



**DEPARTMENT OF THE AIR FORCE  
AIR EDUCATION AND TRAINING COMMAND**

**MEMORANDUM FOR BASE HONOR GUARD APPLICANT**

**FROM:** 81 FSS/FSOHG

**SUBJECT:** Keesler Honor Guard Membership

1. Keesler Air Force Base Ceremonial Guardsmen are held to a higher standard of appearance and conduct. We not only represent the men and women of Keesler, the community, and the surrounding area, but all servicemen that have served honorably and faithfully. As a member of the Keesler Honor Guard you are expected to serve a 12 month period IAW AFI 34-242, Chapter 8, Para 8.26.3. The 12 month period consist of two 90-day rotations of on duty/call and standby status. Members on duty/call will report to their duty section daily with the expectation of rotational training and every Wednesday there after. The timeframe is as follows:

Alpha Team on call 15 Sep – 15 Dec (Training 1 – 15 Sep)  
Bravo Team on call 15 Dec – 15 Mar (Training 1 – 15 Dec)  
Alpha Team on call 15 Mar – 15 Jun (Training 1 – 15 Mar)  
Bravo Team on call 15 Jun – 15 Sep (Training 1 – 15 Jun)

2. Rotational training is 8 duty days prior to your scheduled on call start date. Additional proficiency training is conducted every Wednesday at 0700 and when necessary to accomplish the mission of providing military honors. Both rotational training and proficiency training is mandatory for all new or returning members.

3. Members considered for Honor Guard duty should be without physical limitations that will prevent them from lifting weights of 40 pounds or more and standing or sitting for long periods of time. You must maintain your appearance IAW AFI 36-2903 and the USAF Honor Guard Basic Protocol, Honors, and Ceremonies Training Manual.

4. All on duty/call members will notify the Honor Guard office for leaves, TDY, training, or any other situation that will hinder the members' ability to be called for military honors. Members must have a trained and uniformed replacement for any extended period of absence (3 days or more.)

5. Honor Guard members that reside in the dormitory are authorized to receive BAS for the entire 12 month period. Submission is accomplished through their respective First Sergeant.

6. As a member, you are expected to answer the phone when called by the Honor Guard Office. When e-mail messages are sent out, it is your responsibility to send it forward to your chain of command and reply immediately in order for this office to ensure the proper fulfillment of military honors. Your First Sergeant and respective Group Superintendent will be notified of any and all disciplinary problems or situations of conduct unbecoming of a Ceremonial

Guardsmen.

7. All signatures on this application indicate a full understanding of what is expected of you as a member of the Keesler Honor Guard, and also what is expected of your supervisor who is now considered a Base Honor Guard supporter.

8. Additional guardsmen standards and expectations will be covered during the initial training prior to actual on duty/call start time. For additional comments or to answer questions please contact 377-0795/1986 or email [honorguard@keesler.af.mil](mailto:honorguard@keesler.af.mil).

Keesler Air Force Base Honor Guard



## HONOR GUARD MEMBER AGREEMENT

All signatures on this application indicate acknowledgement and full understanding of expectations and responsibilities as a Keesler Honor Guard member. Additionally, endorsement by the supervisor, First Sergeant and Commander indicate acknowledgement and support of the Airman’s commitment to the Honor Guard for no less than 12 months.

I, (Members Name) \_\_\_\_\_ certify that I will be a valuable member of the Keesler Honor Guard, serving both Keesler AFB, and the local community. I will display qualities that set me apart from my peers in dress and appearance, customs and courtesies, and military bearing. I am a “Ceremonial Guardsmen’s”. As a Ceremonial Guardsmen the opportunity to represent the United States Air Force and Keesler AFB while providing a vital service that strengthens our country’s heritage. It’s an opportunity that can be cherished for a lifetime!

\_\_\_\_\_  
Printed members Rank/Name

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Unit/Office Symbol

\_\_\_\_\_  
Local Address/Dormitory and Rm #

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Duty Phone

1st Ind., Supervisor

I endorse and will support my Airman as a member of the Team Keesler Honor Guard, and will do everything within my power to ensure his/her availability for duty. In the event of unexpected mission demands, I will personally notify the Honor Guard office to prevent unexcused absences.

\_\_\_\_\_  
Printed Supervisor’s Rank/Name

\_\_\_\_\_  
Supervisor’s Signature

\_\_\_\_\_  
Duty Phone

2nd Ind., Unit First Sergeant

I recommend this Airman for membership on the Team Keesler Honor Guard. I have personally interviewed him/her and discussed the terms of this agreement with the supervisor. He/she is current on the USAF fitness program, and meets all dress and appearance standards.

\_\_\_\_\_  
Printed Rank/Name of unit First Sergeant

\_\_\_\_\_  
Unit First Sergeant’s Signature

\_\_\_\_\_  
Duty Phone

3<sup>rd</sup> Ind., Unit Commander

I approve/disapprove this Airman to serve on the Team Keesler Honor Guard. I will do my utmost to support them and ensure their availability for the terms of this agreement.

\_\_\_\_\_  
Printed Rank/Name of unit Commander

\_\_\_\_\_  
Unit Commander's Signature

\_\_\_\_\_  
Duty Phone

NOTE: Please keep the Honor Guard Member Expectations letter for your records. Sign and complete the Honor Guard Member Agreement and return to the Honor Guard Office for team member records.