



# ELLSWORTH AFB HONOR GUARD NCO / JUNIOR ENLISTED CONTRACT



Applicant's Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Office Symbol: \_\_\_\_\_ Organization: \_\_\_\_\_

Duty Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

I have been selected to serve on the Ellsworth AFB Honor Guard. I understand that my duties may require me to perform on short notice, during off-duty hours, weekends, holidays, and wing exercises. I also understand this will be a term of one year, which may be extended. If applicable, I am aware my CDCs are my responsibility and I will be required to work twice as hard to accomplish my CDCs and be an active member of this elite unit. I am also fully aware and capable of adhering to the dress and appearance, physical, and work ethic standards required to be a Honor Guard member. All uniform and equipment items will be issued to me and are property of the Honor Guard. I will do everything in my power to ensure these remain serviceable throughout my tenure on Honor Guard and will be returned at the end of my service. I will report all TDYs, leaves, and other conflicts to the Honor Guard NCOIC. I agree to comply with all the standards set for me in 28BWI 34-242. Finally, I understand the criteria for earning an Air Force Achievement Medal are a minimum service for one year, accumulation of 150 points, no derogatory information on records, and an EPR during Honor Guard service of an overall FIVE (selectee may have a FOUR EPR if given for non-negative reasons deemed acceptable by 28 MSG/CC). Overall submittal of the AFAM will be at discretion of Honor Guard NCOIC and FSS/CC.

\_\_\_\_\_  
**APPLICANT PRINT**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

I support the selectee's contract to serve on the Ellsworth AFB Honor Guard. I have reviewed this individual's records and did not find any derogatory information. I feel that he/she meets the high standards of bearing and behavior necessary and would be a valued member of the Honor Guard. I understand the applicant is required to serve as a Honor Guard member for a period of one year unless dismissed for PCS, separation, or disciplinary reasons. In order to comply with the Honor Guard's needs, I understand the selectee will be required to attend a 5 day training class prior to being placed onto a detail flight which will report to the Honor Guard full time for a period of one month. The one month Honor Guard rotation will be once a quarter every three months, with the report date on the 1<sup>st</sup> of the month of responsibility. The selectee will be on standby status the next month, only called upon when multiple funerals necessitate activation and the selectee will stand-down on the third month. The selectee may volunteer for more details when not on rotation, at the discretion of his/her supervisor and Honor Guard NCOIC. I also understand that military funerals are a mandatory function for the Honor Guard, set forth by US Congress. I further understand that the selectee may be required to perform on short notice, off-duty, weekends, holidays and even wing exercises. In the event that the above individual cannot be released from duty for their assigned rotation; the member's supervisor will be requested to contact the Honor Guard NCOIC to seek a release from this tasking at 385-1186.

\_\_\_\_\_  
**SUPERVISOR PRINT**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

I support the selectee's contract for membership on the Ellsworth AFB Honor Guard. The applicant is deserving of this honor and is responsible to fulfill the requirements of the commitment. I understand the applicant is required to serve as an Honor Guard member for a period of one year unless dismissed for PCS, separation, or disciplinary reasons. In order to comply with the Honor Guard's needs, I understand the selectee will be required to attend a 5 day training class prior to being placed onto a detail flight which will report to the Honor Guard full time for a period of one month. The one month Honor Guard rotation will be once a quarter every three months, with the report date on the 1<sup>st</sup> of the month of responsibility. The selectee will be on standby status the next month, only called upon when multiple funerals necessitate activation and the selectee will stand-down on the third month. . I also understand that military funerals are a mandatory function for the Honor Guard, set forth by US Congress. I further understand that the selectee may be required to perform on short notice, off-duty, weekends, holidays and even wing exercises. I further understand that if mission requirements preclude the applicant's attendance to report, only the selectee's supervisor, First Sergeant, or I can contact the Honor Guard NCOIC to excuse the applicant.

\_\_\_\_\_  
**FIRST SERGEANT PRINT**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**COMMANDER PRINT**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**