

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

**MCCONNELL AIR FORCE BASE
INSTRUCTION 34-101**



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Services

**MCCONNELL AIR FORCE
BASE HONOR GUARD**

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This instruction establishes and sets forth the operational policies for the McConnell Air Force Base (AFB) Honor Guard (HG). This instruction applies to all personnel assigned to the McConnell AFB HG. The procedures herein are under the guidance of the Air Force Instruction (AFI) 34-501, *Mortuary Affairs Program: Chapter 8, Installation Honor Guard Program and Conduct of Military Funeral Honors, 2012 USAF Honor Guard Manual, Air Force Pamphlet (AFPAM) 34-1202, Guide to Protocol, AFI 36-2803, Air Force Awards and Decorations Program and 22d Air Refueling Wing Action Officer's Guide*. 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 in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. 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.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. All references made to regulations have been changed to applicable instructions.

1. General Information: The primary mission of the McConnell AFB HG is to provide well-trained highly professional members to honor and carry out the primary mission of rendering military funeral honors. The compositions of military funeral honors are required by law that is cited in Department of Defense Instruction (DoDI) 1300.15, Military Funeral Support. Upon request, the Base Honor Guard (BHG) will ensure a funeral honors ceremony is provided for all eligible members. The area of responsibility (AOR) encompasses 73 counties, approximately 61,000 square miles in a geographical area, covering the state of Kansas and the northern region of Oklahoma.

1.1. The military funeral mission takes precedence over ceremonial functions. However, time and resources permitting, the BHG will also support protocol and ceremonial functions in the following order of priority:

1.1.1. Retirement Ceremony for military personnel

1.1.2. Change of Command Ceremony

1.1.3. Wing Prisoner of War/Missing in Action Ceremony

1.1.4. Wing Annual Awards Banquet

1.1.5. Wing and Group Dining In/Out

1.1.6. Other Wing and Group sponsored events

1.1.7. Retirement Ceremony for civilian personnel

1.1.8. All other local community events, such as Wichita's River Festival and Derby's 4th of July parade

1.2. Given the importance of the BHG mission, a quota-based system will be used to ensure adequate manning is available to render honors. The HG will consist of 20 full-time members per tour and serve as their official duty location. Quotas shall be assigned to each active duty group residing on McConnell AFB and should be viewed as minimum levels expected from each function (Attachment 2).

1.2.1. Quotas are based on the enlisted strength of E-5 and below using authorized, funded positions on the Unit Manning Documents (UMD) and will be reviewed and reallocated annually.

1.2.2. Company Grade Officers and E-6 and above manning are not counted toward unit allocations, but they may still volunteer. Group Commanders may adjust the numbers within their organizations to ensure a balance as long as the overall quota for the Group is met. Groups and Squadrons are allowed and encouraged to exceed their quotas. Any request to decrease a unit's BHG quota must be approved by the 22d Air Refueling Wing Commander (22 ARW/CC).

2. Tour of Duty.

2.1. The minimum HG commitment is a four month tour. This will provide Airmen and supervisors greater predictability and stability while ensuring a trained and ready cadre needed to support requirements.

2.1.1. Selected members will report directly to the HG as their primary duty section while assigned. To prevent degradation of the HG mission, all appointments, leave and

training will be coordinated through the BHG Noncommissioned Officer in Charge (NCOIC).

2.2. As a member of the BHG, the individual is required to maintain the highest standards of military bearing, dress and appearance, behavior and attitude both on and off duty. Under the discretion of the 22d Force Support Squadron Commander (22 FSS/CC), members failing to comply with these instructions may be removed from the BHG. In the event that an individual is removed before completing their commitment, it automatically negates consideration for any awards and decorations for their BHG tour. The applicable Group and Squadron Commander must provide a replacement if a BHG member is removed. The member will return his/her entire issued uniform and/or repay the 22 FSS for all issued uniform items.

2.3. Typically, BHG members will not be released before their tour ends. Exceptions include:

2.3.1. A unit replaces a non-volunteer member with a volunteer from his/her unit.

2.3.2. The member receives an assignment. If this happens, the unit will be required to provide a replacement within 60 days of assignment notification.

2.3.3. The member receives Uniform Code of Military Justice (UCMJ) punishment.

2.3.4. The 22 FSS Operations Officer (FSO) and BHG NCOIC will be notified immediately by the Squadron's First Sergeant if a member is no longer fit to be a BHG member. Final dismissal of the member rests with the member's Commander, Superintendent and First Sergeant.

3. Nomination Procedures and Screenings.

3.1. The 22 FSS will coordinate with 22 ARW Squadrons to request BHG nominees six times a year. Volunteer members are preferred. Nominee information will include name, rank, squadron, phone number, email address, and deployment vulnerability window. Additionally, the nominee's supervisor's name and email address is required.

3.2. Squadron Commanders and First Sergeants will personally screen BHG nominees and will ensure personnel meet or exceed Air Force standards outlined in AFI 36-2903, Dress and Personal Appearance of Air Force Personnel, AFMAN 36-2203, Drill and Ceremonies, and AFI 34-501, Chapter 8.

3.2.1. Nominees will not possess an unfavorable information file or be under any administrative action at the time of nomination nor possess a projected discharge date or Permanent Change of Station (PCS) assignment within six months.

3.2.2. The nominee must be able to lift and carry a minimum of 40 pounds and not have any physical profiles or physical limitations that prohibit lifting heavy weight, standing or walking for long distances.

3.2.3. The nominee cannot be obligated for any temporary duties or Professional Military Education, such as Airman Leadership School, during their tour.

3.2.4. The nominee must not possess shaving, medical or pregnancy waivers. Females who become pregnant while assigned to BHG must be replaced by their Group/Squadron within seven calendar days.

4. Training.

4.1. The BHG NCOIC is responsible for ensuring Flight Sergeants and team members have all the necessary equipment and supplies to carry out training. The goal of McConnell's BHG training is to set forth a system for maintaining a highly qualified team capable of performing military funeral honors and base and civic ceremonies with the highest level of professionalism and proficiency.

4.2. A mandatory two week training course is required for each rotation. Newly assigned BHG members will attend the initial two week training course and all additional required training sessions. Upon completion of training, they will be assigned to the BHG for 120 days.

5. Responsibilities of HG Members.

5.1. BHG Flight Sergeants will:

5.1.1. Assist the BHG NCOIC in proper resource management of personnel, uniforms, equipment, weapons, facilities and government vehicles as prescribed in applicable AFIs, Pamphlets, and this publication.

5.1.2. Manage his/her flight while on ceremonies.

5.1.3. Select BHG members to fill required elements for each ceremony.

5.1.4. Ensure all ceremonies are conducted with the highest dignity and respect.

5.1.5. Ensure all the proper paperwork is completed after each ceremony and the BHG vehicle is clean and serviceable for the next day.

5.1.6. Track all BHG members' ceremony hours and submit to the BHG NCOIC no later than 1600 hours every Friday.

5.1.7. Nominate BHG members for quarterly awards and decorations.

5.1.8. Draft BHG members' Letters of Evaluation at the end of the rotation.

5.2. BHG Flight members will:

5.2.1. Conduct themselves in a manner above reproach at all times. BHG members are expected to be a cut above the rest in bearing, behavior and appearance, both on and off duty.

5.2.2. Strictly adhere to AFI 36-2903, Dress and Personal Appearance of Air Force Personnel. Inspections will be conducted at training sessions and prior to all BHG ceremonies/events.

5.2.3. Maintain all issued uniform items and equipment, which includes low quarter shoes, ceremonial dress blue pants, ceremonial dress blue jacket, aiguillette, Honor Guard badge, ceremonial hat with Hap Arnold symbol, rain cap cover, ceremonial belt, U.S. insignias, white gloves and other items as necessary.

5.2.4. Maintain a personal BHG ceremony, volunteer, and education log and provide it to their BHG Flight Sergeant/BHG NCOIC upon request. When requested by the member's squadron leadership, the member will provide a copy of their log and the BHG NCOIC will confirm all activities within five working days.

5.2.5. Will attend physical training three days a week; times and fitness sessions are managed by the BHG NCOIC. Members must be in compliance with AFI 36-2905, Fitness Program, and possess a current physical fitness score rating of at least a "Satisfactory Rating". If a member scores an "Unsatisfactory" during the tour, the BHG NCOIC will contact the member's squadron leadership and coordinate the course of action.

5.2.6. Provide a contact phone number to the BHG NCOIC. Dorm residents may use the dormitory phone as their contact number. Members must notify the BHG NCOIC/Flight Sergeant of any phone number change or disconnection immediately. Each member will be required to keep an updated BHG recall roster.

6. Uniform and Appearance.

6.1. Best Value Services, LLC services Honor Guard ceremonial uniforms. The contract states Best Value Services will pick up soiled uniforms/items from the Honor Guard facility (Building 415) every Wednesday and will return the cleaned items the following day.

6.2. Honor Guard uniforms will be worn only for BHG functions and when traveling to and from ceremonies (to include awards ceremonies if nominated for an award). During travel and pre-ceremonial preparations, the lightweight blue jacket with stripes or insignia must be worn.

6.3. The following uniform items will be worn during non-inclement weather BHG ceremonies:

6.3.1. Honor Guard Ceremonial Service Dress Uniform.

6.3.2. All ribbons, devices, badges and multi-colored BHG badge on ceremonial coat (no name tag).

6.3.3. Light blue short or long sleeve shirt with epaulets and rank sewn on sleeves.

6.3.4. Silver aiguillette (left shoulder).

6.3.5. BHG ceremonial belt and safety back belt (Pallbearers, Colors, NCOIC of Firing Party and Ceremonial Bugle (when playing the Smart Bugle).

6.3.6. Air Force blue tie or tie tab with tie tack or clasp/tab.

6.3.7. BHG ceremonial service cap with Hap Arnold symbol.

6.3.8. White gloves (free of dirt and blemishes).

6.3.9. Low quarters (heel taps optional).

6.4. During winter months and inclement weather, members will be issued: HG ceremonial all weather coat with pin-on rank, overcoat with silver aiguillette, extreme cold weather cap, Yak-Traks or black earmuffs, black scarves and black gloves.

6.5. The following uniform items will be worn during BHG practice:

6.5.1. Airman Battle Uniform (ABU).

6.5.2. Desert sand colored t-shirt.

6.5.3. Trousers bloused with blousing straps.

- 6.5.4. Sage green boots.
- 6.5.5. Desert sand color rigger style belt.
- 6.5.6. Sage green or black socks.

7. Transportation.

- 7.1. The 22d Logistics Readiness Squadron (22 LRS) will allocate vehicles as needed to transport BHG members to and from ceremony locations. The BHG members should be given the highest priority for vehicles when additional vehicle support is required.
- 7.2. The BHG NCOIC is ultimately responsible for the vehicles and will appoint a Vehicle Control Officer (VCO) for vehicle oversight. Flight Sergeants and the VCO will ensure vehicles are kept clean and present a professional appearance. Members must complete the required driver's training and have a valid driver's license (state/government).

8. Weapons and Ammunition.

- 8.1. Weapons and ammunition will be stored in the BHG facility, in an approved and designated weapons storage area. All resource protection requirements must be met IAW AFI 31- 101, Integrated Defense.
- 8.2. The BHG NCOIC and 22 FSS/FSO are appointed as Weapons and Ammunition Custodians. All custodian training and inventory procedures will be accomplished IAW their applicable AFIs. BHG Flight Sergeants will assist in providing daily oversight, management and safety of all weapons and ammunition.
 - 8.2.1. The BHG NCOIC will ensure completion of training for appropriate personnel on firearms and explosive procedures. All procedures outlined in AFMAN 31-229, USAF Weapons Handling Manual, will be followed. Only blank 7.62mm ammunition is authorized for use in conjunction with HG operations:

Table 1. Blank Ammunition Information.

<u>NSN</u>	<u>Nomenclature</u>	<u>Net Explosive Weight</u>	<u>Hazard Class</u>
1305-00-752-8087	CTG, 7.62mm Blank, M82	.0022	1.4

- 8.2.2. When handling blank ammunition, HG personnel will refer to 22 FSS/HG OI 91-201, Weapons and Munitions Safety, Transportation and Handling for safe handling instructions and procedures.
- 8.3. M-14 Issue and Turn-in Procedures:
 - 8.3.1. When issuing or turning in an M-14 rifle, the armorer and clearing barrel attendant will follow instructional procedures in accordance with AFMAN 31-229, USAF Weapons Handling Manual, Attachment 13. BHG members will be briefed on weapons safety issues as well as firearms safety prior to discharge operation. Each individual is responsible for returning unused ammunition to the issuing authority for subsequent turn in.
- 8.4. Firearms Safety.

8.4.1. All BHG members will ensure safe firearms handling by taking the following actions:

8.4.1.1. Carry the M-14 with the sling over the shoulder or at port arms (muzzle pointing up), magazine inserted, selector lever on SAFE and if available, the ejection port cover closed.

8.4.1.2. Do not carry ammunition in the chamber of any weapon except when duties require it.

8.4.1.3. Do not handle firearms in a reckless or careless manner. Mishandling of firearms will be reported to the chain of command and can result in UCMJ action.

8.4.1.4. Regard all firearms as being loaded.

8.4.1.5. Know and use the safety device of all firearms with which you are armed.

8.4.1.6. Do not aim or point a firearm unless you intend to shoot. Firearms loaded with blanks are not to be pointed or fired in the direction of any individual who is within 25 feet of the shooter.

8.4.1.7. Identify your discharge area and ensure a clear field of fire before discharging a weapon.

8.4.1.8. Be cautious when loading and unloading a firearm and use proper clearing barrel procedures.

8.4.1.9. Use the weapon only in the performance of your BHG duties.

8.4.1.10. Do not consume any form of alcohol within 8 hours of duty/training or use prescribed medications that could impair your ability to handle a firearm.

8.5. Firearm Mishaps:

8.5.1. An explosive mishap is an incident involving munitions, which results in an unauthorized or inadvertent discharge of a firearm. A mishap may or may not result in damage to property or personal injury. In the event of a mishap, notify the HG NCOIC and 22 ARW Weapons Safety Office (SEW).

8.6. On-Base Firearm Operating Areas:

8.6.1. The BHG will use Building 415 to conduct ceremonial practice.

8.7. Prior to the discharge of firearms on McConnell AFB, the BHG NCOIC will notify Security Forces at 759-3976 no earlier than 24 hours and no later than two hours prior to discharge operations.

9. Professional Growth and Development:

9.1. BHG members enrolled in Upgrade Training (UGT) are provided an opportunity to complete their Career Development Courses (CDCs).

9.1.1. The member can work with their supervisor on CDCs at the unit but it must be pre-coordinated through the BHG NCOIC. Note that the member's supervisor still has the CDC responsibilities as noted in AFI 36-2201, Air Force Training Program, Volume III.

9.2. BHG members are encouraged to participate in the BHG Volunteer Program. Volunteer events provide members the opportunity to serve the base and local community. Events include, but are not limited to: Habitat for Humanity, homeless shelters, food banks, Boy Scouts teaching/mentoring sessions, and speaking engagements at local schools.

9.3. BHG members are encouraged to use their time and talents to complete self-help projects to improve the BHG facility.

10. Letters of Evaluation:

10.1. Members will receive an AF Form 77, Letter of Evaluation (LOE), upon tour completion. The intent of the LOE is to capture the member's accomplishments during the tour and to be incorporated into the member's Evaluation Performance Report. In addition, LOEs serve as supporting documentation for any BHG member considered for a decoration.

10.2. Bullets within the LOE may include number of ceremonies, hours served, specific significant ceremony accomplishments, HG volunteer hours, education completed, and HG additional duties.

11. Quarterly/Annual Awards Program:

11.1. The quarterly and annual awards program is designed to recognize HG outstanding members determined by the following criteria: leadership, attitude, appearance, professionalism, number of ceremonies, volunteer hours, education and dedication to the team.

11.2. Members may have the opportunity to be selected for member of the quarter and/or year. Award winners are selected by the BHG NCOIC and the 22 FSS/FSO. Members selected as quarterly or annual winners will be recognized at the Wing Quarterly Awards ceremony and the Wing Annual Awards ceremony IAW applicable guidance. Members may also be eligible for selection as the Chief Master Sergeant of the Air Force (CMSAF) Annual Honor Guard Member of the Year nominee.

11.3. The following categories will be recognized:

11.3.1. Airman Category: enlisted members in the grade of E-1 thru E-4.

11.3.2. Noncommissioned Officer Category: enlisted members in the grade of E-5 thru E-6.

11.4. Quarterly and annual award nominees will be nominated by the current BHG Flight Sergeants.

11.4.1. Nominee must meet fitness standards and must be free from quality force indicators which could result in administrative action or judicial/non-judicial punishment during the nomination period.

11.4.2. Quarterly and annual nominations are written in accordance with 22 ARW, AMC and AF guidance.

11.4.3. The annual award nominee will be selected from the previously submitted BHG quarterly nominees.

11.5. The 22 FSS/FSO and BHG NCOIC will select a winner for the Airman and NCO categories and forward the AF Form 1206 to the 22 ARW/Command Chief's Assistant

(CCCA) no later than the required suspense dates. Award nominations are limited to specific guidance received by AMC/Command Chief (CCC) and AF Guidance Memorandums.

12. End of Tour Decoration Consideration:

12.1. BHG members have the opportunity to receive a decoration after their full rotation is completed.

12.2. Consideration is given to a member who has impacted the overall BHG program. Accomplishments may include, but are not limited to, exceeding the average number of ceremonies served, HG program improvement (self-help, etc.), self-improvement and positive evaluation from the Flight Sergeant.

ALBERT G. MILLER, Colonel, USAF
Commander

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

DODI 1300.15, *Military Funeral Honors*, 22 October 2007
AFMAN 33-363, *Management of Records*, 1 March 2008
AFI 34-501, *Mortuary Affairs Program*, 18 August 2015
2011 USAF Honor Guard Manual, 1 January 2011
AFPAM 34-1202, *Guide to Protocol*, 10 January 2013
AFMAN 36-2203, *Drill and Ceremonies*, 20 November 2013
AFI 24-301, *Vehicle Operations*, 1 November 2008
AFI 31-101, *Integrated Defense*, 8 October 2009
AFI 36-2201, *Air Force Training Program*, 15 September 2010
AFI 36-2803 *Air Force Military Awards and Decorations Program*, 18 December 2013
AFI 36-2905, *Fitness Program*, 21 October 2013
AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011
AFMAN 31-229, *USAF Weapons Handling Manual*, 12 May 2004
AFMAN 33-363, *Management of Records*, 1 March 2008
22d Air Refueling Wing Action Officer's Guide, 1 November 2013

Adopted Forms

AF Form 77, *Letter of Evaluation*
AF IMT Form 797, *Job Qualification Standard Continuation/Command JQS*
AF Form 847, *Recommendation for Change of Publication*
AF Form 1206, *Nomination for Award*

Abbreviations and Acronyms

ABU—Airman Battle Uniform
AD—Active Duty
AF—Air Force
AFAM—Air Force Achievement Medal
AFB—Air Force Base
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFPAM—Air Force Pamphlet

AFRIMS—Air Force Records Information Management System

AMC—Air Mobility Command

AMN—Airman

AOR—Area of Responsibility

ARW—Air Refueling Wing

BHG—Base Honor Guard

CC—Commander

CCC—Command Chief

CCCA—Command Chiefs Assistant

CDC—Career Development Course

CMSAF—Chief Master Sergeant of the Air Force

DODI—Department of Defense Instruction

DV—Distinguished Visitor

FSO—FSS Operations Officer

FSS—Force Support Squadron

IAW—In Accordance With

IMT—Information Management Tool

LOE—Letter of Evaluation

LRS—Logistics Readiness Squadron

MDG—Medical Group

MSG—Mission Support Group

NCO—Noncommissioned Officer

NCOIC—Noncommissioned Officer in Charge

OIC—Officer in Charge

OPR—Office of Primary Responsibility

PCS—Permanent Change of Station

RDS—Records Disposition Schedule

SEW—Weapons Safety Office

UCMJ—Uniform Code of Military Justice

UGT—Upgrade Training

UMD—Unit Manning Document

Attachment 2
ASSIGNED QUOTAS

Table A1.1. Assigned Quotas.

Note: Quotas are subject to change due to mission requirements and assigned numbers.		
Group	E-5 and Below Authorized	Quota
22 ARW	27	1
22 MSG	559	6*
22 MXG	950	10*
22 MDG	83	1
22 OG	205	2
TOTAL	1824	20
<i>*The 22 MXG and 22 MSG will each provide a minimum of 2 E-5s.</i>		