Sharis Hampl at DSN 576-4586 or commercial 618-256-4586.

SCOTT AFB

CELLULAR TELEPHONE USER BRIEFING

AND

RISK ASSESSMENT

This briefing may be used for other Portable Electronic Devices, to include Land Mobile Radios, Hand Held Radios, Text Pagers, Personal Digital Assistants, BlackBerry devices, etc.

The weak signal used in cellular telephone systems is very susceptible to jamming, intrusion and interference. Although FCC regulations specifically prohibit monitoring cellular telephone frequencies in the CONUS, many inexpensive devices are available on the open market for this activity.

Cellular telephone system infrastructures are owned by civilian companies who can monitor, turn off, or modify their systems or parts of their systems without user knowledge or coordination.

Standard cellular telephones are even more susceptible to monitoring than conventional administrative desktop telephones. For that reason, cellular telephones, with the exception of cellular STU-III or other encrypted cellular phones, will not be used to discuss classified information. Care should be taken when discussing sensitive unclassified, critical information, or information concerning operational missions. The privacy of individuals should be considered before discussing Privacy Act Information over cellular phones.

This briefing is directed by an AIA, (Air Intelligence Agency), message dated 17 Mar 94.

I HAVE READ THE ABOVE AND AGREE TO THE FOLLOWING:

The cellular phone assigned to me is for authorized use only. I will not discuss, transfer, process, or transmit classified information. Use of this telecommunications system/device constitutes consent to monitoring.

“Do not transmit classified information over unsecured telecommunications systems. Official DoD telecommunications systems are subject to monitoring. Using this telecommunications system or device constitutes consent to monitoring.”

User Signature

Organization and Office Symbol / Duty Phone

Rank, Name

Date: