

Joint Base Charleston Honor Guard Nomination/Approval Letter

Date _____

MEMORANDUM FOR JB CHARLESTON HONOR GUARD

FROM: _____ (Nominee's Unit)

SUBJECT: Nomination/Approval for Honor Guard Member

1. I nominate _____ as team member of the Joint Base Charleston Base Honor Guard.

2. I realize that service on the honor guard team is a unique, challenging, and highly visible position. I understand that _____ may be required to participate in honor guard functions on and off base, during and outside normal duty hours to include weekends and holidays. I also understand that commitment time on the team is a minimum of 12-months and once he/she is assigned, the unit's first sergeant, chief or commander's written approval will be required prior to his/her resignation/removal from the team (if prior to commitment expiration).

3. I understand that Honor Guard duties to include performance of honors, training, and practices are **mandatory** formations. Excused absences must be coordinated through the first sergeant or unit chief and approved by the Honor Guard NCOIC.

4. I have reviewed AFI 34-242, chapter 8 and coinciding JBC Supplement. I understand the importance of the Honor Guard's mission, and I foresee no situation in my section, which will prevent him/her from satisfactorily attending all scheduled training/practice and meeting all Honor Guard obligations. I will notify the Honor Guard OIC/NCOIC of any changes in rater/immediate supervisor of above named individual.

_____ Individual named above is/is not disqualified from bearing arms.

_____ Individual named above has/does not a valid state driver's license of any state in the United States.

IMMEDIATE SUPERVISOR
(Print Last, First, Middle Initial/Rank)

SIGNATURE

DATE

1st Ind, _____(Member's First Sergeant)

MEMORANDUM FOR JOINT BASE CHARLESTON HONOR GUARD

I concur/nonconcur with the nomination of _____ for Honor Guard duty. The nominee meets/does not meet all standards set forth in AFI 36-2903, Dress and Appearance; AFI 10-248, Fitness Program. I will notify the Honor Guard OIC/NCOIC of any future actions concerning control roster, disciplinary, or civil action taken against this individual. He/she has been notified and will report to the HG NCOIC as directed.

FIRST SERGEANT
(Print Last, First, Middle Initial/Rank)

SIGNATURE

DATE

2nd Ind, _____(Member's Squadron Commander)

MEMORANDUM FOR TEAM CHARLESTON HONOR GUARD

1. I understand that my unit will be responsible for ceremonial uniform replacement cost of members who are withdrawn from the team IAW paragraph 2.5.1., AFI 34-242, Chapter 8_JBCSUP1.

I approve/disapprove _____ for Honor Guard duty.

SQUADRON COMMANDER
(Print Last, First, Middle Initial/Rank)

SIGNATURE

DATE