



# Vance AFB HONOR GUARD

## “COLOR GUARD”

### DETAIL SHEET



Request for Vance Air Force Base Honor Guard Color Guard Detail		
Event Information		
<b>Function:</b> (please be specific, i.e. if retirement please give name and rank, if CoC please give unit)		
<b>Location</b>	<b>Event Date</b> (requests must be submitted at least 7 days prior to event)	<b>Event Start Time</b> (military time)
<b>Event Address/Building Number</b>	<b>City</b>	<b>Zip Code</b>
<b>Point of Contact Name</b> (Last, First, MI, Rank)	<b>Phone</b>	<b>Alternate Phone</b>
Authorized Functions (Please choose one)		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Change of Command <i>(Center, Wing, Group, or Squadron level)</i> </div> <div style="width: 45%;"> <input type="checkbox"/> Team Vance Formal Event* <i>(Center, Wing, or Group level only)</i> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <input type="checkbox"/> Retirement Ceremony <i>w/Flag Folding Ceremony</i> </div> <div style="width: 45%;"> <input type="checkbox"/> Retirement Ceremony <i>w/Color Guard only</i> </div> </div> <p style="font-size: small; margin-top: 10px;"><b>Note:</b> Honor Guard will wear <b>UOD</b> for retirement ceremony. Ask your unit's HG members to volunteer for the Ceremony, first. If no volunteers then the request for volunteers will be put out to the HG team as a whole. If still unable to garner volunteers the HG will send someone over to ensure your unit members know how to properly fold the flag for the ceremony. <i>*functions requiring the wear of the semi-formal or mess dress uniform</i></p>		
Flags to be presented: <input type="checkbox"/> US & AF <input type="checkbox"/> OK <input type="checkbox"/> General		
Due to the funeral honors mission, the Vance Honor Guard may not be able to PRESENT or POST the colors at requested functions, therefore, the POC should secure & pre-post colors, if necessary.		
<b>IMPORTANT NOTE: A minimum ceiling clearance of 9' 10"</b> is required to present colors.		
Are the Honor Guard members invited to attend the event? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, are the members authorized to bring guests? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, how many guests allowed per member?		
Additional Information		
Practice Date:                      Time:		
Date Requested:		
<small><b>DISCLAIMER:</b> Base honor guard policy and their duties: The Honor Guard mission per DAFI 34-160 Section 7. Para. 7.1.1. MFH mission: Providing military funeral honors, honoring the service and sacrifice of fallen Airmen and Guardians, is the primary mission of the program. 7.1.2. The MFH mission takes precedence over all other ceremonial functions.</small>		
<input type="checkbox"/> I HAVE READ AND FULLY UNDERSTAND THE COLOR GUARD REQUEST DISCLAIMER.		

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