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**Services**

**HONOR GUARD PROGRAM**



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This instruction establishes policy, lists responsibilities, and states the framework for planning, training, and use of the Arnold Engineering Development Complex (AEDC) Base Honor Guard, in accordance with AFI 34-242. It applies to individuals at all levels who are involved in the AEDC Base Honor Guard, except where noted otherwise. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate chain of command. Requests for waivers must be submitted to the OPR listed above for consideration and approval. 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). 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.

**1. Overview.**

1.1. Scope. This instruction establishes guidance and assigns responsibilities for the AEDC Base Honor Guard (BHG).

1.2. Overview of the AEDC BHG. The BHG provides for the rendering of ceremonial honors, and administration of AEDC flag inventory.

1.2.1. Ceremonial Honors. The BHG is responsible for performing all ceremonial honors at AEDC. These honors include, but are not limited to, the posting of colors and ceremonial flag folding.

1.2.2. Funeral Honors. Air Force Mortuary Affairs has not assigned AEDC an AOR for the performance of funeral honors. However, it is the responsibility of the BHG to ensure that all funeral requests are properly handled, and that any support requested by the 78th Force Support Squadron (FSS), Robins AFB, is given.

1.2.3. Administration of AEDC flag inventory. The BHG is responsible for administration of the AEDC flag inventory. This includes, but is not limited to, all flags used for ceremonial purposes by the BHG, all flags flying outside AEDC buildings, and some static flag displays.

## **2. Roles and Responsibilities.**

### **2.1. AEDC/CC will:**

2.1.1. Provide adequate funding and resources to meet the operational requirements of the BHG program. This includes, but is not limited to, providing each BHG member with a complete installation honor guard ceremonial uniform as outlined in AFI 36-2903 Table 3.2.

2.1.2. Determine the size of the BHG team, taking into consideration, where the installation is located, the population, and the projected workload.

2.1.3. Appoint an HG OIC. AEDC/CC should consider the operations tempo of the member being assigned to ensure work overload does not force the member to put off Honor Guard duties in order to perform the mission.

2.1.4. Provide funding for the HG NCOIC to attend, if required, the appropriate program management training course conducted by the Air Force Honor Guard within three to six (3-6) months of appointment to the position.

2.2. Honor Guard OIC (HG OIC). The HG OIC is in charge of the overall performance, discipline, appearance, and competence of honor guard members. The HG OIC position at AEDC is an additional duty, not a full time position. The HG OIC must ensure that they devote an appropriate amount of time to perform their HG OIC duties. The HG OIC Will:

2.2.1. Prepare annual budget requirements for the BHG and submit it to AEDC/TSD.

2.2.2. Ensure BHG members are trained and properly equipped to perform details.

2.2.3. Approve and maintain a list of performance ready (trained, uniformed, equipped) BHG members.

2.2.4. Serve as the liaison between base activities and the BHG for requesting ceremonial support.

2.2.5. Ensure all funeral requests are properly handed off to Robins AFB Honor Guard.

2.2.6. Work with base leadership to discipline and/or recognize BHG members.

2.2.7. Remove any member who does not meet performance or appearance standards.

2.2.8. Appoint the Honor Guard NCOIC.

2.3. Honor Guard NCOIC (HG NCOIC). The NCOIC is in charge of the administration of the Honor Guard program. The HG NCOIC Will:

2.3.1. Assist the HG/OIC.

- 2.3.2. Schedule and ensure BHG members are trained and available.
- 2.3.3. Control and maintain the BHG equipment.
- 2.3.4. Complete AF Form 1946, *Honor Guard Checklist* for BHG activities, as required.
- 2.3.5. Ensure all funeral requests are properly handed off to Robins AFB Honor Guard.
- 2.3.6. Attend the appropriate program management training course conducted by the Air Force Honor Guard within three to six months of appointment as the HG NCOIC.

2.4. Public Affairs. Will:

- 2.4.1. Evaluate requests from civilian agencies for BHG ceremonial support and forward the request to the HG OIC. The HG OIC will determine whether the request can be supported, if the mission permits.
- 2.4.2. Publicize the BHG program through the base newspaper and other available sources.

2.5. Honor Guard Team Member Responsibilities. All members must abide by the provisions of this instruction. BHG members must:

- 2.5.1. Maintain high appearance standards in compliance with AFI 36-2903, *Dress and Personal Appearance of AF Personnel*, AFI 36-2905, *Fitness Program* and a positive attitude.
- 2.5.2. Ensure their uniforms are maintained in serviceable condition, attend training, master the drill, and know traditional formation ceremonies and protocol.
- 2.5.3. Participate in BHG duties for at least one year to provide continuity for the team and to maintain proficiency.
- 2.5.4. Inform the HG OIC or NCOIC immediately if placed on a medical or physical profile.
- 2.5.5. Not patronize any establishment that primarily serves alcohol (Bar, Tavern, Nightclub, etc.) or consume any alcohol while wearing the Honor Guard Ceremonial Uniform, or any part thereof.

2.6. AEDC Services Office (AEDC/TSD-SV) will:

- 2.6.1. Review annual budget submitted by HG OIC and submit to AEDC/TSD for funding.
- 2.6.2. Submit additional funding requests to AEDC/TSD on an as needed basis.
- 2.6.3. Ensure the availability of transportation for the BHG to events off base by ensuring the BHG has high priority for the reservation of GOV's.
- 2.6.4. Provide storage, training and administrative space for the BHG team.

### 3. Manning.

3.1. Structure and Composition of BHG

- 3.1.1. Volunteers will be used to staff the BHG. Typically, BHG members will be of the ranks E-1 through E-6 and O-1 through O-3; however, these ranks are not exclusive.

3.1.2. The BHG will consist of a minimum of eight (8) active duty members plus the Officer in Charge (OIC) and Noncommissioned Officer in Charge (NCOIC).

3.1.3. If there are insufficient volunteers to staff the BHG, 2-letter Chiefs and/or AEDC/CC will assign personnel to fill vacancies.

3.1.4. AEDC/CC may direct additional active duty personnel quotas as needed to ensure all military funeral honors requests are met in accordance with AFI 34-242.

3.1.5. All BHG members will serve a minimum of 12 months from the date they are appointed.

3.1.5.1. If an individual has less than 12 months remaining on their tour at Arnold AFB they may volunteer to serve on the BHG for less than the minimum term, provided they have already served at least one 12 month tour with the AEDC BHG.

3.1.5.2. Any BHG member who is unable to complete their assignment due to deployment, PCS, extended TDY, separation from the Air Force, or retirement must inform the HG OIC or NCOIC immediately.

3.1.6. The HG OIC or NCOIC will ensure any vacancies are filled by a volunteer or appointee within one month of the vacancy occurring.

3.2. Volunteers or appointed members must meet the following criteria:

3.2.1. Minimum of 12 months retainability for enlisted personnel, unless exempted under 3.1.5.1.

3.2.2. Be assigned to Arnold AFB.

3.2.3. No non-judicial punishment under Article 15, UCMJ (Uniform Code of Military Justice) actions, pending or completed, in the past year.

3.2.4. Not be on a control roster, or have a current UIF.

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

3.2.6. Not be on profile/waiver that impacts their ability to perform the requisite duties.

**4. Special Recognition.** BHG members are recognized for their outstanding support by a special recognition program. The recognition program includes:

4.1. Decorations

4.1.1. BHG members are eligible for the Air Force Achievement Medal (AFAM) after completing 12 months of distinguished service for the BHG. The HG OIC is responsible for ordering the Decor 6, preparing the award, and submitting for approval. In the event of extended TDY, deployment, or other authorized absence, the amount of missed time will be added to the standard 12 months necessary to qualify for an Achievement Medal.

4.1.2. No member may earn more than one AFAM for Honor Guard Duty at AEDC, regardless of period of service.

4.1.3. The HG OIC and NCOIC are eligible for the Air Force Commendation Medal (AFCM) after completing 12 months of distinguished service in their respective roles. For the NCOIC, the HG OIC is responsible for ordering the Decor 6, preparing the award, and submitting for staffing and approval. For the HG OIC, the HG OIC's

replacement is responsible for ordering the Decor 6, preparing the award, and submitting for staffing and approval.

4.1.4. No member may earn more than one AFCM for serving as the Honor Guard OIC or NCOIC at AEDC, regardless of period of service.

4.1.5. Decorations will be awarded for sustained and superior performance. Merely completing 12 months of service in the BHG is not sufficient for decoration.

## 4.2. Awards Program

4.2.1. The BHG awards program consists of one quarterly and one annual award. Annual winners may be selected from the quarterly award winners, but are not limited to those individuals (e.g., one member may be consistently superior, but not receive a quarterly award).

4.2.2. Quarterly and annual winners will be selected using the following criteria: leadership skills, professional qualities, training effectiveness, performance of details, attendance at practices, volunteerism, task performance, attitude, and dress and appearance.

4.2.3. The HG OIC, with advice from the NCOIC, is responsible for the selection and submission of quarterly and annual award winners.

## 5. Mission.

### 5.1. Ceremonial Honors.

5.1.1. The BHG is responsible for performing all requested ceremonial honors for official AEDC events. This includes, but is not limited to, Change of Command ceremonies, official events, AF sponsored conferences, and other events as directed by AEDC/CC.

5.1.2. The BHG may be requested to perform ceremonial honors for official events at nearby locations in support of Air Force personnel/objectives. This includes, but is not limited to, official events at Fort Campbell, KY, and Redstone Arsenal, AL. These locations have Air Force units and Air Force personnel but do not have Air Force Honor Guard support.

5.1.3. The BHG may also be requested to perform ceremonial honors for other Air Force related events held at AEDC or in the community. This includes, but is not limited to, supporting retirement and promotion ceremonies.

5.1.4. The BHG may also be requested to perform ceremonial honors at other events in the community. This includes, but is not limited to, Special Olympics, school events, STEM events, Arnold Community Council events, and other community events.

5.1.5. The priority of details for the BHG is:

5.1.5.1. Military Funeral Honors.

5.1.5.2. Support requested by AEDC/CC.

5.1.5.3. Division level events.

5.1.5.4. Special on base events.

5.1.5.5. Retirement ceremonies held on base.

5.1.5.6. Special community events within twenty mile radius of AEDC.

5.1.5.7. Local military/VA events.

5.1.5.8. Non-military events outside the twenty mile radius of AEDC.

5.1.6. The HG OIC, or in their absence the HG NCOIC, will receive detail requests and approve or disapprove them.

5.1.6.1. Details should only be approved for events that will not bring disgrace or discredit to AEDC or the USAF.

5.1.6.2. Details will be approved on a first come first served basis, unless the later request is for an event of a higher priority per section 5.1.5.

## 5.2. Limited Military Funeral Honors.

5.2.1. The primary mission of the BHG program is to ensure military funeral honors are furnished to all eligible decedents.

5.2.2. Air Force Mortuary Affairs has not assigned AEDC an AOR for the performance of funeral honors.

5.2.2.1. All requests for funeral honors received by AEDC will be directed to the unit covering the AOR where the honors are to be performed. The Middle Tennessee Region, including AEDC, is covered by the 78th FSS at Robins AFB, GA.

5.2.2.2. It is the duty of the HG OIC/NCOIC to follow up on all funeral honor requests. Even though funeral honor requests are passed to another unit, the HG OIC or NCOIC will follow up with the requesting individual. The HG OIC or NCOIC will inform them that their request has been passed to another unit and ensure the other unit has informed the requester of arrangements to perform the detail. The HG OIC/NCOIC must ensure that requests are not lost or forgotten.

## 5.3. Administration of AEDC flag inventory.

5.3.1. The BHG is responsible for administration of the AEDC ceremonial flag inventory. This includes, but is not limited to, all flags used for ceremonial purposes by the BHG, flags flying outside AEDC Headquarters, and some static flag displays.

### 5.3.2. Outdoor Flag displays.

5.3.2.1. The BHG is responsible for the flags flying outside the AEDC Headquarters Building.

5.3.2.2. It is the responsibility of the BHG to ensure that the flags on display are in display worthy condition. All flags not in displayable condition will be replaced as soon as practicable.

5.3.2.3. It is the responsibility of the BHG, upon receiving proper notification, to lower the flags to half-staff and then return them to full staff.

5.3.2.3.1. The BHG may request that AEDC Security Forces (TSD-SF) or the Contractor Security Forces perform the raising/lowering, but it is the duty of the BHG to ensure this is accomplished.

5.3.2.3.2. Requests should be made to the TSD-SF Chief or Contractor Security Forces well in advance of any holiday requiring the lowering or raising of the flag in order to give them proper time to prepare. This increases the chance that they will be able to support the request.

5.3.2.3.3. When the flag is directed to be lowered on short notice (due to national tragedy) it is the responsibility of the HG OIC and NCOIC to coordinate with TSD-SF Chief or Contractor Security Forces to ensure that the flag is properly displayed.

5.3.2.4. The BHG should maintain an inventory of the proper outdoor flags as replacements. The HG OIC and NCOIC will determine the proper inventory level, and the NCOIC will ensure that those levels are maintained.

### 5.3.3. Flags for use by the BHG.

5.3.3.1. The BHG is responsible for all flags necessary for the performance of their duties.

5.3.3.2. It is the responsibility of the BHG to ensure that flags for use in ceremonial honors are in display worthy condition. All flags not in displayable condition will be replaced as soon as practicable.

5.3.3.3. The HG OIC and NCOIC will determine what flags are necessary for the performance of ceremonial honors, and determine the proper inventory levels thereof in order to ensure availability.

### 5.3.4. Static Flag Displays.

5.3.4.1. The BHG is responsible for all static flag displays in the AEDC Headquarters lobby.

5.3.4.2. The BHG is responsible for setup and removal of any static flag displays necessary to support all Distinguished Visitors. This includes, but is not limited to, placement of General Officer (GO) and other flags in the DV office, ALC, GLC, or other special event venue.

5.3.4.3. The BHG is responsible for ensuring that static flag displays at AEDC events are properly setup. This includes quarterly awards, annual awards, AF ball, dining in/out, etc...

5.3.4.4. The BHG will provide support to any AEDC organization that requests help in setting up a static flag display, or replacing any flag within an existing display.

### 5.3.5. Administration of Flag Inventory.

5.3.5.1. The HG OIC and NCOIC will determine required inventory levels for all flags used by the BHG, for ceremonial honors and static displays.

5.3.5.2. The HG NCOIC is responsible for maintaining the inventory of all flags. The HG NCOIC will perform periodic inspections of actual inventory, identify necessary purchases, and coordinate with the TSD Government Purchase Card holder responsible for flag purchases.

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Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFI 34-242, *Mortuary Affairs Program*,

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

AFI 36-2905, *Fitness Program*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 1946, *Honor Guard Checklist*

***Abbreviations and Acronyms***

**AEDC**—Arnold Engineering Development Complex

**AFAM**—Air Force Achievement Medal

**AFCM**—Air Force Commendation Medal

**AOR**—Area of Responsibility

**BHG**—Base Honor Guard

**HG OIC**—Honor Guard Officer in Charge

**HG NCOIC**—Honor Guard Non-Commissioned Officer in Charge

**PCS**—Permanent Change of Station

**STEM**—Science, Technology, Engineering, and Math

**TDY**—Temporary Duty

**TSD**—SF—Test Support Division, Security Forces

**UCMJ**—Uniform Code of Military Justice

**UIF**—Unfavorable Information File