



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 1st 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 1st 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