

Date_____

MEMORANDUM FOR 22 SVS/SVMHG

FROM: Squadron Commander/First Sergeant

SUBJECT: McConnell AFB Honor Guard Selection Statement

1. Request I be allowed to serve on the McConnell AFB Honor Guard. I understand that I am required to be available to attend all details and practices. If I cannot attend a detail or practice, I will have my first sergeant or commander contact the Honor Guard NCOIC. An unexcused missed detail or practice will result in a "no show" letter being sent to my commander. I am required to return all equipment and uniform items issued to me (except ball cap and T-shirt) in a clean and serviceable condition. I fully understand that if selected as a member, I will serve a minimum of one-year tour. I understand I must give 30 days notice of resignation upon my decision to terminate my service to the honor guard and that this notice must be endorsed by my first sergeant and commander before it will be accepted by the Honor Guard NCOIC.

I have read the above statement and agree to follow these instructions without fail.

Print Name/Duty Phone/Date

Applicant's Signature/Duty Section/Office Symbol

2. I support the applicant's request to serve on the McConnell AFB Honor Guard. I understand the applicant is required to serve on a one-year tour of duty unless dismissed due to PCS, separation or by written request of the member's commander. I agree to allow the applicant to attend all details and practices as required. I further understand that I cannot excuse the member from a detail or practice. In the event a member cannot be released from duty, the member's first sergeant or commander will be requested to contact the Honor Guard NCOIC to seek a release from this tasking.

I also have read the above statement and agree to cooperate in every way to support this individual in his/her efforts to excel as part of the McConnell AFB Honor Guard.

Supervisor's Printed Name/Supervisor's Signature

Date/Duty Phone

3. I recommend the applicant for membership on the McConnell AFB Honor Guard. The applicant is deserving of this honor and is responsible to fulfill the requirements of this commitment. This individual has no UIF and is not on the Weight Management Program. I further understand that if mission requirements preclude the applicant's attendance at any detail or practice, that only I or my Commander may contact the Honor Guard flight OIC/NCOIC to excuse the applicant.

First Sergeant Printed Name/First Sergeant's Signature/Date

Concur/Nonconcur.

Commander's Printed Name/Commander's Signature/Date

HONOR GUARD MEMBER INDIVIDUAL DATA WORKSHEET

NAME (Last, First, MI):

RANK: _____

DOB: _____

SSAN: _____

DUTY PHONE: _____ HOME PHONE: _____

AEF CYCLE:

SUPERVISOR'S NAME: _____

DUTY PHONE: _____

MAILING ADDRESS:

DATE JOINED HONOR GUARD: _____

DATE ENTERED TRAINING FLIGHT: _____

DATE ENTERED HONORS FLIGHT: _____

PARKING PASS #: _____

Any Restrictions? A.K.A.: School, Part-time Job, Intramural Sports, etc.
Yes or No

DAYS AND TIMES YOU WOULD NOT BE AVAILABLE:

UNIFORM ISSUE DATE: _____

COAT SIZE: _____

PANT SIZE: _____

SHOE SIZE: _____

WHEEL HAT SIZE: _____