

**BY ORDER OF THE COMMANDER  
LUKE AIR FORCE BASE (AETC)**

**LUKE AIR FORCE BASE  
INSTRUCTION**



**34-101**

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**Services**

**LUKE AFB HONOR GUARD PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Department of the Air Force Instruction (DAFI) 34-160, *Mortuary Affairs Program, for Mortuary Affairs in Joint Operations*, and Department of Defense Instruction (DoDI) 1300.15-D, *Military Funeral Support*, Section 578 of Public Law 106-65 Title 10 of the United States Code, *Funeral Honors Functions at Funerals of Veterans*. This instruction applies to 56th Fighter Wing personnel. This publication does not apply to the Air Force Reserve Command (AFRC) and to Air National Guard (ANG) Units. Refer recommended changes and questions about this publication to the OPR using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. Ensure all records generated because of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force Records Disposition Schedule, which is in the Air Force Records Information Management System. This publication may not be supplemented or further implemented or extended. The authorities to waive wing, unit, delta or garrison level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. 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. See DAF Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers.

## *SUMMARY OF CHANGES*

**This document has been substantially revised and must be completely reviewed.**

Major changes are: Manning changed from a 12-month commitment to a 6-month commitment for guardsman ([paragraph 2.4](#)). Leave is now authorized for times during a member's active months serving ([paragraph 2.6](#)). Members who've served their initial 6 months can extend up to 6 months ([paragraph 5](#)). Added Honor Guard Assistant PM position with roles ([paragraph 7](#)). The Honor Guard team is now comprised of one major flight not 2 ([paragraph 9](#)). Removed Honor Guard Flight Manager position ([paragraph 11](#)).

**1. General:** LUKEAFBI 34-101 outlines the responsibilities of key personnel, establishes the method for selection, notification, dispatch, utilization, structure, and management of the Honor Guard Program at Luke Air Force Base, Arizona. It applies to all units assigned or attached to Luke Air Force Base.

**1.1. The Honor Guard will consist of one cohesive team comprised of two on-call officers for the purpose of delivering the benediction and flag to family members and 32 enlisted members (divided into two equal groups and the Honor Guard staff).** This additional-duty contingent will represent the United States Air Force and Luke AFB by providing military funeral honors and performing a wide variety of ceremonies for military and civilian events. Administration of the Honor Guard will be the responsibility of the 56th Force Support Squadron (56 FSS). Each host and tenant unit of the 56th Fighter Wing (56 FW) will be tasked to provide Honor Guard members.

**2. Manning:** Each host and tenant unit of the 56 FW will be tasked to provide Honor Guard members.

**2.1. The Honor Guard Program Manager (PM) will establish, review, and update quotas annually during the month of April and forward new quota figures through the 56 FSS Senior Enlisted Leader (SEL) to obtain Group SELs and the 56 FW Command Chief (56 FW/CCC) for concurrence and dissemination.**

2.1.1. The Manpower Office (56 FSS/FSM) will provide manpower data to the Honor Guard staff upon request. This information will be used to determine unit quotas.

2.1.2. Quotas will be based on total authorized enlisted manpower, E-6 and below. Units who have manpower authorizations exempt from outside details (i.e., Command Post, EOD, etc.) must notify the 56 FW/CCC with exemption justification. Those authorizations will be deducted from the unit's total manpower prior to determining the quota (justification must include specific applicable instruction or supplement).

**2.2. Members appointed to the Honor Guard Program will be exempt from all base exercises and squadron details while serving on their active months.** Further, they will not serve as a Security Forces Augmentee. Mobility exercise processing requirements should be at a minimum while they are on their active months.

**2.3. Units are encouraged to provide volunteers for all positions.** If quotas cannot be filled with volunteers, appointments will be mandatory.

**2.4. The minimum tour of duty for all Honor Guard members will be six active months of duty.** Members may serve beyond the minimum commitment with unit SEL or CC and Honor Guard Program Manager (PM) approval.

2.4.1. Members absent for any reason, to include, but not limited to ALS, TDY, or unit manpower issues during an active month, will continue beyond their six-month commitment to make up the absence. This requirement can only be waived by the 56 FSS/SEL.

**2.5. Units will provide replacement names a minimum of 15 days prior to their member's rotation date and no later than the end of their commitment.** If this action is not taken, the current member will continue to serve until a replacement is provided.

**2.6. Leave is authorized for times during a member's active months serving.** Appointments, unit training, TDY, and other activities will be coordinated with the Honor Guard PM.

**2.7. Candidates selected will meet Air Force fitness standards, body composition standards, and will present the proper military image while in uniform IAW DAFI 36-2903, Dress and Appearance of Department of the Air Force Personnel, and DAFMAN 36-2905, Department of the Air Force Physical Fitness Program.**

**2.8. Candidates on a control roster, mandatory fitness program, with a physical profile limiting walking, marching, lifting, or extended standing, and/or with a history of administrative or disciplinary action, etc.** , prior to six months of the initial unit request, are not eligible for this duty. Individuals with a severe history of administrative or disciplinary action, i.e., Letter of Reprimand, Article 15, etc., are not recommended, but may be accepted on a case-by-case basis.

**2.9. Candidates must be capable of supporting the shared weight of a 450-pound casket with five other members.**

**2.10. Failure to comply with Air Force and Honor Guard standards are grounds for removal.**

**3. Honor Guard Contract Extensions:** The option to extend it is open to all Honor Guard members. Members who've performed exemplary throughout their initial six-month commitment will be highly recommended for one additional six-month extension not to exceed 12 months' total of Honor Guard duties.

#### **4. Detail Order of Precedence.**

**4.1. The following list of details will be given the highest priority when scheduling is considered:**

4.1.1. Active-duty member funeral.

4.1.2. Retiree funeral.

4.1.3. Veteran funeral.

4.1.4. Killed In Action cordon.

4.2. **All other details should be requested via email to 56fw. [honorguard@us.af.mil](mailto:honorguard@us.af.mil).** Requests will be reviewed by the Honor Guard PM. Final approval will be granted/declined by 56 FSS/CC based upon manning availability and projected Air Force image.

4.3. **Colors will be pre-posted during the commencement of the following events:**

4.3.1. ALS.

4.3.2. Pilot graduation.

4.3.3. Promotion and award ceremonies.

4.3.4. Retirements.

4.3.5. Induction ceremonies.

4.3.6. Heritage celebrations.

4.3.7. CCAF graduations

**5. Organization:** The Honor Guard section will be organized under one single flight. This flight is referred to as Home Flight and will be broken down into multiple elements with an equal number of members in each. Of the multiple elements, there will be one Honor Guard member at the head of each, to serve as the Team Lead.

**5.1. The leadership hierarchy in the Luke AFB Honor Guard will be the Honor Guard PM, the Assistant Honor Guard PM, the Honor Guard Scheduling Manager, the Honor Guard Trainer, the Team Lead, the Honor Guard Member, and finally the Honor Guard Trainee.**

**5.2. Team Lead:** During the duration of the guard member's initial six-month commitment; the element leads are ideally selected by the Honor Guard Trainers, the Honor Guard Flight Sergeant, or the Honor Guard PM, and does not have to be the highest-ranking member. Leads earn their positions through competitive and exemplary showcases, from training evaluations and ceremony performances.

5.2.1. Are responsible for the accountability and uniform dress and appearance inspections of Honor Guard members placed under them.

5.2.2. Will ensure a weekly safety briefing and/or week specific topic presentation is administered/delegated to flight members every Friday. Performance evaluations are done monthly.

**5.3. Honor Guard Training Flight:** When new candidates are selected by the Honor Guard PM, and admitted into the Honor Guard, a training period will begin. The Training Flight is created and will be considered as a separate entity from the Home Flight until the Honor Guard Trainees graduate.

5.3.1. Honor Guard Trainees: Upon entering the Luke AFB Honor Guard, Airmen will undergo a DNIC status and will be referred as Honor Guard Trainees. Trainees will report to their respective Honor Guard Trainers and will become a part of the Honor Guard Training Flight. After two to three weeks of learning ceremonial culture, Honor Guard Trainees will graduate, and upon graduation, will then become absorbed into the Home Flight, as an Honor Guard Member.

**6. Unit Honor Guard Coordinator:** The First Sergeant of each wing agency, squadron, or unit with an Honor Guard quota will act as the Honor Guard Coordinator.

- 6.1. **Will be the primary point of contact to discuss manpower issues and conduct all business with the Honor Guard staff.**
- 6.2. **Will ensure quotas are always filled with qualified members.**
- 6.3. **Will screen all candidates prior to appointment to ensure they meet the highest standards of conduct, appearance and exceed standards as outlined in paragraph 2 of this instruction.**
- 6.4. **Will be responsible for promoting Honor Guard within the group and explaining the importance of the duty to supervisors and prospective members.**
- 6.5. **Will notify the Honor Guard staff of projected leave, TDY, Permanent Change of Station, separation, or replacement dates no later than 30 days prior to member's flight activation date.**
- 6.6. **Will ensure all applicable forms are processed to authorize Basic Allowance for Subsistence.**

**7. Honor Guard Program Manager (PM):** The Honor Guard PM will be selected by the 56 FSS/CC and/or 56 FSS/SEL. The PM will serve a two-year controlled tour with a maximum of 4 years as Air Force Specialty Code 8G000 and is assigned to the 56 FSS.

- 7.1. **Act as a point of contact for all requests for ceremonies and functions.** Coordinate all necessary aspects related to meeting the requirement for efficient operation of all events. Ensure all ceremonies requested and functions are annotated and assigned proper personnel to perform them no later than 24 hours in advance of the event.
- 7.2. **Will act as a primary liaison for local military and community functions requesting ceremonial support.**
- 7.3. **Will ensure members of the Honor Guard are briefed and understand the purpose and importance of those duties and responsibilities.**
- 7.4. **Will select and appoint personnel to flight management positions and ensure they are trained and qualified to fulfill the responsibilities of those positions.**
- 7.5. **Will ensure accuracy of equipment account.**
- 7.6. **Will ensure all training to maintain a high standard of proficiency in drill and ceremony is conducted IAW applicable manuals and instructions.**
- 7.7. **Will ensure that all final approvals for details are routed through 56 FSS/SEL.**
- 7.8. **Will ensure manpower, equipment, and transportation resources are available to fulfill detail requirements.**
- 7.9. **Will ensure monthly and yearly statistical data is up to date and sent to JBSA-Randolph AFB, AETC/A1RR.**
- 7.10. **Will ensure all statistical data requested from Headquarters, Air Education and Training Command and the 56 FW is accomplished.**
- 7.11. **Will submit the bi-weekly detail schedule to 56 FSS/SEL and 56 FSS/CC.**

7.12. **Will ensure an accurate list of all members who are authorized to withdraw weapons and ammunition is on file at the 56 Security Forces Squadron Armory and updated upon member's departure from Honor Guard.**

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

7.14. **Will submit nomination packages for Air and Space Achievement or Air and Space Commendation Medals, when the member's Honor Guard tour is completed honorably.**

7.15. **Will ensure all fire safety and building inspections are completed monthly.**

7.16. **Will submit Honor Guard website content updates for 56fss.com to 56 FSS Marketing.**

7.17. **Will track Honor Guard members' leave requests.**

7.18. **Will provide performance feedback to all assigned ceremonial guardsmen.**

7.19. **Will be a primary cell phone custodian.**

**8. Honor Guard Assistant PM:** The Honor Guard Assistant PM will be selected by the 56 FSS/CC and/or 56 FSS/SEL. The Assistant PM will serve a two-year controlled tour with a maximum of 4 years as Air Force Specialty Code 8G000 and is assigned to the 56 FSS.

8.1. **Will be the frontline leader of all members on flight and act as a point of contact for all requests for ceremonies and functions in the absence of the PM.**

8.2. **Will ensure all new members complete the Honor Guard in-processing checklist.**

8.3. **Will maintain and update each individual Honor Guard member's information file to ensure proper training qualifications.** Will establish and maintain personnel appreciation files for each member, to include thank you letters, awards, etc.

8.4. **Will provide performance feedback to element leads during the last week of each month.**

8.5. **Will appoint a flight member as Physical Training Monitor and ensure all members participate in at least three physical training sessions per week.**

8.6. **Will schedule all members for individual ceremonial photos and ensure they are displayed.**

8.7. **Will act as Safety Manager and ensure a monthly safety briefing is given to flight members.**

8.8. **Will have a clear understanding of all ceremonial positions and movements that are covered in the USAF Honor Guard Training Manual.**

8.9. **Will act as the primary authority to ensure all guard members are detailed ready, and will be the final decision maker, other than the Honor Guard PM, if an honor guard member will be eligible to attend a ceremony.**

8.10. **Will act as the primary authority, in the event a guard member must undergo remedial training, to train, conduct refold/ceremonial evaluations and recertify a guard member's eligibility to attend a ceremony.**

8.11. **Will perform funeral honors, military and civic ceremonies as needed.**

8.12. **Will act as a primary trainer and evaluator for all flight training, remedial training, and ceremonies.**

8.13. **Will ensure an effective weekly training schedule is produced at the start of each week cycle and is adhered to.**

8.14. **Will ensure members appointed to flight management positions are qualified and knowledgeable in protocol, honors, and ceremonies.**

8.15. **Will ensure each individual member has the correct uniforms and accessories, while keeping accountability of all uniforms and uniform accessories.**

8.16. **Will ensure supply closets are kept stocked with accessory items for uniforms.**

8.17. **Will act as primary uniform equipment custodian and alternate munitions custodian.**

**9. Honor Guard Scheduling Manager:** The Scheduling Manager will be selected by the Honor Guard PM and will perform this duty during their six-month commitment. This position will report to the Assistant Honor Guard PM.

9.1. **Will perform funeral honors, military and civic ceremonies as needed.**

9.2. **Ensure notification is made to the 56 LRS vehicle fleet dispatcher a minimum of 24 hours in advance, when possible, for all transportation requirements.** Pick-up time should be far enough in advance to allow for last-minute changes in vehicle selection.

9.3. **Will ensure all detail tracking sheets are completed fully and correctly prior to scheduling each detail.**

9.4. **Will track and file all funeral detail sheets from prior months by month and year for four years (one active and three inactive).** Maintain and dispose of records according to AFI 33-322.

9.5. **Monitor the Honor Guard email account.**

9.6. **Will calculate and track manpower cost, man hours spent, total number of active-duty funerals, retired funerals, veteran funerals, color guards, and other ceremonies on statistical data sheets.**

**10. Honor Guard Trainers :** During the Honor Guard training process, there will be four trainers selected by the Honor Guard PM, and will enter a DNIC status, alongside the Honor Guard Trainees. It is highly recommended these individuals are selected from the junior team members to perform this duty. This position will be filled by an Airman who is trained and qualified to perform all ceremonial functions. When the Honor Guard is not within the training process, all trainers will be absorbed back into the Home Flight. This position reports to the Assistant Honor Guard PM.

10.1. **Will have a clear understanding of all ceremonial positions and movements that are covered in the United States Air Force Honor Guard Training Manual.**

10.2. **Honor Guard senior team members will act as primary trainers for all flight management personnel to ensure continuity.**

10.3. **Will ensure members appointed to flight management positions are qualified and knowledgeable in protocol, honors, and ceremonies.**

10.4. **Will be the central point to ensure all training requirements are met, and applicable instructions are complied with.**

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

10.6. **Will ensure training records are current in training and up to date.**

10.7. **Will maintain the Honor Guard awards program.**

10.8. **Will perform funeral honors, military and civic ceremonies as needed.**

10.9. **Will maintain, update, and distribute all training manuals, continuity books, ceremonial guides, and handbooks.**

10.10. **Will provide performance feedback to all flight members and flight management personnel during the last week of each month.**

**11. Honor Guard Members:** Honor Guard members will be appointed by the Unit Honor Guard Coordinator and serve a minimum of six continuous months.

11.1. **Will keep their respective flight leadership staff apprised of any situation that will prohibit them from performing Honor Guard duties.**

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

11.3. **Will maintain uniforms and appearance above standards set forth in DAFI 36-2903 and DAFMAN 36-2905.**

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

11.5. **Will not accept any form of gratuity from any organization or person the Honor Guard is performing any detail for.** Accepting gratuities is grounds for immediate removal from the Honor Guard and potential disciplinary action.

**12. Training:** While active at Honor Guard, training is mandatory. Honor Guard training will take precedence over all other activities and will be overseen by the Honor Guard Trainer and assisted by the flight trainers. No squadron or personal appointments will be scheduled during the training periods, unless authorized by the Honor Guard PM. Request for deviations may be granted by the 56 FSS/CC.

12.1. **Training will consist of learning the various positions/roles of all military ceremonies that the Honor Guard performs.**

12.1.1. Training will be comprised of an average of 40 hours per week, per month.

**13. Uniforms:** Uniforms and accessories required to perform Honor Guard duties will be issued at no cost to the member.

13.1. **Members may take Honor Guard uniforms to the designated contracted cleaners for dry cleaning at government expense.**

13.2. **Uniforms will be maintained (tailored, cleaned, and pressed) to present a professional image and will exceed standards set forth in DAFI 36-2903.**

13.3. **Every possible effort will be made to recycle used ceremonial uniforms.**

**14. Awards Program:** Honor Guard members will be selected for monthly, quarterly, and annual awards. Nominees for wing level quarterly and annual awards will be forwarded to the office of the 56 FW/CCC.

14.1. **Honor Guard Member of the Month:** The member who most epitomizes the ideal Guardsman based on duty performance, attitude, uniform inspections, professionalism, selflessness, and ability to function as part of a cohesive team.

14.2. **Honor Guard Member of the Quarter:** Selected from the three-monthly award recipients. An identical criterion for the monthly winner applies, with the addition of leadership and management ability.

14.3. **Honor Guard Member of the Year:** Selected from the four quarterly award recipients. An identical criterion for the quarterly winner applies, with the addition of any activities beyond outlined duties that positively impacted Honor Guard personnel or programs.

14.4. **Honor Guard Program Manager of the Year:** Nomination will follow 19 AF and AETC criteria for submission.

DAVID J. BERKLAND  
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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-322, *Records Management and Information Governance Program*, 22 March 2020

DAFI 31-117, *Arming and Use of Force*, 28 January 2025

DAFI 34-160, *Mortuary Affairs Program*, 3 March 2022

DAFI 36-2903, *Dress and Personal Appearance of Department of the Air Force Personnel*, 29 February 2024

DAFMAN 36-2905, Department of the Air Force *Physical Fitness Program*. 21 April 2022

Joint Publication 4-06, *Joint Tactics, Techniques, and Procedures for Mortuary Affairs in Joint Operations*, 5 June 2006

DoDI 1300.15-D, *Military Funeral Support*, Section 578 of Public Law 106-65 Title 10 of the United States Code, *Funeral Honors Functions at Funerals of Veterans*, 9 April 2021

***Adopted Forms***

DAF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFB**—Air Force Base

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFPDC**—Air Force Publishing Distribution Center

**AFRC**—Air Force Reserve Command

**ALS**—Airmen Leadership School

**ANG**—Air National Guard

**DAFI**—Department of Air Force Instruction

**DOD**—Department of Defense

**DNIC**—Do not Include in Ceremonies

**FSS**—Force Support Squadron

**FW**—Fighter Wing

**TDY**—Temporary Duty

**USAF**—United States Air Force