

**BY ORDER OF THE COMMANDER
8TH FIGHTER WING**

8TH FIGHTER WING INSTRUCTION 34-202



**2 MAY 2013
Certified Current, 15 December 2020
Services**

BASE HONOR GUARD PROGRAM (PA)

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: 8 FW/CCP

Certified by: 8 FW/CC
(Col John W. Pearse)

Pages: 16

The purpose of this instruction establishes local procedures for all operational functions of the Kunsan Air Base Honor Guard (HG). This Instruction is applicable to all HG members and associated units assigned to the 8th Fighter Wing (8 FW), Kunsan AB, Republic of Korea. This instruction implements the United States Air Force Honor Guard Manual (USAF HGMAN) and provides guidance for planning, managing, training and executing the installation's HG program. 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 the AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974.

1. Organization

- 1.1. As a wing program, the 8 FW Commander is ultimately responsible for the overall direction of the team and execution of details.
- 1.2. The HG OIC will provide program oversight for the wing commander.

1.3. The 8 FW Protocol Office is responsible for HG administration, recruiting of members, coordinating events and providing incentives to members.

1.4. The HG Flight consists of two squads, Alpha and Bravo squad.

1.5. The HG team is comprised of the HG Officer in Charge (OIC), HG Noncommissioned Officer in Charge (NCOIC), HG Flight Leader (FL) (the highest ranking member on the team), HG Head Trainer (HT) (designated by the NCOIC), two (2) assistant trainers, two (2) squad leaders and NCOIC of the Color Team (NCT).

2. HG Program Responsibility

2.1. The HG OIC will ensure an annual budget is in place to plan for needed items (i.e. badges, wheel caps etc...)

2.1.1. The HG OIC will oversee all program incentives (refer to section 8).

2.2. The HG OIC/NCOIC is the approval authority for all details/ceremonies and will ensure that the HG staff is trained in appropriate honors, ceremony and protocol procedures.

2.2.1. The HG OIC/NCOIC will assist with obtaining any additional support needed for each event.

2.2.2. The HG OIC/NCOIC will select HG trainers.

2.3. The HG NCOIC is responsible for the administration, training and equipping of the team. The HG NCOIC will prepare Quarterly Progress Reports and will provide hard copies to each member during practice. A continuity file of all details/ceremonies, attendance rosters, training records, decoration packages and equipment issued will be maintained by the NCOIC for each rotation.

2.3.1. The HG NCOIC will maintain all medal packages for historical records and all other files will be shredded when no longer needed (i.e. HG Commitment Applications or hand receipts).

2.4. The HG NCOIC and HT will be responsible for establishing a training plan.

2.5. The HG FL and/or HT will fill the position of leadership in the absence of the HG OIC/NCOIC to execute the HG mission. The HG FL and/or HT will also ensure that all the HG members are formed up at the beginning of every practice.

2.6. HG NCOIC of the Color Team (NCT) or the highest ranking member on a detail/ceremony will become the NCT. HG NCT responsibilities are:

2.6.1. Take charge and lead any detail or ceremony in the absence of the HG OIC/NCOIC.

2.6.2. Ensure all equipment is present prior to every detail/ceremony.

2.6.3. Inspect all equipment for defects or malfunctions prior to every detail/ceremony.

2.6.4. Ensure all equipment is returned after every detail/ceremony.

2.7. HG HT/trainers responsibilities include all of the team member's duties and responsibilities with the following additions:

2.7.1. Maintain training expertise on ceremonies and protocol for the entire team.

2.7.2. Conduct uniform inspections.

2.7.3. Possess the ability to train new and experienced members in all areas in the USAF HG training manual.

2.7.4. Assist the HG NCOIC with managing operational aspects of the team (close coordination with the HG OIC/NCOIC is a must).

3. Membership

3.1. HG membership will consist of officer and enlisted members and at a minimum will comprise of 25 members assigned to two squads.

3.2. Members must go through a screening process with the HG NCOIC and/or OIC.

3.3. Prior to the interested member joining HG, the HG Commitment application must be routed through and signed by their unit leadership.

3.4. To be eligible, members must not have any administrative actions opened or pending (i.e. Unfavorable Information File (UIF), Control Roster, Article 15, etc.)

4. Unit Responsibilities

4.1. Units who have members scheduled for a practice, detail or ceremony should allow them to be released from duty to attend if mission requirements permit.

4.1.1. If a member cannot attend a practice, detail or ceremony due to mission requirements, their supervisor will email the HG Office at 8FW.HonorGuardOrgBox@us.af.mil or call the HG Office at 782-5270 on the member's behalf no later than one (1) day prior to the event.

4.1.2. If a member cannot fulfill the overall HG commitment (as specified in the signed HG application), their supervision must submit a letter of withdrawal requesting the removal of the member from the program.

5. Team Member Duties and Responsibilities

5.1. The service dress uniform will be worn during events that require such uniform or when required to match the presiding officials' uniform.

5.2. Once a member becomes fully qualified, they will be issued the HG badge (for wear only with this service dress uniform). If the badge is lost or damaged due to a member's misconduct or negligence, it will be replaced at the member's expense.

5.3. HG members are expected to comply with standards established in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

5.4. Notify the HG NCOIC of all temporary duty (TDY), leave dates and mandatory training that will effect involvement to the HG program.

6. Training

6.1. All Kunsan HG training will be in accordance with the most current USAF HG Training Guide, HGMAN and drill & ceremony manual.

- 6.1.1. Practices are mandatory and held every Tuesday from 1230-1500 at the Base Theater (unless otherwise changed by the HG OIC/NCOIC). Equipment pick-up and setup will be 15 minutes prior to practice start time.
- 6.1.2. All movements to include standing manuals, weapon manuals, posting, retiring of colors and basic funeral support will mirror the exact procedures outlined in the USAF HG training manual.
- 6.2. Practice attendance for each member is a minimum of three (3) practices per month.
 - 6.2.1. If a member has missed three (3) unexcused practices consecutively, the member will be put in a probation status for one month and be re-evaluated for membership.
 - 6.2.2. If a member has missed more than six (6) unexcused practices consecutively, the member will be involuntarily withdrawn from the HG program and their supervisor and First Sergeant will be notified.
 - 6.2.3. All absences coordinated in advance (excused) will not count against the member; however, member will not receive points for absence.
 - 6.2.3.1. If a member has five (5) excused absences consecutively, member's supervision will be contacted to discuss removal from the program.
- 6.3. Each weekly practice for the month will consist of Colors, Flag and Weapons Manual training. A portion of each practice will also include a specific objective i.e. training compliance, equipment cleaning, hail and farewells and leadership mentoring.
 - 6.3.1. Week One: Training Compliance – This practice is reserved for members to complete their training and document their certification.
 - 6.3.2. Week Two: Equipment Cleaning (to include weapons' maintenance) IAW USAF HG MAN para 5.9.
 - 6.3.3. Week Three: Training Compliance –This practice is reserved for members to complete their training and document their certification.
 - 6.3.4. Week Four: Hail/Farewell – A portion of this practice is reserved for a morale function, to acknowledge all new members and members that will be departing for the month. This function will also acknowledge monthly birthdays, promotions and award winners.
 - 6.3.5. Week Five: Mentorship – A portion of this practice is reserved for a mentor session with guest speakers from FW leadership, Chiefs Group and/or the First Sergeants.
- 6.4. Prior to being selected to the HG program, individuals will go through an inspection process in service dress uniform with HG OIC/NCOIC.
- 6.5. Training evaluation will be conducted every first and third practice of the month. Members will be evaluated and training will be documented on each member's training sheet.
- 6.6. Members will stay current on all requirements in the 8 FWI 34-202, the USAF HG Training Guide, all published HG instructions provided by the USAF HG, AF manuals, policies and instructions. In addition, members are responsible for the following:

- 6.6.1. To conduct themselves at the highest level of professionalism at all times.
- 6.6.2. To remain highly proficient in drill and ceremonies.
- 6.6.3. To know traditional formation ceremonies and protocol.
- 6.6.4. To stay proficient in carrying out all Honor Guard movements.
- 6.6.5. To be comfortable when calling commands.
- 6.6.6. To lead the team in the event a more senior member is not available.
- 6.6.7. To know their chain of command and use it at all times.
- 6.6.8. To arrive on-time and prepared with all required equipment for scheduled details/ceremonies.
- 6.6.9. To strive to exceed all Air Force standards and set the example for all other members to follow.

7. Details

- 7.1. The Kunsan Honor Guard will not perform in any ceremony that brings discredit to Kunsan AB, the USAF and the Department of Defense (DOD).
- 7.2. Show-time for all scheduled details and ceremonies is one (1) hour prior to detail and ceremony start time.
- 7.3. It is the responsibility of the NCT to ensure that all required equipment is available for each detail. The NCT will coordinate with the NCOIC and/or OIC to ensure compliance. If an NCT has not been established, the most experienced individual should assume the role of the NCT.

8. Incentives, Awards and Decorations

- 8.1. Each squad will be responsible for the different Incentive Programs.
 - 8.1.1. Alpha Squad will be responsible for all morale events to include but not limited to hail and farewells, birthdays, holiday events and flight gatherings.
 - 8.1.2. Alpha and Bravo Squad will also be responsible for coordinating and planning all community and base service events
 - 8.1.3. Bravo Squad will also be responsible for all recruitment events to include but not limited to First Term Airmen Center (FTAC) students.
- 8.2. All HG events are intended to promote camaraderie within the team and will be held by and for the HG team.
- 8.3. Members are provided free dry-cleaning of the approved HG uniforms and equipment through the Base Linen Exchange.
 - 8.3.1. A list of members will be provided to the Force Support Squadron (FSS) Lodging Office (Linen Exchange) by the HG NCOIC.
- 8.4. Honor Guardsman of the Month will be determined by a points system (see below):
 - 8.4.1. Detail NCOIC will receive four (4) points per detail

8.4.2. Detail attendance is three (3) points per detail

8.4.3. Practice attendance is one (1) point per hour of practice

8.4.4. Community service attendance is one (1) point per service event

8.4.5. Recruitment attendance is one (1) point per recruitment event

8.4.5.1. Members may earn additional points for personal recruitment of friends, members of their unit, etc. Members will earn one (1) point per recruit. However, recruit must have a completed commitment application submitted.

8.4.6. Community Service/Morale/Recruitment event organizers will receive three (3) points per event.

8.5. Wing Quarterly Award nominees will be the Honor Guardsmen of the Month recipients for that particular quarter and Annual Award nominees will be the Honor Guardsmen of the Quarter recipients for that particular year.

8.5.1. Each nominee will appear before the Honor Guard Quarterly Award Board comprised of the 8 FW Command Chief, one (1) guest Chief or First Sergeant and HG NCOIC.

8.5.1.1. Each nominee will be graded on the following:

8.5.1.1.1. Presentation of service dress uniform

8.5.1.1.2. Reciting the HG Charge without card

8.5.1.1.3. Three (3) general questions from the USAF HG training manual

8.5.1.1.4. Military bearing and professionalism

8.5.1.1.5. Motivation and enthusiasm to excel

8.6. At the conclusion of the HG member's commitment, the HG OIC and NCOIC will review the individual's personnel file for Achievement Medal consideration. Members that serve in the Kunsan Honor Guard and demonstrate outstanding achievement will be considered for this medal.

8.6.1. Member consideration is comprised of but not limited to:

8.6.1.1. Detail/ceremony participation (minimum of 15 details)

8.6.1.2. Practice attendance (average of 3 practices a month)

8.6.1.3. Overall involvement in the HG program.

8.6.1.4. IAW 8 FW Writing Guide regarding the Achievement Medal award, if a member is considered, the member's HG duties will not be included on any other decoration package for their unit. The HG OIC/NCOIC will coordinate with the considered member's supervision to ensure this policy is enforced.

8.7. Valid excused absences that are coordinated through the HG office will be accepted.

8.8. If the detail or practice minimum requirements are not met due to short term of the commitment contract and Date Eligible for Return from Overseas (DEROS), the HG OIC and NCOIC will review and consider membership of individuals on a case by case basis.

JOHN W. PEARSE, Colonel, USAF
Commander

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

USAF HGMAN, 16 February 2013

USAF Honor Guard Training Guide, 16 February 2013

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

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

8 FW Writing Guide, 21 August 2012

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

CC—Commander

DEROS—Date Eligible for Return from Overseas

DOD—Department of Defense

FL—Flight Leader

FSS—Force Support Squadron

FTAC—First-Term Airmen Course

FW—Fighter Wing

HG—Honor Guard

HT—Head Trainer

NCOIC—Non-Commissioned Officer in Charge

NCT—NCOIC of the Color Team

OIC—Officer in Charge

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

TDY—Temporary Duty

UIF—Unfavorable Information File

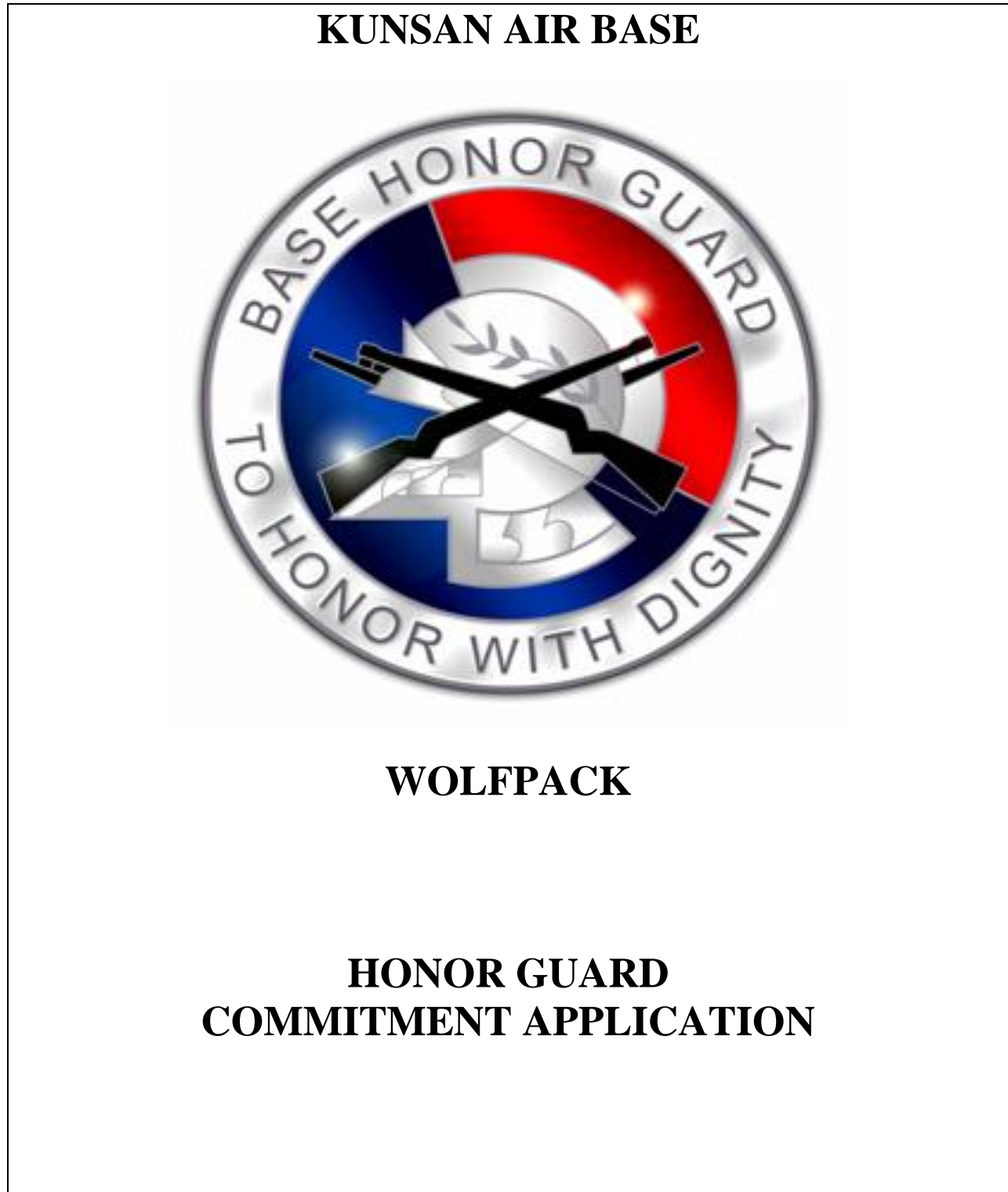
USAF—United States Air Force

USAF HGMAN—United States Air Force Honor Guard Manual

Attachment 2

KUNSAN AB HONOR GUARD COMMITMENT APPLICATION

Figure A2.1. Kunsan AB Honor Guard Commitment Application





**DEPARTMENT OF THE AIR FORCE
8TH FIGHTER WING (PACAF)
KUNSAN AIR BASE, REPUBLIC OF KOREA**

MEMORANDUM FOR HONOR GUARD APPLICANTS

FROM: 8 FW/CCP

SUBJECT: Kunsan Air Base Honor Guard

1. Welcome to your Kunsan Air Base (*Wolf Pack*) Honor Guard! I would like to thank you for your interest in joining the program. We are always looking for highly motivated and professional individuals. This package has been put together to let you know more about our program and answer any questions you might have.
2. The Honor Guard application will need to be signed by your supervisor, Flight Chief, First Sergeant and your Commander. Once you have completed the application, you can drop it off at the wing headquarters building (Bldg 1305) in room 255 (on the second floor) or you can scan your application and e-mail it to 8FW.HonorGuardOrgBox@us.af.mil.
4. The Wolf Pack Honor Guard is looking forward to working with you and is ecstatic to have you serve as a member of the team.
5. If you have any further questions after reading this package, please feel free to call me at 782-5270 or email me at 8FW.HonorGuardOrgBox@us.af.mil.

XXXXX, XXXX, Rank, USAF
NCOIC, Kunsan AB Honor Guard

A BRIEF HISTORY

The USAF Honor Guard traces its beginning to May 1948 when Headquarters Command USAF was instructed to develop plans for an elite ceremonial unit comparable to those of the other armed services. As a result, a ceremonial unit was activated within the Air Police Squadron in September 1948 with an authorized strength of 98 enlisted and two officers. However, due to transfers and personnel attrition, the end of the year found the ceremonial detachment, for all practical purposes, disbanded. It wasn't until March 1949 that sufficient personnel were assigned to enable the unit to function.

The Ceremonial Detachment continued to be assigned to the Air Police Squadron until December 1971. Finally, on 1 January 1972, the Honor Guard became its own, as a separate unit.

Kunsan AFB Honor Guard is comprised of volunteers who are carefully screened for their ability and physical dexterity. Only those who are highly motivated and maintain an exceptionally high standard of appearance, conduct and aptitude for ceremonial duty are considered.



OUR MISSION

The mission of the Kunsan AB Honor Guard is to “*Represent every member, past and present, of the United States Air Force...*” We accomplish our mission by selecting only the sharpest and most dedicated individuals for our team. Once these members are fully trained, they represent Kunsan and the Air Force at base wide details, community events, cordons for distinguished guests and many other details.

MEMBERS MISSION

As a member certain things are expected of you. You are now in a highly visible position and therefore held to higher standards. “*My standards of conduct and level of professionalism must be above reproach, for I represent all others in my service.*” These standards include dress and appearance, self-discipline, military bearing, professional behavior and overall performance. You will be called upon to perform details during both duty and off duty hours, as well as some weekend and holiday details. Mandatory weekly practices are held in order to prepare you to perform all details.

NOTE: Practices are held each Tuesday from 1230-1500 at the Base Theater, unless otherwise noted.

BENEFITS

Membership on the Honor Guard does provide many benefits. There are no words to explain that feeling you get the first time you perfect your evaluation sequence, or the sense of pride that comes from doing your first funeral. Not only will being a member fill you with an increased sense of pride and dedication, it will be one of the most satisfying experiences of your life. The Honor Guard will also help put you on a career path that will always keep you one step ahead of your fellow Air Force members by enhancing your level of professionalism and leadership skills. The Kunsan Honor Guard also has a great incentive plan that will only continue to get better.

Consideration for the Air Force Achievement Medal

Honor Guard members that demonstrate outstanding service to the Kunsan AB Honor Guard program will be considered for the Air Force Achievement Medal. Members must, but not limited to, complete a minimum of 15 details and attend a minimum of three (3) practices a month to be considered. Other considerations, such as professional, military bearing and participations, will be considered on a case-by-case basis. Members who extend at Kunsan and fulfill another Honor Guard contract must meet the same requirements.

Awards

Wing quarterly, annual and Honor Guardsman of the Month awards are based on a points system. The points system is based on participation/involvement as Honor Guard members.

Base Honor Guard Charge

Handpicked to serve as a member of the Kunsan Air Base Honor Guard, my standards of conduct and level of professionalism must be above reproach, for I represent all others in my service.

Others earned the right for me to wear the ceremonial uniform, one that is honored in rich tradition and history. I will honor their memory by wearing it properly and proudly.

Never will I allow my performance to be dictated by the type of ceremony, severity of the temperature or size of the crowd. I will remain superbly conditioned to perfect all movement throughout every drill and ceremony.

Obligated by my oath I am constantly driven to excel by a deep devotion to duty and a strong sense of dedication.

Representing every member, past and present, of the United States Air Force, I vow to stand sharp, crisp and motionless, for I *am* a ceremonial guardsman.



***"OUR COUNTRY IS IN MOURNING,
AN AIRMAN, A SOLDIER, A MARINE, A SAILOR DIED
TODAY."***

FOR OFFICIAL USE ONLY (WHEN FILLED IN)
APPLICATION FOR HONOR GUARD MEMBERSHIP

SECTION I. (To be completed by applicant)

- 1. Name/Grade: _____

- 2. SQ/Office Symbol: _____
- 3. SSN: _____ - _____ - _____
_____ / _____
- 4. Duty/Cell Phone: _____
- 5. Time on Station: _____

- 6. Date of Separation: _____
- 7. Shift Worker: YES/NO
- 8. GOV Vehicle License: YES/NO
- 9. Date of Birth: _____

- 10. DEROS: _____
- 11. Dorm and Room # (For Recall Purposes Only):

- 12. DEROS: _____
- 13. Supervisor's Rank/Name: _____
- 14. Do you have any prior Honor Guard or Drill Team experience? YES/NO
- 15. If yes, what type and how long?
- 16. What contributions do you think you can make to the Kunsan AB Honor Guard?
- 17. Are you willing to give up your personal time to the Honor Guard as necessary?

Please read statement below before signing.

BY SIGNING BELOW, I UNDERSTAND THAT CURRENT OR PENDING DISCIPLINARY ACTIONS WILL SERVE AS CAUSE FOR MEMBERSHIP DENIAL TO THE KUNSAN AB HONOR GUARD. I ALSO UNDERSTAND THAT DISCIPLINARY ACTIONS TAKEN AGAINST ME AFTER I AM AN HONOR GUARD MEMBER WILL BE JUSTIFICATION FOR REMOVAL.

Signature: _____

Date: _____

“The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties”

SECTION II: ENDORSEMENTS

Supervisor Endorsement

1. I highly recommend _____ for the Kunsan AB Honor Guard. I feel that he/she will be an outstanding addition to the program.
2. In accordance with 8 FWI 34-202, I understand that Honor Guard details and practice are mandatory and will support them in any way possible.
3. I certify that this applicant has no disciplinary actions pending, has excellent dress and appearance, good attitude and professionalism and has my full support in joining the Kunsan AB Honor Guard.
4. Additional Comments:

Supervisor's Name

Signature/Date

Flight Chief Endorsement

1. I concur that this applicant presents a positive image and is of good character. I recommend this individual for membership into the Honor Guard.
2. Additional Comments:

Flight Chief's Name

Signature/Date

First Sergeant Endorsement

1. Applicant has xxxx months retainability, presents a positive Air Force image and has no disciplinary actions pending to include having a UIF or Control Roster.
2. I concur with the supervisor's recommendation.
3. Additional Comments:

First Sergeant's Name

Signature/Date

Squadron Commander Endorsement

I concur with the recommendation for this individual for membership in the Honor Guard.

Squadron Commander's Name

Signature/Date