

Scheduler's duties

1. This Standard Operating Procedure establishes the responsibilities of the Honor Guard Scheduler and Assistant Scheduler in the absence of the Scheduler.
2. The Scheduler is responsible for keeping records of practice attendance, TDYs, special duties, past/present details, funeral and detail totals.
3. The Scheduler will make sure the attendance sheet and detail booklet is available at every practice. All headings on detail sheets will be completely filled out.
4. The Scheduler will give a detail briefing at the beginning of every practice.
5. The Scheduler will make personal contact with every POC of details by phone or email. When possible, POCs will be notified NLT 48 hours before all cancelled details.
6. The Scheduler will appoint a detail leader for all details that don't involve an element leader. This detail leader will be personally notified at least two days before the detail by phone or email.
7. The Scheduler will update detail/practice totals NLT 1 day after the occurrence. He/she will also make sure this information is ready at a moment's notice for position appointments, awards, and higher HQ inquiries. AF form 1946s will be completed and maintained NLT 48 hours after the completion of each detail.
8. In the case of off base details, the Scheduler will have a package ready for the detail leader that includes a copy of the detail request, map w/directions, and any other pertinent information. He/she will also reserve a vehicle through base vehicle dispatch.
9. The Scheduler will notify the NCOIC of any problems incurred with details, personnel or POCs.
10. The Scheduler will notify all personnel of upcoming functions for departing members.
11. The Scheduler will keep all files backed up on hard drive (sharepoint).
12. The Scheduler will keep a current list of social security numbers for possible TDY orders. In the event of a TDY, the scheduler will provide a list of name, rank, and social security numbers to the services readiness section.
13. The Scheduler is appointed by the NCOIC with the approval of the OIC.