

52d Fighter Wing Honor Guard
Application & Contract

CAO: 25 Aug 2026

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INSTRUCTIONS

1. Read the entire application to fully understand the program's policies and the roles and responsibilities of Base Honor Guard members on pages 4-9.

2. Fill out the Individual Profile and answer the Membership Questionnaire on pages 10-11.

3. Route this document through our chain of command and have them review the program's policies and membership, then;

4. Once you have the finalized document from your chain of command, forward it *and* Supporting Documents, to the 52d FW HG organizational box: "52 FW/Honor Guard 52fw.honorguard@us.af.mil".

5. Once you have been approved, you will be scheduled to attend BHG Training Week.

NOTE: *There is no height requirement for Base Honor Guard!* Only the United States Air Force Honor Guard has a minimum height requirement.

NOTE: Roles, responsibilities, and obligations pertaining to this contract are further outlined in Spangdahlem Air Base Instruction (SABI) 34-502.

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FORWARD

You are applying to be a member of an elite team focused on making a significant contribution to the morale, image, and legacy of the 52d Fighter Wing through your distinctive, voluntary participation. You will have opportunities, not only to travel via permissive TDY to various locations, but also enrich your career as you accept increased responsibilities. You will set the example for your peers. As a Ceremonial Guardsman, you are a representative of the 52d Fighter Wing and United States Air Force to everyone that sees you.

The 52d FW Honor Guard (52d FW HG or BHG) is a permanent function and not a seasonal or extracurricular activity. It is Congressionally mandated and therefore part of the mission of the United States Air Force. Personnel selected as members of the 52d FW HG should be considered excused from all base duties when participating in mandatory practices or called upon to perform in a mandatory ceremonial detail. Members may be excused from ceremonial details and practice due to mission needs if prior notification is given to 52d FW HG leadership by your Supervision or First Sergeant. However, excusal from ceremonial details must be made at least 72 hours in advance to allow for replacement of the member (emergencies will be dealt with on a case-by-case basis and verified by BHG and member's leadership). With the support of your unit commanders and supervisory chain of command, you will become a critical factor in the success of the 52d FW HG exceeding all goals and objectives.

Every action you take, whether on or off duty, must be driven by the Honor Guard motto: "To Honor With Dignity."

//SIGNED//
SCOTT E. LAUER Capt, USAF
OIC, 52d Fighter Wing Honor Guard

52d FW HONOR GUARD POLICIES

1. The 52d FW HG supports the mission of the 52d FW. The mission may sometimes dictate extended 12-hour and/or rotating shifts. We realize that in these cases, the member may not be able to perform prescribed ceremonies or attend mandatory practices (Tuesdays & Thursdays, 1500-1600, and subject to change as necessary). However, to maintain a certain level of proficiency, and to ensure an adequate number of personnel are provided to support functions mentioned in the Wing Detail section of this membership package, ***the Honor Guard must have the full support of unit commanders, flight/section chiefs, and supervisors***.

   a. Just as with any other Wing activity, unexcused lateness and no-shows are not acceptable. It is the responsibility of the member's supervisor to keep the 52d FW HG leadership informed of any unexpected lateness or absence either by email or a phone call.

   b. If a member is late for a scheduled meeting or practice, the member's supervisor, section chief, flight chief, or First Sergeant must provide the NCOIC and OIC with an explanation to the 52d FW HG organizational box: "52 FW/Honor Guard 52fw.honorguard@us.af.mil".

   c. If a member accrues two (2) unexcused absences within one (1) quarter, the member's first sergeant and supervisor will be notified. The first sergeant and supervisor will be informed of possible results of "Failure to Report." The member's supervisor must explain, by endorsement and no later than 15 duty days after the date of the notification, why the member was absent.

2. A reoccurrence of any documented offense will justify the member's release from the 52d FW HG.

3. Unexcused absences are not tolerated. When member accrues three (3) unexcused absences within one (1) quarter, the member's commander, first sergeant, and supervisor will be notified in writing of the member's release from the 52d FW HG.

   a. Upon release from the 52d FW HG for unacceptable performance, the Airman or Airman's unit will reimburse the 52d FW HG for all expenses incurred to outfit the Airman with the Ceremonial uniform.

4. The member's first sergeant and supervisor are encouraged to establish an open channel of communication with the 52d FW HG OIC and NCOIC. This can be used to keep each member's unit and work area informed of the member's performance and 52d FW HG events that may affect that member.

5. Membership will be denied or delayed if this package is returned incomplete or not supported by the unit.

6. The on-and-off-duty actions of a member must reflect the utmost credibility in yourself, the 52d FW Honor Guard, the 52d Fighter Wing, and the United States Air Force.

7. Upon graduation from training, the Wing provides all items required to perform Ceremonial Guardsman duties.

8. The Ceremonial Uniform is to be always kept serviceable and in good repair. An impromptu ceremony may arise at any time; therefore, your readiness is imperative.

9. Violations of DAFI 36-2903, Dress and Personal Appearance of Air Force Personnel, and Honor Guard Manual 34-515 will not be tolerated.

10. The wear of the Ceremonial Uniform is only authorized immediately before and immediately after a scheduled detail. At other times, the BHG Travel Uniform is the only authorized uniform for 52d FW HG members involved in ceremonies. Wear of the Uniform of the Day (UOD) for practice is mandatory unless informed otherwise.

a. Additionally, IAW HGMAN 34-515, section 16.9. Tobacco and Alcohol Use in Uniform states that the "purchase and use of tobacco and alcohol products are prohibited at all times while in the ceremonial uniform. Tobacco products include cigarettes, dip, vape, etc. Tobacco use in the Air Force is outlined in AFI 48-104." These instructions will also be applicable to Honor Guard member's while in OCPs during designated training sessions.

11. The Team Leader of the ceremony/detail oversees that entire detail. Any questions, changes, or comments should be coordinated through the detail Team Leader. If further action is necessary, it should be brought to the attention of the 52d FW HG OIC or NCOIC immediately.

12. All Ceremonial Guardsmen are required to achieve a prescribed level of proficiency to remain an effective and active member.

13. Upon completion of training, members are required to fulfill a 12-month commitment which will include leave, primary duty TDY & deployments, or Administrative Hold from the BHG back to the member's unit. The minimum standards are as follows:

a. 26 Details with in a one (1) year contracted period.
b. No more than two unexcused absences from practice within one quarter.
c. Should the member wish to continue service after the initial mandatory period (12 months), a new contract must be routed.

14. Honor Guard members may be considered for Air Force decorations based on the following criteria:

a. Outstanding Achievement:

(1) For non-staff members: the completion of honorable service and culmination of forty (40) ceremonies and exceeds minimum retainability standards, the Air Force Achievement Medal (AFAM) may be awarded. The decoration is not guaranteed and will be only based on OIC and NCOIC recommendation.

(2) For staff members: the completion of honorable service the culmination of forty (40) ceremonies, and program/additional duty involvement, the Air Force Commendation Medal (AFCM) may be awarded. The decoration is not guaranteed and will be only based on OIC and NCOIC recommendation.

a. Rank is not a determining factor for decoration consideration.

(1) The final authority for decoration consideration is the 52d FSS/CC

15. All members must pass their fitness assessment with a minimum score of 75. If a minimum score of 75 is not attained, the member will be placed on administrative hold until the member achieves the required score. However, if a second fitness assessment failure occurs within one year, the member will be released from the 52d FW HG with applicable paperwork.

a. The member must return all equipment and the 12-month contract will be put on hold.

NOTE: Please direct questions or concerns to the NCOIC, or OIC, of the 52d FW HG. Their contact information can be found on the 52d FW Honor Share Point: https://usaf.dps.mil/sites/52fw/HG/SitePages/HomePage.aspx

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MEMBERSHIP

1. Desired Type of Member will be:

   a. One with integrity, loyalty, dedication, and heart.
   b. With an attitude towards being the best.
   c. Open-minded and willing to learn and serve.
   d. A professional.
   e. Must present impeccable military image and will conform to grooming standards.
   f. No fear of firearms.

2. Possible Reasons for Denied Membership:

   a. Application package returned with information not conducive to selection.
   b. Member must have at least one year retention on station.
   c. Falsified information.
   d. Failed fitness assessment(s).
   e. Unsuccessful completion of the training program.

3. Criteria for Release (Handled on a case-by-case basis):

   a. No-shows to scheduled practices, meetings, or events.
   b. Unexcused lateness.
   c. Failure to achieve or complete basic BHG qualification.
   d. Violations of DAFI 36-2903.
   e. Failing 2 fitness assessments at any time within one year.
   f. Compromising the image of the 52d FW HG and/or United States Air Force.
   g. Being placed on a control roster and/or having an Unfavorable Information File (UIF) established. If placed on a UIF, the member is placed on suspension for the duration of the action or released upon request from the squadron.

4. Hardship Duty Status:

   a. This is a status that is used to increase efficiency and help support the objectives of the 52d FW HG. While in this status, the member will be required to attend one practice per month to remain proficient and up to date. If the need arises, the member will be tasked to attend more than one. We will need a Letter of Verification from the member's supervisor.

      (1) The additional responsibility of being a member in another outside or professional organizations, i.e. First IV, 5/6 Council, Top III, AFSA, AFA, etc., is entirely incumbent on the member, and will not constitute Hardship Duty Status. Missing practices, not volunteering for details, etc. because of voluntary outside or professional organizations and the obligations thereof is unacceptable.

5. Educational Opportunities:

   a. The additional responsibility of taking college courses, seminars, etc. are entirely incumbent on the member, and will not constitute Hardship Duty Status. Missing practices, not volunteering for details, etc. because of voluntary education obligations is unacceptable.

6. Duty Situation:

   a. Members can be temporarily released from active 52d FW Honor Guard duties by being placed on Administrative Hold. In this case, an inactive status notification letter (MFR) will be forwarded by the member's squadron supervision (MFR written by the supervisor and endorsed by the Flight Chief and First Sergeant) and the status reviewed by the 52d FW Honor Guard NCOIC every 30 days, not to exceed 120 days.

      (1) All time that a member spends on Administrative Hold will be added on to the total time the member needs to serve to ensure they fulfill the 12-month requirement as mentioned in Part I, 52d FW Honor Guard Policies, para 13.

7. Practices and Ceremonies:

   a. Mandatory practice is each Tuesday and Thursday from 1500-1600, (and subject to change as necessary).

   b. The 52d FW Honor Guard averages between 80-100 ceremonies a year with at least two memorials and/or funerals. The SABI states that all ceremonies must be scheduled at least two weeks in advance. This helps us plan better for ceremonies and gives 52d FW Honor Guard membership enough time to inform their work center leadership. You can view our schedule on the 52d FW Honor Share Point: https://usaf.dps.mil/sites/52fw/HG/SitePages/HomePage.aspx

8. The only ceremonies that we have no control over (as far as scheduling is concerned) are Military Funeral Honors. Funeral support could come up at any time and is Congressionally mandated. All members need to sit down with their supervisors and leadership to check their respective schedules and make plans around normal duty hours to ensure the BHG can perform this primary, critical function.

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INDIVIDUAL PROFILE

Rank: _____ Name (First, Last M.):_____

Squadron: _____Work Center: _____Duty Phone: _____

TAFMSD:_____DOR:_____DEROS:_____

Cell Phone: _____

Supervisor Rank: _____ Name:_____ Duty Phone: _____

PHYSICAL LIMITATIONS (If Any):

_____

HOBBIES/INTERESTS (General):

_____

GOALS (Professional):

_____

GOALS (Personal):

_____

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GENERAL HONOR GUARD MEMBERSHIP QUESTIONS

1. What are your specific reasons for wanting to join the 52d FW Honor Guard?

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2. Have you ever been affiliated with an Honor Guard, Drill Team, JROTC, Civil Air Patrol (CAP), Military School/Academy, etc., while on active duty or in High School? If so, where, when, and for how long?

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3. How did the 52d FW Honor Guard catch your attention?

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4. What are your Honor Guard aspirations?

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5. What might the Honor Guard's expectations of you be?

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6. If there was one thing you could change about DAFI 36-2903, what would it be, and why?

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7. Does speaking before an audience present a problem for you? If so, why?

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8. How do you receive/internalize constructive feedback?

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9. Which are you better at: following or leading? Why?

CERTIFICATION/ENDORSEMENT LETTER

I certify that I have read and completed the application package completely and voluntarily request membership consideration for the 52d FW Honor Guard. I understand, that if selected for a formal interview, I will be required to answer additional questions and I can expect to be fully briefed on Honor Guard command staff expectations, possible reasons for membership denial, criteria for release from the Honor Guard, inactive status limitations, and Honor Guard incentive programs. I understand that my selection for the Honor Guard team will be a privilege that entails a level of commitment above and beyond that of my peers.

_____ _____

Applicant's Rank / Name Signature

Supervisor's Endorsement for Honor Guard Membership:

I hereby acknowledge my support for the applicant named above and the 52d FW Honor Guard (with permanent exemption for Base and community details, TDYs, special duties, etc.). This Airman's duty performance is at least within acceptable standards and has no noted problems that would affect their 52d FW Honor Guard duty performance.

_____ _____

Supervisor's Rank / Name Signature

First Sergeant's Endorsement for Honor Guard Membership:

CONCUR/NON-CONCUR. The Airman listed above has no administrative action pending, and in my opinion, exhibits the proper Air Force image associated with the 52d FW Honor Guard.

_____ _____

First Sergeant's Rank / Name Signature

Commander's Endorsement for Honor Guard Membership:

CONCUR/NON-CONCUR. The member listed above is qualified for 52d FW Honor Guard membership consideration. If selected for the Honor Guard, member will be exempt for base and unit details. My signature indicates that the applicant's chain of command understands that official 52d FW Honor Guard duties take precedence over normal military duties unless determined such duty would seriously degrade unit or Wing mission accomplishment.

_____ _____

Commander's Rank, Name Signature

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HONOR GUARD COMMAND STAFF RECOMMENDATION

Prospective applicant's package has been reviewed and formal interview completed. Member was fully briefed on the 52d Fighter Wing Honor Guard standards and expectations, mandatory practice sessions, training/certification processes, detail assignments, inactive status determinations, and recognition/incentive programs.

52d FW Honor Guard NCOIC

DOES / DOES NOT RECOMMEND applicant for membership in the 52d FW Honor Guard. Member is not recommended for membership due to:

_____

ERICKA A. ENDARA, TSgt, USAF
NCOIC, 52d Fighter Wing Honor Guard

52d FW HG ENDORSEMENT

CONCUR / NON-CONCUR. Member is approved for membership in 52d FW Honor Guard.

SYLVONIA N. IRVIN, Maj, USAF
OIC, 52d Fighter Wing Honor Guard

52d FW HG TRAINING WEEK

Member completed BHG Training Program on

Their first official start will be