

**BY ORDER OF THE COMMANDER
LITTLE ROCK AFB 19TH AIRLIFT WING**

**LITTLE ROCK AIR FORCE BASE
INSTRUCTION 34-501**

4 NOVEMBER 2010

Services

LITTLE ROCK AFB HONOR GUARD



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 19 FSS/FSOM

Certified by: 19 MSG/CC
(Colonel George A. Risse)

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This instruction implements Air Force Policy Directive (AFPD) 34-5, *Mortuary Affairs*, 22 July 1993. This instruction establishes policies, procedures, and responsibilities for recognizing and providing an Honor Guard team to represent Little Rock Air Force Base (LRAFB) at military funerals and ceremonies for authorized personnel, and other functions as directed by Air Force Instruction (AFI) 34-242, *Mortuary Affairs Program*, 2 April 2008. This instruction applies to all of Little Rock AFB, 19th Airlift Wing associated and tenant organizations. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. 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.

1. RESPONSIBILITIES.

- 1.1. Military funeral honors will be provided for all deceased Air Force active duty, retired, and veterans in accordance with AFI 34-242, *Mortuary Affairs Program*.
- 1.2. The installation commander (CC) oversees the program, enforces AFI 34-242, *Mortuary Affairs Program*, and determines the size of the Honor Guard. Installation location, population, and frequency of military and civil protocol activities will determine manning requirements.

1.2.1. Manning goals are annually determined by dividing the assigned number of E-6s and below for each (with the exception of those personnel that are prohibited by law, or Air Force policy) squadron by 30. Although E-7s and above may join the Honor Guard, they will not be mandated by this matrix. The result will be rounded to the nearest whole number. (Example: 62 assigned E-6s and below divided by 30 = 2.06; rounded to the nearest whole number would be 2.) If unit manning is between 20 and 40, one person is tasked. Each unit is required to provide one NCO per every five individuals sent to the Honor Guard. This will ensure compliance with AFI 34-242, *Mortuary Affairs Program*, section 8C, page 90, which requires an officer or NCO on every funeral detail.

1.2.2. The following organizations will provide personnel to the base Honor Guard:

1.2.2.1. 19 AW, 19 CPTS, 19 CS, 19 LRS, 19 CES, 19 FSS, 19 AMDS, 19 MDOS, 19 MDSS, 41 AS, 50 AS, 53 AS, 61 AS, 19 EMS, 19 CMS, 19 AMXS, 19 MOS, 19 OSS, 48 AS, 62 AS, 314 AMXS, 314 MOS.

1.2.3. Officers and SNCOs are encouraged to serve on the Honor Guard in a volunteer status.

1.3. The Little Rock AFB Honor Guard Program is managed by the 19 Force Support Squadron (FSS)/CC for administrative and operational control. The Honor Guard Non-Commissioned Officer in Charge (NCOIC) will supervise and execute day-to-day functions of the team.

1.4. Honor Guard personnel will be exempt from performing duties such as Charge of Quarters (CQ), bay orderly, functional augmentation and similar base roster-type duties while assigned as a member of the Honor Guard.

1.5. Due to special details, all Honor Guard members may be authorized to receive Basic Allowance for Subsistence (BAS). However, it is at the discretion of the member's commander if they receive BAS based on meeting the criteria of Department of Defense (DoD) 7000.14-R, Volume 7A, Chapter 25, *Substance Allowances*.

1.6. All Honor Guard members are entitled to have one ceremonial uniform per week cleaned free of charge through local contracted cleaners. Honor Guard management will provide documentation to the cleaners for verification as required in the contract.

1.7. Honor Guard weapons are stored in Building 1423. Honor Guard members are responsible for cleaning weapons, and they will receive training prior to handling weapons.

2. DUTIES.

2.1. The 19 FSS/CC will:

2.1.1. Ensure the Honor Guard NCOIC is knowledgeable of his/her responsibilities as outlined in AFI 34-242, *Mortuary Affairs Program*.

2.1.2. Be responsible for equipping the Honor Guard with uniform accessories and equipment needed to perform functions and practices.

2.1.3. Present Honor Guard Quarterly Awards. Brief the Honor Guard members and base populace periodically about the Honor Guard mission.

2.2. The Honor Guard NCOIC will:

- 2.2.1. Coordinate and confirm each function and obtain directions as needed.
- 2.2.2. Ensure the Honor Guard team departs base in sufficient time to arrive at the specified function.
- 2.2.3. Notify chain of command (Commander, Operations Officer and Superintendent, 19 FSS) if any problems were encountered on details.
- 2.2.4. Maintain a current member roster and personnel file on each member of the team.
- 2.2.5. Coordinate on-call/standby duties and training sessions. Provide a copy of the Honor Guard schedule to supervisors and First Sergeants when requested.
- 2.2.6. Be responsible for the planning and coordination of Honor Guard member recognition at the quarterly and annual wing awards ceremonies.
- 2.2.7. Be responsible for projecting fiscal year, quarterly budgets, and spend plan to 19 FSS/FSO and the 19 FSS Resource Advisor upon request.
- 2.2.8. Monitor Appropriated Funds (APF) , to include providing purchase requests to 19 FSS/FSO for signature and submitting weekly updates on expenses and fund balance in Weekly Activity Report (WAR).

2.3. Unit Commanders/First Sergeants will:

- 2.3.1. Solicit volunteers within their units and interview each individual before selection to the Honor Guard. Personnel with shaving waivers, WARFIT score below 75, Unfavorable Information File, Control Roster, or profile for 14 days or more, will not be considered eligible to be a member of the Honor Guard.
- 2.3.2. Ensure Honor Guard manning quotas are met IAW para. 1.2.1. and Attachment 2 (Honor Guard Manning Goals) of this instruction.
- 2.3.3. Monitor all Honor Guard members' contract end dates to ensure each active member has a replacement no later than (NLT) 14 days prior to member's contract end date.
- 2.3.4. Maintain Honor Guard members for the entire 180 day commitment. Exceptions: Member is going to Permanent Change of Station (PCS), receive an Article 15, court-martial, be placed on a control roster and/or Unfavorable Information File, or the member is placed on a profile exceeding 14 days. Units will provide replacement(s) for personnel listed in the above situations.
- 2.3.5. Consider Honor Guard members last for organizational Temporary Duties (TDYs). **NOTE:** Members TDY for 30 days or more will have the TDY length added to their contract.
- 2.3.6. Replace members released from Honor Guard for any reason.

2.4. Member's supervisor will:

- 2.4.1. Allow members to be readily available and released from work sections with adequate time to prepare and perform all scheduled details during 90 day standby period. Members will not be recalled back to work for any reason that will prevent a member

from performing a scheduled detail. Honor Guard duty takes precedence over normal military duties, as well as off-duty employment and education. Honor Guard details are mandatory military formations and members will be released by supervision to attend, to include base and squadron exercises. During periods of increased readiness (including Operational Readiness Inspections (ORIs), etc.), the 19 AW/CC will determine if Honor Guard performances will adversely affect the wing mission.

2.4.2. Ensure each member has adequate rest before performing Honor Guard duties, and before returning back to work.

2.4.3. Ensure members are not tasked with additional duties/details to make-up for Honor Guard commitments.

2.4.4. Consider compensation time for individuals on stand-by time conducting Honor Guard details after duty hours, on weekends and/or holidays.

2.5. Honor Guard members will:

2.5.1. Attend initial six-day training program followed by a 90 day active service period and a 90 day stand-by period.

2.5.2. Check the detail recorder (987-2332) every day, while on active status, beginning on the first day of training. All details for the following day will be on the recorder NLT 1800 daily. Failure to call the recorder could result in a missed detail or function.

2.5.3. Provide 24-hour notice to Honor Guard manager if a function or practice must be missed.

2.5.4. Maintain required military clothing to the highest standards of AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, and AFI 36-3014, *Clothing Allowances for Air Force Personnel*.

2.5.5. Notify the Honor Guard NCOIC upon permanent change of station (PCS) notification, separation, or medical profile which would prevent conducting details/functions.

2.5.6. Ensure supervision understands that military funerals occur with little notice, to include weekend, holiday, and non-duty hours. Normally, it will not be necessary to task members during weeks they are on standby except during Honor Guard manning shortages. Members are not required to check detail recorder during standby period.

2.5.7. Be removed from the Honor Guard for two unexcused absences from practice, or missing two details within a three-month period. Failure to notify the respective Flight Sergeant or Honor Guard NCOIC of any leave and/or TDY dates may result in missing a tasking. Unexcused absences of any kind will not be tolerated.

2.5.8. Be responsible for managing all appointments made during their Honor Guard contract. If you are scheduled for an appointment and an Honor Guard detail conflicts with it, reschedule the appointment if possible. If you cannot reschedule the appointment, contact the Honor Guard NCOIC and inform him/her of the appointment so they have the opportunity to change the schedule or make other arrangements to cover the detail.

2.5.9. Inform their supervisor of the detail (if called upon during standby period) and at a minimum include: date, time, and estimated return time.

2.6. The 19 Logistics Readiness Squadron (LRS) will:

2.6.1. Assign air-conditioned vehicles in top mechanical condition and appearance for transportation of the Honor Guard upon request. Assignment of these vehicles will take precedence over other routine base functions.

2.7. Public Affairs will:

2.7.1. Coordinate all off-base functions and notify the Honor Guard NCOIC in a timely manner.

3. TOUR OF DUTY.

3.1. Each member is required to remain on the Little Rock AFB Honor Guard for a minimum of 180 days. The Honor Guard tour of duty consists of a six day training period followed by a 90 day active service period where the member will report to the Honor Guard on a daily basis to perform assigned details. The 90 day active period is followed by a 90 day stand-by period where the member will report to his/her primary duty section. During the 90 day stand-by period the member is still assigned to the Honor Guard, and will be released from their primary duty section to return to the Honor Guard to perform services, should circumstances require it. Member's release from the Honor Guard will not be final until a replacement from the unit has been identified, uniformed and trained to perform duties in place of the departing member.

3.2. Any disciplinary action (Article 15, Control Roster, Unfavorable Information File, etc.) or non-progression of upgrade training will result in immediate removal from the team. If a member is removed due to non-progression of upgrade training, that member may be reinstated at any time with the approval of the member's First Sergeant and the Honor Guard NCOIC. Members removed for reasons such as Article 15, Control Roster, Unfavorable Information File, etc. will not be reinstated.

4. INSPECTIONS.

4.1. Open ranks inspections will be conducted daily. The LRAFB Honor Guard NCOIC or appointed representative will conduct the inspections. Inspections will also be conducted prior to details. Three substandard incidents in appearance, performance, and/or conduct may result in a letter of counseling or termination.

5. UNIFORMS.

5.1. Honor Guard ceremonial items (service dress coat, trousers, ceremonial belt, ceremonial headgear, footwear, aiguillette, badge, and gloves) listed in AFI 36-2903, table 3.2 will be budgeted for and purchased by the 19 FSS. Members are responsible for purchasing and maintaining all other uniform items IAW AFI 36-3014, *Clothing Allowances for Air Force Personnel*. All authorized ribbons and badges will be worn with all uniform combinations.

5.2. Each member is responsible for maintaining all uniforms in a serviceable condition. Lost or damaged uniform items will be replaced at the member's expense, unless damaged while in the performance of official duties. Members are required to return all issued equipment, and uniforms to the Honor Guard NCOIC when their tour of duty has expired.

6. LEAVE.

6.1. All Honor Guard members are required to forecast leave and notify Honor Guard NCOIC at least 15 days in advance, with the exception of emergencies. Member's not forecasting leave will be considered last for leave. Due to manning, and the frequency of details, only two individuals from Honor Guard will be authorized to take leave at any given time. While serving active time (90 days) regular leave should not exceed 7 calendar days.

6.2. All Honor Guard members are required to submit leave to the Honor Guard NCOIC via Leaveweb, and provide the NCOIC with a printed out Part II prior to departure.

7. AIR FORCE ACHIEVEMENT MEDAL (AFAM)

7.1. Members serving honorably on the Honor Guard for the entire 180 (90 day's active/90 days standby) day commitment will be considered for the AFAM.

7.2. If a member is removed from the Honor Guard by his/her unit for reasons of military necessity such as a PCS, unavoidable deployment/TDY, or medical profile prior to completion of the 180 commitment, the member will not be considered eligible for the AFAM for Honor Guard service. The unit may, however, consider re-assigning the member to the Honor Guard at a later date and the member may once again become eligible for consideration of the AFAM.

7.3. If a member is removed from the Honor Guard by either the Honor Guard NCOIC or the members unit for disciplinary reasons, that member will not be considered eligible for the AFAM and will not be re-considered for Honor Guard service at a later date.

7.4. A member may also become ineligible for consideration of the AFAM for reasons resulting in administrative/discipline action such as Letter of Counseling, Letter of Reprimand, Article 15, placement on a Control Roster, or establishment of an Unfavorable Information File.

7.5. Members serving on the Honor Guard will only be considered for one AFAM per every 12 calendar months, i.e. if a member serves back-to-back 90 day active tours, they will not be considered for two AFAM's.

8. Adopted Forms/IMT's: AF IMT 847, *Recommendation for Change of Publication*

GREGORY S. OTEY, Col, USAF
Commander

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

AFI 34-242, *Mortuary Affairs Program*, 2 April 2008

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 2 August 2006

AFI 36-3014, *Clothing Allowances for Air Force Personnel*, 22 May 2007

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 34-5, *Mortuary Affairs*, 22 July 1993

DoDI 7000.14-R, Volume 7A, Chapter 25, *Substance Allowances*, June 2010

Abbreviations and Acronyms

AF— Air Force

AFAM— Air Force Achievement Medal

AFB— Air Force Base

AFI— Air Force Instruction

AFMAN— Air Force Manual

AFPD— Air Force Policy Directive

AFRIMS— Air Force Records Information Management System

AMDS— Aerospace Medical Squadron

AMXS— Aircraft Maintenance Squadron

APF— Appropriated Funds

AS— Airlift Squadron

AW— Airlift Wing

CC— Commander

CES— Civil Engineer Squadron

CMS— Component Maintenance Squadron

CPTS— Comptroller Squadron

CS— Communications Squadron

DOD— Department of Defense

EMS— Equipment Maintenance Squadron

FSS— Force Support Squadron

IAW— In Accordance With

LRAFBI— Little Rock Air Force Base Instruction

LRAFB— Little Rock Air Force Base
LRS— Logistics Readiness Squadron
MDOS— Medical Operations Squadron
MDSS— Medical Support Squadron
MOS— Maintenance Operations Squadron
MSG— Mission Support Group
NCOIC— Non-Commissioned Officer in Charge
NCO— Non-Commissioned Officer
NLT— No Later Than
OPR— Office of Primary Responsibility
ORI— Operational Readiness Inspection
OSS— Operational Support Squadron
PCS— Permanent Change of Station
SNCO— Senior Non-Commissioned Officer
TDY— Temporary Duty
WAR— Weekly Activity Report

Attachment 2

HONOR GUARD MANNING GOALS

<u>HONOR GUARD MANNING GOALS</u>	
<u>ORGANIZATION</u>	<u>QUOTA</u>
<u>19 AW</u>	2
<u>19 CPTS</u>	1
<u>19 CS</u>	4
<u>19 LRS</u>	14
<u>19 CES</u>	6
<u>19 FSS</u>	5
<u>19 MDG:</u>	
19 AMDS	2
19 MDOS	1
19 MDSS	1
<u>19 OG:</u>	
41 AS	2
50 AS	4
53 AS	3
61AS	3
19 OSS	5
<u>19 MXG:</u>	
19 EMS	15
19 CMS	8
19 AMXS	23
19 MOS	2
<u>314 OG:</u>	
48 AS	1
62 AS	2
<u>314 MXG:</u>	
314 AMXS	14
314 MOS	1
<u>TOTAL:</u>	<u>119</u>

Attachment 3

HONOR GUARD ASSIGNMENT STATEMENT

MEMORANDUM FOR TASKED UNITS

FROM: 19 FSS/FSOM

SUBJECT: Honor Guard Assignment Statement

1. I will serve with the Base Honor Guard for a period of 180 days. The 90 day active commitment begins after graduation, followed by the 90 day standby commitment. This commitment may be waived by my Commander or First Sergeant with the concurrence of the Honor Guard NCOIC.
2. I understand that Honor Guard takes precedence over normal military duties, and may require me to perform on short notice for weekend, holiday and evening details. I further understand that, IAW LRAFB Instruction 34-100, para. 2.4.1, if called upon during my standby time, I am required to attend.
3. Personnel assigned to the Honor Guard will report daily to the Honor Guard (bldg 1423) for their 90-day active commitment, and when called upon during the 90 day standby period. All absences, to include leave, will be coordinated with the Honor Guard NCOIC, in advance. Failure to meet obligations will result in administrative actions.
4. I am not on the weight management program, a shaving waiver, or a Control Roster, nor do I have an Unfavorable Information File, or any other pending disciplinary action.
5. I will follow the instructions of Honor Guard supervision and will comply with all applicable regulations and Honor Guard policies.
6. I will keep the Honor Guard NCOIC, informed of my current telephone number(s), pending TDY(s), PCS or separation/discharge actions at all times.
7. By signing below I certify receipt and understanding of this policy and will comply with all Honor Guard Policies and Procedures.

RANK/NAME OF MEMBER	SQUADRON/OFFICE SYMBOL	DUTY PHONE
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MEMBER'S SIGNATURE	SUPERVISOR'S NAME/SIGNATURE
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FIRST SERGEANT'S NAME	FIRST SERGEANT'S SIGNATURE
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