

USAF HONOR GUARD SUPPORT REQUEST		
Note: For military use only; if training is desired, please use a DAFHG Form 14B. This form is intended to request the USAF Honor Guard for a ceremony/event. Civilian organizations should continue using the DD Form 2536.		
Section 1 – REQUESTOR INFORMATION		
1. Name/Rank		2. Duty Title
3. Email		4. Phone Number (DSN/Cell)
5. Installation		6. Unit/Office Symbol
SECTION 2 – EVENT DATA		
1. Title of event		2. Expected Attendance
3. Start Date	4. End Date	5. Check if 1-Day Event ☐
6. Start Time	7. Projected end time.	8. Rehearsal Date/Time
9. Location (Address & Venue Name)		10. Bldg # (if on a military installation)
11. Media Coverage (<i>x all that apply</i>) ☐ Local ☐ Television ☐ Social Media ☐ Regional ☐ Radio ☐ None ☐ National ☐ Print		12. Your media point of contact Name: Telephone: Email:
13. Is there any charge we will need to cover? (<i>e.g. event fees, costs, admission, parking. If so, specify.</i>)		14. Has the USAF Honor Guard supported this event in the past? (<i>If so, specify previous support.</i>)
15. Is special access required for entry? (<i>i.e., Pentagon, White House, Capitol.</i>)		16. Is this event being used to raise funds for any purpose? (<i>if so, specify how funds will be distributed.</i>)
SECTION 3 – MISSION REQUEST		
Category	Requirement(s)	Check if desired
SECTION 3a – Awards Bearer		
-	N/A	☐
SECTION 3b – Narrator		
-	Ceremony script must be submitted 48 hours prior to ceremony start time.	☐
SECTION 3c – Colors Presentation		
General Presentation	- Reserved parking, close to the ceremony site. - Access to the performance location at least 2 hours prior to the event.	☐
Posting In Stands	Everything listed above	☐
Positional/Personal Colors	Everything listed above (<i>if PC flags are needed, please mention on section 3e</i>)	☐

Furling/Casing Personal Colors	Everything listed above	☐
Joint Colors Team	Everything listed above	☐
Retrieval from Stands	- Everything listed above - Stand-by room, for the Colors team to wait while the ceremony is occurring.	☐
SECTION 3d – Drill Team Performance		
16-Person Team	See requirements below	☐
4-Person Team	See requirements below	☐
Drill Team Requirements		Acknowledge
Space	16-person team: 60' x 50' 4-person team: 20' x 20' 20-foot ceiling clearance required for both. - Failure to meet space requirements may result in performance cancellation.	☐
Performance Length	- Performance lengths can be tailored, but at least 5 minutes is recommended. 16-Person Performance: Maximum 25 minutes. 4-Person Performance: Maximum 7 minutes.	☐
Practice Time	- Access to the performance location is required at least 2 hours prior to the event. - If a social hour precedes the performance, practice time must be moved 2 hours prior to the social hour. - Practices and site checks are closed to the public.	☐
Ready Room	- A secure room is required 1.5 hours prior to and 30 minutes after the performance. - Room should accommodate the team size. - Hangers, garment racks, and full-length mirrors are strongly desired.	☐
Travel Time (Crew Rest Policies)	- Members must have at least 8 hours of rest prior to duty. - Duty days cannot exceed 16 hours, including travel time.	☐
Performance Floor	- The floor must not be highly polished, slick, or made of delicate materials (e.g., unfinished hardwood, expensive tile/terrazzo). - The USAF Honor Guard is not liable for damage if unsuitable flooring is used.	☐
Photography/Room Lighting	Photography is encouraged, but flashes and spotlights must not be aimed at the performers' eyes.	☐
Weather Consideration	- Weather is critical for outdoor performances. Moisture or cold can cause performance errors and injuries. - An alternate indoor location is recommended in the event of inclement weather.	☐
Performance Area Access	- Unobstructed access to the performance area is necessary, preferably a clear path from the ready room. - For sports venues, access to the field ramp or a ramp to ground level is needed.	☐
Parking	- Reserved parking close to the ready room is requested. 16-Person Team: 45-passenger bus or four mini vans. 4-Person Team: 15-passenger van.	☐
Weapons Storage	During extended visits, weapons may need to be stored in an approved Air Force armory.	☐
Audio/Visual Support	- Exclusive use of A/V/public address systems during the performance. - The location should be free from distracting events. - If other AF performance teams are present, the Drill Team will perform last. - No live bands, recorded music, or flybys during the Drill Team's performance.	☐
Meet & Greet	- The team can remain after the performance to meet the audience. - Air Force promotional items, photos, and memorabilia may be provided. - Allocate at least 30 minutes for a meet and greet. - Q&A panels can also be provided. - Audience members may touch and be photographed with rifles, but will not be given sole control.	☐
Media Interviews	All Drill Team members are trained for media interviews.	

	• The media is welcome to interview any member. • Local members will be identified, and a Hometown News Release will be included. • Drill Team members must remain standing during interviews.	☐
Official Title	• "USAF Honor Guard Drill Team," "AF Honor Guard Drill Team," or "Drill Team." • Do not use shortened titles like "US Drill Team," "AF Silent Drill Team," or "Presidential Drill Team." • Official website: https://www.honorguard.af.mil/About-Us/Drill-Team/	☐
Host Commander's In-Brief	• During visits to military installations, a 10-15 minute in-brief with the host Commander & Senior Enlisted Leader is requested.	☐

SECTION 3e – Miscellaneous/Additional Info

Should you have any requirements or special requests not covered by this form, please provide a detailed explanation in the space below. Additionally, please use this section for any information that may be necessary for our team to know.

SECTION 4 – Signature

Requestor's Printed Rank/Name	Requestor's Signature	Date
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INSTRUCTIONS

1. Once this form has been completed and signed, please submit to 11OG.HG.MOC@us.af.mil; please allow up to three duty days for an initial response.
2. Once this form is received, our team will identify if we can/can't support the event, and reach out for additional information is required.

Per AFDWI 34-101, the USAF Honor Guard stationed at JBAB is authorized to support ceremonies (Retirements, Promotions) for individuals if the honoree is a general officer, or if the event is being specifically hosted (not attended) by one of the "DAF Top 11" senior AF leaders (SecAF, CSAF, CSO, USecAF, VCSAF, VCSO, CMSAF, CMSSF, SAF/DS, AF/DS, and SF/DS). AFDW CC or Space Force equivalents (no substitutes).