

LANGLEY HONOR GUARD COLOR GUARD REQUEST

<https://jbleforcessupport.com/langley/honor-guard>

MILITARY FUNERALS ARE PRIORITY; THIS REQUEST MAY BE CANCELLED WITHOUT NOTICE

E-mail: honor.guard5@us.af.mil **Office Hours:** Mon-Fri: 0800-1600
Fax: (757)764-1180 **Hours:** Sat-Sun: On-Call **Contact the Honor Guard cell for urgent concerns during on-call days**
DSN: 574-7181 **Holidays:** On-Call **Phone#:** (757)764-7181
Cell#: (757)810-9499 ***1*** indicates mandatory field.

A. EVENT INFORMATION

1. FUNCTION/HONOREE(S) (Rank & Name):

B. COORDINATORS INFORMATION

2. REQUEST SUBMISSION DATE:

3. TYPE OF CEREMONY (choose one): NONE

BASE FUNCTION

RETIREMENT *YEARS OF SERVICE*: _____

PROMOTION

CHANGE OF COMMAND

INDUCTION CEREMONY

GRADUATION

AWARDS CEREMONY

COMMUNITY FUNCTION

OTHER

If other, please explain:

3b. THIS EVENT WILL BE: INDOOR OUTDOOR

4. SERVICES REQUESTED (check all that apply):

COLOR GUARD

FLAG FOLD
USAF RETIREMENT

WILL A 5' x 9.5' FLAG BE PROVIDED?

YES NO

SWORD ARCH

POW/MIA TABLE

TRAINING

1-HAT

WEAPONS CORDON

6-HAT

C. LOCATION TO PERFORM EVENT

6. EVENT LOCATION: Building/Room # or Address:

D. EQUIPMENT INFORMATION

7. FLAGS REQUESTED FOR CEREMONY:

NONE

US*

USAF*

1-STAR AF ARMY

VA STATE

ARMY

2-STAR

USSF

3-STAR

4-STAR

*Note: Minimum color guard consists of US & USAF flags.

8. OTHER EQUIPMENT REQUESTS:

SWORDS

FLAG BASES Quantity: _____

NONE

9. REQUESTING FLAGS TO BE (check one): N/A

Posted – Color guard presents colors for national anthem, then posts flags in flag bases at desired location for duration of event.

Presented – Color guard presents colors for national anthem, then marches away with flags.

Pre-Posted – One ceremonial guardsman will setup flags prior to event. Flags are returned/retrieved after event.

E. POC INFORMATION

10. POC THE DAY OF EVENT (Rank, Last Name, First Name):

11. POC PHONE:

12. POC CELL:

F. SCHEDULING INFORMATION

13. DATE OF EVENT:

14. STARTING TIME:

NOTES:

- The Honor Guard will arrive at location **one** hour prior to the provided starting time. (Item 14 above)
- Please submit request at least 72-hours prior to the event to the maximum extent possible.
- For more information, please visit our website listed at the top of the page.

SPECIFIC DETAILS & REQUESTS: