

**Forest Service Handbook
National Headquarters - Washington Office
Washington, DC**

**Forest Service Handbook 1309.13 – Forest Service Honor Guard Handbook
Chapter 10 – Membership**

Amendment: 1309.13-2008-1

Effective date: December 15, 2008

Duration: This amendment is effective until superseded or removed.

Superseded Directive:

Approved by: Robin Thompson, Associate Deputy Chief, S&PF

Date approved: November 20, 2008

Responsible Staff:

Posting Instructions: Amendments are numbered consecutively by handbook number and calendar year. Post by document; remove the entire document and replace it with this amendment. Retain this transmittal as the first page(s) of this document.

Explanation of changes: Following is an explanation of the changes throughout the directive by section.

1309.13: Establishes a new handbook, FSH 1309.13, Forest Service Honor Guard Handbook, which provides direction and recommended standard operating procedures for the Forest Service Honor Guard.

Table of Contents

11 - Participation	3
12 - Outreach and Selection	3
12.1 - Outreach	3
12.2 - Selection	3
13 - Length of Membership	3
14 - Performance	4

11 - Participation

Membership in the Honor Guard is voluntary. All permanent full time Forest Service employees may apply to become an Honor Guard member. As a selected part of a high performance team, members should have an attitude of dedication, dignity, and pride in the Forest Service.

Honor Guard members shall adhere to the standards established in the Forest Service Honor Guard Drill and Ceremony Guide, available at:

<http://fsweb.sanbernardino.r5.fs.fed.us/honorguard/hb.shtml>. Members should plan to participate in events when requested at least an average of 75 percent of the time, however members are free to refrain from participating without adverse consequences. Members must be capable of performing the duties and must maintain the standards of appearance as outlined in the Forest Service Honor Guard Drill and Ceremony Guide. Membership may be terminated by the employee's home unit line officer, the Honor Guard Coordinator or their designee, or the employee.

The Forest Service's desired Honor Guard membership is a minimum of 25 members.

12 - Outreach and Selection

12.1 - Outreach

On an annual basis or as necessary, an outreach notice will be published as an open and continuous announcement to ensure a constant pool of candidates to select from for membership. The notice and application must be posted on:

<http://fsweb.sanbernardino.r5.fs.fed.us/honorguard/join.shtml>.

12.2 - Selection

Selection of members is based on a written application approved by the employee's immediate supervisor and endorsed by the employee's line officer, oral interview, and drill evaluation. (See Forest Service Honor Guard Drill and Ceremony Guide).

The honor guard selection panel reviews applicants and provides summary information to the Honor Guard Coordinator. The Honor Guard Coordinator submits recommendations to the Honor Guard Unit line officer for recommendation to the Honor Guard line officer who is responsible for final selection.

13 - Length of Membership

The government's investment in honor guard training and uniform expense is considerable, therefore membership should be considered a long term commitment.

14 - Performance

Honor Guard member performance is measured based on:

1. Compliance with the standards identified in the Forest Service Honor Guard Drill and Ceremony Guide.
2. Professional conduct.
3. Observations during event participation.
4. Periodic proficiency evaluations.

Members must serve a probationary period for 12 months from date of selection. If necessary, the probationary period may be extended. Interim performance evaluations may be conducted throughout the probationary period.