

**BY ORDER OF THE
INSTALLATION
COMMANDER (AMC)**

**JOINT BASE CHARLESTON INSTRUCTION
34-160**

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HONOR GUARD (HG) PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Department of the Air Force Instruction (DAFI) 34-160, *Mortuary Affairs Program*, and establishes local procedures for the effective management of the Joint Base Charleston Honor Guard (JBCHG). This publication establishes policy, lists responsibilities, and states the framework for planning, training, and utilizing the JBCHG. This publication applies to all units assigned to the 628th Air Base Wing and 437th Air Wing and partner units that participate in the JBCHG 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 (OPR) listed above using the DAF Form 847, *Recommendation for Change of Publication*; route DAF 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 DAF Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, Table A10.1 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 IAW the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. Compliance with Attachment 2 is not mandatory.

SUMMARY OF CHANGES

This publication has been substantially revised and should be reviewed in its entirety.

Chapter 1— OVERVIEW & RESPONSIBILITIES	3
1.1. Overview.	3
1.2. Roles and Responsibilities.	3
Chapter 2— JOINT BASE CHARLESTON HONOR GUARD (JBCHG) PROGRAM	5
2.1. Objective.	5
2.2. General Guidelines.....	5
2.3. Fair Share Requirement.....	5
2.4. Request for Honor Guard (HG) Support.....	5
2.5. Special Consideration.....	6
Chapter 3— HONOR GUARD AWARDS PROGRAM	7
3.1. Overview.	7
3.2. Responsibilities.....	7
3.3. Air and Space Achievement Medal.....	7
Attachment 1—REFERENCES AND SUPPORTING INFORMATION	8
Attachment 2—FAIR SHARE CALCULATION	9

Chapter 1

OVERVIEW & RESPONSIBILITIES

1.1. **Overview.** The publication establishes guidance and procedures for the JBCHG program.

1.2. **Roles and Responsibilities.**

1.2.1. The 628th Air Base Wing Commander (628 ABW/CC):

1.2.1.1. Maintains overall responsibility for the installation HG Program.

1.2.1.2. Ensures military funeral honors are furnished to all eligible decedents IAW DAFI 34-160. (T-0)

1.2.1.3. Provide adequate funding, manning, and resources to meet the operational requirements of the Base HG program. (T-1). This includes, but is not limited to, providing each HG member with a complete serviceable Base HG ceremonial uniform and equipment as outlined in DAFI 36-2903, *Dress and Personal Appearance of Department of the Air Force Personnel*, along with the Base HG Program Manual. (T-1). NOTE: Budget for replacement uniforms as needed.

1.2.2. 628 ABW Command Chief (628 ABW/CCC):

1.2.2.1. Provides storage, training, and administrative space for the base HG team.

1.2.2.2. Determines the size of the HG team required for their installation, taking into consideration where the installation is located, the population and the projected workload.

1.2.2.3. Requests subordinate and tenant unit manpower support using annual quotas established by the 628 FSS/CC using authorized JBC unit manpower documents (UMD).

1.2.2.4. Provides recognition programs to include all who participate in HG activities.

1.2.2.5. Provides funding for the HG Program Manager (PM) to attend the appropriate training courses conducted by Air Force Mortuary Affairs Operations (AFMAO)/HG and the AF HG within six months of appointment to the position.

1.2.2.6. Ensure suitable, quality transportation support. (T-3).

1.2.3. 628 ABW Public Affairs office:

1.2.3.1. Evaluate requests from civilian agencies for HG ceremonial support and forward the request to the HG Officer-in-Charge (OIC) or Noncommissioned OIC (NCOIC) or HG PM. (T-1). The HG OIC, NCOIC or PM will determine if the mission permits, whether to support the request. (T-1).

1.2.4. Unit commanders/unit senior enlisted leaders (SEL)/first sergeants:

1.2.4.1. Will personally interview each nominee and individual.

1.2.5. 628th Force Support Squadron Commander and SEL (628 FSS/CC & 628 FSS/SEL):

1.2.5.1. Manages HG program through the HG Management Office.

1.2.5.2. Selects the HG PM.

1.2.5.3. Ensures HG has current Memorandum of Agreement (MOA) with organizations, if required.

1.2.5.4. Ensures HG PM attends training courses conducted by AFMAO/HG and the AF HG within six (6) months of appointment to the position.

1.2.6. HG PM:

1.2.6.1. Will manage the HG program for the installation IAW DAFI 34-160 and AFMAO guidance.

1.2.6.2. Will be aligned under the 628 FSS/SEL.

1.2.6.3. Prepares annual budget input for base HG requirements, i.e., travel, per diem, AD uniforms, and equipment.

1.2.6.4. Will hold training classes every 3 months. Each training class will be half of the quota. The training class schedule will be projected through the calendar year.

1.2.7. HG Team Member Responsibilities:

1.2.7.1. Maintain standards in compliance with DAFI 36-2903, and DAFMAN 36-2905, *Department of The Air Force Physical Fitness Program*, and present a positive attitude.

1.2.7.2. Ensure their uniforms are maintained IAW DAFI 36-2903 and the AFMAO published HG Manual, attend training, master the drill, and know traditional formation ceremonies and protocol.

1.2.7.3. Participate in base HG duties for at least six months to provide continuity for the team and to maintain proficiency.

1.2.7.4. Inform the HG PM/NCOIC immediately if placed on a medical or physical profile.

1.2.7.5. Assist HG PM with all detail paperwork and database.

1.2.7.6. Will only be allowed to leave the local area (90-mile radius) during their duty period unless they are on leave status.

Chapter 2

HONOR GUARD PROGRAM

2.1. Objective.

2.1.1. The JBCHG program's mission is to provide well-trained and highly professional personnel to represent the nation, the Air Force, and the community by rendering Military Funeral Honors (MFH), honoring the service and sacrifice of fallen Airmen and Guardians.

2.2. General Guidelines.

2.2.1. The JBCHG will consist of 27 members, including 25 active-duty AF personnel and two permanent management positions.

2.2.2. Management of the HG will consist of an HG PM (2-year term), and HG NCOIC (1-year term).

2.2.3. The minimum tour of duty for all Guardsmen will be a nine (9) month commitment, consisting of six (6) months of active service and three (3) months on stand-by. Personnel from the 437th AW on flying status can serve in three (3) month increments until they complete their total nine (9) month commitment, which must be fulfilled within 12 months. The HG PM reserves the right to call Airmen anytime during their stand-by period.

2.2.4. Guardsmen will be released from their commitment once a replacement has been assigned.

2.2.5. All personnel assigned to the HG must meet and/or exceed AF standards of personal appearance IAW DAFI 36-2903. Personnel must not be on a control roster, an Unfavorable Information File (UIF) or have a history of administrative or disciplinary action. Candidates with a UIF or history of administrative action will be considered only with 628 FSS/SEL and HG PM approval. Personnel must have and maintain a passing Fitness Assessment (FA) IAW DAFMAN 36-2905. Individuals with a physical profile limiting walking, marching, lifting, or extended standing are not eligible for HG duty. Personnel must not be diagnosed with depression or prescribed any mood-altering medications, clearance from authorized medical personnel and 628 FSS/CC approval can be granted on a case-by-case basis IAW DAFI 31-117, *Arming and Use of Force by Air Force Personnel*, paragraph 2.3. Personnel must have at least eight (8) months retainability to fulfill their commitment to the program.

2.3. Fair Share.

2.3.1. The Fair Share for HG is calculated based on a specific percentage of UMD funded positions for enlisted personnel ranked E-1 (Airman Basic) through E-6 (Technical Sergeant). The 628 FSS/CC will manage, review, and update the Fair Share allocation each calendar year (Attachment 2).

2.4. Requests for Honor Guard Support.

2.4.1. The HG NCOIC or PM will field all requests. All requests require a minimum of two weeks' notice except for military funeral honors. All HG requests must be sent by email to the 628Honorguard@us.af.mil organizational box. All the necessary forms can be found online at the JBCharleston.com/Honor-guard website.

2.5. Special Considerations.

2.5.1. HG Requirements to Receive Basic Allowance for Subsistence (BAS). Members who meet HG assignment criteria may be removed from the Essential Station Messing (ESM) system and placed on BAS. The HG PM will process an AF Form 220, *Request, Authorization, and Pay Order Basic Allowance for Subsistence (BAS)*, Section II for HG personnel. This form will be forwarded to the individual's unit for CC signature and processing to the 628th Comptroller Squadron (CPTS). The requirements to be placed and remain on BAS will be:

2.5.1.1. Initial Requirements. AF Form 220. The following will be met to place HG members on BAS:

2.5.1.1.1. Completion of HG Training.

2.5.1.1.2. Have the approval of the HG PM. NOTE: Not meeting these criteria will result in the HG PM processing AF Form 220 (Section III item 3) to remove BAS authorization. This form will be forwarded to the individual's unit for CC signature and processing to the 628 CPTS. Members removed from BAS will be placed on ESM by their unit.

2.5.1.2. When members depart from HG duty, the determination to stay on BAS will revert to their unit of assignment.

Chapter 3

HONOR GUARD AWARDS PROGRAM

3.1. Overview.

3.1.1. Recognize HG members whose sustained superior performance, professionalism and bearing has elevated positive public perceptions of the Department of Defense and the United States Air Force.

3.2. Responsibilities.

3.2.1. HG Superintendent/Program Manager:

3.2.1.1. Manages the HG recognition program.

3.3. Air and Space Achievement Medal (ASAM).

3.3.1. The ASAM will be awarded to eligible members who have demonstrated exceptional performance, professionalism, and dedication to the JBCHG mission during their tour.

3.3.2. Recommendations for award of the ASAM will be processed by the HG Management Office and routed to the 628 FSS/CC for signature.

3.3.2.1. Upon issuance of the ASAM the HG Team will ensure a copy of the ASAM is provided for HG records.

3.3.2.2. Unit Commanders or SELs have authority to pull member from award consideration if disciplinary action takes place during the nomination period.

MICHAEL A. FREEMAN, Col, USAF
Commander

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

DAFI 31-117, *Arming and Use of Force by Air Force Personnel*, 6 May 2024
AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
DAFI 34-160, *Mortuary Affairs Program*, 3 March 2022
DAFI 36-2903, *Dress and Personal Appearance of Department of the Air Force Personnel*, 13 March 2024
DAFMAN 36-2905, *Department of the Air Force Physical Fitness Program*, 21 April 2022
DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

Prescribed Forms

None

Adopted Forms

AF 220, *Request, Authorization, and Pay Order Basic Allowance for Subsistence (BAS)*
DAF 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ABW—Air Base Wing
AFI—Air Force Instruction
AFMAO—Air Force Mortuary Affairs Operations
ASAM—Air and Space Achievement Medal
BAS—Basic Allowance for Subsistence
CC—Commander
CCC—Command Chief
CPTS—Comptroller Squadron
DAFI—Department of the Air Force Instruction
DAFMAN—Department of Air Force Manual
ESM—Essential Station Messing
FA—Fitness Assessment
FSS—Force Support Squadron
HAF—Headquarters Air Force

HG—Honor Guard

IAW—In Accordance With

JBCHG—Joint Base Charleston Honor Guard

MFH—Military Funeral Honors

MOA—Memorandum of Agreement

NCOIC—Noncommissioned Officer in Charge

OIC—Officer in Charge

OPR—Office of Primary Responsibility

PM—Program Manager

SEL—Senior Enlisted Leader

UIF—Unfavorable Information File

UMD—Unit Manpower Document

Attachment 2

FAIR SHARE ALLOCATION

Unit	UMD AUTH (E6 & Below)
628th ABW	1021
437th AW	1530
1 CTCS	94
JBC Total	2645
Total Augmentees Required	25
Unit Augmentees Requirement	Total
628th ABW	10
437th AW	14
1 CTCS*	1

*Support provided based on available manpower.