

**BY ORDER OF THE COMMANDER
673 AIR BASE WING (PACAF)**

**673 AIR BASE WING INSTRUCTION
34-501**



4 MAY 2020

Services

**JOINT BASE ELMENDORF-
RICHARDSON HONOR GUARD
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 673 FSS/FSZH

Certified by: 673 FSS/CC
(Lt Col. Diamond D. Cookson)

Supersedes: 673ABWI34-501,
30 April 2020

Pages: 19

This instruction implements Air Force Instruction 34-501, Mortuary Affairs Program. It establishes policies and procedures, providing guidance for planning, training, and using the Joint Base Elmendorf-Richardson (JBER) Honor Guard. It describes the functions of the honor guard (673 FSS/FSZH), responsibilities of honor guard members, procedures for performing honor guard functions, and participation standards. It adds internal communication titles and chain of command procedures. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the Air Force Form 847, Recommendation for Change of Publication, through your chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322 Records Management and Information Governance Program, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This instruction applies to all personnel assigned to the honor guard and all agencies supported by or supporting the honor guard. It applies to the 176th Wing (ANG) and the 477th Fighter Group (AFRC) only to the extent of being eligible to receive Honor Guard support. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Form 847, Recommendation for Change of Publication; route Air Force Forms 847 from the field through the appropriate functional chain of command.”

SUMMARY OF CHANGES

Reference to the Records publication, AFMAN33-363, in the purpose statement was rescinded. AFI33-322. *Records Management and Information Governance Program*, replaced the publication.

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1. Functions.

1.1. The Joint Base Elmendorf-Richardson (JBER) Honor Guard is an elite team comprised of members from the 673d Air Base Wing, 3d Wing, and Mission Partners. The team provides support to the Southern half of Alaska to include South Central Alaska, South East Alaska, and the Aleutian Chain, an area spanning approximately 290,000 square miles. Our mission is to represent the Nation, the Air Force and the JBER community when rendering military honors at funerals of active duty, retired, and veteran members of the Armed Forces who served this nation honorably.

1.2. The Honor Guard supports requests to include:

1.2.1. Military funerals, memorial services and dignified arrivals. (in accordance with AF HGMAN 2018)

1.2.2. Change of command, retirement, and award ceremonies (in accordance with Air Force Manual 36-2203, Drill and Ceremonies).

1.3. Appropriate military honors at funerals or memorial services and ceremonies when requested by the Installation Commander, Base Mortuary Officer, Person Authorized to Direct Disposition (PADD) or the Next Of Kin (NOK) of a deceased military member:

1.3.1. United States Air Force active duty or United States Air Force Medal of Honor recipients, within the jurisdiction of JBER, as specified by the Military Honors Assignment by County Documents, issued by Head Quarters Air Force Mortuary Operations Center (AFMAO.MAD@dover.af.mil)

1.3.2. Deceased United States Air Force retired and veteran personnel within Alaska's various boroughs will receive the authorized two member team; however, the Honor Guard will strive to provide the maximum tasking of a seven member team as often as possible. If there are circumstances in which the number of funerals exceeds the team's ability to provide maximum participation, retirees will take priority (i.e. if there is a retiree and veteran funeral at the same time and the ability to gather fourteen members to provide maximum participants is unattainable, then the retiree funeral will receive seven members and two members will be tasked to the veteran funeral).

1.3.3. Provide honors as authorized by Air Force Instruction 34-501, Mortuary Affairs Program, and Air Force Pamphlet 34-505, Mortuary Service Benefits for Retired Air Force Members.

1.3.4. Next of Kin (NoK) of deceased personnel from sister services that contact us, whether in error or in trying to locate the appropriate service, will be routed to the appropriate branch's funeral program.

1.3.5. Funeral and memorial services and other ceremonies requiring honor guard participation may be scheduled for any given time.

1.4. Priority of details:

1.4.1. Funerals are the top priority for the Honor Guard under the guidance provided in Air Force Instruction 34-501, para 7.1.2. In the event of dual funerals, members from all flights may be tasked; however, if the on-duty flight requires more personnel, the on-call flight will be tasked first. In the case of multiple services or an active duty funeral conflicting with another funeral service, members from all flights may be tasked.

1.4.2. The Honor Guard Non-commissioned Officer in Charge will reschedule any overlapping funeral in coordination with the Base Mortuary Officer, and/or the Next of Kin, and the Chief Enlisted Manager or designee.

1.4.3. The JBER Honor Guard will only accommodate requests for military and civilian ceremonies listed below with the understanding that funeral honors take precedence. Details will be based on the following priority and flight taskings:

1.4.3.1. Colors for change of command for 11th Air Force Commander, 673d Air Base Wing Commander and 3d Wing Commander.

1.4.3.2. Cordons for dignitaries, colors for wing-level events, assistance for retreats during military holidays (when requested by the 673d Air Base Wing Commander), colors for group/squadron change of commands, colors for flag officers/Colonel/Chief Master Sergeant retirements on base.

1.4.3.3. Colors for all other retirements on base, colors for special military/community events within the 20 mile radius of JBER, colors for local community events.

1.4.3.4. Colors for local non-military events outside the 20-mile radius of JBER.

1.4.4. All other requests will be considered on a case-by-case basis by the Honor Guard Non-commissioned Officer in Charge. Requests must be submitted on the Department of Defense Form 2536 at least 3 weeks and not more than 60 days in advance to the JBER Honor Guard email box at honorguard2@us.af.mil or via fax at 907-552-7973. The following information will be needed: the type of request (Colors, flag fold, bugler, etc.), location of event, type of event, and name and contact information of requester.

1.4.5. The following will apply to Color Guards performed on and off base:

1.4.5.1. On-Base requests:

1.4.5.1.1. Wing/Group/Squadron events: Honor Guard will continue to perform functions for which proper requests have been submitted (to include all Change of Command Ceremonies).

1.4.5.1.2. In the event Honor Guard cannot perform functions, equipment can be signed out from the Honor Guard office, Building. 7153, Suite A121 using Air Force Form 1297.

1.4.5.2. Off-Base requests:

1.4.5.2.1. A more thorough screening process will be conducted before approving a Color Guard request to ensure it will be beneficial to the Air Force. After Public Affairs approval, requests will be submitted to the Honor Guard Non-commissioned Officer in Charge for final approval.

1.4.5.2.2. All requests must be submitted on Department of Defense Form 2536 at least 3 weeks and not more than 60 days in advance thru fax at 907-552-7973 or email at honorguard2@us.af.mil.

1.4.5.3. Joint Color Guard requests:

1.4.5.3.1. All Joint Color Guard requests must be coordinated through the JBER Honor Guard office.

1.4.5.3.2. At no time will a JBER Honor Guard member travel outside the JBER Richardson area of responsibility (AOR).

1.4.5.3.3. Joint Color Guards are supported until the funeral detail operation tempo dictates otherwise.

1.4.5.3.4. Joint Color Guard details will only be considered for joint service functions (i.e. change of commands, ceremonies, or multi-service recognition opportunities).

1.4.5.3.5. Joint details will be taught by a qualified Army Color Guard instructor, DSN: 317-384-6166 COMM: 907-552-1802.

2. Manning.

2.1. The 673d Air Base Wing Command Chief Master Sergeant and 3d Wing Command Chief Master Sergeant are responsible for providing fair-share manpower quotas to each Group, Wing Staff Agency, and tenant unit. These quotas will be sent to each Group Superintendent or First Sergeant who will provide their fair share of manpower to the Honor Guard Non-commissioned Officer in Charge. Units must provide highly professional volunteers for all positions. Appointment to the Honor Guard will be mandatory when quotas cannot be filled with volunteers. Manpower allocation quotas will be analyzed and reviewed annually by the Mission Support Group/Chief Enlisted Manager to ensure an accurate distribution of Honor Guard tasking.

2.2. Prior to selection as an Honor Guard Member, the applicant must complete and submit an Honor Guard application and contract to the Honor Guard Non-commissioned Officer in Charge. Applicant must have approval of both their unit Commander and First Sergeant.

2.3. Personnel selected for Honor Guard will incur a minimum 12-month commitment to the team.

2.4. Squadron Commanders and First Sergeants will seek volunteers or appoint members who meet the following criteria:

2.4.1. Minimum of 12 months retainability (may be waived by 673d Force Support Squadron/Chief Enlisted Manager).

2.4.2. Are of the highest caliber (outstanding bearing, appearance, behavior, and attitude).

2.4.3. No non-judicial punishment under Article 15, Uniform Code of Military Justice, pending or completed within the past year, and no Control Roster or Unfavorable Information File.

2.4.4. Personnel who, in the last 12 months, have had their driving privileges suspended or are on a physical profile, shaving waiver (case-by-case basis), pregnant, or enrolled on the Commander's Fitness Improvement program, will not be allowed to participate in the Honor Guard program.

2.4.4.1. Members selected with shaving waivers will not be used on ceremonial commitments unless the waiver specifically states the specified individual can shave every other day in order to perform ceremonies.

2.4.5. Anyone wishing to join Honor Guard with a history of administrative or disciplinary action will be reviewed on a case-by-case basis by the 673d Force Support Squadron/Chief Enlisted Manager and Honor Guard Non-commissioned Officer in Charge. Honor Guard will not be used as a "RE-BLUING" tool for unsatisfactory behavior in the member's duty section.

2.5. Unfilled Manning: If, for any reason, a unit's manning commitment cannot be filled, it must be coordinated through the unit's Group Superintendent. Unfilled positions will result in the retaining of the units current representative until a trained and qualified replacement is available.

2.6. Units may replace their detail member prior to the end of their one-year tour with any other member that meets appropriate criteria for membership on the JBER Honor Guard.

2.6.1. These replacements should be considered only when members must Permanent Change of Station, deploy, or are disqualified for any other reasons.

2.6.2. Upon a member's completion of their Honor Guard tour, all uniform items will be returned.

2.7. Team Removal. Members removed from the team will be notified in writing. Letters will be routed to the Commander, First Sergeant, supervisor, and member. A copy of the removal letter will be filed for one year in the Honor Guard office.

3. Scheduling and Participation Requirements.

3.1. The minimum tour of duty for all members will be 12 months, unless waived by agreement by the appropriate Group Superintendent and the 673d Force Support Squadron/Chief Enlisted Manager. These waivers will be based upon sufficient justification. Flights will operate on a rotating schedule of one month on duty, one month on stand-by and four months on inactive status. This cycle will repeat, allowing for a total of two months of active service and two months on stand-by. When appropriate, HG members may continue beyond their current flight's rotation with prior unit and Honor Guard approval.

3.1.1. Active Status. During the month of active status, all personnel will be assigned and report directly to the Honor Guard for duty.

3.1.2. The Honor Guard Non-commissioned Officer in Charge or Flight Sergeant will track weekly physical training and days off. Honor Guard members will be exempt from all base and squadron details.

3.1.3. Honor Guard personnel on active status will not work weekends in their duty section or serve as Security Forces augmentees.

3.1.4. Any request by a unit to release an Honor Guard member to perform duties outside of the Honor Guard will be coordinated through and evaluated on a case-by-case basis by the Non-commissioned Officer in Charge and 673d Force Support Squadron Commander.

3.1.4.1. No action will be taken unless a request has been approved.

3.1.5. Members entering active status from inactive status are required to report to the Honor Guard one duty day before they begin a month of active status to review training, perform a uniform inspection, and perform turnover of flight duties from previous flight.

3.1.6. Honor Guard activities will take precedence over all other activities.

3.1.7. Appointments, unit training, leave, and other activities will be coordinated through the Honor Guard Non-commissioned Officer in Charge.

3.2. Stand-by Status. Members on stand-by status are released back to their squadrons and may be used as unit leadership see fit.

3.2.1. Honor Guard personnel must be available to fill short-notice tasking. (Minimum one day prior).

3.2.2. The Honor Guard relies heavily on stand-by members to fill ceremony requirements during high operations tempo and it is highly recommended that they do not fulfill grave yard shifts as the majority of Honor Guard functions fall during the daytime.

3.3. Inactive Status. Members work within their unit unless special circumstances arise such as multiple veteran, retiree, or active duty funerals that cannot be handled by the active month and stand-by month teams. These special circumstances will be coordinated with Group Superintendents or the individual's unit First Sergeant.

3.4. Unexcused Absences. If a member is aware of an upcoming absence from Monday training, the member must notify, at a minimum, the Honor Guard Training Non-commissioned Officer in Charge, their supervisor, and their unit's First Sergeant by close of business the Friday prior to Monday training. Failure to notify these individuals properly will result in the following disciplinary actions:

3.4.1. The first unexcused absence will result in a documented warning to the member.

3.4.2. If a member accrues two (2) unexcused absences within one (1) quarter, the member's supervisor and First Sergeant will be notified by letter. Both will be informed of possible results of "Failure to Report". The member's supervisor must provide an explanation as to why the member was unable to fulfill the training obligations written in his/her contract no later than 10 duty days after the date of the notification letter. The member will be put on probation for the remainder of that quarter.

3.4.3. While on probation, any re-occurrence of any documented offense during that time frame could justify the member's release from the Honor Guard.

3.5. No Shows. Honor Guard members are required to attend and arrive on time for all practice sessions, details, formations, open ranks, etc., unless permission has been granted for an excused absence. No shows will be handled how the Honor Guard Non-commissioned Officer in Charge best sees fit. Factors in that decision will include the resulting impact on the detail and the detail's priority level.

3.6. Tardiness. Tardiness will not be tolerated.

3.6.1. Members are expected to arrive on time to all training sessions and details in the appropriate uniform with all required equipment.

3.6.2. If a member is going to be late, they must call as soon as possible to inform the Honor Guard Non-commissioned Officer in Charge, or that month's active flight sergeant, to let him/her know to ensure accurate accountability.

3.7. Failure to participate in details and scheduled practices, coordinate scheduled leaves, or tardiness will be evaluated and result in disciplinary action, which may result in an early release from the Honor Guard at the discretion of the Honor Guard Non-commissioned Officer in Charge. The failure to show for a funeral will result in, at minimum, a Letter of Counseling from the Honor Guard Non-commissioned Officer in Charge. Removal from the Honor Guard will be strongly considered.

4. Training.

4.1. Members are required to attend the initial 10-day Honor Guard training orientation class prior to their active status for in-processing and On the Job Training with the current active flight to ensure a seamless transition. Training orientation is held quarterly or as determined by Honor Guard Non-commissioned Officer in Charge. When attending the 10-day Honor Guard training orientation class, trainees should expect an intense training environment where their ability to memorize material and perform Honor Guard related Drills will be tested. They will also be expected to perform motivational Physical Training (PT) periodically throughout the training orientation class. Motivational PT tools will accord with AFHGOI 34-1, Services and will only be utilize by qualified physical training leaders (PTLs). The time spent during this training does not count towards the individual's one-year commitment. The 1 year commitment starts the month following completion of training (i.e. if the training class ends July 28, the member's contract will go from August to the following August). Ceremonies will not be performed by new members until all members are evaluated and certified proficient for Honor Guard duties.

4.2. The JBER Training Facility is located in the basement of Building 7153, (Matanuska Inn). The alternate training facility is Building 9510, Elmendorf Fitness Center .

4.3. All Honor Guard members are required to attend weekly training, held every Monday from 0730-1130. Members should expect an intense training environment in which their knowledge and skill in Base Honor Guard Drill and Ceremonies will be tested. They will receive breaks every 75 minutes and will be expected to perform motivational PT which accords with, AFHGOI 34-1, Services. Only qualified PTLs will utilize motivational PT tools.

4.4. Training will be standardized between all flights. Trainers will meet monthly with Honor Guard Noncommissioned Officer in Charge and discuss training issues. Training will include all topics covered in the Air Force Honor Guard Training Manual, including, but not limited to, the following areas:

4.4.1. Color Guard. To include the types of flags utilized, types of ceremonies, four-man details, six-man details, Joint Color Guard details, presenting Colors, proper positioning of flags, close interval marching, turning with and posting Colors, rifle movements at both port and shoulder arms, and retreat procedures.

4.4.2. Firing Party. To include familiarization training in the use and care of the M-14 rifle or other authorized weapon, rifle commands and formation, general firearms safety, loading and firing positions in which the rifles are to be held, and firing party procedures for a Standard Honors Funeral and for a Full Honors Funeral.

4.4.3. Flag Folding. To include respect for the flag, flag heritage, types of flags, two-man flag folds, six-man flag folds, proper procedures for folding and unfolding the flag, procedures for presentation of the flag to the Next of Kin (NOK), and the required positions of flag folders to include: Non-commissioned Officer in Charge of Pallbearers (NPB), fold, mark, cross mark, carry, and hand-off.

4.4.4. Pallbearers. To include casket familiarization, casket movement to and from the carrier (hearse), marching with the casket, casket placement at the site of service, and honorary pallbearer duties. Positions include Non-commissioned Officer in Charge of Pallbearer (NPB), fold, mark, cross mark, carry, and hand-off. All team members will learn all six positions and be able to perform the duties of each.

4.4.5. Funerals. To include types of funerals (cremation sequences, standard honors and full honors), as well as requirements, movements, and commands for each type of funeral.

4.5. Use of Sabers. To include procedures for weddings and special events as well as other applicable details will be trained on a case-by-case basis. Saber team will only be used if either the bride or groom, or both are in service dress.

4.6. Training Records. Records will be reviewed by trainers with trainees to ensure understanding of requirements and compliance. As training is conducted on a specified item and the trainee demonstrates a working knowledge of that item, it will be signed off in the trainee's records. If at any point that item becomes deficient, it shall be decertified and the member will be retrained. Within the Joint Qualification System records, items require recertification of either every detail once a year. These timelines shall be strictly complied with to ensure proficiency.

4.7. Each flight will maintain the training room in pristine condition, including vacuuming, sweeping and trash removal, as required during the week. The Flight Sergeant and/or Honor Guard Non-commissioned Officer in Charge will ensure the facility is cleaned prior to the ending of practice and details. Periodic inspections will be conducted by the Honor Guard Non-commissioned Officer in Charge.

5. Roles and Responsibilities.

5.1. The 673d Air Base Wing Commander will:

- 5.1.1. Maintain overall responsibility for the JBER Honor Guard program.
- 5.1.2. Ensure military funeral honors are furnished to all eligible beneficiaries.
- 5.1.3. Provide adequate funding and resources to meet the operational requirements of the JBER Honor Guard program.
- 5.1.4. Ensure the JBER Honor Guard team has proper storage, training, and administrative space.
- 5.1.5. When applicable, establish a memorandum of understanding between host base Honor Guard and Air National Guard organization.
- 5.1.6. Provide special recognition programs to include all who participate in Honor Guard activities.

5.2. The 673d Force Support Squadron Commander will:

- 5.2.1. Maintain responsibility for the Honor Guard program, in accordance with Air Force Instruction 34-501, Chapter 7.
- 5.2.2. Be the designated office to approve Air Force Achievement Medal packages for Active Duty members.

5.3. The 673d Force Support Squadron Chief Enlisted Manager will:

- 5.3.1. Oversee the honor guard program through the Honor Guard Program Manager.
- 5.3.2. Select the Honor Guard NCOIC.
- 5.3.3. Ensure honor guard has current Memorandum of Agreement with Air Force Reserve and Air National Guard organizations, if required.
- 5.3.4. Ensure Honor Guard NCOIC attends training courses conducted by AFMAO and the Air Force Honor Guard within six (6) months of appointment to the position.

5.4. The 673d Logistics Readiness Squadron Commander (LRS) will:

- 5.4.1. Provide 15-passenger vans/bus and staff cars when necessary for use by Honor Guard personnel to travel to/from assigned details.
- 5.4.2. Provide a driver to and from details when Honor Guard members cannot fulfill this requirement.
- 5.4.3. Perform operator qualifications and familiarization training on an "as-needed" basis for all members assigned. Proof of qualification will be annotated on member's Government license.

5.5. The 673d Security Forces Squadron Commander will:

- 5.5.1. Advise the Honor Guard on how to clean and maintain weapons and blank ammunition (In Accordance With Air Force Instruction 31-101, Air Force Installation Security Program and Air Force Instruction 36-2226, Combat Arms Program.)
- 5.5.2. Inspect weapons annually and certify for weapons' safety and usability.

5.6. The 673d Public Affairs Office will:

5.6.1. Evaluate requests from civilian agencies for Honor Guard ceremonial support and forward requests to the Honor Guard Non-commissioned Officer in Charge. The Honor Guard Non-commissioned Officer in Charge will determine if the mission permits and if the requests can be supported.

5.6.2. Publicize the Honor Guard program through the base newspaper and other available sources when requested.

5.7. Unit Points of Contact (POC) will:

5.7.1. Group Superintendents are the primary POC. If a POC is not appointed, the unit's assigned First Sergeant will act as the POC for manning issues.

5.7.2. POCs will immediately notify the Honor Guard Non-commissioned Officer in Charge if team members are unable to fulfill commitments for any reason, including leave and Temporary Duties. POCs will also ensure quotas are filled at all times.

5.7.3. Screen all candidates prior to appointment to ensure they meet the highest standards of conduct and appearance.

6. JBER Honor Guard Organization and Responsibilities.

6.1. The Honor Guard Non-commissioned Officer in Charge will:

6.1.1. Prepare annual budget requirements for the Base Honor Guard.

6.1.2. Ensure Honor Guard members are trained and properly equipped to perform military honors.

6.1.3. Approve and maintain a list of performance-ready (trained, uniformed, and equipped) Honor Guard members.

6.1.4. Serve as the liaison between base activities and the Honor Guard for requesting ceremonial support.

6.1.5. Ensure data is properly recorded on Department of Defense Form 2536.

6.1.6. Provide the means to take funeral honors requests 24 hours a day, 7 days a week and respond to all requests for funerals not more than 8 hours after the request is received.

6.1.7. Ensure members are in compliance with Air Force Instruction 36-2903, Dress and Personnel Appearance of Air Force Personnel and Air Force Instruction 10-248, Fitness Program.

6.1.8. Work with base leadership to recognize Honor Guard members.

6.1.9. Ensure Honor Guard weapons are inspected annually and certified for weapon safety and usability.

6.1.10. Forecast all ammunition requirements for the Base Honor Guard and ensures results are submitted to 3 MUNS as requested.

- 6.1.11. Serve a minimum two-year term, and is responsible to the 673d Force Support Squadron/Chief Enlisted Manager and ultimately the Force Support Squadron Commander for administering and executing the Base Honor Guard Program.
- 6.1.12. Determine and submit annual budget requirements to the 673d Force Support Squadron Commander thru the Force Support Squadron Chief Enlisted Manager and schedule government operator qualification and familiarization training and Search and Recovery training for new Honor Guard members as applicable.
- 6.1.13. Attend the United States Air Force Honor Basic Protocol, Honors, and Ceremonies course at Bolling AFB, or equivalent, and the Honor Guard Program Manager Course.
- 6.1.14. Ensure members are briefed regarding their responsibilities and understand the purpose, importance, and duties of the Honor Guard.
- 6.1.15. Evaluate unit requirements for Honor Guard manning at least quarterly, or more often if needed.
- 6.1.16. Select and appoint personnel to Flight Sergeant Positions and ensure they are trained and qualified to fulfill the responsibilities associated with those positions.
- 6.1.17. Ensure training levels are maintained to continuously display a professional, high standard of proficiency in drill and ceremony.
- 6.1.18. Act as approval authority for all detail requests and ensure each detail is properly scheduled, conducted, and annotated in the proper records. Submit denial of military funeral honors packet in compliance with Air Force Instruction 34-501, Mortuary Affairs Program.
- 6.1.19. Ensure manpower, equipment, and transportation is available to fulfill detail requirements.
- 6.1.20. Maintain an accurate list of all Honor Guard members, Unit Honor Guard Point of Contacts and First Sergeants.
- 6.1.21. Ensure accountability of all uniform items issued to Honor Guard members.
- 6.1.22. Monitor each Honor Guard member's continued acceptability on the team. In the event a member is considered unsuitable for continued duty, the member's First Sergeant or Commander will be notified in writing of the circumstances leading to the termination. The Honor Guard Non-commissioned Officer in Charge will request an immediate replacement.
- 6.1.23. Ensure all members are briefed regarding acceptance of gratuities and probable disciplinary action.
- 6.1.24. Appoint a Flight Sergeant/Non-commissioned Officer in Charge from each flight.
- 6.1.25. Maintain personnel files on each team member in the Honor Guard office.
- 6.1.26. For overnight travel of a team with weapons, armory storage of the weapons is coordinated through the nearest guard/reserve base or local law enforcement agency.

6.2. The Honor Guard Flight Sergeant/Non-commissioned Officer in Charge will:

6.2.1. Be responsible for the efficient operation and conduct of members during military ceremonies. Ensure ceremonial procedures are accurate and comply with all applicable instructions.

6.2.2. Maintain, update, and distribute all training manuals, continuity books, ceremonial guides, and handbooks.

6.2.3. Be temporarily delegated duty as the Honor Guard Non-commissioned Officer in Charge in the absence of Honor Guard Non-commissioned Officer in Charge.

6.2.4. Submit nominations for members to compete for the quarterly award of Honor Guardsman of the quarter.

6.3. JBER Honor Guard Members will:

6.3.1. Keep the Honor Guard Non-commissioned Officer in Charge and Flight Sergeant apprised of any situation that will prohibit them from performing Honor Guard duties.

6.3.2. When Honor Guard members are in stand-by month or off-month and are called upon to fulfill a detail, members must ensure their proper chain of command is made aware of the detail to include time, date and location.

6.3.3. Report to every Monday training and/or functions on time and in the proper uniform as prescribed by the Honor Guard Non-commissioned Officer in Charge and Flight Sergeant.

6.3.4. Maintain uniforms to the highest standards of appearance, as set forth in Air Force Instruction 36-2903 Dress and Personal Appearance of Air Force Personnel, Dress and Personal Appearance and Air Force Honor Guard Training Manual, at all times. Members with shaving waivers are to follow what their specific waiver entails.

6.3.5. Display the highest degree of professionalism, military bearing, and behavior.

6.3.6. Comply with Air Force standards and Honor Guard operating procedures. Failure to do so is grounds for immediate dismissal.

6.3.7. Duty hours for members on flight will be from 0730-1630. The flight is allowed to Physical Training on Monday, Wednesday, and Friday from 0730 to 0830 or 1530 to 1630 whichever the mission permits. In the event a detail requires a team to arrive earlier/later than the scheduled duty hours, the team will be flexible and adjust as necessary to meet the detail's requirements.

6.3.8. Not accept any form of gratuity from any organization or person while performing Honor Guard details. Accepting gratuities is grounds for immediate removal from the Honor Guard and disciplinary action.

7. Honor Guard Details.

7.1. Honor Guard members are subject to perform details at any time, regardless if their assigned flight is on-call.

7.2. Honor Guard members may be required to perform details on weekends and may receive short-notice notification of an upcoming detail. Each member should be prepared to perform details and take actions to handle personal obligations and commitments.

7.3. All details will require the team to arrive at minimum, one hour early, unless otherwise directed by the Honor Guard Non-commissioned Officer in Charge.

7.3.1. Every Point of Contact will be contacted at least 24 hours prior to the ceremony to confirm the details of the request to include: time, location, and detail items needed are provided.

7.3.2. Upon the arrival to every detail, the Non-commissioned Officer in Charge of the Color Team/Non-commissioned Officer in Charge of Pallbearers will ensure there is a clear cut understanding of the sequence of events.

7.4. For funerals at Fort Richardson National Cemetery, the casket will be carried if both the Non-commissioned Officer in Charge of Pallbearers feels the conditions permits (i.e. excessive snow, ice, etc. would restrict the carry) and the cemetery director and/or program assistant approve of the structural integrity of the casket. If either group disapproves the casket carry, the church cart will be used.

7.5. Before departing for every detail, the Flight Sergeant should ensure everyone has all items needed to complete the mission. This effort should not just rest on his/her shoulders alone; all members should police themselves and each other to ensure everything needed for the detail is properly prepared and loaded in the government vehicle.

7.5.1. All funeral details will require the team to bring an additional flag and bugle (regardless of if the bugle position is already covered by another provider) to ensure the Congress-mandated requirements are met. Although these items will be brought as a backup, the Veterans Affairs (VA) is responsible for providing the family an interment flag. In the rare event that there is no flag provided by the VA at the funeral, the JBER Honor Guard will present a flag for the family to keep. Do not take the flag back after handed off at a funeral.

7.5.2. Retirement ceremonies that require Honor Guard to provide a flag for the flag fold portion will be collected at the end of the ceremony.

7.5.3. Retirement ceremonies, just as funerals, will require the team to carry a flag as backup in the rare event that no flag is available.

7.6. All details will have an emergency kit containing, but not limited to, the following items: electrical tape, pliers, zip ties, frogs (brass backings for ribbons/badges), spare ribbons, common duty badges, ceremonial belt, and gloves. The Honor Guard manual will also be taken to all details to ensure accuracy and provide clarification in the event it is needed.

7.7. Professionalism, dignity, and honor will be the only acceptable display of behavior while conducting any detail. If an issue, problem, or conflict ever begins to rise to the level that the Point Of Contact or representative for the detail begins to be disrespectful, the Non-commissioned Officer in Charge of Pallbearers will contact the Honor Guard Non-commissioned Officer in Charge as soon as possible for assistance. Members WILL maintain control of their bearing and show disciplined respect to avoid bringing discredit upon the Air Force.

8. Uniforms.

8.1. All uniforms worn by Honor Guard members must conform to Air Force Instruction 36-2903, Dress and Personal Appearance of Air Force Personnel and the guidelines established by the United States Air Force Honor Guard, unless deviations are authorized and approved by the 673d Air Base Wing Commander or other designee. The Honor Guard Non-commissioned Officer in Charge will issue all ceremonial uniforms, travel shirt, jacket, name tag, and accessories required to perform duties.

8.1.1. Full Honor Guard-unique ceremonial service dress uniform and Honor Guard team unique accouterments will be provided at no cost to members. Members will be responsible for keeping their uniforms clean, serviceable, and maintained at a level that exceeds the minimum standards set forth in Air Force Instruction 36-2903, Dress and Personal Appearance of Air Force Personnel and United States Air Force Honor Guard Manual, Base Honor Guard Program.

8.1.2. Members may take their Ceremonial uniforms to approved dry-cleaners for cleaning at government expense. Dry cleaning and tailoring of ceremonial uniforms will be provided free of charge at the Quartermaster Laundry (Building 726), located on the Fort Richardson side of base.

9. Travel.

9.1. Non-commissioned Officer in Charge or Flight Sergeant will request transportation upon notification of a detail requiring transportation to/from the location. Transportation request will be forwarded to 773 LRS (Ground Transportation) Building 6136.

9.2. Duty days will normally be less than 12 hours total.

9.2.1. If travel and Honor Guard duties extend beyond 12 hours, the Honor Guard Non-commissioned Officer in Charge and Flight Sergeant will use prudent Operational Risk Management prior to the assigned detail to determine if Temporary Duty status is necessary to preclude exceeding this limit.

9.2.2. Compensatory Time off (CTO) days will be used accordingly by the Honor Guard Non-commissioned Officer in Charge to ensure appropriate time off, positive morale, and resiliency during months of high demand.

9.3. All Honor Guard members are briefed on travel requirements, duties, and responsibilities. The Honor Guard Non-commissioned Officer in Charge and Flight Sergeant are given guidance pertaining to travel safety and rest/meal breaks. Minimum personnel required to travel distances over 100 miles one way in a Government Vehicle to perform Honor Guard duties will be two.

9.4. All Honor Guard members are afforded a minimum of 8 hours rest from the end of duty day to the beginning of the next duty day's functions.

9.5. Smoking and/or possession/consumption of alcoholic beverages is PROHIBITED in any government owned or controlled vehicle, or at any time during the detail from initial formation to the release of the members.

10. Records Management.

10.1. All Honor Guard personnel will maintain and dispose of records according to Air Force Manual 37-139, Records Disposition Schedule.

10.2. All funeral paperwork must be safe guarded to ensure Privacy Act laws are adhered to.

11. Awards Program.

11.1. Honor Guard members can be recognized for their outstanding performance and support via a recognition program. The recognition program includes:

11.1.1. The Air Force Achievement Medal (AFAM) is awarded to deserving members who have committed distinguished service to the Honor Guard. The Honor Guard Non-commissioned Officer in Charge is responsible for ordering the recommendation for decoration, preparing the award, and submission for staffing and approval.

11.1.1.1. Suggested criteria for recommendation for the Air Force Achievement Medal includes but is not limited to the following:

11.1.1.2. Complete the 12-month contractual commitment.

11.1.1.3. Complete an overall total of 20 details and 100 Honor Guard hours, to include details and training hours.

11.1.1.3.1. Detail and training hours will be broken down into two different categories:

11.1.1.3.1.1. Funerals, equaling 6 hours

11.1.1.3.1.2. Colors, equaling 4 hours.

11.1.1.4. Recommended for outstanding achievement by Honor Guard Non-commissioned Officer in Charge, Flight Sergeant and trainers.

11.1.1.5. No non-judicial punishment under Article 15, Uniform Code of Military Justice, pending or completed in the past year, no Control Roster or Unfavorable Information File.

11.2. The 673d Air Base Wing Awards Program:

11.2.1. The Honor Guardsman of the Quarter is presented quarterly to the member who has demonstrated all the qualities of an Honor Guardsman with outstanding precision and professionalism.

11.2.2. The Honor Guardsman of the Year is presented annually to the member who has demonstrated all the qualities of an Honor Guardsman with outstanding precision and professionalism. The winner will be selected from previous quarterly winners but is not limited to those individuals (e.g., one member may consistently perform superiorly, but not receive a quarterly award).

11.3. A board will be conducted to select the award winner (quarterly and annually). The board will consist of, but is not limited to the Honor Guard Non-commissioned Officer in Charge, and if available the 673d Air Base Wing Command Chief Master Sergeant or 3d Wing Command Chief Master Sergeant.

11.4. Members selected as Honor Guardsman of the Quarter will be recognized at quarterly awards ceremonies. Annual awards will be presented at the 673d Air Base Wing annual awards ceremony.

PATRICIA A. CSÀNK, Colonel, USAF
Commander

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

AFPD 34-5, Mortuary Affairs, 13 September 2013
AFI 34-501, Mortuary Affairs Program, 16 April 2019
AFI 34-1201, Protocol, 9 June 2017
AFMAN 34-515, USAF Honor Guard, 11 August 2015
AFMAN 36-2203, Drill and Ceremonies, 20 November 2013
DOD Directive 1300.15, Military Funeral Support, 11 January 2001
DOD Directive 1300.22E, Mortuary Affairs Policy, 25 May 2011
BHG Manual, Base Honor Guard Program, 15 October 2018
Joint Publication 4-06, Mortuary Affairs in Joint Operations, 12 October 2011

Prescribed Forms

No prescribed forms

Abbreviations and Acronyms

AC—Administrative Change
AFI—Air Force Instruction
AFPD—Air Force Policy Directive
AFMAN—Air Force Manual
BHG—Base Honor Guard

Terms

Administrative Change—Change that does not affect the subject matter content, authority, purpose, application, and/or implementation of the publication (e.g., changing the POC name, office symbol(s), fixing misspellings, etc.).

Approval Authority—Senior leader responsible for contributing to and implementing policies and guidance/procedures pertaining to his/her functional area(s) (e.g., heads of functional two-letter offices)

Authentication—Required element to verify approval of the publication; the approval official applies his/her signature block to authenticate the publication. The signature block includes the official's name, rank, and title (not signature).

Attachment 2
INSTRUCTOR TOOLS

Table A2.1. Instructor Tools.

Exercise Challenge (Push-ups, Flutter Kicks and Four-Count Squat Thrusts)
<ol style="list-style-type: none">1. Instructors may require trainees to perform exercise set(s).2. A set consists of three individual exercises (push-ups, flutter kicks and four-count squat thrusts) performed consecutively.3. These exercises are performed for a <u>maximum</u> of 20 seconds each not to exceed one minute for a complete set.4. Exercise sets will not exceed five times per day, and must have a 20 minute break between sets.