

**BY ORDER OF THE COMMANDER
45TH SPACE WING**

**45TH SPACE WING INSTRUCTION
34-501**



14 MAY 2019

Services

**PATRICK AIR FORCE BASE HONOR
GUARD**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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24 February 2011

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This instruction implements AFI 34-501, *Mortuary Affairs Program*, for Patrick AFB. It revises current policies and clarifies procedures, providing guidance for planning, training and using the Patrick AFB Honor Guard (PAFB HG). It describes the functions of the honor guard, responsibilities of honor guard members, procedures for performing honor guard functions and participation standards. It adds internal communication titles and chain of command procedures. This instruction applies to all personnel assigned to the honor guard and all agencies supported by or supporting the honor guard. It applies to 45th Space (45 SW) Wing, tenant units, and geographically separated units, which includes multiple wings across the Regular Air Force (active duty), Air Force Reserve (AFR), and Air National Guard (ANG). PAFB HG has established a Memorandum of Agreement with Homestead Air Reserve Base Honor Guard HARB HG to provide military funeral honors (MFH) support when requested for the following counties: Palm Beach County, Broward County and Miami-Dade County. 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 IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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 chain of command. This publication may be supplemented at any level, but all Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Submit requests for waivers through the chain of command to the Publication OPR.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. This version incorporates guidance and procedures for manpower changes and personnel allocations. Major changes include: manpower, notification procedures, personnel contracts, unit responsibilities, member responsibilities, reserve support and logistical support to honor guard operations.

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1. Mission. The Patrick AFB (PAFB) Honor Guard (HG) is congressionally mandated to provide military funeral honors (MFH) for deceased Air Force, Army Air Force, Army Air Corps, Women’s Army Corps veterans, retirees and active duty personnel within its area of responsibility. Dependent on HG’s primary mission and available manpower, PAFB HG may support various military and civic events. These secondary events include: retirements, promotions ceremonies, sporting events, parades, and executive level dignitary events.

1.1. **Area of Responsibility (AOR).** The PAFB HG serves the largest population of military retirees in Air Force Space Command and is one of the busiest base HGs in the Air Force. The PAFB HG AOR contains over one million active duty, retired and veteran personnel, as well as two national cemeteries. The team supports 11 counties within a 13,176 square mile area, extending from Volusia County down to Miami-Dade County.

2. Team Composition. The PAFB HG is an elite team of Airmen handpicked from the 45th Space (45 SW) Wing, tenant units, and geographically separated units, which includes multiple wings across the Regular Air Force (active duty), Air Force Reserve (AFR), and Air National Guard (ANG) – making it a total force team. Base leadership screens and selects personnel for this duty.

2.1. **Permanent party.** The only full-time active duty position in PAFB HG is the Superintendent.

2.2. **Staff.** The staff will consist of Air Reserve Component (ARC) personnel at PAFB. The number of staff members will depend on the Military Personnel Appropriation/man-day program. The staff's main mission is to perform MFH. The staff will assist with scheduling MFH requests, leading training, managing the armory and other programs as directed by the Superintendent.

2.3. **Flight Rotation.** PAFB HG will have three rotational flights: Red Flight, White Flight, and Blue Flight. Flights will consist of active duty and ARC augmentees.

2.3.1. Flight Schedules. Active duty augmentees will serve on HG for 12 months. Their tour will consist of four on-duty months and eight standby months. During their on-duty months, they will reside at HG. During their standby months, they will return to their respective units.

2.3.1.1. The tour will ensue as follows:

2.3.1.1.1. Month 1: On-Duty

2.3.1.1.2. Month 2: Standby1

2.3.1.1.3. Month 3: Standby2

2.3.1.1.4. Month 4: On-Duty

2.3.1.1.5. Month 5: Standby1

2.3.1.1.6. Month 6: Standby2

2.3.1.1.7. Month 7: On-Duty

2.3.1.1.8. Month 8: Standby1

2.3.1.1.9. Month 9: Standby2

2.3.1.1.10. Month 10: On-Duty

2.3.1.1.11. Month 11: Standby1

2.3.1.1.12. Month 12: Standby2

2.3.2. During Standby1 months, augmentees will serve as the first on-call option. During their Standby2 month, they will serve as the second on-call option. Each flight will activate during the following months:

2.3.2.1. Red Flight: January, April, July, October

2.3.2.2. White Flight: February, May, August, November

2.3.2.3. Blue Flight: March, June, September, December

2.3.3. Each flight will have an equal amount of personnel. The 45 SW's fair share will determine the total number of HG augmentees, which will determine the total number per flight. The number of personnel per flight will remain equal, e.g., eight active duty Airmen and four ARC Airmen per flight – 12 total.

2.3.4. Standby Flight Procedure. When all members of the on-duty flight are unavailable (tasked with supporting funerals and other mandatory details), PAFB HG will utilize standby flight members by using the following process.

2.3.4.1. The on-duty flight lead will task his/her flight members first. If and when his/her flight's manning is depleted (to include the ARC members assigned to his/her flight), the flight lead will contact the Standby1 flight lead and request support.

2.3.4.2. If and when Standby1 flight is depleted, the on-duty flight lead will contact the Standby2 flight lead and request support.

2.3.4.3. If and when both standby flights are depleted, the on-duty flight lead will notify the HG Superintendent.

2.3.4.4. Once all resources at PAFB have been depleted, the HG Superintendent will task Homestead Air Reserve Base HG and/or seek support from Alumni Flight and/or MacDill AFB HG until all mandatory details are manned.

2.4. Silver Flight. Homestead Air Reserve Base (HARB) HG. PAFB HG has established a Memorandum of Agreement with HARB HG to provide MFH support when requested for the following counties: Palm Beach County, Broward County and Miami-Dade County. HARB HG receives its MFH assignments via PAFB HG. The number of HG Airmen at HARB HG depends on PAFB HG's man-day program.

2.4.1. South Florida National Cemetery (SFNC) Element. Two ARC Airmen on man-days are staged at SFNC to support MFH. The Active Guard Reserve (AGR) assigned at HARB has operational and administrative control of these two members. SFNC members will coordinate all leave, appointments, unavailability, etc, through the AGR of Silver Flight.

2.5. Alumni Flight. The Alumni Flight is a vital component of the PAFB HG. The Alumni Flight is an all-volunteer team of former HG members who have out-processed and chosen to remain involved with the program. Alumni members may support MFH and secondary events when requested. The main objective of this flight is to augment HG when all active manning resources are depleted due to an immense workload.

2.5.1. Benefits. The benefits of the Alumni Flight include the following:

2.5.1.1. Airmen may:

2.5.1.1.1. Keep one ceremonial uniform (funded by HG).

2.5.1.1.2. Wear the HG Badge in service dress uniform (Class A).

2.5.1.1.3. Be eligible for an Air Force Achievement Medal after earning 20 points.

2.5.1.2. Units can:

2.5.1.2.1. Use their Alumni Flight Airmen to support 'in-house' details, e.g., retirement and promotion ceremonies.

2.5.1.2.2. Approve or decline participation; however, if a unit approves their Airman's commitment to an event the Airman must participate. See [paragraph 3.7.](#) for responsibilities and requirements for Alumni Flight volunteers.

3. Roles and Responsibilities:

3.1. **Group Leadership.** Group Commanders will ensure subordinate units/squadrons meet their fair share requirements.

3.2. **Squadron and Directorate Leadership.** Commanders, Superintendents, and First Sergeants will seek volunteers or appoint members for HG duty who are of the highest caliber (i.e., outstanding bearing, appearance, behavior and attitude).

3.3. **Supervisors.** Supervisors of augmentees will ensure their Airmen are available during their on-duty months and standby months as explained in [paragraph 2.3.1.](#)

3.4. **Superintendent.** The PAFB HG Superintendent will:

3.4.1. Maintain AFSC 8G100

3.4.2. Be a MSgt or MSgt select

3.4.3. Oversee entire PAFB HG program, to include MFH missions performed by Silver Flight

3.4.4. Lead and direct all PAFB HG Airmen

3.4.5. Serve as the example to all HG members

3.4.6. Enforce this instruction and all other guidance applicable to HG Airmen

3.4.7. Manage active duty (AD) and Air Reserve Component (ARC) augmentation for HG

3.4.8. Serve as hiring authority for man-day ARC personnel

3.4.9. Prepare annual budget requirements for ARC augmentation man-day program

3.4.10. Prepare and manage annual budget for HG

3.4.11. Oversee the HG Awards Program for the 45 SW

3.4.12. Host one MFH demonstration per year for the 45 SW and its tenant units

3.4.13. Oversee all other programs and processing to support the PAFB HG mission

3.4.14. Ensure all members (active duty and ARC) are considered for a decoration upon successful completion of a one-year tour

3.4.15. Ensure HG members are trained and properly equipped to perform MFH

3.4.16. Ensure weapons are inspected and certified annually for weapon safety/usability

3.4.17. Forecast ammunition requirements

3.4.18. Not be tasked with duties that are unrelated to HG operations.

3.5. Augmentees. The 45 SW and select tenant unit(s) will augment the PAFB HG with active duty Airmen (E-1 through E-6 and O-1 through O-3). The 45 SW/CC will determine the select tenant units and amount of active duty augmentation for HG. Additionally, the PAFB HG will use its man-day program to further augment its team with ARC personnel from both the AFR and ANG.

3.5.1. Active Duty Augmentees. The active duty augmentees will:

- 3.5.1.1. Comply with the provisions of this instruction.
- 3.5.1.2. Complete a HG Contract ([Attachment 1](#)) prior to selection as a HG member.
- 3.5.1.3. Accept a minimum 12-month commitment.
- 3.5.1.4. Attend a mandatory two-week orientation course prior to their first on-duty month.
- 3.5.1.5. Remain available to perform details at any time, regardless of flight status.
- 3.5.1.6. Perform details as tasked by their flight lead unless properly excused.
- 3.5.1.7. Attend information and training meetings unless properly excused.
- 3.5.1.8. Become knowledgeable of all HG functions, formations, honors and ceremonies.
- 3.5.1.9. Become proficient in performing all HG duties.
- 3.5.1.10. Perform movements with precision and synchronization.
- 3.5.1.11. Ensure all equipment and vehicles are properly maintained.
- 3.5.1.12. Assist the flight lead in maintaining equipment and supplies.
- 3.5.1.13. Ensure the HG facility is kept clean and well maintained with all equipment and materials returned to their proper place.
- 3.5.1.14. Maintain exemplary personal appearance and HG image.
- 3.5.1.15. Refrain from the use of tobacco products of any kind while wearing the ceremonial uniform as it does not promote a professional image.
- 3.5.1.16. Serve as an Air Force ambassador across the base and civilian community.
- 3.5.1.17. Not have any non-judicial punishment under Article 15, Uniform Code of Military Justice, actions pending or completed in the past year.
- 3.5.1.18. Not be on a control roster or have a current Unfavorable Information File.
- 3.5.1.19. Not on a shaving waiver.
- 3.5.1.20. Not be pregnant.
- 3.5.1.21. Have a current passing Air Force Physical Fitness Test score.
- 3.5.1.22. If deployed or sent temporary duty (TDY) during their 12-month tour, have their tour extended equal to the time of absence (e.g., if the member deployed for four months, the term of service is extended four months; unless the member's First Sergeant chooses to replace him/her with another unit member).

- 3.5.1.23. Coordinate with their flight lead for scheduled absences, e.g., leave, TDY, etc., occurring during standby periods. Submit an Excusal Letter (**Attachment 2**) signed by their supervisor, replacement, replacement's supervisor, HG flight lead, First Sergeant, and HG Superintendent before departing.
 - 3.5.1.24. Notify their flight lead if going TDY, permanent change of station (PCS) or separating, and arrange for a replacement by using the Resignation Letter (**Attachment 3**) with the help of their First Sergeant at least 45 days prior to resigning their position at the HG.
 - 3.5.1.25. Be exempt from bay orderly duty during their on-duty month if residing in base dormitories.
 - 3.5.1.26. Resolve any scheduling conflicts.
 - 3.5.1.27. Be viewed as if they are TDY during on-months.
 - 3.5.1.28. Be exempt from base exercises.
 - 3.5.1.29. Report to the HG facility during real-world or exercise recalls, alerts or responses, during on-duty months.
 - 3.5.1.30. Have a valid driver's license.
 - 3.5.1.31. Not use privately owned vehicles (POVs) to support a MFH mission or secondary event without the approval of the HG Superintendent.
 - 3.5.1.32. Not transport weapons in General Services Administration (GSA) vehicles only.
- 3.5.2. Air Reserve Component (ARC) Augmentees. ARC augmentees will:
- 3.5.2.1. Meet the same requirements as their active duty counterparts, as applicable.
 - 3.5.2.2. If an ARC member reports to PAFB HG, that member will be assigned to one of the flights known as red, white, or blue.
 - 3.5.2.3. When the member is not on flight they will be in a standby status. While in standby status ARC augmentees will be performing other tasks supporting the MFH mission, e.g., detail scheduling and conducting training.
 - 3.5.2.4. If an ARC member reports to SFNC or HARB, they will be assigned to the Silver Flight.

3.6. Flight Leads. These individuals have the responsibility for the efficient operation/execution at individual ceremonies. This includes all coordination from initial scheduling of flight members on the detail, mission execution, and post detail actions. The flight leads are typically the most experienced individual or designated by the HG Superintendent. If the flight lead is unavailable, he or she will delegate the flight lead's duties to another qualified member. Flight leads will:

- 3.6.1. Follow the instructions of the HG Superintendent and all other applicable guidance.
- 3.6.2. Be an active duty augmentee. If there is not a qualified active duty member available, a staff member will serve as the flight lead.

- 3.6.3. Supervise all members on their respective flight.
- 3.6.4. Provide each flight member clear expectations.
- 3.6.5. Conduct flight inspections and facility inspections during on-duty months to ensure compliance with current requirements/regulations.
- 3.6.6. Notify the HG Superintendent of noncompliance with this instruction by HG personnel.
- 3.6.7. Inspect participating flight members prior to leaving for details to ensure compliance with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, and the Base HG Manual to ensure that special uniform accessories are correctly worn and in serviceable condition.
- 3.6.8. Ensure proper military image and HG discipline is maintained at all times.
- 3.6.9. Correct and report any deviations from details to the HG Superintendent.
- 3.6.10. Ensure the trip report is properly annotated and given to the HG Staff after returning from the detail.
- 3.6.11. Instruct and brief participating HG personnel in their assigned task for each ceremony.
- 3.6.12. Arrive at least one hour prior to every detail to coordinate any special instructions with the requester and hold a practice ceremony prior to the scheduled time of arrival of those attending the ceremony.
- 3.6.13. Upon arriving to a detail, meet the point of contact (normally funeral director, Next of Kin, or event coordinator) and discuss the requirements of the detail.
- 3.6.14. Ensure at least one HG member remains with the vehicle until equipment is unloaded and wait for further information from the flight lead.
- 3.6.15. Assign HG members to positions on details based on knowledge, skills, abilities, appearance, experience, and frequency of details performed.
- 3.6.16. Ensure details are evenly distributed between all members within their flight. Keep track of personnel performing details per type of detail and hours worked to include standby flight hours to ensure personnel perform details equitably.
- 3.6.17. Send their flights detail hours for the month to the HG Superintendent at the monthly out-brief.
- 3.6.18. Ensure adequate time is allotted for the team to arrive at detail location and sensitive information is treated as such within the detail clipboard.
- 3.6.19. Inspect the detail clipboard to ensure directions, PII procedures, condolence card, and pre/post mission checklists are attached and completed.
- 3.6.20. Ensure government vehicles are cleaned, inside and out, at least twice a month.
- 3.6.21. Delegate authority to assistant flight lead for above responsibilities as needed.

3.7. Alumni Flight Volunteers. As stated in [paragraph 2.5](#), the PAFB HG may maintain an Alumni Flight. For these volunteer members to remain qualified, they must maintain HG standards. Alumni Flight Volunteers will:

3.7.1. Attend one refresher training session per quarter.

3.7.2. Maintain a high standard of dress and appearance IAW AFI 36-2903 and the USAF HG Manual.

3.7.3. Remain professional at all times and understand if any negative circumstances arise, they may be removed from Alumni Flight with all benefits terminated.

3.7.4. Complete an Alumni Application/Contract ([Attachment 4](#)).

3.7.5. Alumni Flight Application/Contract. During out-processing, Airmen will have the opportunity to join the Alumni Flight. If interested, departing Airmen will fill out and route an Alumni Application/Contract through their supervisor and squadron superintendent/commander for approval. The Alumni Application gives the volunteer's supervisor, first sergeant and commander the opportunity to approve or disapprove their Alumni Flight membership. It also assures the supervisor, first sergeant and commander that their Airman is not obligated to volunteer for any HG details. Additionally, it informs all parties of the benefits of the Alumni Flight. The Alumni Application/Contract is available on the HG SharePoint site.

3.8. Former Members. Upon out-processing HG, if Airmen choose not to join the Alumni Flight, they will return one ceremonial uniform to the HG and keep one. This will provide the member's unit an Airman who is ready to augment during their current member's absence (i.e., via Excusal Letter – [Attachment 3](#)).

4. Medals, Awards, Incentives. Member may have the opportunity to receive:

4.1. Air Force Achievement Medal (AFAM). An AFAM is awarded to deserving members after completing a 12-month tour with the PAFB HG. The HG Superintendent and Flight leads will nominate Airmen who they feel are deserving. This recognition is not automatic.

4.2. Quarterly and Annual Awards. The Base HG awards program. See 45 SWI 36-2802, *The 45th Space Wing Recognition Program*, for more specifics.

4.3. Reserved Parking. Reserved parking at the Commissary, Base Exchange, and The Tides Collocated Club.

4.4. Ceremonial Uniform. The Base HG ceremonial uniform. This includes replacement of unserviceable items that were not ruined through neglect or carelessness of the member.

4.5. Visibility.

4.5.1. Photograph and videography opportunities at secondary events such as professional races, football, and basketball games, and other nationally televised events.

- 4.5.2. An annual HG photograph with the 45th Space Wing Commander.
- 4.5.3. Interaction with base and community leadership during secondary events.

DOUGLAS A. SCHIESS, Brigadier General, USAF
Commander

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

AFI 34-501, *Mortuary Affairs Program*, 16 April 2019

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

USAF Honor Guard Manual, Base Honor Guard Program, 19 July 2018

45 SWI 36-2802, *45th Space Wing Recognition Program*, 28 September 2017

Prescribed Forms

None

Adopted Forms

AF Form 847, Recommendation for Change of Publication

Abbreviations and Acronyms

45SW—45th Space Wing

AD—Active Duty

AFR—Air Force Reserve

AGR—Active Guard Reserve

AOR—Area of Responsibility

ANG—Air National Guard

ARC—Air Reserve Component

GSA—Government Services Administration

HG—Honor Guard

HARB—Homestead Air Reserve Base

MFH—Military Funeral Honors

SNFC—South National Florida Cemetery

PAFB—Patrick Air Force Base

PCS—Permanent Change of Station

POV—Privately Owned Vehicle

TDY—Temporary Duty

Attachment 2
CONTRACT TEMPLATE

Figure A2.1. Contract Template.



DEPARTMENT OF THE AIR FORCE
45TH SPACE WING (AFSPC)



MEMORANDUM FOR 45 FSS/FSOXU

FROM: (APPLICANT'S RANK & NAME) _____

SUBJECT: Patrick AFB Honor Guard Membership FY17

1. In accordance with AFI 34-242 and 45 SWI 34-242, I am providing information for my appointment to the Patrick AFB Honor Guard.
2. Per 45 SWI 34-242, paragraph 2.6., the Patrick AFB Honor Guard commitment is a **minimum** of one year.
3. I am aware the following incentives are available to me: Recognition commensurate with the level of my participation (i.e. Letters of Appreciation, Day Passes, Honor Guard Airman/NCO of the Quarter/Year, Air Force Achievement Medal, etc.) upon the recommendation of my flight NCOIC/OIC and the approval of the Honor Guard Superintendent.
4. I acknowledge the following from AFI 36-2903 and AFI 10-248: Each member is expected to "maintain a high standard of appearance and a positive attitude." Each member is "responsible for maintaining their uniform, attending training, mastering the drill, and knowing traditional formation ceremonies and protocol."
5. Per 45 SWI 34-242, paragraphs 2.2. and 5.1.3., the following conditions apply:
 - a. **New personnel assigned to the honor guard must start a two week training class prior to their first month on-duty rotation. Initial rotation will be for 6 weeks (2 weeks training plus 1 month of on-duty). The two week training class is a onetime event.**
 - b. Honor guard members residing in base dormitories will be exempt from Bay Orderly during their on-duty month only. It is the member's responsibility to resolve any schedule conflicts. During the on-duty month period, a member's status should be viewed as if they are TDY during that period and they will have total exemption. During their on-duty month, honor guard members will have total exemption from base exercises and will be released from their duty section to perform military honors at funerals, memorial services and to take part in mandatory honor guard training.
 - c. In the event of real world or exercise recalls, alerts or responses, on-duty honor guard members will report to the honor guard administration facility. All off-duty, stand-by members will report to their primary workplaces. All funeral details will be

BREAKING BARRIERS...SINCE 1947

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covered with on-duty members during this time. However, stand-by and off-duty members may be used in extreme cases when simultaneous details warrant their use. The month immediately following a flight's duty month will be that flight's stand-by month.

d. "Standby" flight members will only be used in extreme cases with simultaneous details. "Off-duty" flight members may also be used in extreme cases with simultaneous details. Yearly calendars are provided to all first sergeants and members outlining when a flight is scheduled for its "on" and "standby" month.

6. I understand that Honor Guard members must not have a shaving waiver, be enrolled in the Fitness Improvement Program, be pregnant at time of application or become pregnant during the contract period, have an open UIF, be on the control roster, or have any disciplinary actions pending.

7. I am fully aware if any of these circumstances arise while I am a member, I will immediately be removed from the Base Honor Guard and all incentives terminated. If I fail my fitness test while on Honor Guard, I may be removed from Honor Guard and will not receive AF Achievement Medal.

8. Personal information:

a. Rank/Name _____ / _____ / _____

b. Group/Squadron _____

c. Address (Including Dorm Room) _____

d. Cell/Home Phone _____ Date _____

e. I have included my physical fitness test printout with this contract. YES ___ NO ___

Honor Guard Member Signature / Date

1st Ind, Immediate Supervisor

MEMORANDUM FOR Applicant's Immediate Supervisor

I agree to release this member when called upon to perform honor guard details.

Supervisor Rank / Printed Name

Supervisor Signature / Date

2d Ind, Applicant's First Sergeant or Commander

1. The subject applicant will replace the following member from my organization:

Rank/Name

2. In accordance with AFI 34-242 and 45 SWI 34-501, subject member of this organization is nominated for membership in the Patrick AFB Honor Guard. Member meets the prescribed standards. This unit will notify the Honor Guard Superintendent should circumstances arise which render the member ineligible for honor guard membership.

3. This organization will honor the aforementioned incentives and will ensure this member is available when called upon to perform honor guard details.

First Sergeant or Commander Rank / Printed Name

First Sergeant or Commander Signature / Date

Superintendent, Base Honor Guard / Date

QUALIFICATION TO POSSESS FIREARMS OR AMMUNITION		
PRIVACY ACT STATEMENT		
<p>AUTHORITY: 18 U.S.C. 922(g)(9); E.O. 9397.</p> <p>PRINCIPAL PURPOSE(S): To obtain information to determine if you have been convicted of a crime of domestic violence which would disqualify you from shipping, transporting, possessing or receiving either Government-issued or private firearms or ammunition and to determine if reassignment, reclassification, detail or other administrative action is warranted. Your Social Security Number is solicited solely for purposes of verifying your identity.</p> <p>ROUTINE USE(S): To the Department of Justice so that such information can be included in the National Instant Criminal Background Check System which may be used by firearm licensees (importers, manufacturers or dealers) to determine whether individuals are qualified to receive or possess firearms and ammunition.</p> <p>DISCLOSURE: Mandatory for all personnel who are required to certify. Failure to provide the information may result in (1) (military only) the imposition of criminal or administrative penalties for failing to obey a lawful order, and (2) (civilian only) the imposition of administrative penalties, to include removal from Federal service. However, neither your answers nor information or evidence gained by reason of your answers can be used against you in any criminal prosecution for a violation of Title 18, United States Code, Section 922(g)(9), including (military only) prosecutions under the Uniform Code of Military Justice, based on a violation of Section 922(g)(9), for conduct which occurred prior to the completion of this form. The answers you furnish and any information resulting therefrom, however, may be used against you in a criminal or administrative proceedings if you knowingly and willfully provide false statements or information.</p>		
SECTION I - INSTRUCTIONS		
<p>An amendment to the Gun Control Act of 1968 (18 U.S.C. 922) makes it a felony for anyone who has been convicted of a misdemeanor crime of domestic violence to ship, transport, possess, or receive firearms or ammunition. It is also a felony for any person to sell or otherwise dispose of a firearm to any person so convicted.</p> <p>The Department of Defense has, by policy, expanded the prohibitions contained in Title 18 Section 922(g)(9) to those military or civilian personnel who have felony convictions for crimes of domestic violence. Convictions of crimes of domestic violence do not include summary court-martial convictions, the imposition of nonjudicial punishment (Article 15, UCMJ), or deferred prosecutions (or similar alternative dispositions) in civilian courts. Furthermore, a person shall not be considered as having committed a "crime of domestic violence" for purposes of the firearms restriction of the Gun Control Act unless all of the following elements are present:</p> <p>(1) the person was convicted of a crime;</p> <p>(2) the offense has as its factual basis the use or attempted use of physical force, or threatened use of a deadly weapon;</p> <p>(3) the convicted offender was at the time of the offense:</p> <p>(a) a current or former spouse, parent or guardian of the victim,</p> <p>(b) a person with whom the victim shared a child in common,</p>	<p>(c) a person who was cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or</p> <p>(d) a person who was similarly situated to a spouse, parent, or guardian of the victim;</p> <p>(4) the convicted offender was represented by counsel, or knowingly and intelligently waived the right to counsel;</p> <p>(5) if entitled to have the case tried by jury, the case was actually tried by jury or the person knowingly and intelligently waived the right to have the case tried by jury;</p> <p>(6) the conviction has not been expunged or set aside, or the convicted offender has not been pardoned for the offense or had civil rights restored, unless the pardon, expungement, or restoration of civil rights provides that the person may not ship, transport, possess or receive firearms.</p> <p>If you have ever received a domestic violence conviction: (1) you may not possess any firearm or ammunition; and (2) you must return any Government-issued firearm or ammunition to your commander or immediate supervisor; and (3) you must take steps to relinquish possession of any privately owned firearms or ammunition. Furthermore, any previously issued authorization to possess a firearm or ammunition is revoked.</p> <p>If you have any questions, or you are uncertain if you have such a conviction, you may wish to contact a legal assistance attorney, if eligible, or a private attorney, at your own expense.</p>	
SECTION II - QUALIFICATION INQUIRY <i>(Complete and return to your commander or immediate supervisor within 10 days of receipt)</i>		
1. HAVE YOU EVER BEEN CONVICTED OF A CRIME OF DOMESTIC VIOLENCE AS DESCRIBED ABOVE: (Initial and date)		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	I DON'T KNOW <i>(Provide explanation on reverse)</i>
2. IF YOU ANSWERED "YES" TO THE FIRST QUESTION, PROVIDE THE FOLLOWING INFORMATION WITH RESPECT TO THE CONVICTION:		
a. COURT/JURISDICTION	b. DOCKET/CASE NUMBER	
c. STATUTE/CHARGE	d. DATE SENTENCED (YYYYMMDD)	
3. CERTIFICATION. I hereby certify that, to the best of my information and belief, all of the information provided by me is true, correct, complete, and made in good faith. I understand that false or fraudulent information provided herein may be grounds for criminal and/or administrative proceedings, to include (if civilian) adverse action, up to and including removal, and (if military) disciplinary action under the Uniform Code of Military Justice. I further understand that I have a continuing obligation to inform my Commander or Supervisor should I be convicted of a crime of domestic violence in the future.		
a. NAME (Last, First, Middle Initial)	b. RANK/GRADE	c. SOCIAL SECURITY NUMBER
d. ORGANIZATION	e. SIGNATURE	f. DATE SIGNED (YYYYMMDD)

Attachment 3

EXCUSAL LETTER TEMPLATE

Figure A3.1. Excusal Letter Template.



DEPARTMENT OF THE AIR FORCE
45TH SPACE WING (AFSPC)



MEMORANDUM FOR HONOR GUARD SUPERINTENDENT

FROM: (Unit) _____

SUBJECT: Excusal from Honor Guard Duty

1. The Honor Guard Member _____
from _____ flight is excused from Honor Guard duty during the following dates
_____ for the following reason(s):

a. Quarters: Start date _____ End date _____

b. TDY: Start date _____ End date _____

c. Mission essential for the following reason:

d. Leave (date approved): _____ Start date: _____ End date: _____

2. Before excusal is approved, member should provide replacement from alumni or backup 2 flight to cover during the times indicated above. Member must obtain the following signatures before excusal is approved:

My replacement to cover for me during the times indicated above is:

(Rank/Name): _____

Replacement's signature _____ /Date _____

Member's Supervisor's Rank/Name _____

Member's Supervisor's signature _____ /Date _____

Member's HG Flight NCOIC/OIC Rank/Name _____

Member's HG Flight NCOIC/OIC signature _____ /Date _____

First Sergeant or Commander Signature/Date

Superintendent, Base Honor Guard /Date

Attachment 4
RESIGNATION LETTER TEMPLATE

Figure A4.1. Resignation Letter Template.



DEPARTMENT OF THE AIR FORCE
45TH SPACE WING (AFSPC)



MEMORANDUM FOR HONOR GUARD SUPERINTENDENT

FROM: (Unit) _____

SUBJECT: Resignation from the Patrick Air Force Base Honor Guard

1. I respectfully request official resignation from the Patrick Air Force Base Honor Guard. I request my last day on Honor Guard be _____.
2. I understand I am responsible to complete and return the Honor Guard Out-Processing Checklist (attached) prior to my last day on Honor Guard and an Air Force Achievement Medal (if eligible) will not be processed until this is accomplished. _____ (initials)
3. My replacement has been identified as:
 - a. Rank/Name: _____
 - b. Organization: _____

Outgoing Member's Signature/Date

Supervisor's Signature/Date

Outgoing Member's Rank/Printed Name

Supervisor's Rank/Printed Name

TO: 45 FSS/FSOXU

1. I approve/disapprove _____'s resignation from the Patrick Air Force Base Honor Guard.
2. His/Her replacement has been identified as (Rank/Name) _____.

First Sergeant or Commander Signature/Date

Attachment 5

ALUMNI APPLICATION/CONTRACT TEMPLATE

Figure A5.1. Alumni Application/Contract Template.



DEPARTMENT OF THE AIR FORCE
45TH SPACE WING (AFSPC)



MEMORANDUM FOR HONOR GUARD SUPERINTENDENT

FROM: (APPLICANT'S RANK & NAME) _____

SUBJECT: Patrick AFB Honor Guard Alumni Flight Application

1. As a former member of the Patrick AFB Honor Guard, I am requesting membership to the Alumni Flight in accordance with 45 SWI 34-501. I understand the Alumni Flight is made up of previous Honor Guard members who have volunteered to augment the Honor Guard when needed.

2. I understand there are several benefits of Alumni Flight membership for me and my unit. These benefits are as follows:

- a. I can:
 - (1) keep one ceremonial uniform (funded by HG)
 - (2) wear the BHG Badge in service dress uniform (Class A)
 - (3) be eligible for an additional Air Force Achievement Medal after earning 20 points
- b. My unit can:
 - (1) Use me to support 'in-house' details, e.g., retirement and promotion ceremonies
 - (2) Approve or decline my participation; however, if my unit allows me to commit to an event, I must be allowed to participate

3. I also understand that I must uphold the following standards to remain qualified as an Alumni Flight member:

- a. Training: I must attend one refresher training session per quarter. The trainers will send a recurring calendar invite for these sessions. There will always be two sessions per quarter, usually two weeks apart to capture all members in the event someone cannot attend the first one.
- b. Dress and Appearance: I must maintain a high standard of dress and appearance IAW AFI 36-2903 and the USAF HG Manual.
- c. Conduct: I must remain professional at all times and understand if any negative circumstances arise, I may be removed from Alumni Flight with all benefits terminated.

4. I understand my supervisor must approve my participation in any volunteer event. Once I obtain my supervisor's approval to support a specific volunteer event and notify Honor Guard, I am committed and cannot back out of that event.

BREAKING BARRIERS...SINCE 1947

5. I also understand the difference between Alumni status and on-duty status. If augmenting an active member who is TDY, on leave, etc, (via Excusal Letter), I am not in an Alumni capacity; I am then considered on-duty at HG and therefore do not need my supervisor's approval to support a detail, and I will receive credit towards my Alumni detail quota.

6. Personal information:

- a. Rank/Name _____
- b. Group/Squadron _____
- c. Address (Including Dorm Room) _____
- d. Cell/Home Phone _____

Applicant Signature / Date

1st Ind, Applicant's Immediate Supervisor

1. I understand my Airman is not obligated to commit to any Honor Guard event. I also understand I will have the opportunity to approve or disapprove his/her participation in any Honor Guard event before he/she can volunteer. Once my Airman is committed to a specific event, the Airmen cannot back out. I approve this application and understand the benefits it may provide my Airman.

Supervisor Signature / Date

Supervisor Rank / Printed Name

2d Ind, Applicant's First Sergeant or Commander

1. The subject member is authorized to participate in this program and I understand the potential benefits and commitments stated above.

First Sergeant or Commander Signature / Date

First Sergeant or Commander Rank / Printed Name

Superintendent, Base Honor Guar / Date