

Joint Base Charleston Honor Guard Newcomer's Checklist

Rank/Name (Last, First, MI): _____ SSN: _____

Unit: _____ Duty Phone: _____ E-Mail Address: _____

Cell Phone: _____ Home Phone: _____

AEF Rotation: _____

Date of Birth: _____ Place of Birth: _____

Driver's License (number, state and expiration) _____

Address/Dorm Bldg/Room: _____

Supervisor (Rank/Name/Duty Phone #): _____

- _____ Receive approval to join the JBC HG by obtaining signatures from immediate supervisor, first sergeant and squadron commander on Letter of Approval/Nomination.
- Unit Training: Upgrade Training (YES/NO).....UTM Initials: _____
- Unit Deployment: AEF/Band Cycle w/datesUDM Initials: _____
- DTS/GTC: DTS (YES/NO) GTC (YES/NO)DTS Monitor Initials: _____
- _____ Receive training date from BHG NCOIC _____
- _____ Receive projected Flight Assignment _____
- _____ Interview and signing of Honor Guard Contract _____
- _____ Receive HG uniform supply _____