

**BY ORDER OF THE COMMANDER
CANNON AIR FORCE BASE (AFSOC)**

**CANNON AIR FORCE BASE
INSTRUCTION 34-160**



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Services

WING HONOR GUARD PROGRAM

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This publication implements Department of the Air Force Instruction (DAFI) 34-160, *Mortuary Affairs Program*. It establishes policies and procedures providing guidance for planning, training and using the Cannon Air Force Base (AFB) Honor Guard (27 SOFSS/FSOH). It describes the functions of the Cannon AFB Honor Guard, responsibilities of Cannon AFB Honor Guard members, procedures for performing Cannon AFB Honor Guard functions and participation standards, procedures for handling, transporting, and storing operational quantities of live blank ammunition, Department of Defense (DOD) Hazard Class 1 Division 4 Compatibility Group (S), used in base Honor Guard operations. This instruction applies to all personnel assigned to the Cannon AFB Honor Guard and all agencies supported by or supporting the Cannon AFB Honor Guard and will be available for reference during all ammunition handling, transportation, and storage operations. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Public Law 93-579, 5 U.S.C. §552a. The applicable System of Records Notice F033 AF B, *Privacy Act Request File*, is available at <http://dpcl.d.defense.gov/Privacy/SORNs.aspx>. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System records disposition schedule located at <https://afrims.cce.af.mil/>. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 through the base publications and forms office.

SUMMARY OF CHANGES

This publication has been revised and should be reviewed in its entirety. Revisions include changes to the following paragraphs: 1. Program Manager; 4. Honor Guard Flight Leaders/Head Trainers; 6. Initial Training; 7. Duty Schedule; 8. Excused from Duty; 9. Standby; 12. Handling, Transportation, and Storage of Small Arms Ammunition and Weapons; and **Attachment 2**: Safety Briefing.

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1. Responsibilities.

1.1. The base Honor Guard team, a specialized unit under the 27th Special Operations Wing Commander (27 SOW/CC), will represent the Air Force, Air Force Special Operations Command, and Cannon AFB. They will perform congressionally mandated military funerals IAW *U.S.C. Title 10 Sec 1491*, posting/presenting colors at special events, participating in parades, and other events as approved by the 27th Special Operations Force Support Squadron Operations Officer (27 SOFSS/FSO), 27th Special Operations Force Support Squadron Commander (27 SOFSS/CC), and the 27 SOW/CC IAW this publication.

1.2. To meet the number of monthly funeral ceremonies in addition to requested base and community events, the Honor Guard will consist of a minimum of 35 members, divided into two flights (on-flight and standby flight). Honor Guard manning will be provided by each group and the wing staff agencies based on manning strength (number of assigned E-6 and below) and quotas will be reviewed and updated annually by the Honor Guard Program Manager and 27th Force Support Squadron Manpower Office. The Honor Guard Program Manager will coordinate with the respective Group Chiefs through use of the Honor Guard manning document, as often as deemed necessary for solicitation of new members and replacements. The Cannon AFB Honor Guard will be managed by the 27 SOFSS/FSO for administrative control and the Honor Guard Program Manager for operational control. Individuals with an interest in serving as the Honor Guard Program Manager must refer to the Special Duty Identifier Local Hire Assignment Process available on MyFSS and meet the Special Duty Assignment Category requirements for the 8G100 position. The 27th Special Operations Force Support Squadron (27 SOFSS) Leadership team will interview prospective candidates. The 27 SOFSS/CC will select the Honor Guard Program Manager.

1.3. Assigning and Relieving Honor Guard Members.

1.3.1. Prior to assigning a person to the Honor Guard, First Sergeants or Senior Enlisted Leaders (SEL) will personally interview all candidates. The Honor Guard Program Manager will make the final decision on whether to accept the individual on the team with coordination through candidate's First Sergeant or SEL.

1.3.2. The candidate's supervisor, First Sergeant, SEL, and Commander must sign CANNONAFB Form 14, *Cannon Air Force Base Honor Guard Application*, to document their assessment of the candidate.

1.3.3. Individuals who join the Honor Guard team are under contract for a minimum of one (1) year and will be required to complete and sign CANNONAFB Form 15, *Cannon Air Force Base Honor Guard Contract*.

1.3.4. Due to the prestigious nature of their duties, Honor Guard Details and events take precedence over squadron or base-level duties. Exceptions to excusals from a detail will be handled on a case-by-case basis. This restriction should not interfere with the member's assignment to a mobility position. The Honor Guard Program Manager will return stand-by members of the Honor Guard who are participating in a detail to their units as soon as possible.

1.3.5. After completing their obligation, members have the option to re-obligate their contract for an additional year with their commander's approval.

1.3.6. Squadron and Group leaders are responsible for providing replacement team members to fill vacancies/upcoming vacancies. To maintain the integrity of the Honor Guard team, replacement members must be fully trained and equipped (i.e., full ceremonial uniform) to perform details prior to the release of the departing member.

1.3.7. If an Honor Guard member is removed or resigned from the team prior to fulfilling their one-year commitment, the member's unit must appoint a replacement and will be required to fund the purchase of a replacement uniform and accessories.

1.3.8. The Honor Guard Program Manager will provide notification to Group Chiefs when any member is within 90 days of contract expiration. Replacement members must be identified and scheduled for training 30 days prior to current member's departure.

1.3.9. Disciplinary or administrative actions (Article 15, court martial, control roster, Letter of Reprimand, Letter of Counseling, etc.) or non-progression in on-the-job training may result in immediate removal from the Honor Guard and/or forfeiture of any/all Honor Guard benefits. The Honor Guard Program Manager may recommend disciplinary actions or dismissal based on inability to uphold Honor Guard standards.

2. Duties.

2.1. The 27 SOFSS/CC will:

2.1.1. Ensure the Cannon AFB Honor Guard operating instruction is reviewed and signed within 120 days of assuming command.

2.1.2. Provide staff surveillance of the Honor Guard IAW DAFI 34-160, *Mortuary Affairs Program*.

2.1.3. Ensure the Honor Guard Program Manager is completely knowledgeable of his/her responsibilities as outlined in DAFI 34-160, *Mortuary Affairs Program*.

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

2.1.5. Appoint a full-time Honor Guard Program Manager.

2.2. The 27 SOFSS/FSO will:

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

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

2.3. The Honor Guard Program Manager will:

2.3.1. Validate each request for military funerals for active duty, retiree and veteran deaths using request forms and Department of Defense (DD) Form 214, *Certificate of Release or Discharge from Active Duty*, provided by the family of the deceased or representing funeral home. If requests are valid, continue to coordinate function with the requesting funeral home director. All efforts will be made to ensure military funeral honors requests are met regardless of the amount of notice received. All other function requests will be considered based on manning.

- 2.3.2. Prioritize the Honor Guard details. In cases of contingencies, Honor Guard commitments and tasks will be evaluated on a case-by-case basis. Funeral requests take precedence over all other requests.
- 2.3.3. Contact the requester prior to the detail date to confirm correct time and place for each function and to obtain directions as needed.
- 2.3.4. Ensure the team is scheduled to depart Cannon AFB with sufficient time to arrive at a specific function one hour prior to the start of the detail/ceremony IAW DAFI 34-160, *Mortuary Affairs Program*, to determine the most desirable position for the formation of the team and allow for practice run-throughs.
- 2.3.5. File contracts for all members of the team (CANNONAFB Form 14, *Cannon Air Force Base Honor Guard Application*, and CANNONAFB Form 15, *Cannon Air Force Base Honor Guard Contract*).
- 2.3.6. Maintain DD Form 2760, *Qualification to Possess Firearms or Ammunition*, for all members assigned to Honor Guard.
- 2.3.7. Maintain the ceremonial schedule via the ceremony request book and post all ceremonies to the Honor Guard schedule immediately upon request approval.
- 2.3.8. Maintain a current roster of all assigned personnel and an accurate schedule of member's rotation dates.
- 2.3.9. Conduct initial training classes for new members.
- 2.3.10. Funeral ceremony data will be submitted to Air Force Mortuary Affairs Operations (AFMAO) via the United States Air Force (USAF) Honor Guard Program Managers Teams channel, contact AFMAO at AFMAO.HG.HONORGUARD@us.af.mil for access. All data must be recorded by the Honor Guard Program Manager on the Mission Tracker spreadsheet within 5-duty days of the execution of military funeral honors.
- 2.3.11. Coordinate Honor Guard member recognition in the 27 SOW Quarterly/Annual Awards Banquet.
- 2.3.12. Ensure all weapons are inventoried monthly by the team and inspected annually and certified for weapon safety and usability by Combat Arms (CA) personnel.
- 2.3.13. Conduct inspections and maintenance of all military small arms and light weapons assigned to the Honor Guard. Contact CA for all inspections and repairs as outlined in applicable Air Force Technical Orders including cannibalization or refurbishment requirements per AFI 36-2654, *Combat Arms Program*, Chapter 6.
- 2.3.14. Forecast all ammunition requirements as requested & perform inventories quarterly.
- 2.3.15. Train all Honor Guard personnel on the safe handling, transportation, and storage operation of ammunitions, enforcement of all safety requirements governing the operations performed, and eliminating any potential hazards existing in all involving procedures.
- 2.3.16. Perform additional duties as required to include weapons/ammunition custodian, safety representative, facility manager, Government Purchase Card holder, and any other positions as designated by 27 SOFSS/CC.

2.4. Unit Commanders, SELs, First Sergeants will:

2.4.1. Solicit volunteers within their units and interview each individual and their supervisor before selection to the Honor Guard. Ensure supervisors release selected personnel to attend next available Honor Guard initial training class.

2.4.2. Encourage units to provide volunteers for all positions. If quotas cannot be filled with volunteers, appointment will be mandatory. **Note:** Members that were appointed on a non-voluntary basis must be vetted prior to attending a training class.

2.4.3. Ensure candidates meet all requirements for Honor Guard member's duty as outlined in [paragraph 2.6](#).

2.4.3.1. Ensure members will be replaced a minimum of 30 days prior to their departure date through coordination with the Group Chief. The current member will continue to fulfill Honor Guard commitments until a replacement is trained and equipped (i.e., full ceremonial uniform) to perform details.

2.5. Honor Guard members' supervisors will:

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

2.5.2. Give a 72-hour notice to the Honor Guard Program Manager, if a member must miss a function or practice; this allows time for the position to be filled. **Note:** Supervisors must inform the First Sergeant of their request to excuse a member from a function. See [paragraph 8](#).

2.5.2.1. Adhere to and understand that when their subordinate is actively at the Honor Guard, their attendance is mandatory. When the member is on standby and is recalled for a funeral detail by the Honor Guard Program Manager, the supervisor must release the subordinate. The supervisor's inability to release their subordinate to Honor Guard due to mission demands must be justified through their unit's First Sergeant or SEL.

2.5.2.2. Adhere to and understand that if members continuously fail to be available for Honor Guard duty during their assigned period, excluding leave, Temporary Duty (TDY), deployment, medical release, or other uncontrollable events, the unit will be required to provide a replacement that will begin a new 12-month commitment.

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

2.6. Honor guard members will:

2.6.1. Have a complete understanding of when they are assigned to the Honor Guard and when they are off duty. The member will inform their supervisor and unit of their schedule. This allows for a projection of duty and leave schedules within the unit.

2.6.2. Attend all scheduled practices and functions.

2.6.3. Possess required military clothing (Operational Camouflage Pattern (OCP) uniform, Blues, etc.) and will **exceed** standards established in DAFI 36-2903, *Dress and Personal Appearance of Department of the Air Force Personnel*, IAW the USAF Honor Guard Manual. Each member participating in the Honor Guard will always maintain a superior state of dress and appearance to reflect the highest standards of the United States Air Force.

2.6.4. Be physically and mentally qualified to handle firearms safely and be capable of supporting the shared weight of a 500-pound casket with five other members. Additionally, members must present a passing Physical Training (PT) score prior to completion of initial training and maintain a passing score for the duration of their contract. A failing PT score can result in dismissal at the recommendation of the Honor Guard Program Manager.

2.6.4.1. Be trained IAW AFI 36-2654, *Combat Arms Program*.

2.6.4.2. Meet standards outlined in AFI 31-117, *Arming and Use of Force by Air Force Personnel*.

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

2.6.5.1. Be able to speak clearly and loudly (i.e., call out proper drill commands).

2.6.6. Always maintain a high level of military bearing and project a professional image.

2.6.7. Have unquestionable integrity, loyalty, trustworthiness, and dependability. Adverse disciplinary action can result in removal from the Honor Guard program at the discretion of the Honor Guard Program Manager.

2.6.8. Individuals assigned to the Honor Guard should have Career Development Courses/upgrade training complete, but this is not a requirement.

2.6.9. Honor Guard members must notify the Honor Guard Program Manager of any absence that will affect their rotation. Leave should be projected at least 14 days prior to a members' leave start date. The Honor Guard Program Manager reserves the right to disapprove leave when the manning on an individual flight falls below acceptable levels or when the ability to perform ceremonies will be lost. Leave during an individual's "on-flight" status will be approved based on mission requirements on the request time frame.

2.6.9.1. Members in On-Flight Status will route their leave via LeaveWeb to the Honor Guard Program Manager with their supervisor listed as the alternate approver. Members on Standby Flight will route their leave through their chain of command and will inform the Honor Guard Program Manager of their absence.

2.6.9.2. If a member requires any special leave (medical, permissive, etc.), it will be routed through their chain of command for approval. The member must provide the Honor Guard Program Manager with their AF988 or leave number.

2.6.10. Members will not be on a medical profile that will prevent them from performing any ceremonial maneuver. Any extended profile may be used as justification for removal from the team.

2.6.11. Ceremony detail leaders are normally the most experienced members of the team, not necessarily the highest ranking. These members are expected to ensure all aspects of the ceremony run smoothly and properly, including securing necessary equipment, timeliness, training, building security, uniform inspections, etc. They should not release the team until the detail sheet is completed and all equipment has been returned.

3. The 27th Special Operations Logistics Readiness Squadron (27 SOLRS).

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

3.2. The Honor Guard has one full-time 15 passenger van. If additional vehicles are required to perform funeral details, the 27 SOLRS will exhaust every effort to ensure transportation is provided.

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

4. Honor Guard Flight Leaders/Head Trainers.

4.1. The Honor Guard Program Manager will select a minimum of two guardsmen to act as first-line supervisors for the flight, one Flight Leader and one Head Trainer.

4.2. Flight Leaders/Head Trainers will be selected based on overall experience, skill, and knowledge of the Honor Guard Manual (HGMAN) 34-515, *Honor Guards*, 23 May 2024, and potential to elevate and lead other flight members.

4.3. Flight Leaders/Head Trainers will be expected to teach all aspects of Honor Guard drill and ceremonies and manage their team with no assistance from the Honor Guard Program Manager in the case of their absence.

4.3.1. The Flight Leader's Responsibilities:

4.3.1.1. Manage the flights daily schedule.

4.3.1.2. Assign personnel to ceremonies in the Honor Guard Program Manager's absence.

4.3.1.3. Ensure the facility is properly upkept daily to include security of all Honor Guard assets.

4.3.1.4. Communicate any issues from other flight members with the Honor Guard Program Manager.

4.3.2. The Head Trainer Responsibilities:

4.3.2.1. Lead drill and ceremony training.

4.3.2.2. Ensure all flight members remain current with any changes in the Honor Guard training manual.

4.3.2.3. Visually inspect member uniforms for proper wear standards.

4.3.2.4. Teach rifle safety and maintenance.

4.3.2.5. Continuously maintain a higher standard conduct by utilizing drills to improve the flight's technique, timing, etc.

4.3.2.6. Lead initial skills training, administering standing manual assessments and written exams.

4.3.2.6.1. Provide Honor Guard Program Manager with feedback for training program improvements.

5. Tour Of Duty.

5.1. Each member is required to remain assigned to the Cannon AFB Honor Guard for a minimum of 12 months. A member's release will not be final until a replacement from their group has been trained and is in place. Leave, TDYs, or deployments encountered during a member's rotation are not counted in the member's 12-month tour of duty and any period of absence exceeding 30 days (accumulated or consecutive) will be added onto the end of the original 12-month period (i.e., 45-day TDY, contract is extended 45 days).

5.1.1. The member's Honor Guard commitment begins after the member has completed the 10-day training course, the first Monday of his/her assigned rotation. The commitment does not start when the contract is signed.

5.1.2. Extended contract members must comply with all sections of this instruction with the exception of the initial training section.

5.1.3. In the event of a Permanent Change of Station or hardship that prevents the member from serving the full term, the respective squadron commander or agency will replace the member 30 days in advance, (if possible) to allow for proper training and orientation.

6. Initial Training.

6.1. Initial training for all new members will consist of a 10-day training program. This training will cover all aspects of standing manual instructions, drill, rifle movements, and all other Honor Guard duties to include wear of the ceremonial uniform. Absences are strongly discouraged during this training period to ensure members receive complete mastery of required skills. Exceptions will be approved by the Honor Guard Program Manager.

6.2. New members will be evaluated on their performance at the end of their training. Toward the end of Week 2 of the training period, a decision will be made to determine if the individual will become a full-time member or be released from the team. Factors that affect members' selection to fill a full-time position include their ability to perform satisfactorily during the evaluation, physical capacity to handle the stresses of drill, attitude, learning ability, ability to adhere to instruction, etc.

6.2.1. Those who do not advance will be released back to their unit, in which they have the option to "re-fire" on the next scheduled training flight at the discretion of the Honor Guard Program Manager or a new member will be assigned.

6.3. Training classes will normally be held once a month but may vary depending on current manning requirements or if enough individuals are not signed up for the class. Minimum participants will be three members to conduct a training course.

7. Duty Schedule.

7.1. The Honor Guard team consists of two flights: On-Flight and Standby Flight. Each will consist of 17-18 members.

7.2. Rotations. There are three rotation options: 3 months on-flight/3 months standby, 6 months on-flight/6 months standby, and one full year on-flight. All rotation options are a one-year commitment.

7.2.1. If there are details or funerals to be performed, members in their ON-FLIGHT rotation will be the primary flight to perform them as determined by the Honor Guard Program Manager. If there are no details for that day, the members will maintain the Honor Guard facility, participate in continuation training to ensure skills are maintained at the highest levels, or organize a volunteer event on base or in the community.

7.3. Duty hours are 0800 – 1630, Monday – Friday, and on call Saturday and Sunday.

7.4. Flight rotations are based on the scheduled rotation chosen by the member's leadership.

7.5. All individual and reoccurring training requirements pertaining to the member's primary job title is not the responsibility of the Honor Guard Program Manager, but they will try to accommodate as much as possible.

7.5.1. Stand by members that volunteer for a detail will coordinate with their supervisor/section to ensure they attend training sessions prior to their detail.

8. Excused From Duty.

8.1. The member's immediate supervisor must request permission for individuals to be excused from attending any Honor Guard detail or practice for any reason. **Note:** Supervisors must first coordinate with the First Sergeant in order to excuse a member from a practice or function and the First Sergeant will contact Honor Guard Program Manager.

8.2. Any compensatory time off, free passes, etc. issued by an individual's supervisor or chain of command should be scheduled through the Program Manager.

9. Standby Flight.

9.1. The flight in their STANDBY rotation will be utilized for the following reasons, (1) to provide for two or more funeral requests with conflicting dates and times, (2) to fulfill any active-duty funeral, and (3) to support the ON-FLIGHT if manning goes below the minimum requirement for detail support.

9.2. During the STANDBY rotation, Honor Guard members are required to notify the Honor Guard Program Manager of any TDY or projected leave.

9.3. Members on STANDBY will be used as a last resort; however, military funerals are congressionally mandated and take precedence over any unit manning issues.

10. Uniforms.

10.1. Honor Guard ceremonial items listed in DAFI 36-2903, *Dress and Personal Appearance of Department of the Air Force Personnel*, **paragraph 9.4**, and **paragraph 10.1.1** of this instruction, will be purchased using 27 SOLRS Operations and Management funds.

10.1.1. Issued Items: Ceremonial Coat, Ceremonial Pants (2 pairs), Ceremonial Cap & Cap Cover, Insignia (hat), Lightweight Jacket, Blues Shirts (2), Shoes (low quarters), Garment Bag, Honor Guard Arc (2), Ceremonial Belt, Heel taps (set), Cheater Bars (set), Aiguillette, Honor Guard Badge, White Gloves, Tie Bar.

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

10.2.1. Only members who are actively participating in the Cannon AFB Honor Guard program are allowed to perform military honors or ceremonies while wearing the ceremonial uniform or items. Past members who may have retained their uniforms from previous bases cannot wear this uniform to perform in any official function and must wear another authorized uniform if requested to perform a ceremony anywhere.

10.3. Honor guard members may have their ceremonial uniforms cleaned at government expense through the Honor Guard cleaning program.

11. Recognition Program.

11.1. Ceremonial Guardsman of the Month/Quarter/Year. The member who epitomizes the ideal guardsman based on duty performance, attitude, uniform inspections, professionalism, selflessness, and the ability to function as part of a cohesive team.

11.1.1. Ceremonial Guardsman of the Month. The Guardsman of the Month will be determined via a peer vote. On the third week of every month, the team will meet to discuss and nominate the Guardsman of the Month. These members will be immediately eligible to compete for the Guardsman of the Quarter.

11.1.2. Ceremonial Guardsman of the Quarter. The Honor Guard Program Manager, the 27th Special Operations Force Support Squadron Senior Enlisted Leader (27 SOFSS/SEL), and a third board member will conduct a formal interview process with all nominees. The SOFSS/SEL will select the winner.

11.1.3. Ceremonial Guardsman of the Year. All quarterly winners will compete for the annual award in a board process chaired by the 27 SOW/CCC and four SELs.

11.1.4. AF 1206s will be drafted by the member's direct supervisor and submitted to the Honor Guard Program Manager IAW the 27 SOFSS awards schedule. Refer to Wing awards operating instruction for additional guidance.

11.2. Decoration Policy for Honor Guard members:

11.2.1. Honor Guard members will only be eligible for a decoration after they have been an active ceremonial guardsman for a full, 1-year minimum, contract and have (1) performed a minimum of 150 detail hours, (2) have maintained a satisfactory fitness score per DAFI 36-2905, *Department of the Air Force Physical Fitness Program*, (3) been recommended for decoration by the Honor Guard Program Manager, and (4) the Honor Guard Program Manager recommendation has been concurred by the 27 SOFSS/CC.

11.2.2. The Honor Guard Program Manager will evaluate all members who meet the minimum criteria for award of a decoration. A realistic goal of 150 detail hours is ideal, however, failing to achieve that number will not necessarily prevent a member from receiving a decoration. A decoration will be submitted, when in the judgment of the Honor Guard Program Manager, a member is deserving of recognition for sustained superior performance.

12. Handling, Transportation, And Storage of Small Arms Ammunition And Weapons.

12.1. The 27th Special Operations Security Forces Squadron Commander (27 SOSFS/CC), 27 SOFSS/CC, 27 SOFSS/FSO, and Honor Guard Program Manager are responsible for ensuring all Honor Guard personnel comply with this instruction:

12.1.1. Set policies for weapons control on Cannon AFB.

12.1.2. Conduct random weapons checks and inspections.

12.1.3. Conduct maintenance/cannibalization/refurbishment of weapons not otherwise authorized to be done by the Honor Guard.

12.2. Combat Arms will ensure that the Honor Guard Program Manager trains all Honor Guard personnel in the safe handling, transportation, and storage operations of Honor Guard weapons and ammunition.

12.3. Honor Guard Program Manager is responsible for training Honor Guard personnel on the safe handling, transportation, and storage operation of ammunitions, enforcement of all safety requirements governing the operations performed, and eliminating any potential hazards existing in all involving procedures. The Honor Guard Program Manager will ensure that all personnel who work with munitions are trained and certified on an DAF Form 797, *Job Qualification Standard Continuation/Command*. They will fully understand all safety standards, requirements, and precautions that apply to the handling, transportation, and storage of Honor Guard weapons and ammunitions and ensure safety equipment is available.

12.4. Prior to handling or transporting explosives, Honor Guard personnel must be fully knowledgeable of the requirements outlined in this instruction prior to handling or transporting explosives and perform a pre-task safety briefing IAW [Attachment 2](#) Safety Briefing prior to performing any ammunition related operation. Operating personnel will also:

12.4.1. Immediately report to the Superintendent/Program Manager any condition, equipment, or material they consider unsafe.

12.4.2. Report any injury or evidence of impaired health to their Superintendent/Program Manager.

12.4.3. Always be prepared to exercise caution appropriate to the situation.

12.4.4. Wear/use approved protective clothing/equipment when handling or transporting ammunition (i.e., gloves & bungee cords).

12.4.5. Warn others of hazards or potential hazards.

12.4.6. Perform a pre-task safety briefing IAW [Attachment 2](#) Safety Briefing prior to performing any ammunition related operation.

12.5. Location of operations. (A) Building 214 and its training areas. (B) 27th Special Operations Munitions Squadron's Munitions Storage Area (27 SOMUNS/MXWBC) Munitions Storage area. (C) Various locations within the approved area of responsibility pertaining to the rendering of final military honors. The firing of blank rounds for training purposes will take place no closer than 75 feet of a public transportation route (i.e., roadways) or a sited explosive facility.

12.6. Personnel limits. Only one Clearing Official and the minimum amount of Honor Guard members are allowed in the weapons issuing area in building 214 during weapons/ammunitions issue and only TWO members will be in the "Clearing Zone" at any given time during clearing operations, one as the observer and one as the clearer.

12.7. Explosive limits. The following types and quantities of ammunition are authorized for use. Limit quantities used to the least amount required for operational requirements. Authorized ammunition DOD Hazard Class 1 Division 4 and Compatibility Group (S) stored in building 214, in the Program Manager's office and 27 SOMUNS/MXWCB Munitions Storage Area. NSN: 1305007528087 NOUN: CTG 7.62MM BLANK M82 LKD BNDLR.

12.8. Equipment requirements for transporting ammunition.

12.8.1. A minimum of two 2A:10BC fire extinguishers.

12.8.2. Leather gloves must be used when handling wooden munitions boxes.

12.8.3. Tie down strap or similar type restraining device will be used to secure load in vehicle.

12.8.4. Wheel chocks.

12.9. Safety and security precautions.

12.9.1. Do not handle or transport ammunition if lightning is within five nautical miles.

12.9.2. Tie down and secure explosives/ammunitions in the vehicle to prevent any movement during transport operations. Do not leave explosive laden vehicles unattended IAW Defense Explosive Safety Regulation (DESR) 6055.09_AFMAN 91-201, *Explosives Safety Standards*.

12.9.3. Do not smoke within 50 feet of small arms ammunition regardless of mode/location.

12.9.4. Do not use flame and spark-producing devices around these or any other explosives.

12.9.5. Maintain a copy of this instruction where ammunition is stored in building 214 in the Program Manager's office and in the explosives transport vehicle.

12.9.6. Store ammunition in facilities approved by Wing Weapons Safety and Resource Protection Managers i.e., safe, weapons container.

12.9.7. Do not expose ammunition to direct sunlight or dampness (heat and moisture degrade the quality and reliability of ammunition).

12.9.8. Secure ammunition to prevent loss and unauthorized handling.

12.9.9. Handle ammunition with caution due to its percussion primed feature. Do not strike primers.

12.9.10. Never disassemble, modify, or tamper with ammunition.

12.9.11. Turn in unserviceable ammunition to 27 SOMUNS/MXWCB personnel. Unserviceable characteristics include:

12.9.11.1. Dents or scratches deep enough to prevent normal operation of a weapon.

- 12.9.11.2. Loose or canted bullets.
- 12.9.11.3. Split cartridge casings.
- 12.9.11.4. Missing, inverted, cocked, or protruding primers; loose, deeply nicked, or dented primers.
- 12.9.11.5. Unknown lot numbers.
- 12.9.11.6. Duds.
- 12.9.12. Misfire procedures during training.
 - 12.9.12.1. Place M-14 on safe and remove the round clip.
 - 12.9.12.2. Pull on bolt charging lever and expel the blank round. Blank round must be turned into 27 SOMUNS/MXWCB.
 - 12.9.12.3. Port arms to clearing barrel and follow the clearing barrel procedures outlined in [paragraph 12.10.2](#).
- 12.9.13. Misfire procedures during a funeral.
 - 12.9.13.1. Place M-14 on safe once ceremony is concluded.
 - 12.9.13.2. Remove the round clip and pull on bolt charging lever and expel the blank round. Blank round must be turned into 27 SOMUNS/MXWCB.
 - 12.9.13.3. Secure the weapon in a weapon carrying case, secure all ammunition and magazines in the metal ammunition container, and transport back to the Honor Guard.
 - 12.9.13.4. Remove the weapon from the case and place muzzle in the clearing barrel. Follow clearing instructions outlined in [paragraph 12.10.2](#).
- 12.9.14. Ammunition transportation requirements.
 - 12.9.14.1. Transport explosives in a government owned/leased vehicle. Do not use privately owned vehicles. Follow safety requirements IAW DESR 6055.09_AFMAN 91-201, *Explosive Safety Standards*, at all times.
 - 12.9.14.2. Base Honor Guard may transport minimal essential personnel and blank small arms ammunition in passenger vans used during various ceremonies providing the following:
 - 12.9.14.2.1. Only essential personnel and limited quantities of class/division 1.4 explosives are transported.
 - 12.9.14.2.2. Pack munitions separately from other items and inside clearly identified metal containers.
 - 12.9.14.2.3. All spark and flame-producing devices are prohibited.
 - 12.9.14.2.4. Seats are provided for personnel.
 - 12.9.14.2.5. Smoking is prohibited.

12.9.15. Prior to loading explosives, the Honor Guard Program Manager, Flight Leader, or detail member in charge will ensure the vehicle to be used is fully fueled and inspected for safety. Document inspection on the AF Form 1800, *Operator's Inspection Guide and Trouble Report*. The Honor Guard Program Manager, Flight Leader or detail member in charge will ensure wheel chocks, tie down straps, and two fire extinguishers are available for the vehicle.

12.9.16. Keep personnel moving ammunition to a minimum.

12.9.17. No smoking or open flame allowed within 50 feet of munitions or inside transport vehicles.

12.9.18. Ensure a copy of this instruction is available for use when transporting and handling ammunitions at the detail site and in the transport vehicle.

12.9.19. Use wheel chocks in addition to parking brakes and gears to prevent any movement of parked vehicles during loading or unloading, or when parked on a grade or ramp that is steep enough to cause the vehicle to roll.

12.10. Issuing/storing M-14 weapons and 7.62mm blank small arms ammunition.

12.10.1. Issuing Procedures.

12.10.1.1. Remove the rifle from the storage rack and proceed to the clearing area with the rifle in the "Port, Arms" position, bolt forward (closed) position, and the safety in the safe (rear) position.

12.10.1.2. Place the muzzle into the issue/turn in barrel aiming-point and visually inspect the rifle to ensure the safety is in the safe (rear) position. Do not place fingers into the trigger guard.

12.10.1.3. Lock the bolt into the rear (open) position and visually inspect the chamber and receiver to ensure no ammunition or ammunition clip is present.

12.10.1.4. Hand the rifle to the person to perform Honor Guard duties "butt" first, muzzle elevated, bolt in the rear (open) position, and safety in the safe (rear) position.

12.10.2. Clearing Procedures.

12.10.2.1. Honor Guard personnel immediately proceed to the clearing area with the rifle in the "Port, Arms" position, bolt in the rear (open) position, and safety in the safe (rear) position.

12.10.2.2. Place the muzzle into the issue/turn in barrel aiming-point and visually inspect the rifle to ensure the safety is in the safe (rear) position. Do not place fingers into the trigger guard.

12.10.2.3. Lock the bolt into the rear (open) position and visually inspect the chamber and receiver to ensure no ammunition or ammunition clip is present.

12.10.2.4. Allow the bolt to move to the forward (closed) position, place the safety in the off/fire (forward) position, place the muzzle into the clearing barrel, and press the trigger, dry firing the rifle.

12.10.2.5. Charge the rifle by opening and closing the bolt and put the rifle in the safety in the safe (rear) position.

12.10.2.6. Place the rifle at the (“Port, Arms”) position, and exit the clearing area.

12.10.3. Turn-in Procedures.

12.10.3.1. Once the rifle has been verified to be cleared of ammunition or ammunition clip, the person turning in the rifle will ensure the bolt is locked in the rear (open) position, and the safety is in the safe (rear) position.

12.10.3.2. Verify using a second person that the rifle is “safe” for storage.

12.10.3.3. Release the bolt and allow it to move to the forward (closed) position. CAUTION! To prevent injury when depressing the follower arm to close the bolt, hold back with the heel of the hand until the thumb or fingers are clear of the receiver opening.

12.10.3.4. Issue and store all blank 7.62MM ammunition IAW DESR 6055.09_AFMAN 91-201, *Explosive Safety Standards*.

12.10.3.5. Expended Shells. Store all empty shells in the designated metal ammunition container for later turn in.

12.11. Emergency procedures.

12.11.1. In the event of an emergency condition, cease operations in the immediate area and evacuate all nonessential personnel to a safe area. This instruction governs the use of Hazard Class/Division 1.4 munitions. Therefore, the minimum safe withdrawal/evacuation distance for nonessential personnel is 300 feet. In case of a fire, direct someone to notify the fire department. Initiate the firefighting control procedures using the handheld extinguishers available throughout the facility and the Honor Guard van. Fight the fire if ammunition is not directly involved. Evacuate ALL personnel to at least 300 feet in ammunition becomes engulfed in flames. In case of an injury, render first aid and notify the base clinic or nearest emergency room. Do not resume operations until the on-scene commander has eliminated the hazardous situation.

12.11.2. If a mishap occurs, do not disturb the mishap scene. Notify the following personnel and agencies immediately for mishap notification and investigative assistance for all on base mishaps:

12.11.2.1. FIRE DEPARTMENT- 784-2578.

12.11.2.2. COMMAND POST -784-2253.

12.11.2.3. SECURITY FORCES -784-4111.

12.11.2.4. 27SOFSS SQUADRON COMMANDER-784-2374.

12.11.3. For off base mishaps or emergencies refer to [Attachment 2](#) Safety Briefing which *must* be completed prior to the handling or transportation of ammunition.

12.11.4. Do not use small arms ammunition that has been dropped over six feet for packaged ammunition or over three feet for unpacked ammunition. Contact 27 SOMUNS/MXWBC for serviceability inspection.

12.11.5. Contact Wing Weapons Safety if damage or defect is noted while transporting ammunition for an evaluation of safety in handling and material deficiency reporting requirements. Never attempt to open or repair damaged/defective ammunition while in the transport vehicle.

ROBERT L. JOHNSTON, Colonel, USAF
Commander

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

DAFI 34-160, *Mortuary Affairs Program*, 3 March 2022

DAFI 36-2903, *Dress and Personal Appearance of Department of the Air Force Personnel*, 29 February 2024

DAFI 36-2905, *Department of the Air Force Physical Fitness Program*, 21 April 2022

DESR 6055.09_AFMAN 91-201, *Explosives Safety Standards*, 6 June 2020

HGMAN 34-515, *Honor Guards*, 23 May 2024

AFI 31-117, *Arming and Use of Force by Air Force Personnel*, 5 August 2020

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 36-2654, *Combat Arms Program*, 16 April 2020

CANNONAFBI 36-2801, *Quarterly and Annual Awards Program*, 14 August 2018

Prescribed Forms

CANNONAFB 14, *Cannon Air Force Base Honor Guard Application*

CANNONAFB 15, *Cannon Air Force Base Honor Guard Contract*

Adopted Forms

DD Form 214, *Certificate of Release or Discharge from Active Duty*, 31 January 2000

DD Form 2760, *Qualification to Possess Firearms or Ammunition*, 21 March 2023

DAF Form 847, *Recommendation for Change of Publication*, 14 April 2022

DAF Form 797, *Job Qualification Standard Continuation/Command JQS*, 30 March 2023

DAF Form 1098, *Special Task Certification and Recurring Training*, 30 March 2023

AF Form 1800, *Operator's Inspection Guide and Trouble Report*, 31 March 2010

Abbreviations and Acronyms

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMAO—Air Force Mortuary Affairs Operations

CA—Combat Arms

CATM—Combat Arms Training and Maintenance

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction

DESR—Defense Explosive Safety Regulation

DOD—Department of Defense

HGMAN—Honor Guard Manual

IAW—In Accordance With

OCP—Operational Camouflage Pattern

PT—Physical Training

SEL—Senior Enlisted Leader

TDY—Temporary Duty

USAF—United States Air Force

Office Symbols

27 SOFSS—27th Special Operations Force Support Squadron

27 SOFSS/CC—27th Special Operations Force Support Squadron Commander

27 SOFSS/FSO—27th Special Operations Force Support Squadron Operations Officer

27 SOFSS/FSOH—Cannon Air Force Base Honor Guard

27 SOFSS/SEL—27th Special Operations Force Support Squadron Senior Enlisted Leader

27 SOLRS—27th Special Operations Logistics Readiness Squadron

27 SOMXS/MXWBC—27th Special Operations Maintenance Squadron Munitions Storage Area

27 SOSFS/CC—27th Special Operations Security Forces Squadron Commander

27 SOW—27th Special Operations Wing

27 SOW/CC—27th Special Operations Wing Commander

Attachment 2

SAFETY BRIEFING

A2.1. Prior To Conducting Explosives Handling or Transporting Operations: Brief explosive/personnel limits, safety hazards, and technical aspects of the munitions item involved and each guardsman's role during the operation (see [Attachment 3](#)). Each individual must know what specific task they will perform in case of an emergency situation. Assign each individual specific tasks such as: Who will notify the fire department and other agencies? Who will evacuate all nonessential personnel? Who will fight the fire? Who will direct emergency response forces to the mishap scene?

A2.2. In the Event of a Fire.

A2.2.1. Contact the fire department and other required agencies in [paragraph 12.11.2](#).

A2.2.1.1. Provide the following information when reporting the fire or emergency situation:

A2.2.1.2. Location of fire or mishap scene.

A2.2.1.3. Explosive hazard class/division involved.

A2.2.1.3.1. Fire Symbol: 4 / Compatibility Group: S / Material: 1.4 Explosives.

A2.2.1.3.2. Hazard: Moderate Fire / Evacuation Distance: 300 ft.

A2.2.1.4. Injured personnel.

A2.2.1.5. Evacuation assembly area.

A2.2.1.5.1. Designated Individual: _____

A2.2.2. Evacuate all nonessential personnel to the appropriate minimum safety withdrawal distance of 300 feet for explosives Hazard Class/Division 1.4.

A2.2.2.1. Designated Individual: _____

A2.2.3. Fight the fire if in an early stage. Try to prevent the fire from engulfing the ammunition.

A2.2.3.1. Designated Individual: _____

A2.3. NEAREST EMERGENCY SERVICES.

A2.3.1. Location of operations: _____

A2.3.1.1. Local Fire Department.

A2.3.1.1.1. Name: _____ Phone # _____

A2.3.2. Local Police Department.

A2.3.2.1. Name: _____ Phone # _____

A2.3.3. Medical Response Service.

A2.3.3.1. Name: _____ Phone # _____

Attachment 3
CREW BRIEF

A3.1. Purpose. The following Crew Safety Brief will be read by the training or detail lead prior to the operation of the M-14 rifles: Today's exercise involves the use of blank 7.62mm rounds fired from M-14 rifles. The blanks are being used to simulate a funeral 3-volley salute for training purposes. Today we will fire ___ rounds of firing party practice.

A3.2. Safety Precautions:

A3.2.1. Personal Protective Equipment (PPE): Ensure all members are wearing appropriate eye and ear protection throughout the exercise. This is essential to protect against debris and loud noise associated with firing.

A3.2.2. Proper Handling of Firearms: Treat all firearms as if they are always loaded. Always point the muzzle in a safe direction. Only load and fire when instructed to do so.

A3.2.3. Debris: Maintain a safe distance from members that are firing, taking special care to not stand in front of the team. Blanks can still discharge debris and should be fired with caution towards designated areas only.

A3.2.4. Misfire Procedure: In case of a misfire or malfunction, keep the rifle pointed in a safe direction for at least 30 seconds. Notify the range safety officer or supervisor immediately for further instructions.

A3.2.5. Environmental Considerations: Be mindful of surroundings and potential fire hazards. Ensure there are no flammable materials near the firing area. Maintain a serviceable fire extinguisher in the area.

A3.2.6. Visitors/Casuals: If there are visitors or casuals near the firing site, all firing will stop, and the training lead will give them a safety brief.

A3.3. Operating Procedures:

A3.3.1. Loading Blanks: Load only the specified blank ammunition provided for this exercise. Follow proper loading procedures as demonstrated during training.

A3.3.2. Firing: Fire only when instructed to do so by the training lead or the acting NCOIC of Firing Party. Always maintain control of the rifle.

A3.3.3. Cease Fire Protocol: Cease firing immediately upon the command of "Cease Fire" or if instructed by the training lead. Keep rifles pointed downrange until further instructions are given.

A3.3.4. After Action: After completing firing party training, ensure all rifles are cleared and unloaded. Return unused ammunition and equipment to the weapons safe and take all spent brass to Combat Arms Training and Maintenance (CATM).