

## NCOIC duties

1. This Standard Operating Procedure establishes the responsibilities of the Honor Guard Flight NCOIC's.
2. The ranking Element leader will assume NCOIC duties in the absence of the NCOIC.
3. Flight NCOIC's are expected to make at least 90% of practices unless TDY, on leave, etc.
4. Flight NCOIC's are expected to set the example in dress and appearance, conduct, respect for authority, detail and practice participation.
5. Flight NCOIC's will ensure they have the most current roster on hand. They are required to contact their element members in the event of any short notice funerals and details. He or she will contact the scheduler, with the list of volunteers, ASAP.
6. Flight NCOIC's must stay proficient in drill, color guard, funerals, etc.
7. Flight NCOIC's will make sure practices are productive in the absence of the NCOIC.
8. The Flight NCOIC's are normally the ranking person in each element and are appointed by the OIC.