



TRAVIS AFB HONOR GUARD SUPPORT REQUEST FORM



Honor Guard E-mail: 60fss.honor_guard@us.af.mil
Phone: (707) 424-5872
Fax: (707) 424-1298

THIS REQUEST FORM IS FOR HG SUPPORT (MANNED WITH HG MEMBERS). IF YOU ARE LOOKING TO REQUEST HG EQUIPMENT ONLY, PLEASE FILL OUT THE TAFB HG EQUIPMENT ONLY FORM. FUNERAL HONORS MANNING TAKES PRECEDENCE OVER ALL CEREMONIES. REQUESTS WILL ONLY BE CONFIRMED 24 HOURS BEFORE DETAIL DATE TO ENSURE ALL FUNERAL HONORS ARE PROPERLY MANNED FIRST.

Instructions:

1. Complete entire form with appropriate information.
2. E-mail this document to 60fss.honor_guard@us.af.mil or Fax (707) 424-1298.
3. On email enter "Request for Honor Guard Support" on the subject line.
4. Parking fees must be paid for by requesting organization.
5. Honor Guard cannot support certain squadron events such as, but not limited to, retirements and change of commands.
6. Please call to confirm the reception of your submitted request (as email/fax does not always work). Any cancellations or updates must be made verbally to the HG Admin office. (707) 424-5872.

Name of Event:		Today's Date (MM/DD/YYYY):	
Event Date (MM/DD/YYYY):	Location: <input type="checkbox"/> Indoors <input type="checkbox"/> Outdoors	Event Start Time:	
Event Address:		City/Zip Code:	
Point of Contact Information (Items 1 and 4 if applicable):			
1. Rank:	2. Name:	3. Organization:	
4. Branch:	5. Work Phone:	6. Cell Phone:	
Support/Ceremony Requested:			
<input type="checkbox"/> Present Only: Standard Colors team of 4 members (US Flagbearer, AF Flagbearer, and 2 riflemen) present colors for National Anthem, then march off. If specific flags or additional flagbearers are requested, please write that in the Additional Information area (additional personnel dependent on manning available).			
<input type="checkbox"/> Present and Post (on Travis AFB only): Standard Colors team of 4 members (US Flagbearer, AF Flagbearer, and 2 riflemen) present colors then post flags to chrome flag stands. If specific flags or additional flagbearers are required, please write that in the Additional Information area. (Additional personnel dependent on manning available).			
<input type="checkbox"/> Sword Cordon: No more than 8 sabers, if manning allows. IAW AFMAN 36-2203, Honor Guard will only support and supply manning to official Air Force ceremonies. Ceremonies like PME Graduations and Award Banquets are considered official Air Force ceremonies. Weddings are <u>not</u> considered official Air Force ceremonies, so TAFB HG will not supply manning			
<input type="checkbox"/> Parade: Standard Colors team of 4 members (US Flagbearer, AF Flagbearer, and 2 riflemen) will march in parade and will perform Pass & Review, if required. If specific flags or additional flagbearers are required, please write that in the Additional Information area (additional personnel dependent on manning available).			
<input type="checkbox"/> Retirement: Colors teams will only be provided (if manning allows) for Chiefs, Colonel and above, or if the Wing Commander is the Presiding Officer. **Per HG Manual, Base Honor Guard will not conduct flag folding sequences in Ceremonial uniform for retirements.**			

Additional Information: