



OFFUTT AIR FORCE BASE HONOR GUARD SUPPORT REQUEST

Building 88, Washington Square, Offutt AFB, NE 68113 **Hours:** Mon - Fri 0800 to 1600

Office: (402) 294-6667 **After Hours:** (402) 968-6492 **Fax:** (402) 232-0102

Email: offutthonorguard@us.af.mil



SECTION 1: HG SUPPORT REQUEST INFORMATION				
REQUESTOR INFORMATION				
Requestor Rank, Last Name, First Name		E-mail Address		Day Phone Number
				After Hours Phone Number
To Support: 55WG <input type="checkbox"/> STRATCOM <input type="checkbox"/> AFWA <input type="checkbox"/> Other (specify) <input type="checkbox"/> : _____				
REQUESTED SUPPORT TYPE				
Selection	Type of Support	Explanation		
	Pre-Post	The Colors will be posted, in place, before the ceremony begins. There will be no official arrival of the Colors. HG Members will be in OCPs unless they are also going to be folding a retirement flag.		
	Present & Post	The Colors will be presented in front of the audience, usually during the National Anthem or Pledge of Allegiance. After being presented, the flags will be placed in stands and will remain in place until the ceremony is over. HG Members will wear their Ceremonial uniform.		
	Present Only	The Colors will be presented in front of the audience, usually during the National Anthem or Pledge of Allegiance. After being presented, the Colors will exit the stage. This type of support is usually requested for baseball games or events where the American flag is already posted. HG members will wear their Ceremonial uniform.		
	Flag Fold	Retirements Only. Two HG members will fold a retirement flag provided by the retiree. HG members will be in their Ceremonial uniform. It is paramount that the HG members practice folding the retiree's flag prior to the start of the ceremony to ensure a proper fold. A flag folding script will be provided if needed.		
	Other	Please call our office at 402-294-6667 to discuss the requested support.		
FLAGS REQUESTED				
Selection	Flags			
	American and Air Force			
	Nebraska			
	Iowa			
	Other (specify): _____			
HG SUPPORT LOCATION INFORMATION				
Name of Event		Date Request Sent		POC Phone Number
Event Address (Street address, if off base)		City	State	Zip Code
28. Event Date	29. Event Start Time	Additional Comments:		
RETIREMENT FLAG MUST BE PROVIDED BY RETIREE OR SPONSOR – SIZE 3 X 5				
SECTION 2: REQUESTING INSTRUCTIONS/INFORMATION				
1. Please be aware that your request with us could be cancelled the week of, or even on the day of your ceremony due to an unforeseen Military Funeral Honors obligation. AFI 34-242, 8.1				
2. Email this completed request form to OffuttHonorGuard@us.af.mil ***Submission of this form is NOT an official request. You MUST get verbal/electronic confirmation from our office!***				
3. If you have not received confirmation , please follow up with our office at (402) 294-6667 to verify that we have this request.				
SECTION 3: INTERNAL USE ONLY (OFFUTT HONOR GUARD ADMIN)				
_____ Showtime [ST] (DT –1hr)		Personnel Taking Request	Entered into HG Database?	Confirmed w/POC?
_____ Departure [DT] (travel time + 30mins)		Name:	Name:	<input type="checkbox"/> Email
_____ Arrival [AT] (CT – 60mins)		Date:	Date:	<input type="checkbox"/> Phone
_____ Ceremony Time [CT]		Time:	Detail#	By:
				Entered into AFMOA Database?
				Name:
				Date: