



Support

EIELSON BASE HONOR GUARD

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This instruction implements AFI 34-242, *Mortuary Affairs Program, Chapter 8*.

SUMMARY OF CHANGES

It revises current policies and clarifies procedures, providing guidance for planning, training, and using the Eielson Base Honor Guard (EBHG). It describes the functions of the base Honor Guard, responsibilities of Honor Guard members, procedures for performing Honor Guard functions and participation standards. It adds internal communication titles and chain of command procedures. For internal purposes, the Honor Guard will be referred to as HG. This instruction applies to all personnel assigned to the Base Honor Guard and all agencies supported by or supporting the program.

1. Function.

1.1. The Eielson Base Honor Guard is an elite team comprised of members from the 354th Fighter Wing and tenant units. Our mission is to represent the Nation, the Air Force and the Eielson community when rendering military honors at funerals of active duty, retired, and veteran members of the Armed Forces who served this nation honorably. Additionally, the Honor Guard supports the needs of Eielson Air Force Base and the Fairbanks-North Star Borough community as representatives of the United States Air Force with honor, pride, and professionalism.

1.2. The Honor Guard supports requests annually to include:

1.2.1. Protocol, honors, and ceremonial functions for military, civilian, and funeral activities.

1.2.2. Military funerals and memorial services.

1.2.3. Change of command ceremonies (IAW AFMAN 36-2203, *Drill and Ceremonies*).

1.2.4. Civilian programs, parades and celebrations.

1.3. The Honor Guard provides appropriate military honors at funerals or memorial services and ceremonies when requested by the Installation Commander, Base Mortuary Officer, or the Next of Kin (NOK) of a deceased military member.

1.3.1. USAF active duty or USAF Medal of Honor recipients, within the jurisdiction of Eielson AFB, as specified by the Military Honors Assignment by County Documents, issued by Air Force Mortuary Services, available at the Air Force Services Agency Community of Practice link below:

<https://www.dmy.af.mil/afknprod/ASPs/docman/DOCMain.asp?Tab=0&FolderID=OO-DP-AE-12-35-25&Filter=OO-DP-AE-12>).

1.3.2. Deceased USAF retired and veteran personnel within the borough area will receive the authorized military honors.

1.3.3. Provide honors as authorized by the following:

AFI 34-242, *Mortuary Affairs Program*

AFI 36-2226, *Combat Arms Program*

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*

AFMAN 36-2203, *Drill and Ceremonies*

1.3.4. Next of kin of deceased personnel of sister services, where practical, will be referred to the nearest military activity of the same service as the deceased.

1.4. Priority of details:

1.4.1. Funerals are the top priority for the Honor Guard under the guidance provided in AFI 34-242, para 8.1.

1.4.2. In the event of dual funerals, members from all flights may be tasked; however, if the on-duty flight requires more personnel, the on-call flight will be tasked first.

1.4.3. The Honor Guard NCOIC (HG/NCOIC) will reschedule any overlapping funeral in coordination with the funeral home and/or the NOK and the Honor Guard Officer in Charge (HG/OIC) or designee.

1.4.4. Other Honor Guard details will be based on the following priority: Colors for change of command for 354 FW/CC, cordons for dignitaries, Colors for wing-level events, assistance for retreats during military holidays (when requested by the 354 FW/CC), Colors for other base events, Colors for retirements on base, Colors for special military events within the North Pole and Fairbanks 20 mile radius of Eielson AFB, Colors for local community events, Colors for local non-military events outside the 20-mile radius of Eielson AFB, sabers for military weddings, and sabers for non-military weddings.

1.4.5. All other requests will be considered on a case-by-case basis by the HG/OIC or HG/NCOIC. Two weeks' notice is required due to manning and mission requirements. Submission of the AF Form 1946, Honor Guard Checklist, can be submitted to honor.guard@eielson.af.mil. The following information will be needed: the type of request (Colors, flag fold, bugler, etc.), location of event, type of event, and name and contact of requester. The Air Force form 1946 must be completed prior to event.

2. Roles and Responsibilities.

2.1. The 354th Fighter Wing Commander will:

2.1.1. Maintain overall responsibility for the Base Honor Guard program.

2.1.2. Ensure military funeral honors are furnished to all eligible decedents.

2.1.3. Provide adequate funding and resources to meet the operational requirements of the Base Honor Guard program.

2.1.4. Provide storage, training, and administrative space for the Base Honor Guard team.

2.1.5. Determine the size of the Honor Guard team required for the installation, taking into consideration where the installation is located, the population, and the projected workload.

2.1.6. Request subordinate and tenant unit manpower support. If there are insufficient active duty volunteers, request MAJCOM approval for ARC/ANG augmentation and/or establish an organizational quota system and engage with authorized providers.

2.1.7. When applicable, establish a memorandum of understanding between host base Honor Guard and ANG/AFC organizations.

2.1.8. Provide special recognition programs to include all who participate in Honor Guard activities.

2.2. The AFRC/ANG Wing/Group CC (unit providing augmentation) will:

2.2.1. Support base-level Honor Guard manpower requirements (IAW AFI 34-242 para 8.20.).

2.2.2. Work with the 354th Force Support Squadron commander and the HG/OIC or HG/NCOIC to ensure operability of the base Honor Guard.

2.2.3. Be the designated authorizing or delegating official to sign and certify all AF Achievement Medal packages for AFRC/ANG members.

2.3. 354th Force Support Squadron Commander will:

2.3.1. Manage the Honor Guard program for the installation commander.

2.3.2. Be the designated office to staff AF Achievement Medal packages for Active Duty members to the MSG/CC.

2.3.3. Ensure data is entered into Funeral Home Database (FHDB) IAW policy set forth in AFI 34-242.

2.3.4. Provide funding for equipment, uniform purchase, cleaning, and alterations.

2.3.5. Work with the HG/OIC to ensure operability of the Base Honor Guard.

2.4. 354th Security Forces Squadron Commander will:

2.4.1. Advise the Honor Guard on how to store, clean, and maintain weapons and blank ammunition (IAW AFI 31-101, *AF Installation Security Program* and AFI 36-2226, *Combat Arms Program*.)

2.4.2. Inspect weapons annually and certify for weapons safety and usability.

2.5. 354th Logistics Readiness Squadron Commander will:

2.5.1. Provide government-owned or controlled vehicle(s) in support of functions in the Fairbanks-North Star Borough community and support any additional transportation requirements which may be required.

2.5.2. Ensure the EBHG complies with all vehicle operation procedures and regulations. These requirements are outlined in section 11 of this instruction.

2.6. 354th Public Affairs will:

2.6.1. Evaluate requests from civilian agencies for Honor Guard ceremonial support and forward requests to the HG/OIC. The HG/OIC will determine if the mission permits and if the requests can be supported.

2.6.2. Publicize the Honor Guard program through the base newspaper and other available sources when requested.

3. Eielson Base Honor Guard Organization and Responsibilities.

3.1. The HG/OIC will:

- 3.1.1. Prepare annual budget requirements for the Base Honor Guard.
- 3.1.2. Ensure Honor Guard members are trained and properly equipped to perform military honors.
- 3.1.3. Approve and maintain a list of performance-ready (trained, uniformed, and equipped) Honor Guard members.
- 3.1.4. Serve as the liaison between base activities and the Honor Guard for requesting ceremonial support.
- 3.1.5. Ensure data is properly recorded on AF Form 1946.
- 3.1.6. Provide the means to take funeral honors requests 24 hours a day, 7 days a week and respond to all requests for funerals not more than 8 hours after the call comes in.
- 3.1.7. Ensure members are in compliance with AFI 36-2903, *Dress and Personnel Appearance of Air Force Personnel* and AFI 10-248, *Fitness Program*.
- 3.1.8. Work with base leadership to recognize Honor Guard members.
- 3.1.9. Remove any member who does not meet performance or appearance standards.
- 3.1.10. Ensure Honor Guard weapons are inspected annually and certified for weapon safety and usability.
- 3.1.11. Forecast all ammunition requirements for the Base Honor Guard and ensures results are submitted to 354 FSS/FSOX, as requested.
- 3.2. The HG/NCOIC will:
 - 3.2.1. Assist the HG/OIC.
 - 3.2.2. Maintain Honor Guard member roster and provide quarterly manning reports.
 - 3.2.3. Document all administrative and disciplinary action and if necessary, forward to the member's squadron first sergeant and/or commander.
 - 3.2.4. Schedule and ensure members are trained and available.
 - 3.2.5. Evaluate unit requirements for Honor Guard manning at least quarterly, or more often if needed.

3.2.6. Be the point of contact for each squadron affected by this instruction and maintain an up-to-date list of personnel qualifications and attendance at ceremonies and training sessions for the member's Honor Guard file.

3.2.7. Initiate AF Form 1946 upon request for honors.

3.2.8. Control and maintain the Honor Guard equipment.

3.2.9. Coordinate annual weapons inspection and certification with 354th Security Forces Squadron.

3.2.10. Monitor each Honor Guard member's continued acceptability on the team. In the event a member is considered unsuitable for continued duty, the member's first sergeant or commander will be notified in writing of the circumstances leading to the termination and request an immediate replacement.

3.2.11. Make duty requirements schedule available to all squadrons to keep them informed of when their personnel are on-call or stand-by.

3.3. The Operations NCO will:

3.3.1. Be responsible for the effective scheduling and appropriate training procedures of the Base Honor Guard, to include all activities conducted by the detail commander beginning with coordinating the event and all actions prior to the event and ending when the Honor Guard members return to Eielson AFB and turn in equipment.

3.3.2. Support and assist the HG/OIC and HG/NCOIC.

3.3.3. Develop and administer training plans and procedures IAW USAF Honor Guard Training Manual.

3.3.4. Ensure members carry out required functions.

3.3.5. Conduct monthly flight inspections to ensure compliance with current requirements.

3.3.6. Notify the HG/NCOIC of noncompliance with this instruction by subordinate personnel.

3.3.7. Ensure availability of personnel and equipment by maintaining close coordination with members prior to the assigned detail.

3.4. The Flight NCO will:

3.4.1. Be responsible for the efficient operation and conduct of members during military ceremonies. This includes all activities conducted by the duty flight, beginning with coordinating the detail and all actions before the detail begins, and ending when the Honor Guard members return to Eielson AFB and turn in equipment.

- 3.4.2. Support and assist the HG/OIC and the HG/NCOIC.
- 3.4.3. Ensure the members carry out required functions.
- 3.4.4. Ensure Honor Guard members properly perform all duties given.
- 3.4.5. Conduct flight inspections and facility inspections to ensure compliance with current requirements.
- 3.4.6. Notify the HG/NCOIC of noncompliance with this instruction by subordinate personnel.
- 3.4.7. Ensure availability of personnel and equipment by maintaining close coordination with the Flight NCO prior to the assigned detail.
- 3.4.8. Inspect participating Honor Guard members prior to leaving for the detail to ensure compliance with AFI 36-2903 and that special uniform accessories are correctly worn and in serviceable condition. Ensure proper military image and Honor Guard discipline is maintained at all times. Report any deviations to the HG/NCOIC upon return to the base after the detail. Ensure the AF Form 1946 is properly annotated and given to 354 FSS/FSO.
- 3.4.9. Instruct and brief participating Honor Guard personnel in their assigned task for each ceremony.
- 3.4.10. Upon arriving at a detail, meet with the point of contact and discuss detail requirements of the detail.
- 3.4.11. Assign Honor Guard members to details based on abilities, skills, appearance, experience, and frequency of details performed. Ensure details are evenly distributed between all members within their flight. Favoritism will not be tolerated. Ensure at least one NCO is assigned to each detail as often as possible.
- 3.4.12. Ensure adequate time is allotted for the team to arrive at detail location, proper coordination is made with the requester, and practices are conducted before the actual detail is performed.
- 3.4.13. Keep track of personnel performing details by type of detail and hours worked, to include on and off duty hours. Details are to be evenly distributed as much as possible. Keep track of flight members missing practices and details to ensure personnel are detailed equally.
- 3.4.14. Ensure attendance is filed using AF Form 1946, upon completion of each detail.
- 3.4.15. Develop a roster of Honor Guard members due for an award or leaving the Honor Guard due to PCS or separation and update the list quarterly.

3.4.16. Delegate authority to one of the other flight NCOs for above responsibilities when in the best interest of the flight.

3.5. Honor Guard Members will:

3.5.1. Comply with the provisions of this instruction.

3.5.2. Perform details as tasked by the Flight NCO and/or Operations NCO, unless excused.

3.5.3. Become knowledgeable of all Honor Guard functions, formations, honors, and ceremonies. Become proficient in performing all Honor Guard duties, drill and ceremonies. Perform movements with precision and synchronization.

3.5.4. Ensure all equipment and vehicles entrusted are properly cared for and maintained, and assist the Flight NCO and Operations NCO in maintaining equipment and supplies.

3.5.5. Ensure the Honor Guard training facility is kept clean and well maintained with all equipment and materials returned to their proper places.

3.5.6. Maintain an exemplary personal appearance. Honor Guard members are Air Force ambassadors to the rest of the base populace, as well as the civilian community.

3.5.7. Notify the Flight NCO and/or Operations NCO if they are going TDY, PCS, or have made a decision to separate.

4. Manning and Obligation.

4.1. The Eielson Honor Guard will be manned by personnel selected from Groups, Wing Staff Agencies, and base Tenant Units. A minimum 20-member Honor Guard will be maintained for active duty funerals based on the requirements set forth in AFI 34-242. Should Honor Guard manning fall under 20 members and manning is unable to be attained through a volunteer program, a quota will be implemented to augment Honor Guard participation.

4.2. The Honor Guard will be composed of two flights. Each flight will be on-call 2 weeks and on standby 2 weeks. Additionally, personnel may be tasked to perform duties to support mission requirements.

4.3. Prior to selection as an Honor Guard member, the applicant must complete an Honor Guard membership application and forward it to 354 FSS/FSO. Applicant must have approval of both unit commander and first sergeant.

4.4. Personnel selected for Honor Guard will incur a minimum 12-month commitment.

4.5. Squadron commanders and first sergeants will seek volunteers or appoint members who meet the following criteria:

4.5.1. Minimum of 12-months retainability (may be waived by 354 FSS/CC).

- 4.5.2. Are of the highest caliber (outstanding bearing, appearance, behavior, and attitude).
 - 4.5.3. No non-judicial punishment under Article 15, UCMJ, pending or completed in the past year, no control roster or UIF.
 - 4.5.4. Have a passing score on the AF Fitness Test.
 - 4.5.5. No shaving waivers.
 - 4.5.6. Not pregnant.
- 4.6. Two months prior to expiration of the member's 12 months service, the Operations NCO will notify the HG/OIC or HG/NCOIC of the need to reappoint the member for an additional 6 months or request a replacement through the respective squadron's first sergeant or commander.
- 4.6.1. In the event of a TDY precluding the member from serving their full term, term of service will be extended equal to the time the member was TDY (e.g., if a member goes TDY for 3 months, the term of service will be extended 3 months).
 - 4.6.2. In the event of PCS or hardship precluding the member from serving their full term, the respective squadron commander will replace the member 30 days in advance to allow for proper training and orientation.
 - 4.6.3. If a member appointed by the unit does not meet the requirements of paragraph 4.4 or does not complete their term of service, the unit appointing the member will be required to reimburse 354 FSS for the expense to outfit another member from the unit with Honor Guard uniforms. This requirement is waivable by the 354 FSS/CC.
- 4.7. Honor Guard personnel will cover 100% of funeral honors with teams sufficiently trained, including simultaneous honors in several distant locations. Any or all of the below listed elements will be furnished within the guidelines of paragraph 1.3 at the request of the NOK or requester.
- 4.7.1. Active duty funerals will require a 20-person team to perform full military honors.
 - 4.7.2. During single retiree funeral there will be a minimum of nine members consisting of an OIC/NCOIC, 8 pallbearers/firing party (dual use), and a bugler. A contract bugler may be used or a recorded version of "Taps" may be played with concurrence of the NOK.
 - 4.7.3. In the event of two geographically separated or simultaneous retiree funerals, a minimum of nine will be sent to each.
 - 4.7.4. During veteran funerals, two or three members will be sent to fold and present the flag.
 - 4.7.5. The minimum personnel requirements for each funeral element are as follows:

4.7.5.1. Color Guard. The Color Guard will normally consist of two flag bearers and two guards, as required by AFI 34-242. The Color Guard will carry both the ceremonial U.S. Flag and the ceremonial Air Force Flag. When the situation dictates (e.g., sporting events), a three-member Color Guard may be used carrying only the national Colors.

4.7.5.2. Firing Party. The Firing Party will consist of eight members; seven armed with an M-14 rifle or other authorized weapon, using blank ammunition, and one officer, NCO, or member selected by the flight commander to call commands.

4.7.5.3. Flag Folders and Pallbearers. The pallbearers will consist of six members and will double as flag folders for active duty and retiree funerals.

4.7.5.4. Detail. Appoint Flight OIC or NCOIC for each military honors ceremony.

4.7.5.5. Bugler. A bugler will be contracted to play, or a CD player may be used for sounding of "Taps" with the consent of the NOK or requester, if possible.

4.7.5.6. The member presenting the flag to the NOK will be equal or higher grade to that of the deceased unless the deceased was retired or veteran. If the deceased is retired or a veteran, the flight commander will select the best qualified Honor Guard member to present the flag.

5. Training.

5.1. The EBHG Training Facility is located in Bldg 2322 (LRS Dormitory). Practice sessions are held every Tuesday from 1500-1700.

5.1.1. Training will be standardized between all flights. At least once per quarter, Flight NCOs will meet and discuss training issues. Training will include all topics covered in the Air Force Honor Guard Training Manual, including but not limited to the following areas:

5.1.2. Color Guard. To include the types of flags utilized, types of ceremonies, four-man details, six-man details, Joint Color guard details, presenting Colors, proper positioning of flags, close interval marching, turning with and posting Colors, rifle movements both port and shoulder arms, and retreat procedures.

5.1.3. Firing Party. To include familiarization training in the use and care of the M-14 rifle or other authorized weapon, rifle commands and formation, general firearms safety, loading and firing positions in which the rifles are to be held, and firing party procedures for a Standard Honors Funeral and for a Full Honors Funeral.

5.1.4. Flag Folding. To include respect to the flag, flag heritage, types of flags, two-man flag folds, six-man flag folds, and the required positions of flag folders to include Noncommissioned Officer in Charge of Pallbearers (NPB), fold, mark, crossmark, carry, and hand-off, proper procedures for folding and unfolding the flag, and procedures for presentation of the flag to the NOK.

5.1.5. Pallbearers. To include casket familiarization, casket movement to and from the carrier (hearse), marching with the casket, casket placement at the site of service, and honorary pallbearer duties. Positions include NPB, fold, mark, crossmark, carry, and hand-off. Everyone will learn all six positions and be able to perform duties of each.

5.1.6. Funerals. To include types of funerals (cremation sequences, standard honors and full honors), as well as requirements, movements, and commands for each type of funeral.

5.1.7. Use of Sabers. To include procedures for weddings and special events as well as other applicable details will be trained periodically as needed for proficiency.

5.1.8. Training Records. Records will be reviewed by trainers with trainees to ensure understanding of requirements and compliance. As training is conducted on a specified item and the trainee demonstrates a working knowledge of that item, it is then signed off in the trainee's records. If at any point that item becomes deficient, it shall be decertified and retrained on. Within the JQS records, items require recertification of either every detail, once a quarter, or once a year. These timelines shall be strictly complied with to ensure proficiency.

5.1.9. Each flight will maintain the training room in pristine condition, including vacuuming and trash removal, as required during the week. The Flight NCO and/or Operations NCO will ensure the facility is cleaned prior to the ending of practice and details. Periodic inspections will be conducted by the HG/OIC or HG/NCOIC.

6. Scheduling and Participation Requirements.

6.1. When Honor Guard members are notified of a detail, they will report to the designated formation area and secure the necessary accessories. When reporting for a detail, all participants must be in strict compliance with AFI 36-2903.

6.2. Honor Guard members residing in base dormitories will not be exempt from bay orderly. Honor Guard members will be released from duty during base exercises to perform military honors at funerals or memorial services. In the event of real-world alerts or responses, members will be released from Honor Guard duty and report to their duty section. Every effort will be made to perform funeral details prior to release or to obtain personnel from other flights.

6.3. Excused Absences. There are four authorized reasons for excused absences from details or practices.

6.3.1. Leave. Must be coordinated with the Operations NCO. If a member will be on leave during their scheduled "on-call" week, they are required to contact another member from another flight to replace them. This member will be "on-call" and will perform all assigned duties. The member taking leave will notify the HG/NCO and/or Operations NCO of their replacement. Members will coordinate scheduled leave with their HG/NCOIC three days before taking leave.

6.3.2. Mission Essential Duty. For the purpose of this instruction, mission essential means a member is required to perform a specific task during a specific period of time and another individual from the member's duty section cannot perform the task, nor can the member perform the task at a different time. A statement will have to come from the member's squadron commander excusing the absence.

6.3.3. Quarters. The member has been restricted to quarters by a competent medical authority.

6.3.4. TDY. A member is performing temporary duty and is outside of the local area. If member is TDY during their scheduled on-call week, they are responsible for finding a replacement for the time they are gone.

6.4. No Shows. Honor Guard members are required to attend and arrive on time for all practice sessions, details, formations, open ranks, etc., unless permission has been granted for an excused absence.

6.4.1. The first two "no-show" letters will be sent to the individual's first sergeant. After the third no-show, the Flight NCOIC will issue a letter of reprimand and provide a copy to the member's first sergeant.

6.5 Tardiness. Tardiness will not be tolerated.

6.5.1. Members are expected to arrive on time to all training sessions and details in the appropriate uniform with all required equipment.

6.5.2. Failure to participate in details and scheduled practices, coordinate scheduled leaves, or tardiness will be evaluated and result in appropriate disciplinary action, which may result in an early release from the Honor Guard.

7. Uniforms.

7.1. All uniforms worn by Honor Guard members must conform to AFI 36-2903 and the guidelines established by the USAF Honor Guard, unless deviations are authorized and approved by the 354 FW/CC.

7.1.1. Uniforms. Full Honor Guard-unique ceremonial service dress uniform and Honor Guard team unique accouterments will be provided at no cost to members.

7.1.2. The following uniform combinations will be worn during the periods specified. **NOTE:** Upon approval from the Flight NCO, uniforms may deviate from the schedule dependent upon climate conditions (unreasonably hot or cold weather conditions) or special ceremonial requirements.

7.1.3. Summer Dress. Honor Guard slacks, short sleeve blue shirt with epaulets, ribbons, authorized badges, aiguillette, gloves, web belt, and service cap. For females, the shirt will be tucked-in.

7.1.4. Winter Dress. Service Dress with service cap, aiguillette, and gloves.

7.2. The HG/NCOIC will submit a list of names to the base Quartermaster identifying which members are entitled to receive cleaning on a weekly basis.

7.3. The Operations NCO or HG/NCOIC, in an appropriate storage location, will maintain necessary Honor Guard uniform accessories for issue in an orderly manner.

8. Equipment.

8.1. Sufficient Honor Guard equipment will be obtained, maintained, and controlled by the HG/NCOIC to meet the requirements set forth in AFI 34-242 and 36-2903.

8.1.1. The HG/NCOIC will ensure all Honor Guard equipment is kept in good condition at all times and that necessary replacement items are ordered and received in a timely manner.

8.2. M-14 rifles or M-16 rifles. There will be serviceable weapons (with back-up weapons to allow for repairs) to equip two seven-member firing parties. Sufficient quantity of blank ammunition will be available to provide for honors training and ceremonial requirements (a minimum of 112 rounds, 56 rounds per ceremony).

8.3. Rifles and blank ammunition will be stored in the SFS Armory. While in transit, weapon containers will be kept out of view. Bolts will be in the open position prior to being transported or placed in a storage container.

8.4. During overnight stops away from Eielson AFB, weapons will be stored in a government storage facility (Reserve, National Guard Armory, or local police armory). Arrangements to temporarily store these weapons will be made by the Flight Detail NCO. If necessary, and as a last resort, the weapons may be stored in quarters, motel, or hotel as long as one team member is always present. Weapons will never be left unattended or stored in a vehicle overnight.

8.5. Upon arrival at the detail site, the flight Detail NCO will issue one weapon, one ammunition clip, and eight rounds of blank ammunition to each member of the firing party. Prior to insertion of the loaded clip, weapons will be cleared and the safety placed in the "SAFE" position.

8.6. Weapons will remain in the "SAFE" position at all times, except during the actual ceremony. After the ceremony and when all elements have marched away from the site, the weapons will be unloaded, cleared, and returned to the storage container. Upon return to the base, the firing party member will turn in all weapons.

8.7. Unused ammunition will be collected at the site and inventoried by the Operations NCO to determine the number of rounds expended. All expended casings will be collected from the ceremonial site and returned to the Flight NCO for turn-in.

8.8. If requested, the spent casings may be provided to the NOK. Three polished expended casings will be given to the NOK as a representation of the firing party and the 21-gun salute.

8.9. AF Sabers/Swords. There will be 12 serviceable ceremonial sabers and sheaths.

8.10. Harnesses. There will be eight serviceable flag harnesses; four for training purposes and four for ceremonies.

9. Transportation.

9.1. Transportation will be requested from and provided by 354th Logistics Readiness Squadron, Vehicle Operations Dispatch Section (377-1843).

9.2. Vehicle provided must present a good appearance and be in good mechanical condition. When requested, LRS will supply a driver. In the event a driver is not available, a properly licensed Honor Guard member will drive the vehicle.

9.3. Travel to and from detail will be by government-owned or controlled vehicle only. Privately owned vehicles (POV) will not be allowed to transport any member to an honors ceremony that occurs beyond the boundary fences of Eielson AFB without the approval of the HG/NCOIC.

9.4. Smoking and alcoholic beverages will not be allowed in any government owned or controlled vehicle, nor at any time during the detail from initial formation to the release of the members.

9.5. Efforts will be made to return vehicles in the same condition as picked up. If not wearing service uniform (summer or winter) upon returning the vehicle, Honor Guard members will clean the vehicle of visible dirt, bugs, salt, mud, and remove all trash.

9.6. Some circumstances may prevent members from cleaning the vehicles prior to turn-in (e.g., returning to the area late at night from details, immediate requirements to report to work, wear of service dress).

9.7. Members will discuss their situation with the 354 LRS vehicle dispatcher to be released immediately from cleaning the vehicle to some degree. The Honor Guard member(s) will clean the vehicle on the following day or on a Monday if turning in the vehicle during a weekend (if the vehicle is not reserved for the next day).

10. Recognition Programs.

10.1. Honor Guard members can be recognized for their outstanding support by a recognition program. The recognition program includes:

10.1.1. The Air Force Achievement Medal (AFAM) is awarded to deserving members who have committed distinguished service to the Honor Guard. The HG/NCOIC is responsible for

ordering the recommendation for decoration, preparing the award, and submission for staffing and approval.

10.1.2. The suggested criteria for the AFAM should be as follows:

10.1.2.1. Complete the 12-month contractual commitment.

10.1.2.2. Complete an overall total of 100 Honor Guard hours, to include details and training hours.

10.1.2.3. Recommended for outstanding achievement by HG/OIC and HG/NCOIC.

10.1.2.4. Be in good standing with the EBHG and their respective squadron.

10.1.2.5. No non-judicial punishment under Article 15, UCMJ, pending or completed in the past year, no control roster or UIF.

10.2. 354th Fighter Wing Awards Program:

10.2.1. The Honor Guardsman of the Quarter is presented quarterly to the member who has demonstrated all the qualities of an Honor Guardsman with outstanding precision and professionalism.

10.2.2. The Honor Guardsman of the Year is presented annually to the member who has demonstrated all the qualities of an Honor Guardsman with outstanding precision and professionalism. The winner will be selected from previous quarterly winners but is not limited to those individuals (e.g., one member may consistently perform superiorly, but not receive a quarterly award).

10.2.3. Quarterly and annual awards will be decided based on the 354 FW schedule. 1206 submissions will mirror the established 354 FW guidance.

10.3. The Honor Guard member's parent squadron will recommend nominees who meet or exceed the above award criteria to 354 FW/CCC. A board will be conducted to select the award winner (quarter and annual). The board will consist of but not limited to the HG/OIC, HG/NCOIC, other Honor Guard NCO, and one squadron chief or first sergeant with a Honor Guard member currently assigned. Honor Guard board will add additional Honor Guard unique information for consideration in 1206 scoring.

10.3.1. Members selected as Honor Guardsman of the Quarter will be recognized at quarterly awards ceremonies. Annual awards will be presented at the Wing annual awards ceremony.

11. Honor Guard Details.

11.1. Honor Guard members are subject to perform details at any time, regardless if a flight is on-call.

11.2. Honor Guard members may be required to perform details on weekends and may receive short-notice notification of an upcoming detail. Each member should be prepared to perform details and take actions to handle personal obligations and commitments.

MARK W. GRAPER, Brigadier General, USAF
Commander