

**BY ORDER OF THE COMMANDER
1ST SPECIAL OPERATIONS WING
(AFSOC)**

HURLBURTFIELD INSTRUCTION 34-503

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Services

**HURLBURT FIELD HONOR GUARD
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Instruction (DAFI) 34-160, *Mortuary Affairs Program* and establishes local procedures for the effective management of the Hurlburt Field Honor Guard. This publication establishes policy, lists responsibilities and states the framework for planning, training and utilizing the Hurlburt Field Honor Guard (HFHG). This publication applies to all units assigned to the 1st Special Operations Wing (1 SOW) and partner units that participate in the HFHG program. This publication does not apply to Air Force Reserve Command units or the Air National Guard. Refer recommended changes and questions about this publication to the Office of Primary Responsibility listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. The authorities to waive wing level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Air Force Instructions (AFI) 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. 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. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program* and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Management System. Compliance with **Attachment 2** is not mandatory.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Changes have been made to the daily operations, responsibilities and manning of the HFHG.

1. General. The objective of the HFHG program is to provide on request, well trained, highly professional personnel to conduct military honors and ceremonies and preserve the finest traditions and history of Air Force Special Operations Command (AFSOC) and the AF. In order to comply with the congressionally mandated requirement to provide military honors for veterans, a structured Honor Guard (HG) program is essential.

2. Manning. The HFHG will be composed of active duty military personnel assigned or attached to Hurlburt Field (HF). All personnel assigned to the HG must meet and/or exceed AF standards of personal appearance IAW DAFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. Personnel must not be on a control roster, a UIF or have a history of administrative or disciplinary action. Candidates with a UIF or history of administrative action will be considered only with 1st Special Operations Force Support Squadron Commander (1 SOFSS/CC), FSS Superintendent (FSZ) and HG Superintendent's (HGS) approval, this is on a rare case by case basis. Personnel must have and maintain a passing Fitness Assessment (FA) IAW DAFMAN 36-2905, *Air Force Fitness Program*. Individuals with a physical profile limiting walking, marching, lifting or extended standing are not eligible for HG duty. Shaving waivers are permitted but each member must be clean shaven while performing official ceremonies. Personnel must not be diagnosed with depression or prescribed any mood altering medications, clearance from authorized medical personnel and the 1 SOFSS/CC approval can be granted on a case by case basis IAW AFI 31-117, *Arming and the use of force by Air Force personnel*, paragraph 2.3. Personnel must have at least 8 months retainability to fulfill their commitment to the program.

2.1. The HFHG will consist of one cohesive team made up of a minimum of 44 enlisted members annually. The HG will have two permanently assigned members consisting of an NCOIC (1 year term) and a HGS (2 year term). The NCOIC position can apply for a one year extension with 1 SOFSS/CC approval. The HGS can apply for a one year extension with 1 SOFSS/CC and FSZ approval. If objectives cannot be met, then requests for details will be based on order of precedence with funerals always taking priority.

2.2. Each Group will provide members based on the quota established in [Attachment 2](#). The quota is based upon the number of E-6 and below in each Group. SNCOs and Officers may volunteer to serve in the HG, but will not be counted as part of the Group quota. In addition, if a member is sent to HG from a unit not required to send a member, coordination with the HGS must be established to replace the previous quota for an agreed upon unit. An HG member will not be released from his/her commitment until a replacement has been named. HG will conduct at minimum three training classes annually. See [Attachment 2](#) for manning quota per class.

2.3. The 1st Special Operations Wing Command Chief (1 SOW/CCC) will use manpower data to determine Group quotas and will determine annually if the Group quota is to be decreased or increased based on total manning. Units desiring exemption towards being counted in the manning need to submit their exemption request to the 1 SOW/CCC. Once Group quotas are determined, the Group Chiefs and First Sergeants will set unit quotas.

2.4. Members assigned to the HG will be exempt from all base and squadron details during the duration of their tour. They will not serve as 1 SOSFS augmentees, bay orderly duty or participate in base exercises during the duration of their tour.

2.5. Units are encouraged to provide volunteers for all positions. If quotas cannot be filled with volunteers, appointment will be mandatory.

2.6. The minimum tour of duty for all members will be 8 months unless waived by agreement. The waiver must have sufficient justification and cause, between the appropriate First Sergeant and the HGS. The 8-month commitment consists of 8 months active service. Once the members are 100% signed off on all tasks and fully certified Guardsman, the HGS has the ability to rotate Guardsmen back to their respective sections for up to one week per month, depending on HG operations tempo. The HGS will coordinate the member's return through their unit's leadership. HGS reserves the right to call back Airmen at any time during the week from their respective unit to cover ceremonies. HG members may serve beyond the minimum commitment with unit and HGS approval.

2.7. Members absent for any reason, to include, but not limited to ALS, TDY and unit manpower issues during their 8 month active period will be replaced by the unit with a previously qualified Guardsman.

2.8. Members will be replaced a minimum of 30 days prior to their departure date. The current member will remain to fulfill HG commitments until a replacement is provided.

2.9. Leave and TDY will be coordinated with the HG staff. The HGS has approval authority for all manning issues for Airmen assigned to HG.

2.10. Candidates must be capable of supporting the shared weight of a 500-pound casket with five other members.

2.11. Candidates diagnosed with depression or prescribed mood-altering medication must have clearance from authorized medical personnel and 1 SOFSS/CC approval IAW AFI 31-117, *Arming and Use of Force by Air Force Personnel*, Paragraph 2.3, Attachment 2.

3. Chain of Command. The 1 SOFSS/CC will exercise non-judicial authority over all military members while assigned to the HFHG. The chain of command runs from the 1 SOFSS/CC to the FSZ down to the HGS.

4. Requests for Honors . The scheduler, NCOIC or HGS will field all requests for the HG. All requests require a minimum 2-week notice with the exception of military funeral honors. Military funeral honors require a minimum 48-hour notice. The HG will participate in the following functions in order of precedence:

4.1. Funerals. In accordance with the mission of the AF HG, funerals to include memorial services, for USAF members (active-duty, retired or veteran), take precedence over other functions and are mandated. The HFHG supports all funeral requests from the 1st to the 15th of every month, rotating the remaining two weeks with Eglin AFB. However, the HFHG will provide the necessary manpower to support any active duty funeral for members assigned to HF regardless of the date of the service.

4.2. MAJCOM- Level Functions. If manning permits, the HFHG will support Change and Assumption of Command or other command-wide activities. (OAY Awards, Order of the Sword, etc). General Officer retirements from HQ will also have precedent.

4.3. 1 SOW-Level Functions. If manning permits, Change and Assumption of Command and other wing-wide ceremonies/activities (to include retirements) sponsored by the 1 SOW.

4.4. Squadron-Level Functions. If manning permits, squadron Dining-in/out, Change and Assumption of Command, etc. If unable to support, the HFHG will offer the pre-posting of the Colors prior to the ceremony.

4.5. Tenant Unit Functions. If manning permits, Dining-in/out, Change and Assumption of Command, etc. If unable to support, the HFHG will offer the pre-posting of the Colors prior to the ceremony.

4.6. Other AF functions and individual requests such as military retirements, promotion ceremonies and military weddings will be supported as manning permits. If unable to support and manning permits, the HFHG will offer pre-posting of the Colors prior to the ceremony.

4.7. If there are conflicting requests, the HGS, NCOIC or designated representative will determine priorities.

5. Honor Guard Tasking System.

5.1. The HG will be divided into two elements with equal number of members. 14 per element.

5.1.1. The HG will hold training classes every 3 to 4 months. Each training class will be 14 members. The schedule during a training class month will be an orientation during the first week, 2-week training class in the middle and graduation will take place 4-6 weeks after the conclusion of training class, dependent upon progression.

5.1.2. During training class when washouts occur, the unit will provide a replacement during the first week of training. After the first week the unit **will replace** the wash out with a previously qualified Guardsman **if possible**. Too much information is passed in the first week to try and catch someone up during the second week of training.

5.1.3. The training class schedule will be projected through the calendar year. This will be published and distributed to Group Chiefs by the HGS.

6. Responsibilities.

6.1. **Unit Honor Guard Coordinator.** The First Sergeant of each wing agency, squadron or unit with an HG tasking will act as the HG coordinator. He/She will be the primary point of contact for filling the training class with volunteers.

6.2. Will be the primary point of contact to discuss the manpower issues and conduct all business with the HG staff.

6.3. Will ensure quotas are filled with qualified members at all times.

6.4. Will screen all candidates prior to appointment to ensure they meet the highest standards of conduct and appearance.

6.5. Will ensure candidate meets or exceeds standards as outlined in **paragraph 2** of this publication.

6.6. Will be responsible for promoting HG within the unit and explaining the importance of the duty to supervisors and prospective members.

6.7. Will ensure candidates have sufficient retainability to fulfill a full 8-month requirement.

6.8. Will resolve conflicts with HG taskings and unit mission requirements with the HGS IAW the HG tasking system.

7. Honor Guard Commander. The 1 SOFSS/CC, will act as the HG/CC.

7.1. Will become aware of all aspects of HG duties and responsibilities and become familiar with applicable manuals and instructions.

7.2. Will lend management, supervisory and technical support to the HG staff.

8. Honor Guard Superintendent. This position will be selected by the 1 SOW/CCC and FSZ, and be filled by a TSgt or MSgt who is knowledgeable on all aspects of protocol, honors and ceremonies and will be assigned to the 1 SOFSS. (2 year tour)

8.1. Will ensure members of the HG are briefed regarding their duties, responsibilities and understand the purpose and importance of those duties.

8.2. Will select and appoint personnel to flight management positions and ensure they are trained and qualified to fulfill the responsibilities of those positions.

8.3. Will ensure accuracy of equipment and munitions account.

8.4. Will ensure all training necessary to maintain a high standard of proficiency in drill and ceremonies is scheduled and conducted IAW applicable manuals and instructions.

8.5. Will ensure manpower, equipment and transportation are available to fulfill detail requirements.

8.6. Will ensure an accurate list of all members authorized to withdraw weapons and ammunition is on file at the 1 SOSFS Armory and updated upon member's departure from HG.

8.7. Will monitor all records and ensure proper qualification of all members in performing all aspects of military honors.

8.8. Will provide supervisors with performance data, with sufficient notice and upon request, for performance reports, below-the-zone promotion packages, and any other award package submission.

8.9. Will coordinate with member's unit to ensure performance and behavior is otherwise medal-worthy.

8.10. Will recommend removal of any member who does not maintain standards.

8.11. Will submit nomination packages for decorations when member's tour is complete if warranted.

8.12. Will ensure ceremonial procedures are accurate and comply with all applicable instructions.

8.13. Will ensure an effective training program with current procedures is established and adhered to.

8.14. Will act as the primary equipment and munitions custodian.

8.15. Will manage the HG Awards Program.

9. Honor Guard NCOIC. Will be selected by the HGS, with approval from the HG/CC or FSZ, and will serve a minimum of one year. This position will be filled by a SSgt or TSgt who is trained and qualified to perform all ceremonial functions. This position will be advertised annually.

9.1. Will perform the duties of the HGS in his/her absence as well as ensure all administrative functions of the HG are in order.

9.2. Will assist the HGS with all duties listed in section 8 of this publication.

9.3. Will manage the additional duty program.

9.4. Will establish and maintain personnel files for each member to include: applications, in-processing sheets, copies of letters of appreciation and any other pertinent data.

9.5. Will assign members to upcoming ceremonies.

9.6. Will ensure DoD Funeral Honors Database is updated and perform weekly quality control edits to ensure accuracy.

9.7. Will ensure detail data is documented on the proper forms and is complete and accurate.

10. Element NCOs. Are accountable for their flights during training, recalls and daily activities. They are the flight members' primary POC for all HG concerns. They will also work closely with the NCOIC to ensure current information on leave, TDY and absences of subordinate HG members.

10.1. Will conduct daily open ranks inspections prior to the beginning of the duty day.

10.2. Will correct, record and report to the NCOIC and HGS any substandard behavior.

11. Honor Guard Trainers. Trainers are responsible for keeping their element current on all HG training. They ensure that members training records are signed off and properly documented. The trainers' mission is to produce and maintain continuity in the performance of ceremonies. The NCOIC and HGS will select trainers from each flight.

12. Honor Guard Members. Members assigned to the HFHG will serve 8 months. Active service begins the first day of their "assigned" month. Release from the HG will be coordinated with the member's First Sergeant. Moreover, HG members:

12.1. Will keep their respective Element NCO, NCOIC or HGS apprised of any situation that will prohibit them from performing duties.

12.2. Will complete all home unit training requirements.

12.3. Will complete all training requirements and adhere to the standards outlined in this instruction.

12.4. Will report for training and functions on time and in the proper uniform as prescribed by their flight management.

12.5. Will properly wear and maintain the distinctive HG ceremonial uniform and all accouterments. Uniform will be issued upon completion of initial training and successful completion of the evaluation phase.

12.6. To aid the HFHG members with training and to promote esprit de corps within the HG ranks authorization to wear taps/cheaters on OCP boots while participating in active status with the HFHG is authorized. Once the member's 8-month commitment with the HG is fulfilled the

taps/cheaters will be removed. Additionally, while in active commitment taps/cheaters will never be worn on the flight line or to industrial areas.

12.7. Will display the highest degree of professionalism, bearing and behavior on and off duty.

12.8. Failure to comply with AF and HG standards is grounds for dismissal. Individuals assigned to the HG should have upgrade training complete but this is not a requirement. If a member is in upgrade training he/she will be given at least five hours per week of study time while detailed to the HG. If member is failing upgrade training, member will be immediately removed from the HG and unit will coordinate the replacement of such individual. Replacement will be a previously qualified Guardsman and will be assigned for the duration of the member's tour.

13. Equipment and Weapons. The ceremonial uniform and all issued accouterments are the property of the HFHG. Members are required to replace items lost or rendered unserviceable, by neglect, at their own expense. Issued uniforms and accouterments are only authorized to be worn during ceremonies. All uniform items must be returned upon completion of HG service unless otherwise specified by the HGS.

14. Transportation. There are two vehicles permanently assigned to the HG. The 1 SOLRS, Vehicle Dispatch section, will provide additional support when required. HG members will clean these vehicles after every ceremony and will also ensure they are washed weekly. HG will follow all policies and procedures from the assigned VCO in regards to vehicle maintenance.

15. Other Requirements. In cases of contingencies, HG commitments and taskings will be evaluated on a case-by-case basis. Funeral taskings are the only mandated requests and take precedence over all other taskings.

16. Awards Program.

16.1. HG members will be selected for monthly, quarterly, and annual awards. Nominees for wing-level awards will be forwarded to the office of the 1 SOW/CCC.

16.2. Ceremonial Guardsman of the Month: The member who most epitomizes the ideal Guardsman based on duty performance, attitude, uniform inspections, professionalism, selflessness and ability to function as part of a cohesive team. The flight staff, NCOIC and HGS will select the award recipient.

16.3. Ceremonial Guardsman of the Quarter: Selected from the three monthly winners; The Guardsman of the Quarter will be selected via live board hosted by the 1 SOW/CCC. The winner will be recognized at the wing quarterly award ceremony.

16.4. Ceremonial Guardsman of the Year: Selected from the four quarterly award winners; The Guardsman of the Year will be selected via live board hosted by the 1 SOW/CCC. The winner will be recognized at the HF Annual Awards Banquet.

16.5. The annual winner will be entered into the running for the MAJCOM and AF level awards.

JOCELYN J. SHERMERHORN
Commander

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

DAFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 2 September 2021

DAFMAN 36-2905, *Air Force Physical Fitness Program*, 25 July 2021

AFI 31-117, *Arming and Use of Force by Air Force Personnel*, 6 August 2020

Prescribed Forms

None.

Adopted Forms

AF Form 847, Recommendation for Change of Publication

Abbreviations and Acronyms

AFSOC—Air Force Special Operations Command

NCOIC—Noncommissioned Officer-In-Charge

ALS—Airman Leadership School

HFHG—Hurlburt Field Honor Guard

HG—Honor Guard

IAW—In Accordance With

MAJCOM—Major Command

NCOIC—Noncommissioned Officer-In-Charge

OAY—Outstanding Airman of the Year

OCP—Operational Camouflage Pattern

OIC—Officer in Charge

SOG—Special Operations Group.

SOMSG—Special Operations Mission Support Group

SOMXG—Special Operations Maintenance Group

TDY—Temporary Duty

USAF—United States Air Force

Attachment 2

**HURLBURT FIELD HONOR GUARD ANNUAL MANNING QUOTA AS OF 1 JAN
2019.**

1 SOG	6
1 SOMXG	21
1 SOMSG	15

14 PER TRAINING CLASS

1 SOG	2
1 SOMXG	7
1 SOMSG	5