

Trainer responsibilities

1. This Standard Operating Procedure establishes the responsibilities of the Honor Trainers.
2. The Trainer must attend at least 90% of practices unless TDY, on leave, etc. If TDY, on leave, etc., prompt notification must be given to Honor Guard staff.
3. The Trainer will remain proficient in all aspects of official Honor Guard functions and ceremonies, constantly reviewing the procedures, and presenting instruction in a fair, impartial, professional manner.
4. The Trainer will maintain current copies of AF Form 797s on all Honor Guard members. Paper copies will be kept in the Honor Guard office. Back up copies will be kept on hard drive (sharepoint).
5. The Trainer will be the primary decisive factor on a member training status. After a member has completed training and been certified, upon request and with the approval of the NCOIC and OIC, the Equipment Custodian will issue a full Service Dress uniform.
6. The trainer will pre-plan training and ensure all training equipment, and weapons are on hand NLT 15 minutes prior to the start of practice.
7. Trainer will make sure all equipment and weapons are promptly returned to their proper locations immediately following practice.
8. The Trainer will be appointed by the NCOIC with the approval of the OIC.