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Services



HONOR GUARD PROGRAM

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This instruction implements Air Force Policy Directive (AFPD) 34-5, *Mortuary Affairs*. It clarifies local procedures, provides guidance for planning, training and the use of the Aviano Air Base Honor Guard. It describes the functions of the Honor Guard (HG), responsibilities of HG members, and the procedures for performing HG functions and participation standards. It adds internal communication titles and chain of command procedures. This instruction applies to all personnel assigned to the Aviano Air Base Honor Guard and all agencies supported by or supporting the HG. 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). 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.

1. Responsibilities.

1.1. 31st Fighter Wing Commander. The 31st Fighter Wing Commander's responsibilities relating to the HG program are prescribed in AFI 34-242, para. 8.18.

1.2. Honor Guard Management Office. HG management is made up of volunteers from the wing, therefore the 31st Fighter Wing does not have an Honor Guard Management Office collocated with protocol as described in AFI 34-242, Para. 8.20, and is not manned by a full-time 8G000 position.

1.3. Honor Guard Officer in Charge (HG OIC)/Superintendent (HG SUPT). The HG OIC will be a Commissioned Officer in the grade of O-1 through O-4. The HG SUPT will be a Noncommissioned Officer in the grade of E-7 or above, appointed by the HG OIC. The overall responsibilities of the HG OIC are set forth in AFI 34-242, Para. 8.21. In addition to those prescribed duties, the HG OIC/SUPT will:

1.3.1. Appoint the Honor Guard Noncommissioned Officer in Charge.

1.3.2. Oversee/manage the HG Awards and Decorations Program.

1.3.3. Oversee the HG budget, working with the 31st Force Support Squadron Resource Advisor.

1.3.3.1. The HG OIC and HG SUPT will review budget with the 31 FSS Resource Advisor to manage the funds allocated to the HG during quarterly and annual fund loads.

1.3.3.2. 31 FSS personnel serve as the Government Purchase Card (GPC) holder and Approving Official (AO) for Honor Guard purchases.

1.3.4. Enforce policies, directives, and coordinate disciplinary action for team members as needed to enforce standards of conduct and appearance.

1.3.5. Towards the end of the HG OIC's tour of duty, he or she will send a notification to the Company Grade Officers in the wing announcing the position opening and instructions for submitting nomination packages.

1.3.5.1. Nominees must be recommended by their unit and group commanders.

1.3.5.2. Nominations will be submitted to the current FSS Operations Officer who will review and forward packages with recommendations to the 31 FW/CC.

1.3.6. Be the primary Munitions and Weapons Account Custodian.

1.4. Honor Guard Noncommissioned Officer in Charge (HG NCOIC). The HG NCOIC will be an NCO. The overall responsibilities of the HG NCOIC are prescribed in AFI 34-242, Para. 8.22. In addition to those responsibilities, the HG NCOIC will:

1.4.1. Appoint an HG Lead Trainer and Scheduler.

1.4.2. Interview prospective members to ensure they meet the HG standards and can perform the Aviano Air Base Honor Guard mission.

1.4.3. Ensure travel orders and vouchers are properly accomplished for members participating in TDY travel for the HG.

1.4.4. Manage training for all new members to include: planning, coordination, maintenance, and execution of a 3-day certification program for all new members as needed.

1.4.5. Implement new training standards as they are created by Headquarters Air Force/USAF Honor Guard.

1.4.6. Be the Key and Lock Custodian for the HG facility.

1.5. Honor Guard Lead Trainer. The HG Lead Trainer will be fully trained and have extensive experience in the USAF Honor Guard Manual. The Honor Guard Lead Trainer will be appointed by the NCOIC. The HG Lead Trainer will:

1.5.1. When required, schedule a certification course for new members.

1.5.2. Enforce strict application of the USAF Honor Guard Manual and will not deviate from it unless directed by the HG SUPT/NCOIC.

1.5.3. Maintain all HG certifications.

1.6. Honor Guard Scheduler. The HG Scheduler will be appointed by the NCOIC. The HG Lead Trainer will:

1.6.1. Monitor the 31fw.honorguard@us.af.mil org box and process all received HG services requests.

1.6.2. Organize/assign members to details and provide all pertinent information; designate Detail Chief.

1.6.3. Maintain the Aviano detail data base; tracks and documents member's detail and practice hours.

1.7. Honor Guard Member. HG members will be the epitome of the enlisted and officer corps. These individuals represent the United States Air Force on and off duty. Members must meet the standards outlined in AFI 34-242, Para. 8.26. Additionally, HG members will:

1.7.1. Coordinate with NCOIC and Scheduler prior to taking leave or going TDY and email their leave/TDY dates to the 31fw.honorguard@us.af.mil org box.

1.7.2. Attend a minimum of one practice every week unless on leave/TDY or mission requirements prevent attendance. If the member is unable to attend at least one practice, he or she must coordinate in advance with the HG OIC, SUPT, NCOIC, Lead Trainer, or Scheduler.

2. MEMBERSHIP.

2.1. Purpose. This chapter sets forth requirements to become a member of the Aviano HG and describes the actions taken once a member is certified.

2.2. Membership Requirements. Certain criteria have to be met to be a member of the Aviano HG. These standards must be enforced to maintain the high quality of Airmen that make up the HG. To become a member of the HG, each applicant must:

2.2.1. Have at least 12 months retainability when selected for duty and agree to serve at least one year on the Aviano HG. Service begins upon completion of the member's first detail.

2.2.2. Display exceptional military bearing and demonstrate compliance with AFI 36-2903, AFI 34-242, and AFI 10-248.

2.2.3. Complete an interview with the HG NCOIC, SUPT, or OIC.

2.2.4. Have no current or pending non-judicial punishment actions or other negative quality force indicators. HG staff will work with the applicant's Squadron Commander

and/or First Sergeant to determine whether quality force indicators preclude the applicant from membership.

2.2.5. Complete the membership application and have it signed by their Supervisor, Flight Chief, First Sergeant, and Unit Commander. After approval, return application to HG management or submit to 31fw.honorguard@us.af.mil.

2.2.6. Successfully complete the Aviano Air Base Honor Guard Certification Course (Note: If member has prior experience, the course can be waived by the HG NCOIC based on recommendation by the HG Lead Trainer).

2.3. Ceremonial Uniform and Accessories.

2.3.1. The Air Force mandates that all members performing honor guard details wear a special ceremonial uniform as outlined in AFI 36-2903, Table 3.2. All members will be provided one standardized base-level ceremonial blues.

2.3.2. Table 2.1 lists the uniform items that will be issued to each new member.

Table 2.1. Uniform Issue Items.

| ITEM DESCRIPTION | QUANTITY |
|---|----------|
| Honor Guard ceremonial service dress uniform jacket** | 1 ea. |
| Honor Guard ceremonial service dress uniform pants** | 1 ea. |
| Ceremonial belt** | 1 ea. |
| Silver Aiguillette** | 1 ea. |
| Honor Guard service cap w/cover** | 1 ea. |
| Service cap emblem** | 1 ea. |
| Dress Shoes | 1 pr. |
| U.S. insignia | 1 ea. |
| Base Honor Guard badge | 1 ea. |
| White Gloves | 1 pr. |
| NOTE: Items listed with ** will be returned when the member completes HG commitment. For members failing to complete their one-year commitment, all items will be returned. Members will be held financially liable for any unreturned items. | |

2.3.3. Members are required to furnish their own socks, undergarments, shirts, and ties or tabs.

2.3.4. Members are responsible for upkeep of their issued uniforms (laundry/dry cleaning). Members may have their HG uniforms cleaned free of charge at the Base Linen Exchange at the Force Support Squadron by coordinating with the HG NCOIC.

2.4. Commitment. Once the member is accepted to the HG team and trained, he or she can only be relieved from the one-year commitment under special circumstances. The HG OIC, SUPT, and NCOIC will make determination for removal and will include the member's Commander and First Sergeant in such decisions.

2.5. Awards, Recognition and Incentive Program. Awards and decorations play a vital role in the recruitment and retention of quality HG members. Being a member of the Base Honor Guard is a privilege and is looked upon in the community as a highly respected position. In

an effort to enhance the member's experience in the HG, several incentives have been established.

2.5.1. Upon successful completion of initial training, members are provided a formal graduation/induction ceremony and issued a certificate of completion. After certification, members become qualified for the Awards, Recognition, and Incentives of the Aviano Base Honor Guard program.

2.5.2. Honor Guard Member of the Month, Quarter and Year.

2.5.2.1. Honor Guard Member of the Month. The HG OIC, SUPT, and NCOIC will select the Honor Guard Member of the Month based on the member's performance, contribution, adherence to standards, and overall attitude.

2.5.2.2. Honor Guard Member of the Quarter. The HG OIC, SUPT, and NCOIC will select the Quarterly Award winner based on the member's performance, contribution, adherence to standards, and overall attitude. The winner will be announced at the 31st Fighter Wing Quarterly Awards Ceremony.

2.5.2.3. Honor Guard Members of the Year. The HG OIC, SUPT, and NCOIC will select the Junior and the Senior Enlisted Honor Guard Members of the Year based on annual performance. The winners will be announced at the 31st Fighter Wing Annual Awards Ceremony.

2.5.3. Honor Guard Medals Requirements and Routing Process.

2.5.3.1. Each HG member has the chance to earn an Air Force Achievement Medal (AFAM) for outstanding achievement. The HG OIC, SUPT, and NCOIC have the opportunity to earn an Air Force Commendation Medal (AFCM) for outstanding achievement for their increased involvement in the HG program management. The minimum general guidance for the AFAM and AFCM, respectively, is listed in Table 2.2.

2.5.3.2. The HG staff will prepare the medal citation and package. The HG SUPT or NCOIC will send a recommendation e-mail to the member's supervisor and First Sergeant inquiring whether or not the member's on-duty performance makes it appropriate for the member to receive a medal for HG service. The First Sergeant will review the member's PIF to ensure there is no derogatory information (LOAs, Article 15s, etc), then make appropriate recommendation. The Décor 6 will be ordered by the HG SUPT or NCOIC through the 31 FSS CSS and will then be signed by the HG SUPT or NCOIC and the 31 FSS/CC or designee. Once the Décor 6 has been signed, the HG SUPT or NCOIC will forward the citation to the 31 FSS Operations Officer for review and routing through the 31 FSS/CC to the 31 MSG/CC for approval.

Table 2.2. Honor Guard Guidelines for AFAM and AFCM.

| To be considered for either of the decorations below, the member should: | |
|---|--|
| Air Force Achievement Medal | Air Force Commendation Medal |
| Complete at least one year of duty as an active HG member. | Complete at least one year as acting HG OIC, HG SUPT, or HG NCOIC. |
| Complete at least 200 hours of details and/or practice. | Complete at least 400 hrs of details, practice, and/or program management. |
| Have had no negative quality force indicators during their year on the HG (LOR, Article 15, etc.). | Have had no negative quality force indicators during their year on the team (LOR, Article 15, etc.). |
| Be recommended for the decoration by the HG OIC, SUPT, and NCOIC. | Be recommended for the decoration by his or her Unit Commander and First Sergeant. |
| Be recommended for the decoration by his or her Unit Commander and First Sergeant. | Have the concurrence of the member's Decoration Approving Authority. |
| Have the concurrence of the member's Decoration Approving Authority. | |
| NOTE: The guidance listed above is a standard but does not dictate who will receive a medal. The overall determination of decoration eligibility will be made by the member's Commander, First Sergeant, and Supervisor, and the HG OIC, SUPT, and NCOIC. | |

3. GENERAL PROGRAM MANAGEMENT.

3.1. Ceremonial Details. Congressional law mandates that all veterans and retirees who received Honorable Discharges or Other-Than-Honorable Discharges will receive funeral honors. The Honor Guard's primary purpose is to perform funerals. Other ceremonial details are performed based on availability after funeral commitments are met. Listed below are the details to be performed in priority order:

- 3.1.1. Funeral for Medal of Honor Recipient.
- 3.1.2. Funeral for Active duty Military personnel.
- 3.1.3. Funeral for Air Force Retiree.
- 3.1.4. Funeral for Air Force Veteran.
- 3.1.5. Support of Visiting Dignitaries.
- 3.1.6. Change of Command Ceremonies.
- 3.1.7. Center, Wing, or Group-level Retirement Ceremonies.
- 3.1.8. Center, Wing, or Group-level Social Events.
- 3.1.9. Base Graduation Ceremonies.
- 3.1.10. Squadron-level Ceremonies.
- 3.1.11. Active Duty Air Force Personnel Weddings.
- 3.1.12. All Other Events or Requests.

3.2. Requests for Honor Guard Support. All detail requests will be made by emailing an Honor Guard Services Request Form (located on Share Point) to 31fw.honorguard@us.af.mil.

3.2.1. Every attempt will be made to notify the requesting agency of a cancellation no later than 24 hours prior to the scheduled event. Funeral details will not be cancelled.

3.2.2. If a Government Own Vehicle (GOV) is required to complete a detail, the HG Scheduler or NCOIC will coordinate a vehicle request through 31 LRS Vehicle Operations.

3.3. Honor Guard Standard Operating Procedures. All Honor Guard members must adhere to the following guidelines:

3.3.1. Privately owned vehicles (POV) will not normally be used as transportation to and from details outside the Aviano/Pordenone local area (20 minutes or less). If the use of a POV is required, the HG OIC/SUPT/ NCOIC must grant permission.

3.3.2. Due to prohibitions on the movement of firearms in Italy, live weapons and ammunition will not be carried off base. All on-base transportation of weapons and ammunition will be conducted in government vehicles. Ammunition will only be transported in the appropriate containers and fire extinguishers will be readily available. Weapons and ammunition will only be removed from the vehicle for the purpose of preparation, performance, or storage after a detail. This paragraph does not apply to the ceremonial rifles used to perform colors details.

3.3.3. Live weapons and ammunition will not be secured in a locked vehicle. When live weapons are being used for details, they must always be guarded.

3.3.4. The Detail Chief for each detail is the member of the detail with the most HG experience, unless otherwise identified by the HG Scheduler/OIC/SUPT/NCOIC. He or she is responsible for conducting the assigned detail and for the overall safety, conduct, and accountability of personnel, weapons, and ammunition.

3.3.5. Alcohol consumption is prohibited in government vehicles and government vehicles will not be used to transport alcoholic beverages.

3.3.6. For HG members, the consumption of alcohol is prohibited 8 hours prior to the beginning of the duty day or the show time for a detail, whichever is earlier.

BARRE R. SEGUIN, Brigadier General, USAF
Commander

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

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

AFI 34-242, *Mortuary Affairs Program*, 2 April 2008

AFI 36-2905, *Fitness Program*, 21 October 2013

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

Abbreviations and Acronyms

AO — Approving Official

HG—Honor Guard³

HG OIC—Honor Guard Officer in Charge

HG SUPT—Honor Guard Noncommissioned Superintendent

HG NCOIC—Honor Guard Noncommissioned Officer in Charge

GPC—Government Purchase Card

GOV—Government Own Vehicle