

NCOIC duties

1. This Standard Operating Procedure establishes the responsibilities of the Honor Guard NCOIC.
2. The NCOIC is responsible for executing all Honor Guard actions such as practice, training, certification, details, uniforms authorization and equipment issue.
3. The NCOIC must attend at least 90% of practices unless TDY, on leave, etc. If TDY, on leave, etc., prompt notification must be given to the Honor Guard staff.
4. The NCOIC may cancel practices upon coordination with the OIC and must promptly notify all personnel.
5. The NCOIC selects the guard trainer and assistant trainer with the approval OIC. He or she ensures training is properly administered, certified and documented. He or she has the authority to present coins, badges, and service dress uniforms.
6. The NCOIC must stay abreast of all details (past and present) in order to make sound recommendation concerning awards, position appointments, and retention.
7. The NCOIC will conduct random ABU/BDU/Service Dress inspections. He or she will correct infractions immediately during practice, details, etc.
8. The NCOIC will ensure all facilities and flags are kept in good order upholding the elite image of the Honor Guard.
9. In the absence of the OIC, the NCOIC will ensure names are forwarded to FW/CCM for the presentation of wing coins when members reach the 1-year mark. He or she will also make the honor guard jacket presentations.
10. The NCOIC is responsible providing a list of needed supplies, equipment, and uniform to the service readiness section. This list will include part number, cost, and source of supply. All information will be obtained from the equipment custodian.
11. The NCOIC will make frequent reviews of the equipment and uniform inventories.
12. The NCOIC will ensure all personnel have a valid Honor Guard application on file.
13. The NCOIC will enforce weapons cleaning/familiarization quarterly.