

**BY ORDER OF THE COMMANDER**

**30TH SPACE WING INSTRUCTION**

**34-201**

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**VANDENBERG AIR FORCE BASE  
HONOR GUARD PROGRAM**



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This instruction establishes responsibilities and procedures to control, staff, and operate the Vandenberg

Air Force Base (VAFB) Honor Guard (HG). It applies to all base and tenant units assigned to and located on Vandenberg Air Force Base. It implements the provisions of AFI 33-332, *Air Force Privacy Act Program*; AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*; DoD Directive 5500.7, *Standards of Conduct*; AFMAN 36-2203, *Drill and Ceremonies*; AFI 34-501, *Mortuary Affairs*; AFI 35-101, *Public Affairs Responsibilities and Management*; AFI 31-117, *Arming and Use of Force by Air Force Personnel*; Public Law 106-65. This publication requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this publication are: Title 5, U.S.C. 301; Title 10, U.S.C. 8013; and Title 44, U.S.C. 3101. Forms affected by the Privacy Act have an appropriate privacy act statement or one will be provided upon request. System of records notices F035 AF SAFPA A, (Special Events Planning - Protocol); F035 AF SAFPA C, (Official Biographies); F035 SAFPA A, (Biographies of Officers and Key Civilians Assigned to Secretary of the Air Force/Public Affairs); F035 SAFPA B, (Mobilization Augmentee Training Folders); F035 AF AFNEWS A, (Hometown News Release Background Data File); F031 AF SP F, (Notification Letters to Persons Barred From Entry to Air Force Installations); and F031 AF SP O, (Documentation for Identification and Entry Authority) applies. Send comments on this instruction to 30th Force Support Squadron (30 MSG/FSOH), 1036 California Boulevard building 11013, Vandenberg AFB, CA 93437. The Paperwork

Reduction Act of 1974 as amended in 1996 and AFI 33-360, Volume 2, Content Management Program-Information Management Tool (CMP-IMT), affects this publication.

Maintain and dispose of records created as a result of the processes described in this instruction in accordance with AFMAN 33-363, *Management of Records*, and Air Force AFRIMS Records Disposition Schedule located at <https://afrims.amc.af.mil/rds/index.cfm>.

## ***SUMMARY OF CHANGES***

**This version is revised and must be completely reviewed.**

### **1. General.**

1.1. Personnel assigned to the Vandenberg Air Force Base (VAFB) Honor Guard (HG) demonstrate the finest traditions of the United States Air Force (USAF) in discipline, appearance, attitude and competence. This team represents VAFB and the USAF at specific military and civilian functions. In order to comply with the congressionally mandated requirement to provide Military Funeral Honors (MFH) for all eligible decedents, a structured HG program is essential.

1.2. Public Law 106-65 states funeral honors will be furnished for active and retired members as well as veterans who served at least one term of enlistment and have departed under any conditions other than dishonorable. AFI 34-501 establishes the minimum number of personnel required for MFH. The HG is tasked to primarily perform funerals. Additionally, other ceremonial details are performed based on availability after funeral commitments are met. Performances by the HG are considered to be mission essential in order to meet requirements of established regulations and maintain goodwill with the local communities.

### **2. Request for Honors.**

2.1. The HG Noncommissioned Officer In-Charge (NCOIC) or designated representative will address all HG requests. All military requests for ceremonial honors will be submitted to the HG NCOIC at least 7 days before the scheduled event. All civilian ceremonial requests will be submitted to the 30th Space Wing Public Affairs office (30 SW/PA) at least 15 days before the scheduled event. 30 SW/PA will screen all civilian requests for compliance with applicable instructions, laws, and regulations before HG resources are committed. The appellate authority for ceremony denials is the 30 FSS/CC.

2.2. The HG team will be available to provide essential MFH within a 24-hour notice IAW AFI 34-501. The HG will support ceremonial requests if manning permits; if unable to support, or if a request does not meet the minimum required criteria for support, the HG will offer the pre-posting of the colors prior to the event and/or training for unit members to perform a posting of the colors sequence with HG equipment. HG support will be based in the following order of precedence:

- 2.2.1. Medal of Honor Funerals
- 2.2.2. Active Duty Air Force Personnel Funerals
- 2.2.3. Retired Air Force Personnel Funerals

- 2.2.4. Air Force Veteran Funerals
- 2.2.5. Support of Visiting Dignitaries
- 2.2.6. Change of Command Ceremonies (at the group level or higher)
- 2.2.7. Wing or Group level Events
- 2.2.8. Retirement Ceremony
- 2.2.9. Base Graduation Ceremonies
- 2.2.10. Community Events (must be approved by Public Affairs)
- 2.2.11. All other requests deemed appropriate by NCOIC/OIC/PA (ex. Active Duty Wedding)

### **3. Manning**

3.1. Team manning must meet the minimum personnel requirements as designated by the installation commander. The VAFB HG is composed of active duty USAF personnel drawn from 30th Space Wing (30 SW) and associate units' personnel to man a minimum HG team with the quota determined by the HG NCOIC/OIC and 30 FSS/CC to meet the needs of the HG mission. Personnel assigned to the team must comply with AFI 36-2903, and DoD Directive 5500.7 both on and off-duty. Only those personnel who present a professional image and are not enrolled in the Fitness Improvement Program will be considered for assignment to the HG.

3.2. Units are responsible to assign personnel to the HG to maintain their established allocation. The unit quotas have been established using a fair share calculation which considers the amount of E-1 - E-6s that each unit has assigned. To meet the current needs of Vandenberg's Air Force Base Honor Guard Congressional Mission, 40 members are required.

3.3. There is currently a 7% fair share quota. The 7% fair share quota calculation, ensures HG has enough manning to sustain 10 individuals per flight. Designated quotas required from each unit will be maintained by the HG NCOIC/OIC and will be provided to Group Commanders, Superintendents, and Unit HG Coordinators upon request. The quotas will be re-evaluated annually and adjusted according to changes in E-1 - E-6 positions assigned. The quotas will also consider all factors when there is a substantive organizational change.

3.4. Fair share quotas are based off of units' assigned personnel. Quota exemptions must be approved by the 30 SW/CC and reviewed by the 30 FSS/CEM, 30 FSS/CC and 30 MSG/CC. Approved exemptions will be good for a period of one year.

3.5. Units will provide members for all positions and are encouraged to exceed their quotas to account for short notice deployments when possible. If a quota cannot be filled with volunteers, units must appoint non-volunteers as appointments are mandatory. Senior NCOs and Commissioned Officers, even those who are in casual status, may volunteer to serve on the HG team only if they are able to meet the requirements of being an active member, otherwise they will not be counted toward the unit quota.

**Table 3.1. Manning Quotas**

<b>UNIT</b>	<b>QUOTA</b>	<b>UNIT</b>	<b>QUOTA</b>
<b>30 LCG</b>	<b>2</b>	<b>30 OG</b>	<b>4</b>
<b>30 MSG</b>	<b>19</b>	<b>381 TRG</b>	<b>1</b>
<b>30 SW</b>	<b>1</b>	<b>576 FLTS</b>	<b>7</b>
<b>30 MDG</b>	<b>3</b>	<b>14 AF</b>	<b>3</b>

3.6. Supplemental personnel (i.e. Reserve Officers' Training Corps, Guard, Reserve, and Retired members) may serve as an authorized provider in accordance with DoD Directive 1300.15 and receive compensation in accordance with memorandum dated 11 March 2004, from the Office of the Under Secretary of Defense. Supplemental personnel who volunteer to assist active duty military in delivery of MFH must meet the standards of HG members established by this instruction.

#### **4. Assignment to the Base HG Team.**

4.1. Assignment to the HG is for a minimum term of 1 year. Volunteers, or unit assigned members for the HG, are required to complete an HG Letter of Assignment and submit it within 10 duty days of assignment to the HG NCOIC requesting consideration to be a member of the team. If the 10 duty day requirement is not met, the HG NCOIC will contact the members First Sergeant within 3 duty days to ensure contract is in the routing process. The member's immediate supervisor, First Sergeant, and Commander must sign the form in order for a member to be considered. A completed form will indicate the following:

4.1.1. Member's records have been screened and there is no unfavorable information on file.

4.1.2. Member is authorized to handle weapons. If diagnosed with depression or prescribed mood-altering medication, the member must have clearance from authorized medical personnel, and unit commander approval IAW AFI 31-117, **Paragraph 2.3., Attachment 2.**

4.1.3. Member meets the criteria described in **Paragraph 5.** of this instruction.

4.1.4. Immediate supervisor, First Sergeant, and Commander concur with the request for membership and support of the HG.

4.2. All HG members must have a current Assignment Letter on file. For members who are in an assigned manned position, a new letter will be signed prior to the expiration of their original assignment. Additionally, members who are in an assigned manned position and filling a unit's quota will remain active until they are replaced by their unit. To be replaced, an individual's replacement must be trained and uniformed before the assigned individual can be removed from the team and relieved from the unit quota. The replacement will attend the Vandenberg quarterly two week, eighty-hour Base Honor Guard training course, prior to replacing the active member. The new members' contract start date will be the graduation day of training. Special circumstances may exist on start of contract date depending on

manning quotas. This ensures that HG manning levels never drop too low to support the MFH mission.

4.3. Personnel assigned to critical mission support positions, or positions in which only one individual can perform the job at the duty section, should NOT be nominated for a slot on the HG team. Supervisors of individuals volunteering for the team should seriously consider the impact on their unit's mission before allowing the individual to join the team.

4.4. MFH take precedence over all squadron and wing additional duties for VAFB HG members. Assignment to a mobility position does not prohibit an individual from being a member of the HG. HG members will have total exemption from base exercises, Bay Orderly, and be released from their duty section to perform MFH as described in [Paragraph 7.2](#).

4.5. Members who have completed their assignment requirements and choose to terminate their active HG team membership may choose to be considered for assignment to the Alumni Flight. The Alumni Flight is made up of Ceremonial Guardsmen that have completed at least 1 year of active service on the HG team. Individuals on the Alumni Flight will sign a modified assignment letter requiring them to attend a minimum of one practice per month and perform one detail per quarter. Members on the Alumni Flight do not count towards unit quotas but are members who want to continue to serve in a limited capacity. They are often called to assist their respective units to fill short term voids in personnel deployments until the deployed members are replaced. Considerations for assignment to the Alumni Flight are approved by the HG NCOIC/HG OIC.

4.6. Members, who deploy, require leave of absence due to pregnancy, or any other circumstances that will remove them from HG, and members who will require a leave of absence beyond two months must have a replacement 90 days prior to their departure; a new 12-month commitment will be required of the replacement. This is to ensure the HG receives one year of service from its team members.

## **5. HG Membership Criteria.**

5.1. HG members represent the USAF and VAFB; certain criteria must be met to be a member of the HG. The purpose of these standards is to ensure the HG team maintains the highest caliber of personnel. HG membership applicants must:

5.2. Have exceptional military bearing and behavior.

5.3. Have exceptional grooming standards.

5.4. Not have a shaving waiver and if member does have a shaving waiver the member must be able to shave for details.

5.5. Not be in the Fitness Improvement Program. Members will have their letter of assignment put on hold until they meet USAF fitness standards. If a member cannot meet the fitness standards in a period of 4 months, they will be terminated from the team and must follow the procedures in [Paragraph 6.4](#) of this instruction for reinstatement.

5.6. Be able to meet the physical demands for performance of HG duties to include, but not limited to supporting the shared weight of a 500-pound casket with 5 other team members.

5.7. Successfully complete the 10 day, 80-Hour Initial HG Training Course.

5.8. Have at least 12 months retainability from completion of initial training.

## **6. Suspensions, Termination, and Reinstatement.**

6.1. Once the member is accepted into the HG and trained, he/she can only be relieved from his/her 1-year commitment under special circumstances. Once the HG NCOIC and HG OIC determine removal is appropriate he/she will coordinate all proposed removals through the proper chain of command (i.e., 30 FSS/FSO, 30 FSS/CEM, and 30 FSS/CC). After proper coordination, the HG NCOIC and HG OIC will include the member's Commander, First Sergeant, and immediate supervisor in removal decisions. In the event the member does not fulfill the time requirements for membership, the member will be required to return all issued items. The member will be held financially responsible for all lost, worn, or damaged items as well as uniform alteration costs. A report of survey will be initiated and routed through the chain of command. Uniform alterations costs will be addressed on a case by case basis and determined by the HG NCOIC and the HG OIC. Once a determination is made for reimbursement of alterations costs to be charged to a member, a recommendation will be sent to 30 FSS/CC for validation. Not all members who cannot complete their assignment time will be charged for alterations. For example, if a member receives orders and must PCS prior to the completion of their HG assignment, they will not be charged for alterations costs because this is out of their control. However, members who have not met the criteria of an active member or who has been removed from the team prior to the completion of their assignment for conduct unbecoming of a Ceremonial Guardsman, will be considered for alterations reimbursement.

6.2. **Suspension.** HG members may be suspended from active HG service upon evidence of impropriety, conduct prejudicial to good order and discipline, or when circumstances dictate such action is in the best interest of the HG. The decision to suspend any member will be made by the HG NCOIC or HG OIC.

6.2.1. Members suspended from HG service will not continue to accrue time towards the award of any medal or decoration associated with unblemished HG service.

6.2.2. Members who wish to appeal their suspension may do so in writing to the HG NCOIC or HG OIC. The decision to reinstate the suspended member is made by the HG NCOIC or HG OIC, in conjunction with the 30 FSS/CEM. We will ensure to coordinate with the members unit on the circumstances of the suspension, but the final decision rests with the 30 FSS/CEM.

6.3. **Termination.** Termination letters are forwarded to the respective unit commander for appropriate action. Personnel will be considered for termination from the HG for any of the following reasons:

6.3.1. Three unexcused no-shows for active rotations and/or one unexcused no-show for details to which the member is assigned.

6.3.2. Repeated noncompliance with AFI 36-2903 and/or continued failure to adhere to HG dress and appearance standards.

6.3.3. Poor attitude affecting team cohesiveness, good order, and discipline as determined by the HG NCOIC or HG OIC with inputs provided by the member's Flight

Commander or Flight Chief. Conduct unbecoming a Ceremonial Guardsman as determined by the HG NCOIC and/or HG OIC.

6.3.4. Failure to comply with requirements of this instruction, or other lawful orders and instructions received from proper authorities.

6.4. **Reinstatement.** Any member terminated from the HG may reapply after 180 days. A member may be reinstated IAW **Paragraph 6.4.2.** with coordination through the 30 FSS/FSO, 30 FSS/CEM for 30 FSS/CC for approval.

6.4.1. A member desiring reinstatement must submit a new assignment letter with all required signatures for approval.

6.4.2. A board consisting of HG NCOIC, HG OIC, the member's Flight Commanders and Flight Sergeants will be convened to review any application for reinstatement following termination. Members reinstated must re-accomplish the 80-hour Initial Honor Guard Training Course.

## 7. Training, Flight Rotations, Mandatory Formations, and Scheduling.

7.1. **Training.** Newly assigned members selected for the HG program must attend the 80-hour Initial Training Course. This is taught over a 10 day period and is mandatory. Training will consist of military customs and courtesies, funeral honors, flag folding, firing party, color guard, and pall bearing. The training program will be based on the materials provided by the USAF HG to ensure standardized training. The purpose of this training session is to get new members fully trained in the shortest amount of time. Each member is expected to master each phase of the training before being recommended for graduation and assignment to a flight.

7.1.1. Upon completion of initial training, individuals are placed in a probationary period, not to exceed 90 days. Members can perform in ceremonies during this period. The purpose of the probationary period is to ensure that each individual is fully trained, capable of performing to standards, and can cope with the physical and mental stress associated with HG functions. If member is asked to leave they will not be required to pay for alteration fees.

7.2. **Flight Rotations.** Once members complete their required training, they will be assigned to one of four flights. Each flight will report to the HG for a period of one week during their active rotation. Members reporting to the HG will fill any details during their scheduled time and practice/provide HG support when not performing. Members will be compensated, when possible, for time they might spend performing over weekends and will participate in physical training. The active element will be on-call for a one week period following their active week but will return to their units. On-call members may be called upon to fill details if the active element cannot support due to manning. Members, who complete their active and on-call rotations, will then work from their units and not report to the HG for a period of two weeks. This is considered their in-active time. However, members may be called to participate during their two weeks off, only if manning in the active and on-call elements is exhausted. This will only apply to military funerals and Distinguished Visitor Cordons when requested by Installation Commander.

7.2.1. The authority to excuse a member from their active rotation is given to the member's Squadron Commander or First Sergeant but a replacement for their absence must be provided by the First Sergeant. Honor Guard must have available manning to provide MFH. Providing this authority to the Commanders and First Sergeants ensures a genuine review of possible mission failure if members must be excused from these mandatory formations. This should only happen if the unit is facing a true mission failure in which case the member will be considered "excused for mission essential duties" but must be replaced to ensure proper coverage for the MFH mission. MFH take precedence over all group, squadron and wing additional duties for VAFB HG members, as described in **Paragraph 4.4**. Members are responsible for notifying the HG NCOIC of conflicts prior to missing a scheduled rotation after coordination and approval have been worked with their respective Squadron Commander or First Sergeant.

7.2.1.1. TDY, leave, mandatory military training, promotion boards, military testing, and mandatory medical appointments are excused absences from HG. However, all attempts to schedule these events outside of the member's active rotation should be made. When a member is identified as "mission essential" by their Squadron Commander or First Sergeant, their absence is identified and recorded as excused. Members are responsible for notifying HG leadership of any excused absences from mandatory rotations at least 14 duty days in advance.

7.2.1.2. Members will not be assigned to Bay Orderly during their active rotations. If assigned to Bay Orderly during their on-call period, members must be released to perform military funerals when necessary and will be released back to Bay Orderly when the funeral mission is completed.

**7.3. Mandatory Formations.** The HG will make every effort to minimize mandatory formations outside of the active rotations. In addition to attending active rotations, team members are required to attend a quarterly HG All Call. This time will be used to present awards and pass information to the team members as a whole.

7.3.1. Additionally, the HG will hold mandatory supplemental training when necessary. The extra training is to prepare for specific military functions not normally practiced during active rotations. For example, if the HG is tasked with an active duty funeral or VIP cordon, the 20 plus members assigned will be called in for a mandatory practice. These details cannot be practiced during active rotations because of limited personnel per active rotations. The HG leadership will work with the member's First Sergeants to ensure participation in these mandatory practices.

**7.4. Scheduling.** Alpha, Bravo, Charlie, and Delta flights will rotate performing HG duties. The HG NCOIC or HG OIC will ensure that all manning has been exhausted within the current active element before activating the on-call element and/or calling members in from their in-active periods.

7.4.1. Upon receipt of an approved detail assignment, the HG NCOIC will ensure qualified members are selected to fill that detail. All members of the assigned detail will assemble at the designated time at the HG facility for uniform inspections and issuance of needed equipment.

7.4.2. Ceremonies will be thoroughly rehearsed prior to conducting any detail. Rehearsals may be conducted at the HG facility, but should be accomplished at the detail location when possible.

## **8. Responsibilities.**

### **8.1. 30th Space Wing Commander (30 SW/CC) will:**

- 8.1.1. Approve all quota exemptions.
- 8.1.2. Approve all approved quota exemptions for a period of one year.
- 8.1.3. Ensure the HG quota is 40.

### **8.2. 30th Mission Support Group Commander (30 MSG/CC) will:**

- 8.2.1. Review all HG quota exemptions prior to forwarding exemptions to the 30 SW/CC.

### **8.3. 30th Force Support Squadron Commander (30 FSS/CC) or a designated representative will:**

- 8.3.1. Ensure a commissioned officer is appointed in writing to perform as the HG OIC. The assignment of two commissioned officers to serve as Flight OICs is highly recommended. An OIC appointee is required to serve for a minimum of 1 year.
- 8.3.2. Coordinate with the commanders of assigned and tenant units to ensure sufficient personnel are assigned to the HG.
- 8.3.3. Monitor, coordinate and control all phases of the HG program to ensure MFH are properly rendered.
- 8.3.4. Ensure the HG has sufficient funding to properly equip the team.
- 8.3.5. Approve decorations for those HG members that have completed their one year commitment.

### **8.4. 30th Logistics Readiness Squadron Commander (30 LRS/CC) will:**

- 8.4.1. Provide transportation support to the HG on a high priority basis, recognizing that MFH commitments are often received on short notice, are critical to the USAF image, and are mandated by Congressional law.
- 8.4.2. Ensure that vehicles provided to the team are clean and in good operating condition.
- 8.4.3. Make sure that HG personnel using U-Drive It vehicles are exempt from washing and waxing vehicles after use. This exemption only applies to members returning vehicles in ceremonial uniforms. Members in ceremonial uniform must remove all trash and re-fuel vehicles before returning them to 30 LRS. Members returning vehicles in ABUs will not be exempt from washing vehicles.

### **8.5. 30th Security Forces Squadron Commander (30 SFS/CC) will:**

- 8.5.1. Set policies for weapons control on VAFB.
- 8.5.2. Conduct random weapons checks and inspections.

8.5.3. Conduct maintenance/cannibalization of weapons not otherwise authorized to be done by the HG.

8.5.4. Approve in writing approved storage areas for HG weapons.

8.6. **Chief of Public Affairs** (30 SW/PA) will:

8.6.1. Review and monitor community support requests for participation of the HG.

8.6.2. Ensure DD Form 2536, *Request For Armed Forces Participation In Public Events*, is completed and forwarded to the HG when appropriate.

8.6.3. Send written notice to the HG NCOIC of any requests for participation in approved functions.

8.6.4. Inform the 30 FSS/CEM of any discrepancies or complaints generated by HG support or non-support resulting in any adverse community relations.

8.6.5. Coordinate all community support requests with the HG NCOIC at least 15 days before the scheduled function. Requests that are not received within the 30-day minimum but are determined to be of a beneficial nature or of an extenuating circumstance will be handled on a case-by-case basis.

8.7. **Unit HG Coordinator.** The Group Superintendents or First Sergeant of each wing agency, squadron, or unit that has a quota will act as the Unit HG Coordinator and will:

8.7.1. Be the primary point of contact to discuss the manpower issues and conduct all HG related business with the HG staff.

8.7.2. Ensure quotas are filled with qualified members at all times.

8.7.3. Ensure departing unit HG members are replaced in a timely manner. This will allow sufficient time for the replacement to get trained and uniformed. Members may be forced to remain active until a replacement is identified, trained, and uniformed.

8.7.4. Screen candidates prior to appointment to the HG to ensure they meet the highest standards of conduct and appearance and meet or exceed criteria as outlined in **Paragraph 5**, of this instruction.

8.7.5. Ensure candidates have sufficient retainability to fulfill a 12-month commitment.

8.7.6. Be responsible for promoting the HG within the unit and explaining the importance of the duty to supervisors and prospective members.

8.7.7. Resolve conflicts with HG tasking's and unit mission requirements with the HG NCOIC in accordance with the HG requirement as outlined in **Paragraph 2.2**, of this instruction and ensure replacements are provided to serve in place of members they excuse from active rotations.

8.8. **HG OIC** will:

8.8.1. Present issues and concerns to the 30 FSS/CEM as needed.

8.8.2. Coordinate directly with the HG NCOIC concerning all HG activities.

8.8.3. Ensure HG members are trained on all required functions.

8.8.4. Review manning quotas and coordinate necessary personnel adjustments with the HG NCOIC.

8.8.5. Interview candidates to ensure they meet the HG standards.

8.8.6. Enforce all HG and Air Force standards.

8.8.7. Oversee the HG Awards and Decorations Program.

8.8.8. Select HG members to attend formal Air Force HG training.

8.8.9. Enforce policies and directives and coordinate disciplinary action on team members as required.

8.9. **HG NCOIC** will:

8.9.1. Present issues and concerns to the 30 FSS/CEM as needed.

8.9.2. Ensure HG details are filled with the required number of personnel as well as receive, review and coordinate all requests for military honors.

8.9.3. Ensure members are proficient in tasks associated with the details assigned.

8.9.4. Coordinate and make arrangements for services required to accomplish each HG detail.

8.9.5. Ensure HG equipment and weapons are in proper working condition at all times.

8.9.6. Monitor team members' participation in required activities and make recommendation to the HG OIC if members are not fulfilling expected obligations.

8.9.7. Maintain accurate records of HG members' attendance and details performed.

8.9.8. Review nominated personnel files for accuracy and applicability regarding Monthly, Quarterly and Annual awards prior to turning in to the HG OIC for final selection.

8.9.9. Develop administrative procedures, training programs and overall operations of the HG.

8.9.10. Maintain current roster of assigned personnel and furnish reports of HG activities to the 30 FSS/CEM, all unit First Sergeants and others as requested.

8.9.11. Budget to order and maintain a sufficient stock of supplies and equipment necessary to accomplish details such as specific uniform items, flags, flag cases, flag staffs, and ammunition.

8.9.12. Coordinate and facilitate recruiting activities.

8.9.13. Interview candidates to ensure they meet the HG standards.

8.9.14. Recommend Flight Commanders and Flight Sergeants to the HG OIC for coordination and ensure proper management practices are maintained.

8.9.15. Balance and maintain proper manning between the flights.

8.9.16. Manage the Monthly, Quarterly and Annual HG Awards programs.

8.9.17. Ensure an annual budget is prepared prior to the end of the fiscal year.

- 8.9.18. Enforce policies and directives.
- 8.9.19. Ensure travel orders and vouchers are properly accomplished.
- 8.9.20. Ensure all funeral details are input into the current funeral honors database in a timely manner.
- 8.9.21. Complete an AF Form 1946, *Honor Guard Checklist*, after completion of each funeral detail.
- 8.9.22. Maintain the munitions and weapons accounts.
- 8.9.23. Conduct a monthly inventory of all weapons.
- 8.9.24. Maintain weapons security IAW all applicable procedures.
- 8.9.25. Ensure initial and proficiency training programs are maintained.
- 8.9.26. Maintain a schedule for and provide training/support to units for the 30 SW Monthly Retreat Ceremonies.
- 8.9.27. Fill all duties in the absence of the HG OIC.

8.10. **HG Flight Commanders/Flight Sergeants.** An HG company grade officer and/or an NCO will be selected by the HG NCOIC or OIC to fill each of the Flight Commander and/or Flight Sergeant positions. Flight Commanders and Flight Sergeants should have more than three consecutive months actively performing HG details. Flight Commanders and Sergeants will:

- 8.10.1. Assist HG staff in filling all approved details with personnel in accordance with AFI 34-501 and USAF HG guidance.
- 8.10.2. Lead training sessions for their respective flights and the team as needed. In their absence, they will appoint a comparable flight member to perform these tasks.
- 8.10.3. Nominate deserving personnel for Quarterly and Annual awards.
- 8.10.4. Be responsible for assigned HG members during the flight's rotation of duty.
- 8.10.5. Promote efforts to improve morale and welfare of flight members.
- 8.10.6. Ensure all details comply with USAF HG training standards.
- 8.10.7. Ensure care for vehicles during rotation, to include form documentation, cleanliness and serviceability.
- 8.10.8. Inventory and ensure weapons are cleaned at the end of each detail and/or the end of the day.
- 8.10.9. Enforce policies and directives.
- 8.10.10. Consistently exceed the standards set forth by the HG and all applicable operating instructions.

8.11. **HG Trainers.** Trainers are responsible for keeping their element current on all USAF HG training. They ensure members' training records are signed off and properly documented. The trainers' mission is to produce and maintain continuity in the performance of ceremonies. Each flight will have two assigned Flight Trainers.

8.12. **HG Team Members.** Members selected for the HG must be the epitome of the enlisted and officer force. These individuals represent the USAF while performing ceremonies in the public eye. HG team members will:

8.12.1. Adhere to all HG and Air Force standards for dress and appearance, customs and courtesies and other applicable instructions.

8.12.2. Attend all mandatory rotations and training sessions to maintain proficiency. Exceptions to this rule must be coordinated with the Squadron Commander or First Sergeant prior to missing any scheduled rotation or practice. The authority to excuse a member from these training sessions is given to the Squadron Commander or First Sergeant to ensure members are truly identified as “mission essential.” However, if a member is excused, the respective Commander or First Sergeant must identify a replacement from the unit to cover the absence of their excused member. Members will make every effort NOT to schedule leave, training, or appointments during their respective rotations.

8.12.3. Ensure flight roster information is current at all times and notify the HG NCOIC when changes occur.

8.12.4. Report to the HG office at the scheduled time for all details and practices.

8.12.5. Assist in preparation of details.

8.12.6. Ensure care for vehicles during rotation, to include form documentation, cleanliness and serviceability.

8.12.7. Ensure HG vehicles are sufficiently fueled prior to traveling to a detail.

8.12.8. Properly replace all checked out equipment and provide maintenance, if needed.

8.12.9. Clean weapons at the end of each detail and/or the end of the day.

8.12.10. Coordinate with HG leadership and their unit at least 30 days prior to leave, deployment, or TDY.

8.12.11. Help maintain cleanliness of the HG facility.

8.12.12. Adhere to and enforce HG policies and directives, and pursue proficiency.

## **9. Weapons Handling Procedures.**

9.1. Weapons Transportation.

9.1.1. Weapons and ammunition will be carried in government conveyance.

9.1.2. Ammunition will be transported in the appropriate containers.

9.1.3. Weapons and ammunition will only be removed from the vehicle for the purpose of preparation, performance, or storage after a detail.

9.1.4. Weapons and ammunition will not be secured in a locked vehicle. Weapons must always be guarded.

9.2. **HG Detail NCOIC/OIC** will:

9.2.1. Be responsible for conducting the assigned detail and the overall safety, conduct, accountability of personnel, weapons and ammunition.

9.2.2. Ensure weapons are properly cleared prior to storage and transportation.

9.3. **HG Members** will:

9.3.1. Maintain and handle weapons in accordance with training and applicable instructions.

9.3.2. Maintain physical custody of weapons checked out for details.

9.3.3. Read 30SWI 34-201 quarterly and understand the HG OI completely.

**10. Awards and Recognition.** Awards and decorations play a vital role in the recruitment and retention of quality HG members. Being a member of the HG is a privilege and is a position that is highly respected.

10.1. Each member, after satisfactorily performing duties for 1 year, and performing in 25 total details will be awarded a Vandenberg Air Force Base Honor Guard coin.

10.2. Each HG member has the opportunity to be considered for an Air Force Achievement Medal (AFAM) for outstanding achievement. HG members must accomplish the following to be considered:

10.2.1. Completion of 1 year on active HG duty. HG members may be recommended for a consecutive AFAM upon completion of an additional year from the closeout date of the previously awarded VAFB HG AFAM.

10.2.2. Successfully complete at least one year of Exemplary performance as an Honor Guard member.

10.2.3. Complete a minimum of 20 details where half of those details are for MFH.

10.2.4. Have no derogatory information on file.

10.2.5. Have HG NCOIC and HG OIC concurrence.

10.2.6. Be approved by member's First Sergeant to ensure member has no Quality Force Indicators.

10.2.7. Be approved by the 30 FSS/CC.

10.3. Exceptions to the above listed guidelines may be made and members may be recommended for a medal for other acts of outstanding achievement. The Flight Commander or Flight Sergeant must request the exception, explain the circumstance(s), and provide documentation. The HG OIC will review the information and concur with the recommendation prior to initiating the request in vPC.

10.4. The HG Staff will prepare the citation and package. The HG NCOIC and the HG OIC will review the package. The entire package is sent to 30 FSS/CSS through 30 FSS/CEM to be forwarded to the 30 FSS/CC for approval/signature. Finally, it is presented to the individual at his/her unit commander's discretion. Presentation of medals awarded for HG duty should be done in a public forum to better promote the HG program.

10.5. Members are eligible for HG Airman, NCO, or CGO of the Quarter/Year by virtue of their duty performance.

10.5.1. Flight Commanders and Flight Sergeants will forward nominees for Airman and NCO/CGO quarterly and annually to the HG NCOIC/OIC.

10.5.2. The HG NCOIC will set up a package review board made up of (1) First Sergeant, (1) CMSgt, and the HG NCOIC for HG Airman/NCO annual packages. For officer annual packages the 30 FSS/CC will review all submissions. For quarterly packages the HG NCOIC/OIC will grade off of point system.

10.5.3. If members are not submitted by the Flight Commander or Flight Sergeants due to unforeseen circumstances, the HG NCOIC and HG OIC will select the award winners based on established point system. Points are accumulated by members based on practice attendance, uniform inspections, details supported.

10.5.4. Names of the award winners will be forwarded to the 30 SW Awards Program Committee Manager and award winners will be announced at the 30 SW Awards Luncheon/Banquet.

10.5.5. In recognition of services provided and as a means of recognizing members of the HG, one day each year will be designated as VAFB HG Appreciation Day. The HG OIC will select the dates and coordinate approval through the chain of command to the 30 SW/CC.

10.6. Unit commanders will review the Enlisted Performance Report (EPR) or Officer Performance Report (OPR) of HG members to ensure individuals receive credit for time and duties performed on the team. Credit recognized on members OPR/EPRs will be coordinated with the HG NCOIC for completeness and accuracy.

10.7. In an effort to enhance the member's experience in the HG, several milestone awards have been established.

10.7.1. Reserve parking spaces are provided at the Base Exchange, Commissary, Fitness Center, and Dining Facility.

10.7.2. Members will receive the HG coin after completing 25 details.

10.7.3. The HG Staff will continue to enhance the award program to meet any special programs/events not covered in this instruction.

**11. Wear of HG Uniform.** IAW AFMAN 34-515, the USAF HG establishes uniform standards for all Base HG teams. Only current HG members are authorized to wear HG uniform items as outlined in AFI 36-2903.

11.1. All members on the HG will be provided one standardized base-level ceremonial uniform at no cost to the member. The member will return the uniform to the HG NCOIC once a member fulfills his/her agreement or is removed from the HG.

11.2. HG members are not authorized to wear the HG uniform in their duty sections before or after an HG detail. Supervisors must allow the member sufficient time to change clothes and report at the appointed time and place.

11.3. HG members are authorized wear of the designated HG special items while assigned to the team. The HG breast badge may be worn with all combinations of blues along with shoe taps. Wear of these items is not restricted to practice times. These items should not be worn when it is not practical or if it limits duty performance. Unit commanders will determine if wear of these special items are not practical or limit duty performance.

11.4. The following uniform items will be issued upon completion of initial training to the new member:

**Table 11.1. HG Uniform Items**

Uniform Item	Returnable/Non-Returnable Items	Quantity Issued
HG Ceremonial Service Dress Uniform Jacket	Returnable Item	1 Each
HG Ceremonial Service Dress Uniform Pants	Returnable Item	1 Each
Ceremonial Belt	Non-returnable	1 Each
Low Quarters—Highly Polished	Non-returnable Item	1 Each
Aiguillette	Returnable Item	1 Each
HG Service Cap With Cover	Returnable Item	1 Each
Service Cap Emblem	Returnable Item	1 Each
Base HG Badge	Non-returnable Item	1 Each
Lightweight Blue Jacket	Returnable Item	1 Each
Practice Gloves, Black	Non-returnable Item	1 Pair
Ceremonial Gloves, White	Non-returnable Item	1 Pair
Garment Bag	Returnable Item	1 Each
Taps/Cheaters	Non-returnable Item	1 Pair
Lock & Key	Returnable Item	1 Set
<i>Note: Members are required to furnish their own socks, under garments, ribbons, and US insignias.</i>		

11.5. Members who are administratively removed/dismissed will return all uniform items listed above. In the event the member does not fulfill the time requirements for membership, the member will be required to return all issued items, and held financially responsible for all lost, worn, or damaged items to include alterations.

11.6. HG members are authorized to have their ceremonial uniforms dry cleaned at the Base Linen Exchange.

**12. HG Standing Orders.** All HG members, for the smooth operation of the organization, must adhere to certain rules and regulations. These standing orders have been established as a guideline.

12.1. Transportation.

12.1.1. Privately owned vehicles (POV) will not normally be used as transportation to and from details outside the VAFB area. If the use of a POV is required, the HG NCOIC/OIC must grant permission.

12.1.2. Seat belts will be worn at all times in government vehicles. Passengers in all seats will wear seatbelts when the vehicle is moving.

12.1.3. Government owned vehicles will not be used for transport of members to and from establishments that primarily serve alcohol such as nightclubs, taverns, etc. The vehicles will also not be used to transport members to any place that could bring discredit upon the Air Force.

12.1.4. Drinking alcohol is prohibited in government vehicles and they will not be used to transport alcoholic beverages.

12.2. Abuse of alcohol, underage drinking and driving under the influence will not be tolerated. Violators will be punished to the fullest extent possible. Drinking is prohibited eight hours prior to the beginning of the duty day and/or show time for a detail.

12.3. Drinking alcohol and/or the use of tobacco products is prohibited while in the HG ceremonial uniform. Members must change out of the ceremonial uniform before consuming any alcohol or using tobacco products.

12.4. All USAF, base, and unit fraternization, sexual harassment, and discrimination policies will be adhered to.

12.5. All members will use the HG Chain of Command for guidance and for resolution of problems.

MICHAEL S. HOUGH, Colonel, USAF  
Commander

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

Public Law 106-65

AFI 34-1201, *Protocol*, 09 Jun 2017

AFPAM 34-1202, *Guide to Protocol*, 10 Jan 2013

AFPD 34-12, *Air Force Protocol*, 28 Oct 2011

AFI 34-501, *Mortuary Affairs*, 18 Aug 2015

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 Jul 2011

AFMAN 36-2203, *Drill and Ceremonies*, 20 Nov 2013

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

AFI 31-101, *Integrated Defense*, 05 Jul 2017

AFI 31-117, *Arming and Use of Force By Air Force Personnel*, 02 Feb 2016

AFI 33-332, *Air Force Privacy Program*, 12 Jan 2015

AFI 35-101, *Public Affairs Responsibilities and Management*, 12 Jan 2016

DoD Directive 1300.15, *Military Funeral Support*, 22 Oct 2007

DoD Directive 5500.7, *Standards of Conduct*, 29 Nov 2007

USAF Honor Guard Manual, 27 Sep 2016

***Adopted Forms:***

AF Form 1946, *Honor Guard Checklist*

DD Form 2536, *Request For Armed Forces Participation In Public Events*