

**BY ORDER OF THE COMMANDER
RAF MILDENHALL (USAFE)**

MILDENHALL INSTRUCTION

34-501

26 MAY 2020

Services



BASE HONOR GUARD PROGRAM

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This instruction implements Air Force Policy Directive (AFPD) 34-5, *Mortuary Affairs*, and Air Force Instruction (AFI) 34-501, *Mortuary Affairs Program*. It provides guidance for planning, managing, training and using the installation Honor Guard at RAF Mildenhall. It applies to all assigned, attached or associated units to the 100 ARW, RAF Mildenhall. 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/afrims/afrims/afrims/rims.cfm/>. Refer recommended changes and questions about this publication to 100 FSS, using the AF Form 847, Recommendation for Change of Publication; route the AF Form 847 from the field through the appropriate functional chain of command. This publication requires the collection and/or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and/or maintain the records prescribed in this publication are U.S.C. 8013 and/or Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*. System of records notice F036 AFPCN, *Unit Assigned Personnel Information*, applies.

SUMMARY OF CHANGES

The publication has been revised. This rewrite of MILDENHALLI34-501 includes the new leadership, new leadership goals for the 100th Air Refueling Wing (ARW) and program updates. This document has been substantially revised and must be completely reviewed.

1. General Base Honor Guard Policy: The 100 ARW, RAF Mildenhall Base Honor Guard (BHG) participates in base and community functions; however, our primary mission is to render Military Funeral Honors (MFH) for all active-duty members, retirees, and veterans. Designated Area of Responsibility (AOR) is defined for the United Kingdom as Southern England, from Birmingham southward to include Ireland and Wales:

- 1.1. In addition to military funerals, the BHG performs the following:
 - 1.1.1. Honors and ceremonies for distinguished persons.
 - 1.1.2. Change of Command ceremonies (see AFMAN 36-2203, *Drill and Ceremonies*).
 - 1.1.3. Military and civilian programs, parades, and celebrations deemed appropriate by the 100th Air Refueling Wing Commander (100 ARW/CC) (see AFMAN 36-2203 and AFD 34-1).
 - 1.1.4. Supplemental details not supporting military honors if manpower is available as determined by the BHG OIC/NCOIC.
- 1.2. The BHG will adhere to specific guidelines for performing military honors and will use AFI 34-501, **Chapter 7, Paragraphs 7.1** through **7.4** as guidelines for support given.
- 1.3. How to request the BHG for details:
 - 1.3.1. Mortuary affairs and distinguished visitor support are the priority missions of the BHG.
 - 1.3.2. Due to limited resources, requests will be handled on a first come, first served basis. The honor guard is a volunteer program, but if personnel are in demand we will resort to the base fair-share program for squadron participation to increase our manning.
 - 1.3.3. Requests should be made no later than 10 duty days prior to the proposed function. Exceptions to any requests will be considered on a case-by-case basis by the HG OIC. In the absence of the OIC, the NCOIC will become the approving official. At a minimum, requesting officials must provide a point of contact, description of service desired, date, time, and location (i.e., POW/MIA table, flag for retired members, anthems). To request the BHG, the requesting official will contact the HG OIC/NCOIC by one of the following means:
 - 1.3.3.1. In person through Mortuary Affairs (Bldg 450 Room 206).
 - 1.3.3.2. By email at 100ARW.HonorGuard2@us.af.mil.
- 1.4. The requesting official will be notified verbally, in writing or by email when the request is approved.
- 1.5. The HG OIC/NCOIC will be the approving authority for HG requests for other than MFH requests.

2. Responsibilities:

- 2.1. Per AFI 34-501 **Chapter 7, Paragraph 7.18**, the Installation Commander will:
 - 2.1.1. Maintain overall responsibility for the Base Honor Guard program (oversees the program and enforces this instruction IAW AFI 34-501, **Chapter 7, paragraph 7.18.1**).

2.1.2. Request subordinate and tenant unit manpower support. Fair-share numbers are managed by the 100th Force Support Squadron Manpower Office (100 FSS/FSMM).

2.1.3. Appoint an Honor Guard Officer-in-Charge to assume the duties outlined in AFI 34-501, **Chapter 7, Paragraph 7.18.8**

2.1.4. Determine the percent “fair-share” of each subordinate and tenant unit based on the base populace.

2.1.5. Be the waiver authority for the provisions of this instruction.

2.2. Force Support Squadron Commander will:

2.2.1. Have the local Manpower Office conduct a yearly review of manpower requirements for the purpose of supporting military funeral honors and other HG ceremonies. Findings will be reported to the group and wing commanders for action.

2.2.1.1. Fair-share numbers will be updated yearly, on 1 January, to reflect the changes in Mildenhall’s mission and Unit Manning Document. Calculation of support will be determined by a ratio of the number of E-1 to E-6’s in a particular unit and the number of E-1 to E-6’s assigned to Team Mildenhall. If a Team Mildenhall unit cannot meet the requirement, then that unit commander must draft a memorandum stating the unit cannot support its fair share and route it through the 100th Air Refueling Wing (via 100th Force Support Squadron and 100th Mission Support Group).

2.3. Group Commanders will:

2.3.1. Support the BHG by ensuring their group’s quotas are fully manned.

2.4. Unit Commanders via First Sergeants will:

2.4.1. Keep readily available an application for the BHG (**Attachment 2**). Unit Commanders may hand out and receive applications from perspective members of their squadrons. Unit Commanders will forward complete applications to the HGOIC/NCOIC for review.

2.4.2. Personally screen BHG applicants to ensure they meet or exceed Air Force Standards outlined in AFI 36-2903, *Dress and personal Appearance of Air Force Personnel*; AFMAN 36-2203, and AFI 34-501.

2.4.3. Ensure that personnel interested in joining the BHG not have a projected assignment or discharge date within 12 months of being assigned to the BHG.

2.4.4. Inform selected individuals to report to the Base Honor Guard building on the next scheduled practice and send the individual’s name to the HG OIC/NCOIC.

2.5. Honor Guard OIC/NCOIC. The HG OIC/NCOIC is in charge of the overall performance, discipline, appearance, and competence of the honor guard members. The OIC/NCOIC will:

2.5.1. Ensure an annual budget is submitted to the 100 FSS/CC.

2.5.2. Approve the list of ready, trained, uniformed, and equipped HG members.

2.5.3. Assist in scheduling applicable personnel for course L5AZO8G00-001, PDS Code 145, *Basic Protocol, Honors, and Ceremonies* course offered at Bolling AFB, or the Mobile Training Team course, L5AZK8G00-002, PDS Code 145, *Protocol, Honors, and Ceremonies*.

2.5.3.1. OIC/NCOIC will be required to serve for a minimum of 15 months upon completion of course L5AZO8G00-001, PDS Code 145, *Basic Protocol, Honors, and Ceremonies* offered at Bolling AFB, or upon completion of the Mobile Training Team course, L5AZK8G00-002, PDS Code 145, *Protocol, Honors, and Ceremonies*.

2.5.4. Ensure all inventory levels are appropriate to meet the Honor Guard mission.

2.5.5. Maintain a recall roster for all Honor Guard members.

2.5.6. Ensure all details for their team are filled within the required time frame.

2.5.7. Assign flight members to ceremonial events.

2.5.8. Ensure team members have required equipment at all times.

2.6. Head trainers will:

2.6.1. Instruct the initial Honor Guard skills training.

2.6.2. Maintain the Honor Guard training records for each team.

2.6.3. Serve as the main POC for all Base Honor Guard training and also serve as the certifier for all Honor Guard members. Persons filling this position should attend course L5AZO8G000-001, USAF Honor Guard *Basic Protocol, Honors, and Ceremonies* course offered at Bolling AFB, or may attend the Mobile Training Team course.

2.7. Detail Team Leader will:

2.7.1. Be the member in charge of a specific detail and is responsible for inspecting uniforms and briefing the team on individual responsibilities prior to a detail.

2.7.2. Inspect the detail area or chapel to find the most desirable position for the detail performance.

2.7.3. Coordinate with the funeral director or other persons in charge of the ceremony to determine the arrangement for the services.

2.7.4. Ensure the firing party members clean and store weapons IAW local directives.

2.8. Team Members will:

2.8.1. Be a cut above the rest in bearing, behavior and appearance. Members of the BHG must maintain a professional standard of discipline commensurate with being a member of an elite team. Failure to uphold this standard, both on and off duty, may result in the member's removal from the BHG.

2.8.2. Serve on the Honor Guard for a period of 12 months.

2.8.2.1. Attend all BHG practices and official meetings. Members are expected to report on time for all practices and meetings unless otherwise pre-coordinated with HG OIC/NCOIC, through their unit's First Sergeant or unit commander. Failure to

report on time shows a lack of responsibility on the member's part and could be cause for the member's removal from the BHG.

2.8.3. Any member scheduled for deployment will inform the HG OIC/NCOIC as soon as possible through their unit's First Sergeant.

2.8.4. Maintain uniform IAW AFI 36-2903, and inform HG OIC/NCOIC if they require new uniform items.

2.8.5. Members will not smoke or drink alcoholic beverages while in their ceremonial uniform.

2.8.6. Turn in all serviceable uniform items upon completion of their BHG tour. If a member leaves the team before his/her commitment has been completed, then all unserviceable items may have to be paid for at members own expense.

2.9. Public Affairs will:

2.9.1. Inform all off-base agencies that requests for Mildenhall BHG support must first be evaluated through Public Affairs before being passed to the BHG OIC and NCOIC.

2.9.2. Publish information about BHG on the commander's channel and base webpage.

2.9.3. Work with the HG OIC/NCOIC to publicize on a regular basis, the Base Honor Guard mission in order to highlight the importance.

3. Honor Guard Operations.

3.1. Team Composition.

3.1.1. The minimum number of personnel required to sustain a successful Honor Guard operation is 30. Twenty members are required to perform a Full Honors Ceremony and ten as backups for each respective team should unexpected circumstances occur such as deployments, TDY's, or members on leave

3.1.2. All Team Mildenhall personnel in the grades of E-1 to O-3 are eligible to join the BHG team. The target member population is E1-E6 for all organizations. The BHG team size target will come from the number of details performed.

3.1.3. Volunteer individuals or those selected by their unit commander will report to the next scheduled BHG practice.

3.1.4. Initial proficiency training can be conducted as a six week training plan. During this time, new members will attend weekly Honor Guard practices and will be evaluated on their performance once proficient. During a time of new member influx, initial proficiency training can also be conducted as a three day seminar. During this time, new members will attend a three day practice and will be evaluated on their performance once proficient. Once the member passes their evaluation during either course, he/she will be assigned to a team for performance of ceremonial details

3.2. Attendance:

3.2.1. Attendance at all training sessions, meetings, and details is mandatory. Official Honor Guard duty, including training, takes precedence over normal military duties (including unit training or routine appointments).

3.2.2. Failure to attend any Honor Guard function or training sessions may result in removal from the Honor Guard. This will be dealt with on a case by case basis with the

3.3. Terms of Service.

3.3.1. After successful completion of the training period, all members must provide 12 months of consecutive creditable service. Members must provide the BHG OIC/NCOIC with as much advance notice as possible regarding any TDYs, deployments or scheduled leave.

3.3.2. The Honor Guard will provide all uniform items at no cost to the member. If, before providing 12 months of service, the member is removed from the team for failure to comply with this instruction, he/she will turn in their honor guard garment bag and reimburse the Honor Guard for the cost of uniform and any accouterments not returned in serviceable condition.

3.4. Authorized Expenditures.

3.4.1. Authorized expenditures are payable through Operation and Management (O&M) funds IAW the DoD FMR, JTR, and AFI 65-601 V1.

3.4.2. The FSS Resource Advisor (RA) will hold the Government Purchase Card (GPC) for purchasing BHG items.

3.5. Budget.

3.5.1. The annual budget will be handled by 100 FSS Resource Management and include allowances for replacement uniforms, uniforms damaged during BHG duty, uniforms for new members, alterations, replacement equipment, and miscellaneous expenses.

3.5.2. The BHG will possess at least six AF swords, the number traditionally required for an honor cordon.

3.6. Decoration Policy for BHG members.

3.6.1. OIC and HG members will only be eligible for a decoration after they have been an active Ceremonial Guardsmen for a minimum period of 12 months from the date of Unit Commander signature.

3.6.1.1. The HG OIC/NCOIC will evaluate all members who meet the minimum criteria for award of a decoration.

3.6.1.2. Team members are eligible for an AF Achievement Medal after one year of service and must have a minimum of 10 details not including practices.

3.6.1.3. Team members are eligible for an AF Commendation Medal after one year of service and have held a key position; either NCOIC or Head Trainer.

3.6.2. Decorations will be routed through 100th Mission Support Group for approval and signature.

3.7. Base Honor Guard Recognition.

3.7.1. Base Honor Guard Member of the Quarter will be selected IAW wing instruction for administration and selection.

3.7.2. Base Honor Guard Member of the Year will be selected IAW wing instruction for administration and selection.

3.8. Special Benefits.

3.8.1. Exemption from base details, i.e., Bay Orderly, Augmentee duties: once the HG OIC has signed a prospective member's application, that individual is exempt from all base details for as long as the individual is carried on the BHG roster.

3.8.2. Honor Guard members will have a parking spot at the Base Exchange and Fitness Centers (parking cards will be issued by HG OIC/NCOIC).

3.8.3. Authorized wear of the BHG badge on Air Force blues uniforms.

4. Base Honor Guard uniforms.

4.1. During BHG Practice:

4.1.1. Airman Battle Uniform (ABU), Operational Camouflage Pattern (OCP), or Service Dress.

4.1.2. ABU/OCP cap (properly shaped).

4.1.3. Trousers bloused with blousing straps.

4.1.4. Authorized boots.

4.2. During BHG Details:

4.2.1. BHG Ceremonial Uniform:

4.2.1.1. All ribbons, devices, and badges on ceremonial coat, no name tag.

4.2.1.2. Light blue short-sleeve or long-sleeve shirt with epaulets, no name tag or ribbons.

4.2.1.3. Silver aiguillette worn on left shoulder.

4.2.1.4. BHG blousing belt.

4.2.1.5. Air Force blue tie/tab with tie pin.

4.2.1.6. BHG ceremonial service cap.

4.2.1.7. During winter months and inclement weather, BHG ceremonial all-weather coat with silver aiguillette.

4.2.1.8. During travel and pre-detail preparations, lightweight blue jacket with stripes or insignia is mandatory.

4.2.1.9. Low quarters (high gloss) with edge dressing.

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

4.3. Summer Wear:

4.3.1. BHG ceremonial service cap.

4.3.2. Light blue short-sleeve or long-sleeve shirt or blouse with tie/tab, no name tag.

4.3.3. Ceremonial trousers or slacks.

- 4.3.4. Silver aiguillette.
- 4.3.5. Low quarters (high gloss) with edge dressing.
- 4.3.6. White v-neck type t-shirt underneath the light blue shirt.
- 4.3.7. White gloves (free of dirt and blemishes).

5. Weapons Storage.

5.1. M-14s will be stored in the 100th Security Forces Squadron Armory, building 645. Current storage container has been approved by the 100 ARW Safety Office.

5.1.1. Inert training weapons may be stored at the BHG facility.

5.2. The 100 FSS or BHG NCOIC will conduct a physical inventory of the weapons and all accessories related to the weapons on a monthly basis.

5.3. Only BHG staff and detail OIC/NCOIC will be allowed access to the weapons. The detail OIC/NCOIC may have access in the event a BHG staff member is not available.

6. Weapons Maintenance.

6.1. Training on the maintenance of the M-14 will be conducted during the initial training period.

6.2. The M-14 will be cleaned and inspected monthly IAW USAF HGMAN.

7. Transportation.

7.1. The 100th Logistics Readiness Squadron (100 LRS) will provide vehicle transportation support to the Mildenhall Base Honor Guard, to include training on larger passenger vans if provided to support details. The HG OIC/NCOIC will coordinate through the 100th Logistics Readiness Squadron for vehicle support for the BHG prior to details.

S. TROY PANANON, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 34-501, *Mortuary Affairs*, 16 April 2019

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* 7 February 2020 AFMAN 36-2203, *Drill and Ceremonies*, 19 June 2018

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

Prescribed Form

N/A

Abbreviations and Acronyms

AOR—Area of Responsibility

BHG—Base Honor Guard

GPC—Government Purchase Card

MFH—Military Funeral Honors

Attachment 2

APPLICATION AND MEMORANDUM OF UNDERSTANDING TO JOIN BASE HONOR GUARD

Figure A2.1. Application to Join Base Honor Guard

DATE: _____

MEMORANDUM FOR 100 FSS/FSOXU (Honor Guard)

FROM: _____

SUBJECT: Request to Join Honor Guard

I, I am submitting this application to be considered for a position on the RAFM Honor Guard. I understand the significance of being on the TEAM MILDENHALL HONOR GUARD and realize that I must maintain the highest of standards at all times, both on and off duty. The following information is provided for your records:

Full Name and Rank: _____ DOB: _____

Unit: _____ Work Phone: _____ Home Phone: _____

First Sergeant: _____ Sups Phone: _____

Dorm Rm (if applicable): _____ DEROS: _____

Marital Status: _____ Currently Enrolled in Upgrade Training? (Yes/No) _____

Administrative Actions? (Yes/No) _____

Honor Guard Experience:

Reasons for Joining:

What Can You Contribute To The Team?

Signature: _____

Figure A2.2. Memorandum of Understanding Participation in the Team Mildenhall Honor Guard, Page 1



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 100TH AIR REFUELING WING (USAFE)
ROYAL AIR FORCE MILDENHALL, ENGLAND

Date:

MEMORANDUM OF UNDERSTANDING

BETWEEN: PROSPECTIVE HONOR GUARD MEMBER, MEMBER'S UNIT and TEAM MILDENHALL HONOR GUARD

SUBJECT: PARTICIPATION IN THE TEAM MILDENHALL HONOR GUARD

1. The purpose of this Memorandum of Understanding is to define the criteria for membership in the Team Mildenhall Honor Guard and explain the responsibilities and obligations of members. Understanding the need for the units to account for the use of their personnel, the Honor Guard considers communication with the units of Honor Guard members an essential part of Honor Guard administration. Through the use of this memorandum, the units of prospective members are involved in the application process and are ensured a role in the Honor Guard functional process.

2. DUTIES AND RESPONSIBILITIES OF HONOR GUARD MEMBERS

a. APPEARANCE - As a member of the Team Mildenhall Honor Guard, you are expected to maintain a professional appearance and conduct yourself in a professional manner at all times, both at Honor Guard functions and in your unit. You will strictly adhere to the dress and appearance standards IAW AFI 36-2903. An "average" appearance or marginal compliance with the AFI standards is not acceptable. Failure to maintain the standards of excellence that are expected will result in removal from the Honor Guard.

b. DUTIES - All members will be assigned to an operational flight where they will be trained and detailed. Attendance at all training sessions, meetings, and details is *mandatory*. If you have a unit mission essential requirement that prevents you from attending an Honor Guard function, you must get your first sergeant to contact the Flight CC or NCOIC to inform them of your unavailability ASAP. Official Honor Guard duty, including training, takes precedence over normal military duties, i.e., unit training & routine appointments (excluding TDY's or Deployments). Failure to attend any Honor Guard function or training sessions may result in removal from the Honor Guard. This will be dealt with on a case by case basis with the unit first sergeant.

c. TERMS OF SERVICE – After successful completion of a 4-6 week probation/training period, all members must provide 12 months of creditable service. This service is consecutive. You must provide your Flight CC with as much advance notice as possible regarding any TDYs or leaves. The Honor Guard will provide all uniform materials at no cost to you. If, before providing 12 months of service, you are removed from the team for failure to comply with this memorandum, you will turn in your honor guard garment bag and reimburse the Honor Guard for the cost of your uniform and any accouterments not returned in serviceable condition.

Figure A2.3. Memorandum of Understanding Participation in the Team Mildenhall Honor Guard, Page 2

2nd Ind to Unit First Sergeant

UNIT FIRST SERGEANT

MEMORANDUM FOR 100 FSS/FSOXU (HONOR GUARD)

I have reviewed this member's service record, PIF and UIF and verify he/she is fit in all respects to represent Team Mildenhall as a member of the Team Mildenhall Honor Guard. I understand that attendance at Honor Guard details and training takes precedence over normal military duties and that I will notify the Honor Guard Inbox with any notification necessary. I respectfully recommend approval of this member's participation in the Honor Guard. I hereby acknowledge and approve of the above requirements and support this application for membership in the Team Mildenhall Honor Guard. I will notify 100 FSS/FSOXU or 100 FSS/CC immediately in the event the member is disqualified from bearing arms as a result of administrative action or judicial action

First Sergeant:

"Airmen – Readiness – Culture