

**BY ORDER OF THE COMMANDER  
ELLSWORTH AIR FORCE BASE**

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



**19 APRIL 2022**

**Services**

**HONOR GUARD PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** This publication is available for downloading or ordering on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil)

**RELEASABILITY:** There are no releasability restrictions on this publication

---

OPR: 28FSS/FSOH

Certified by: 28FSS/CC  
(Maj Debra K. Maloney Ramos)

Pages: 12

---

This instruction provides local guidance and direction for the Ellsworth Air Force Base Honor Guard Program In Accordance With (IAW) Department of the Air Force Instruction (DAFI) 34-160, *Mortuary Affairs Program*; and implements USAF HGMAN, *USAF Honor Guard Manual*. It establishes the structure, organization, roles and responsibilities for all Honor Guard operations. This instruction applies to all 28 Bomb Wing and associated units. It also applies to the Air National Guard (ANG) and Air Force Reserve Command (AFRC) units. This publication may not be supplemented at any level. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional' s chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFI33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force records information management system records disposition schedule.

**1. General.** The 28 Bomb Wing (BW) Honor Guard is located on Ellsworth AFB and subject to guidelines outlined in DAFI34-160. Objectives of this program are as follows:

1.1. The Ellsworth Honor Guard represents the 28 BW in the performance of primarily military funeral honors of deceased Air Force veterans and a secondary mission of color guard details to include: Changes of command, promotion ceremonies, specific color guard details, etc.

1.2. The 28 FSS/CC acts as the Honor Guard Program Manager (PM) Office and coordinates all administrative functions affecting the Honor Guard on behalf of the 28 BW/CC.

1.3. The Honor Guard's area of responsibility (AOR) falls within 81 counties covering 116,000 square miles of Nebraska, South Dakota, and Wyoming. Refer to [Attachment 2](#) for graphic display of AOR breakdown.

1.4. 28 BW Public Affairs will evaluate requests from civilian agencies for Honor Guard ceremonial support IAW AFI 34-501.

1.5. 28 BW Protocol Office will advise 28 BW Honor Guard on protocol matters as necessary.

**2. Manning and Obligations.** The primary team located at Ellsworth AFB will have a minimum of 28 volunteer members (14 active, 14 inactive) in addition to 3 staff members.

2.1. Composition of the primary team is as follows:

2.1.1. Honor Guard Noncommissioned Officer In Charge (NCOIC) (1)

2.1.2. Honor Guard Flight Lead (1)

2.1.3. Honor Guard Flight Trainer (1)

2.1.4. Honor Guard Members (28)

2.2. Unit commanders nominate Airmen who possess the right skills, professionalism, discipline, and military image to serve on the Honor Guard. Nominees must meet the following criteria:

2.2.1. Nominees must have a Government Travel Card (GTC).

2.2.2. Nominees must have a state driver's license.

2.2.3. Nominees must not be on a profile limiting their abilities to perform all Honor Guard duties.

2.2.4. Nominees must meet Air Force standards in accordance with AFI 1-1, *Air Force Standards*, Air Force Policy Directive (AFPD) 36-29, *Military Standards*, AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, AFI 34-501, and USAF HGMAN.

2.2.5. Nominees with an Unfavorable Information File (UIF), on a Control Roster, non-judicial punishment under Article 15, completed Uniform Code of Military Justice (UCMJ) actions, or other adverse administrative actions documented within the last year are not eligible to be nominated.

2.2.6. Nominees must meet or exceed the Air Force Fitness Assessment and maintain a fit to fight image.

2.3. Selected nominees will be submitted to the Honor Guard NCOIC. Nominated members must meet all requirements as outlined in [para 2.2](#).

2.4. The 28 BW Honor Guard will conduct selections of team members maintaining a minimum of 28 volunteers (14 active, 14 inactive) based on a fair share agreement from the following wing agencies:

2.4.1. 28 BW (1 volunteer), 28 OG (2 volunteers), 28 MXG (6 volunteers), 28 MSG (4 volunteers), 28 MDG (1 volunteer).

2.4.1.1. At least one nominee for each class must be an NCO. The groups will be responsible for distributing the allocations that they are required to fill. They will be obligated to disseminate the staffing to their respective squadrons and the units will be obligated to meet the manning requirements to the Base Honor Guard program.

2.4.1.2. Airmen selected for Honor Guard duty will serve a seven month active rotation followed by a five month inactive rotation. During the inactive rotation, members will be required to attend training one day every other week unless scheduled for a funeral.

2.4.1.3. The Honor Guard NCOIC will be required to fill the 8G100 position for a minimum of 24 months with an option to extend 12 months to ensure leadership continuity of administrative programs.

2.5. The Honor Guard Flight Lead position will be solicited annually by the Honor Guard NCOIC. This position is reserved for junior NCOs, but a SrA may fill the position.

2.5.1. The recommendation of nominees for this position will meet the requirements outlined in [paragraph 2.2](#).

2.5.2. After receiving nominations, the Honor Guard NCOIC will interview members to determine the best qualified individual to represent the program and ensure all responsibilities outlined in [paragraph 4.4](#) are met.

2.5.3. The selected member will participate in the next available training class to ensure they can meet the responsibilities as a ceremonial guardsman and capable to perform funerals and color guards as instructed.

2.5.4. The selected member will complete an active rotation for one year.

2.5.5. Any questions relating to this position can be forwarded to the Honor Guard NCOIC.

2.6. The Honor Guard Flight Trainer position will be chosen by the Honor Guard NCOIC, Flight Lead, and current Flight Trainer.

2.6.1. Honor Guard staff will select nominees for the position and solicit through their chain of command to complete a one year active contract.

2.6.2. The recommendation of nominees for this position will meet the requirements outlined in [paragraph 2.2](#).

2.6.3. After receiving nominations, the Honor Guard NCOIC will interview members to determine the best qualified individual to represent the program and ensure all responsibilities outlined in [paragraph 4.5](#) are met.

2.6.4. Any questions regarding this position can be forwarded to the Honor Guard NCOIC.

### **3. Request for Honor Guard Support.**

3.1. Organizations or agencies requesting Honor Guard support, other than for funerals, must submit a completed Ceremony Support Request Form to the Honor Guard organizational e-mail box at [ellsworth.honorguard@us.af.mil](mailto:ellsworth.honorguard@us.af.mil), at least two weeks prior to the requested date. The request must include date, time, location, purpose, event point of contact with duty phone number and any other pertinent information (e.g. POW/MIA ceremonies, flag folding presentation, etc.). NOTE: Ceremony Support Requests may be cancelled at any time due to manning or a higher prioritized event, as determined by the Honor Guard NCOIC.

3.2. If the Honor Guard must cancel a ceremony support request due to manning, the Honor Guard team will train members from the requesting unit to perform the detail for that specific unit. The unit may borrow necessary equipment and items, as required.

3.2.1. Requests will be prioritized as follows:

3.2.1.1. Funerals

3.2.1.2. Color Guards

3.3. The Honor Guard team supports up to 300 funeral requests annually. Military Funeral Honors are performed when requested by the installation commander, the base mortuary officer, person authorized direct disposition (PADD), or the next of kin (NOK) of a deceased family member.

3.3.1. Honors are performed for United States Air Force active duty, retiree, and veteran service members within the jurisdiction of Ellsworth AFB as identified by the HQ Air Force Mortuary Operations Affairs Center (AFMAO) ([afmao.ma@us.af.mil](mailto:afmao.ma@us.af.mil)).

3.3.2. Honors are performed as authorized within AFI 34-501.

3.3.3. NOK of deceased personnel from sister services will be referred to the nearest parent service funeral honors program.

3.3.4. The Honor Guard will employ members of the South Dakota ANG Honor Guard team, as needed and approved by ANG leadership.

### **4. Roles and Responsibilities.**

4.1. The 28 BW/CC will:

4.1.1. Maintain overall responsibility for the 28 BW Honor Guard program IAW AFI 34-501.

4.1.2. Designate the 28 FSS/CC as the installation Honor Guard PM Office.

4.1.3. Ensure 28 LRS provides transportation to support the Honor Guard mission, as needed and requested.

4.2. The 28 FSS/CC will:

4.2.1. Maintain responsibility and oversight of day-to-day operations of the 28 BW Honor Guard program as outlined in AFI 34-501.

- 4.2.2. Inform the 28 BW/CC of operational and administrative matters pertaining to the Honor Guard.
  - 4.2.3. Prepare and submit an annual (fiscal year) budget and unfunded requirements (as required) to the 28 BW/CC.
  - 4.2.4. Ensure annual munition requirements are submitted to the base Munitions Accountable Systems Officer.
  - 4.2.5. Manage the Honor Guard Recognition Program (ref: [para 7](#)).
  - 4.2.6. Appoint an Honor Guard NCOIC.
- 4.3. The Honor Guard NCOIC will:
- 4.3.1. Ensure the team is equipped, trained and mission ready for all Honor Guard functions.
  - 4.3.2. Ensure team members are prepared for each scheduled ceremonial event.
  - 4.3.3. Manage the Honor Guard recruitment program.
  - 4.3.4. Track and document members' detail hours.
  - 4.3.5. Advise 28 FSS/CC on administrative and disciplinary matters.
  - 4.3.6. Provide interface between the Honor Guard and unit leadership as necessary to rectify mission support conflicts.
  - 4.3.7. Provide budget analysis and resource forecasts.
  - 4.3.8. Maintain all Honor Guard continuity programs required to run the Honor Guard program.
  - 4.3.9. Assist in monitoring the Flight Lead and Trainer Programs:
    - 4.3.9.1. Munitions Custodian
    - 4.3.9.2. Weapons Custodian
    - 4.3.9.3. GTC Approver
    - 4.3.9.4. Vehicle NCO
  - 4.3.10. Ensure initial and proficiency training programs are maintained.
  - 4.3.11. Manage the Honor Guard uniform items issued to team members.
  - 4.3.12. Manage the awards and recognition program.
- 4.4. The Honor Guard Flight Lead will:
- 4.4.1. Ensure team members are prepared for each scheduled ceremonial event.
  - 4.4.2. Ensure ceremonial teams arrive NLT one hour prior to performance time. If tardiness is foreseen, immediately inform the event point of contact.
  - 4.4.3. Approve ceremonial team travel routes and communication plans NLT 24 hours prior to team departures for details occurring outside a 25-mile radius.

- 4.4.4. Ensure notification is made to 28 LRS Vehicle Dispatch via email through the designated Honor Guard Vehicle Control Officer (VCO) a minimum of 24 hours prior to ceremonial events, when possible, for all vehicle requirements.
  - 4.4.5. Identify, plan for, and coordinate replacement of equipment, uniforms, and supplies as required and ensure equipment is properly stored, maintained, and protected from damage.
  - 4.4.6. Coordinate and provide training to Honor Guard teams to ensure standardized guidance and procedures in ceremonial drill across the installation.
  - 4.4.7. Ensure all members are briefed on proper cleaning of Honor Guard uniforms, ceremonial equipment and perform open ranks inspections of all team members.
  - 4.4.8. Conduct an Honor Guard training course IAW USAF HGMAN.
  - 4.4.9. Manage the scheduling of Funeral Honors and Color Guard request.
  - 4.4.10. Input Funeral Honors request into the AFMOA detail tracker data base within 30 days of completion.
  - 4.4.11. Develop rotation plan ensuring detail coverage to account for terminating details, team injuries, appointments, etc.
  - 4.4.12. Maintain team roster, attendance rosters, and ceremonial event tracker.
- 4.5. The Honor Guard Flight Trainer will:
- 4.5.1. Assist with issuing required equipment to team members for training and ceremonial event purposes.
  - 4.5.2. Ensure all members are briefed on proper cleaning of Honor Guard uniforms, ceremonial equipment and perform open ranks inspections of all team members.
  - 4.5.3. Conduct a two week Honor Guard training course IAW USAF HGMAN, *USAF Honor Guard Manual*.
- 4.6. Commanders, Squadron Superintendents, First Sergeants, and work center supervisors will notify the Honor Guard NCOIC when an Airman no longer meets the Requirements as outlined in [paragraphs 2.2](#) of this instruction or for any other reason that would preclude a member from no longer meeting his or her Honor Guard obligations.
- 4.7. Honor Guard members will:
- 4.7.1. Meet the responsibilities outlined in [paragraphs 2.2](#).
  - 4.7.2. Complete all Honor Guard training before being assigned a detail. They will promptly notify the Honor Guard NCOIC of any Permanent Change of Station or separation orders as soon as possible. In the event of a short notice emergency leave, etc., members will notify the Honor Guard leadership immediately.
  - 4.7.3. Fulfill the responsibilities for Airmen and non-commissioned officers as stated in AFI 36-2618, *The Enlisted Force Structure*.
  - 4.7.4. Maintain uniform standards as outlined in AFI 36-2903.

4.7.5. Comply both on and off duty with the standards for professional conduct in AFI 36-2909, *Professional and Unprofessional Relationships*.

4.7.6. Assist in the set up and tear down of equipment items for official details.

## **5. Uniform.**

5.1. Honor Guard members will be provided with a ceremonial uniform IAW USAF HGMAN. The following uniform items will be issued during the training period and certification from the Honor Guard leadership:

5.1.1. 1 ea, Service Dress Coat (tailored with silver braid, chrome buttons, and Honor Guard patch).

5.1.2. 1 ea, Service Dress Pant, tailored with silver braid.

5.1.3. 1 ea, Patent Leather, Low-Quarter Shoes.

5.1.4. 1 ea, USAF Service Cap with Hap Arnold hat emblem and rain cover.

5.1.5. 1 ea, Silver Aiguillette.

5.1.6. 1 ea, Base Honor Guard Ceremonial Badge.

5.1.7. 2 pr, White Gloves.

5.1.8. 1 pr, of Rank Insignia.

5.2. Honor Guard members are required to bring their personal blue lightweight jacket as a part of the Honor Guard travel uniform.

5.3. Honor Guard members will maintain their ceremonial uniform readily available at all times in the event of a short notice ceremonial request.

5.4. Members are required to return items identified in paragraphs **5.1.1 through 5.1.8** at the conclusion of their Honor Guard tour.

## **6. Training.**

6.1. Training days and show times are mandatory formations. Failure to show to the designated place of duty, in the proper uniform, will result in disciplinary action.

6.2. Members will strictly adhere to USAF HGMAN and AFI 36-2903 standards. Open ranks inspections will be conducted each day and whenever deemed necessary by the Honor Guard NCOIC, Honor Guard Flight Lead, or Honor Guard Flight Trainer.

6.3. A comprehensive initial certification course designed to quickly and effectively train new recruits on the fundamentals of Honor Guard will be conducted at the start of a members Honor Guard tenure. Airmen must successfully complete this course before serving on a Honor Guard team.

6.4. If a team member is assigned to perform an upcoming detail, they will train with their team prior to the performance.

6.5. The NCOIC, Flight Lead, and Flight Trainer will determine what specific manuals will be instructed during the duty day.

## **7. Honor Guard Special Recognition Program.**

7.1. Honor Guardsman of the Month will be selected in house through a Honor Guard evaluation board that will chaired by the NCOIC, Honor Guard Flight Lead, and Trainer.

7.2. Honor Guardsman of the Quarter nominees will be selected in-house through an Honor Guard evaluation board that will chaired by the NCOIC, Honor Guard Flight Lead and Trainer. The packages will be routed to the 28 FSS/CC, 28 FSS/FSO, and 28 FSS/FSZ for boarding. Once selected, the Honor Guardsman of the Quarter will be recognized at the Wing Awards Ceremony.

7.3. Honor Guardsman of the Year Annual award nominees will consist of the Honor Guard Flight Lead, Flight Trainer, and a team member from the program. The packages will be routed to the 28 FSS/CC, 28 FSS/FSO, and 28 FSS/FSZ for boarding and will be recognized at the Wing's Annual Award Ceremony.

7.4. Please contact 28 FSS/FSZ at 605-385-1321 for Honor Guardsman of the Year submission guidance.

7.5. Honor Guard members will receive an Honor Guard Certificate of Appreciation after a successful tour of duty.

7.6. Members will be considered for an Air Force Achievement Medal for outstanding service or achievement based on the recommendation from the Honor Guard NCOIC, or Flight Lead and Trainer.

7.6.1. Consideration for the Air Force Achievement Medal is not automatic. Members who completed a complete one year contract, demonstrated professionalism, military conduct, and did not receive disciplinary actions while on the team will be considered for a decoration.

7.6.2. Commanders, First Sergeants, and supervisors are encouraged to contact the Honor Guard NCOIC or 28 FSS/FSO if they have any questions regarding decorations.

7.7. Decoration packages will be processed and routed to the 28 FSS/CC for approval, with a quality check of the members' personal information file (PIF) from the nominees' First Sergeant, stating the member has no disqualifying factors.

## **8. Removal from the Honor Guard Program.**

8.1. Removal may be appropriate based on a single serious incident or documented habitual minor incidents, reflecting behavior that is inconsistent with military standards, and raises questions about an individual's reliability and judgement. The following examples may constitute grounds for suspension or removal from the flight:

8.1.1. Any alcohol-related incident, alcohol abuse, misuse of medications, or use of illegal substances.

8.1.2. Negligence or delinquency in performing duties that reveals a lack of dependability, flexibility, good attitude, or good judgement.

8.1.3. Non-judicial punishment under Article 15 or any UCMJ actions.

8.1.4. Poor attitude or lack of motivation as evidenced by aberrant, irrational, or inappropriate behavior.

8.1.5. Failure to maintain fitness standards within AF regulations and standards.

8.1.6. Any actions that bring discredit to the AF, 28 BW, or Honor Guard program.

JOSEPH L. SHEFFIELD, Col, USAF  
Commander, 28th Bomb Wing

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

AFPD 34-5, *Mortuary Affairs*, 13 Sep 13

AFPD 36-29, *Military Standards*, 11 Apr 2019

AFI 1-1, *Air Force Standards*, 6 Aug 2012

AFI 34-160, *Mortuary Affairs Program*, 4 March 2022

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 6 Feb 2020

USAF HGMAN, *USAF Honor Guard Manual*, 15 Oct 2018

***Prescribed Forms***

None

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFMAO**—Air Force Mortuary Operations Affairs Center

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**ANG**—Air National Guard

**AOR**—Area of Responsibility

**BW**—Bomb Wing

**GTC**—Government Travel Card

**HG**—Honor Guard

**HGMAN**—Honor Guard Manual

**IAW**—In Accordance With

**NCOIC**—Noncommissioned Officer in Charge

**NOK**—Next of Kin

**OPR**—Office of Primary Responsibility

**PADD**—Person Authorized Direct Disposition

**PIF**—Personal Information File

**PM**—Program Manager

**UCMJ**—Uniform Code of Military Justice

**UIF**—Unfavorable Information File

**VCO**—Vehicle Control Officer

Attachment 2

AREA OF RESPONSIBILITY

Figure A2.1. Area of Responsibility.

Honor Guard Area of Responsibility

