

**BY ORDER OF THE COMMANDER
JOINT BASE CHARLESTON**

**JOINT BASE CHARLESTON
INSTRUCTION 34-242**

26 OCTOBER 2011

Services

BASE HONOR GUARD PROGRAM



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This publication establishes and sets forth the policies for operation of the Joint Base Charleston (JBC) Honor Guard (HG). Responsibilities of tasked units, commanders, first sergeants, supervisors, Honor Guard staff, and Base Honor Guard (BHG) members are established. Training, scheduling, wear of the ceremonial and travel uniform, and awards programs are outlined. BHG members who violate the provisions of this instruction are subject to disciplinary action under the Uniform Code of Military Justice.

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: recognition of the 628th Air Base Wing, joint ceremonial honors (Navy and Air Force) and rotation schedules.

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1. General: The primary mission of Base HG (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 DODI 1300.15, *Military Funeral Support*. Upon request, the BHG will ensure that a funeral honors ceremony is provided for all eligible members. The BHG will also support protocol and joint ceremonial functions for military and select civilian personnel, time and resources permitting.

1.1. Military Funeral Honors (MFH) takes precedence over all other HG duties. The preferred method of receiving requests is through the Funeral Home Director (FHD).

Families should not call the base directly. Request for MFH may be made 24 hours/7 days a week by faxing request to (843) 760-1764; confirm receipt of fax by calling (843) 767-2134.

1.2. FHDs should allow at least a 48-hour lead time to allow preparation time for the Honors Team. Requests for Fly-over for eligible veterans require at least five duty days lead time.

1.3. Joint Ceremonial Honors will be performed by the Navy-Air Force Honors Team when requested and/or deemed appropriate by wing leadership.

1.4. The area of responsibility (AOR) for the BHG covers a combined 41 counties in North Carolina, South Carolina, and Georgia. The area encompasses 36,000 square miles and extends north to the southern portion of North Carolina and as far south as Darien, Georgia. This area includes Florence and Beaufort National Cemeteries (reference Attachment 1). Given the importance of the BHG mission, this instruction establishes a quota-based system to ensure adequate manning is available to render honors.

1.5. The BHG program expenses will be supported with base O&M funds and budgeted through the 628th Force Support Squadron (628 FSS/CC).

1.6. Basic Allowance for Subsistence (BAS) will be provided to members who reside in base dormitories during active membership on BHG "tour".

2. Unit Quotas and Rotation:

2.1. The BHG will consist of two flights: Alpha and Bravo. Each flight will be comprised of 23 full-time members assigned. Each member will serve two alternating 90-day rotations within a consecutive 12 month period to complete a BHG "tour". Each rotation will commensurate with recognized calendar quarters, i.e., January-February-March (reference Attachment 2).

2.1.1. Due to mission requirements, members of the Airlift Squadrons will be assigned on monthly rotations. Two of said squadrons will maintain one member per rotation at all times.

2.1.2. Units may choose to rotate members on sequential 90-day rotations for a total of 6 consecutive months to complete a BHG "tour".

2.2. Unit allocations will be based on the enlisted strength of E-6 and below. However, quotas can be filled from all enlisted and officer ranks (reference Attachment 3). Each year, the Mortuary Affairs Coordinator will recalculate the manning quotas. Allocations shall be assigned to each Group and should be viewed as minimum levels expected from each function. Units are allowed and encouraged to exceed their quotas. Any request to decrease a unit's BHG quota must be approved by the installation commander.

2.2.1. The BHG NCOIC is recruited from SSgt thru MSgt personnel. This number is not included in the BHG unit quotas. The BHG NCOIC will be appointed in writing by the 628 FSS/CC for a minimum period of 18 months to a maximum of 24 months. He/She will be responsible for the overall performance, discipline, appearance, and competence of BHG team members

2.3. During active rotation, the BHG training facility at 4450 New Mexico Avenue, Hunley Park, will serve as the BHG member's official duty location. Guardsmen on rotation are exempt from participating in Base exercises. While the BHG NCOIC assumes tactical

control, respective units will continue to maintain administrative control of all BHG members. All appointments, leaves, and AFS-related training will be coordinated through the BHG NCOIC.

2.4. The following units are tasked to support the BHG program:

Figure 1. Units Tasked to Support the BHG Program.

628th Air Base Wing (ABW)

628th Air Base Wing (ABW)
 628th Aero Medical Dental Squadron (AMDS)
 628th Medical Operations Squadron (MDOS)
 628th Medical Support Squadron (MDSS)
 628th Civil Engineering Squadron (CES)
 628th Communication Squadron (CS)
 628th Force Support Squadron FSS)
 628th Logistics Readiness Squadron (LRS)
 Naval Weapons Station
 - Maintains individual quota
 315th Airlift Wing (Reserve)
 - Memorandum of Agreement established

437th Airlift Wing (AW)

437th Aircraft Maintenance Squadron (AMXS)
 437th Aerial Port Squadron (APS)
 437th Maintenance Squadron (MXS)
 437th Maintenance Operations Squadron (MOS)
 14th Airlift Squadron (14 AS)
 15th Airlift Squadron (15 AS)
 16th Airlift Squadron (16 AS)
 17th Airlift Squadron (17 AS)
 437th Operational Support Squadron (OSS)
 437th Operations Group (OG)

2.4.1. Honor Guard volunteers are preferred but not mandatory. Assigned members will report directly to the BHG as their primary duty section while assigned on rotation.

2.5. All units must provide an alternate if shortfalls occur with a primary BHG member. Shortfalls include but are not limited to PCS, PT failures, profiles, separation, discharge, etc.

2.5.1. Units will be responsible for the ceremonial uniform replacement cost of approximately \$650.00 if a member is withdrawn without replacement prior to “tour” completion through no fault of the member or the BHG.

3. Tour of Duty.

3.1. The minimum BHG commitment is two 90-day rotations per “tour”. This will provide Airmen and supervisors with greater predictability and stability while ensuring the BHG program has the trained and ready cadre needed to support rising requirements. Assignments will not be during a member’s deployment timeframe to include reach-back and reconstitution periods. Upon completion of “tour”, BHG members are highly encouraged to return for another cycle.

3.2. A BHG member may not be released from the BHG before the complete “tour” commitment has been served. Exceptions include:

3.2.1. A unit replaces a non-volunteer member with a uniformed/trained volunteer from his/her unit.

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

3.2.3. The member receives UCMJ punishment. The BHG NCOIC will be notified by the unit'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.

3.3. As a prospective member of the BHG, the member is required to maintain the highest standards of military bearing, dress, appearance, behavior, and attitude both on-and-off duty. 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 member will return his/her entire uniform and/or the unit will repay the 628th Force Support Squadron for all issued uniform items.

4. Application Procedures and Screenings.

4.1. For those who are interested, BHG applications are posted on the 628 FSS web site: <http://www.jbcharleston.com/support/honorguard/app-pkg.pdf>. The First Sergeant will forward Nomination/Approval Letter to the BHG NCOIC. (reference Attachment 4)

4.2. First Sergeants will personally screen BHG applicants and will ensure personnel meet or exceed Air Force standards as outlined in AFI 36-2905, *Fitness Program*, AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*; AFMAN 36-2203, *Drill and Ceremonies*; and AFI 34-242, Chapter 8, *Mortuary Affairs Program*. Nominees will not possess an unfavorable information file or be under any administrative action at the time of nomination. Nominees will not possess projected deployments, discharge dates, or PCS assignments within 9 months of assignment to BHG.

4.3. Volunteer members are preferred. The BHG NCOIC will interview potential members to ensure eligibility and capability to carry out BHG responsibilities. The nominee MUST be able to lift and carry a minimum of 60 lbs and not have any physical profiles or physical limitations that prohibit lifting heavy weight, standing, or walking for long distances. Member must not possess shaving, medical or pregnancy waivers. Final acceptance of the member lies with the BHG NCOIC after the nominee has successfully completed all training requirements.

4.3.1. All members will be required to complete BHG checklist prior to the first day of training. (reference Attachment 5)

4.3.2. All members will be required to read and sign BHG Contract prior to the start of first rotation. (reference Attachment 6)

5. Responsibilities. The BHG Chain of Command is as follows: the 628 ABW/CC, 628 FSS/CC, Mortuary Affairs Coordinator, BHG NCOIC, Flight Sergeants, and BHG members.

5.1. The 628 ABW/CC will:

5.1.1. Maintain responsibility for the BHG program.

5.1.2. Determine the overall size of the BHG team.

5.1.3. Appoint an HG OIC, when appropriate. The HG OIC will normally be the 628 FSS Operations Officer.

5.1.4. Authorize Basic Allowance for Subsistence (BAS) via AF Form 220 for members assigned to the Honor Guard. The authority for approving BAS for Honor Guard members is hereby delegated to the 628 MSG/CC.

5.1.5. Provide adequate funding and resources to meet operational requirements of the BHG program. **NOTE:** This includes but is not limited to, providing each BHG member with a complete ceremonial uniform as outlined in 36-2903, Dress and Personal Appearance of Air Force Personnel, Table 3.2.

5.2. The 628 FSS/CC will:

5.2.1. Provide day-to-day oversight of the BHG program for the installation commander.

5.2.2. Ensure data is entered into Funeral Honors Database (FHDB) in accordance with policy set forth in this operating instruction.

5.2.3. Work with the Mortuary Affairs Coordinator to ensure operability of the BHG.

5.2.4. Publish a monthly (or sooner as needed) report to 628 ABW/CC identifying any shortfalls in manning.

5.3. The Mortuary Affairs Coordinator will:

5.3.1. Prepare the annual budget requirements for the BHG, additional contract expenses and budget for the Authorized Provider Partnership Program (AP3).

5.3.2. Oversee all BHG performances and ensure data is recorded on AF Form 1946, FHDB as prescribed in this instruction.

5.3.3. Ensure contact numbers for military funeral honors requests are kept current in the FHDB.

5.3.4. Ensure HG internal/external web page information is correct and up to date.

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

5.3.6. Remove BHG members who fail to meet performance or appearance standards.

5.3.7. Ensure the BHG weapons are inspected annually and certified for weapons safety and usability.

5.3.8. Select BHG members for awards and decorations.

5.3.9. Select the BHG NCOIC, with concurrence of the 628 FSS/CC.

5.4. The BHG NCOIC will:

5.4.1. Assist the Mortuary Affairs Coordinator or other flight leadership with BHG operations.

5.4.2. Ensure BHG members are trained and available.

5.4.3. Task certify all training records.

5.4.4. Control and maintain BHG equipment.

5.4.5. Issue all uniforms and accessories required to perform ceremonial duties.

5.4.6. Select Flight Sergeants based on experience, skill and rank.

- 5.4.7. Track all BHG members' ceremony hours.
 - 5.4.8. Complete the AF Form 1946, *Honor Guard Checklist*, for all BHG activities.
 - 5.4.9. Enter all funeral detail data into FHDB no later than 30 days after the event.
 - 5.4.10. Receive, coordinate, and validate requests for honors and ceremonies.
 - 5.4.11. Confirm the honors requested with the party requesting honors, no later than 24 hours prior to the event.
 - 5.4.12. Coordinate Funeral Honors requests for Chaplain support with the base Chapel Office.
 - 5.4.13. Coordinate all off-base ceremonial requests through 628 ABW/PA for approval.
 - 5.4.14. Be appointed as the primary card holder for HG Government Purchase Card (GPC) account.
 - 5.4.15. Be appointed as the primary facility manager responsible for maintenance and security of the BHG training facility.
 - 5.4.16. Ensure BHG weapons are inspected and certified annually.
 - 5.4.17. Assist the Mortuary Affairs Coordinator with selection for and writing of awards and decorations of BHG members.
 - 5.4.18. Ensure members receive Air Force Form 77, Letter of Evaluation (LOE), upon member's completion of "tour".
- 5.5. Flight Sergeant will:
- 5.5.1. Manage his/her flight while on ceremonies.
 - 5.5.2. Select BHG member to fill required elements for each ceremony.
 - 5.5.3. Ensure all the proper paper work is completed after each ceremony and the BHG vehicle is clean and serviceable for the next day.
 - 5.5.4. Nominate BHG members for awards and decorations.
 - 5.5.5. Ensure all ceremonies are conducted with the highest dignity and respect while away from unit.
- 5.6. BHG members will:
- 5.6.1. 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.
 - 5.6.2. Strictly adhere to AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. Inspections will be conducted at training sessions and prior to all BHG ceremonies.
 - 5.6.3. Ensure they are in compliance with 36-2905, *Fitness Program* and possess a current physical fitness score rating of at least "Excellent".
 - 5.6.4. Be able to lift and carry a minimum of 60 lbs. Ensure member does not have any physical profiles or history of physical limitations that prohibit lifting heavy weight,

standing/walking for long periods of time and/or a shaving or medical waiver. Females who become pregnant while assigned to BHG must be replaced by their unit within 30 days.

5.6.5. Maintain all issued uniform items and equipment and complete all training, evaluation and certifications. Members driving for a ceremony must have a government driver's license.

5.6.6. Provide a contact phone number to the BHG NCOIC. 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.

5.6.7. Be proactive and stay abreast of the BHG activities for EPR purposes by maintaining a personal job book. When requested by member's supervisor, the BHG NCOIC will confirm all activities within 5 working days.

6. Tasked Unit Responsibilities.

6.1. Unit Commanders will:

6.1.1. Ensure that their unit quotas are filled at 100%. Provide an alternate member if shortfall occurs with original BHG member.

6.1.2. Review and approve BHG applicants in their unit.

6.2. Unit First Sergeants and Supervisors will:

6.2.1. Work with unit CC to ensure unit quotas are filled.

6.2.2. Actively recruit/solicit volunteer members for BHG duty. Non-volunteers from a unit should be replaced with volunteers as soon as possible.

6.2.3. Keep a current recall roster of all unit BHG members. The BHG OIC/NCOIC should be notified of any changes immediately.

6.2.4. Ensure members are in compliance with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* and 36-2905, *Fitness Program*.

6.2.5. Ensure members do not possess an active Unfavorable Information File (UIF) or a suspended/unsuspended Article 15. If while on the BHG and the member receives an Article 15 or higher, their service on the BHG will be immediately terminated and they must be replaced by their unit within 30 days.

6.3. Squadron's Readiness Office will:

6.3.1. Provide member's current AEF cycle months to the BHG NCOIC.

6.3.2. Identify any known TDYs the member will be associated with if the TDY forces the member to be removed from BHG for mandatory deployment appointments.

6.4. The 628th Logistics Readiness Squadron will:

6.4.1. Provide appropriate vehicles to transport BHG members to and from ceremony locations. The BHG members should be given the highest priority for vehicles.

6.4.2. Vehicles must be clean and present a professional appearance. Air conditioning is essential in hot weather to ensure members arrive in presentable appearance. Members driving for a ceremony must have a government driver's license.

6.5. The 628th Security Forces Squadron will:

6.5.1. Provide storage for weapons and munitions used to perform firing party at military funerals.

6.5.2. Support BHG munitions and firearms requirements as specified in paragraph 8 of this operating instruction.

6.6. The 628th Air Base Wing Public Affairs will:

6.6.1. Serve as liaison for base and civic agencies/organizations requesting ceremonial support from the BHG.

7. Training.

7.1. The BHG NCOIC will ensure 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 90 days.

7.2. Two-week training sessions will be offered in the last two weeks of March and June prior to the start of each Flight rotation.

7.3. 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.

7.4. Additional mass training sessions may be conducted on an as needed basis.

8. Munitions and Firearms Operating Procedures.

8.1. The BHG NCOIC will ensure completion of training for appropriate personnel on firearms, explosives, swords and sabers procedures. The BHG NCOIC will maintain a close liaison with the 628th Weapons Safety Office on all matters pertaining to munitions and firearms safety issues.

8.1.1. Weapons used by the BHG will be stored along with ammunition not to exceed 1,000 rounds in the Honor Guard Training Facility located at 4450 New Mexico Avenue, Hunley Park. The BHG NCOIC will ensure these weapons and ammunition are stored, maintained, and accounted for IAW AFI 31-101, *Air Force Installation Security Program (FOUO)*, and AFMAN 31-229, *USAF Weapons Handling Manual*.

8.1.2. All swords, sabers and weapons, to include operational, inert and replicas are to be issued ONLY for authorized BHG details and/or training. When outside the HG facility, the aforementioned resources will be safeguarded by ensuring the presence of at least one active HG member. At NO TIME should these resources be taken to a personal residence on or off base.

8.2. Transportation Procedures:

8.2.1. The 628th Security Forces Squadron will be notified whenever munitions are moved from one secure storage location to another on base.

8.2.2. The individual in-charge of the movement will notify the 628 SFS Desk at 963-3600 with the following information:

8.2.2.1. Name and rank of the individual in-charge.

8.2.2.2. Time of departure.

8.2.2.3. Route.

8.2.2.4. Estimated time of arrival.

8.2.2.5. Vehicle description.

8.2.3. Maintain a means of communication (i.e. radio, telephone) to contact 628 SFS while conducting munitions transport operations.

8.2.4. 628 SFS will initiate a search of the stated route if the movement has not arrived to the destination 10 minutes after estimated time of arrival.

8.2.5. If required, all off-base movements will be coordinated with the local law enforcement authorities prior to the movement.

8.2.6. Maintain a listing of all transported firearms by type and serial number.

8.3. Safety Precautions:

8.3.1. Ammunition and magazines will be inspected to ensure only blank ammunition is employed. This should include a joint inspection with the armorer when ammunition is picked up and turned in.

8.3.2. It is strictly forbidden for any weapon to be pointed or fired at any individual at any time.

8.3.3. Smoking is not permitted within 50 feet of ammunition storage areas.

8.3.4. Matches or flame-producing devices are not permitted within 50 feet of any ammunition storage area.

8.3.5. Appropriate fire extinguishers will be displayed at ammunition storage areas.

8.3.6. Trash and other litter will not accumulate in ammunition storage facilities.

8.3.7. Boxes containing small arms ammunition will not be tumbled, dragged, thrown, rolled, dropped, or "walked" on the floor.

8.3.8. In addition to initial and recurring training, anyone involved in the handling of explosives/munitions will be briefed on safe operation procedures immediately prior to handling.

8.4. On-Base Operating Areas:

8.4.1. The BHG primary training facility is located at 4450 New Mexico Avenue, Hunley Park. The BHG will use the following areas on JB Charleston to conduct training practice:

8.4.1.1. Mock Full Funeral Honors for BHG induction will be conducted at the Base Parade Grounds adjacent the Wing Headquarters building on Hill Boulevard.

8.4.1.1.1. The Base Education Center auditorium will be the alternate location during inclement weather. In this case, Mock Funeral Honors will be removed from the induction script.

8.4.1.2. Live-fire weapons training will be conducted at the Base Chapel, Bldg 1005. Operating area includes the south side of the facility facing Arthur Boulevard.

8.4.1.2.1. All procedures outlined in AFMAN 31-229, *USAF Weapons Handling Manual*, will be followed. Only blank rounds are authorized to be used.

8.4.2. BHG members will be briefed on weapons safety issues as well as firearms safety prior to discharge operations. Each individual is responsible for returning unused ammunition to the issuing authority for subsequent turn in.

8.4.3. Prior to the discharge of firearms on JB Charleston, the BHG NCOIC will notify the following agencies no earlier than 24 hours and no later than 2 hours prior to discharge operations:

8.4.3.1. 628 ABW/SE at 963-5605.

8.4.3.2. 628 SFS/SFC at 963-3600.

8.4.3.3. Command Post at 963-8400.

8.4.4. The following munitions will be used in conjunction with BHG operations:

<u>NSN</u>	<u>Nomenclature</u>	<u>Hazard Class</u>
1305-00-990-5594	7.62 MM, Single Round Blank, M200	B

8.4.5. The following weapons will be used in conjunction with BHG operations:

<u>NSN</u>	<u>Nomenclature</u>	<u>Hazard Class</u>
1005-00-599-3289	Rifle, inert ML, M-1	
1005-01-494-4169	Rifle, Cal 3-4, M-14	

8.5. 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. Notify the BHG NCOIC and Weapons Safety Office in the event of a mishap.

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

8.6.1. The attending Flight Sergeant/Team Leader will be the designated armorer(s) and clearing barrel attendant(s).

8.6.2. Issue procedures for the operational M-14 rifle:

8.6.2.1. when issuing an M-14 rifle, the armorer and clearing barrel attendant will follow instructional procedures in accordance with AFMAN 31-229, *USAF Weapons Handling Manual, Attachment 13*.

8.6.2.2. Individuals being armed with an M-14 rifle will proceed upon direction from the clearing barrel attendant to the designated clearing barrel area and ensure weapon is cleared and safe for transport.

8.6.2.3. Weapons will be loaded at location of detail in accordance with AFMAN 31-229, *USAF Weapons Handling Manual, Attachment 13* and U.S. Air Force Honor Guard (USAFHG) Training Manuals.

8.6.3. Turn-in procedures for the operational M-14 rifle:

8.6.3.1. when turning in an M-14 rifle, the armorer and clearing barrel attendant will follow instructional procedures in accordance with AFMAN 31-229, *USAF Weapons Handling Manual Attachment 13*.

8.6.3.2. Individuals returning an M-14 rifle will proceed upon direction from the clearing barrel attendant to the designated clearing barrel area to unload/clear and turn-in their weapon in accordance with AFMAN 31-229, *USAF Weapons Handling Manual, Attachment 13*.

9. Firearms Training and Safety.

9.1. Training Procedures:

9.1.1. The BHG NCOIC will assign a task trainer for weapons handling. Training will consist of the following:

- 9.1.1.1. Weapons safety procedures.
- 9.1.1.2. Loading and clearing procedures.
- 9.1.1.3. Weapon disassembly and reassembly steps.
- 9.1.1.4. Function checks procedures.
- 9.1.1.5. Weapon care, cleaning, and inspection.

9.1.2. The trainer will annotate completed training on locally developed training tracker.

9.2. Firearms Safety.

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

9.2.1.1. When operating weapons, all personnel must treat each weapon as if it were loaded at all times. Always point the weapon's barrel in a safe direction. The barrel will always be pointed either skyward (Carry Arms, Port Arms) or directly at the ground (inverted Carry Arms). Never point the weapon at people, buildings, vehicles, etc. **DO NOT** participate in or promote any form of horseplay with weapons.

9.2.1.2. Do not carry ammunition in the chamber of any weapon that uses a bolt assembly or slide operating mechanism except when duties require it.

9.2.1.3. Do not draw firearm as a joke or in jest.

9.2.1.4. Do not use a firearm to play tricks, games, quick draw, or engage in any other form of horseplay (brandishing or twirling). Any such actions noticed need to be reported to installation commander, team chief, or security forces and can result in UCMJ action.

9.2.1.5. Regard all firearms as being loaded.

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

9.2.1.7. 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 at any time.

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

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

9.2.1.10. Do not arm yourself with a weapon you are not qualified to use.

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

9.2.1.12. 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.

10. Uniform and Appearance.

10.1. BHG members will be responsible for turning in issued equipment upon completion of tour. The equipment includes, but is not limited to aiguillette, Honor Guard badge, ceremonial hat with Hap Arnold symbol, rain cap cover, ceremonial belt, lightweight blue jacket, all-weather or overcoat, weapon slings, US insignias, black gloves, and garment bags.

10.1.1. All members will be required to sign Clothing Issue receipt (reference Attachment 7)

10.2. BHG members will be responsible for keeping their uniforms clean, serviceable, and maintained at a level that exceeds the minimum standards set forth in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

10.3. Honor Guard uniforms will be worn only for BHG functions, when traveling to and from ceremonies, and to awards ceremonies if nominated for an award. The lightweight blue jacket with embroidered stripes must be worn during travel and pre-ceremonial preparations.

10.3.1. Ribbons, functional badges, and BHG multi-colored badge must be worn on the ceremonial coat for all BHG functions. **NOTE:** *Only exception of ribbon, functional badges, and BHG multi-colored badge not worn on the ceremonial coat is during a Colors ceremony and members are performing as a flag bearer within the Colors team. This is up to the discretion of the Non-commissioned Officer In-Charge of the Colors Team (NCT). Rifle bearers must wear all accouterments.*

10.3.2. BHG members must maintain a full set of current awarded ribbons and functional/duty badge at their expense.

10.4. Honor Guard Ceremonial Service Dress Uniform

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

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

10.4.3. Silver aiguillette (left shoulder) of ceremonial coat

10.4.4. BHG ceremonial belt and safety back belt (Pallbearers, Colors, NCOIC of Firing Party (NFP) and Ceremonial Bugle (when playing the Ceremonial Bugle)

10.4.5. Air Force blue tie with tie tack or clasp/tab for females

10.4.6. BHG ceremonial service cap w/Hap Arnold symbol

10.4.7. White gloves (free of dirt and blemishes)

10.4.8. Low quarters (heel taps optional)

10.4.9. During winter months and inclement weather, BHG ceremonial all-weather coat with silver aiguillette.

10.4.10. During travel and pre-detail preparations, lightweight blue jacket with stripes is mandatory.

10.5. The following uniform items will be worn by the BHG member during non-detail operations:

10.5.1. Airman Battle Uniform (ABU) with sand color t-shirt.

10.5.2. ABU patrol cover.

10.5.3. Trousers bloused with blousing straps and cuff stuffers.

10.5.4. Desert tan boots.

10.5.5. Sand color riggers belt.

10.5.6. Tan socks.

10.6. Travel/Leisure Wear.

10.6.1. Navy blue polo shirt with embroidered BHG badge.

10.6.2. Khaki colored trousers/slacks.

10.6.3. Zippered pullover with embroidered BHG badge.

10.6.4. Black athletic style closed toe shoes or low quarters.

10.6.5. Plain black socks.

10.7. Dress and Appearance must be kept IAW with AFI 36-2903 respective for male and female.

11. BHG Awards

11.1. The award program is designed to recognize BHG outstanding members determined by the following criteria: attitude, appearance, professionalism, number of mission/volunteer hours, and dedication to the team.

11.2. Members may have the opportunity to be selected for member of the month, quarter, and/or year. The BHG NCOIC is the final authority for selection of award winners. Members selected as quarterly or annual winners will be recognized at wing quarterly award luncheons and annual wing awards ceremonies. Members may also be eligible for nomination of the CMSAF Annual Honor Guard Member of the Year.

11.2.1. BHG Member of the Month (in-house team award)

11.2.1.1. Nomination for this award is reserved for current BHG members who are on active rotation. This is a peer award where nominations will be made by active team members. Nominations will be submitted to BHG NCOIC, who is the final authority for selection.

11.2.2. 628 ABW BHG Member of the Quarter.

11.2.2.1. Nomination for this award is reserved for BHG Member of the Month award recipients of the appropriate quarter. One member will be selected BHG Member of the Quarter. The BHG NCOIC will select a winner and submit to the 628 ABW/CCCA. The award nomination will consist of 12 bullets with the headings of Honor Guard Duty Performance (6), Community Involvement (3) and Self Improvement (3).

11.2.3. 628 ABW BHG Member of the Year

11.2.3.1. Nomination for this award is reserved primarily for quarterly honor guard recipients of the award year but may be extended to any current member deemed appropriate by the BHG NCOIC. Annual nominees must have served at least three months on the BHG team.

11.2.4. USAF HG Member of the Year (CMSAF award)

11.2.4.1. Nomination for this award is reserved for current members who are actively participating in the program and have made the most significant contributions to the team.

11.2.4.2. The BHG NCOIC will ensure that AF Form 1206, *Nomination for Award*, is accomplished as prescribed by AFI 36-2805, *Special Trophies and Awards*, and CMSAF directives no later than the suspense date established by the 628 ABW/CCC.

11.2.5. USAF HG Program Manager of the Year (CMSAF award).

11.2.5.1. Nomination for this award is reserved for enlisted members of the BHG staff who, by discretion of the Mortuary Affairs Coordinator, have made significant contributions to program management, i.e., training, leadership, initiatives, etc.

11.2.5.2. The Mortuary Affairs Coordinator will ensure that AF Form 1206, *Nomination for Award*, is accomplished as prescribed by AFI 36-2805, *Special Trophies and Awards*, and CMSAF directives no later than the suspense date established by the 628 ABW Command Chief (628 ABW/CCC).

11.3. Mission Accomplishment Awards

11.3.1. BHG members have the opportunity for consideration of Achievement Awards after completion of their BHG "tour". Eligible criteria for members to receive the AFAM

must be given to the member who has impacted the overall program, number of hours served, number of missions served, and degree of effort expended. The BHG NCOIC will draft the citation. The 628 MSG/CC is the approving official. Eligible members may be nominated for each tour served not to exceed two AFAM in a consecutive three year period.

11.3.1.1. Consideration for award of the Air Force Meritorious Service or Commendation Medal for BHG staff with the appropriate grade. This award is contingent on the following criteria:

11.3.1.1.1. Member must have served in the position for 18 to 24 consecutive months and not received a decoration for the time served during the award period.

11.3.1.1.2. At the discretion of the Mortuary Affairs Coordinator, member's attitude, leadership, and execution of tasked responsibilities must have been exemplary.

11.3.1.2. Consideration for award of the Air Force Achievement Medal. This award is contingent on the following criteria:

11.3.1.2.1. Member must have served the required BHG "tour" and have accumulated a minimum 250 detail hours.

11.3.1.2.2. At the discretion of the HG NCOIC, member's performance, devotion, and attitude must have been exemplary.

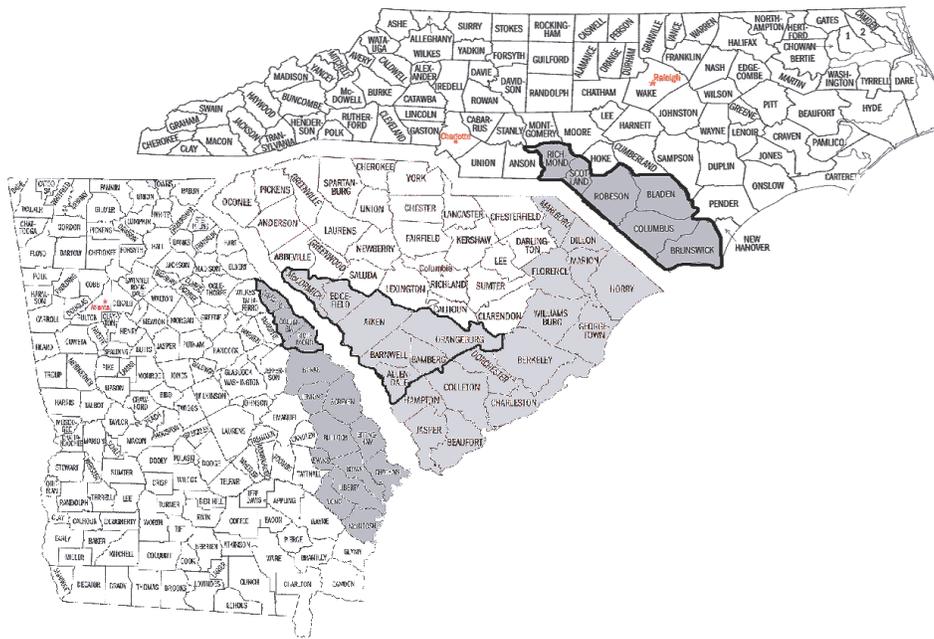
MARTHA A. MEEKER, Colonel, USAF
Commander, 628th Air Base Wing

Attachment 1

JOINT BASE CHARLESTON HONOR GUARD AREA OF RESPONSIBILITY

Charleston AFB Honor Guard Area of Responsibility

To Honor with Dignity



Attachment 2

JOINT BASE CHARLESTON HONOR GUARD FLIGHT ROTATION SCHEDULE

JAN	FEB	MAR	APR	MAY	JUN
ALPHA	ALPHA	ALPHA	BRAVO	BRAVO	BRAVO

JUL	AUG	SEP	OCT	NOV	DEC
ALPHA	ALPHA	ALPHA	BRAVO	BRAVO	BRAVO

Twenty three members serve two 90-day rotations.

- May double up for 6 months to complete commitment.
 - o Alpha Flight:
 - January-February-March
 - July-August-September
 - o Bravo Flight:
 - April-May-June
 - October-November-December

Mass training conducted semi-annually (last two weeks March & June) for new members

- Additional training sessions may be provided as needed

Attachment 3

JOINT BASE CHARLESTON HONOR GUARD FAIR SHARE DATA

628TH AIR BASE WING 8 (per flight)			437TH AIRLIFT WING 15 (per flight)		
SQUADRON	AUTHORIZED E-1 thru E-6	FAIR SHARE E-1 thru E-6	SQUADRON	AUTHORIZED E-1 thru E-6	FAIR SHARE E-1 thru E-6
628 ABW	48	1	437 AW	2	
MEDICAL GROUP (1)			OPERATIONS GROUP (3)		
MDG	1		OG	40	
AMDS	43	1	14TH	53	2
MDOS	23		15TH	53	
MDSS	30		16TH	55	
			17TH	54	
MISSION SUPPORT GROUP (6)			OSS	88	1
MSG	3	0			
CEC	175	2	MAINTENANCE GROUP (12)		
CS	49	1	MXG	18	0
CONS	12	0	AMXS	660	6
FSS	66	1	APS	261	3
LRS	232	2	MXS	261	3
SFS	198	HQ/AMC EXEMPT	MOS	54	0

Quota allocations are based on the enlisted strength of E-6 and below using group/unit manning documents provided by the Wing’s Manpower Office. CGOs and Senior NCOs manning are not counted toward unit quotas 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.

Numbers shown above depict requirement for one respective (Alpha or Bravo) Flight. Each Flight “tour” is inclusive of a 3-months tour term.

This data is reviewed annually by 628th Force Support Squadron and is subject to change.

Attachment 4

JOINT BASE CHARLESTON HONOR GUARD NOMINATION/APPROVAL LETTER

Date _____

MEMORANDUM FOR JOINT BASE CHARLESTON HONOR GUARD

FROM: _____ (Nominee's Unit)

SUBJECT: Nomination/Approval for Honor Guard Member

1. I nominate _____ as team member of the Joint Base Charleston 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 JBC Supplement. 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. I will notify the Honor Guard OIC/NCOIC of any changes in rater/immediate supervisor of above named individual.

_____ 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
(Print Last, First, Middle Initial/Rank)

SIGNATURE

DATE

1st Ind, _____ **(Member's First Sergeant)**

MEMORANDUM FOR JOINT BASE CHARLESTON 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 Appearance; AFI 10-248, Fitness Program. I will notify the Honor Guard OIC/NCOIC of any future actions concerning control roster, disciplinary, or civil action taken against this individual. He/she has been notified and will report to the HG NCOIC as directed.

FIRST SERGEANT (Print Last, First, Middle Initial/Rank)	SIGNATURE	DATE
--	-----------	------

2nd Ind, _____(Member’s Squadron Commander)

MEMORANDUM FOR JOINT BASE CHARLESTON HONOR GUARD

1. I understand that my unit will be responsible for ceremonial uniform replacement cost of members who are withdrawn from the team IAW paragraph 2.5.1., AFI 34-242, Chapter 8_JBCSUP1.

I approve/disapprove _____ for Honor Guard duty.

SQUADRON COMMANDER (Print Last, First, Middle Initial/Rank)	SIGNATURE	DATE
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Attachment 5

JOINT BASE CHARLESTON HONOR GUARD NEWCOMER'S CHECKLIST

Rank/Name (Last, First, MI): _____ SSN: _____

Unit: _____ Duty Phone: _____ E-Mail Address: _____

Cell Phone: _____ Home Phone: _____

AEF Rotation: _____

Date of Birth: _____ Place of Birth: _____

Driver's License (number, state and expiration) _____

Address/Dorm Bldg/Room: _____

Supervisor (Rank/Name/Duty Phone #): _____

- _____ Receive approval to join the JBC HG by obtaining signatures from immediate supervisor, first sergeant and squadron commander on Letter of Approval/Nomination.
- Unit Training: Upgrade Training (YES/NO).....UTM Initials: _____
- Unit Deployment: AEF/Band Cycle w/datesUDM Initials: _____
- DTS/GTC: DTS (YES/NO) GTC (YES/NO)DTS Monitor Initials: _____
- _____ Receive training date from BHG NCOIC _____
- _____ Receive projected Flight Assignment _____
- _____ Interview and signing of Honor Guard Contract _____
- _____ Receive HG uniform supply _____

Attachment 6

JOINT BASE CHARLESTON HONOR GUARD CONTRACT

I, _____ (*Print Rank/Name*), SSN: _____ is appointed as a member of the Charleston AFB Honor Guard team effective: _____ (*yyyy/mm/dd*). I understand that I will be committed to the team for a time not to be less than 9 months. Once assigned to the team, my unit's first sergeant, chief or commander written approval will be required prior to my resignation/removal (if prior to commitment expiration time); I also understand that I must submit a 60-day written notice of resignation.

I am aware and will adhere to the following policy/criteria:**DUTY/DETAILS:****Initials:** _____

I understand that I will make every effort possible to avail myself in fulfilling details that are tasked to me. The JBC Honor Guard duty hours are "when called upon." Every effort must be made by me to be available for Honor Guard details. It is imperative that request(s) for funeral details be filled in a timely and orderly fashion. I have been made aware that funeral detail requests often lend as little as 24-hours notice prior to honors performance date/time. As an Honor Guard member, I will be in compliance with time(s) "posted" to meet for a detail.

I am aware that I must report no later than the posted arrival time for each function and be ready for uniform inspection prior to departure. I also realize that I must contact the designated detail leader if I am running late for any function. If I am unable to perform a function that I have committed to, I must notify the HG NCOIC and detail leader immediately. All JBCHonor Guard team members are considered to be on "*Telephone Stand-By*" at all times with the exception of excused absences. I am required to call the HG recorder, (843) 767-9214, between the hours of 1700-2000 each day during reserve rotation.

ABSENCES:**Initials:** _____

As a member of the AFB Honor Guard, I understand that it is **MY** responsibility to expeditiously inform the Honor Guard NCOIC of any projected absences to include: scheduled leave, TDY, Day-passes (from regular duties), hospital quarters, and/or appointments. Absences in excess of 24 hours from the local area must be coordinated through the HG NCOIC with appropriate documents, i.e., travel orders, AF Form 988, *Leave Request/Authorization*. Honor Guard duty is not to be used as an excuse to miss mandatory appointments. Request for absences to meet official/real-world related duties must be submitted in writing with sufficient time to allow for scheduling adjusted if required. A simple email will be sufficient.

TRAINING:**Initials:** _____

I am not currently on any profiles that will preclude me from fully participating in Honor Guard training sessions and details. By endorsing this contract, I agree to attend posted training/practice sessions. I understand that my first two months on the team is a probationary period in which time I will progressively increase in proficiency all aspects of Honor Guard protocol.

BEARING AND BEHAVIOR:**Initials:** _____

I am a member of the JBC Honor Guard. I realize that I will maintain the highest standards of conduct and professionalism, fully upholding the Air Force core values of "Integrity first, Service

before Self, and Excellence in all we Do”, on and off duty. I will refrain from consumption of alcoholic beverages 12 hours prior to performance of any detail. I understand that public smoking is forbidden while in the ceremonial uniform.

DRESS AND APPEARANCE:

Initials: _____

I will be issued a Ceremonial Service Dress uniform and all accouterments free of charge with the exception of authorized ribbons and badges, which I must provide. It is mandatory that all authorized accouterments be worn on the uniform. I am solely responsible for maintaining and keeping uniform and accouterments clean, pressed, and in serviceable condition at all times. I am authorized cleaning of the ceremonial uniform free of charge. If removed from the JBCHonor Guard team, I understand that all issued uniform items must be returned promptly. I am also aware that I will be required to always comply with the dress and appearance and fitness standards outlined in AFI 36-2903 and AFI 10-248. I have been briefed that failure to achieve/maintain a passing score of 75% or better during scheduled unit fitness test may be cause for my removal from the team.

FUNERAL REQUIREMENTS:

Initials: _____

I understand that military funeral honors are mandated by Congress and requests may not go unfilled. I also understand that I may **only** be excused from funeral details by my unit’s **first sergeant, chief or commander.**

I have read and understand all information presented in this membership agreement. I will act in accordance with all the rules and regulations stated in this contract:

Member Name: _____

Member’s Signature

Date

(Signature) NCOIC, Base Honor Guard

Date

Attachment 7

JOINT BASE CHARLESTON HONOR GUARD UNIFORM ISSUE

1. The following items were issued to me for use during my contracted term as a Charleston Air Force Base Honor Guard team member:

	Item	Unit	Amnt	Cost	Initials
1	Pants/Slacks, Blue, size _____	Pair	1		
2	Coat, Service, Blue w/stripes & HG Arc, size _____	Each	1		
3	Shirt/Blouse, Blue, size _____	Each	1		
4	Tie/Tab, Blue	Each	1		
7	US Insignia w/circle, _____	Pair	1		
8	Ceremonial Belt with buckle	Each	1		
9	Blue Belt with silver buckle	Each	1		
10	Hat, Ceremonial, size _____	Each	1		
11	Cover, Hat, Rain, size _____	Each	1		
12	Device, Chrome, Cap	Each	1		
13	Aiguillette (Silver)	Each	1		
14	Badge (Cookie), Honor Guard	Each	1		
15	Shoes (Low Quarters) size _____	Pair	1		
16	Taps and Cheeters, Heal, size _____	Pair	1		
18	Gloves, White	Pair	1		
19	Gloves, Black	Pair	1		
20	Pullover, Zippered, HG, size _____	Each	1		
21	Shirt, Polo, HG, size _____	Each	1		
22	Khaki Pants/Slacks, size _____	Each	1		
23	Back Brace	Each	1		
24	Ear Muffs, Black	Each	1		
25	Black Scarf	Each	1		
26	Ear Plugs	Pair	1		
27	Bag, Garment, HG	Each	1		

Issued by: _____

Date: _____

Received by: _____

Date: _____

1. The following items must be returned to the honor guard at the completion of my contract

or when instructed to turn them in:

	Item	Unit	Returned	Initials
1	Cover, Cap Rain	Each	1	
2	Device, Cap Chrome	Each	1	
3	Aiguillette (Silver)	Each	1	
4	Ceremonial Belt with buckle	Each	1	
5	Honor Guard Badge (Cookie)	Each	1	
6	Tie/Tab	Each	1	
7	Honor Guard Luggage Bag	Each	1	
8	Back Support	Each	1	
9	US Insignia w/circle	Pair	1	

Returned by: _____

Date: _____

Received by: _____

Date: _____