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NATIONAL AIR & SPACE
INTELLIGENCE CENTER

NASIC INSTRUCTION 34-101

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Services

OPERATION OF NASIC COLOR GUARD

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This instruction outlines the policies, procedures and responsibilities for the National Air and Space Intelligence Center (NASIC) Color Guard program. This instruction implements AFPD 34-5, *Mortuary Affairs*. This instruction supports AFI 34-242, *Mortuary Affairs Program*, and AFMAN 36-2203, *Drill and Ceremonies*. This publication applies to all Air Force Active Duty, Air National Guard, and Reserve military personnel. 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 NASIC Publications Office (NASIC/SCOK), 4180 Watson Way, Wright-Patterson AFB, OH 45433-5648, ATTN: Publications/Forms Managers. Maintain records created as a result of the prescribed processes identified in this directory in accordance with (IAW) AFMAN 33-363, *Management of Records*, and dispose of them IAW the AF Records Disposition Schedule (RDS) found on the Air Force Portal link at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**. Contact supporting records managers as required. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1. OVERVIEW.

1.1. **The NASIC Color Guard** is a 15-person, all-military, all-volunteer team dedicated to honoring the US Flag and military traditions while performing flag posting folding, and other ceremonial details for NASIC personnel. This does not include military funeral rites. The NASIC Color Guard will, whenever possible, fulfill requests by NASIC personnel to perform at NASIC events. Requests for the NASIC Color Guard to perform at unit functions will be submitted no later than 2 weeks prior to the event. Volunteers seeking to join the NASIC

Color Guard will solicit their supervisor's approval IAW NASIC Form 34, *NASIC Color Guard Membership Form*.

2. EXPLANATION OF TERMS.

2.1. **NASIC Personnel.** Any civilian or military employee currently working at NASIC can request NASIC Color Guard support. This includes persons working at the headquarters building, tenant units and NASIC's locally detached facilities on or around WPAFB.

2.2. **NASIC Events.** Any and all events where formal military customs and traditions are recommended or required. This includes, but is not limited to retirement, award, promotion, and official ceremonies.

3. EXPLANATION OF RESPONSIBILITIES.

3.1. **Center First Sergeant will:**

3.1.1. Maintain a roster of NASIC Color Guard personnel.

3.1.1.1. As needed, sends rosters to all NASIC Group and Directorate Superintendents indicating the NASIC Color Guard team members and reinforcing exemption from unit details which interfere with practices, meetings, and details.

3.1.2. Solicit and encourages new personnel to become members of the NASIC Color Guard.

3.1.2.1. If manning levels fall below eight people, Group and Directorate Superintendents are notified to provide personnel to fill the team to capacity, based on current overall participation by each Group and Directorate.

3.1.3. Support the NASIC Color Guard in various ways, as required, to include coordination of all decoration packages for Color Guard members.

3.1.4. Assist NASIC Color Guard Non-Commissioned Officer In Charge (NCOIC) in administrative actions if members fail to meet standards IAW NASICI 34-101.

3.1.4.1. Will make final decision to administratively remove members from the Color Guard. This decision will be based upon both recommendation of NCOIC as well as clear documentation of unacceptable behavior (MFR, LOC/LOA/LOR).

3.2. **NCOIC, NASIC Color Guard will:**

3.2.1. Establish and directs practices/detail requirements, approves schedule changes and maintains attendance and participation rosters. Accepts and coordinates all details with requesting officials for events.

3.2.1.1. Notify member and their chain of command after three unexcused practices/details to determine further eligibility

3.2.2. Certify new members upon completion of training IAW AF Form 797, *Job Qualification Standard Continuation/Command JQS*, and ensures all members perform required duties as directed.

3.2.3. Maintain an inventory of all Color Guard gear and supplies. This includes keeping all equipment under control and seeking maintenance for items, as required.

3.2.4. Make arrangements for issuing new uniforms for new members. This includes verifying that a member is fully trained and prepared to participate in Color Guard functions and filling out all required paperwork to meet Logistics Directorate purchase requirements.

3.2.4.1. New uniform items will be issued to members upon successful completion of 10 details. Damage to uniforms that occurs during a detail will be repaired or the garment will be replaced at no cost to the member.

3.2.5. Draft Air Force Achievement Medal (AFAM) decoration packages on members who have completed honorable service on the team. Honorable service is identified as attending practices consistently, performing in at least 24 details in a two year period, remaining proficient in required duties, and maintaining standards IAW AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, as determined by NCOIC and First Shirt. NCOIC may also (on a case-to-case basis) elect to submit a member for the AFAM upon PCS prior to the two year requirement.

3.2.6. Actively recruit personnel to fill team vacancies.

3.3. **Color Guard Members will:**

3.3.1. Become proficient in all Color Guard requirements IAW AF Form 797.

3.3.2. Be required (mission permitting) to attend all practices. If attendance cannot be made, members are required to notify the Color Guard NCOIC prior to the absence. Valid reasons include, but are not limited to, mission requirements, leave, and medical profiles. Three unexcused absences can result in administrative action and/or removal from the team.

3.3.3. Be obligated to participate in the detail unless they find a certified replacement when assigned or volunteering for a detail. Failure to attend a scheduled detail, barring any circumstances beyond the member's control, will result in administrative action and/or removal from the team.

3.3.4. Members will remain within the Air Force standards of dress, personal appearance, and fitness. Failing to maintain acceptable standards is basis for dismissal from the team.

3.4. Color Guard Team Members' Supervisors:

3.4.1. Approves subordinates for participation with the NASIC Color Guard by acknowledging the membership form NASIC Form 34.

3.4.2. Releases subordinates (mission permitting) to attend all scheduled practices and details.

3.4.3. Supervisors will refrain from using NASIC Color Guard metrics when submitting subordinates for decoration packages. If eligible, Color Guard members will be decorated after successfully meeting the requirements listed in paragraph 3.2.5 by the Color Guard NCOIC and/or First Sergeant.

3.5. **NASIC LG Directorate:**

3.5.1. Purchases NASIC Color Guard members' uniforms after proper request has been forwarded from the Color Guard NCOIC and signed by the First Sergeant.

3.5.1.1. The following items will be purchased: Service Dress Coat, Service Cap Trousers, Long-Sleeved/Short- Sleeved shirt, and low quarters.

3.5.1.2. LG will purchase gloves as well as USAF Color Guard Caps for members.

3.6. **Persons Requesting Services:**

3.6.1. NASIC personnel requesting Color Guard support must submit official request at least two weeks prior to the event at the following link: **https://naicweb.naic.wpafb.af.mil/nasic/humanResources/honor_guard/html/form.html**.

AARON M. PRUPAS, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel.* Incorporating Change 1, August 6, 2007

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

AFMAN 36-2203, *Drill and Ceremonies,* Incorporating Change 1, September 24, 2007

AFPD 34-5, *Mortuary Affairs*, 22 July 1993

Prescribed Forms

NASIC FORM 34, *NASIC Color Guard Membership Form*

Adopted Forms

AF Form 797, *Job Qualification Standard Continuation/Command JQS*, 1 Aug 2002

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

Abbreviations and Acronyms

AFAM—Air Force Achievement Medal

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

IAW—In Accordance With

JQS—Job Qualification Standard

LG—Logistics Directorate

LOA—Letter of Appreciation

LOC—Letter of Counseling

LOR—Letter of Reprimand

MFR—Memorandum for Record

NASIC—National Air & Space Intelligence Center

NCOIC—Non-Commissioned Officer In Charge

OPR—Office of Primary Responsibility

POC—Point of Contact

RDS—Records Disposition Schedule

USAF—United States Air Force

WPAFB—Wright-Patterson Air Force Base