



BARKSDALE HONOR GUARD - Color Guard and Detail Support Request

647 Lindbergh Rd, Building 6448, Barksdale AFB, LA 71110 **Office:** (318) 456-5859

Fax: (318) 456-1705 **Emergency After-Hours Cell Phone:** (318) 564-8146

Office Hours: Monday – Friday, 0800-1700 **Program Manager:** MSgt Jon Hutchins (jon.hutchins.1@us.af.mil)



Note: The primary mission of the Barksdale Honor Guard is to provide Military Funeral Honors. Unfortunately, we cannot guarantee events other than Military Funeral Honors, however we will definitely support as many base and community events as manning allows.

Instructions:

1. Complete all information located below.
2. E-mail this document to 2fss.honor.guard@us.af.mil or Fax to (318) 456-1705.
3. Call the Honor Guard office to confirm receipt if you have not received confirmation within 48 hours of request submission.
4. Please inform the Honor Guard office of any updates or changes as soon as possible.

Event Information			
Name of Event:		Today's Date:	
Event Location:	Event Date:		*Event Start Time:
<i>*The Barksdale Honor Guard will arrive 60 minutes prior to the Event Start Time (30 minutes for retirement ceremonies). If you prefer a different Start Time for Honor Guard support at your event, please enter that time.</i>			
Event Venue: <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor			
Event Physical Street Address:			City / Zip:
Will there be any fundraising at this event? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Ceremony Information			
Rank / Name of Retiree:			Unit / TIS:
Requestor / Point of Contact (POC) Information			
Rank:	Name:		Organization:
Work Phone #:		Phone # for POC prior and during event:	
Ceremony & Support Requested			
<input type="checkbox"/> Present Only: Standard Colors team of 4 members (US Flagbearer, AF or LA Flag and 2 riflemen) present the colors during the National Anthem and march off.			
<input type="checkbox"/> Present & Post: Standard Colors team of 4 members (US Flagbearer, AF or LA 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 <u>NOT</u> have flags and stands. The Honor Guard flags and stands will be used (signed for by the POC) and will be returned to the Honor Guard after the event.			
<input type="checkbox"/> Parade: Standard Colors team of 4 members (US Flagbearer, AF or LA Flag and 2 riflemen) will march the event's parade route.			
<input type="checkbox"/> Sword Cordon: IAW AFMAN 36-2203, the Barksdale Honor Guard can only support and provide manning for Official Air Force ceremonies. PME Graduations and Award Banquets <u>are</u> considered Official Air Force ceremonies. Weddings are <u>not</u> authorized.			
General Officer or Distinguished Visitor Attending or Presiding Over Event			
Rank / Name:			

INTERNAL USE ONLY (Barksdale 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)	Initials:	<input type="checkbox"/> Email	Initials:	Initials:
_____ Arrival Time [AT] (CT -60 mins)	Date:	<input type="checkbox"/> Telephone	Date:	Date:
_____ Ceremony Time [CT]	Time:	Initials:		