

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

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



22 MARCH 2024

Services

HONOR GUARD PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on the publication

OPR: 377 FSS/FSO

Certified by: 377 FSS/CC
(Major Joseph A. McIntosh)

Supersedes: KIRTLANDAFBI34-501, 16 March 2016

Pages: 20

This instruction implements Department of the Air Force Instruction (DAFI) 34-160, *Mortuary Affairs Program*, and explains the purpose and operation of the Honor Guard (HG) team at Kirtland Air Force Base (KAFB), New Mexico. It applies to all AF units assigned to KAFB. This publication applies to Air Force Reserve Command (AFRC) Units. This publication applies to the Air National Guard (ANG). This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. This publication may not be supplemented or further implemented/extended. Submit requests for waivers through the chain of command to the Publication OPR. 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 air force (AF). Requests for waivers must be submitted to the OPR listed above for consideration and approval. Ensure that 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

Changed HG Noncommissioned Officer In Charge (NCOIC) to HG Program Manager (PM) throughout. Added new **Attachment 2** Required KAFB Unit Personnel to support HG, **para 1.1.1.5.** Removed requirement to provide a list of authorized uniform purchases to Army and Air Force Exchange Service (AAFES) personnel. Removed AF award of decorations from Unit commander responsibilities. Removed HG PM responsibility to inspect weapons annually and certify for weapon safety/usability, and removed validation of ammunition forecasts. Changed the HG flight structure, **para 2.2.** Removed **Attachment 2, Attachment 3** and the requirement for HG selectee, supervisor, and First Sergeant or commander to sign an HG Selectee Contract. Updated Base/Squadron Exemptions, to allow for more exemptions **para 2.4.4.** Changed Sample HG training plan to **Attachment 3.**

	1.	Responsibilities.....	3
Table	1.	Detail Points.....	7
	2.	The HG Program.....	8
	3.	HG Weapons.....	10
	4.	HG Detail Composition.	10
	5.	Training.....	11
	6.	Uniforms.	11
	7.	Special Considerations.....	12
		Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	14
		Attachment 2—REQUIRED KAFB UNIT PERSONNEL FOR HG SUPPORT	18
		Attachment 3—TRAINING PLANS	19

1. Responsibilities.

1.1. Installation Commander (CC), 377th Air Base Wing (ABW) CC.

1.1.1. Responsible for the base HG program.

1.1.1.1. Ensures military funeral honors are furnished to all eligible decedents IAW DAFI 34-160.

1.1.1.2. Provides adequate funding and resources to meet the operational requirements of the base HG program. This includes, but is not limited to, providing each HG member with a complete installation HG ceremonial uniform as outlined in DAFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, [Table 3.2](#), training materials and equipment, etc.

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

1.1.1.4. 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.

1.1.1.5. Requests subordinate and tenant unit manpower support using annual quotas established by the HG PM using authorized KAFB unit manpower documents (UMD). See [Attachment 2](#), Required KAFB Unit Personnel for HG Support. If there are insufficient active duty (AD) volunteers, request Major Command (MAJCOM)/A1 approval for ANG augmentation.

1.1.1.6. Established Memorandums of Agreement, Memorandums of Understanding and/or Support Agreements, works with the AFRC and ANG to initiate the funding for Active Guard Reserve (AGR) positions (as needed).

1.1.1.7. Appoints a HG PM.

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

1.1.1.9. Integrates authorized full-time / AGR positions into the base HG program.

1.1.1.10. Provides funding for the HG PM to attend the appropriate training courses conducted by Air Force Mortuary Affairs Operations (AFMAO)/HG and the AF HG within three to six (3-6) months of appointment to the position.

1.1.1.11. Ensures transportation support.

1.2. Unit CCs, First Sergeants (CCF), and Supervisors.

1.2.1. Solicit qualified volunteers or, if necessary, appoint members to the HG and brief them on their responsibilities as members.

1.2.2. Notify the HG PM if a member is unable to make practice because of temporary duty (TDY) or hospitalization.

1.2.3. Provide a replacement when manning is below the assigned quota for their unit.

1.2.4. Notify the HG PM of personnel selected/nominated for the HG in writing.

1.2.5. Provide HG PM with monthly status report of assigned members, e.g., leave, deployments, TDY's.

1.3. 377 ABW Public Affairs (PA) office.

1.3.1. Evaluate requests from civilian agencies when required for HG ceremonial support and forward the request to the HG PM. These personnel will determine if the mission permits, whether the request can be supported.

1.3.2. Publicize the HG program through the base all available sources.

1.4. Weapons Systems Security Squadron (WSSS).

1.4.1. Advise HG on proper storage, cleaning and maintenance of weapons and blank ammunition (DAFI 31-101, *Integrated Defense*, and AFI 36-2654, *Combat Arms Program*).

1.4.2. Ensure HG weapons are inspected annually and certified for weapon safety and usability.

1.5. Logistics Readiness Squadron (LRS). Will provide vehicle and equipment support.**1.6. Maintenance Squadron (MXS).** Will provide munitions support IAW Department of Air Force Manual (DAFMAN) 21-201, *Munitions Management*.**1.7. Force Support Squadron (FSS) CC.**

1.7.1. Manages HG program through the HG Management Office.

1.7.2. Selects the HG PM.

1.7.3. Ensures HG has current Memorandum of Agreement (MOAs) with ANG organizations, if required.

1.7.4. Ensures HG PM attends training courses conducted by AFMAO/HG and the AF HG within three to six (3-6) months of appointment to the position.

1.8. HG Management Office.

1.8.1. Will be aligned under the FSS Superintendent (FSZ).

1.8.2. Manages HG program for the installation CC.

1.8.3. Requests Military Personnel Appropriation (MPA) man-day support for ANG augmentation and routes to Air Force Services Agency (AFSVA)/ Office of Reserve Affairs (SVORA), with info copy to the applicable ANG headquarters.

1.8.4. Ensures installation HG contact information is maintained on Office of Secretary of Defense (OSD) Military Funeral Honors Webpage, ensuring availability to funeral directors when services are required.

1.8.5. Identifies and submits annual base level full-time HG manpower requirement Air Force Specialty Code (AFSC) 8G and advocate funding in the MAJCOM Program Objective Memorandum (POM).

1.8.6. Prepares annual budget input for base HG requirements, (include ANG augmentation) i.e., travel, per diem, AD uniforms, and equipment. **NOTE:** Uniforms for ANG members will be funded by the ANG organization.

1.9. HG PM.

- 1.9.1. Serves as the liaison between base activities and the HG for requesting ceremonial support.
- 1.9.2. Ensures data is recorded on AF Form 1946, *Honor Guard Checklist*, and the AFMAO SharePoint ®.
- 1.9.3. Provides the means to take funeral honors requests 24 hours a day, 7 days a week and respond to all requests for funerals not more than eight (8) hours after the call is initiated.
- 1.9.4. Implements the Authorized Provider Partnership Program (AP3).
- 1.9.5. Works with the ANG to initiate the funding for AGR positions.
- 1.9.6. Works with base leadership to discipline and/or recognize HG members.
- 1.9.7. Removes any member who does not meet performance or appearance standards.
- 1.9.8. Ensures that HG weapons are inspected annually and certified for weapon safety and usability.
- 1.9.9. Forecasts and validates all ammunition requirements for the base HG and ensures that results are submitted as requested.
- 1.9.10. In conjunction with the HG/NCOIC, determines if AP3 support is required to fulfill detail requirements and must make an official request for support in order for the AP3 personnel to be eligible to receive the daily stipend. Ensure this requirement is forecast and included in the Operation and Maintenance (O&M) budget.
- 1.9.11. Computes annual quotas using assigned KAFB UMDs. Works with unit CCFs to ensure the manning needs are met. When AD volunteers are insufficient, requests installation CC assistance.
- 1.9.12. Schedules and ensures that HG members are trained and available.
- 1.9.13. Track ANG volunteers Sanctuary and High Year Tenure (HYT) status and request appropriate waivers when required.
- 1.9.14. Completes AF Form 1946 for all HG activities.
- 1.9.15. Ensures the military funeral honors request telephone number is kept current in AFMAO HG SharePoint ®.
- 1.9.16. Enters all funeral detail data into AFMAO SharePoint ® not later than (NLT) 5 days after the beginning of every month.
- 1.9.17. Prepares annual budget requirements for the base HG, ANG augmentation and AP3 expenses.
- 1.9.18. Establishes and maintains adequate supplies for the AP3 training, participation and recognition to include the video "Military Funeral Honors with Authorized Providers" and Honoring Those Who Deserved Recognition Pins (10 pins/set).
- 1.9.19. Ensures HG members, ANG augmentees and AP3 personnel are trained and properly equipped to perform military honors.

1.9.20. Approves and maintains a list of performance-ready (trained, uniformed, equipped) HG members to include ANG augmentees and other authorized providers. Coordinates list with ANG unit and/or Unit Reserve Coordinator monthly if individual mobilization augmentees (IMA) are used.

1.9.21. Attends training courses conducted by AFMAO/HG and the AF HG within three to six (3-6) months of appointment to the position.

1.9.22. Conducts uniform inspections and funeral/colors practice and evaluations at least once a week.

1.9.23. Ensures proper coordination between the detail point of contact and the HG members.

1.9.24. Contacts the requester of honors to ensure the arrangements have not changed, obtains directions to the function, confirms the exact time of the event, and obtains any additional information.

1.9.25. Coordinates tasking with members or squadron points of contact (POC) as appropriate.

1.9.26. Maintains a current roster of all personnel assigned to the HG.

1.9.27. Schedules transportation arrangements and departure time of the team. The departure time must ensure the team arrives at least one hour prior to the performance of a detail in order to accommodate any unforeseen circumstances.

1.9.28. Briefs detail team lead on detail requirements.

1.9.29. The HG PM should have at least 48-hours' notice to perform a detail, except for funerals.

1.9.30. Submits missed-meal compensation forms for HG members receiving Essential Station Messing (ESM) when appropriate.

1.9.31. Submits Weekly Activity Report (WAR) to the Force Support Operations Officer (FSO).

1.10. HG Team Member Responsibilities.

1.10.1. 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.

1.10.2. 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.

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

1.10.4. Inform the AD HG PM and/or the ANG or State Program HG Officer in Charge (OIC)/NCOIC or coordinator immediately if placed on a medical or physical profile.

1.10.5. Assist HG PM with all detail paperwork and databases to include:

1.10.5.1. Initiate all incoming requests and enter them into the local database.

- 1.10.5.2. Print all detail sheets (from local database) for scheduling of the flights.
- 1.10.5.3. All staff will be trained and well-versed on the established training plan, (**Attachment 3**), database input, weapons checkout and check-in, munitions checkout and check-in, munitions accountability, LRS vehicle requests and any other administrative duties the HG PM deems necessary.
- 1.10.6. Staff will be trained on all detail operations to include:
 - 1.10.6.1. Veteran, retiree and AD funerals.
 - 1.10.6.2. Retirement ceremonies.
 - 1.10.6.3. Retreat ceremonies.
 - 1.10.6.4. Indoor and outdoor colors presentation and posting.
 - 1.10.6.5. Training of all inbound HG flight members in their two weeks of training.
 - 1.10.6.6. Participation in HG details when flight manning is not capable of fulfilling all said roles. Staff must reach the same 50 point goal (see **Table 1., Detail Points.**), in order to be qualified for the submission of award IAW **para 7.3.**

Table 1. Detail Points.

Detail Conducted	Points Earned
During duty week	1
During off duty hours and weekends	2
Events > 2 hour drive	3
All day events > 2 hour drive	4

- 1.10.6.7. Timeliness and preparedness to proceed at required practice sessions and details to include:
 - 1.10.6.7.1. Be aware of the correct show time as stated on detail sheets provided to each member and posted on the Forecast Board in the HG office.
 - 1.10.6.7.2. Leave at stated time on Forecast Board.
 - 1.10.6.7.3. Arrive no later than one hour prior to the detail site in order to gain a confident bearing on performance.
- 1.11. **HG Flight OIC or Flight Leader.**
 - 1.11.1. Arranges and schedules all training sessions.
 - 1.11.2. Maintains all training records.
 - 1.11.3. Appoints one trainer for each flight. Trainers will provide staff personnel with an up-to-date AFMAO published HG Manual for compliance.
 - 1.11.4. Ensures documentation of all detail activities.
 - 1.11.5. Maintains a flight roster and coordinates member non-availability.
 - 1.11.6. Ensures flight accountability during active weeks.
 - 1.11.7. Coordinates all flight tasking, transportation, and equipment needs.

1.11.8. Reports flight details, no-shows, and compensatory time requests as applicable.

1.11.9. Assists the HG PM.

1.11.10. Assigns HG members to ceremonial performance positions for each detail.

1.11.11. Ensures that the flight cleans HG office and training room during downtime throughout the week.

1.11.12. Ensures HG vehicles are cleaned, detailed and have a full tank of gas at the end every week. This also includes Saturday and Sunday details.

1.12. **The HG Detail Team NCOIC (HG NCOIC).**

1.12.1. Inspects all members for appearance immediately prior to departure and maintains discipline during details.

1.12.2. Inspects the performance site to determine the most appropriate actions to execute detail. Safety concerns will be addressed to the OIC of the detail, team members and the events coordinator, site or funeral director.

1.12.3. Acts as spokesperson for the HG. If it is known that the team will arrive late because of transportation breakdown or some other failure, the HG NCOIC immediately contacts the requester of the function, such as the funeral director, to make other arrangements and to provide an apology and explanation to the relatives.

1.12.4. Ensures all documentation for a detail is completed to include:

1.12.4.1. Participants' names.

1.12.4.2. Name of drivers, mileage (start/end), and time (departure/return).

1.12.4.3. Finish time; as in the time the team gets back to the HG office.

1.12.4.4. Type of vehicle used (LRS car, LRS van, HG van, etc.).

1.12.4.5. Munitions rounds expended if needed.

1.12.5. Ensures all equipment is returned, inspected, and cleaned after completion of detail.

1.12.6. Ensures all the items on the detail checklist/after-action report are completed.

2. **The HG Program.**

2.1. **The Base HG Team.** A specialized unit under the installation CC will represent the Air Force Global Strike Command (AFGSC) and KAFB. The HG will perform in military funerals, posting/presenting colors at special events, participate in parades, and other events as approved by the 377 FSS/CC, the 377th Mission Support Group (MSG)/CC, and the Installation CC.

2.2. **The HG Structure.** IAW DAFI 34-160, para 7.19.6, the Wing CC determines the size of the Base HG team required for their installation, taking into consideration where the installation is located, the enlisted population, previous MFH rendered, National Cemeteries, the Veteran population and the projected workload. Ensure the Base HG has the ability to provide full military honors at all times.

2.3. **Management of the HG** will consist of an HG NCOIC, two OICs, and three flight leaders/trainers.

2.3.1. **The HG PM** Individuals with an interest in serving as the HG NCOIC should volunteer and seek their CCF/Unit CC's approval. The 377 FSS/CC, and FSZ along with the previous HG PM will interview prospective candidates. The 377 FSS/CC, following 377 MSG/CC review, will select the HG PM.

2.3.2. **HG Flight Leaders** will be a Senior Airmen (E-4) or higher and will fill these positions as a part-time additional duty.

2.3.3. **Flight Trainers.** The OIC, HG NCOIC or Flight Leader will serve as the flight's trainer. The HG PM will qualify all trainers. The position of trainer has no rank limitations. Each flight will have at least two drivers.

2.4. **Assigning and Relieving HG Members.**

2.4.1. Prior to assigning a person to the HG, CCs and CCFs will personally interview each individual. The HG PM will make the final decision on whether or not to accept the individual on the team with coordination through candidate's CCF.

2.4.2. Individuals who join the HG are assigned for a minimum of six months, which will be rounded up to the quarter.

2.4.3. **Base/Squadron Exemptions.** Due to the prestigious nature of their duties, members should be exempt from any extended squadron or base-level details. (Example: week long urinalysis or month long security augmentee details.) This restriction should not interfere with the member's assignment to a mobility position. However, squadron CCs will excuse personnel on mobility status from mobility exercises when necessary to participate in an HG Funeral detail. The HG PM will return stand-by members of the HG who are participating in a detail to their unit as soon as possible. Members may be temporarily released back to unit to accomplish AFSC required training, the member's CCF will schedule this at a minimum of 30 days prior. The members of the HG team will be assigned and begin training during the first full week of February and serve until the end of the second week of August. The new assigned team will begin training the first week of August. There will be two weeks of overlap for the current team to train and mentor the incoming team on conducting details, check-in at the detail site, ensuring the new team is ready to perform ([Attachment 2](#) for Squadron personnel requirements).

2.4.4. After completing his/her obligation, an HG member has the option to re-obligate their contract in three or six month increments with their CCFs approval.

2.4.5. Parent units are responsible for providing replacement team members. To maintain the integrity of the HG team, replacement members must be fully trained and fitted with appropriate uniform prior to the release of the departing member.

2.4.6. If an HG member is removed or resigns from the team prior to fulfilling their six-month commitment, the member's unit must appoint a replacement and may be directed to fund the purchase of a replacement uniform and accessories.

2.4.7. The HG PM will provide notification to CCF's at the point 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.

2.4.8. Disciplinary or administrative actions (Article 15, court martial, control roster, etc.) or non-progression in on-the-job training may result in probation or immediate removal from the HG.

2.4.9. The HG PM may recommend probationary or removal of any member of the HG for cause or negative quality force indicators (QFI). The HG PM will meet with FSO first to discuss situation. At that point in time, FSO will determine whether the recommendation will be elevated to 377 FSS/CC for action. If action is deemed appropriate by 377 FSS/CC, he/she will approve such actions and will submit the actions to the member's unit CC for concurrence or non-concurrence.

2.5. **HG Exemptions.** Squadron CCFs or CCs shall approve any exemptions from HG practice, funerals, All-calls or color guard details. CCFs shall contact the HG PM (846-1804) with a one week notice for practice exemption and a minimum 48 hours for funeral, All-calls and color guard details. The advance notification will allow for sufficient time to replace the member on the detail. Absences will be justified if the CC or CCF deems the individual to be mission essential. Any absences not meeting the guidelines will not be excused.

2.5.1. Personnel who have not completed their Career Development Courses (CDCs) can be assigned to the HG if approved by the HG PM, individuals' CCF or CC.

3. HG Weapons. FSS Operating Instruction (OI) 31-299, *Weapons and Munitions Safety Handling & Transportation*, directs procedures and safety precautions for the storage, transportation, handling, and use of blank ammunition and weapons for use in United States Air Force (USAF) ceremonies. Proper cleaning and upkeep of these weapons is the responsibility of HG personnel. Each member who is required to handle weapons will receive proper training IAW AFI 31-117, *Arming and Use of Force by Air Force Personnel*, and AFI 36-2654. A signed DD Form 2760, *Qualification to Possess Firearms or Ammunition* will be kept on file for all members.

4. HG Detail Composition.

4.1. Active Flights.

4.1.1. HG PM will assign all HG members to one of three flights. The flight will consist of 7 or more members and will be active for a period of one week, starting at midnight on Sunday, and ending at midnight the following Sunday.

4.1.1.1. During this six month rotation, each member of the flight is required to report to the HG NCOIC each morning at 0800, or at the established time for a scheduled detail. HG duty days will run from 0800 to 1530, at which point HG members will participate in Physical Training (PT).

4.1.1.2. If there are details or funerals to be performed, members will be assigned to perform them as determined by the HG PM.

4.1.1.3. If there are no details for that day, the members will maintain HG facility, participate in training on various positions of a funeral detail, accomplish paperwork, and conduct/maintain accountability, participate in PT and accomplish CDC/education.

4.1.2. **Team Taskings.** The HG PM will notify the active members of team tasking. In units requiring POCs, the NCOIC will notify the POC who in turn notifies the members of the detail. Short notice detail schedule changes will be communicated to team by Flight OIC or HG NCOIC. Once notified, team members will call the HG PM to confirm their tasking.

4.1.3. **Local Area.** Team members will not be allowed to leave the local area (60 mile radius) during their duty period, unless the following conditions are satisfied:

4.1.3.1. The member finds a replacement with the proper training.

4.1.3.2. The HG PM has been notified.

4.1.3.3. All leave, unit training, and non-availability must be reported to the HG PM as early as possible.

5. Training.

5.1. Each flight will hold mandatory training sessions at least three days during the active week at which every flight member must be present. This is dependent on the volume of details that week.

5.2. Members in training status will attend a two-week (ten full days) training course, in order to facilitate accelerated qualification of members.

5.3. The flight OIC/NCOIC will perform uniform inspections IAW, DAFI 36-2903 at each practice session and prior to all detail departures.

5.4. **Practices are Mandatory Formations.** Personnel who will be absent from practice shall notify the HG PM prior to the respective practice. No-show letters will be sent to squadron CCF identifying those individuals who missed practice or were late without proper authorization.

5.5. The HG PM will report unexcused absences to member's CCF and may recommend removal from the team.

6. Uniforms.

The HG PM will establish the uniform of the day (UOD).

6.1. Ceremonial uniforms WILL NOT be worn outside of the HG unless the HG PM requests a uniform inspection or members are getting ready to perform a detail. After a detail is completed and/or the detail team has returned to the HG after their last detail of the day, team members are required to change back into the UOD.

6.2. The HG will provide initial issue of low quarter shoes, a ceremonial uniform, ceremonial cap, gloves, and HG unique accouterments for each team member. The HG will pay for initial uniform alterations.

6.3. The HG PM or HG Management Staff will issue the equipment required for each detail. HG members will return all equipment after each detail to the HG PM or staff personnel.

6.4. HG members may have their ceremonial uniforms cleaned at government expense. The HG PM will collect dry cleaning bills in a timely manner and turn in for Government Purchase Card (GPC) payment.

7. Special Considerations.

7.1. **Special Awards.** HG PM will present awards to the HG Member of the Month, manage the Base HG Member of the Quarter/Annual Program and the installation CC or representative will present yearly award.

7.1.1. The quarterly awards will be accomplished through peer nomination to include: a paragraph of why the member is deserving of recognition, specific accomplishments and performance on the AF Form 1206, *Nomination for Award*. The nominated members will also attend an in-person board of 3 disinterested Senior Noncommissioned Officers. The board will have three questions, recital of the Base HG Charge, and demonstration in the role of the NCOIC of the Firing Party. The board members will select the quarterly award winner based on board performance and the impact of the member as outlined on the AF Form 1206.

7.1.2. The annual awards program is open to any member that has served on the Base HG during the prescribed award period, and the AF Form 1206 will be completed as prescribed by the awarding authority.

7.2. **Air Force Achievement Medal (AFAM).** Recommendations for award of the AFAM will be processed by the HG Management Office, and routed to the 377 FSS/CC for signature. An HG member must be on the team for a period of six months and in good standing with their unit and HG and have earned at least 50 detail points. Points are earned through established duties/activities (See [Table 1](#)). The award process will be:

7.2.1. The HG PM will maintain detail points or statistics and submit qualified member's names to 377 FSS/CC through the 377 FSS routing chain using the AF My Decorations system. HG Team Staff members may be eligible for the Air Force Commendation Medal (AFCM) where performance, standards, and management of programs rises to the level of performance required.

7.2.2. Upon issuance of the AFAM the HG Team will ensure a copy of the AFAM is provided for HG records.

7.3. **Certificates.** The HG PM will give certificates of appreciation from the HG to members who have served their commitment time, are accomplishing a permanent change of station (PCS), or separating.

7.4. **Letter of Evaluation (LOE).** Upon request, the HG PM will ensure members' performance is recorded on an AF Form 77, *Letter of Evaluation*, which the NCOIC will forward to the member's supervisor. At a minimum, the HG PM will prepare an AF 1206 outlining the member's accomplishments

7.5. **Members Receiving ESM.** The HG PM will ensure military pay compensates all team members for missed meals when appropriate if they are receiving ESM. The HG PM will forward a completed DD Form 1475, *Basic Allowance for Subsistence--Certification*, to the 377th Comptroller Squadron (CPTS) every month for each team member entitled to compensation. Information contained on the DD Form 1475 will be from the previous month's details. The HG NCOIC will complete this action no later than the third working day of the month for the previous month's details. Compensation should appear in the member's next pay. **NOTE:** Missed-meal compensation should appear as a separate line item on leave and earnings statements (LES).

7.6. **HG Requirements to Receive Basic Allowance for Subsistence (BAS).** Members who meet HG assignment criteria may be removed from the 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 377 CPTS. The requirements to be placed, and remain on BAS will be:

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

7.6.1.1. Complete HG Initial Training.

7.6.1.2. Receive ceremonial uniform and have it altered.

7.6.1.3. Complete a minimum of five HG details.

7.6.1.4. 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 377 CPTS. Members removed from BAS will be placed on ESM by their unit.

7.6.2. **Requirements to Remain on BAS.**

7.6.2.1. Must complete a minimum of eight details per month.

7.6.2.2. Must report for duty week activities unless excused by CCF.

7.6.2.3. Must be an Active participant of the HG.

7.6.2.4. Must have the continuing 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 377 CPTS. Members removed from BAS will be placed on ESM by their unit.

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

JASON F. VATTIONI, Colonel, USAF
Commander

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

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
DAFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 7 February 2020
DAFMAN 36-2905, *Department of The Air Force Physical Fitness Program*, 21 April 2022
FSS OI 31-299, *Weapons and Munitions Safety Handling & Transportation*, 24 August 2012
certified current July 2020
DAFI 31-101, *Integrated Defense (FOUO)*, 25 March 2020
AFI 36-2654, *Combat Arms Program*, 16 April 2020
DAFI 34-160, *Mortuary Affairs Program*, 03 March 2022
DAFMAN 21-201, *Munitions Management*, 03 May 2022
AFI 31-117, *Arming and Use of Force by Air Force Personnel*, 5 August 2020

Prescribed Forms

None

Adopted Forms

AF Form 1206, *Nomination for Award*
AF Form 1946, *Honor Guard Checklist*
AF Form 77, *Letter of Evaluation*
DAF Form 220, *Request, Authorization, and Pay Order Basic Allowance for Subsistence (BAS)*
DAF Form 847, *Recommendation for Change of Publication*
DD Form 1475, *Basic Allowance for Subsistence—Certification*
DD Form 2760, *Qualification to Possess Firearms or Ammunition*

Abbreviations and Acronyms

AAFES—Army and Air Force Exchange Service
ABW—Air Base Wing
AD—Active Duty
AF—Air Force
AFAM—Air Force Achievement Medal
AFCM—Air Force Commendation Medal
AFGSC—Air Force Global Strike Command

AFI—Air Force Instruction
AFMAO—Air Force Mortuary Affairs Operations
AFNWC—Air Force Nuclear Weapon Center
AFRC—Air Force Reserve Command
AFRIMS—Air Force Records Information Management System
AFRL/RD—Air Force Research Laboratory / Directed Energy Directorate
AFRL/RV—Air Force Research Laboratory / Space Vehicles Directorate
AFSC—Air Force Specialty code
AFSVA—Air Force Services Agency
AGR—Active Guard Reserve
AMXS—Avionics Maintenance
ANG—Air National Guard
AP3—Authorized Provider Partnership Program
BAS—Basic Allowance for Subsistence
CC—Commander
CCF—First Sergeant
CDC—Career Development Course
CGO—Company Grade Officer
CPTS—Comptroller Squadron
DAFMAN—Department of Air Force Manual
E-4—Senior Airmen
ESM—Essential Station Messing
FSO—Operations Officer
FSS—Force Support Squadron
FSZ—FSS Superintendent
GPC—Government Purchase Card
HG—Honor Guard
HYT—High Year Tenure
IAW—in accordance with
IMA—individual mobilization augmentee
KAFB—Kirtland Air Force Base
LES—leave and earnings statements

LOE—Letter of Evaluation
LRS—Logistics Readiness Squadron
MAJCOM—Major Command
MDG—Medical Group
MOA—Memorandum of Agreement
MPA—Military Personnel Appropriation
MSG—Mission Support Group
MUNS—Munitions Squadron
MXS—Maintenance Squadron
NCOIC—Noncommissioned Officer in Charge
NLT—not later than
O&M—Operation and Maintenance
OI—Operating Instruction
OIC—Officer in Charge
OPR—Office of Primary Responsibility
OSD—Office of Secretary of Defense
PA—Public Affairs
PCS—permanent change of station
PM—Program Manager
POC—points of contact
POM—Program Objective Memorandum
PT—Physical Training
QFI—Quality Force Indicators
RDS—Records Disposition Schedule
SFS—Security Forces Squadron
SMC—Space and Missile Systems Center
SSN—Social Security Number
SVORA—Office of Reserve Affairs
TAPS—Tragedy Assistance Program for Survivors
TDY—temporary duty
UMD—unit manpower document
UOD—uniform of the day

USAF—United States Air Force

WAR—Weekly Activity Report

WSA—Wing Staff Agencies

WSSS—Weapons System Security Squadron

Attachment 2

REQUIRED KAFB UNIT PERSONNEL FOR HG SUPPORT

Table A2.1. Required KAFB Unit Personnel for HG Support.

SQUADRON	Manpower Authorized	Manpower Required
377 ABW 377th Comptroller Squadron (CPTS) Wing Staff Agencies (WSA)	1	1
377th Medical Group (MDG)	3	1
377th Logistics Readiness Squadron (LRS)	1	1
898th Munitions Squadron (MUNS)	3	1
377th Security Forces Squadron (SFS)	6	3
377th Weapons System Security Squadron (WSSS)	8	4
58th Avionics Maintenance (AMXS)	7	4
58th Maintenance Squadron (MXS)	6	4
Air Force Research Laboratory / Directed Energy Directorate (AFRL/RD) Company Grade Officer (CGO) Note 1	1	1
Air Force Research Laboratory / Space Vehicles Directorate (AFRL/RV) (CGO) Notes 1 and 3	1	1
Space and Missile Systems Center (SMC) (CGO) Notes 1 and 2	1	1
Air Force Nuclear Weapon Center (AFNWC) (CGO) Notes 1 and 3	1	1
<p>NOTE 1: CGOs from AFRL/RD, AFRL/RV, SMC, and AFNWC will be on a rotating basis.</p> <p>NOTE 2: For the members of AFRL/RD and SMC, they will be assigned to the January through July rotation</p> <p>NOTE 3: For the members of AFRL/RV and AFNWC, they will be assigned to the July through January rotation.</p>		

Attachment 3
TRAINING PLANS

Table A3.1. Sample Training Plan.

Initial	Initial	Uniform Responsibilities (Every Honor Guard Member)
		Member will be issued an Honor Guard uniform
		NCOIC will provide a dry cleaning slip and an alterations slip
		Member is responsible for tailoring, adding silver stripes and dry cleaning
		Member will not take their uniform home, uniforms stay here in a uniform bag that will be provided by office staff

Table A3.2. Staff Only Plan Items.

Initial	Initial	Munitions Check out and Check In
		Member will enroll in the 2-hour Ammo Custodian class
		Member will check details for ammo needed
		Member will be trained in opening the safe to pull the ammo
		Member will then put the ammo in a locked locker and then distribute to OIC or NCOIC of the flight
		Once detail has returned, member will check the ammo to see if all rounds were fired
		Member will put unfired ammo back into live ammo container, and then count the rounds that were fired
		Member will then send an expenditure to Munitions
		Expenditure will then be checked, signed and returned back to the member
Initial	Initial	LRS Vehicle Requests
		Member will check details for the week and see if additional vehicles are needed
		If vehicle is needed, the member will look at the detail and see how big of a vehicle is needed e.g., 4 PAX, 7 PAX or 15 PAX
		Member will then send a vehicle request to LRS and will receive an E-mail from LRS to notify us if we are good to go for a vehicle
		LRS will let member know what time the vehicle will be available for pick-up. The member will then be responsible for picking up vehicle from LRS
		Member will inspect the vehicle upon pick-up, and annotate any discrepancies on form provided by LRS. Once the inspection has been done, the member will turn inspection form in to LRS and drive the vehicle back to the HG building
Initial	Initial	Leave Request
		Log in to Leave Web

		Fill out dates accordingly
		Submit to Honor Guard NCOIC
		Run out processing checklist through Security Forces
		Return to S1 (Command Section)
		Wait for Leave number
		NCOIC will brief safety, driving limitations, etc.
Initial	Initial	Inventory
		Update inventory spreadsheet when we receive items (spreadsheet is located on the Honor Guard drive)
		Update Inventory spreadsheet when we issue new items to HG members
Initial	Initial	Tragedy Assistance Program for Survivors (TAPS)
		Member will request access to TAPS through https://arngg1.ngb.army.mil/Portal/RibbonMenu.aspx
		Member will take the detail sheet and input the deceased's Social Security Number (SSN) into TAPS
		Once in TAPS and SSN has been inputted, HG member will put in whether or not the deceased was a Veteran or a Retiree
		HG member will input who attended the funeral detail
Initial	Initial	Honor Guard Drive/Shared Drive
		Member will modify details in the Honor Guard Database
		Member will select details starting drop box and select date. Member will do this for details starting and details ending
		Once the dates have been entered, member will click modify details
		Member will select names from the drop box for who performed detail
		Member will hit finish detail
		Member will enter who drove the van, and the mileage
		After everything has been entered into the database, member will then input into TAPS
Initial	Initial	Training
		HG facing movements
		Color Guard Movements
		Firing Party
		Full dress (flag presentation)
		Flag Presentation Speech