

**BY ORDER OF THE COMMANDER  
DAVIS-MONTHAN AIR FORCE BASE**



**AIR FORCE INSTRUCTION 34-242**

**DAVIS-MONTHAN AIR FORCE BASE  
Supplement**

**2 JULY 2015**

**Services**

**DAVIS-MONTHAN AIR FORCE BASE  
HONOR GUARD PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**ACCESSIBILITY:** Publication and forms are available on the e-Publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

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OPR: 355 FSS/FSOXH

Certified by: 355 MSG/CC  
(Col Greg A. Williams)

Pages: 21

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This supplement applies to all units assigned or attached to Davis-Monthan Air Force Base. This guidance applies to all elements of the 355th Fighter Wing stationed at Davis-Monthan Air Force Base, including Headquarters Air Combat Command, and all associate/tenant units. No waivers may be granted for this supplement. This supplement implements AFI 34-242 *Mortuary Affairs Program* which establishes policies, procedures, and responsibilities for the 355th Fighter Wing, Davis-Monthan Air Force Base Honor Guard Program. AFI 34-242, *Mortuary Affairs Program*, 2 April 2008, is supplemented as follows: This supplement identifies the responsibilities of the key personnel, establishes the method for selections, notification, utilization, structure, and management of the Honor Guard at Davis-Monthan Air Force Base, Arizona. This supplement requires the collections and or maintenance of information protected by the Privacy Act of 1974 authorized by *Title 10 United States Code* (U.S.C.), Section 8013 and Secretary of the Air Force and Executive Order (E.O.) 9397 (SSN), as amended. 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://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Send comments and suggested improvements to this supplement on AF Form 847, *Recommendation for Change of Publication*, through channels to 355 FSS/FSOXH, 3515 S. Fifth St, Tucson, Arizona, 85707.

8. 1. 1. The 355th Fighter Wing Honor Guard Program is assigned to the 355th Force Support Squadron for administrative and operational control by the 355 FW/CC.

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**Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 10**

**Attachment 6—DAVIS-MONTHAN AFB HONOR GUARD AREA OF RESPONSIBILITY 11**

**Attachment 7—DAVIS MONTHAN AFB HONOR GUARD FLIGHT ROTATION SCHEDULE 12**

**Attachment 8—MANPOWER FAIR SHARE WITH EXEMPTIONS DATA 13**

**Attachment 9—HONOR GUARD QUARTERLY/ANNUAL AWARD BOARD ROTATION 14**

**Attachment 10—DAVIS-MONTHAN AFB HONOR GUARD NOMINATION/APPROVAL LETTER 15**

**Attachment 11—DAVIS-MONTHAN AFB HONOR GUARD CONTRACT 17**

**Attachment 12—DAVIS-MONTHAN AFB HONOR GUARD CEREMONIAL UNIFORM ISSUE/RETURN 20**

**8.1.1. The 355th Fighter Wing Honor Guard Program is assigned to the 355th Force Support Squadron for administrative and operational control by the 355 FW/CC.** In addition, an Honor Guard Officer in Charge (HG OIC), a Non-Commissioned Officer (HG NCOIC) and an Assistant Non-Commissioned Officer (HG ANCOIC) will manage the Honor Guard personnel and programs. The HG NCOIC will be assigned to the 355 FSS for a period of three or more years. The Assistant HG NCOIC will be assigned to the 355 FSS for three or more years.

8.1.2. **(Added)** Funerals are mandatory events. Prioritize all other HG participation as follows:

8.1.2.1. **(Added)** 12 AF sanctioned events.

8.1.2.2. **(Added)** 355 FW sanctioned events.

8.1.2.3. **(Added)** Group level sanctioned events.

8.1.2.4. **(Added)** Squadron level sanctioned events.

8.1.2.5. **(Added)** Retirements with ranking member having precedence.

8.1.2.6. **(Added)** Community events.

8.1.2.7. **(Added)** Military weddings. In order for the HG to perform the saber cordon, the bride or groom must be in military uniform.

8.1.3. **(Added)** Honor Guard manning will be based on Manpower's "Fair Share with Exemptions" report of total enlisted E-1 through E-5 assigned to 12 AF, 355 FW and tenant units attached to Davis-Monthan Air Force Base, Arizona. The 355 FW/CC reserves the right to adjust the authorization quotas as necessary. The 355 FW Honor Guard manning will be 36 members, which allows for continuity and uninterrupted day-to-day operations.

8.1.4. **(Added)** The HG NCOIC will request a "Fair Share" with Exemptions report from

355 FSS/FSMM at the end of each fiscal year which will be forwarded to the 355 FSS/CC, 355 MSG/CC and the 355 FW/CC for review and approval before forwarding to each Group Superintendent. The Group Superintendents will govern the required allocations throughout their respective squadrons as needed. Furthermore, if the group allocation increases, the Group Superintendents will have until January of the upcoming year to provide any additional members. If their allocations decline, the Honor Guard member from that group with the least amount of time left will be allowed to honorably finish out the remainder of their contract and the group will not be required to provide a replacement.

8.1.5. **(Added)** Minimum tour of duty for all members in the Honor Guard program will be 12 months unless waived by agreement, based upon sufficient justification and cause between the HG OIC, HG NCOIC and First Sergeant. All agreements made outside of the normal contract will be documented in writing and attached to the member's contract prior to member's start date. Units are responsible for the immediate replacement of a member once the agreed upon contract has ended. Honor Guard members may serve

beyond the minimum commitment with the members' unit and HG NCOIC's approval and the completion of a new HG contract.

8.1.6. **(Added)** The 12 month commitment includes six months of "active" status and six months of "standby" status. During the six months of active status, the members cannot be absent for any reason, to include, but not limited to Temporary Duty (TDY), deployments and unit manpower issues. All assigned members will be split into two teams, "Alpha" and "Bravo". Every effort will be made to separate members of a group/squadron evenly between the two teams, (for example: MSG owes 4 members to the HG, 2 will be assigned to Alpha flight and 2 will be assigned to Bravo flight). Flight rotations will be as follows, Alpha flights active months will be, January, March, May, July, September and November. Bravo flights active months will be, February, April, June, August, October and December.

8.1.7. **(Added)** While assigned to the Honor Guard, all members on their "active" months will be exempt from all base and squadron details. They will not serve in the capacity of Security Forces augmentees, bay orderly, or be called upon to fulfill mobility exercise processing requirements. While members are on their "standby" months, they are assigned to their respective squadrons and will only be called upon by the HG NCOIC to backfill the current team for Military Funeral Honors, 12 AF and 355 FW events or unless otherwise directed by the 355 FW/CC.

8.1.8. **(Added)** Qualification criteria for selection will be based on the candidate being a volunteer, having outstanding military bearing, knowledge of customs and courtesies, the ability to stand for long durations and the ability to assist five other members in lifting a 450-pound casket.

8.1.9. **(Added)** Disqualifying criteria will be based on the candidates' attitude, history of administrative discipline or non-judicial punishment, being on a control roster, weight management program, physical profile for walking, marching, lifting, extended standing or if member is scheduled to deploy during their Honor Guard rotation. Some disqualifying criteria may be waived by the HG NCOIC.

8.1.10. **(Added)** Candidates that are taking mood altering medication for, but not limited to depression or bi-polar disorder, will not be allowed on the Honor Guard. This is due to the use of live weapons and being in highly stressful and sensitive situations.

8.1.11. **(Added)** The member's unit will be responsible for reimbursement of the ceremonial uniform if a member is removed from the Honor Guard for any reason other than permanent change of station during their 12 month commitment. Units are encouraged to only assign members that can fulfill the full contract (Attachment 7).

8.1.12. **(Added)** Leave will be coordinated and approved by the HG NCOIC only while the member is on active status and only on a case by case basis. Mission requirements will be the basis for approval/denial.

8.1.13. **(Added)** Organization.

8.1.13.1. **(Added)** The Honor Guard team will have an Honor Guard Officer in Charge (HG OIC), Honor Guard Non Commissioned Officer in Charge (HG

NCOIC), Honor Guard Assistant Non-Commissioned Officer in Charge (HG ANCOIC) and two Flight Sergeants (FS).

8.1.13.2. **(Added)** The Honor Guard will consist of one highly trained cohesive team that is broken down into two flights. Each flight will be made up of an equal number of members. The two flights will be designated “Alpha” Flight and “Bravo” Flight.

8.1.13.3. **(Added)** Each flight will be required to complete six months of total “active” time and six months of “standby” time. While members are on their “standby” months, they are assigned to their respective squadrons and will only be called upon by the HG NCOIC to backfill the current team for Military Funeral Honors, 12 AF and 355 FW events or unless otherwise directed by the 355 FW/CC.

8.18. The Installation Commander. Will:

8.18.1.1. **(Added)** Delegate operational control down to the 355 FSS/CC.

8.19.9. **(Added)** Group Superintendents. Will:

8.19.9.1. **(Added)** Receive group manning requirements from the HG NCOIC each fiscal year. If there is an increase in manning, Group Superintendents will have until 1 January of the following year to make the adjustments. If for any reason the group is unable to provide a body in time, the qualified member will remain on the team until the new member is trained and outfitted.

8.19.9.2. **(Added)** Be responsible for dividing up group allocations throughout their respective squadrons as not to cause any undue manning stress.

8.19.10. **(Added)** Squadron First Sergeants. Will:

8.19.10.1. **(Added)** Solicit volunteers once the Group Superintendent tasks a particular squadron. Choose from a volunteer pool and conduct an interview selecting from the most qualified member(s). If there are no volunteers, the First Sergeant will select a qualified non-volunteer from his/her squadron. The final approval of all members assigned to the Honor Guard falls on the HG NCOIC.

8.19.10.2. **(Added)** Provide members’ names for the active 365-day rotation to the HG NCOIC 30 days prior to members start date.

8.19.10.3. **(Added)** Act as liaison between the Honor Guard and the squadron.

8.19.10.4. **(Added)** Screen candidates for any pending non-judicial punishment or administrative action within the past six months.

8.19.10.5. **(Added)** Ensure candidates have sufficient retainability to fulfill 12 month commitment and are not scheduled for extended leave or deployments.

8.19.10.6. **(Added)** Ensure the selected Honor Guard members comply with the Air Force Fit Program throughout their 365-day rotation and are not on a medical waiver that would prevent them from fully participating in all aspects of the program, see para. 8.1.10.

8.20.1.1. **(Added)** 355 FSS/CC. Will:

8.20.1.1.1. **(Added)** Manage the Honor Guard Program for the 355 FW/CC. The

Honor Guard Program is located within the squadron.

8.20.1.1.2. **(Added)** Appoints the Honor Guard/OIC.

8.20.1.1.3. **(Added)** Ensure military funeral honors are furnished to all eligible decedents.

8.20.1.1.4. **(Added)** Provide storage, training, and administrative space for the Base Honor Guard Program.

8.20.1.1.5. **(Added)** Provide special recognition programs to include all who participate in honor guard activities.

8.20.1.1.6. **(Added)** Provide funding for the HG NCOIC to attend 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.

8.20.1.1.7. **(Added)** Ensure the Honor Guard equipment is used for official military functions only. Honor Guard equipment will not be loaned out for personal or private unsanctioned events. Equipment signed out for official military functions will be physically inspected prior to sign out and upon return. Any equipment damaged while signed out will be the responsibility of that individual to replace it.

8.21. Honor Guard/OIC. **(Added)** Select the HG NCOIC from a pool of highly motivated and qualified volunteers in the ranks of E-6 and above. If supported by his/her unit, the HG NCOIC will be placed into the Air Force Special Duty Identifier 8G000 (Honor Guard) for at least 3 years with the possibility of extension based on the approval of the member's previous squadron and the 355 FSS/CC.

8.21.17. **(Added)** Work with 355 FSS leadership on all disciplinary/recognition actions of honor guard members.

8.21.18. **(Added)** Track all members of the Honor Guard on a meal card that missed meals due to Honor Guard operations on the DD Form 1475. The DD Form 1475 will be submitted to the 355 FSS/CC on the 1st and 15th of each month for his/her signature. Once signed the DD Form 1475 will be routed to 355 CPTS for reimbursement.

8.21.19. **(Added)** Will maintain an incentive program for the 355 FW Honor Guard designed and implemented to recognize the members of the Honor Guard in order to promote healthy competition and esprit-de-corps. Members of the Honor Guard are offered the following benefits during their rotation:

8.21.19.1. **(Added)** An active file is maintained on each individual, to include base newspaper articles, letters of appreciation received from next of kin, funeral directors, etc., and letters of appreciation from 355 FSS/CC and other unit commanders. Unit commanders may request interim reports to coincide with the closeout dates of individual's Enlisted Performance Report.

8.21.19.2. **(Added)** Each member will receive a numbered Honor Guard Coin upon completion of their active 365-day rotation.

8.21.19.3. **(Added)** Each member who meets/exceeds Honor Guard requirements for exceptional drill and ceremony skills, positive attitude, outstanding

leadership/followership skills and dress and appearance will be considered for a decoration. Once approved by the 355 MSG/CC, the citation will be sent to member's unit for presentation.

8.21.20. **(Added)** Ensure the 355 FW Honor Guard holds monthly, quarterly and annual award competitions. Members earn monthly nominations based on exceptional drill and ceremony skills, positive attitude, dress and appearance and leadership/followership abilities. The HG NCOIC will proctor a test on general Honor Guard knowledge to determine a monthly winner. Each monthly award winner will compete at the group level for Honor Guardsman of the Quarter. A convening "face-to-face" board will determine quarterly and annual award winners. It will be the responsibility of the HG NCOIC to coordinate with the 355 FW/CCC's office on the time, date and location of the board. The 355 FW/CCC's office will solicit five volunteers in the rank of E-7 and above to include officers of any rank to perform as board members, however this task can be delegated to the HG NCOIC. The highest ranking member will act as board president. All questions and materials will be provided by the HG NCOIC. All board members must wear the service dress uniform and all Honor Guardsmen must wear the ceremonial uniform.

8.22. Honor Guard NCOIC. Will:

8.22.1.1. **(Added)** Select the HG ANCOIC from a pool of highly motivated and certified Honor Guard members with the concurrence of the HG/OIC. If supported by his/her unit, the HG ANCOIC will be placed into the Air Force Special Duty Identifier 8G000 (Honor Guard) for at least 3 years with the possibility of extension based on the approval of the member's previous squadron and the HG/OIC.

8.22.1.2. **(Added)** Perform HG/OIC duties when HG/OIC is not available.

8.22.1.3. **(Added)** Notify Group Superintendents 30 days prior to their member's 12 month commitment ending. A replacement is required to be in place two weeks prior to their active month. This time limit is crucial for training and outfitting the member so they are operational by their active month. If for any reason the group is unable to provide a body in time, the qualified member will remain on the team until the new member is trained and outfitted.

8.22.2.1. **(Added)** Approve and maintain an active roster of (trained, uniformed, and equipped) honor guard members.

8.22.2.2. **(Added)** Remove any member who does not meet performance or appearance standards.

8.22.6.1. **(Added)** Assign the positions of Honor Guard flight sergeant, lead trainer and trainers.

8.22.7.1. **(Added)** Maintain a stored record account of all events completed, cancelled, and missed for three calendar years for reporting purposes.

8.22.7.2. **(Added)** Serve as the liaison between base activities and the honor guard for requesting ceremonial support.

8.22.8.1. **(Added)** Ensure funeral data is entered into the Tribute Assistance Planning Service (TAPS) IAW AFI 34-242.

8.22.14. **(Added)** Provide supervisors with performance data in a timely manner upon request for performance reports, Senior Airman below-the-zone packages, and any other award package submissions.

8.22.15. **(Added)** Provide a full team to support 12 AF, FW and Group level event practices, i.e. Change of Commands, Distinguished Visitor visits and award ceremonies. All other event practices are based on mission requirements. As a minimum, at least one representative will attend all other requested practices.

8.22.16. **(Added)** Honor Guard Assistant NCOIC. Will:

8.22.16.1. **(Added)** Assist the HG NCOIC with all responsibilities listed in paragraph 8.22.

8.22.16.2. **(Added)** Coordinate and confirm each function in a timely manner, and obtain directions if needed.

8.22.16.3. **(Added)** Ensure the Honor Guard team departs in sufficient time to arrive at the specified function.

8.22.16.4. **(Added)** Maintain a personnel file and record of duty on each member of the team.

8.22.16.5. **(Added)** Ensure that honor guard weapons are inspected annually and certified for weapon safety and usability IAW 21-201.

8.22.16.6. **(Added)** Input manpower data into the Tribute Assistance Planning Service TAPS.

8.22.16.7. **(Added)** Schedule all details and ensure that members are available and ready.

8.22.16.8. **(Added)** Ensure all training necessary to maintain a high standard of proficiency in drill and ceremony is scheduled and conducted IAW applicable manuals and instructions.

8.22.16.9. **(Added)** Ensure manpower, equipment and transportation is available to fulfill detail requirements.

8.22.16.10. **(Added)** Create and update a list of all members qualified and authorized to withdraw weapons and ammunition from Honor Guard armory. Coordinate with Security Forces to ensure an accurate list is provided.

8.22.16.11. **(Added)** Monitor all personnel files for accuracy and ensure proper qualifications are completed for each position of the Honor Guard.

8.22.16.12. **(Added)** Recommend removal of any member who does not meet or maintain minimum standards.

8.26. Honor Guard Team Responsibilities. All members must abide by the provisions of this instruction and the host installation honor guard operating instruction. Honor guard members must:

8.26.5. **(Added)** Be recommended from their respective groups. The First Sergeant will be the interviewer and the Sq/CC will appoint the member to the Honor Guard.

- 8.26.6. **(Added)** Be TDY from their squadrons while assigned to their active months and cannot be recalled to their respective squadrons for any reason unless coordinated through the First Sergeant and HG NCOIC.
- 8.26.7. **(Added)** Be given Compensatory Time Off (CTO) for details performed after normal duty hours, i.e. weekends, holidays and after normal duty hours. CTO's will be coordinated and given by the HG NCOIC.
- 8.26.8. **(Added)** Not be allowed to go TDY or take more than three days of leave during their active months unless coordinated by member's First Sergeant and HG NCOIC.
- 8.26.9. **(Added)** Understand that the Honor Guard duties take precedence (while on active rotation) over squadron duties, training, off-duty employment and education.
- 8.26.10. **(Added)** Learn proper procedures in the core areas of Color Guard, Firing Party, Pall bearing, and other required detail positions.
- 8.26.11. **(Added)** Memorize the Honor Guard Charge.
- 8.26.12. **(Added)** Learn the history and traditions of the United States Air Force Honor Guard.
- 8.26.13. **(Added)** Be expected to maintain the highest standards of military professionalism, image, bearing and decorum at all times.
- 8.26.14. **(Added)** Report for training and functions on time and in the proper uniform as prescribed by the HG NCOIC.
- 8.26.15. **(Added)** All members of the Honor Guard on a meal card will track missed meals due to Honor Guard operations on the DD Form 1475.
- 8.56.3. **(Added)** 355th Logistics Readiness Squadron. Will:
- 8.56.3.1. **(Added)** Provide vehicles to the Honor Guard that maintains a positive image of the USAF and the 355th Fighter Wing. Assignment of these vehicles will take precedence over non-mission essential base functions.

JAMES P. MEGER, Colonel, USAF  
Commander, 355th Fighter Wing

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

**AFI 10-248**, *Fitness Program*, 25 September 2006

**AFI 34-242**, *Mortuary Affairs Program*, 02 April 2008

**AFI 36-2903**, *Dress and Personal Appearance*, 11 July 2011

**AFMAN 33-363**, *Management of Records*, 01 March 2008

***Prescribed Forms***

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

***Abbreviations and Acronyms***

**BAS**—Basic Allowance for Sustenance

**CTO**—Consolidated Time Off

**HG**—Honor Guard

**HG ANCOIC**—Honor Guard Assistant Non-Commissioned Officer in Charge

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

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

**MFH**—Military Funeral Honors

**PCA**—Permanent Change of Assignment

**POC**—Point of Contact

**TDY**—Temporary Duty

Attachment 6

DAVIS-MONTHAN AFB HONOR GUARD AREA OF RESPONSIBILITY

Figure A6.1. Honor Guard Area of Responsibility.



## Attachment 7

## DAVIS MONTHAN AFB HONOR GUARD FLIGHT ROTATION SCHEDULE

Figure A7.1. Honor Guard Flight Rotation Schedule.

JAN	FEB	MAR	APR	MAY	JUN
ALPHA	BRAVO	ALPHA	BRAVO	ALPHA	BRAVO
JUL	AUG	SEP	OCT	NOV	DEC
ALPHA	BRAVO	ALPHA	BRAVO	ALPHA	BRAVO

**Notes:** The Honor Guard is comprised of two teams, Alpha and Bravo. Each member will complete six months “Active” and six months “Stand-by” on a monthly rotation for a total of 12 months. Newcomers training is held in the middle of the month prior to the member’s actual start date, i.e. member will start training Monday, 15 October 2012, but actual start date will be 1 November 2012.

## Attachment 8

## MANPOWER FAIR SHARE WITH EXEMPTIONS DATA

Figure A8.1. Manpower Fair Share Data. Numbers correct as of April 2013

Figure A8.1. Manpower Fair Share Data. Numbers correct as of April 2013

Honor Guard Fair-Share 3						
# Taskings:	36					
	E-1 To E-5	E-1 To E-5	E-1 To E-5	E-1 To E-5	Tasking	Tasking
	Auth	Exempt *	PERSTEMP **	Available	%	Share
Group						
12 AF	218	67	52	99	6%	2.0
25 OWS	85	0	7	78	4%	2.0
355 FW/CPTS *	50	23	9	18	1%	1.0
355 MDG	142	58	12	72	4%	1.0
355 MSG	945	504	107	334	19%	7.0
355 MXG	1391	380	147	864	48%	17.0
355 OG *	94	26	14	54	3%	1.0
55 ECG	492	348	43	101	6%	2.0
563 RQG	180	158	12	10	1%	0.0
923 AMXS	230	0	66	164	9%	3.0
<b>Total</b>	<b>3827</b>	<b>1564</b>	<b>469</b>	<b>1794</b>	<b>100%</b>	<b>36.0</b>

**Note:** The 355 FW/CPTS and 355 OG have agreed to join together to provide a shared requirement of two.

## Attachment 9

**HONOR GUARD QUARTERLY/ANNUAL AWARD BOARD ROTATION****Figure A9.1. Honor Guard Board Rotation.**

MSG	Jan / 4 <sup>th</sup> Quarter Board
MDG	Jan / Annual Board
MXG	Apr / 1 <sup>st</sup> Quarter Board
OG	Jul / 2 <sup>nd</sup> Quarter Board
FW	Oct / 3 <sup>rd</sup> Quarter Board
OWS	Jan / 4 <sup>th</sup> Quarter Board
ECG	Jan / Annual Board
RQG	Apr / 1 <sup>st</sup> Quarterly Board
923 AMXS	Jul / 2 <sup>nd</sup> Quarter Board
12 AF	Oct / 3 <sup>rd</sup> Quarter Board

\*\*Rotations will start over for all consecutive years

## Attachment 10

## DAVIS-MONTHAN AFB HONOR GUARD NOMINATION/APPROVAL LETTER

## Figure A10.1. Honor Guard Approval Letter.

Date \_\_\_\_\_

MEMORANDUM FOR DAVIS-MONTHAN AFB HONOR GUARD

FROM: \_\_\_\_\_ (Nominee's Unit)

SUBJECT: Nomination/Approval for Honor Guard Member

1. I nominate \_\_\_\_\_ as team member of the Davis-Monthan Base Honor Guard.

2. I realize that service on the honor guard team is a unique, challenging, and highly visible position. I understand that \_\_\_\_\_ may be required to participate in honor guard functions on and off base, during and outside normal duty hours to include weekends and holidays. I also understand that commitment time on the team is a minimum of 12-months and once he/she is assigned, the unit's First Sergeant, chief or commander's written approval will be required prior to his/her resignation/removal from the team (if prior to commitment expiration).

3. I understand that Honor Guard duties to include performance of honors, training, and practices are **mandatory** formations. Excused absences must be coordinated through the First Sergeant or unit chief and approved by the Honor Guard NCOIC.

4. I have reviewed AFI 34-242, chapter 8 and coinciding DMAFBSUP. I understand the importance of the Honor Guard's mission, and I foresee no situation in my section, which will prevent him/her from satisfactorily attending all scheduled training/practice and meeting all Honor Guard obligations.

\_\_\_\_\_ Individual named above is not disqualified from bearing arms.

\_\_\_\_\_ Individual named above has a valid state driver's license of any state in the United States.

\_\_\_\_\_  
IMMEDIATE SUPERVISOR  
DATE (Print Last, First, Middle Initial/Rank)

SIGNATURE

1st Ind, \_\_\_\_\_ (Member's First Sergeant)

MEMORANDUM FOR DAVIS-MONTHAN BASE AFB HONOR GUARD

I concur/nonconcur with the nomination of \_\_\_\_\_ for Honor Guard duty. The nominee meets/does not meet all standards set forth in AFI 36-2903, *Dress and*



**Attachment 11****DAVIS-MONTHAN AFB HONOR GUARD CONTRACT****Figure A11.1. Honor Guard Contract.**

MEMORANDUM FOR 355 FSS/FSOXH

FROM: \_\_\_\_ /CC

SUBJECT: Davis-Monthan AFB Honor Guard Contract

\_\_\_\_\_ has volunteered for service as a member of the Davis-Monthan Air Force Base Honor Guard. The applicant is fully aware of the responsibilities and sacrifices necessary as a member of this vitally important team. Your signature below indicates your knowledge, approval and support of their membership.

**ELIGIBILITY** Members of the Base Honor Guard are exceptional members of the Air Force. As such, they must exemplify Air Force standards of customs and courtesies, dress and appearance, and personal conduct. Applicants must have at least 18 months left on station. Applicants must not be on a Control Roster, nor have a UIF or Article 15 (pending or otherwise). Additionally, applicants cannot be on a profile, shaving waiver, or weight management program.

**TRAINING**

All members must first complete a 2-week training course to be conducted at the Honor Guard facilities prior to their first on month. The training course will be from 0730 until 1630, with an initial evaluation on the last day of training. Members will be approved for membership by the NCOIC based on their standards of appearance and how proficient they have become in the basic functions of military honors learned during the training weeks. Training is conducted under the supervision of the NCOIC, assistance NCOIC, and the Team Leader. Trainees should expect a certain degree of stress and difficulty.

**DUTIES**

Members will be required to perform Military Honors within the scope of USAF Honor Guard guidance. Each new member will be placed in one of the two rotational flights that serve on a one month on "Active" and one month off "Stand-by" basis. While members are on their "standby" months, they are assigned to their respective squadrons and will only be called upon by the HG NCOIC to backfill the current team for Military Funeral Honors, 12 AF and 355 FW events or unless otherwise directed by the 355 FW/CC. Members are responsible to stay current on all changes to Honor Guard instructions, manuals, and policies. In addition, members are responsible for the following:

- a. Maintaining their uniforms at the highest level.
- b. Mastering all drill and ceremonies.
- c. Knowing traditional formation ceremonies and protocol.
- d. Conducting themselves in a professional manner both on and off duty.
- e. Members must be aware of their chain of command and use it at all times.

**CONDUCT**

Members are responsible for conduct, and appearance IAW AFI 34-242, *USAF Honor Guard Program*, and AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. These standards will be adhered to by all members at all times. If any member, after being corrected, fails to meet the standards

of the program, the NCOIC, will recommend immediate termination of their service from the Honor Guard.

#### **ATTENDANCE AND PERFORMANCE**

Once an individual makes the team, it then becomes a mandatory military function. During the member's two week training and/or "Active" month the member is assigned to the Honor Guard and cannot be recalled to their duty sections for any other work commitments. If the member is required to perform qualification training or refresher training, all efforts must be exhausted prior to requesting member to do said training while member is assigned their "Active" month. The team relies on precision and teamwork gained through practice. Therefore, continuous absences, except for TDY/Leave, cannot and will not be tolerated. If the member is unable to attend practices and/or details due to mission requirements or sickness, the member's **First Sergeant** must notify the Honor Guard NCOIC in advance. Any unexcused consecutive absences will give cause to recommend termination of the member. If a member is terminated before his/her 12-month commitment due to deployment or any other foreseeable reason, other than PCS, the member's group/squadron would be liable for reimbursement of the ceremonial uniform.

#### **UNIFORMS AND APPEARANCE**

Uniforms will be maintained in a clean, pressed condition at all times, both on & off Honor Guard duty. The standards of AFI 36-2903 will be strictly adhered to. Members will be fully responsible for maintaining their issued ceremonial uniforms and will be provided an assigned locker located in the Honor Guard facility. Any member who loses or damages issued ceremonial uniform items, through neglect or misuse, will be liable for the cost of the item. All members will be provided dry cleaning for their ceremonial uniform at no cost to the member, not to exceed once a week during their on month service. Because of the cost of the ceremonial uniform and the costs involved with having the uniform tailor fitted to each member, if the member gains weight while on the HG, he/she will be responsible for the replacement and/or any costs involved with fitting the uniform.

#### **ISSUED ITEMS**

- |                                  |                                  |
|----------------------------------|----------------------------------|
| 1. Ceremonial Coat               | 13. USAF Lapel Letters w/Circles |
| 2. Ceremonial Pants              | 14. HG Coat Buttons              |
| 3. Short Sleeve Blue Shirt (2ea) | 15. Chevrons for Shirt (2ea)     |
| 4. USAF Blue Belt                | 16. Chevrons for Coat (2ea)      |
| 5. Ceremonial Cap                | 17. White Gloves (2ea)           |
| 6. Ceremonial Cap Cover          | 18. HG Badge                     |
| 7. Ceremonial Cap Emblem         | 19. Aiguillette                  |
| 8. Ceremonial Belt               | 20. Silver Braid                 |
| 9. Ceremonial LWB Jacket         | 21. HG Coat Arc (2ea)            |
| 10. Patent Leather Low quarters  | 22. Garment Bag                  |
| 11. Side and Bottom Shoe Taps    | 23. Locker, Lock and Key         |
| 12. Tie                          |                                  |

#### **LEAVE AND TDY**

Members are required to notify the Honor Guard NCOIC of all TDYs, leaves, etc., and are required to submit one copy of leave authorization or TDY orders to the HG/NCOIC before departing Davis-Monthan AFB. Any TDYs will be handled on a case by case basis. Extended TDYs are discouraged due to high cost of outfitting members (i.e. uniforms, training, etc.). Members wishing to take leave during their on month of service are authorized no more than 3 consecutive days total per month. Exceptions to this policy will be handled on a case by case basis by the HG/NCOIC.

#### **BENEFITS**

All members are considered for an Air Force Achievement Medal after 1 year of HONORABLE performance. All medal submissions are at the discretion of the HG/NCOIC and based on member's

attitude, leadership/followership, proficiency and the ability to maintain Honor Guard standards. All members are eligible to be nominated for our monthly, quarterly, and annual awards.

**Member's acknowledgement**

I have read this application, and understand and accept the terms under which I am applying to become a member of the Base Honor Guard. I further understand that a breach of this agreement may be cause for my removal from the Honor Guard.

\_\_\_\_\_  
Member's Signature /Date  
1st Ind, Applicant's Immediate Supervisor Davis-Monthan AFB Honor Guard Contract

I concur/do not concur with \_\_\_\_\_ submitting this application to join the Base Honor Guard. I have read and understand the terms of this agreement. The applicant's PIF has been reviewed and contains no derogatory information that would reflect negatively on the Base Honor Guard, if applicant were selected for service. Upon completion of the training, if selected for Base Honor Guard duty, he/she will serve on the Base Honor Guard for a period of not less than 12 months.

\_\_\_\_\_  
Supervisor's Name (Print) / Duty Phone  
\_\_\_\_\_  
Signature / Date

2nd Ind: Applicant's First Sergeant  
\_\_\_\_\_  
First Sergeant's Name (Print) / Duty Phone  
\_\_\_\_\_  
Signature / Date

3rd Ind: Applicant's Commander Davis-Monthan AFB Honor Guard Contract  
\_\_\_\_\_  
Commander's Name (Print) / Duty Phone  
\_\_\_\_\_  
Signature / Date

4th Ind: DMAFB Honor Guard  
\_\_\_\_\_  
DMAFB Honor Guard NCOIC / Date

**Davis-Monthan Base Honor Guard**

**DSN: 228-4189FAX: 228-5991**

**E-mail: [honorguard@dm.af.mil](mailto:honorguard@dm.af.mil)**

**All information contained herein is protected under the Privacy Act of 1974 and is For Official Use Only**

## Attachment 12

**DAVIS-MONTHAN AFB HONOR GUARD CEREMONIAL UNIFORM  
ISSUE/RETURN**

**Figure A12.1. Honor Guard Uniform Issue List.**

<b>1.</b> The following items were issued to me for use during my contracted term as a Honor Guard team member:			
Item	Issued	Cost	Initials
1 HONOR GUARD CAP SIZE:	1	\$82.75	
2 HONOR GUARD CAP COVER SIZE:	1	\$22.35	
3 HAP ARNOLD INSIGNIA	1	\$9.50	
4 CEREMONIAL JACKET SIZE:	1	\$87.10	
7 STRIPES	4 PAIR	\$24.20	
8 HONOR GUARD SHOULDER ARCH	2	\$7.25	
9 HONOR GUARD COOKIE	1	\$13.50	
10 AIGULETTE	1	\$31.25	
11 US INSIGNIA	1 PAIR	\$9.95	
12 CEREMONIAL TROUSERS	1	\$34.85	
13 USAF BLUE BELT W/ CHROME BUCKLE	1	\$15.30	
14 SHORT SLEEVE BLUE SHIRT	2	\$33.90	
15 HERRINGBONE TIE OR TIE TAB	1	\$17.40	
16 SHIRT BLOUSERS	1	\$7.80	
17 LIGHT WEIGHT BLUE JACKET W/ EMBROIDERY	1	\$118.50	
18 PATENT LEATHER LOW QUARTERS SIZE:	1	\$65.00	
19 LOW QUARTER TAPS	1 PAIR	\$7.25	
20 LOW QUARTER CHEATERS	1 PAIR	\$10.15	
21 CEREMONIAL BELT	1	\$91.25	
22 GLOVES, SLIPS AND GRIPS	2 PAIR	\$11.00	
23 GARMENT BAG	1	\$63.95	
24 LOCKER NUMBER:	1	\$0.00	
25 LOCK AND KEY NUMBER:		\$6.00	
	<b>TOTAL</b>	<b>\$770.20</b>	
	<b>L</b>		
<b>ITEMS TO BE KEPT UPON COMPLETION OF DUTY</b>			
1 SHORT SLEEVE BLUE SHIRT	2		
2 PATENT LEATHER LOW QUARTERS SIZE:	1		

ISSUED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**RETURNED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**RECEIVED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_