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Force Support

PATRICK AFB HONOR GUARD

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(Lt Col Patrick J. White)
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This instruction implements AFI 34-242, *Mortuary Affairs*. It revises current policies and clarifies procedures, providing guidance for planning, training and using the Patrick AFB Honor Guard. It describes the functions of the honor guard (45 FSS/FSOXU), responsibilities of honor guard members, procedures for performing honor guard functions and participation standards. It adds internal communication titles and chain of command procedures. This instruction applies to all personnel assigned to the honor guard and all agencies supported by or supporting the honor guard. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://my.af.mil/afirms/afirms/afirms/rims.cfm>

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. This version incorporates guidance and procedures for manpower changes and personnel allocations. Major changes include: manpower, notification procedures, personnel contracts, unit responsibilities, member responsibilities, reserve support and logistical support to honor guard operations.

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1. Functions: The Patrick AFB Honor Guard is an elite team comprised of members from the 45th Space Wing and tenant units. It serves the largest population of military retirees in Air Force Space Command and is one of the busiest in the Air Force. The team supports the Southeastern Florida region extending from Volusia County down to Miami Dade County. In some cases the region extends south to Key West. This area consists of over 1 million active duty, retired and veteran personnel.

1.1. Historically, the honor guard supports over 800+ requests annually to include:

1.1.1. Military funerals and memorial services. For procedural guidelines, reference the USAF Honor Guard training manual and guide.

1.1.2. Change of command ceremonies (See AFMAN 36-2203, *Drill and Ceremonies*, 3 June 2006).

1.1.3. Civilian programs, parades and celebrations (See AFPD 35-2, *Public Communication Programs*).

1.2. Appropriate military honors at funerals or memorial services and ceremonies when requested by the Installation Commander, Base Mortuary Officer, Person Authorized Direct Disposition (PADD) or the Next Of Kin (NOK) of a deceased military member:

1.2.1. USAF Active Duty or USAF Medal of Honor recipients, within the jurisdiction of Patrick AFB, as specified by the Military Honors Assignment by County Documents, issued by HQ Air Force Mortuary Services. (<https://www-r.afsv.af.mil/default.asp>).

1.2.2. Deceased USAF retired and veteran personnel within the county area will receive the authorized military honors.

1.2.3. Provide honors as authorized by the AFIs listed in attachment 1.

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

1.2.5. Florida state law prohibits burial on legal holidays. However, memorial services and other ceremonies requiring honor guard participation may be scheduled for any day of the week or year.

1.3. Priority of details:

1.3.1. Funerals will be top priority for the honor guard under the guidance provided within paragraph 1.2. In the case of dual funerals where the on duty flight needs more personnel, the on call flight will be tasked first. However, members from all flights may be tasked when needed.

1.3.2. The mortuary affairs office (45 FSS/FSOXU) will attempt to reschedule any overlapping funerals in coordination with the funeral home, the PADD/NOK and the honor guard superintendent or designee.

1.3.3. Other honor guard details will be based on the following priority: Colors for change of command for 45 SW/CC, cordons for dignitaries, Colors for wing-level events, assistance for retreats during military holidays (when requested by the wing CC), Colors for other special events for the base, Colors for retirements on base (E-9 and O-6 and above), Colors for special community events within a twenty-mile radius of Patrick AFB, Colors for local military events, Colors for local non-military events outside the twenty-mile radius of Patrick AFB.

1.3.4. All other requests will be considered on a case-by-case basis by 45 FSS/FSOXU. The decision will be based on input from the on-duty Flight Commander or on-duty flight NCOIC with reference to the current schedule, honor guard manning, location of event, type of event and requester.

1.3.5. The mortuary affairs officer or the honor guard superintendent will refer detail request customers to the local Naval Honor Guard and ROTC Color Guards when the Patrick AFB Honor Guard cannot perform requested details.

2. Manning and Obligations: The Patrick AFB Honor Guard will be manned with personnel (E-1 through E-7 and O-1 through O-3) selected from units on base. Selection will be based on unit strength versus base population provided by 45 FSS/CC and approved by 45 SW/CC.

2.1. The honor guard will be composed of three flights of at least 14 members each: On-duty, On-call, and Off-duty flights.

2.1.1. On-duty for one calendar month (28-31 days) continuous.

2.1.2. On-call for one calendar month following the on-duty month.

2.1.3. Off-duty status for one calendar month following the on-call month.

2.1.4. All personnel regardless of status may be tasked to perform duties to support mission requirements, if there is a need. The number of personnel per flight may change based on mission needs.

2.2. New personnel assigned to the honor guard must start a two week training class prior to their first month on-duty rotation. Initial rotation will be for 6 weeks (2-weeks of training plus 1 month of on-duty). The two week training class is a onetime event.

2.3. The first day of each flight's duty rotation will start the first calendar day of the month.

2.4. Units tasked to support the honor guard will designate personnel a minimum of 60 days prior to the members' assigned duty flight's first duty day. One day of orientation to the honor guard will be administered immediately after an individual is selected for honor guard duty in order to allow for indoctrination, training class scheduling, uniform ordering and tailoring. New members will not be permitted to begin orientation until all uniform items are received. **NO MEMBER WILL ENTER INTO A 30-DAY ROTATION WITHOUT ALL REQUIRED UNIFORM ITEMS.**

2.5. Prior to selection as an honor guard member, the applicant must complete an *Honor Guard Membership Application* (see attachment) and forward it to 45 FSS/FSOXU. Applicant must have approval of both his/her unit commander and First Sergeant.

2.6. Personnel selected for honor guard incur a minimum 12-month commitment.

2.7. Unit commanders and First Sergeants will seek volunteers or appoint members who meet the following criteria:

2.7.1. Minimum of 12 months retainability.

2.7.2. Are of the highest caliber (outstanding bearing, appearance, behavior and attitude).

2.7.3. No non-judicial punishment under Article 15, UCMJ (Uniform Code of Military Justice) actions pending or completed in the past year, not be on a control roster or have a current UIF (Unfavorable Information File).

2.7.4. Have a current passing Air Force fitness test score.

2.7.5. Not on a shaving waiver.

2.7.6. Not pregnant.

2.8. Three months prior to expiration of the member's 12-month service commitment, the member will notify the Flight Commander of the need to be reappointed for an additional 6 months or request a replacement through the respective squadron commander.

2.8.1. In the event of a TDY or deployment that precludes the member from serving their full term, term of service will be extended equal to the time the member was TDY (i.e., member TDY for 3 months the term of service will be extended 3 months).

2.8.2. In the event of PCS or hardship that precludes the member from serving their full term, the respective squadron commander will replace the member (30 days in advance to allow for proper training, orientation, uniform procurement, fitting, etc.).

2.8.3. If a member appointed by the unit does not meet the requirements of paragraph 2.7 or does not complete their term of service, the unit appointing the member will be required to reimburse 45 FSS for the expenses to outfit another member from the unit with honor guard uniforms. Exceptions to this requirement will be determined by 45 MSG/CC on a unit by unit basis.

2.9. Honor guard personnel will cover all 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 1.2. upon request of the PADD/NOK or requester.

2.9.1. For a retiree funeral, there will be a minimum of seven members consisting of six pallbearers, four-person firing party (dual use), a bugler and a spare. A ceremonial bugle insert may be used or a recorded version of taps may be played with concurrence of the PADD/NOK.

2.9.2. For two geographically separated or simultaneous retiree funerals, a minimum of seven will be sent to each.

2.9.3. For veteran funerals, a minimum of two members will be sent to fold and present the flag. A ceremonial bugle insert may be used or a recorded version of taps may be played with concurrence of the PADD/NOK.

2.9.4. The minimum personnel requirements for each funeral element are as follows.

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

2.9.6. Firing Party: The firing party for a retiree funeral will consist of four members, three armed with an M-14 rifle using blank ammunition and one officer, NCO, or member selected by the Flight Commander calling commands.

2.9.7. Flag Folders and Pallbearers: The pallbearers will consist of six members and will also act as flag folders for active duty and retiree funerals.

2.9.8. Detail Flight Commander or Flight NCOIC for each ceremony.

2.9.9. Bugler: With the consent of the PADD, NOK or requester, a ceremonial bugle insert will be used for sounding of "Taps". If unavailable, a tape/CD may be used as a last resort. When used, the tape/CD player will be out of sight of the funeral party.

2.9.10. The member presenting the flag to the NOK will be of equal or higher grade to that of the deceased unless the deceased was retired or a veteran. If the deceased is a veteran or retiree, the Flight Commander will select the best-qualified honor guard member to present the flag.

3. Organization and Responsibilities: The honor guard will consist of the following structure: The Mortuary Affairs Officer (45 FSS/FSOXU), Honor Guard Superintendent (45 FSS/FSOXU)

8G000) and three operational flights. Each flight will have an officer who acts as Flight Commander, a Flight NCOIC, a Flight Trainer and Flight Team Members. 45 SW/CC and other commanders may volunteer for the honor guard and serve an active participant and/or advisory role.

3.1. Honor Guard Superintendent (45 FSS/FSOXU 8G000) will:

- 3.1.1. Be the primary point of contact for all honor guard requests. The Honor Guard Superintendent position is a full-time position. The Honor Guard Superintendent shall not normally be tasked with any other additional duties not directly relating to operations of the Base Honor Guard.
- 3.1.2. Maintain honor guard member rosters and provide manning reports weekly to the 45 FSS/CC and 45 SW/CCC as requested.
- 3.1.3. Document all administrative and disciplinary action and forward information to the member's unit. Honor guard staff will handle discipline or defer to member's First Sergeant/Commander, depending on severity of infraction.
- 3.1.4. Prepare annual budget requirements for the base honor guard, Air Reserve Component (ARC) augmentation and authorized provider expenses.
- 3.1.5. Make written recommendations when further administrative, disciplinary action or removal action is warranted.
- 3.1.6. Evaluate unit requirements for honor guard manning at least quarterly or more often where necessary.
- 3.1.7. Be the point of contact for each squadron affected by this instruction. 45 FSS/FSOXU will maintain an up-to-date list of personnel qualifications and attendance at ceremonies and training sessions.
- 3.1.8. Initiate AF Form 1946, *Honor Guard Checklist*, upon an individual's request for honors. Ensure AF Form 1946 is properly completed after each detail.
- 3.1.9. Ensure data is recorded in the Funeral Honors Database (FHDB) and the funeral honors request telephone number is kept current.
- 3.1.10. 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 eight (8) hours after the initial call.
- 3.1.11. Monitor each honor guard member's continued acceptability on the team. In the event a member is considered unsuitable for continued duty, based on the recommendation of the Flight Commander or NCOIC, advise the member's First Sergeant or Commander in writing of the circumstances leading to the termination and request an immediate replacement.
- 3.1.12. Make flight duty requirement schedules available to all squadrons to keep them informed when their personnel are on call or standby.
- 3.1.13. Develop a listing of honor guard members due for an award or leaving the honor guard due to PCS or separation, initiate paperwork for award and update the list quarterly.

3.1.14. Ensure honor guard members, ARC augmentees and other authorized providers are trained and properly equipped to perform military funeral honors.

3.1.15. Approve and maintain a list of performance ready (trained, uniformed, equipped) honor guard members to include ARC augmentees and other authorized providers. Coordinate list with ARC unit OPR and/or Base Individual Mobilization Augmentee Administrator (BIMAA) manager monthly if IMAs are used.

3.1.16. Ensure that honor guard weapons are inspected and certified annually for weapon safety and usability.

3.1.17. Forecast all ammunition requirements for the base honor guard and ensure that results are submitted to 45 FSS/FSOXU as requested.

3.2. Flight Commander/Flight NCOIC: These individuals have the responsibility for the efficient operation/execution at individual ceremonies. This includes all activities conducted by the duty flight, beginning with coordinating the detail and all actions before the detail begins, during the actual detail and ending when the honor guard members return to Patrick AFB and turn in all equipment. The Flight Commander will:

3.2.1. Support and assist the honor guard staff.

3.2.2. Ensure the Flight NCOIC carries out required functions.

3.2.3. Ensure honor guard members properly perform all duties given.

3.2.4. Conduct flight inspections and facility inspections during on-duty month to ensure compliance with current requirements and regulations.

3.2.5. Notify the Honor Guard Superintendent of noncompliance with this instruction by honor guard personnel.

3.2.6. Ensure availability of personnel and equipment by maintaining close coordination with the Honor Guard Superintendent prior to assigned details.

3.2.7. Inspect participating flight members prior to leaving for details to ensure compliance with AFI 36-2903 and ensure that special uniform accessories are correctly worn and in serviceable condition. Ensure that proper military image and honor guard discipline is maintained at all times. Correct and report any deviations to the Honor Guard Superintendent upon flight return after details. Ensure that the AF Form 1946 is properly annotated and given to the Honor Guard Superintendent after returning from the detail.

3.2.8. Instruct and brief participating honor guard personnel in their assigned task for each ceremony. Arrive at least one hour prior to every detail to coordinate any special instructions with the requester and hold a practice ceremony prior to the arrival of those attending the ceremony.

3.2.9. Upon arriving to a detail, the Flight Commander or NCOIC will meet the point of contact and discuss the requirements of the detail. The honor guard members will remain with the vehicle until equipment is unloaded and wait for further information from the Flight Commander or NCOIC.

3.2.10. Assign honor guard members to details based on abilities, skills, appearance, experience and frequency of details performed. Flight Commanders will ensure details are evenly distributed between all members within their flight. Keep track of personnel performing details per type of detail and hours worked to include on- and off-duty hours to ensure personnel perform details equitably. Flight Commanders will ensure that at least one NCO is assigned to each detail whenever possible and assign a detail NCOIC prior to departure.

3.2.11. 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.

3.2.12. Initiate TDY orders in coordination with the Honor Guard Superintendent for honor guard commitments lasting 12 hours or more or when safety is a concern.

3.2.13. Ensure attendance is filled out with AF Form 1946, *Honor Guard Checklist*, upon completion of each detail. Ensure the AF Form 1946 is properly filled out and turned in to 45 FSS/FSOXU.

3.2.14. Delegate authority to Flight NCOIC for above responsibilities when warranted.

3.3. Honor Guard Members will:

3.3.1. Comply with the provisions of this instruction.

3.3.2. Coordinate with their Flight Commander or NCOIC for scheduled leaves occurring during on-call periods. Submit a *Letter of Notification* (see attachments) signed by their First Sergeant.

3.3.3. Perform details as tasked by their Flight OIC or NCOIC unless properly excused.

3.3.4. Attend information and training meetings unless properly excused.

3.3.5. Become knowledgeable of all honor guard functions, formations, honors and ceremonies. Become proficient in performing all honor guard duties and all drill and ceremonies. Perform movements with precision and synchronization.

3.3.6. Ensure all equipment and vehicles entrusted are properly cared for and maintained. Honor guard members will assist the Flight NCOIC in maintaining equipment and supplies.

3.3.7. Ensure the honor guard training center is kept clean and well maintained with all equipment and materials returned to their proper place.

3.3.8. Maintain exemplary personal appearance and honor guard image. The use of tobacco products of any kind are prohibited while wearing the ceremonial uniform as it does not promote the proper image. Honor guard members are Air Force ambassadors to the base populace as well as the civilian community.

3.3.9. Notify their Flight Commander if they are going TDY, PCSing or separating.

3.3.10. Arrange for a replacement with the help of their First Sergeant at least 60 days prior to resigning their position at the honor guard.

4. On-duty month and training: The on-duty month will incorporate funeral details and training for each flight. The on-duty month starts 0001 hours on the first calendar day of the month and ends the last day of the month at 2400 hours. Members will report to work 0730 at the honor guard on the first day of each month unless contacted by their Flight Commander or NCOIC. The use of tobacco products while on duty at the honor guard is prohibited this includes while members are in ceremonial uniform IAW AFI 34-242. Alcohol will not be consumed at any time during a detail from initial formation to returning to the assembly point while wearing a ceremonial uniform.

4.1. Each flight will arrange their member's schedules to support weekend and/or night details. Compensatory time is authorized, at discretion of the Honor Guard OIC or Superintendent, for extended hours worked.

4.2. Training will be standardized between all flights. At least once per quarter the Flight NCOICs and flight trainers will meet with honor guard superintendent and discuss training issues. Training will include the following areas:

4.2.1. Color Guard: To include proper positioning of flags, close interval marching, turning with and posting Colors and retreat procedures.

4.2.2. Firing Party: To include training in the use and care of the M-14 rifle or other authorized weapon, rifle commands, fire arms safety, loading and firing positions in which the rifles are to be held.

4.2.3. Flag Folding: To include proper respect to the flag, positions of flag folders, proper procedures for folding the flag and procedures for presentation to the NOK.

4.2.4. Pallbearers: To include casket movement to and from the carrier (hearse), marching with the casket, casket placement at the site of service and honorary pallbearer duties.

4.2.5. Cordon and other applicable details will be trained periodically as needed.

4.2.6. Each flight will assign members to maintain the training room and keep it in pristine condition, including trash removal and general housekeeping as necessary during their on-duty month. The Flight NCOIC will ensure the facility is cleaned as necessary and prior to the changeover of assigned flights. Periodic inspections by 45 FSS/FSOXU, Honor Guard Superintendent and OIC will occur.

4.3. Each flight will be on-call status the month after being in on-duty status to support manning shortfalls for the on-duty flight. In cases where two flights are combined, the Flight Commander and NCOIC of the on-duty month are the Flight Commander and NCOIC for that period.

5. Scheduling and Participation: Honor guard duty month begins on the first day of the month at 0001 hours and will be for a period of one month ending on the last day of the month at 2400 hours as stated in paragraph 4.

5.1. Scheduling and Reporting Requirements:

5.1.1. When honor guard members are notified of a detail, they will report to the designated formation area and secure the necessary equipment. When reporting for a

detail, all participants must be in strict compliance with AFI 36-2903 and honor guard standards.

5.1.2. Honor guard members will keep the Honor Guard Superintendent, Flight Commander and Flight NCOIC advised of their availability (TDY, changes in health profile, etc.). Leave during on-duty month must be coordinated with the Flight Commander or Flight NCOIC and approved by Flight Commander. A *Letter of Notification* (see attachments) must be submitted as stated in paragraph 3.3.2.

5.1.3. Honor guard members residing in base dormitories will be exempt from Bay Orderly during their on-duty month only. It is the member's responsibility to resolve any schedule conflicts. During the on-duty month period, a member's status should be viewed as if they are TDY during that period and they will have total exemption. During their on-duty month, honor guard members will have total exemption from base exercises and be released from their duty section to perform military honors at funerals, memorial services and to take part in mandatory honor guard training. In the event of real world or exercise recalls, alerts or responses, on-duty honor guard members will report to the honor guard administration facility. All off-duty and stand-by members will report to their primary workplaces. All funeral details will be covered with on-duty members during this time. However, stand-by and off-duty members may be used in extreme cases when simultaneous details warrant their use. The month immediately following a flight's duty month will be that flight's stand-by month. Yearly calendars are provided to all First Sergeants outlining when a flight is scheduled for its on-duty and stand-by months.

5.2. Excused Absences: There are ONLY four authorized reasons for excused absences from details or meetings. Those excusals include; leave, mission essential duty, TDY and quarters. A notification letter and stand-by replacement are required for any excused absences.

5.2.1. Leave: The leave period must be coordinated with the member's Flight Commander. If a member will be on leave during their scheduled "on-call" month, they are required to contact another member on another flight to replace them. This member will be "on call" and will perform all assigned duties. The member taking leave will notify their Flight Commander of their replacement. Members will coordinate scheduled leaves with their Flight Commander three days before taking leave. Honor guard members will not take leave during their duty month without the permission of their respective Flight Commander.

5.2.2. Mission essential duty: For the purpose of this instruction, mission essential duty means a member is required to perform a specific task during a specific period of time and the task cannot be performed by another individual from the member's duty section, nor can the member perform the task at a different time.

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

5.2.4. TDY: Member is performing temporary duty and is outside of the local area. Temporarily working at Cape Canaveral AFS does not constitute a valid reason to be released from honor guard duties.

5.3. Participation in details will be tracked and evenly distributed between all members within a flight.

5.4. Tardiness will not be tolerated. Members are expected to arrive on time and in the appropriate uniform with all required equipment. Failure to participate in details, scheduled meetings and failure to coordinate scheduled leave will result in disciplinary action, which may result in the members' release from the honor guard.

6. Uniforms: 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.

6.1. Honor guard members are entitled to free uniform cleaning through the base linen exchange service while they are assigned to the honor guard. Members should not turn-in more than one uniform for cleaning at any given time to ensure a clean uniform is always available at all times. Honor guard members will notify honor guard superintendent, or OIC if they encounter problems with this service. Only uniforms used to support honor guard operations are eligible for cleaning at linen exchange.

6.2. Necessary honor guard uniform accessories for issue will be maintained in an orderly manner by the Honor Guard Superintendent in an appropriate storage location.

6.3. Questions related to honor guard uniforms will be directed to the OIC, training NCOIC or honor guard superintendent.

7. Equipment: Sufficient honor guard equipment will be obtained, maintained and controlled by the Honor Guard Superintendent to meet the requirements set forth in AFI 34-242 and AFI 36-2903. The Honor Guard Superintendent will ensure that 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.

7.1. This equipment will include, but not be limited to:

7.1.1. M-14 rifles--serviceable weapons (with back-up weapons to allow for repairs) to equip two seven-member firing parties. Sufficient quantity of blank ammunition available to provide for honors training and ceremonial requirements. Rifles and blank ammunition will be stored at the honor guard, SFS armory or in approved weapons safes in the honor guard training room (see AFI 34-242, 8.3.4.3.). While in transit, weapons will be kept out of plain view. During overnight stops away from Patrick 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 Commander or Flight NCOIC. As a last resort, the weapons may be stored in quarters, motel or hotel; under the conditions that one team member is always present. Weapons will never be left unattended at any time or stored in a vehicle overnight. Upon arrival at the detail site, the Flight Commander or Flight NCOIC will issue one weapon, one ammunition clip and three rounds of blank ammunition to each member of the firing party. Prior to loading the clip into the weapon, weapons will be cleared and the safety placed in the "SAFE" position. Weapons will remain in the "SAFE" position at all times, except during 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. Unused ammunition will be collected at the site and inventoried by the Flight

Commander or Flight NCOIC to determine the number of rounds expended. All expended casings will be policed from the ceremonial site and returned to the Flight Commander or Flight NCOIC for turn-in to conventional munitions. If requested, the spent casings may be provided to the NOK. Upon return to the base, the firing party members will turn in all weapons. Weapons will be inspected annually and certified for weapons safety and usability.

7.1.2. Sabers: There will be eight serviceable ceremonial sabers and sheaths.

7.1.3. Harnesses: There will be at least four flag harnesses.

7.1.4. Colors and Standards: There will be at least two sets of flags: indoor and outdoor. These sets will consist of US and AF ceremonial flags with protective travel cases and flag stands.

7.1.5. Uniform items: Gloves, service caps, aiguillettes, ceremonial belts, insignia, cap covers and taps. There will be enough items for each honor guard member and bench stock to accommodate turnover and replacement of unserviceable items.

7.2. The Honor Guard Superintendent is responsible for equipping honor guard members. Members are responsible for notifying the Flight Commander or Flight NCOIC for all equipment needs.

8. Weapons Storage: Weapons may be stored in the honor guard office if it meets the minimum security requirements. If weapons are stored and/or maintained within the honor guard office, all resource protection requirements must be met IAW AFI 31-101, *AF Installation Security Program*.

8.1. An approved clearing barrel must be present. Refer to AFMAN 31-229.

8.2. There must be written approval from the installation commander, through the Security Forces and the resource protection executive committee, for the storage facility and procedures, to include a valid access roster.

8.3. M14 rifles, operational and inert, will be stored, handled, issued and maintained with equal sensitivity.

NOTE: For ARC augmentees, weapons and ammunition may be stored at the ARC unit in an authorized armory. To do this, prior approval must be obtained from the active duty unit being supported and the ARC wing/group commander must concur.

9. Weapons Maintenance: Inspection: Combat arms personnel must inspect M14s for serviceability once a year. Each owning unit, base, or MAJCOM/MSVX must purchase gauge sets (one (1) set includes six (6) gauges) to calibrate weapons. Tech Manuals: The Technical Manuals (TMs) for the M14 are available at Army Pubs <http://www.logsa.army.mil>.

10. Transportation: The honor guard vans will be used for all retiree funerals and most details.

10.1. All honor guard members must obtain a valid government drivers license prior to being assigned to the honor guard.

10.2. The honor guard vehicles must present a good appearance and be in good mechanical condition at all times. The Flight Commander and NCOIC are responsible for ensuring cleaning of the honor guard vehicles. The vehicles will be cleaned, inside and out, at least

once a week. An AF Form 1800, *Operator's Inspection Guide and Trouble Report*, must be properly filled out each time any of the vehicles are used.

10.3. All other transportation will be requested from and provided by the Vehicle Operations Dispatch Section. Vehicles provided must present a good appearance and be in good mechanical condition. Travel to or from a detail will be by government-owned or controlled vehicle only. Privately owned vehicles (POVs) will not be allowed to transport any member to an honors ceremony that occurs beyond the boundary fences of Patrick AFB without the approval of the Honor Guard Superintendent (**NOTE:** Weapons must be transported in GSA vehicles ONLY). Smoking and other tobacco products will not be allowed in any government-owned or controlled vehicle. Alcoholic beverages will not be allowed in any government-owned or controlled vehicle or be consumed at any time during the detail from initial formation to returning to the assembly point.

10.4. Return vehicles in the same condition as picked up. Honor guard members will clean the vehicle of visible dirt, bugs, salt and mud. All trash will be removed. Upon returning the vehicles, 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 or wear of service dress). Members will discuss their situation with the vehicle dispatcher and request to be released from immediately cleaning the vehicle. The honor guard member will clean the vehicle on the following duty day provided the vehicle is not reserved. Honor guard members may make other special arrangements with the dispatcher concerning cleaning vehicles.

11. Benefits and Awards: Honor guard members are recognized for their outstanding support by a recognition program. The recognition program includes:

11.1. The Air Force Achievement Medal is awarded to deserving members after completing 12 months of distinguished service for the team. The Flight Commander is responsible for ordering the Decoration 6, preparing the award and submitting for staffing and approval. In the event of extended TDY, deployment or authorized absences the amount of missed time will be added to the tour to qualify for an Achievement Medal and be considered on a case by case scenario.

11.2. Reserved parking for members at the Commissary, BX, and The Tides Collocated Club. The 45 CES is responsible for ensuring parking places are maintained at these facilities.

11.3. Full honor guard modified service dress uniform and honor guard team unique items at no cost to members. This includes replacement of unserviceable items that were not ruined through neglect or carelessness of the member.

11.4. Free dry cleaning for uniforms used for honor guard related duties, 24-hour turn-around during on-call month (with a letter from 45 FSS/FSOXU).

11.5. The honor guard awards program consists of two major awards presented quarterly to the members who excel. The two awards are, NCO of the Quarter and Airman of the Quarter. Annual winners may be selected from the NCO of the Quarter and Airman of the Quarter, but are not limited to those individuals (e.g., one member may be consistently superior, but not receive a quarterly award). All winners will have their names placed on a plaque applicable to their winning category.

11.5.1. Quarterly awards will be decided within 2 weeks after the end of the quarter. Quarterly and annual winners will be selected using the following criteria: leadership skills, professional qualities, organizational skills, training effectiveness, performance of details, task performance, management of equipment and supplies, judgment and decisions, communication skills, attitude and behavior and dress and appearance.

11.5.2. The OIC, Superintendent and training NCOIC will be responsible for the selection of candidates to appear before the quarterly awards board.

11.5.3. Members selected as NCO or Airman of the Quarter will receive a congratulatory letter from 45 SW/CC and a plaque. Quarterly and annual awards will be given out at the wing awards ceremony.

11.6. An annual group photograph is taken with the 45th Space Wing Commander.

12. Performance feedback: Flight Commanders will conduct personal feedback sessions on a monthly basis with honor guard members. Flight Commanders will tell members what is expected from them, how well they are doing and what improvements they can make. Additionally, if honor guard members observe other honor guard members making mistakes during details, they will make corrective actions in a tactful manner.

13. Honor Guard Details: All honor guard members are subject to perform details at any time- regardless of flight status. On certain occasions, individuals from other flights (a flight not on-call) may be required to perform a detail. This will only occur on rare occasions. Honor guard members may be required to perform details on weekends, may receive short notice notification of an upcoming detail and are expected to always be prepared to perform details and take actions to handle personal obligations and commitments.

14. Meal Reimbursements: Honor guard members will use their government credit card and fill out travel vouchers when in TDY status and placed on official TDY orders.

15. Honors, Awards and Ceremonies: The guidelines for performing these functions are covered in the *USAF Honor Guard Basic Protocol, Honors and Ceremonies Training Guide*, updated as needed by AF Honor Guard. Additional information concerning the procedures for conducting honors is available in AFI 34-242, *Mortuary Affairs Program*.

16. 45 SW Commander: Responsible for the base honor guard program.

16.1. Provides funding and resources to meet operational requirements.

16.2. Provides storage, training and administrative space.

16.3. Determines the size of the honor guard unit.

16.4. Provides ARC augmentation to the MAJCOM/MSV and/or establishes an organizational quota system.

16.5. Establishes a MOU between host base honor guard and ARC organizations.

16.6. Appoints the Honor Guard Superintendent and/or Honor Guard OIC (Mortuary Affairs Officer). The wing commander will notify the selected individual by letter of his/her appointment.

16.7. Provides special recognition program for the honor guard members to include ARC personnel.

16.8. Integrates authorized Air Guard/Reserve (AGR) positions into the base honor guard program.

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

17.1. Approve MOU(s) with active duty host for military funeral honors support.

17.2. Appoint a full-time OPR to handle respective Reserve/Guard honor guard participation.

17.3. Use Military Personnel Appropriations (MPA) man-days for ARC funeral honor support as the preferred method of payment.

17.4. Educate civilian employers on the Air Force honor guard program and the possible need for short-notice response and availability of ARC members who participate in funeral honors details.

17.5. Provide special recognition programs for honor guard members if they are not part of an active duty team.

17.6. Provide funding for uniform purchase, cleaning and alterations.

17.7. Help to support base level full-time honor guard manpower requirements (AGR) and advocate funding in the AFRC/ANG Program Objective Memorandum (POM).

17.8. Ensure MPA days are used only for the support of the Military Funeral Honors Program.

17.9. Ensure ARC personnel remain under the administrative and operational control of their respective ARC units.

18. Base Chaplain will:

18.1. If requested by the NOK/PADD, provide military funeral support when possible. At a family's request, civilian clergy may be substituted for an Air Force chaplain. Families are encouraged to use their own clergy. Chaplain support includes active duty chaplains assigned to the installation, Air Force Reserve, Air National Guard and retired chaplains in the immediate area. All requests for chaplain support and for the use of military chapels for funeral services are made through the installation's Mortuary Affairs office. The installation's senior chaplain resolves any problems with providing support.

19. The 45th Force Support Squadron Commander will:

19.1. Manage the honor guard program for the installation commander.

19.2. Ensure MPA man-day support is requested for ARC augmentation and route requests through the AFSPC/A1SC to HQ/A1S with info copy to the applicable ARC headquarters.

19.3. Ensure data is entered into Funeral Honors Data Base IAW policy set forth in this instruction.

19.4. Identify and submit annual base level full-time honor guard manpower requirements (8G000) and advocate funding in the MAJCOM POM.

19.5. Work with the Honor Guard Superintendent to ensure operability of the base honor guard.

20. ARC Honor Guard OPR will:

- 20.1. Maintain a list of available volunteers and coordinate monthly with the installation honor guard NCOIC.
- 20.2. Provide required information to the augmentee's unit for orders processing.
- 20.3. Ensure volunteers perform annual tour, unit training assemblies and other required reserve training IAW the member's primary AFSC.
- 20.4. Ensure ARC honor guard members are in compliance with AFI 36-2903 and AFI 10-248.
- 20.5. Complete AF Form 1946, *Honor Guard Checklist*, for all honors rendered excluding those completed by active duty honor guards where the ARC has provided augmentation.
- 20.6. Train honor guard team members in compliance with established Air Force Base Honor Guard standards.
- 20.7. Ensure MPA days are used only for the support of the Military Funeral Honors Program.
- 20.8. Coordinate MOUs with the active duty honor guard responsible for the AOR. A sample MOU can be found on the Services Agency website at <https://www-r.afsv.af.mil/MA>.

21. Security Forces will:

- 21.1. 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, *AF Combat Arms Program*.
- 21.2. Ensure that honor guard weapons are inspected annually and certified for weapon safety and usability.
- 21.3. Provide for the temporary storage of weapons in the event that the honor guard storage facility is unable to provide adequate security for its weapons.

22. Public Affairs will:

- 22.1. Evaluate requests from civilian agencies for honor guard ceremonial support and forward the request to the Honor Guard Superintendent. The Honor Guard Superintendent will determine if the mission permits and whether the request can be supported.
- 22.2. Publicize the honor guard program through the base newspaper and other available sources.

23. Adopted Forms:

AF Form 847, *Recommendation for Change of Publication*

AF Form 1946, *Honor Guard Checklist*

ANDRÉ L. LOVETT, Colonel, USAF
Vice Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 34-242, *Mortuary Affairs Program*, 2 April 2008
 AFI 36-2226, *Combat Arms Training and Maintenance (CATM) Program*, 24 Feb 2009
 AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 2 August 2006
 AFP 34-260, *Mortuary Services Benefits for Retired Air Force Members*, 1 Sep 1997
 AFI 34-1201, *Protocol*, 4 October 2004
 AFP 34-1202, *Guide to Protocol*, 10 April 2006
 AFMAN 36-2203, *Drill and Ceremonies*, 3 June 1996
 AFPD 35-1, *Public Communication Programs*, 17 September 1999

Abbreviations and Acronyms

AGR—Active Guard/Reserve
ARC—Air Reserve Component
BDU—Battle Dress Uniform
FTE—Full Time Equivalent
MOU—Memorandum of Understanding
NOK—Next of Kin
PADD—Person Authorized Direct Disposition
PCS—Permanent Change of Station
POV—Privately-Owned Vehicle
SFS—Security Forces Squadron
TDY—Temporary Duty
UCMJ—Uniform Code of Military Justice
UIF—Unfavorable Information File

Terms

Honor Guard Superintendent (45 FSS/FSOXU (8G000))—This person is the focal point for scheduling details, purchases and other administrative issues.

Mortuary Affairs Officer (45 FSS/FSOXU)—Flight Commander's director within 45 FSS: Responsible for Honor Guard oversight.

Attachment 2

SAMPLES OF HONOR GUARD MEMORANDUM TEMPLATES

A2.1. This Attachment contains figures showing examples of correspondence regularly used for honor guard members, supervisors, Commanders and First Sergeants to communicate with the honor guard.

Figure A2.1. Sample of Honor Guard Application Letter page 1 of 4.



DEPARTMENT OF THE AIR FORCE
45TH SPACE WING (AFSPC)

Date: _____

MEMORANDUM FOR 45 FSS/FSOXU

FROM: _____

SUBJECT: Patrick AFB Honor Guard Membership

1. In accordance with AFI 34-242 and 45 SWI 34-242, I am providing information for my volunteer or appointment to the Patrick AFB Honor Guard.
2. Per 45 SWI 34-242, paragraph 2.6., the Patrick AFB Honor Guard commitment is a **minimum** of one year.
3. I am aware the following incentives are available to me: Recognition commensurate with the level of my participation (i.e. Letters of Appreciation, Day Passes, Honor Guard Airman/NCO of the Quarter/Year, Air Force Achievement Medal, etc.,) upon the recommendation of my flight NCOIC/OIC and the approval of the Mortuary Affairs Officer or the Honor Guard Superintendent.
4. I acknowledge the following from AFI 36-2903 and AFI 10-248. Each member is expected to “maintain a high standard of appearance and a positive attitude.” Each member is “responsible for maintaining their uniform, attending training, mastering the drill, and knowing traditional formation ceremonies and protocol.”
5. **Per 45 SWI 34-242, paragraphs 2.2. and 5.1.3., the following conditions apply:**
 - a. **New personnel assigned to the honor guard must start a two week training class prior to their first month on-duty rotation. Initial rotation will be for 6 weeks (2 weeks training plus 1 month of on-duty). The two week training class is a onetime event.**
 - b. **Honor guard members residing in base dormitories will be exempt from Bay Orderly during their on-duty month only. It is the member’s responsibility to resolve any schedule conflicts. During the on-duty month period, a member’s status should be viewed as if they are TDY during that period and they will have total exemption. During their on-duty month, honor guard members will have total exemption from base exercises and be released from their duty section to perform military honors at funerals, memorial services and to take part in mandatory honor guard training.**
 - c. **In the event of real world or exercise recalls, alerts or responses, on-duty honor guard members will report to the honor guard administration facility. All off-duty and stand-by members will report to their primary workplaces. All funeral details will be covered with on-duty members during this time. However, stand-by and off-duty members may be used in extreme cases when simultaneous details warrant their use. The month immediately following a flight’s duty month will be that flight’s stand-by month.**

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Figure A2.1. Sample of Honor Guard Application Letter page 2 of 4.

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d. "Standby" flight members will only be used in extreme cases with simultaneous details. "Off-duty" flight members may also be used in extreme cases with simultaneous details. Yearly calendars are provided to all first sergeants and members outlining when a flight is scheduled for its "on" and "standby" month.

6. I understand that Honor Guard members must not have a shaving waiver, not be enrolled in the Fitness Improvement Program, be pregnant at time of application or become pregnant during the contract period, have an open UIF, be on the control roster, or have any disciplinary actions pending. I am fully aware if any of these circumstances arise while I am a member, I will immediately be removed from the Base Honor Guard and all incentives terminated.

7. The following personal information is provided:

a. RANK/NAME/SSN _____ / _____ / _____

b. ORGANIZATION/OFF SYMBOL _____

c. ADDRESS (including dorm room) _____

d. HOME/DUTY PHONE _____ / _____ DATE _____

e. DATE OF BIRTH/SECURITY CLEARANCE _____ / _____ / _____
Date of Birth / Type of Clearance / Date Issued

f. GOVERNMENT CREDIT CARD – YES / NO

g. IF YES, IS IT ACTIVATED? YES / NO

 Honor Guard Member's Signature / Date

1st Ind, Immediate Supervisor

MEMORANDUM FOR First Sergeant/Unit Commander

I agree to release this member when called upon to perform honor guard details. Recommend approval.

 Supervisor's Printed Name

 Supervisor's Signature/Date

Figure A2.1. Sample of Honor Guard Application Letter page 3 of 4.

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2d Ind., First Sergeant/Unit Commander

MEMORANDUM FOR 45 FSS/FSOXU

1. In accordance with AFI 34-242 and 45 SWI 34-242, subject member of this organization is nominated for membership in the Patrick AFB Honor Guard. Member meets the prescribed standards. This unit will notify the Mortuary Officer or Honor Guard Superintendent should circumstances arise which render the member ineligible for honor guard membership.
2. This organization will honor the aforementioned incentives and will ensure this member is available when called upon to perform honor guard details.

First Sergeant or Commander signature/Stamp/Date

Figure A2.1. Sample of Honor Guard Application Letter page 4 of 4.

QUALIFICATION TO POSSESS FIREARMS OR AMMUNITION			
PRIVACY ACT STATEMENT			
<p>AUTHORITY: 18 U.S.C. 922(g)(9); E.O. 9397.</p> <p>PRINCIPAL PURPOSE(S): To obtain information to determine if you have been convicted of a crime of domestic violence which would disqualify you from shipping, transporting, possessing or receiving either Government issued or private firearms or ammunition and to determine if reassignment, reclassification, detail or other administrative action is warranted. Your Social Security Number is solicited solely for purposes of verifying your identity.</p> <p>ROUTINE USE(S): To the Department of Justice so that such information can be included in the National Instant Criminal Background Check System which may be used by firearm licensees (importers, manufacturers or dealers) to determine whether individuals are qualified to receive or possess firearms and ammunition.</p> <p>DISCLOSURE: Mandatory for all personnel who are required to certify. Failure to provide the information may result in (1) (military only) the imposition of criminal or administrative penalties for failing to obey a lawful order, and (2) (civilian only) the imposition of administrative penalties, to include removal from Federal service. However, neither your answers nor information or evidence gained by reason of your answers can be used against you in any criminal prosecution for a violation of Title 18, United States Code, Section 922(g)(9), including (military only) prosecutions under the Uniform Code of Military Justice, based on a violation of Section 922(g)(9), for conduct which occurred prior to the completion of this form. The answers you furnish and any information resulting therefrom, however, may be used against you in a criminal or administrative proceedings if you knowingly and willfully provide false statements or information.</p>			
SECTION I - INSTRUCTIONS			
<p>An amendment to the Gun Control Act of 1968 (18 U.S.C. 922) makes it a felony for anyone who has been convicted of a misdemeanor crime of domestic violence to ship, transport, possess, or receive firearms or ammunition. It is also a felony for any person to sell or otherwise dispose of a firearm to any person so convicted.</p> <p>The Department of Defense has, by policy, expanded the prohibitions contained in Title 18 Section 922(g)(9) to those military or civilian personnel who have felony convictions for crimes of domestic violence. Convictions of crimes of domestic violence do not include summary court martial convictions, the imposition of nonjudicial punishment (Article 15, UCMJ), or deferred prosecutions (or similar alternative dispositions) in civilian courts. Furthermore, a person shall not be considered as having committed a "crime of domestic violence" for purposes of the firearms restriction of the Gun Control Act unless all of the following elements are present:</p> <p>(1) the person was convicted of a crime;</p> <p>(2) the offense has as its factual basis the use or attempted use of physical force, or threatened use of a deadly weapon;</p> <p>(3) the convicted offender was at the time of the offense:</p> <p style="margin-left: 20px;">(a) a current or former spouse, parent or guardian of the victim.</p> <p style="margin-left: 20px;">(b) a person with whom the victim shared a child in common,</p>	<p>(c) a person who was cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or</p> <p>(d) a person who was similarly situated to a spouse, parent, or guardian of the victim;</p> <p>(4) the convicted offender was represented by counsel, or knowingly and intelligently waived the right to counsel;</p> <p>(5) if entitled to have the case tried by jury, the case was actually tried by jury or the person knowingly and intelligently waived the right to have the case tried by jury;</p> <p>(6) the conviction has not been expunged or set aside, or the convicted offender has not been pardoned for the offense or had civil rights restored, unless the pardon, expungement, or restoration of civil rights provides that the person may not ship, transport, possess or receive firearms.</p> <p>If you have ever received a domestic violence conviction: (1) you may not possess any firearm or ammunition; and (2) you must return any Government issued firearm or ammunition to your commander or immediate supervisor; and (3) you must take steps to relinquish possession of any privately owned firearms or ammunition. Furthermore, any previously issued authorization to possess a firearm or ammunition is revoked.</p> <p>If you have any questions, or you are uncertain if you have such a conviction, you may wish to contact a legal assistance attorney, if eligible, or a private attorney, at your own expense.</p>		
SECTION II - QUALIFICATION INQUIRY <i>(Complete and return to your commander or immediate supervisor within 10 days of receipt)</i>			
1. HAVE YOU EVER BEEN CONVICTED OF A CRIME OF DOMESTIC VIOLENCE AS DESCRIBED ABOVE: <i>(Initial and date)</i>			
YES	NO	I DON'T KNOW <i>(Provide explanation on reverse)</i>	
2. IF YOU ANSWERED "YES" TO THE FIRST QUESTION, PROVIDE THE FOLLOWING INFORMATION WITH RESPECT TO THE CONVICTION:			
a. COURT/JURISDICTION	b. DOCKET/CASE NUMBER		
c. STATUTE/CHARGE	d. DATE SENTENCED (YYYYMMDD)		
3. CERTIFICATION. I hereby certify that, to the best of my information and belief, all of the information provided by me is true, correct, complete, and made in good faith. I understand that false or fraudulent information provided herein may be grounds for criminal and/or administrative proceedings, to include (if civilian) adverse action, up to and including removal, and (if military) disciplinary action under the Uniform Code of Military Justice. I further understand that I have a continuing obligation to inform my Commander or Supervisor should I be convicted of a crime of domestic violence in the future.			
a. NAME <i>(Last, First, Middle Initial)</i>	b. RANK/GRADE	c. SOCIAL SECURITY NUMBER	
d. ORGANIZATION	e. SIGNATURE	f. DATE SIGNED (YYYYMMDD)	
DD FORM 2760, DEC 2002		PREVIOUS EDITION IS OBSOLETE.	Reset

Figure A2.2. Sample of Honor Guard Excusal Letter.



DEPARTMENT OF THE AIR FORCE
45TH SPACE WING (AFSPC)

Date: _____

MEMORANDUM FOR HONOR GUARD SUPERINTENDENT

FROM: _____

SUBJECT: (Excusal from Honor Guard Duty)

1. The Honor Guard Member _____ from (Red, White, Blue) Flight is excused from Honor Guard duty during the following dates _____ for the following reason:

- a. **Quarters:** Start date _____ End date _____
- b. **TDY:** Start date _____ End date _____
- c. **Mission essential** for the following reason:
 - (1) _____
 - (2) _____
- d. **Leave** (date approved): _____
 - (1) Start date: _____
 - (2) End date: _____

2. BEFORE EXCUSAL IS APPROVED, MEMBER MUST PROVIDE REPLACEMENT FROM ANOTHER FLIGHT TO COVER DURING THE TIMES INDICATED ABOVE. MEMBER MUST OBTAIN THE FOLLOWING SIGNATURES BEFORE EXCUSAL IS APPROVED.

My replacement to cover for me during the times indicated above is: _____

Replacement's Signature/Date _____ /Date _____

Replacement's Supervisor's Signature/Date _____ /Date _____

Replacement's Honor Guard Flight NCOIC/OIC Signature/Date _____ /Date _____

Member's Supervisor's Signature/Date _____ /Date _____

Member's Honor Guard Flight NCOIC/OIC Signature/Date _____ /Date _____

NOTE: Special cases regarding excusal from Honor Guard duty in excess of 1 week will be handled on a case-by-case basis.

_____/Date _____
First Sergeant or Commander Signature/Stamp

_____/Date _____
Superintendent, MSgt, USAF
Superintendent, Base Honor Guard

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Figure A2.3. Sample of Honor Guard Resignation Letter.

	<p>DEPARTMENT OF THE AIR FORCE 46TH SPACE WING (AFBPC)</p>
<p>Date: _____</p>	
<p>MEMORANDUM FOR 45 FSS/FSOXU</p>	
<p>FROM: _____</p>	
<p>SUBJECT: Resignation from the Patrick Air Force Base Honor Guard</p>	
<p>1. I respectfully request official resignation from the Patrick Air Force Base Honor Guard. I request my last monthly rotation on Honor Guard be _____.</p>	
<p>2. I understand that my replacement must be named, have uniforms ordered and attend training orientation prior to my departure from the Honor Guard.</p>	
<p>a. My replacement has been identified as _____.</p>	
<p>b. His/her Honor Guard orientation is scheduled for _____.</p>	
<p>_____/Date _____ Outgoing Member's Signature/Date</p>	
<p>_____/Date _____ Supervisor's Signature/Date</p>	
<p>1st Ind, _____</p>	
<p>MEMORANDUM FOR 45 FSS/FSOXU</p>	
<p>1. I approve/disapprove _____'s resignation from the Patrick Air Force Base Honor Guard.</p>	
<p>2. His/Her replacement has been identified as _____.</p>	
<p>_____/Date _____ First Sergeant or Commander Signature/Stamp</p>	
<p>GUARDIANS OF THE HIGH FRONTIER</p>	