

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

**KIRTLAND AIR FORCE BASE
INSTRUCTION 34-501**



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Services

**KIRTLAND AIR FORCE BASE
HONOR GUARD PROGRAM**

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This instruction implements AF Instruction (AFI) 34-501, *Mortuary Affairs Program*, and explains the purpose and operation of the Honor Guard (HG) team at Kirtland AF 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). IAW AFI 33-332, *Air Force Privacy and Civil Liberties Program*, this instruction requires the collection of Personally Identifiable Information which requires protection and safeguarding of information collected. 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 appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

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1. Responsibilities.

1.1. Installation Commander, 377th Air Base Wing (ABW) Commander (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 AFI 34-501, *Mortuary Affairs Program*.

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 AFI 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 NCOIC using assigned KAFB unit manpower documents (UMD). If there are insufficient active duty volunteers, request Major Command (MAJCOM)/A1 approval for Air Reserve Component (ARC) augmentation.

1.1.1.6. Establishes Memorandum of Agreement (MOA) between host base HG and ARC organizations.

1.1.1.7. Appoints an HG Noncommissioned Officer In Charge (NCOIC).

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 NCOIC to attend the appropriate training courses conducted by AF 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 Commanders, First Sergeants, 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 NCOIC 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 NCOIC of personnel selected/nominated for the HG in writing ([Attachment 2 and 3](#)).

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

1.2.6. Ensures each eligible HG member assigned to his unit receives appropriate decoration. HG NCOIC will provide all required documents for awarding decoration, however, unit will process decoration via the AF virtual Personnel Center (vPC) system. Unit personnel will provide a copy of awarded citation to the HG Management Office within 30 days of receipt.

1.3. 377 ABW Public Affairs (PA) office.

1.3.1. Evaluate requests from civilian agencies for HG ceremonial support and forward the request to the HG Officer in Charge (OIC) or NCOIC. These personnel will determine if the mission permits, whether the request can be supported.

1.3.2. Publicize the HG program through the base newspaper and other available sources.

1.4. Security Support Squadron (SSPTS).

1.4.1. Advise HG on proper storage, cleaning and maintenance of weapons and blank ammunition (AFI 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 IAW prescribing directives.

1.6. **Maintenance Squadron (MXS).** Will provide munitions support IAW AFI 21-201, *Munitions Management*.

1.7. **Force Support Squadron (FSS) Director (CL).**

1.7.1. Manages HG program through the HG Management Office.

1.7.2. Selects the HG NCOIC.

1.7.3. Ensures HG has current MOAs with ARC organizations, if required.

1.7.4. Ensures HG NCOIC 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. **Honor Guard Management Office.**

1.8.1. Will be aligned under the FSS Operations Officer (FSO).

1.8.2. Manages HG program for the installation commander.

1.8.3. Requests Military Personnel Appropriate (MPA) man-day support for ARC augmentation and routes to HQ AFSVA/SVORA (Office of Reserve Affairs), with info copy to the applicable ARC 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. Ensures data is entered into the Tribute Assistance Planning System (TAPS) https://www.dmdc.osd.mil/fhdb/owa/fhdb_main.login IAW AFI 34-501.

1.8.6. 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).

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

1.8.8. Establishes MOAs with ARC organizations.

1.9. **Honor Guard OIC-FSS/FSO.**

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 TAPS.

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 ARC to initiate the funding for Active Guard Reserve (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 all ammunition requirements for the base HG and ensures that results are submitted as requested.
- 1.9.10. Provides local Army and Air Force Exchange Service (AAFES) manager a list of the names of authorized providers who may purchase uniform accoutrements from the Clothing Sales Store.
- 1.9.11. 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.
- 1.10. **HG NCOIC.** Computes annual quotas using assigned KAFB UMDs. Works with unit the CCFs to ensure the manning needs are met. When active duty volunteers are insufficient, requests installation commander assistance.
 - 1.10.1. Schedules and ensures that HG members are trained and available.
 - 1.10.2. Track ARC volunteers Sanctuary and High Year Tenure (HYT) status and request appropriate waivers when required.
 - 1.10.3. Completes AF Form 1946 for all HG activities.
 - 1.10.4. Ensures the military funeral honors request telephone number is kept current in TAPS.
 - 1.10.5. Enters all funeral detail data into TAPS not later than (NLT) 30 days after the event.
 - 1.10.6. Ensures HG weapons are inspected annually and certified for weapon safety/usability.
 - 1.10.7. Validates ammunition forecasts are submitted as requested.
 - 1.10.8. Prepares annual budget requirements for the base HG, ARC augmentation and AP3 expenses.
 - 1.10.9. Validates AP3 expense reimbursements.
 - 1.10.10. 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).
 - 1.10.11. Ensures HG members, ARC augmentees and AP3 personnel are trained and properly equipped to perform military honors.

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

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

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

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

1.10.16. 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.

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

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

1.10.19. 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.

1.10.20. Briefs detail team lead on detail requirements.

1.10.21. The HG NCOIC should have at least 48-hours notice to perform a detail, except for funerals.

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

1.10.23. Submits Weekly Activity Report (WAR) to FSO.

1.11. HG Team Member Responsibilities.

1.11.1. Maintain standards in compliance with AFI 36-2903, and AFI 36-2905, *Fitness Program*, and present a positive attitude.

1.11.2. Ensure their uniforms are maintained IAW AFI 36-2903, attend training, master the drill and know traditional formation ceremonies and protocol.

1.11.3. Participate in base HG duties for at least one year to provide continuity for the team and to maintain proficiency. Members of Security Forces are assigned a six-month obligation. This includes ARC volunteers and AP3 who participate on an as-needed basis.

1.11.4. Inform the active duty (AD) HG OIC/NCOIC and/or the ARC or State Program HG OIC/NCOIC or coordinator immediately if placed on a medical or physical profile.

1.11.5. Assist HG NCOIC with all detail paperwork and databases to include:

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

1.11.5.2. Print all detail sheets (from local database) for scheduling of the flights.

- 1.11.5.3. All staff will be trained and well-versed on 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 NCOIC deems necessary.
- 1.11.6. Staff will be trained on all detail operations to include:
- 1.11.6.1. Veteran (two-person and three-person), retiree and active duty funerals.
 - 1.11.6.2. Retirement ceremonies.
 - 1.11.6.3. Retreat ceremonies.
 - 1.11.6.4. Indoor and outdoor colors presentation and posting.
 - 1.11.6.5. Training of all inbound HG flight members in their initial week of training.
 - 1.11.6.6. Participation in HG details when flight manning is not capable of fulfilling all said roles. Staff must reach the same 50 point goal (see **Figure 2, Detail Points.**), in order to be qualified for the submission of award IAW **para 7.3**
 - 1.11.6.7. Timeliness and preparedness to proceed at required practice sessions and details to include:
 - 1.11.6.7.1. Be aware of the correct show time as stated on detail sheets provided each member and posted on the Forecast Board next to the HG office.
 - 1.11.6.7.2. Leave at stated time on Forecast Board.
 - 1.11.6.7.3. Arrive no later than one hour prior to the detail site in order to gain a confident bearing on performance.
- 1.12. HG Flight Officer in Charge (OIC) or Flight Leader.**
- 1.12.1. Arranges and schedules all training sessions.
 - 1.12.2. Maintains all training records.
 - 1.12.3. Appoints one trainer for each flight. Trainers will provide staff personnel with an up-to-date AFMAN 34-515, *USAF Honor Guard*, for compliance.
 - 1.12.4. Ensures documentation of all detail activities.
 - 1.12.5. Maintains a flight roster and coordinate member non-availability.
 - 1.12.6. Ensures flight accountability during active weeks.
 - 1.12.7. Coordinates all flight tasking, transportation, and equipment needs.
 - 1.12.8. Reports flight details, no-shows, and compensatory time requests as applicable.
 - 1.12.9. Assists the NCOIC of the HG.
 - 1.12.10. Assigns HG members to ceremonial performance positions for each detail.
 - 1.12.11. Ensures that the flight cleans HG office during downtime throughout the week.
 - 1.12.12. 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.

1.13. The HG Detail Team NCOIC.

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

1.13.2. 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.

1.13.3. 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.

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

1.13.4.1. Participants' names.

1.13.4.2. Name of drivers.

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

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

1.13.4.5. Munitions rounds expended if needed.

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

1.13.6. 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 commander 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 Director, the 377th Mission Support Group (MSG) CC, and the installation commander.

2.2. **The HG Structure.** IAW AFI 34-501, 8.18.5, the Wing Commander 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. At KAFB, the HG team will be comprised of 48 enlisted and 4 company grade officers (52 members) divided into 4 flights of 13 persons each with one flight OIC and one NCOIC. The 52 member team was established based on previous calculations and was determined sufficient to meet all requested details performed by the HG. Rotation cycle will be one flight full time for one week, following a week on standby and two weeks off. (see **Figure 1, Stand By Schedule**). The HG NCOIC will establish the duty day schedule.

2.3. **Management of the HG** will consist of an HG NCOIC, four flight commanders, and four flight leaders/trainers.

2.3.1. **The HG NCOIC.** Individuals with an interest in serving as the HG NCOIC should volunteer and seek their First Sergeant's (CCF)/Unit Commander's approval. The

377 FSS/CL, and FSO along with the previous HG NCOIC will interview prospective candidates. The 377 FSS/CL, following 377 MSG/CC review, will select the NCOIC.

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, NCOIC or Flight Leader will serve as the flight's trainer. The HG NCOIC 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, commanders and First Sergeants will personally interview each individual. The HG NCOIC will make the final decision on whether or not to accept the individual on the team with coordination through candidate's First Sergeant.

2.4.2. The selectee, supervisor, and First Sergeant or commander must sign an HG Selectee Contract (**Attachment 2**) in order for the selectee to join the team.

2.4.3. Individuals who join the HG are under contract for a minimum of one (1) year, which will be rounded up to the quarter.

2.4.4. **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 commanders will excuse personnel on mobility status from mobility exercises when necessary to participate in an HG Funeral detail. The NCOIC will return stand-by members of the HG who are participating in a detail to their unit as soon as possible.

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

2.4.6. 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.

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

2.4.8. The HG NCOIC will provide notification to First Sergeant'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.

2.4.9. 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.

2.4.10. The HG NCOIC may recommend probationary or removal of any member of the HG for cause or negative quality force indicators. The HG NCOIC 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/CL for action. If action is deemed

appropriate by 377 FSS/CL, he/she will approve such actions and will submit the actions to the member's unit Commander for concurrence or non-concurrence.

2.5. HG Exemptions. Squadron First Sergeants or Commanders shall approve any exemptions from HG practice, funerals, All-calls or color guard details. First Sergeants shall contact the HG NCOIC (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 Commander or First Sergeant deems the individual to be mission essential. Any absences not meeting the guidelines will not be excused.

2.5.1. Personnel on a shaving waiver will be assigned to the HG on a case-by-case basis. This is necessary to present only the highest military image to relatives and the public. A shaving waiver may be used as justification for removal from the team.

2.5.2. Personnel who have not completed their Career Development Courses (CDCs) can be assigned to the HG if approved by the HG NCOIC, individuals' First Sergeant or Commander.

3. HG Weapons. FSS 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 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 in accordance with AFI 31-207, *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 NCOIC will assign all HG members to one of four flights. The flight will consist of 12 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 seven-day rotation, each member of the flight is required to report to the HG NCOIC each morning at 0800. 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 NCOIC.

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 Career Development Course (CDC)/education.

4.1.2. **Team Taskings.** The HG NCOIC 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 NCOIC 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 NCOIC has been notified.

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

4.2. Standby Flights.

4.2.1. During the week after duty week each flight will serve as the standby flight for one week.

4.2.2. The purpose of the standby flight is to augment the duty flight in cases where the detail tempo exceeds manning availability from duty flight. (see [Figure 1](#))

Figure 1. Active/Standby schedule.

Month																												
Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Active	Alpha Flight							Bravo Flight							Charlie Flight							Delta Flight						
Stand-by	Delta Flight							Alpha Flight							Bravo Flight							Charlie Flight						

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 one-week (five full days) training course, in order to facilitate accelerated qualification of members.

5.3. The flight OIC/NCOIC will perform uniform inspections IAW, AFI 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 have their First Sergeant or commander notify the HG NCOIC prior to the respective practice. If a unit coordinator is used, the coordinator will notify the HG NCOIC. No-show letters will be sent to squadron First Sergeant identifying those individuals who missed practice or were late without proper authorization.

5.5. The HG NCOIC will report unexcused absences to member's First Sergeant and may recommend removal from the team.

6. Uniforms. The HG NCOIC will establish the uniform of the day (UOD).

6.1. Ceremonial uniforms WILL NOT be worn outside of the HG unless the HG NCOIC 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. ARC units will fund uniforms for their HG members.

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

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

7. Special Considerations.

7.1. **Unit Schedules of HG Personnel.** Where possible, supervisors should schedule HG members on day shifts during their active and standby rotations. This will reduce the amount of non-duty time members are tasked while participating in HG activities. Commanders and supervisors should make every effort to provide HG members with compensatory time for time spent providing honors during their off duty hours.

7.2. **Special Awards.** HG NCOIC will present awards to the HG Member of the Month, manage the Base HG Member of the Quarter Program and the installation commander or representative will present yearly awards (AFI 36-2805 KIRTLANDSUP, *Special Trophies and Awards*).

7.3. **Air Force Achievement Medal (AFAM).** Recommendations for award of the AFAM will be forwarded to the appropriate unit commander when a member deserves special recognition. An HG member must be on the team for a period of one year (with the exception of Security Forces, members who must be with the team for a period of six months) in good standing with their unit and HG and have earned at least 50 detail points. Points are earned through established duties/activities (see [Figure 2](#)). The award process will be:

7.3.1. HG NCOIC will maintain detail points and submit qualified member's names to individual unit commanders with supporting HG documentation of detail point synopsis and an HG exception memo.

7.3.2. Commanders will direct their servicing commanders support staff (CSS) to initiate a decoration submission in the vPC system.

7.3.3. Upon issuance of the AFAM the CSS will ensure a copy of the AFAM is provided for HG records.

Figure 2. 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

7.4. **Certificates.** The HG NCOIC 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.

7.5. **Letters of Evaluation (LOE).** Upon request, the HG NCOIC will ensure members' performance is recorded on an AF Form 77, *Letter of Evaluation*, which the NCOIC will forward to the member's supervisor.

7.6. **Members Receiving Essential Messing (ESM).** The HG NCOIC will ensure military pay compensates all team members for missed meals when appropriate if they are receiving ESM. The HG NCOIC 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).

7.7. **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 NCOIC 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 commander signature and processing to the 377 CPTS. The requirements to be placed, and remain on BAS will be:

7.7.1. **Initial Requirements. AF Form 220.** Not meeting these criteria will result in the HG NCOIC processing AF Form 220 (Section III item 3) to remove BAS authorization. This form will be forwarded to the individual's unit for commander signature and processing to the 377 CPTS. Members removed from BAS will be placed on ESM by their unit.

7.7.1.1. Complete HG Initial Training.

7.7.1.2. Receive ceremonial uniform and have it altered.

7.7.1.3. Complete a minimum of five HG details.

7.7.1.4. Have the approval of the HG NCOIC.

7.7.2. **Requirements to Remain on BAS.**

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

7.7.2.2. Must report for duty week activities unless excused by First Sergeant.

7.7.2.3. Must be an Active participant of the HG.

7.7.2.4. Must have the continuing approval of the HG NCOIC.

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

ERIC H. FROEHLICH, Colonel, USAF
Commander

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

AFI 21-201, *Munitions Management*, 3 June 2015
AFI 31-207, *Arming and Use of Force by Air Force Personnel*, 17 March 2015
AFI 31-101, *Integrated Defense (FOUO)*, 8 October 2009
AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 12 January 2015
AFI 34-501, *Mortuary Affairs Program*, 18 August 2015
AFI 36-2654, *Combat Arms Program*, 13 January 2016
AFI 36-2805 KIRTLANDSUP, *Special Trophies and Awards*, 8 February 2013
AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011
AFI 36-2905, *Fitness Program*, 21 October 2013
AFMAN 33-363, *Management of Records*, 1 March 2008
AFMAN 34-515, *USAF Honor Guard*, 11 August 2015
FSS OI 31-299, *Weapons and Munitions Safety Handling & Transportation*, 24 August 2012

Adopted Forms

AF Form 77, *Letter of Evaluation*
AF Form 220, *Request, Authorization, and Pay Order Basic Allowance for Subsistence (BAS)*
AF Form 847, *Recommendation for Change of Publication*
AF Form 1946, *Honor Guard Checklist*
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
AFAM — Air Force Achievement Medal
AFGSC - Air Force Global Strike Command
AFMAO - Air Force Mortuary Affairs Operations
AFMAN — Air Force Manual
AFRC — Air Force Reserve Command
AFRIMS — Air Force Records Information Management System
AFSC — Air Force Specialty code

AGR — Active Guard Reserve
ANG — Air National Guard
AP3 — Authorized Provider Partnership Program
ARC — Air Reserve Component
BAS — Basic Allowance for Subsistence
CC — Commander
CCF — First Sergeant
CDC — Career Development Course
CL — Director
CPTS — Comptroller Squadron
E-4 — Senior Airmen
ESM — Essential Station Messing
FSS — Force Support Squadron
FSO — Operations Officer
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
LRS — Logistics Readiness Squadron
MAJCOM — Major Command
MOA — Memorandum of Agreement
MPA — Military Personnel Appropriation
MXS — Maintenance Squadron
NCOIC — Noncommissioned Officer in Charge
NLT — not later than
OIC — Officer in Charge
O&M — Operation and Maintenance
OPR — Office of Primary Responsibility
OSD — Office of Secretary of Defense

PA — Public Affairs

PCS —permanent change of station

POC — points of contact

POM — Program Objective Memorandum

PT — Physical Training

RDS - Records Disposition Schedule

SSN - Social Security Number

SSPTS — Security Support Squadron

SVORA — Office of Reserve Affairs

TAPS — Tribute Assistance Planning System

TDY — temporary duty

UMD — unit manpower document

UOD — uniform of the day

vPC — virtual Personnel Center

WAR — Weekly Activity Report

> — More Than

Attachment 2

SAMPLE LETTER--HONOR GUARD SELECTEE CONTRACT

Figure A2.1. Sample Letter Honor Guard Selectee Contract.

MEMORANDUM FOR(Supervisor)
(Squadron Commander)
IN TURN

FROM: (Individual's Name)

SUBJECT: Kirtland AFB Honor Guard Selectee

1. I have been selected to serve with the base Honor Guard for a period of not less than one year effective upon my completion of qualification training. I will follow all the instructions of the Honor Guard supervisors and will comply with KAFBI 34-501, Base Honor Guard
2. I understand this duty requires me to be ready to perform on short notice and that I may be called upon to perform during off-duty hours, including weekends, holidays and evenings. I also understand that I must report all TDY's, leaves or other conflicts to the Honor Guard NCOIC and be accountable to him/her at all times during my duty week and must remain in the local area during my duty and standby weeks.
3. I acknowledge receiving a copy of the governing instruction, KAFBI 34-501, and have read and understand my obligations to this team and to the base. I will make every possible effort to provide the best service possible, whenever called upon to do so.

Sign
(Honor Guard Member Name, Grade
Unit of Assignment)

1st Ind, (Unit/CC or CCF)

MEMORANDUM FOR 377 FSS/CL

377 FSS/FSO

IN TURN

I concur with the selection of _____ for the Honor Guard. Having reviewed his/her records and not finding any derogatory information, I feel that he/she meets the high standards of bearing and behavior necessary and would be a valued member of the Honor Guard.

Sign

(Signature Block of Immediate Supervisor)

Sign

(Signature Block of Squadron Commander or
First Sergeant)

Attachment 3

SAMPLE RE-OBLIGATION CONTRACT

Figure A3.1. Sample Re-Obligation Contract.

MEMORANDUM FOR(Supervisor)
(Squadron Commander)
IN TURN

FROM: (Individual's Name)

SUBJECT: Kirtland AFB Honor Guard Quarterly Re-obligation

1. I have opted to extend my term of service with the base Honor Guard effective immediately for a period of not less than 1 2 3 4 three-month quarter. (Circle appropriate number) I will follow all the instructions of the Honor Guard supervisors and will comply with KIRTLANDAFBI 34-501, Base Honor Guard.

2. I understand this duty requires me to be ready to perform on short notice and that I may be called upon to perform during off-duty hours, including weekends, holidays and evenings. I also understand that I must report all TDY's, leaves or other conflicts to the Honor Guard NCOIC and be accountable to him/her at all times during my duty week and must remain in the local area during my duty and standby weeks.

3. I acknowledge receiving a copy of the governing instruction, KIRTLANDAFBI 34-501 and have read and understand my obligations to this team and to the base. I will make every possible effort to provide the best service possible, whenever called upon to do so.

Sign
(Honor Guard Member Name, Grade
Unit of Assignment)

1st Ind, (Unit/CC or CCF)

MEMORANDUM FOR 377 FSS/CL

377 FSS/FSO

IN TURN

I concur with the extension of _____ for the Honor Guard. Having reviewed his/her records and not finding any derogatory information, I feel that he/she meets the high standards of bearing and behavior necessary and should be allowed to continue as a member of the Honor Guard until _____, at which time further extension may be considered.

Sign

(Signature Block of Immediate Supervisor)

Sign

(Signature Block of Squadron Commander or
First Sergeant)

Attachment 4

SAMPLE TRAINING PLAN

Table A4.1. Staff Only Plan Items.

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
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	TAPS, Tragedy Assistance Program for Survivors
		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