

BY ORDER OF THE COMMANDER
GOODFELLOW AIR FORCE BASE



GOODFELLOW AIR FORCE BASE
INSTRUCTION 34-160

14 May 2025

Services

BASE HONOR GUARD PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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PURPOSE

This publication supplements DAFI 34-160, *Mortuary Affairs Program*, Chapter 7, Base Honor Guard (HG) Program and Conduct of Military Funeral Honors (MFH). It provides guidance and procedures on implementing the Base Honor Guard Program on Goodfellow Air Force Base. It applies to all base and tenant units assigned to and located on Goodfellow Air Force Base. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items. 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 Department of the Air Force.

1. Overview.

1.1. This instruction provides guidance on how to operate the Base Honor Guard Program on Goodfellow Air Force Base (AFB). The Goodfellow Base Honor Guard's primary mission is to execute the Air Force's military funeral honors program on Goodfellow AFB. The Base Honor Guard (BHG) team also supports non-funeral related events when manning permits, on a case-by-case basis. Off-base non-funeral requests must be vetted for approval through 17th Training Wing Public Affairs Office and the 17th Training Wing Legal Office.

1.2. The BHG Program belongs to the Installation Commander but operationally aligns under the 17th Force Support Squadron.

1.3. BHG Team Structure.

- 1.3.1. The Goodfellow BHG team is comprised of 21 personnel total: 1 Program Manager, 10 Primary Flight Members, and 10 Training Flight Members.
- 1.3.2. The BHG Program Manager will fill a funded 8G100 position with a 2-year commitment, and an option to extend for 1 year based on performance.
- 1.3.3. All other BHG members will be assigned to the BHG for a total of 1 year (6 months primary and 6 months training).
- 1.3.4. 10 Primary Flight Members will be assigned to the BHG full time, Monday through Friday, 0730 -1630.
- 1.3.5. 10 Training Flight Members will attend training once a week on Thursdays, 0730-1630 (Unless otherwise directed by the BHG Program Manager).
- 1.3.6. There is a 4% Fair Share quota calculation that ensures the BHG has enough manning to sustain 10 individuals per flight. The quotas will be reevaluated annually and adjusted according to changes in personnel assigned.
- 1.3.7. If a BHG Team Member is removed from Honor Guard, their permanently assigned Unit and/or Group is responsible for finding a replacement. The new member chosen for replacement should make every effort to attend the next Initial Training Course (ITC).

Table 1. Fair Share Allocations

Group:	Fair Share Total: 20
17th Mission Support Group	11
17th Training Group	4
17th Medical Group	3
17th Wing Staff Agency	2

2. Responsibilities.

- 2.1. The **Installation Commander** is responsible for ensuring the BHG Program adheres to all applicable requirements in DAFI 34-160, *Mortuary Affairs Program*.
- 2.2. **Group Commanders** are responsible for providing manpower to the Goodfellow BHG as directed by the Installation Commander. They are also responsible for replacing BHG team members unavailable for BHG duty due to any reason (deployment, disciplinary actions, PCS, etc.).
- 2.3. **Squadron Commanders** are responsible for fulfilling BHG manpower commitments as assigned by their respective Group Commanders. Squadron Commanders must also:
 - 2.3.1. Screen BHG candidates based on criteria outlined within this instruction and recommend/disapprove membership accordingly.
 - 2.3.2. Seek volunteers or appoint members based on the following criteria (Note: there are no minimum or maximum height restrictions for Goodfellow BHG members):
 - 2.3.2.1. Have a minimum of 12 months retainability.
 - 2.3.2.2. Are of the highest caliber in military bearing, dress and appearance, and attitude.
 - 2.3.2.3. Exceeds physical fitness standards.
 - 2.3.2.4. Not Pregnant.
 - 2.3.2.5. Must be able to stand at the position of attention for a minimum of 1 hour.
 - 2.3.2.6. Shaving waivers are authorized.
 - 2.3.2.7. Corrective lenses are authorized for wear in ceremonial uniform.
 - 2.3.2.8. Must have a valid Driver's License.
 - 2.3.2.9. Must be able to handle firearms.
 - 2.3.2.10. Have no Uniform Code of Military Justice actions or Non-Judicial Punishment, Unfavorable Information File or Control Roster action within the last year.

3. Assignment to the BHG Team.

- 3.1. Assignment to the BHG Team is for a minimum of 1 year. BHG Team members will sign a contract (Attachment 1) outlining their commitment and responsibilities. The contract will also be signed by their Supervisor, First Sergeant, Commander and sent to the BHG Program Manager for filing.
- 3.2. Newly Assigned members are required to complete a 2-week Initial Training Course. Upon graduation, members will receive the BHG Badge, Training Certificate, and will be assigned to the Training Flight for 6 months.

- 3.3. Primary Flight members will be permanently assigned to the BHG for 6 months (Mon – Fri: 0730 – 1630). After 6 months of Primary Flight duties, team members will return to their normally assigned unit and be placed in standby status.
- 3.4. Standby members will keep their ceremonial uniform until they leave Goodfellow AFB (PCS, Separation, Retirement, etc.). Standby members will only be contacted to assist the BHG in emergency situations on a case-by-case basis.
- 3.5. Upon departure from Goodfellow AFB, all members will ensure their issued ceremonial uniform is returned to the BHG office.

Table 2. BHG Operational Rotation CY 2024-2027

CY 2024-2026 Honor Guard Rotation Schedule					
Flight	Initial Training Course (ITC) Dates for Inbound Training Flight	Duty Start	Training Flight Dates (Attends Training 1 Day a Week)	Primary Flight Dates (Assigned to the BHG Full-Time)	Return to Unit (Standby Status)
24-C	21 Oct 24 – 01 Nov 24	04 Nov 24	04 Nov 24 – 04 May 25	05 May 25 – 02 Nov 25	03 Nov 25
25-A	21 April 25 – 02 May 25	05 May 25	05 May 25 – 02 Nov 25	03 Nov 25 – 03 May 26	04 May 26
25-B	20 Oct 25 – 31 Oct 25	03 Nov 25	03 Nov 25 – 03 May 26	04 May 26 – 01 Nov 26	02 Nov 26
26-A	20 Apr 26 – 01 May 26	04 May 26	04 May 26 – 01 Nov 26	02 Nov 26 – 02 May 27	03 May 27
26-B	19 Oct 26 -30 Oct 26	02 Nov 26	02 Nov 26 – 02 May 27	03 May 27 – 31 Oct 27	01 Nov 27

- 3.6. **Initial Ceremonial Skills Training.** New BHG members will attend and complete a mandatory 2-week Initial Training Course (ITC). The course is designed to give members the basics of military funeral honors drill and ceremony. Trainees will be required to memorize the Honor Guard Charge and the Message of Condolence (Attachment 3). The course culminates in a graduation ceremony where the trainees will receive the BHG Badge and a training certificate signed by the 17 TRW/CC and Command Chief, if they are not available it will be signed by the FSS Director and SEL. The ceremony will also recognize outgoing members returning to their units by awarding them a Goodfellow BHG coin.

4. Operations and Scheduling.

- 4.1. The Goodfellow BHG uses the Setmore website for all scheduling of Funeral and non-Funeral related requests.
- 4.2. Once Military Funeral Honors requests have been verified via DD-214 (or other approved verification method in DAFI 34-160, para. 7.24.10.), funeral directors (or equivalent) will fill out the Goodfellow AFB Honors Request Form (Attachment 4).

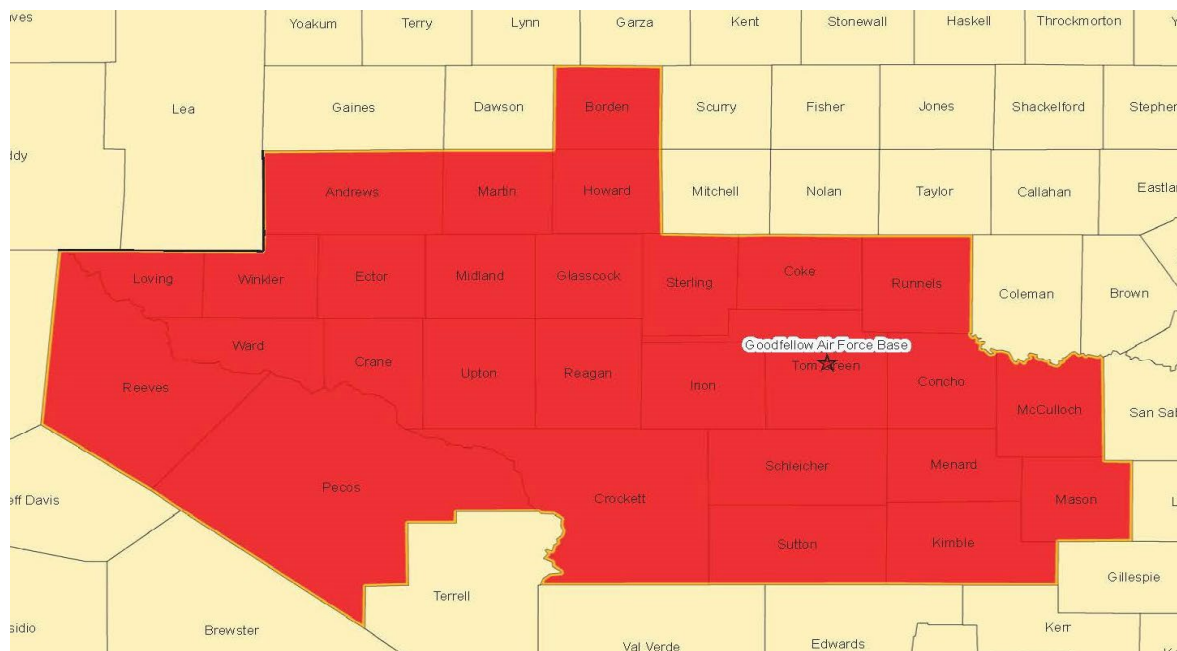
4.3. Military Funeral Honors requests from a sister service must be routed to AFMAO for approval, prior to supporting the request.

4.4. All off-base non-funeral related requests for BHG support will be vetted for approval through the 17 TRW Public Affairs Office and Legal Office.

4.5. The Goodfellow BHG Area Of Responsibility covers 36,000 Square Miles of Texas that includes the following counties:

Andrews, Borden, Coke, Concho, Crane, Crockett, Ector, Glasscock, Howard, Irion, Kimble, Loving, Martin, Mason, McCulloch, Menard, Midland, Pecos, Reagan, Reeves, Runnels, Schleicher, Sterling, Sutton, Tom Green, Upton, Ward, Winkler.

Figure 1. Area of Responsibility (AOR)



5. Travel Requirements.

5.1. The BHG Vehicle Control Officer (VCO) will maintain the assigned vehicle(s) for the BHG.

5.2. The BHG VCO will request an 8 passenger Van from LRS for all off-base funeral and non-funeral related details if an assigned vehicle is not available. The vehicle request must be completed at least 24 hours in advance, unless the detail is scheduled with less notice.

5.3. When travel takes BHG members outside of a 12-hour duty day, the members will be put on TDY orders via DTS and the FSS leadership team will be notified.

5.4. BHG Members will wear the appropriate weather-related uniform combinations based on the following table.

Table 3. Ceremonial Uniform Weather Matrix

Real Feel Temp	Garment		Uniform Combination					
	Blouse	Overcoat	Ceremonial Cap	Blue Winter Cap	Earmuffs	White Gloves	Black Gloves	Scarf
	All-weather coat (Must be worn if precipitation is present or expected)							
50°F and Above	X		X			X		
45°F - 49°F		X	X			X		
40°F - 44°F		X	X				X	X
21°F - 39°F		X	X		X		X	X
20°F and below		X		X			X	X

6. Recognition Program.

6.1. Each BHG team member will be eligible for the following recognitions at the end of their 12-month contract:

6.1.1. **Goodfellow BHG Coin:** The coin is awarded for active participation in the BHG for 12 months. Members cannot have any adverse actions and must fill at least one additional duty while assigned to the BHG.

6.1.2. **Air and Space Achievement Medal:** The Air and Space Achievement Medal will be awarded to BHG team members that complete a minimum of 30 details and have led a minimum of 10 details in the NCOIC position.

6.1.3. **Air and Space Commendation Medal:** The Air and Space Commendation Medal will be awarded to BHG team members that serve in leadership positions such as NCOIC, Program Manager, etc.

6.2. BHG team members will also be eligible for the following awards:

6.2.1. BHG Ceremonial Guardsman of the Month

6.2.2. BHG Member of the Quarter

6.2.3. BHG Member of the Year

6.2.4. Any other applicable 17th TRW Quarterly and Annual Award Categories

7. Physical Fitness

- 7.1. The BHG team will attend all mandatory 17 FSS PT sessions.
- 7.2. The BHG will conduct PT 3 times a week: Monday – Wednesday – Friday
- 7.3. BHG Members who fail their annual fitness assessment will be subject to removal from the team and returned to their unit.

8. Additional Duties

- 8.1. The BHG has the following additional duty positions that are required to be performed by Primary Flight members:
 - 8.1.1. **Equipment Custodian:** Manages and tracks the BHG Equipment Inventory (minimum grade is E-5).
 - 8.1.2. **Fitness Monitor:** Schedules and leads BHG fitness sessions and works with each team member to create a custom nutrition and fitness plan (minimum requirement is PTL certification).
 - 8.1.3. **Scheduler:** Manages the Setmore scheduling website for the BHG and assigns certified BHG team members to details. Tracks all details on a weekly basis in the approved local database.
 - 8.1.4. **Community Outreach Coordinator:** Works closely with 17th TRW Public Affairs Office to ensure the BHG follows all guidance when operating in the community. Serves as a liaison between the BHG and community members/organizations requesting support.
 - 8.1.5. **Munitions Custodian:** Works closely with the 17th LRS Munitions Section to ensure the BHG is equipped to render funeral honors at all times. Forecasts ammunition requirements to AFMAO on an annual basis.
 - 8.1.6. **Trainer:** Trains new and existing BHG team members on Drill and Ceremony. Leads training during ITC and training days (Thursdays).
 - 8.1.7. **Professional Development Liaison:** Coordinates career and professional development sessions once a week for the BHG team.
 - 8.1.8. **Resiliency Coordinator:** Plans morale events for the BHG team and utilizes base agencies to ensure BHG team members are resilient in performance of the mission.

- 8.1.9. **Vehicle Control Officer (VCO):** Maintains the vehicle(s) for the BHG and requests a vehicle from the 17th FSS VCO and/or 17th LRS if a permanently assigned vehicle is not available.

9. Performance Feedback.

9.1. The BHG Program Manager will conduct feedback sessions on a quarterly basis with all BHG team members to ensure expectations are clear and attainable. Refer to DAFI 34-160, Para 7.26. for HG Team Member Responsibilities.

ANGELINA M. MAGUINNESS, Colonel, USAF
Commander

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

AFI 33-322, *Records Management and Information Governance Program*, 22 March 2020

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

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFB—Air Force Base

AFI—Air Force Instruction

AFMAO—Air Force Mortuary Affairs Office

AOR—Area of Responsibility

BHG—Base Honor Guard

CC—Commander **CY**—

Control Year **DAF**—

Department of Air Force

DAFI—Department of Air Force Instruction

DTS—Defense Travel System

FSS—Force Support Squadron

HG—Honor Guard **ITC**—

Initial Training Course

LRS—Logistics Readiness Squadron

MFH—Minimal Funeral Honors

OPR—Office of Primary Responsibility

PCS—Permanent Change of Station

PT—Physical Training

PTL—Physical Training Leader

SEL—Senior Enlisted Leader

TDY—Temporary Duty

TRW—Training Wing

VCO—Vehicle Control Officer

Office Symbols

17 FSS/FSZH – Goodfellow Base Honor Guard Program Manager

17 TRW/CC – 17th Training Wing Commander

Attachment 3**Honor Guard Charge and Message of Condolence****A3.1. Honor Guard Charge.**

Handpicked to serve as a member of the Goodfellow 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 a 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 movements 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!


A3.2. Message of Condolence.

“On behalf of the President of the United States, the United States Air Force, and a grateful Nation, please accept this flag as a symbol of our appreciation for your loved one’s honorable and faithful service.”

Attachment 4


Base Honor Guard Military Funeral Honors Request Figure

A4.1. BHG MFH Request



GOODFELLOW AFB MILITARY FUNERAL HONORS REQUEST

Phone: (325)-654-1685 / (325) 249-1035
 Email: 17TRW.Goodfellow.BaseHonorGuard@us.af.mil
 If service is within 24 hrs, please call **After Hour's line at (325) 249-1035** for immediate assistance.



We **CANNOT** schedule honors without proof of the of member's service
 (e.g. *DD214, Retiree ID, Dishcharge Certificate, proof VA benefits received, etc.*) For a copy of the DD Form 214 call 314-801-0800 (VA) or visit
<https://www.archives.gov/veterans/military-service-records>

PLEASE COMPLETE **DIGITALLY** AND RETURN IT USING THE CONTACT INFORMATION ABOVE

Funeral Home or Family Must Provide a Flag

FUNERAL HOME (FH)/REQUESER INFORMATION:

REQUESTED BY: _____ EMAIL: _____
 FH NAME: _____ ADDRESS: _____
 CITY: _____ ST: _____ ZIP: _____ PHONE# _____

DECEASED INFORMATION:

MILITARY STATUS: RETIRED (>20 yrs) VETERAN (<20 yrs) ACTIVE DUTY
 NAME: _____ SSN: _____ GRADE: _____
Last First MI
 REMAINS CONDITION: CASKET (Est. weight: _____ lbs.) URN OTHER

NEXT OF KIN INFORMATION:

NAME: _____ ADDRESS: _____
 CITY: _____ ST: _____ ZIP: _____ PHONE#: _____
 RELATIONSHIP: _____

MILITARY HONORS LOCATION INFORMATION:

DATE: _____ FUNERAL TIME: _____ MILITARY HONORS TIME: _____
 LOCATION NAME: _____ FUNERAL HOME CHURCH GRAVESIDE OTHER
 ADDRESS: _____
 CITY: _____ ST: _____ ZIP: _____ BURIAL COUNTY: _____

*****IMPORTANT NOTICE*****

- Has the deceased member committed a Federal/State capital crime and the conviction is final? Yes No
- Was the deceased member discharged from the military under less than "Honorable" conditions? Yes No -----
 o If **yes** to either, they are not entitled to Military Honors. -----
- When will the Honor Guard be rendering honors? Before After the service
- A copy of DD Form 214, WD AGO Form 100, or any applicable paperwork, must accompany this request.
- Goodfellow Honor Guard members will arrive no later than **1 Hour** prior to scheduled interment time and will remain in place no later than **1 Hour** after scheduled interment time, if team has zero contact with requester(s).

"Representing every member, past and present"