

USAF Honor Guard Drill Team



2008 Hosting Support Manual

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DRILL TEAM KEY CONTACTS

The Drill Team Current Missions office is the primary contact for all Drill Team performance issues and remains open in Wash., D.C., even while the Drill Team is deployed.

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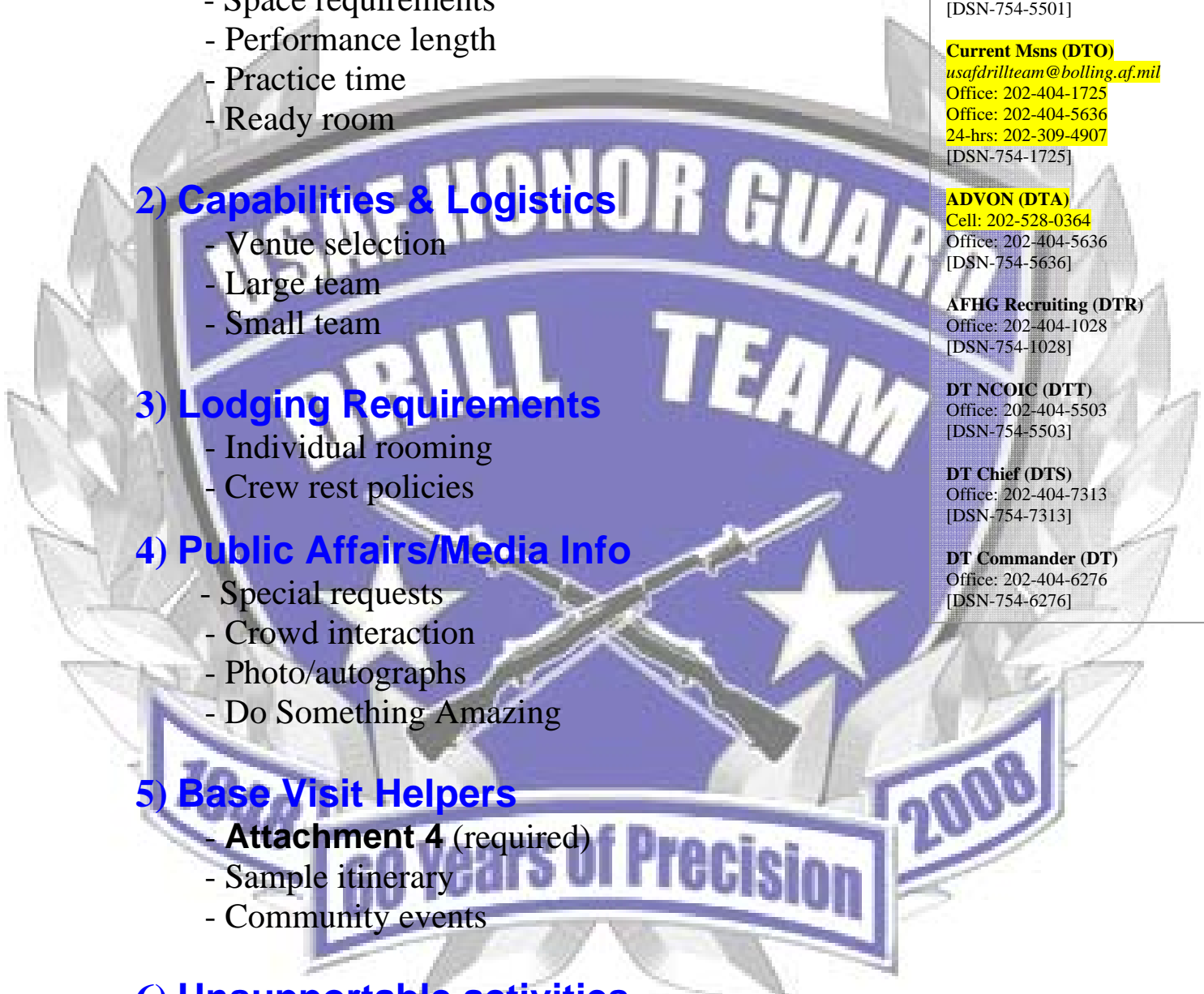
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Space Requirements

Space requirements vary by the size of performance team, regardless, to ensure the safety of everyone you must ensure there is adequate space according to the planning factors below--more space is better than not enough (and not having enough space may result in a cancelled performance upon site inspection). Vertical obstructions within 20 feet must be discussed with Drill Team Current Missions.

- *16-Man Performance*: a minimum space of 60 feet wide x 40 feet deep x 20 feet high is required for this performance. Visualize the space a regulation volleyball court takes, this is a good rule of thumb for the amount of space required.

- *4-Man Performance*: a minimum space of 20 feet wide x 20 feet deep x 20 feet high is required for this performance.



Performance Length

Performance lengths vary depending on the audience, use the planning factors below to coordinate with Drill Team Current Missions on the length of your performance.

- *16-Man Performance:* a standard performance is 20 minutes, a halftime performance is 5 minutes, an extended halftime (requires jumbo tron) performance is 9 minutes.

- *4-Man Performance:* 8 minutes.



Practice Time

Although performances may be scheduled for a certain time, the Drill Team needs access to the performance location at least 2-hours prior to complete a 1-hour on-site practice, and light/sound check. Understandably, some events host social hours in the performance area in the hour preceding the performance; in these cases, the practice time must be moved two hours prior to the social hour start time. Unlike other USAF performance units, Drill Team practices are closed. If you would like a media performance, (see PA considerations tab) please coordinate with Drill Team Current Missions and a media-only performance can be arranged. Drill Team Current Missions may waive some practice times if the Drill Team is familiar with the performance location and event setup.



Ready Room

The Drill Team requires a secure room, blocked from traffic/use by any other personnel. This room is needed at least 1.5-hours prior to, and 30-minutes after, the performance time. Please ensure that the room is large enough to accommodate the size team you have requested/number in traveling party. Also, a clothes/hanging rack and mirror are requested to maintain clean & serviceable uniforms.



Travel Time (Crew Rest Policies)

USAF Honor Guard operating instructions provide for certain minimal crew rest hours to ensure the alertness of all Drill Team members. Drill Team members must have at least 8 hours of off-duty time prior to a performance practice. Drill Team members may not exceed 15-hour duty days (including travel time; duty days begin when personnel are reasonably required to be awake in order to be at a location at a certain time). "Jetsetting", where personnel arrive via air transport within 12-hours of their performance, and where personnel travel outside a 3-hours radius of Bolling AFB the same day as a performance, is not permitted. Finally, the Drill Team members cannot perform more than 3 of any type of performance, in a 24-hour period. Certain crew rest policies may be waived by the Drill Team Commander; coordinate these with Drill Team Current Missions.



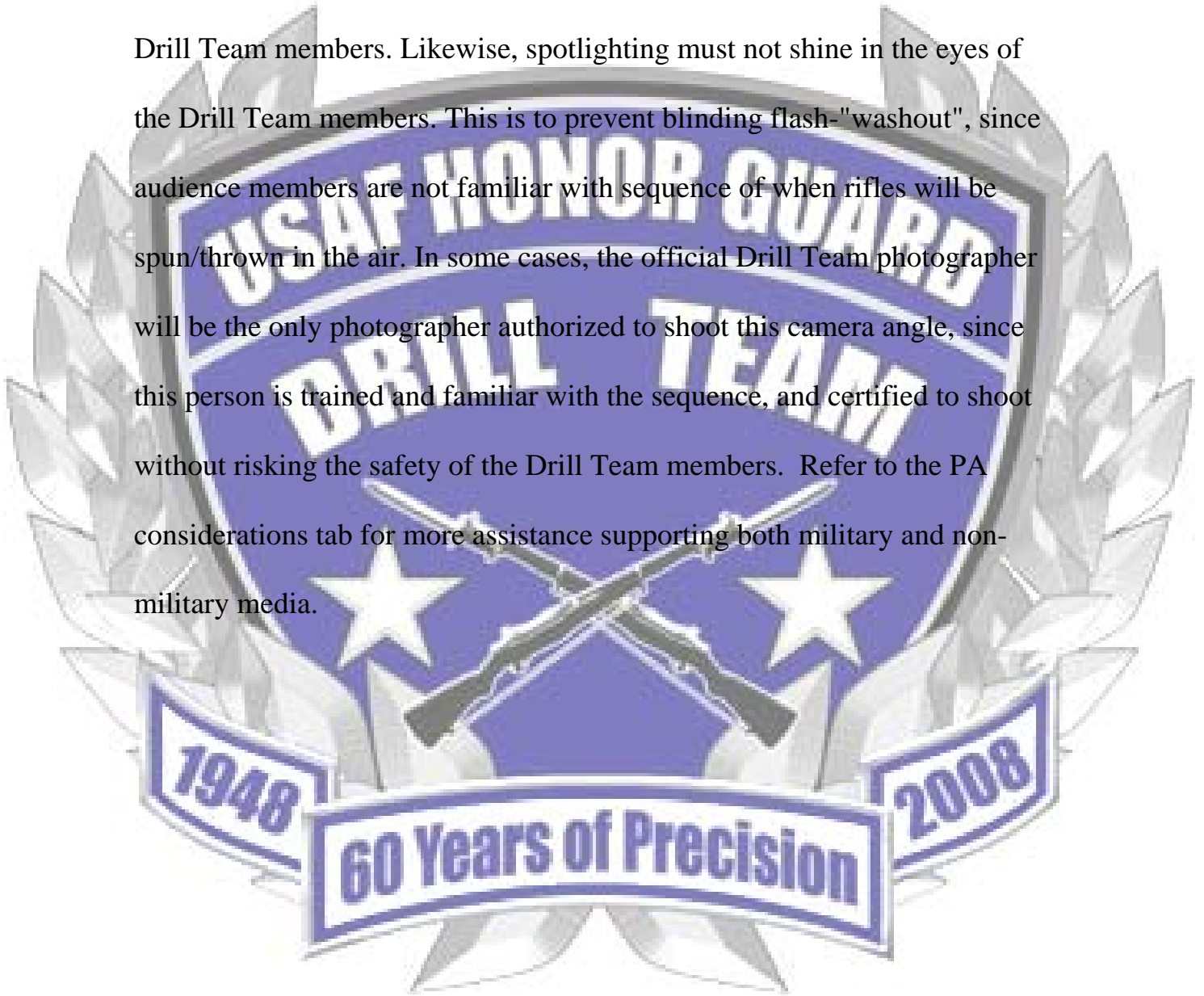
The Performance Floor

The performance floor must not be highly polished or slick and cannot be made of extremely delicate materials (unfinished hardwood, expensive tile/terrazzo). If this flooring is present and you still request a performance then the USAF Honor Guard will be held harmless for damage. Please coordinate this situation with Drill Team Current Missions.



Photography/Room Lighting

Photography is encouraged; however flash photography must not be aimed "up" (photographer kneeling down, pointing camera up) in the eyes of the Drill Team members. Likewise, spotlighting must not shine in the eyes of the Drill Team members. This is to prevent blinding flash-"washout", since audience members are not familiar with sequence of when rifles will be spun/thrown in the air. In some cases, the official Drill Team photographer will be the only photographer authorized to shoot this camera angle, since this person is trained and familiar with the sequence, and certified to shoot without risking the safety of the Drill Team members. Refer to the PA considerations tab for more assistance supporting both military and non-military media.



Weather

For outdoor performances, weather is a critical consideration. Due to the intensity & speed at which the drill rifles are thrown, even a slight amount of moisture caught between the wooden stock and the glove of a Drill Team member can result in an irrecoverable out of control weapon. Additionally, even mildly cold weather affects the full dexterity of a Drill Team member's hand which again sets the stage for a performance error. Performance errors can easily result in serious Drill Team member or audience injury because the weapon is no longer moving under control. Essentially, cold weather and/or slight moisture conditions prevent positive weapon maneuver & control. Always plan an alternate indoor location that can accommodate the audience and meets the space requirements mentioned on this page.



Entrance/Exit Path & Parking

The Drill Team will require an unobstructed entrance and exit path to get to the performance location. This means that an area needs to be clear from the ready room to the performance area, and back. For sports venues (arenas, stadiums, race tracks, etc.) the Drill Team needs access to the field ramp or a ramp that takes players onto the ground-level. Also, ensure there is nearby/reserved parking for the 45-passenger coach bus that transports the Drill Team to/from performances.



Additional Weapons Safety

During extended base visits and some off-base performances, the Drill Team may be required to coordinate with local Security Forces to secure 18 M-1 Garand rifles in an approved Air Force armory. Please coordinate with Drill Team Current Missions to find out if your performance requires additional weapons safety procedures.



Performance Exclusivity

From the time the Drill Team introduction begins (performance time) until the conclusion of the PA fallout (see PA Considerations tab,) the Drill Team needs exclusive use of the audio/visual/public address systems and the performance location should be away from other events that may disrupt the audience experience, if you are not sure of the proximity of another scheduled event, coordinate with Drill Team Current Missions. At events where other AF performance teams are present (AF bands, aerial demo teams, Tops in Blue, USO, etc.,) the Drill Team will not begin until all other performances are complete. Do not schedule another performance during the Drill Team's allotted time, to include Drill Team's PA fallout in that time block. Live AF bands/recorded background music and aerial flybys greatly detract from the audience experience and cannot take place in conjunction with Drill Team performances. Joint performances of this nature require significant months of coordination by participating performance teams.



Public Affairs Interaction (PA Fallout)

The Drill Team always enjoys the opportunity to interact with crowd members immediately following the performance. Within seconds of ending the performance, our narrator can invite the crowd onto the performance area (where logistically possible) and Drill Team members can bring signature photo cards and other AF Recruiting special promotional items to distribute to potential Air Force recruits. Please remember the following items when planning a PA fallout:

- Expect at least 30-minutes for a PA fallout, these often run longer if kids & families are attending.
- The Drill Team can also address JROTC groups as a whole; (Q&A style) this normally runs 20-30 minutes.
- To comply with Air Force operating instructions, audience members may touch and be photographed holding the weapon, but they will not be permitted to actually take control of any weapons. Drill Team members may use force to prevent unauthorized access to Air Force weapons.
- In order to distribute special promotional materials, you must coordinate in advanced with Drill Team Current Missions.



Media Interviews

All Drill Team members are trained in basic AF media relations and are prepared for full/live coverage media interviews. The media is welcome to interview any member of the Drill Team, however please notify Drill Team Current Missions if you intend to allow media interviews pre/post-performance. We will be sure to identify members who hail from the local area and include the Air Force Hometown News Release. Please note, Drill Team members will remain standing during interviews.



Cutlines & Related Media in AFLINK/AFPIMS

The appropriate title of the Drill Team is the "USAF Honor Guard Drill Team", alternatively shortened to "AF Honor Guard Drill Team" or simply "Drill Team". *Please refrain from shortened titles such as the "US Drill Team", "AF Silent Drill Team" or "Presidential Drill Team".*

The official public website for the Drill Team is

<http://www.drillteam.af.mil/drillteam>. This is available as a related media link in AFLINK by searching "drill team", using the exact words option. Choose the "AF Honor Guard Drill Team" result.

If you have loaded stories related to the Drill Team on the AFLINK server, send an email to the **Drill Team Current Missions** office with the story ID or URL and we will forward to the USAF Honor Guard webmaster to include in our specific story tab on the USAF Honor Guard website.



Unaffiliated Media & Information Accuracy

Project officers & Public Affairs offices, you should provide the main Drill Team webpage to civilian media outlets to assist with information accuracy.

In the far right is the member's gallery link that will also assist in providing members rank, name and listed hometown--just launch the gallery and click on the picture of the member to read their information.



Host Commander's In-Brief/Office Call

During Base Visits, the Drill Team always requests a 10-15 minute in-brief (office call) with the host Base Commander & Base Command Chief. The senior ranking Drill Team members will provide the in-brief (maximum of 2 will attend). This is a courtesy extended to the host base on behalf of the USAF Honor Guard's direct-report commander, Major General Frank Gorenc, the Air Force District of Washington Commander.



Coins & Lithographs

Project officers, if you would like the Drill Team to recognize certain individuals who have assisted in the preparation of the performance, please compile a list including name (rank & unit) and their contribution and send to Drill Team Current Missions. Only a limited number of Drill Team coins or lithographs are available during each visit, only consider a maximum of 2 lithograph recipients and 5 coin recipients (not including the host Base Commander, Base Command Chief, or the Project Officer).



Special Promotional Items (AF Recruiting's SPI's)

AF Recruiters (and project officers); you should work at least 30-days in advance to obtain SPI's from HQ AF Recruiting Service. HQ Air Force Recruiting Service determines whether or not the event qualifies for SPI distribution; please coordinate with Drill Team Current Missions for the POC in San Antonio to send this request.

