

OIC duties

1. Be responsible to the commander for all matters pertaining to the Honor Guard, to include the submission of all award packages.
2. Coordinate with the Honor Guard NCOIC on all appropriate administrative requirements.
3. Make final selections of all Honor Guard applicants and is responsible for the decorum of the members. This includes making sure the members represent the finest traditions of the United States Air Force in discipline, appearance and competence.
4. Make sure each member is briefed regarding their responsibilities and that they understand the purpose, importance and duties of the Honor Guard.
5. Prepare annual budget input for Honor Guard requirements (i.e., travel, per diem, uniforms, uniform alterations and equipment. Be responsible for procuring the supplies and equipment needed.
6. Delegate responsibilities to assistants in the areas of administration, training, control of equipment and inspections.
7. Assign personnel to act as trainers and instructors as needed. He/she will issue necessary equipment to all personnel for training and ceremonial purposes.
8. Ensure notification is made to vehicle dispatch a minimum of 24 hours prior, when possible, for all vehicle requirements. Pick-up time should be far enough in advance to allow for last-minute changes in vehicle selection.
9. Make certain the Honor Guard departs for performances so they will arrive at least one hour before performance time. If it is known the honor guard will be late for a scheduled formation, immediately inform the detail point of contact.
10. Ensure immediate return and proper storage of all ceremonial equipment, coordinate replacement of equipment and supplies when needed and ensure equipment is not taken apart, destroyed, etc.
11. Ensure all members are briefed on proper cleaning of Honor Guard uniforms and ceremonial items.
12. Ensure an accurate listing of personnel is maintained and updated, as required.
13. Ensure an accurate list of all members authorized to draw weapons is on file at the base weapons storage facility and update list annually or as changes occur.
14. Perform open ranks inspections of all members periodically. The Honor Guard OIC or NCOIC will ensure strict compliance of dress and appearance standards for all members assigned.
15. Have the authority to remove any member who does not meet the high standards set forth in this instruction.