

**BY ORDER OF THE COMMANDER  
FAIRCHILD AIR FORCE BASE**

**FAIRCHILD AIR FORCE BASE  
INSTRUCTION 34-242**



**7 MARCH 2014**

**Services**

**HONOR GUARD**

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This instruction establishes and sets forth the operational policies for the Fairchild Air Force Base (AFB) Base Honor Guard (BHG). This operating instruction applies to all personnel assigned to the Fairchild AFB BHG. The procedures herein are under the guidance of the Air Force Instruction (AFI) 34-242, *Mortuary Affairs Program: Chapter 8, Installation Honor Guard Program and Conduct of Military Funeral Honors, 2012 USAF Honor Guard Manual, Air Force Pamphlet (AFPAM) 34-1202, Guide to Protocol, AFI 36-2803, Air Force Awards and Decorations Program and 92D Air Refueling Wing Action Officer's Guide*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. 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 the appropriate functional's chain of command.

**SUMMARY OF CHANGES**

This document is substantially revised and must be completely reviewed. All references made to regulations have been changed to applicable instructions.

**1. General Information:** The primary mission of the Fairchild AFB BHG is to provide well-trained, highly professional members to honor and carry out the primary mission of rendering military funeral honors. The compositions of military funeral honors are required by law that is cited in Department of Defense Instruction (DODI) 1300.15, *Military Funeral Support*. Upon request, the BHG will ensure that a funeral honors ceremony is provided for all eligible members. The area of responsibility (AOR) encompasses 30 counties, approximately 61,000 square miles in a geographical area, extends to Eastern Washington, Northern Idaho, and Northwestern Oregon. This includes supporting McChord Field BHG in conducting Military Funeral Honors (MFH) at locations inaccessible due to weather conditions during winter season.

1.1. The military funeral mission takes precedence over ceremonial functions. However, time and resources permitting, the BHG will also support protocol and ceremonial functions in the following order of priority:

- 1.1.1. Retirement Ceremony for military personnel
- 1.1.2. Change of Command Ceremony
- 1.1.3. Wing Prisoner of War/Missing in Action Ceremony
- 1.1.4. Wing Annual Awards Banquet
- 1.1.5. Wing and Group Dining In/Out
- 1.1.6. Other Wing and Group sponsored events
- 1.1.7. Retirement Ceremony for civilian personnel
- 1.1.8. All other local community events, such as the Lilac and Bloomsday Parades

1.2. Given the importance of the BHG mission, a quota-based system will be used to ensure adequate manning is available to render honors. The BHG will consist of 23 full-time members per tour and serve as their official duty location. Quotas shall be assigned to each active duty Group residing on Fairchild AFB and should be viewed as minimum levels expected from each function (Attachment 2).

1.2.1. Quotas are based on the enlisted strength of E-5 and below using authorized, funded positions on the Unit Manning Documents (UMD) and will be reviewed and reallocated annually.

1.2.2. Company Grade Officers and E-6 and above manning are not counted toward unit allocations, but they may still volunteer. Group Commanders may adjust the numbers within their organizations to ensure a balance as long as the overall quota for the Group is met. Groups and squadrons are allowed and encouraged to exceed their quotas. Any request to decrease a unit's BHG quota must be approved by the 92d Air Refueling Wing (ARW)/Commander (CC).

## **2. Tour of Duty.**

2.1. The minimum BHG commitment is a four and a half month tour. This will provide Airmen and supervisors greater predictability and stability while ensuring trained and ready cadre needed to support requirements.

2.1.1. Selected members will report directly to the BHG as their primary duty section while assigned. To prevent degradation of the BHG mission, all appointments, leave and

AF Skill-related training will be coordinated through the BHG Non Commissioned Officer in Charge (NCOIC).

2.2. As a member of the BHG, the individual is required to maintain the highest standards of military bearing, dress and appearance, behavior and attitude both on-and-off duty. Under the discretion of the 92d Force Support Squadron (FSS)/CC, members failing to comply with these instructions may be removed from the BHG. In the event that an individual is "removed" before completing their commitment, it automatically negates consideration for any awards and decorations. The applicable Group and Squadron Commander must provide a replacement if a BHG member is removed. The member will return his/her entire uniform and/or repay the 92 FSS for all issued uniform items.

2.3. Typically, BHG members will not be released before their tour ends. Exceptions include:

2.3.1. A unit replaces a non-volunteer member with a volunteer from his/her unit.

2.3.2. The member receives an assignment. If this happens, the unit will be required to provide a replacement within 60 days of assignment notification.

2.3.3. The member receives Uniform Code of Military Justice (UCMJ) punishment.

2.3.4. The 92 FSS Operations Officer (FSO) and BHG NCOIC will be notified immediately by the Squadron's First Sergeant if a member is no longer fit to be a BHG member. Final dismissal of the member rests with his/her Commander, Chief and First Sergeant.

### **3. Nomination Procedures and Screenings.**

3.1. The 92 FSS will coordinate with the Wing to request BHG nominees three times a year. Volunteer members are preferred. Nominee information will include name, rank, squadron, phone number, email address, and deployment vulnerability window. Additionally, the nominee's supervisor's name and email address is required.

3.2. Squadron Commanders and First Sergeants will personally screen BHG nominees and will ensure personnel meet or exceed Air Force standards outlined in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, AFMAN 36-2203, *Drill and Ceremonies*, and AFI 34-242, Chapter 8.

3.2.1. Nominees will not possess an unfavorable information file or be under any administrative action at the time of nomination nor possess a projected discharge date or Permanent Change of Station (PCS) assignment within 6 months.

3.2.2. The nominee must be able to lift and carry a minimum of 40 pounds and not have any physical profiles/history or physical limitations that prohibit lifting heavy weight, standing or walking for long distances.

3.2.3. The nominee cannot be obligated for any temporary duties or Professional Military Education, such as Airman Leadership School, during their tour.

3.2.4. The nominee must not possess shaving, medical or pregnancy waivers. Females who become pregnant while assigned to BHG must be replaced by their Group/Squadron within 7 calendar days.

3.3. Final acceptance of the nominee lies with the 92 FSS/FSO after they have successfully completed all training requirements.

#### **4. Training.**

4.1. The BHG NCOIC is responsible for ensuring that Flight Sergeants and team members have all the necessary equipment and supplies to carry out training. The goal of Fairchild's BHG training is to set forth a system for maintaining a highly qualified team capable of performing military funeral honors and base and civic ceremonies with the highest level of professionalism and proficiency.

4.2. A mandatory 2-week training course is required for each rotation. Newly assigned BHG members will attend the initial 2-week training program and all additional required training sessions. Upon completion of training, they will be assigned to the BHG for 120 days.

4.2.1. Once BHG members complete the 2-week training course, a demonstration performance of a mock funeral will be performed by graduating students prior to receiving the BHG badge and a formal certificate at the graduation ceremony. Leadership, family and friends are encouraged to attend.

#### **5. Responsibilities of BHG Members.**

5.1. BHG Flight Sergeants will:

5.1.1. Assist the BHG NCOIC in proper resource management of personnel, uniforms, equipment, weapons, facilities and government vehicles as prescribed in applicable AFI, Pamphlets, and this publication.

5.1.2. Manage his/her flight while on ceremonies.

5.1.3. Select BHG member to fill required elements for each ceremony.

5.1.4. Ensure all ceremonies are conducted with the highest dignity and respect while away from unit.

5.1.5. Ensure all the proper paper work is completed after each ceremony and the BHG vehicle is clean and serviceable for the next day.

5.1.6. Track all BHG members' ceremony hours and submit to the BHG NCOIC no later than every Friday, 1600 hours.

5.1.7. Nominate BHG members for quarterly awards and decorations.

5.1.8. Draft BHG members Letter of Evaluation at the end of the rotation.

5.2. BHG Flight members will:

5.2.1. Conduct themselves in a manner above reproach at all times. BHG members are expected to be a cut above the rest in bearing, behavior and appearance both on-and-off duty.

5.2.2. Strictly adhere to AFI 36-2903. Inspections will be conducted at training sessions and prior to all BHG ceremonies.

5.2.3. Maintain all issued uniform items and equipment which includes low quarter shoes, ceremonial dress blue pants, ceremonial dress blue jacket, aiguillette, Honor Guard

badge, ceremonial hat with Hap Arnold symbol, rain cap cover, ceremonial belt, US insignias, white gloves and other items as necessary.

5.2.4. Maintain a personal BHG ceremony, volunteer, and education log and will provide it to their BHG Flight Sergeant/BHG NCOIC upon request. When requested by the member's squadron leadership, the member will provide them a copy of their log and the BHG NCOIC will confirm all activities within 5 working days.

5.2.5. Required to attend physical training 5 days a week; times and fitness sessions are managed by the BHG NCOIC. Members must be in compliance with AFI 36-2905, *Fitness Program*, and possess a current physical fitness score rating of at least a "Satisfactory Rating". If a member scores an "Unsatisfactory" during the tour, the BHG NCOIC will contact the member's squadron leadership and coordinate the course of action.

5.2.6. Provide a contact phone number to the BHG NCOIC. Dorm residents may use the dormitory phone as their contact number. Members must notify the BHG NCOIC/Flight Sergeant of any phone number change or disconnection immediately. Each member will be required to keep an updated BHG recall roster.

## 6. Uniform and Appearance.

6.1. The 92 FSS Linen Exchange services Honor Guard ceremonial uniforms. The BHG NCOIC will provide a current list of all active BHG members monthly to the 92 FSS Linen Exchange Office to ensure the cleaning is free of charge.

6.2. Honor Guard uniforms will be worn only for BHG functions and when traveling to and from ceremonies and to awards ceremonies if nominated for an award. During travel and pre-ceremonial preparations, the lightweight blue jacket with stripes or insignia must be worn.

6.3. The following uniform items will be worn during non-inclement weather BHG ceremonies:

6.3.1. Honor Guard Ceremonial Service Dress Uniform

6.3.2. All ribbons, devices, badges and multi-colored BHG badge on ceremonial coat (no name tag)

6.3.3. Light blue short or long sleeve shirt with epaulets and rank sewn on sleeves

6.3.4. Silver aiguillette (left shoulder)

6.3.5. BHG ceremonial belt and safety back belt (Pallbearers, Colors, NFP and Ceremonial Bugle (when playing the Smart Bugle))

6.3.6. Air Force blue tie with tie tack or clasp/tab

6.3.7. BHG ceremonial service cap w/Hap Arnold symbol

6.3.8. White gloves (free of dirt and blemishes)

6.3.9. Low quarters (heel taps optional)

6.4. During winter months and inclement weather members will be issued: BHG ceremonial all weather coat with pin-on rank, overcoat with silver aiguillette, extreme cold weather cap, Yak-Traks or black earmuffs, black scarves and black gloves.

6.5. The following uniform items will be worn during BHG practice:

- 6.5.1. Airman Battle Uniform (ABU)
- 6.5.2. Sand color undershirt
- 6.5.3. Trousers bloused with blousing straps
- 6.5.4. Foliage green boots
- 6.5.5. Sand color riggers belt
- 6.5.6. Green socks
- 6.5.7. Black/Blue intertwined aiguillette for Flight Sergeants (left shoulder)

## 7. Transportation.

7.1. The 92d Logistics Readiness Squadron will allocate two full-time 12-passenger vans to transport BHG members to and from ceremony locations. The BHG members should be given the highest priority for vehicles when additional vehicle support is required.

7.2. The BHG NCOIC is ultimately responsible for the vehicles and will appoint a Vehicle Control Officer (VCO) for vehicle oversight. Flight Sergeants and the VCO will ensure vehicles are kept clean and present a professional appearance. Members operating the vehicles must have a government driver's license and have completed the required drivers training.

## 8. Weapons and Ammunition.

8.1. Weapons and ammunition will be stored in the BHG facility, in an approved and designated weapons storage area. All resource protection requirements must be met IAW 31-101, *Integrated Defense*.

8.2. The BHG NCOIC and 92 FSS/FSO are appointed as Weapons and Ammunition Custodians. All custodian training and inventory procedures will be accomplished IAW their applicable AFIs. BHG Flight Sergeants will assist in providing daily oversight, management and safety of all weapons and ammunition.

8.2.1. The BHG NCOIC will ensure completion of training for appropriate personnel on firearms and explosive procedures. All procedures outlined in AFMAN 31-229, *USAF Weapons Handling Manual*, will be followed. Only blank 7.62mm ammunition is authorized for use in conjunction with BHG operations:

<u>NSN</u>	<u>Nomenclature</u>	<u>Net Explosive Weight</u>	<u>Hazard Class</u>
1305-00-752-8087	CTG, 7.62mm Blank, M82	.0022	1.4

8.3. M-14 Issue & Turn-in Procedures:

8.3.1. when issuing or turning in an M-14 rifle, the armorer and clearing barrel attendant will follow instructional procedures in accordance with AFMAN 31-229, *Attachment 13*. BHG members will be briefed on weapons safety issues as well as firearms safety prior to discharge operation. Each individual is responsible for returning unused ammunition to the issuing authority for subsequent turn in.

#### 8.4. Firearms Safety.

8.4.1. All BHG members will ensure safe firearms handling by taking the following actions:

8.4.1.1. Carry the M-14 with the sling over the shoulder or at port arms (muzzle pointing up), magazine inserted, selector lever on SAFE and if available, the ejection port cover closed.

8.4.1.2. Do not carry ammunition in the chamber of any weapon except when duties require it.

8.4.1.3. Do not handle firearms in a reckless or careless manner. Mishandling of firearms will be reported to the chain of command and can result in UCMJ action.

8.4.1.4. Regard all firearms as being loaded.

8.4.1.5. Know and use the safety device of all firearms with which you are armed.

8.4.1.6. Do not aim or point a firearm unless you intend to shoot. Firearms loaded with blanks are not to be pointed or fired in the direction of any individual who is within 25 feet of the shooter.

8.4.1.7. Identify your discharge area and ensure a clear field of fire before discharging a weapon.

8.4.1.8. Be cautious when loading and unloading a firearm and use proper clearing barrel procedures.

8.4.1.9. Use the weapon only in the performance of your BHG duties.

8.4.1.10. Do not consume any form of alcohol within 12 hours of duty/training or use other drugs or medications that could impair your ability to handle a firearm.

#### 8.5. Firearm Mishaps:

8.5.1. An explosive mishap is an incident involving munitions, which results in an unauthorized or inadvertent discharge of a firearm. A mishap may or may not result in damage to property or personal injury. In the event of a mishap, notify the BHG NCOIC and 92 ARW Weapons Safety Office (SEW).

#### 8.6. On-Base Firearm Operating Areas:

8.6.1. The BHG will use Bldg 2447, 92 FSS, to conduct ceremonial practice.

8.7. Prior to the discharge of firearms on Fairchild AFB, the BHG NCOIC will notify Security Forces at 247-5493 no earlier than 24 hours and no later than 2 hours prior to discharge operations.

**9. Professional Growth and Development:**

9.1. BHG members enrolled in Upgrade Training (UGT) are provided an opportunity to complete their Career Development Courses (CDCs).

9.1.1. The member can work with the supervisor on CDCs at the unit but it must be pre-coordinated through the BHG NCOIC. Note that the Airman's supervisor still has the CDC responsibilities as noted in AFI 36-2201, Volume III.

9.2. BHG members are encouraged to participate in the BHG Volunteer Program. Volunteer events provide members the opportunity to serve the base and local community. Events include, but are not limited to: Habitat for Humanity, Homeless Shelters, Food Banks, Boy Scouts teaching/mentoring sessions, and speaking engagements at local elementary schools.

9.3. BHG members are encouraged to use their time and talents to complete self-help projects to improve the BHG facility.

9.4. BHG members are authorized to become a member of the BHG Booster Club. Fundraising events will be IAW applicable AFIs and Regulations. Funds raised will be used towards BHG teambuilding events, purchase of small items for everyone's use in the BHG facility and/or donated to a specific cause.

**10. Letters of Evaluation:**

10.1. Members will receive an AF Form 77, *Letter of Evaluation* (LOE), upon member's completion of tour. The intent of the LOE is to capture the member's accomplishments during the tour and to be incorporated into the member's Evaluation Performance Report. In addition, LOEs serve as supporting documentation for any BHG member considered for a decoration.

10.2. Bullets within the LOE may include number of ceremonies, hours served, specific significant ceremony accomplishments, BHG Volunteer Program hours, education completed, and BHG additional duties.

**11. Quarterly/Annual Awards Program:**

11.1. The quarterly and annual awards program is designed to recognize its outstanding members determined by the following criteria: leadership, attitude, appearance, professionalism, number of ceremonies, volunteer hours, education and dedication to the team.

11.2. Members may have the opportunity to be selected for member of the quarter and/or year. Award winners are selected by the BHG NCOIC and the 92 FSS/FSO. Members selected as quarterly or annual winners will be recognized at Wing Quarterly Awards ceremony and the Annual Wing Awards Banquet IAW applicable guidance. Members may also be eligible for selection of the Chief Master Sergeant of the Air Force (CMSAF) Annual Honor Guard member of the Year nominee.

11.3. The following categories will be recognized:

11.3.1. Airman (Amn) Category: enlisted members in the grade of E-1 thru E-4.

11.3.2. NCO Category: enlisted members in the grade of E-5 thru E-6.

11.4. Quarterly and annual award nominees will be nominated by the current BHG Flight Sergeants.

11.4.1. Nominee must meet fitness standards and must be free from quality force indicators which could result in administrative action or judicial/non-judicial punishment during the nomination period.

11.4.2. Quarterly and annual nominations are written in accordance with 92 ARW, AMC and AF guidance.

11.4.3. The annual award nominee will be selected from the previously submitted BHG quarterly nominees.

11.5. The 92 FSS/FSO and BHG NCOIC will select a winner for the AMN and NCO and forward the AF Form 1206 to the 92 ARW/Command Chiefs Assistance (CCCA) no later than the required suspense dates. Award nominations are limited to specific guidance received by AMC/Command Chief (CCC) and AF Guidance Memorandums.

**12. End of Tour Decoration Consideration:**

12.1. BHG members have the opportunity to receive a decoration after their full rotation is completed.

12.2. Consideration is given to a member who has impacted the overall BHG program. Accomplishments may include, but are not limited to, exceeding the average of number of ceremonies served, BHG program improvement (self-help, etc.), self-improvement and positive evaluation from the Flight Sergeant.

BRIAN M .NEWBERRY, Colonel, USAF  
Commander

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

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

2011 *USAF Honor Guard Manual*, 1 January 2011

DODI 1300.15, *Military Funeral Honors*, 22 October 2007

AFPAM 34-1202 *Guide to Protocol*, 4 October 2006

AFMAN 36-2203, *Drill and Ceremonies*, 3 June 1996

AFI 24-301, *Vehicle Operations*, 1 November 01

AFI 36-2803 *Air Force Awards and Decorations Program*, 15 June 2001

AFI 36-2905, *Fitness Program*, 1 July 2011

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 2 August 2006

AFMAN 31-229, *USAF Weapons Handling Manual*, 12 May 2004

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

92D *Air Refueling Wing Action Officer's Guide*, 1 November 2013

***Prescribed and Adopted Forms***

**Prescribed Forms:** None

**Adopted Forms:**

AF Form 77, *Letter of Evaluation*

AF IMT Form 797, *Job Qualification Standard Continuation/Command JQS*

AF Form 847, *Recommendation for Change of Publication*.

AF Form 1206, *Nomination for Award*

***Abbreviations and Acronyms***

**ABU**—Airman Battle Uniform

**AD**—Active Duty

**AF**—Air Force

**AFAM**—Air Force Achievement Medal

**AFB**—Air Force Base

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPAM**—Air Force Pamphlet

**AFRIMS**—Air Force Records Information Management System

**AMC**—Air Mobility Command  
**AMN**—Airman  
**AOR**—Area of Responsibility  
**ARW**—Air Refueling Wing  
**BHG**—Base Honor Guard  
**CC**—Commander  
**CCC**—Command Chief  
**CCCA**—Command Chiefs Assistant  
**CDC**—Career Development Course  
**CMSAF**—Chief Master Sergeant of The Air Force  
**DODI**—Department of Defense Instruction  
**DS**—Director of Staff  
**DV**—Distinguished Visitor  
**FSO**—FSS Operations Officer  
**FSS**—Force Support Squadron  
**IAW**—In Accordance With  
**IMT**—Information Management Tool  
**LOE**—Letter of Evaluation  
**LRS**—Logistics Readiness Squadron  
**MDG**—Medical Group  
**MFH**—Military Funeral Home  
**MSG**—Mission Support Group  
**NCO**—Noncommissioned Officer  
**NCOIC**—Non Commissioned Officer in Charge  
**NCT**—NCOIC of Colors Team  
**NFP**—NCOIC of Firing Party  
**NPB**—NCOIC of Pallbearers  
**OIC**—Officer in Charge  
**OPR**—Office of Primary Responsibility  
**PCS**—Permanent Change of Station  
**RDS**—Records Disposition Schedule  
**SEW**—Weapons Safety Office

**UCMJ**—Uniform Code of Military Justice

**UGT**—Upgrade Training

**UMD**—Unit Manning Document

**Attachment 2**  
**ASSIGNED QUOTAS**

**Table A2.1. Assigned Quotes**

<b>Note:</b> Quotas are subject to change due to mission requirements and assigned numbers.		
<b>Group</b>	<b>E-5 and Below Authorized</b>	<b>Quota</b>
92 MSG	803	11*
92 MXG	619	9*
92 ARW/OG	172	2
92 MDG	87	1
336 TRG	N/A	1**
<b>TOTAL</b>	<b>1681</b>	<b>23(24)</b>
<b>*The 92 MXG and 92 MSG will each provide a minimum of 2 E-5s.</b> <b>92 ARW/OG includes CPTS</b> <b>**Optional</b>		