



# TEAM KIRTLAND HONOR GUARD COLOR GUARD & DETAIL SUPPORT REQUEST

Building 1010, 4600 Randolph Ave, Kirtland AFB, NM 87117 **Office:** (505) 846-1804  
**Emergency After-Hours: Honor Guard Cell Phone (505) 870-3030 Fax:** (505) 853-2639  
**Office Hours:** Monday – Friday, 0730-1530



**Base Honor Guard Program Manager:** TSgt Eric Williams

## PLEASE NOTE:

The primary mission of the Team Kirtland Honor Guard is to provide Military Funeral Honors. Unfortunately, we cannot guarantee any events other than Military Funeral Honors but, as manning dictates we will support base and community events as they are received.

## Instructions

1. Complete the below information.
2. E-mail this document to [377FSS.FRZH.HonorGuard@us.af.mil](mailto:377FSS.FRZH.HonorGuard@us.af.mil) AND [eric.williams.25@us.af.mil](mailto:eric.williams.25@us.af.mil) or Fax to **505-853-2639**.
3. Please call the Honor Guard office to confirm receipt if you have not received confirmation within 48 hours of request submission.
4. Please contact the Honor Guard via telephone or e-mail as soon as possible with any updates or changes.

Event Information			
Name of Event:		Today's Date:	
Event Location:	Event Date:	*Event Start Time:	
<i>*The Team Kirtland Honor Guard will arrive 60 minutes prior to the Event Start Time. If the start time is different from the time you would like Honor Guard support at your event, please enter that time. Also please note we may not be able to support rehearsals</i>			
Event Venue: <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor			
Event Physical Street Address:			City/Zip:
Will there be any fundraising done at this event? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Retirement Ceremony Information			
Rank / Name of Retiree:			Retiree's Unit:
Requestor / Point of Contact (POC) Information			
Rank:	Name:	Organization:	
Work Phone #:	Phone # for POC prior and during event:		
Ceremony & Support Requested			
<input type="checkbox"/> <b>Present Only:</b> Standard Colors team of 4 members (US Flagbearer, AF or NM Flag and 2 riflemen) present the colors during the National Anthem and march off. (Members will not be equipped to post flags during the event)			
<input type="checkbox"/> <b>Present &amp; Post:</b> Standard Colors team of 4 members (US Flagbearer, AF or NM Flag and 2 riflemen) present the colors during the National Anthem and post the flags in flag stands usually located on stage. <i>Choose one:</i>			
<input type="checkbox"/> The POC HAS flags and stands that will be used for this event.			
<input type="checkbox"/> The POC DOES NOT have flags and stands, the Honor Guard flags and stands will be used and signed out the POC to be returned to the Honor Guard after the event.			
<input type="checkbox"/> <b>Parade:</b> Standard Colors team of 4 members (US Flagbearer, AF or NM Flag and 2 riflemen) will march the event's parade route.			
<input type="checkbox"/> <b>Sword Cordon:</b> IAW AFMAN 36-2203, the Team Kirtland Honor Guard can only support and supply manning for Official Air Force ceremonies. PME Graduations and Award Banquets <u>are</u> considered Official Air Force ceremonies. Weddings <b>are not</b> authorized.			
General Officer or Distinguished Visitor Attending or Presiding Over Event			
Rank / Name:			

INTERNAL USE ONLY (TEAM KIRTLAND HONOR GUARD ADMIN)				
SHOW TIME [ST] (DT -30 mins)	Received By	Confirmed w/ POC	Database Entry	Reviewed By
Departure Time [DT] (travel time +60 mins)	Name:	<input type="checkbox"/> Email	Name:	Name:
Arrival Time [AT] (CT -60 mins)	Date:	<input type="checkbox"/> Telephone	Date:	Date:
Ceremony Time [CT]	Time:	By:		