



# ARMY NATIONAL GUARD G1

## PERSONNEL GATEWAY

**Honor Guard Competition Process:** A special event which gives Honor Guards from the seven Regions the opportunity to compete in Honor Guard events

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**Point of Contact**

**Division:** Soldier Family Support and Services Division (ARNG-HRF)

**Description**

The Honor Guard Competition is a special event which gives Honor Guard Details in all 54 State/Territories the opportunity to compete in Honor Guard events. The competition, lasting six days including travel time, puts the top Honor Guard Detail in each Region, as well as last year's winner, against one another in judged competition. The top three Honor Guard Details are recognized for their achievements, with the top Detail awarded the chance, if appropriate, to represent the ARNG in National events.

**Regulations and Supporting Resources**

[Arlington National Cemetery Website](#)

ARNG Honor Guard Administrative Standard Operating Procedure (SOP)

ARNG Honor Guard Training Standard Operating Procedure (SOP)

**Documents and Forms**

After Action Report (AAR)

[DD Form 1351-2, Travel Voucher and Subvoucher](#)

Letter of Instruction

Letter to Participate

## **Related Processes**

N/A

## **Systems**

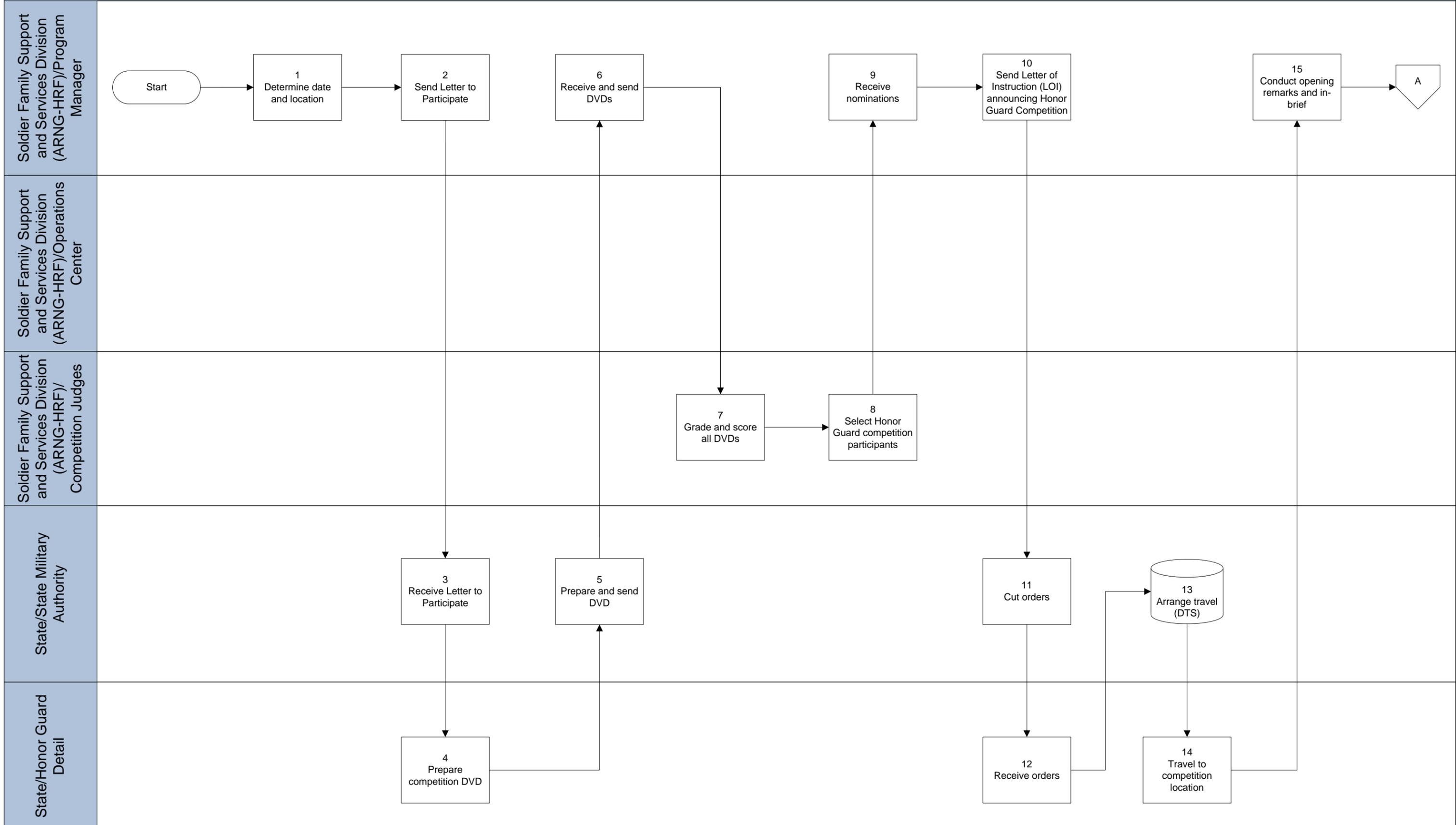
### [Defense Travel Systems \(DTS\)](#)

DTS is a fully integrated, electronic, end-to-end travel management system that automates temporary duty travel for the DoD. DTS meets DoD mission, security, and financial system requirements within the guidelines of Federal and DoD travel policies and regulations. The Business Transformation Agency has program oversight and the Defense Travel Management Office, Office of the Under Secretary of Defense for Personnel and Readiness has functional oversight.

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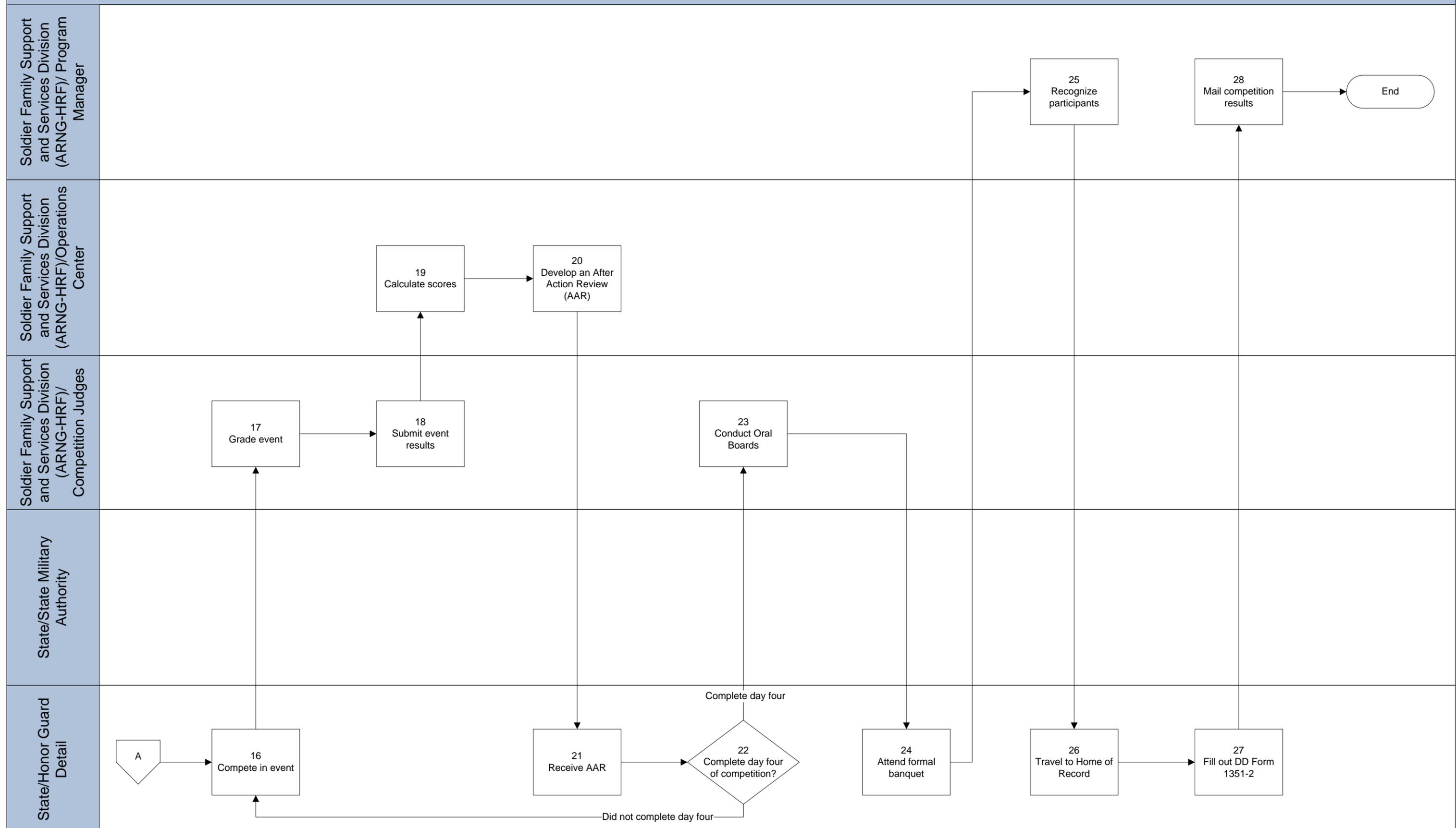
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Note: The numbers on this process map are for reference purposes only and do not denote the sequence of the process





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No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Determine date and location	Program Manager determines the date and location of the Honor Guard competition. There is no formal process for determining the date and location of the competition.				
2	Send Letter to Participate	Program Manager sends a Letter to Participate via email to State Military Authority which provides information regarding the Honor Guard Competition DVD and the submission date. This letter is sent at least 90 days before the DVD deadline. The DVD deadline is four months before the competition date.		Letter to Participate		State Military Authority is someone with budget and policy oversight and varies State to State.
3	Receive Letter to Participate	State Military Authority receives an email with the Letter to Participate attached.		Letter to Participate		State Military Authority is someone with budget and policy oversight and varies State to State.
4	Prepare competition DVD	All Honor Guard Details that wish to participate prepare a competition DVD with assistance from State Military Authority or designated personnel. The DVD includes: a six Soldier Casket Team and a seven Member Firing Detail. All Honor Guard Details are made up of eight Soldiers with a rank between E1-O3. The senior ranking Soldier of each team is the Officer In Charge (OIC)/Non-Commissioned Officer in Charge (NCOIC).				State Military Authority is someone with budget and policy oversight and varies State to State.

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
5	Prepare and send DVD	State Military Authority or designated personnel assists the Honor Guard Detail in making competition DVD. Once the DVD is complete, State Military Authority or designated personnel sends the DVD to the Program Manager.				State Military Authority is someone with budget and policy oversight and varies State to State.
6	Receive and send DVDs	Program Manager receives a DVD from all Honor Guard Details who wish to participate in the competition. Once all DVDs are received, the Program Manager sends them to the Competition Judges to be reviewed.				
7	Grade and score all DVDs	Competition Judges grade and score all DVDs using a standard grading sheet. Competition Judges are composed of three Professional Education Center (PEC) instructors. Competition Judges are subject to change based on availability. The review process takes about two days to complete.				
8	Select Honor Guard competition participants	Competition Judges select one Honor Guard Detail from each of the seven Regions of the United States to compete in the competition. The winner from the previous year's competition also competes, making a total of eight Honor Guard Details in the competition.				
9	Receive nominations	Program Manager receives a list from the Competition Judges stating all the Honor Guard Details who are participating in the upcoming competition.				

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
10	Send Letter of Instruction (LOI) announcing Honor Guard Competition	Program Manager sends an LOI to all 54 States/Territories stating the winning Honor Guard Detail from each region who will be participating the competition. The LOI also contains the rules and instructions for the competition. The LOI is sent 60-90 days before the start of the competition.		Letter of Instruction		
11	Cut orders	State Military Authority or designated personnel cuts and sends State and/or travel orders via email for new mission to Soldier.				<p>Joint Force Headquarters (JFHQ) cuts orders for State Military Funeral Honors missions using the 2060 budget. All Soldiers are placed on ADOS orders for travel.</p> <p>State Military Authority is someone with budget and policy oversight and varies State to State.</p>
12	Receive orders	All Honor Guard Detail Soldiers receive their State and/or travel orders via email from the State Military Authority.				
13	Arrange Travel (DTS)	State Military Authority or designated personnel makes travel arrangements with Defense Travel System (DTS).			DTS	State Military Authority is someone with budget and policy oversight and varies State to State.
14	Travel to competition location	All participating Honor Guard Details travel to the competition location. The competition is six days long.				
15	Conduct opening remarks and in-brief	On day one of the competition, the Program Manager conducts opening remarks and in-brief. Speakers vary yearly.				

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
16	Compete in event	Throughout days two to four, all Honor Guard Details compete in events. Program Manager selects two to four events from the ARNG Honor Guard Training Standard Operating Procedure (SOP). Events vary from year to year and Honor Guard Details are not aware of the selected events prior to attending the competition.	ARNG Honor Guard Training Standard Operating Procedure (SOP)			
17	Grade event	Throughout days two to four, Honor Guard Details are judged by three PEC instructors and three additional judges. The three PEC instructors are the same people who graded the competition DVDs and grades each event. The three additional judges change according to the event. Competition Judges grade all events on the spot. Each night the standings are updated.				
18	Submit event results	Throughout days two to four, Competition Judges hand the scores to a runner which hands the scores to the Operations Center.				
19	Calculate scores	Operation Center calculates scores and updates the standings.				
20	Develop an After Action Review (AAR)	Operations Center develops an AAR where the Honor Guard Details receive their standing and information on the events for the next day.		After Action Review (AAR)		
21	Receive AAR	After dinner, all Honor Guard Details receive an AAR which will include their standings and information about the events for the next day.		After Action Review (AAR)		
22	Complete day four of competition?	Competition events occur days two to four. Steps 16-21 occur each day of competition.				

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
23	Conduct Oral Boards	On day five, Competition Judges conduct the Oral Boards to Honor Guard Details. Exact format varies from year to year. Soldiers are questioned on general military knowledge and different topics from the ARNG Honor Guard Training Standard Operating Procedure (SOP).	ARNG Honor Guard Training Standard Operating Procedure (SOP)			
24	Attend formal banquet	On the evening of day five, all Honor Guard Details attend a formal banquet.				The protocol team is the Chief of Staff's team and supports the Honor Guard Competition. This includes: ensuring all events follow the standard Army protocol, mailing invitations, and organizing the banquet.
25	Recognize participants	Program Manager recognizes all participating Honor Guard Details. The second and third place Honor Guard Teams receive medals. The winning Honor Guard Detail receives a trophy. Depending on availability, the winning Honor Guard Detail represents the ARNG in National events.				
26	Travel to Home of Record	On day six of the competition, Honor Guard participants travel to their Home of Record.				
27	Fill out DD Form 1351-2	All Honor Guard Detail Soldiers fill out DD Form 1351-2 (Travel Voucher or Subvoucher) to receive payment for travel costs. State Military Authority ensures all Soldiers are reimbursed for travel costs.		DD Form 1351-2		

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28	Mail competition results	Program Manager mails competition results to the State Military Authority. State Military Authority passes along the information to the Honor Guard Detail Soldier. There is no formal reporting on the event.				