

**BY ORDER OF THE COMMANDER
AIR FORCE WEATHER AGENCY**

**AIR FORCE WEATHER AGENCY
INSTRUCTION 34-1**



1 MAY 2014

Services

AFWA COLOR GUARD (CG)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: This publication and forms are available for downloading or ordering on the e-Publishing website at www.e-publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AFWA/CCC

Certified by: HQ AFWA/DS
(Lt Col David T. Schiffert)

Supersedes: AFWAI34-1, 3 April 2008

Pages: 5

This publication implements Air Force Weather Agency Policy. This instruction establishes and issues responsibilities, and procedures for operation of the AFWA Color Guard. It establishes the Color Guard as an entity under the headquarters squadron with the CG office symbol. This publication may not be supplemented or further implemented/extended. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Submit requests for waivers, through your chain of command, to the Publication OPR for non-tiered compliance items. 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 Forms 847 from the field through the appropriate functional chain of command. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed.

1. General:

1.1. The AFWA Color Guard's (CG) objective is to present the colors to render military honors in a professional manner. This instruction implements policy, assigns responsibilities, and prescribes procedures for the operation of the AFWA CG. Additionally, it will define

manning requirements to support applicable details, describe priorities and execution of mandatory functions.

1.2. The AFWA CG is not the Honor Guard, but fulfills similar traditional Honor Guard functions. The primary function is to present the colors and to render military honors within AFWA for: promotion ceremonies, retirement ceremonies, and changes of command.

1.3. The AFWA CG is a volunteer program for personnel in the grades of E-1 through E-7. Team Members must obtain approval from their supervisor and/or section chief prior to volunteering in any details during normal duty hours or that possibly may interfere with the AFWA mission.

2. Roles and Responsibilities:

2.1. AFWA/CCC:

2.1.1. Appoints and approves the Color Guard Superintendent (Supt) and Noncommissioned Officer in Charge (NCOIC).

2.1.2. Approves non-standard CG support requests.

2.1.3. Notifies the CG Supt of any physical fitness profiles that may impact the CG Team Member's volunteer service in the AFWA CG.

2.2. CG Superintendent:

2.2.1. Serves as decision authority for accepting prospective Team Members.

2.2.2. Ensures sufficient CG manning in order to meet detail requests.

2.2.3. Directs approved detail requests.

2.2.4. Supervises CG performance and submits decorations if earned.

2.2.5. Informs supervisors of any discipline issues that arise with personnel assigned to the CG.

2.2.6. Briefs AFWA leadership on CG status quarterly to include manning, supply requirements and discipline issues.

2.3. CG NCOIC:

2.3.1. Coordinates CG support from within AFWA. Requests will be managed according to priority assigned in paragraph 3.1.1.; non-standard requests will be approved by the AFWA/CCC.

2.3.2. Provides an environment for weekly training.

2.3.3. Accountable for team assignments.

2.3.4. Recommends decoration submission to the CG Superintendent.

2.4. CG Trainer:

2.4.1. The CG Trainer will be appointed by the CG NCOIC and approved by the CG Superintendent.

2.4.2. Develops a standardized training program.

2.4.3. Ensures weekly training is performed.

2.4.4. Ensures all team members are instructed on drill procedures.

2.5. CG Team Members:

2.5.1. Team members are volunteers; members are required to maintain active membership for a minimum of 1 year. An active membership is defined as regularly attending weekly meetings/practices and performing in at least 10 ceremonies/events a year. However, the active membership period will not hinder the member's primary duty (i.e., deployments, TDYs, assignment actions, etc.).

2.5.2. Team members will meet fitness standards according to AFI 36-2905, *Fitness Program*.

2.5.3. Team members will meet image standards according to AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

2.5.4. Team members will hone drill proficiency and knowledge of the CG ceremonies.

2.5.5. Team members will notify the CG Supt and/or NCOIC if he/she must miss a detail for which he/she volunteered.

2.6. **AFWA/CCF:** Notifies the CG Supt of any adverse quality force indicators that may affect a CG Team Member's volunteer service in the AFWA CG during the hiring/evaluation process. This will be accomplished prior to acceptance as a CG member.

3. Details:

3.1. The CG's primary role is to perform ceremonial details for AFWA events locally on or around Offutt AFB, Nebraska. Non-standard requests will be approved by the AFWA/CCC.

3.1.1. The CG's events listed in priority order:

3.1.1.1. Retirement Ceremonies

3.1.1.1.1. The US Flag Folding Ceremony

3.1.1.1.2. Posting the US Flag Flying (provided by the retiree)

3.1.1.2. Promotion Ceremonies.

3.1.1.3. Change of Command Ceremonies.

3.1.1.4. Reveille and Retreat Ceremonies.

3.1.1.5. All other requested parade, marriage, fair, or event that will take duty time from military members.

3.1.1.6. Replace the US Flag when it's no longer a fitting emblem of display (ref: AFI 34-1201, *Protocol* & AFPAM 34-1202, *Guide to Protocol*).

3.2. A detail team will consist of four members: Lead Rifle, US Flag Bearer, USAF Flag Bearer, and Rear Rifle.

3.3. AFWA units can request detail support through the AFWA CG SharePoint site at <https://spx.afwa.af.mil/Utilities/groups/colorguard/default.aspx>. The CG request form is located on the main site page under Announcements.

LOUIS V. ZUCCARELLO, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 34-1201, *Protocol*, 25 Jan 2013

AFPAM 34-1202, *Guide to Protocol*, 10 Jan 2013

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 Jul 2011

AFI 36-2905, *Fitness Program*, 21 Oct 13

AFMAN 33-363, *Management of Records*, 1 Mar 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFPAM—Air Force Pamphlet

AFMAN—Air Force Manual

AFWA—Air Force Weather Agency

AFWAI—Air Force Weather Agency Instruction

CC—Commander

CCC—Senior Enlisted Advisor

CCF—First Sergeant

CG—Color Guard

DS—Director of Staff

NCOIC—Noncommissioned Officer in Charge

DS—Director of Staff

TDY—Temporary Duty