

## Honor Guard Ceremonies Training and Qualification (QC) Checklist

Trainee's Rank and Name: \_\_\_\_\_

Rate the member on movement precision and military bearing throughout the entire sequence of commands given below. Grading Criteria: G/NG (Go/No Go) member must attain a 100% "Go" pass rate to pass each area. Areas not receiving a 100% pass rate are retested. *Asterisks, "\*", indicate core tasks; taught in T-Flight/Platoon.*

<b>Standing Manual* (Unarmed p8)</b>	<b>Date Training Complete:</b> _____
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**Left Face:** \_\_\_\_\_      **Right Face:** \_\_\_\_\_      **About Face:** \_\_\_\_\_      **3-Count About Face:** \_\_\_\_\_  
**Present Arms:** \_\_\_\_\_      **Order Arms:** \_\_\_\_\_      **Marching- Suspended Arm Swing:** \_\_\_\_\_  
**Stand at Ease:** \_\_\_\_\_      **Attention:** \_\_\_\_\_      **Command Voice:** \_\_\_\_\_  
**Ceremonial At Ease:** \_\_\_\_\_      **Date:** \_\_\_\_\_      **Trainee:** \_\_\_\_\_      **Trainer:** \_\_\_\_\_      **Cert:** \_\_\_\_\_

<b>Manual of Arms* (p25) (with movement counts)</b>	<b>Date Training Complete:</b> _____
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**Left Face:** \_\_\_\_\_      **Right Face:** \_\_\_\_\_      **About Face:** \_\_\_\_\_      **3-Count About Face:** \_\_\_\_\_  
**Present Arms (From Ground):** \_\_\_\_\_      **Ground, Take Arms/Ready Up:** \_\_\_\_\_  
**Present Arms (From Port):** \_\_\_\_\_      **Ceremonial At Ease:** \_\_\_\_\_      **Attention:** \_\_\_\_\_  
**Right Shoulder (From Ground):** \_\_\_\_\_      **Left Shoulder (From Ground):** \_\_\_\_\_ (1 & 2 3)  
**Right Shoulder (From Port):** \_\_\_\_\_      **Left Shoulder (From Port):** \_\_\_\_\_  
**Order Arms:** \_\_\_\_\_      **Date:** \_\_\_\_\_      **Trainee:** \_\_\_\_\_      **Trainer:** \_\_\_\_\_      **Cert:** \_\_\_\_\_

<b>Manual of The Colors (p19)</b>	<b>Date Training Complete:</b> _____
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**Advancing Sequence\*** (After the Color Team has formed at attention, NCT gives, *Stand at Ease*, the Trainer gives the cue: "Ladies and gentlemen, please rise for the presentation of the Colors.")

(1) **Stand at Ease:** \_\_\_\_\_      (2) **Attention:** \_\_\_\_\_      (3) **Entrance:** \_\_\_\_\_      (4) **(Automatic) Mark Time:** \_\_\_\_\_  
 (5) **Present/Order Arms (from Port):** \_\_\_\_\_      (6) **Posting/Dressing Colors:** \_\_\_\_\_      (7) **Exit:** \_\_\_\_\_  
 (8) **Mark Time:** \_\_\_\_\_      (9) **Colors Halt:** \_\_\_\_\_      **Date:** \_\_\_\_\_      **Trainee:** \_\_\_\_\_      **Trainer:** \_\_\_\_\_      **Cert:** \_\_\_\_\_

**Retrieval Sequence\*** (After the Color Team has formed and waits at the position of *Stand at Ease*, the Trainer gives the cue: "Ladies and gentlemen, please rise for the retiring of the Colors.")

**Entrance:** \_\_\_\_\_      **(Automatic) Mark Time:** \_\_\_\_\_      **Retrieval:** \_\_\_\_\_  
**Present/Order Arms (from Port, no Dip):** \_\_\_\_\_      **Exit:** \_\_\_\_\_      **Mark Time:** \_\_\_\_\_  
**Colors Halt:** \_\_\_\_\_      **Date:** \_\_\_\_\_      **Trainee:** \_\_\_\_\_      **Trainer:** \_\_\_\_\_      **Cert:** \_\_\_\_\_

**General knowledge**      **Colors Turn:** \_\_\_\_\_      **Ripple to Port/Right Shoulder (marching and standing):** \_\_\_\_\_

**Present/Order Arms (from ground):** \_\_\_\_\_      **Present/Order Arms (from Shoulder):** \_\_\_\_\_      **Angle Port:** \_\_\_\_\_

**Right Shoulder (from ground):** \_\_\_\_\_      **Wind Adjustment (at Shoulder):** \_\_\_\_\_      **Dress Center:** \_\_\_\_\_

**Order (from Shoulder):** \_\_\_\_\_      **Right/Left Wheel (90°):** \_\_\_\_\_      **Left About (180°):** \_\_\_\_\_

**Transfer From Marching Abreast to Line:** \_\_\_\_\_

**Personal Color Bearer**      **Uncasing:** \_\_\_\_\_      **Presenting:** \_\_\_\_\_      **Casing:** \_\_\_\_\_  
**Date:** \_\_\_\_\_      **Trainee:** \_\_\_\_\_      **Trainer:** \_\_\_\_\_      **Cert:** \_\_\_\_\_

# 18<sup>th</sup> Wing Honor Guard

## Ceremonies Training and Qualification (QC) Checklist Continued

**Guidon**      Attention: \_\_\_\_      Ceremonial At Ease: \_\_\_\_      Present/Order Arms: \_\_\_\_

<b>Two-Person Flag Fold (p66)</b>	<b>Date Training Complete: ____</b>
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Detail starts with cased flag (folded in a triangle) and simulates an entrance for a memorial service or retirement (proceeding down center isle between two groups of chairs/pews).

**Position:** Fold: \_\_\_\_      NCOIC: \_\_\_\_      Entrance: \_\_\_\_      **Unfolding Sequence:** \_\_\_\_

**Pop to Tabletop:** \_\_\_\_      **Folding Sequence** (with and without 13-Fold Script): \_\_\_\_

**Tucking Sequence:** \_\_\_\_      **Dressing Sequence:** \_\_\_\_      **Presentation:** \_\_\_\_      **Exit:** \_\_\_\_

Date: \_\_\_\_      Trainee: \_\_\_\_      Trainer: \_\_\_\_      Cert: \_\_\_\_

<b>Cordon- Rifle (p94); Sword (p96)</b>	<b>Date Training Complete: ____</b>
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**Position:** NCOIC: \_\_\_\_      Door Opener: \_\_\_\_      Armed Member (rifle): \_\_\_\_

**Dressing Sequence** (Center, Ready Two, Ready Front): \_\_\_\_      **Present Arms:** \_\_\_\_      **Order Arms:** \_\_\_\_

**Center Face:** \_\_\_\_      **Face Away:** \_\_\_\_

**Sword**      **Present/Order Arms:** \_\_\_\_      **Present/Order Arch:** \_\_\_\_

Date: \_\_\_\_      Trainee: \_\_\_\_      Trainer: \_\_\_\_      Cert: \_\_\_\_

<b>Pall Bearers/Six-Person Flag Fold (FHF &amp; SHF p55)</b>	<b>Date Training Complete: ____</b>
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**Position:** Handoff: \_\_\_\_      Crossmark: \_\_\_\_      Fold: \_\_\_\_      Carry: \_\_\_\_      Mark: \_\_\_\_      NPB: \_\_\_\_

**Stand At Ease:** \_\_\_\_      **Coach Arrival:** \_\_\_\_      **Hang Step:** \_\_\_\_      **Casket Removal:** \_\_\_\_

**Casket Movement:** \_\_\_\_      **Flag- Tabletop:** \_\_\_\_      **Folding Sequence:** \_\_\_\_      **Tucking Sequence:** \_\_\_\_

**Dressing Sequence:** \_\_\_\_      **Presentation:** \_\_\_\_      **Exit:** \_\_\_\_

Date: \_\_\_\_      Trainee: \_\_\_\_      Trainer: \_\_\_\_      Cert: \_\_\_\_

<b>Firing Party (p37)</b>	<b>Date Training Complete: ____</b>
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**Position:** NFP: \_\_\_\_      Member: \_\_\_\_      **Ready Face:** \_\_\_\_      **Ready (3-Voleys) Sequence:** \_\_\_\_

**Present Arms** (after firing): \_\_\_\_      **Ceremonial At Ease:** \_\_\_\_      Date: \_\_\_\_      Trainee: \_\_\_\_      Trainer: \_\_\_\_  
Cert: \_\_\_\_

<b>POW/MIA Hat Ceremony (p106)</b>	<b>Date Training Complete: ____</b>
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**Entrance:** \_\_\_\_      **Hat Sequence:** \_\_\_\_      **Toast Sequence:** \_\_\_\_      **Present Arms:** \_\_\_\_

**Exit:** \_\_\_\_      Date: \_\_\_\_      Trainee: \_\_\_\_      Trainer: \_\_\_\_      Cert: \_\_\_\_

<b>Retreat (p93 and AFMAN 36-2203, Ch 7)</b>	<b>Date Training Complete: ____</b>
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**Position:** (3 or 6 members, depending on flag size) NCOIC: \_\_\_\_      Catcher: \_\_\_\_      Member: \_\_\_\_

**Entrance:** \_\_\_\_      **Halyard Sequence:** \_\_\_\_      **Lowering/Catching:** \_\_\_\_      **Securing Halyard:** \_\_\_\_

**Folding Sequence:** \_\_\_\_      **Tucking/Securing Sequence:** \_\_\_\_      **Exit:** \_\_\_\_

Date: \_\_\_\_      Trainee: \_\_\_\_      Trainer: \_\_\_\_      Cert: \_\_\_\_