

## **Base Honor Guard Program Manager**

**Application Deadline: 21 October 2022**

**Member Start Date: 1 February 2023**

### **Job Responsibilities:**

- Oversee and execute congressionally mandated Military Funeral Honors mission throughout 3 states, 92 counties, 45 thousand square miles area of responsibility.
- Establish criteria for decorations while also managing Wing-level quarterly and annual Ceremonial Guardsman Awards.
- Identify, plan for, and coordinate replacement of equipment, uniforms, and supplies as required and ensure equipment is properly stored, maintained, and protected from damage.
- Ensure all members are mentally, socially, physically, and spiritually prepared to execute their duties at any time of the day, seven days a week.
- Develop course training material for all incoming Honor Guard class rotations that provides training to team to ensure standardized guidance and procedures in ceremonial drill.
- Ensure proper equipment availability for training and mission execution.
- Oversee Government Operational Vehicle program.
- Establish and maintain monthly, quarterly, and annual equipment accountability.
- Oversee GPC purchases while managing annual CY budget.
- Conduct a two-week Honor Guard training course strictly adhering to Honor Guard Handbook for any new recruit.
- Maintain team roster, attendance rosters, and ceremonial event tracker.
- Promptly identify any mission critical issues affecting manning, processes, or mission capabilities and route to 4 FSS SEL.

### **Duty Description:**

Seymour Johnson Base Honor Guard is a congressionally mandated program whose primary mission is to provide Military Funeral Honors for all Active Duty, Retired and Veteran Air Force members. Responsible for 92 counties throughout 42K square miles of North Carolina, Virginia, and West Virginia. Provides a unique opportunity to create an environment for Airmen to further develop their leadership abilities and continued expeditionary mindset. Must be dedicated to mentoring, epitomizing core values, and serve as a liaison between a 20-member team, and FSS leadership team. He/she will be responsible for day-to-day operations while providing coordination with base agencies, mission partners, local funeral homes, and civic agencies on the manning, request, scheduling of military funeral and colors requests.

### **Qualifications:**

- Must meet qualifications directed in the AF Enlisted Classification Guide (AFECD). Waiver authority for SDI qualifications rests with the 8G100 Career Field Manager.
- Must be a TSgt or MSgt (Preferred).
- Be outstanding in appearance, military bearing, & conduct both on and off duty.
- Must exceed Air Force fitness standards having a passing score of 80 or higher.
- Ability to work independently with minimal supervision
- Strong communication skills with ability to work/solve problems within all ranks.

- No medical conditions or other physical limitations that prohibits execution of ceremonial duties.
- Must be able to lift and carry 100lbs.
- Permanent Profiles for shaving waivers; history of disease, back, knee, feet, joint or equilibrium problems that may affect appearance in uniform or ceremonial performance.  
**FULLY DISCLOSE ANY PENDING OR PREVIOUS MEDICAL CONDITIONS.**
- No history of post-traumatic stress disorder, mental instability, alcohol abuse, domestic assault or fear of firearms.
- Must understand conflict resolution and display high level of emotional intelligence.
- No fear of firearms.
- Have no record of conviction under the Uniform Code of Military Justice (UCMJ) during current enlistment to include non-judicial punishment, summary, special, or general courts-martial.
- No records indicating failure to exercise sound leadership principles with respect to morale or welfare of subordinates.

**Assignment:** The member will be assigned to the 4th Force Support Squadron on a two-year Assignment Availability Code 50.

**Application:** Single PDF with:

- One copy of a records review listing (SURF).
- Copies of last three performance reports must demonstrate consistently high standards of character, discretion, loyalty and performance. Must have an overall performance assessment rating of "AC-Exceeded some, but not all expectations" with overall rating of "PROMOTE" or higher
- Physical Fitness Assessment History
- Memorandum from current squadron commander, or equivalent, certifying Airman fully meets the qualifications requirements and he/she has reviewed Airman's PIF and contains no derogatory information.
- Must provide two letters of recommendation: one from Squadron/CC and one additional letter from person of applicant's choice.
- Service dress full-length official photo (email to schedule at 4fw.pa@us.af.mil)

**E-Mail Application To:**

SMSgt Demond Darden

[demond.darden.2@us.af.mil](mailto:demond.darden.2@us.af.mil)

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