

**BY ORDER OF THE  
FIGHTER WING COMMANDER  
TYNDALL AIR FORCE BASE**

**TYNDALL AIR FORCE BASE  
INSTRUCTION 34-501**

**25 OCTOBER 2012**



*Services*

**TYNDALL AIR FORCE BASE HONOR  
GUARD**

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This instruction supplements AFD 34-5, *Mortuary Affairs*. It establishes local policies, procedures, and responsibilities for recognizing and providing an Honor Guard team to represent Tyndall Air Force Base (TAFB) at military funerals and ceremonies, formal retreats, honor cordons for arrival of distinguished visitors, and other functions as directed by AFI 34-242, *Mortuary Affairs Program*. This instruction applies to all elements of the 325th Fighter Wing stationed at Tyndall AFB, including tenant units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route an AF IMT 847s from the field through the appropriate functional's chain of command. Ensure all records created as a result of this publication will be maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://my.af.mil/afirms/afirms/afirms/rims.cfm>.

**SUMMARY OF CHANGES**

Items were changed due to Honor Guard quotas being updated (para 1.2.1), clarification of individual responsibilities, and the addition of the Honor Guard decoration policy.

**1. RESPONSIBILITIES**

1.1. Military funeral honors must be provided upon request for all deceased Air Force active duty, retired, and veterans in accordance with the following instructions:

AFI 34-242, Mortuary Affairs Program  
AFI 36-2226, Combat Arms Training and Maintenance (CATM) Program  
AFI 36-2903, Dress and Personal Appearance of Air Force Personnel  
AFI 34-1201, Protocol  
AFMAN 36-2203, Drill and Ceremonies

1.2. The installation commander oversees the program, enforces AFI 34-242, and determines the size of the Honor Guard. Installation location, population, and how often military and civil protocol activities occur determines manning requirements.

1.2.1. Manning goals are determined by multiplying the authorized number of E-5s and below for each group by a fair share matrix calculation. The result will be rounded to the nearest whole number. Example: 500 (unit authorization) times 6.0% = 30, rounded up to the nearest whole number would be 30; or 490 times 5.0% = 24.5, rounded up to the nearest whole number would be 25. If the manning goals are not met, the number of details performed by the team could suffer. Funerals are the primary mission, so other details may be temporarily suspended. The manning goals will be updated annually or as necessary. See Attachment 2 for the list of group quotas.

1.3. The Tyndall Honor Guard is managed by the 325 FSS/FSO for administrative and operational control. Honor Guard personnel will not be assigned to squadron or base details during their two weeks of Honor Guard duty time (i.e., security forces augmentee, bay orderly, etc.) and if possible, will not be assigned to night shift duty. Additionally, both professional and personal appointments will not be made during this time unless pre-approved by the Honor Guard NCOIC.

1.3.1. Personnel should not be on a control roster or have a history of administrative or disciplinary action. Personnel must present a positive military image and conform to grooming standards IAW AFI 36-2903. Individuals on a physical profile limiting walking, marching, lifting, extended standing, or a shaving waiver are not eligible for Honor Guard duty. (Exception to shaving waiver: an individual who is able to shave before performing a detail will be permitted to apply.)

1.4. For the duration of their contract, all Honor Guard members are entitled to have two duty uniforms per week and the ceremonial uniform cleaned free of charge by the base linen exchange. The ceremonial uniform may be dry cleaned by base linen exchange as often as necessary. The NCOIC will issue an authorization letter to the base linen exchange office naming personnel authorized this service. Once released from the Honor Guard, former members are no longer authorized free dry cleaning through base linen exchange.

1.5. If a member receives three unexcused no-shows for practices, strong consideration will be given for dismissal from the team. The same applies for one unexcused no-show for a function. The NCOIC of the Honor Guard will make the determination if a no-show is excused.

1.6. Weapons used by the Honor Guard will be stored in the base Honor Guard armory (M-1) and the SFS armory (M-14) and will be issued to qualified Honor Guard personnel only. A current authorization letter will be kept in the SFS armory. Proper cleaning and maintenance of the weapons will be the responsibility of Honor Guard personnel. The 325

SFS/CATM will inspect the weapons annually. Each member required to handle a weapon will receive proper training from Honor Guard trainers.

1.7. Providing military funeral honors is the primary mission of the base Honor Guard program. Upon request, a funeral honors detail is provided for all eligible members. The Honor Guard will support ceremonial functions on a case by case basis; time and resources permitting. The ceremonies should be affiliated with military heritage. The military funeral honors mission takes precedence over ceremonial functions. The wishes of the family regarding the honors elements that are provided are paramount.

1.8. Ceremonial functions are prioritized in the following order: wing, group, unit, community, and by request date. On base requests will be limited to Change of Commands and/or annual awards banquets. No individual promotion ceremonies will be performed. Units will utilize their own members to perform ceremonies to the utmost extent possible. Training for these events is available, but will be scheduled through the NCOIC.

1.9. The Honor Guard will only present the colors at retirement ceremonies for members in the grade of E-8 and above and O-4 and above. This change establishes a standard for all retirements and greatly increases the flexibility of manning the Honor Guard utilizes to perform funeral details.

## 2. DUTIES

2.1. The 325 FSS/CC will:

2.1.1. Provide staff surveillance of the Honor Guard IAW AFI 34-242.

2.1.2. Ensure the NCOIC is completely knowledgeable of his/her responsibilities as outlined in AFI 34-242 and 325th Fighter Wing Plan 34-1, *Mortuary Plan*.

2.1.3. Be responsible for equipping the Honor Guard with uniform accessories and equipment needed to perform functions and practices.

2.2. The 325 FSS/FSO will:

2.2.1. Have oversight for the overall operation, maintenance, proficiency, and well-being of the Tyndall AFB Honor Guard.

2.2.2. Select a full-time NCOIC, with the concurrence of the 325 FSS/CC. The NCOIC must be in the grade of E-6 or higher to manage the day-to-day operations of the Honor Guard.

2.2.3. Ensure standards of performance, discipline, and integrity are maintained.

2.3. The NCOIC will:

2.3.1. Validate each request for military funerals for active duty and retired deaths using request forms and DD Form 214s from the family of the deceased. If requests are valid, continue to coordinate function with the requesting funeral home director. Military funeral honors require a minimum of 24-hours notice. All other function requests require a minimum of 14-days notice.

2.3.1.1. Prioritize the Honor Guard details. In cases of contingencies, Honor Guard commitments and tasks will be evaluated on a case-by-case basis. Funeral requests take precedence over all other requests.

- 2.3.2. Call the requester the day before to confirm correct time and place for each function and to obtain directions as needed.
  - 2.3.3. Ensure the team departs TAFB in sufficient time to arrive at a specific function and determine the most desirable position for the formation of the team.
  - 2.3.4. Notify 325 FSS/FSO immediately upon return if any problems are encountered.
  - 2.3.5. Select a scheduler with approval of the 325 FSS/FSO.
  - 2.3.6. Maintain a personnel file and record of duty on each member of the team.
  - 2.3.7. Coordinate on-call/standby duties and weekly training sessions. Provide a copy of the duty schedule to all members for dissemination to their respective squadrons.
  - 2.3.8. Maintain a current roster of all assigned personnel.
  - 2.3.9. Conduct initial training classes for new members. Training will be conducted in the flight each member is assigned to.
  - 2.3.10. Keep regulations, forms, and file up-to-date.
  - 2.3.11. Ensure funeral data is entered in the Military Honors Database on the office of the Secretary of Defense website ([https://www.dmdc.osd.mil/fhdb/owa/fhdb\\_main.login](https://www.dmdc.osd.mil/fhdb/owa/fhdb_main.login)) within 30-duty days of performing military honors.
  - 2.3.12. Interview Units' recommendations for potential Honor Guard members.
  - 2.3.13. Coordinate Honor Guard member recognition in the 325 FW Quarterly/Annual Awards Banquet.
  - 2.3.14. Ensure all weapons are inspected annually and certified for weapon safety and usability.
  - 2.3.15. Forecast all ammunition requirements as requested.
- 2.4. Unit Commanders/First Sergeants will:
- 2.4.1. Solicit volunteers within their units and interview each individual and their supervisor before selection to the Honor Guard. Ensure supervisors release selected personnel to attend next available Honor Guard initial training class.
    - 2.4.1.1. Encourage units to provide volunteers for all positions. If quotas cannot be filled with volunteers, appointment will be mandatory.
  - 2.4.2. Ensure minimum personnel quotas are selected for Honor Guard membership (see Attachment 2).
  - 2.4.3. Notify NCOIC of the Honor Guard of selected or replacement personnel using a letter format/e-mail (see Attachment 3).
    - 2.4.3.1. Ensure members will be replaced a minimum of 30 days prior to their departure date. The current member will continue to fulfill Honor Guard commitments until a replacement is trained.
- 2.5. Honor Guard members' supervisors will:

2.5.1. Ensure members are released to attend all scheduled practices and functions. Supervisors should make every effort to de-conflict work center requirements during their subordinates' assigned week.

2.5.2. Give a 24-hour notice to the Honor Guard NCOIC, if a member must miss a function or practice. (NOTE: Supervisors must inform the First Sergeant of their decision to excuse a member from a function.)

2.5.2.1. Adhere to and understand that assigned weeks are mandatory and Honor Guard members MUST be released to the Honor Guard. Supervisors' inability to release their subordinates to Honor Guard for assigned weeks due to mission demands must be justified to their First Sergeant, who will coordinate the release through the Honor Guard NCOIC.

2.5.2.2. Adhere to and understand that if members continuously fail to be available for Honor Guard duty during their assigned week, excluding leave, TDY, medical release, or other uncontrollable events, the unit will be required to provide a replacement that will begin a new 13-month commitment.

2.5.3. Ensure members are not tasked additional duty hours (i.e., overtime) to make up for Honor Guard commitments during duty hours.

2.5.4. Consider compensatory time off for individuals working after duty hours or long weekends.

2.6. Honor Guard members will:

2.6.1. Have a complete understanding of when they are assigned to the Honor Guard and when they are off-duty. The member will be ultimately responsible for notifying his supervisor and his unit of this schedule. This allows for a projection of duty and leave schedules within the unit.

2.6.2. Attend all scheduled practices and functions.

2.6.3. Possess required military clothing and will exceed standards IAW AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

2.6.4. Be physically and mentally qualified to handle firearms safely and be capable of supporting the shared weight of a 500-pound casket with five other members.

2.6.5. Be able to stand at attention for long periods of time.

2.6.6. Maintain a high level of military bearing and project a professional image at all times.

2.6.7. Have unquestionable integrity, loyalty, trustworthiness, and dependability. Adverse disciplinary action will be grounds for removal from the Honor Guard at the discretion of the NCOIC.

2.6.8. Individuals assigned to the Honor Guard should have upgrade training complete, but this is not a requirement. If a member is in upgrade training he/she will be given study time while detailed to the Honor Guard. If the member is failing upgrade training, the member will be immediately removed from the Honor Guard and the squadron will

coordinate the replacement of the individual. The replacement will be assigned for 13 months.

2.6.9. Honor Guard members must notify the NCOIC of any absence that will affect their two- week rotation. Leave must be projected at least 14 days prior to a members' scheduled rotation. The NCOIC reserves the right to disapprove leave when the manning on an individual flight falls below acceptable levels or when the ability to perform funerals will be lost. Leave during an individual's rotation will be approved on a case by case basis. It will have to be requested through the individual's supervisor. The NCOIC may approve leave for member's while on rotation.

### **3. The 325 MSG/LRDTO**

3.1. Assign air-conditioned vehicles in top mechanical condition and appearance for transportation of the Honor Guard.

3.2. The Honor Guard has one full-time 15 passenger van. If additional vehicles are required to perform details, the 325 MSG/LRDTO will exhaust every effort to ensure transportation is provided.

3.3. The Honor Guard will ensure all drivers are fully qualified before operating a government vehicle.

### **4. FLIGHT NCOs**

4.1. Appointment of this position should be an NCO or a SrA who has graduated ALS with at least 6 months Honor Guard experience.

4.2. Flight NCOs are accountable for their flights during training, recalls, and daily activities. They are the flight members' primary POC for all primary concerns.

4.3. Flight NCOs will also work closely with the NCOIC and a scheduler to ensure current information on leave, TDY, and absences of subordinate Honor Guard members are up to date.

4.4. Flight NCOs will also be responsible for nominating a member for the Quarterly/Annual awards and writing the nominee's package.

### **5. HONOR GUARD TRAINERS**

5.1. The trainer's mission is to produce and maintain continuity in the performance of ceremonies. Duties will include maintenance of training records for all members, certification of flight trainers, attendance at weekly refresher sessions, and initial training of new members.

5.2. The tour of duty will be, at a minimum, one day per quarter for each flight and one full week a quarter for initial member training sessions. The head trainer is not excluded from Honor Guard recognition, and is eligible for an annual decoration.

### **6. TOUR OF DUTY**

6.1. The Unit Commander/First Sergeant will personally interview every volunteer and their supervisors with the final decision made by the Honor Guard NCOIC.

6.2. Each member is required to remain on the Tyndall AFB Honor Guard for a minimum of 13 months, with a minimum of one rotation each month. A member's release will not be final until a replacement from his/her unit has been trained and is in place. Leaves, TDYs, or deployments encountered during a member's rotation are not counted in the member's 13-month tour of duty and must be made up.

6.2.1. The member's Honor Guard commitment begins when the member started the first rotation. The commitment does not start when the contract is signed.

6.2.2. Members who extend their commitment beyond 13 months are not subject to the addition of time on their new contract for leaves, TDYs, or deployments extending past 30 days. Extended contract members must comply with all sections of this instruction with the exception of the initial training section.

6.2.3. In the event of a TDY that precludes the member from serving his full term, term of service will be extended equal to the time the member was TDY (i.e. if a member is TDY for three months, the term of service will be extended three months).

6.2.4. In the event of a PCS or hardship that precludes the member from serving the full term, the respective squadron commander will replace the member (30 days in advance to allow for proper training and orientation).

## 7. INITIAL TRAINING

7.1. Initial training for all new members should consist of a 5-day training program. This training will consist of classroom instruction, drill, and evaluation covering all aspects of the Honor Guard duties to include wear of the ceremonial uniform. This training can be conducted on the member's scheduled rotation or in a quarterly training flight as necessary.

7.2. After initial training, the new member will be evaluated on his/her performance. At this time, a decision will be made to determine if the individual will become a full-time member, require additional training, or be released from the team. All attempts will be made by the NCOIC to ensure each member is retained.

## 8. DUTY SCHEDULE

8.1. The Honor Guard team consists of four flights: Alpha, Bravo, Charlie and Delta. Each should consist of 9-10 members. See Attachment 3 for group quotas.

8.2. Each flight will rotate weekly, one week on duty, the following week on call, and two weeks off. Members will report directly to the Honor Guard building for the entire week they are on duty.

8.3. Duty hours are 0700 – 1600, Monday – Friday, and on call Saturday and Sunday.

8.4. Duty schedules will be provided quarterly to each member. The member is responsible for notifying his supervisor of his Honor Guard duty schedule.

## 9. EXCUSED FROM DUTY

9.1. The member's immediate supervisor must excuse individuals that are unable to attend any Honor Guard detail or practice for any reason. (Note: Supervisors must first inform the First Sergeant of their decision to excuse a member from a practice or function and the First Sergeant will make the final decision.)

## **10. ON-CALL FLIGHT**

10.1. The on-call flight will be utilized for the following reasons, (1) to provide for two or more funeral requests with conflicting dates and times, (2) to fulfill an active duty funeral, and (3) to support the on call flight if manning goes below the minimum requirement.

10.2. During the on-call week, Honor Guard members are required to remain in the local area unless on leave or TDY.

## **11. INSPECTIONS**

11.1. Open ranks inspection will be conducted on the flight coming on duty each week by the Flight NCO.

## **12. UNIFORMS**

12.1. Honor Guard ceremonial items listed in AFI 36-2903, paragraph 9.4, will be purchased using 325th Force Support Squadron O&M funds.

12.2. Each member is responsible for maintaining his/her uniform in serviceable condition. Lost or damaged uniform items will be replaced at the member's expense. Members are required to return all issued equipment when their tour of duty has expired.

## **13. RECOGNITION PROGRAM**

13.1. Ceremonial Guardsman of the Year: The member who epitomizes the ideal guardsman based on duty performance, attitude, uniform inspections, professionalism, selflessness, and the ability to function as part of a cohesive team. The NCOIC will select the annual award nominee and submit his/her package to the 325 FW.

13.1.1. Ceremonial Guardsman of the Quarter: The flight sergeants will nominate one member from each of the four flights. The package only board will consist of an AF Form 1206 with a maximum of 10 lines.

13.2. The NCOIC will compile the scores and the name of the winner submitted to the wing where it will be announced at the wing's Quarterly/Annual Awards ceremony.

13.3. Decoration Policy for Honor Guard members:

13.3.1. Honor Guard members will only be eligible for a decoration after they have been an active Ceremonial Guardsman for a full contract and have (1) performed a minimum of 25 details, (2) have maintained a Satisfactory fitness score per AFI36-2905, (3) been recommended for decoration by the NCOIC, and (4) the NCOIC recommendation has been concurred by the 325 FSS/CC. Standard PIF review shall also apply.

13.3.2. The NCOIC will evaluate all members who meet the minimum criteria for award of a decoration. Twenty-five details is a realistic goal, however, failing to achieve that number will not necessarily prevent a member from receiving a decoration. A decoration will be submitted, when in the judgment of the NCOIC, a member is deserving of recognition for sustained superior performance. Subsequent awards will be evaluated no more than annually.

JOHN K. McMULLEN, Brig Gen, USAF  
Commander, 325th Fighter Wing

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

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

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

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

AFI 34-1201, *Protocol*, 4 October 2006

AFI 36-2226, *Combat Arms Program*, 24 February 2009

AFI 36-2905, *Fitness Program*, 1 July 2010

***Adopted Forms***

AF IMT 847, Recommendation for Change of Publication;

AF Form 1206, Nomination for Award

DD Form 214, Certificate of Release or Discharge from Active Duty (Storage Safeguard)

***Acronyms and Abbreviations***

**ALS**—Airmen Leadership School

**IAW**—in accordance with

**NCO**—Non-Commissioned Officer

**NCOIC**—Non-Commissioned Officer in Charge

**PCS**—permanent change of station

**PIF**—personal identification file

**POC**—point of contact

**O&M**—Operational and Maintenance

**SFS**—security forces

**SrA**—Senior Airman

**TAFB**—Tyndall Air Force Base

**TDY**—temporary duty

Attachment 2

HONOR GUARD MINIMUM MANNING GOALS

ORGANIZATION

**325th Fighter Wing**

325th Fighter Wing  
325th Comptroller Squadron

**325th Operations Group**

325th Operation Support Squadron  
43d Fighter Squadron  
325th Air Control Squadron

**325th Maintenance Group**

325th Maintenance Operation Squadron  
325th Maintenance Squadron  
325th Aircraft Maintenance Squadron

**325th Medical Group**

325th Aeromedical-Dental Squadron  
325th Medical Support Squadron  
325th Medical Operations Squadron

**325th Mission Support Group**

325th Communications Squadron  
325th Force Support Squadron  
325th Civil Engineering Squadron  
325th Contracting Squadron

**Tenant Units\***

81st Range Control Squadron  
82d Aerial Targets Squadron  
83d Fighter Weapons Squadron  
AFNORTH  
REDHORSE

QUOTA

**GROUP TOTALS\***

<b>325th Fighter Wing</b>	<b>1</b>
<b>325th Operations Group</b>	<b>4</b>
<b>325th Maintenance Group</b>	<b>12</b>
<b>325th Medical Group</b>	<b>3</b>
<b>325th Mission Support Group</b>	<b>10</b>
<b>53d Weapons Evaluation Group</b>	<b>5</b>
<b>TOTAL</b>	<b>35</b>



disciplinary action. This applicant has scored a minimum of 75 (Satisfactory or Excellent) on the AF physical fitness test and their personal appearance is appropriate to represent the AF in the high profile duties of the Honor Guard. I have briefed both the applicant and his immediate supervisor on his role and responsibilities as outlined in TYNDALLAFBI 34-501, which is available on the Tyndall website.

\_\_\_\_\_  
**First Sergeant's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Commander's Signature**

\_\_\_\_\_  
**Date**