

**BY ORDER OF THE COMMANDER
SPANGDAHLEM AIR BASE (USAFE)**

**SPANGDAHLEM AIR BASE
INSTRUCTION**



34-502

21 APRIL 2021

Services

**52D FIGHTER WING HONOR GUARD
PROGRAM**

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This instruction implements *Mortuary Affairs* and Air Force Instruction (AFI) 34-501, *Mortuary Affairs Program*, and the USAF Honor Guard Manual (USAF HGMAN). It provides guidance for selection, notification, training, dispatch and utilization of the 52d Fighter Wing (FW) Honor Guard. It applies to all units, including tenants, assigned to Spangdahlem Air Base (SAB) and its geographically separated units (GSUs). 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_USAFESUP, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF 847, *Recommendation for Change of Publication*; route AF 847s from the field through the appropriate functional's chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. 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.

SUMMARY OF CHANGES

This publication has been significantly revised and must be completely reviewed. Sections 1 through 9 have been updated to include duty requirements, awards/recognition, regulation updates, and personnel contracts.

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1. General.

1.1. The 52 FW Honor Guard is comprised of a primary team located on SAB and five teams located at the GSUs (701 MUNSS, 702 MUNSS, 703 MUNSS, 704 MUNSS, and 470 ABS) falling subject to guidelines posted in AFI 34-501, *Mortuary Affairs Program*. **Note:** The 704 MUNSS Honor Guard team located at Ghedi AB, Italy, receives funding support through 52 FW channels; however, the team is OPCON to the 31 FW Honor Guard Program Manager (PM).

1.2. The Honor Guard represents the 52 FW in the performance of all military honors requests to include: military funeral honors, military ceremonies and detail requests submitted by Community Relations Advisors and other agencies deemed appropriate by the 52 FW Commander (52 FW/CC). Approval may be delegated to the 52d Mission Support Group Commander (52 MSG/CC).

1.2.1. The 52d Force Support Squadron Commander (52 FSS/CC) is designated as the Honor Guard PM by the 52 FW/CC and coordinates all administrative functions affecting the Honor Guard on behalf of the 52 FW/CC.

1.2.2. IAW USAFE/A1S Policy Letter: *Mortuary Affairs – Area of Responsibility (AOR) for Germany and Surrounding Countries* (dated 27 April 2010) the 704 MUNSS (Ghedi) Honor Guard is OPCON to the 31 FW Honor Guard PM. Administrative and logistical support for team sustainment is the responsibility of the 52 FW Honor Guard PM.

1.3. The designated areas of responsibility (AOR) for the 52 FW Honor Guard includes but not limited to: Belgium, France, Germany, Luxembourg, the Netherlands, and Poland. Refer to [Attachment 2](#) for graphic display of AOR breakdown.

1.3.1. 52 FW Public Affairs will evaluate requests from civilian agencies for Honor Guard ceremonial support IAW AFI 34-501.

1.3.2. 52 FW Protocol Office will advise 52 FW Honor Guard on protocol matters as necessary.

1.4. The administration and oversight of the GSU Honor Guard teams has been decentralized to allow for greater autonomy on behalf of GSU Honor Guard team leadership.

1.5. Weapons safety information for expended and unexpended munitions is addressed in [para 7](#).

2. Manning.

2.1. The primary team located at SAB will have a minimum of 30 volunteer members. Composition of the primary team is as follows:

2.1.1. Officer In Charge (OIC).

2.1.2. Senior Enlisted Advisor (SEA) or Superintendent.

2.1.3. Noncommissioned Officer in Charge (NCOIC).

2.1.4. NCOIC, Operations.

2.1.5. NCOIC, Administration.

2.1.6. Ceremonial Teams.

2.2. Nomination Procedures.

2.2.1. Unit commanders nominate Airmen (of any rank) who possess the right skills, professionalism, discipline, and military image to serve on the Honor Guard. Nominees must complete an Honor Guard Contract ([Attachment 3](#)) and complete the mandatory training event prior to becoming a member of the Honor Guard.

2.2.1.1. Nominees must meet Air Force standards in accordance with AFI 1-1, *Air Force Standards*; AFD 36-29, *Military Force Standards*; AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*; and AFI 34-501, *Mortuary Affairs Program*. Airmen with an Unfavorable Information File, on a Control Roster, who do not have a passing Air Force fitness score, have less than an overall “AC” EPR rating in the past 2 years, or have other adverse administrative actions documented in their records are not eligible to be nominated.

2.2.1.2. SEA nomination will be conducted by squadron Chief Enlisted Managers and submitted to group Chief Enlisted Managers for consideration of appointment by the FW/CCC. Nominated members must meet all requirements as outlined in [para 2.2.1.1](#).

2.2.1.3. The 52 FW Honor Guard will conduct semi-annual selection and baseline training for acceptance of new applicants into the Honor Guard team. This “try-out” event will be a competitive selection event conducted over a one week period. Cadre manpower requirements will be determined based on the number of applicants and forecasted vacancies. Not all applicants may be selected.

2.2.1.3.1. Elimination from training will be made each day of the course based on the recommendation of individual trainers and upon approval by the Honor Guard OIC. Applicants who are eliminated from the course will be directed to return to their respective unit. Elimination may be based upon inability to perform ceremonial movements/procedures, dress/appearance and overall attitude during training.

2.2.2. Airmen selected for Honor Guard duty will serve a minimum of one year from their certification date, unless relieved by the Honor Guard OIC/SEA/NCOIC, the member’s commander, or the member’s first sergeant. Members are encouraged to serve more than one year.

2.2.2.1. The Honor Guard SEA will be on contract for a minimum period of 15 months to ensure leadership continuity of administrative programs.

2.2.2.2. Team members TDY or off-station for a period of more than 30 days will remain on Honor Guard rosters and be placed in an inactive status until their return. This period is not considered a part of the 1-year commitment (e.g., with a 4-month TDY, service is 16 months).

2.3. GSU nomination procedures are found at [paragraph 8.3](#).

3. Request for Honor Guard Support.

3.1. Organizations or agencies requiring Honor Guard support, other than for funerals, must submit a completed AF Form 1946, *Honor Guard Checklist* (Attachment 4), to the 52 FW Honor Guard organizational e-mail box, 52fw.honorguard@us.af.mil, at least 2 weeks prior to the requested date. The request must include date, time, location, purpose, event point of contact with duty phone number, and other pertinent information (e.g., posting of host nation flag, flag folding presentation). Note: short-notice requests will be supported on a case-by-case basis.

3.2. Requests will be prioritized as follows:

3.2.1. Funerals.

3.2.2. Memorial Ceremonies (i.e. Memorial/Veteran’s Day ceremonies).

3.2.3. Changes of Command.

3.2.4. Award Ceremonies (MAJCOM, NAF, and Wing-level).

3.2.5. Retirement Ceremonies.

3.2.6. All other requests will be considered if manning/mission permits.

4. Responsibilities.

4.1. The 52 FW/CC will maintain overall responsibility for the 52 FW Honor Guard program IAW AFI 34-501.

4.2. The 52 FSS/CC will ensure Honor Guard leaders are aware of their responsibilities and perform their duties in accordance with AFI 34-501.

4.3. The 52d Logistics Readiness Squadron Commander (52 LRS/CC) will provide transportation to support the Honor Guard including air-conditioned vehicles during summer months, to prevent heat injuries.

4.4. The Honor Guard OIC will:

4.4.1. Maintain responsibility and oversight of day-to-day operations of the 52 FW Honor Guard program as outlined in AFI 34-501.

4.4.2. Inform the 52 FSS Operations Officer (FSO) of operational and administrative matters pertaining to the Honor Guard.

4.4.3. Make final selections on all Honor Guard nominees.

4.4.4. Ensure members are briefed regarding their responsibilities, purpose, importance, and duties of the Honor Guard.

4.4.5. Prepare and submit an annual (fiscal year) budget and unfunded requirements (as required) to the 52 FSS/CC. Budgets will include funding for GSU teams. Reference [Attachment 6](#) for example of submission.

4.4.6. Ensure annual ammunition requirements are submitted to the Munitions Accountable Systems Officer (52 EMS/MXMW) via spangdahlem.fv5621@us.af.mil.

4.4.6.1. Ensure an accurate list of all members authorized to draw weapons/ammunition is on file at the wing weapons/ammunition storage facilities and update list annually or as changes occur.

4.4.7. Manage the Honor Guard Incentive Program.

4.4.8. Provide GSU Honor Guard teams with logistical support when possible.

4.4.9. Appoint an Honor Guard NCOIC, Operations NCOIC, Vehicle Control Officer, and Administrative NCOIC.

4.5. The Honor Guard SEA will:

4.5.1. Advise OIC/NCOIC on administrative and disciplinary matters.

4.5.1.1. Liaise with unit CEM or CCF on issues pertaining to attendance, contract fulfilment, administrative, and disciplinary matters that cannot be resolved at a lower level (Honor Guard NCOIC and the member's supervisor).

4.5.2. Provide interface between the Honor Guard and unit leadership as necessary to deconflict mission support conflicts.

4.5.3. Assist with budget analysis and resource forecasts.

4.5.4. Maintain Honor Guard continuity books.

4.6. The Honor Guard NCOIC will:

4.6.1. Ensure team members are prepared for each scheduled ceremonial event.

4.6.2. Assign a team lead to maintain positive control of Honor Guard teams enroute to ceremony locations.

4.6.2.1. Ensure ceremonial teams arrive NLT one hour prior to performance time. If tardiness is unavoidable, immediately inform the event POC.

4.6.2.2. Approve ceremonial team travel routes and communication plans NLT 24 hours prior to team departures for events occurring outside a 25 kilometer radius of their home installation for force protection purposes.

4.6.2.3. Ensure notification is made to 52 LRS Vehicle Dispatch via 52lrs.vehreq@us.af.mil through the designated Honor Guard Vehicle Control Officer (VCO) a minimum of 72 hours prior to ceremonial events, when possible, for all vehicle requirements. The designated pick-up time should be far enough in advance to allow for last-minute changes in vehicle selection.

4.6.2.4. Ensure immediate return and accountability of all ceremonial equipment.

4.6.3. Identify, plan for, and coordinate replacement of equipment, uniforms, and supplies as required and ensure equipment is properly stored, maintained, and protected from damage.

4.6.4. Act as lead certifier for Honor Guard mission-capable qualification.

4.6.4.1. Coordinate training with GSU Honor Guard teams to ensure standardized guidance and procedures in ceremonial drill across the 52 FW.

4.6.4.2. Assign trainers and instructors as needed. Trainers and instructors will issue required equipment to team members for training and ceremonial event purposes.

4.6.5. Ensure all members are briefed on proper cleaning of Honor Guard uniforms/ceremonial equipment and perform open ranks inspections of all team members prior to each ceremonial event.

4.6.6. Manage the Honor Guard recruitment program.

4.7. The Honor Guard Operations NCOIC will:

4.7.1. Perform duties as required IAW AFI 34-501.

4.7.2. Serve as Honor Guard weapons and ammunition custodian.

4.7.3. Develop and publish training plan and schedules.

4.7.3.1. Develop rotation plan ensuring detail coverage to account for terminating contracts, medical profiles, forecasted leave, TDYs and deployments, appointments, etc.

4.7.4. Appoint Flight Leads as necessary.

4.8. The Honor Guard Administrative NCOIC will:

4.8.1. Act as primary POC between the Honor Guard support requestor and Honor Guard Operations NCOIC to deconflict availability of ceremonial teams.

- 4.8.2. Maintain team roster, attendance rosters, and ceremonial event tracker.
- 4.8.3. Perform duties as facility manager, ADPE custodian, and supply custodian on behalf of the Honor Guard OIC.
- 4.8.4. Organize and lead Honor Guard morale events, fundraising efforts, and community involvement and outreach activities.
- 4.8.5. Manage Public Affairs efforts (e.g., social media, website and photos).
- 4.9. Commanders, Superintendents, First Sergeants, and work center supervisors will:
 - 4.9.1. Notify the Honor Guard OIC, SEA, or NCOIC when mission requirements will prevent an Airman from participating in a scheduled ceremonial event or Honor Guard training.
 - 4.9.2. Notify the Honor Guard OIC or SEA when an Airman no longer meets the requirements outlined in **Paragraph 2.3.1** of this instruction or for any other reason that would preclude an Airman from meeting his or her Honor Guard contract.
- 4.10. Honor Guard members will:
 - 4.10.1. Meet their responsibilities as outlined in AFI 34-501.
 - 4.10.2. Attend all Honor Guard training sessions on time and in proper uniform. They will immediately notify the Honor Guard OIC, SEA, or NCOIC of any TDY, deployment, leave, Permanent Change of Station, or separation.
 - 4.10.2.1. Members with more than two unexcused training session absences and/or unexcused special meetings absences in a quarter will be placed into inactive status and the Honor Guard SEA and NCOIC will initiate an inquiry to determine member's continued membership on the Honor Guard.

5. Uniform.

- 5.1. Honor Guard members will be provided with a ceremonial uniform IAW USAF HGMAN, *Base Honor Guard Program*. The following uniform items will be issued upon successful completion of the training period and certification by the Honor Guard OIC:
 - 5.1.1. 1 ea, uniform, Service Dress (coat and pants), tailored with silver braid, chrome buttons, ceremonial badge, and Honor Guard arc patch.
 - 5.1.2. 1 pr, patent leather, low-quarter shoes.
 - 5.1.3. 1 ea, Service cap with Hap Arnold hat emblem.
 - 5.1.4. 1 ea, Honor Guard belt with Hap Arnold buckle.
 - 5.1.5. 1 ea, silver aiguillette.
 - 5.1.6. 1 pr, white gloves.
 - 5.1.7. 1 pr, shoe taps.
 - 5.1.8. Members are required to return items identified in paragraphs **5.1.1**, **5.1.4**, **5.1.5**, and **5.1.7** at the conclusion of their Honor Guard contract.

5.2. Honor Guard members will keep their ceremonial uniform ready at all times as they may be tasked with short-notice ceremonial events. Members will strictly adhere to USAF HGMAN and AFI 36-2903 standards. Inspections will be conducted before each event and whenever deemed necessary by the Honor Guard OIC, SEA, or NCOIC.

5.3. Honor Guard members will wear the uniform of the day for training sessions and Honor Guard meetings unless directed otherwise.

6. Ceremonial Events (Details) and Training Sessions.

6.1. Official Honor Guard duty (including, but not limited to, Military Funeral Honors) takes precedence over normal military duty, except when such duty would seriously degrade the unit or base's primary mission as determined by the member's unit commander.

6.1.1. Members on Subsistence-in-Kind (SIK), i.e., meal card, will complete a missed meals form for Basic Allowance for Subsistence (BAS) reimbursement if meals are missed due to an official detail. The Honor Guard OIC, SEA, or NCOIC will validate missed meals forms.

6.2. Initial proficiency training will be conducted as determined by manning needs.

6.3. Mandatory training for all contracted team members is conducted every Wednesday from 1400 to 1600, unless the Honor Guard OIC, SEA, or NCOIC cancel the session. Additional training may be conducted on Tuesdays and Thursdays from 1400 to 1600, as required. This training session is for supplementary training and is not mandatory. However, they may be deemed mandatory for high visibility details.

7. Weapons Safety.

7.1. The NCOIC of the Firing Party (NFP) and all members of the Firing Party will thoroughly review **Chapter 5**, Blank Ammunition, Dye-Marking Cartridges And Exercise Safety, of AFMAN 31-129, USAF Small Arms And Light Weapons Handling Procedures, prior to performing any Firing Parties.

7.2. Transportation.

7.2.1. Explosives utilized for Honor Guard activities will only be transported in government-owned vehicles.

7.2.2. Vehicles used to transport explosives will be inspected prior to use IAW AFMAN 91-201, Explosives Safety Standards, for the following required safety equipment:

7.2.2.1. Minimum two (2) serviceable 2A:10BC fire extinguishers.

7.2.2.1.1. When available, the 52 LRS Vehicle Operations Dispatch will provide transportation equipped with fire extinguishers. If unable to attain a vehicle with a fire extinguisher, two will be requisitioned from the 52 CES Fire Department Fire Extinguisher Shop as needed through the use of an AF IMT 1297, Temporary Issue Receipt.

7.2.2.2. Vehicle chocks will be used during loading/unloading of explosives items.

7.2.2.3. Tie downs/braces will be used to secure explosives in cargo compartment of vehicle. Ensure explosives are not transported in passenger compartment of vehicle.

7.2.3. Vehicles will not be refueled while explosives are being transported unless deemed mission essential, i.e. trips of long duration where more than one tank of gas is required. Security and personnel permitting, munitions will be offloaded and kept at a distance of 100 feet prior to refueling.

7.3. Designation of a disinterested official to certify only blanks are loaded.

7.3.1. The NFP is the only individual of the Firing Party *not* firing a weapon. As such, the NFP assumes all control of the team. Therefore, the NFP will serve as the designated disinterested official to certify only blanks are loaded.

7.4. Misfire procedures.

7.4.1. In the event of a misfire during training, the NFP will **immediately** halt all movements. While under supervision of the NFP and in a safe location, the affected guardsman will clear his or her weapon by ejecting the magazine, locking the bolt to the rear, and verifying the weapon is clear of any ammunition. The NFP and guardsman will both ensure there is no ammunition in the barrel, chamber, and/or magazine before inspecting the weapon for possible reasons of a malfunction or stoppage. Once the weapon has been inspected, the NFP will authorize the guardsman to reinsert magazine and return to training.

7.4.2. In the event of a misfire during a detail, the affected guardsmen will continue with the movements of the detail while trying to watch where the unexpended round lands when ejected. The NFP will ensure all brass is accounted for after the detail and make special note of unexpended rounds.

7.5. Loading and clearing procedures.

7.5.1. Before and after the completion of the firing detail, individuals will load and clear weapons inside the clearance zone. This area will be designated by the NFP and easily identifiable by either cones or a cordoned-off area.

7.5.2. Refer to **Chapter 4**, Clearing Barrels, of AFMAN 31-129 for additional information. For specific information pertaining to the M14 rifle, see **Attachment 5**.

7.6. Expended brass turn-in procedures.

7.6.1. Brass recovery during training.

7.6.1.1. The trainer leading “live-fire” training will ensure all expended brass is collected and accounted for. All brass will be inspected to ensure it has been expended. If a round is found to be “live,” the round will be separated from the expended brass.

7.6.2. Brass recovery during ceremonies.

7.6.2.1. The NFP assumes responsibility for all ammunition. As necessary, the NFP may appoint an individual to collect brass at the end of a detail.

7.6.3. IAW AFI 34-501, three spent shells may be given to the family of a deceased member when performing military funeral honors. The NFP will inspect all fired ammunition to ensure they are spent prior to being given to the family. The NFP will collect and account for all remaining shells.

7.6.4. All spent rounds will be stored in an approved container within the Honor Guard office until such a time that they are turned-in by an appointed Weapons Custodian.

7.7. Notification of appropriate agencies.

7.7.1. When performing “live-fire” training on the installation, Security Forces (x-6666) and Weapons Safety (x-6269) will be notified prior to any firing taking place.

7.7.2. When performing a detail off installation, attempts to notify local authorities will be made. If needed, the event POC will be contacted for assistance.

8. Honor Guard Special Recognition and Awards Program.

8.1. 52 FW/CC’s Honor Guard Special Recognition and Awards Program is designed to recognize and reward outstanding members for their exceptional contributions as Honor Guardsmen. The program consists of quarterly and annual award recognition and Air Force decoration consideration. **Note:** The OIC, SEA, and NCOIC positions are not eligible for quarterly and annual recognition within the Honor Guard Special Recognition Program; however, the NCOIC is eligible for the Chief Master Sergeant of the Air Force (CMSAF) Base Honor Guard Program Manager of the Year.

8.1.1. Honor Guardsmen will receive an Honor Guard Certificate of Appreciation after a successful tour of duty.

8.1.2. Members ***may*** be considered for an Air Force decoration for outstanding service or achievement based on the recommendation from the Honor Guard OIC, SEA, or NCOIC. Simply being a member of the Honor Guard does not automatically entitle a member to an Air Force decoration. Commanders, First Sergeants, and supervisors are encouraged to contact the Honor Guard OIC or SEA if they have questions about this matter.

8.1.2.1. Decoration packages will be routed through the 52 FSS/CC. For final consideration and approval, Achievement Medals and Commendation Medals will be routed through the 52 FSS/CC.

8.1.2.2. Recommendations for the Air Force Achievement Medal will be initiated by Honor Guard staff. The minimum standards include 80 ceremonies and exceeding minimum retainability standards (See 2.2.1.1 and 4.10). Eligibility requirements will be included on the 52 FW Honor Guard contract.

8.2. Quarterly and Annual Recognition Program.

8.2.1. The Honor Guard OIC, SEA, and NCOIC will integrate the Honor Guard quarterly and annual recognition program into the existing awards process as identified in the SAB Awards Program Guide.

8.2.1.1. Supervisors will nominate Honor Guard members and develop the member’s 1206. They will be routed through each member’s respective squadron and group. The Honor Guard OIC, SEA, and NCOIC will collectively quality check the 1206s.

8.2.2. Quarterly award submissions will be 8 lines long excluding headers, 10 lines total. Annual award submissions will be 17 lines long excluding headers, 19 lines total. DO NOT place additional information on the headers lines.

8.2.2.1. AFMT 1206 File Name: Nomination for Award and titled as time period, category, group, and member name: (2Qtr14_Honor_Guardsman_52FW_Doe, John)

8.2.3. The two required headers are “Leadership and Job Performance in Honor Guard Duties” and “Significant Self-improvement to Military Funeral Honors & Ops.” Use bullet format. Single space all single-line bullets. Refer to the 52 FW Wing Administrative Guide for administrative guidance.

8.2.3.1. LEADERSHIP AND JOB PERFORMANCE IN HONOR GUARD: Quarterly award nominations will consist of 4 lines. Describe significant Honor Guard leadership accomplishments and how well the member performed Honor Guardsman duties. Include number and quality of events performed, as well as number and quality of events led. Define the scope and level of responsibilities and the impact on the Honor Guard mission. Consider development of improved processes, new techniques, contributions to increased mission effectiveness, acceptance of responsibility, and cost-saving measures.

8.2.3.1.1. Annual award submissions will consist of 12 lines in this category.

8.2.3.2. SIGNIFICANT SELF-IMPROVEMENT TO MILITARY FUNERAL HONORS & OPS: Consider development of quality AF management principles, new techniques, and contributions to increased mission effectiveness, acceptance of responsibility, and cost-saving initiatives. Show how the member developed or improved skills related to HG.

8.2.3.2.1. Annual award submission will consist of 5 lines in this category.

8.2.4. Quarterly and annual award submissions are for the preceding period and may not include accomplishments outside the timeframe specified.

8.3. The call for the CMSAF Annual Honor Guard Awards (Base Honor Guard Member of the Year and Base Honor Guard Program Manager of the Year) is passed down annually from HQ USAFE-AFAFRICA/A1K to the 52 FW. Contact the 52 FW/CCCE for current guidance.

8.4. Before routing for final consideration and approval, the Honor Guard OIC, SEA, or NCOIC will contact the nominee’s direct supervisor and/or commander to affirm the nominee’s acceptable workplace performance. The Honor Guard OIC, SEA, or NCOIC will request a Memorandum for Record from the nominee’s supervisor and/or commander acknowledging the nominee’s good standing, and will route as part of decoration package.

8.4.1. Nominee packages will be submitted to the 52 FW/CCCE for 52 FW/CCC review and 52 FW/CC approval.

8.5. GSU awards and recognition procedures are found at [paragraph 9.5](#).

9. 52 FW GSU Honor Guard Teams.

9.1. 52 FW GSUs are authorized an Honor Guard team to perform formal retreats, support Color Guard requirements, and official ceremonies such as promotions, awards, retirements, and Changes of Command. GSUs are not authorized to perform Military Funeral Honors or off base details without 52 FW Honor Guard leadership approval.

- 9.1.1. GSUs will coordinate support from the 52 FW Honor Guard for Military Funeral Honors requirements as well as Honor Guard requests from U.S. and foreign government embassies.
- 9.2. GSU Honor Guard teams will develop and enforce their own local manning standards.
- 9.3. GSU Honor Guard teams will develop and enact their own local nomination procedures.
- 9.4. GSU Honor Guard OICs and/or NCOICs will establish timelines for their own initial and proficiency training sessions and requirements. Initial and proficiency training sessions will be conducted IAW USAF HGMAN.
- 9.5. For GSU guardsmen to be recognized at the 52 FW or HQ level, GSU leadership must follow the processes set forth in Section 8 of this instruction and submit completed packages to the 52 FW Honor Guard OIC, SEA, and NCOIC.
- 9.6. All funding for equipment, uniforms, supplies, and TDYs are the responsibility of 52 FW Honor Guard. GSU Honor Guard OIC and NCOICs are required to coordinate with and submit annual requirements to the 52 FW Honor Guard OIC, SEA, and NCOIC for consolidation and allocation of resources. A format and example is located on [Attachment 6](#).
- 9.7. GSU Honor Guard OICs or NCOICs will ensure copies of duty rosters and detail trackers are submitted electronically and on a quarterly basis to the 52 FW Honor Guard at 52fw.honorguard@us.af.mil.
- 9.7.1. GSU Honor Guard OICs or NCOICs are required to submit quarterly status updates to the 52 FW Honor Guard OIC and NCOIC on current status of members, equipment, events performed, and other significant Honor Guard issues.
- 9.7.2. These rosters, event trackers, and status updates will be used in the fiscal planning process for GSU funding from the 52 FW Honor Guard. Failure to provide these documents may result in a decrease or lack of funding for the GSU.
- 9.8. GSU Honor Guard OICs and NCOICs are required to adhere to and enforce criteria listed in AFI 34-501, USAF HGMAN, and paragraphs [5 - 5.3](#) and [6 - 6.2](#) of this instruction.

ADAM L. BAKER, Major
Commander, 52 FSS

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

AFI 34-501, *Mortuary Affairs Program*, 16 Apr 19

USAF HGMAN, *USAF Honor Guard Manual*, 15 Oct 18

Adopted and Prescribed Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1946, *Honor Guard Checklist*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

CMSAF—Chief Master Sergeant of the Air Force

FW—Fighter Wing

GSU—Geographically Separated Unit

HG—Honor Guard

HGMAN—Honor Guard Manual

NCOIC—Noncommissioned Officer-in-Charge

OIC—Officer-in-Charge

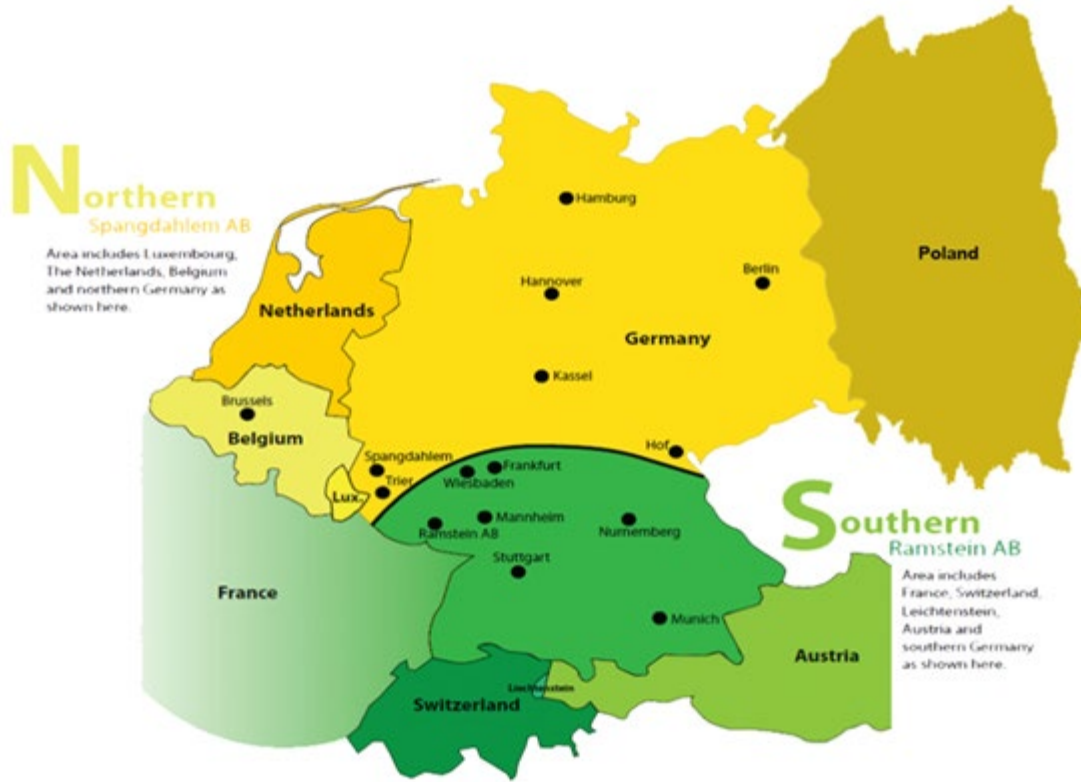
PM—Program Manager

SAB—Spangdahlem Air Base

SEA—Senior Enlisted Leader

Attachment 2
AREA OF RESPONSIBILITY

Figure A2.1. Area Of Responsibility.



Attachment 3**52D FIGHTER WING HONOR GUARD APPLICATION****Figure A3.1. 52d Fighter Wing Honor Guard Application, Instructions.****HONOR GUARD APPLICATION****INSTRUCTIONS**

Part I contains the 52d Fighter Wing Base Honor Guard (52 FW BHG) policies and endorsement letter.

Part II contains an individual profile and membership questionnaire.

1. Detach Part I and route through your supervision. Your supervision should review all information and provide an endorsement. Part I of the application should then be routed back to the applicant.
2. Part II can be completed while Part I is being routed.
3. Return Parts I and II to the 52 FW BHG NCOIC in a timely manner.

THE PROCESS

1. Applicant reads and signs application.
2. Applicant then routes application to all personnel indicated for signature.
3. Completed package is returned to the 52 FW BHG NCOIC in a timely manner.
4. Applicant begins training through the one of the following ways depending on manning requirements:
 - a. 52 FW BHG's 1 week T-Flight program.
 - b. 8 weeks of consecutive 2 hour mandatory training attendance on every Wednesday.
5. Applicant's date for mandatory 52 FW BHG service begins the first day after satisfactory completion of training.

Note: If the individual is a non-selectee, he/she will be notified by letter and the reason(s) for denial will be indicated.

Figure A3.2. 52d Fighter Wing Honor Guard Application, Forward.**FORWARD**

You are applying to be a member of an elite team focused on making a significant contribution to the morale of the 52d Fighter Wing through your distinctive voluntary participation. You will have opportunities, not only to travel via permissive TDY to various locations, but also enrich your career as you accept increased responsibilities. You will set the example for your peers. As a member of the Honor Guard, you are a representative of the 52d Fighter Wing and United States Air Force to everyone that sees you.

The 52 FW Base Honor Guard (BHG) is a permanent function and not a seasonal or extracurricular activity. It is Congressionally mandated and therefore part of the mission of the United States Air Force. Personnel selected as members of the 52 FW BHG should be considered excused from all base duties when participating in mandatory practices or called upon to perform in a ceremony. Members may be excused from ceremonies and practice due to mission needs as long as prior notification is given to 52 FW BHG leadership. With the support of your unit commanders and supervisory chain of command, you will become a critical factor in the success of the 52 FW BHG exceeding all goals and objectives.

Every action you take, whether on or off duty, must be driven by the Honor Guard motto: "To Honor With Dignity."

//SIGNED//

IAN H. STEVENS, 1st Lt, USAF
OIC, 52d Fighter Wing Base Honor Guard

Figure A3.3. 52d Fighter Wing Honor Guard Application, Part I/Policies, Paragraphs 1-3.**PART I****52 FW BHG Policies**

1. The 52 FW BHG supports the mission of the 52 FW. The mission may sometimes dictate extended 12-hour and/or rotating shifts. We realize that in these cases, the member may not be able to perform prescribed ceremonies or attend mandatory practices (Wednesdays, 1400-1600). However, in order to maintain a certain level of proficiency, and to ensure an adequate number of personnel are provided to support functions mentioned in the Wing Detail section of this membership package, the **Honor Guard must have the full support of unit commanders, flight/section chiefs, and supervisors.**
 - a. Just as with any other Wing activity, unexcused lateness and no-shows are not acceptable. It is the member's responsibility to keep the 52 FW BHG leadership informed of any unexpected lateness or absence either by email or a phone call.
 - b. The member has one duty day to contact the NCOIC or another member to get information discussed about the event from which he/she was absent.
 - c. If a member is late for a scheduled meeting or practice, he/she must provide the NCOIC with an explanation.
 - d. If a member accrues two (2) unexcused absences within one (1) quarter, the member's first sergeant and supervisor will be notified by letter. The first sergeant and supervisor will be informed of possible results of "Failure to Report." The member's supervisor must explain, by endorsement, no later than 15 duty days after the date of the notification letter.
2. A reoccurrence of any documented offense will justify the member's release from the 52 FW BHG.
3. Unexcused absences are not tolerated. When member accrues three (3) unexcused absences within one (1) quarter, the member's commander, first sergeant, and supervisor will be notified in writing of the member's release from the 52 FW BHG.
 - a. Upon release from the 52 FW BHG for unacceptable performance, the Airman or Airman's unit will reimburse the 52 FW BHG for all expenses incurred to outfit the Airman with the Ceremonial uniform.

Figure A3.4. 52d Fighter Wing Honor Guard Application, Part I/Policies, Paragraphs 4-13.

4. The member's first sergeant and supervisor are encouraged to establish an open channel of communication with the 52 FW BHG OIC and NCOIC. This can be used to keep each member's unit and work area informed of the member's performance and 52 FW BHG events that may affect that particular member.
5. Membership will be denied or delayed if this package is returned incomplete or not supported by the unit.
6. Your on- and off-duty actions must reflect the utmost credibility in yourself, the 52 FW BHG, the Wing, and the United States Air Force.
7. Upon graduation from training, the Wing provides all items required to perform 52 FW BHG duties.
8. The Honor Guard ceremonial uniform is to be kept serviceable and in good repair at all times. An impromptu ceremony may arise at any time, therefore your readiness is imperative.
9. Violations of AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* will not be tolerated.
10. The wear of the Honor Guard ceremonial uniform is only authorized immediately before and immediately after a scheduled detail. At other times, the 52 FW BHG Travel Uniform is the only authorized uniform for 52 FW BHG members involved in ceremonies. Wear of the uniform of the day for practice is mandatory unless informed otherwise.
11. The Team Leader of the ceremony/detail is in charge of that entire detail. Any questions, changes, or comments should be coordinated through the detail Team Leader. If further action is necessary, it should be brought to the attention of the 52 FW BHG OIC or NCOIC immediately.
12. All Honor Guard members are required to achieve a prescribed level of proficiency in order to remain an effective and active member.
13. Upon completion of training, members are required to fulfill a 12-month commitment which does not include TDYs, leave, or deployments. Minimum standards are as follows: 12 Details with in a one (1) year contracted period; no more than two unexcused absences within one quarter. Continued service after the initial mandatory period is based on performance.

Figure A3.5. 52d Fighter Wing Honor Guard Application, Part I/Policies, Paragraphs 13a-14.

- a. Honor Guard members may be considered for Air Force decorations based on the following criteria:
 - a. Outstanding Achievement:
 1. For the culmination of eighty (80) ceremonies and exceeds minimum retainability standards, the Air Force Achievement Medal (AFAM) will be awarded.
 2. For the culmination of one hundred and sixty (160) ceremonies and exceeds minimum retainability standards, the Air Force Commendation Medal (AFCM) will be awarded.
 - b. Meritorious Service:
 1. For the completion of honorable service warranting recognition for **non-staff** members the AFAM. The decoration is not guaranteed but will be *considered* based on OIC and NCOIC recommendation.
 2. For the completion of honorable service warranting recognition for **staff** members the AFCM. The decoration is not guaranteed but will be *considered* based on OIC and NCOIC recommendation.
14. All members must pass their fitness assessment with a minimum score of 75. If a score of 75 is not attained, the member will be placed on the inactive member roster until the member achieves the required score.
 - a. The member must return all equipment and the 12-month contract will be put on hold.

NOTE: Please direct questions or comments to the NCOIC of the 52 FW BHG.

Figure A3.6. 52d Fighter Wing Honor Guard Application, Membership A-D.**MEMBERSHIP****A. Desired Type of Member:**

- (1) One with integrity, loyalty, dedication, and heart.
- (2) Neat and clean, fit and trim in appearance (within reason).
- (3) With an attitude towards being the best.
- (4) Open-minded and willing to learn and serve.
- (5) A professional.
- (6) Must present impeccable military image and conform to exacting grooming standards; no shaving waivers allowed.
- (7) No fear of firearms or have a history of anxiety, emotional or nervous system disorders.

B. Possible Reasons For Denied Membership:

- (1) Application package returned with information not conducive to selection (i.e. not endorsed by supervisor and/or commander, etc.)
- (2) Not having at least one year retention on station.
- (3) Falsified information.
- (4) Not current and/or failed fit test.
- (5) Unsuccessful completion of the training program.

C. Criteria for Release (Handled on a case-by-case basis):

- (1) No-shows to scheduled practices, meetings, or events.
- (2) Unexcused lateness.
- (3) Failure to achieve or complete basic 52 FW BHG qualification.
- (4) Continuing violations of AFI 36-2903.
- (5) Compromising the image of the 52 FW BHG and/or Air Force.
- (6) Unacceptable duty performance in work area.
- (7) Being placed on a control roster and/or having an Unfavorable Information File (UIF) established. If placed on a UIF, the member is placed on suspension for the duration of the action or released upon request from the squadron.

D. Education/Hardship Duty Status:

A status that is used to increase efficiency and help support the objectives of the 52 FW BHG. While in this status, the member will be required to attend one practice per month to remain proficient and up-to-date. If the need arises, the member will be tasked to attend more than one. We will need a Letter of Verification from supervisor. The inactive status is authorized for:

Figure A3.7. 52d Fighter Wing Honor Guard Application, Membership DA1-E

- (1) Educational Opportunities (College courses/seminars) whose class dates and study requirements conflict with Honor Guard and pose a situation not conducive to learning (not to exceed one semester). 52 FW BHG leadership is notified of Education status.
- (2) Duty Situation that can be temporarily relieved by being released from active 52 FW BHG duties. In this case, the inactive status notification letter will be forwarded by the member's squadron and the status reviewed by the 52 FW BHG NCOIC every 30 days, not to exceed 120 days.

E. Practices and Ceremonies:

- (1) Mandatory practice is each Wednesday from 1400-1600.
- (2) The Spangdahlem 52 FW BHG averages between 100-150 ceremonies a year with one or two funerals. The SABI states that all ceremonies must be scheduled at least two weeks in advance. This helps us plan better for ceremonies and gives 52 FW BHG membership enough time to inform their work center leadership. You can view our schedule on the 52 FW Honor Guard SharePoint: <https://ice.usafe.af.mil/sites/52FW/honorguard/default.aspx>. The only ceremonies that we have no control over as far as scheduling is concerned are Military Funeral Honors which could come up at any time. All members should sit down with their supervisors and check the schedule and make plans around normal duty.

Figure A3.8. 52d Fighter Wing Honor Guard Application, Certification/Endorsement Letter, Part I.

CERTIFICATION/ENDORSEMENT LETTER

I certify that I have read and completed the application package completely and voluntarily request membership consideration for the 52 FW BHG. I understand that if selected for a formal interview, I will be required to answer additional questions and I can expect to be fully briefed on Honor Guard command staff expectations, possible reasons for membership denial, criteria for release from the Honor Guard, inactive status limitations, and Honor Guard incentive programs. I understand that my selection for the Honor Guard team will be a privilege that entails a level of commitment above and beyond that of my peers.

Applicant's Printed Rank, Name	Signature	Date
--------------------------------	-----------	------

Supervisor's Endorsement for Honor Guard Membership:

I hereby acknowledge my support for the above named applicant and the 52 FW BHG (with permanent exemption from Wing/Base details, special duty, etc.). This Airman's duty performance is at least within acceptable standards and has no noted problems that would affect their 52 FW BHG duty performance.

Supervisor's Printed Rank, Name	Signature	Date
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First Sergeant's Endorsement for Honor Guard Membership:

CONCUR/NON-CONCUR. The Airman listed above has no administrative action pending, and in my opinion, exhibits the proper Air Force image associated with the 52 FW BHG.

First Sergeant's Printed Rank, Name	Signature	Date
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Commander's Endorsement for Honor Guard Membership:

CONCUR/NON-CONCUR. The member listed above is qualified for 52 FW BHG membership consideration. If selected for the Honor Guard, member will be exempt from base and unit details. My signature indicates that the applicant's chain of command understand that official 52 FW BHG duties take precedence over normal military duties unless determined such duty would seriously degrade unit or Wing mission accomplishment.

Commander's Printed Rank, Name	Signature	Date
--------------------------------	-----------	------

Figure A3.9. 52d Fighter Wing Honor Guard Application, Certification/Endorsement Letter, Part II.

PART II

INDIVIDUAL PROFILE

Name: _____ Rank: _____

Squadron: _____ Work Center: _____ Duty Phone: _____

Supervisor Rank & Name: _____ Duty Phone: _____

Home Phone: _____ Cell Phone: _____

TAFMS [Yr(s) Mth (s)]: _____ Date of Rank: _____

DEROS: _____ AEF Band: _____ HGT: _____ WGT: _____

PSC Box: _____ Zip Code: _____ Date of Birth: _____

PHYSICAL LIMITATIONS (If Any):

HOBBIES/INTERESTS (General):

GOALS (Military):

GOALS (General):

Figure A3.10. 52d Fighter Wing Honor Guard Application, General Honor Guard Membership Questions, Questions 1-5.

GENERAL HONOR GUARD MEMBERSHIP QUESTIONS

1. What are your specific reasons for wanting to join the 52 FW BHG?

2. Have you ever been affiliated with an Honor Guard, Drill Team, ROTC, Military School/Academy, etc., while on active duty or in High School? If so, where, when, and for how long?

3. How did the 52 FW BHG catch your attention?

4. What are your Honor Guard aspirations?

5. What might the Honor Guard's expectations of you be?

Figure A3.11. 52d Fighter Wing Honor Guard Application, General Honor Guard Membership Questions, Questions 6-8.

6. If there was one thing you could change about AFI 36-2903, what would it be, and why?

7. Does speaking before an audience present a problem for you? If so, why?

8. If a person of authority (one who may not out rank you) told you that you were not standing correctly while at attention, you were bouncing while marching or that you need to "get it together," what might your feelings or opinions be toward that individual?

Figure A3.12. 52d Fighter Wing Honor Guard Application, Honor Guard Command Staff Recommendation.

HONOR GUARD COMMAND STAFF RECOMMENDATION

Prospective applicant's package has been reviewed and formal interview completed. Member was fully briefed on the 52d Fighter Wing Honor Guard standards and expectations, mandatory practice sessions, training/certification processes, detail assignments, inactive status determinations, and recognition/incentive programs.

Honor Guard members may be considered for Air Force decorations based on the following criteria;

1. For the culmination of eighty (80) ceremonies and exceeds minimum retainability standards, the Air Force Achievement Medal (AFAM) will be awarded.
2. For the completion of honorable service warranting recognition for **non-staff** members the AFAM. The decoration is not guaranteed but will be *considered* based on OIC and NCOIC recommendation.

Average number of ceremonies per year: **100 ceremonies**

Average number of funerals per year: **1-2 Military Honors**

The 52 FW BHG NCOIC

RECOMMENDS / DOES NOT RECOMMEND applicant for membership on the Honor Guard Team. Member is not recommended for membership due to:

TSgt Jeremiah Biley

NCOIC Printed Rank, Name

Signature

Date

52 FW BHG ENDORSEMENT

CONCUR / NON-CONCUR. Member is approved for membership in 52 FW BHG. Official start date for Honor Guard Duty will be _____.

IAN H. STEVENS, 1st Lt, USAF
 OIC, 52d Fighter Wing Base Honor Guard

Attachment 4

HONOR GUARD CHECKLIST

Figure A4.1. Honor Guard Checklist

HONOR GUARD CHECKLIST						
INSTRUCTIONS: The Mortuary Officer will sign and complete appropriate items for each honors ceremony requested. If request is not approved indicate circumstances and justification, then forward a copy of completed form to HQ Air Force Mortuary Affairs and if required to your MAJCOM.						
SECTION I. HONORS REQUEST DATA						
1. HONOR GUARD INSTALLATION ADDRESS (include ZIP code)		2. NAME/ADDRESS OF HONORS REQUESTER		3. TELEPHONE (include Area Code)		
				4. DATE/TIME OF REQUEST		
5. TYPE OF HONORS REQUESTED		6. LOCATION FOR HONORS PRESENTATION				
<input type="checkbox"/> FUNERAL SERVICE		<input type="checkbox"/> DISTINGUISHED PERSON		<input type="checkbox"/> GOVERNMENT CEMETERY		
<input type="checkbox"/> MEMORIAL SERVICE		<input type="checkbox"/> COMMUNITY FUNCTION		<input type="checkbox"/> PRIVATE CEMETERY		
<input type="checkbox"/> CHANGE OF COMMAND		<input type="checkbox"/> OTHER (Specify)		<input type="checkbox"/> CHURCH		
				<input type="checkbox"/> FUNERAL HOME CHAPEL		
				<input type="checkbox"/> ON BASE		
				<input type="checkbox"/> OTHER (Specify)		
SECTION II. INFORMATION FOR FUNERAL OR MEMORIAL HONORS						
7. NAME OF DECEASED		8. GRADE	9. SSN	10. SERVICE BRANCH	11. DUTY STATUS	
					12. AERONAUTICAL RATING (Active duty only)	
13. NAME/ADDRESS/TELEPHONE OF NEXT OF KIN OR REPRESENTATIVE			14. FUNERAL HOME INFORMATION AND FUNERAL DIRECTOR'S NAME			
15. DATE/TIME OF SERVICE		16. LOCATION OF SERVICE		17. NAME/ADDRESS OF CEMETERY		
SECTION III. INFORMATION FOR FUNCTIONS OTHER THAN FUNERAL OR MEMORIAL SERVICE						
18. ADDRESS FOR FUNCTION		19. DATE AND TIME		20. POINT OF CONTACT	21. FUNCTION DESCRIPTION	
SECTION IV. FACTS AND ACTIONS TAKEN FOR REQUESTED HONORS						
22. HONORS REQUEST		23. NAME OF APPROVING/DISAPPROVING OFFICIAL		24. DATE AND TIME		
<input type="checkbox"/> APPROVE						
<input type="checkbox"/> DISAPPROVE						
25. REASON FOR DISAPPROVAL:						
26. HONORS ELEMENTS AND MILITARY PERSONNEL PROVIDED						
<input type="checkbox"/> PALLBEARERS		<input type="checkbox"/> FIRING PARTY		<input type="checkbox"/> COLOR GUARD		
<input type="checkbox"/> BUGLER		<input type="checkbox"/> CHAPLAIN		<input type="checkbox"/> DRILL TEAM		
<input type="checkbox"/> HONORARY PALLBEARERS		<input type="checkbox"/> MEMBER IN CHARGE		<input type="checkbox"/> FLYOVER (If approved list aircraft resource)		
				<input type="checkbox"/> ONE REPRESENTATIVE		
27. NAME/GRADE OF HONOR GUARD CONTACT		28. NAME/GRADE OF CHAPLAIN CONTACT		29. NAME/GRADE OF FLYOVER CONTACT		
30. INSPECTION AND COMMENTS					YES	NO
a. PARTICIPANTS BRIEFED AND INSPECTED PRIOR TO RELEASE FOR CEREMONY					<input type="checkbox"/>	<input type="checkbox"/>
b. ALL PARTICIPANTS RECEIVED TRAINING PRIOR TO CEREMONY					<input type="checkbox"/>	<input type="checkbox"/>
c. ALL PARTICIPANTS DRESSED IN PRESCRIBED UNIFORMS					<input type="checkbox"/>	<input type="checkbox"/>
31. UNUSUAL CIRCUMSTANCES RESULTING IN UNFAVORABLE REFLECTION ON AIR FORCE					<input type="checkbox"/> NO	<input type="checkbox"/> YES (If Yes, explain in 30. Remarks)
32. NAME/GRADE OF HONOR GUARD COMMANDER					SIGNATURE	
SECTION V. RESOURCE EXPENSE DATA						
33. TIME SPAN OF ACTIVITY		34. ACTIVITY MILEAGE ONE WAY		35. DRIVER		
				<input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN		
36. TYPE VEHICLES USED		37. TOTAL NUMBER MAN-HOURS SPENT		38. COSTS INCURRED		
<input type="checkbox"/> MILITARY STAFF CAR		[] LOCAL [] TOY		a. MANPOWER (Average hourly wage (see AFI 65-503) times number participants times activity time span)		
<input type="checkbox"/> MILITARY BUS				b. TRAVEL (Standard vehicle operating cost times number of vehicles and round trip miles.) Obtain per mile cost from Vehicle Maintenance Control and Analysis Office.		
<input type="checkbox"/> PRIVATE CAR				c. PER DIEM/LODGING (Total for all participants)		
<input type="checkbox"/> PRIVATE BUS				d. OTHER (Hiring bugler, etc.)		
<input type="checkbox"/> OTHER				e. TOTAL COST FOR THIS CEREMONY		
				\$		
				\$		
				\$		
				\$		
39. REMARKS: (Continue on reverse if necessary)						
40. NAME AND GRADE OF CHIEF OF SERVICES (Mortuary Officer)				SIGNATURE		

Attachment 5

AFMAN 31-129, USAF SMALL ARMS AND LIGHT WEAPONS HANDLING PROCEDURES

Figure A5.1. AFMAN 31-129, USAF Small Arms and Light Weapons Handling Procedures, Page 59.

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Attachment 13

M14 RIFLE (7.62MM)

A13.1. General Information. M14 rifle loading/unloading procedures are IAW TO 11W3-5-4-41, Technical Manual, *Operator Manual, For Rifle 7.62MM, M14 W/E.*

A13.2. Issue. The armorer will use the following procedures when issuing the M14 rifle:

A13.2.1. Remove the rifle from the storage rack and proceed to the issue-point clearing area with the rifle held in the "port arms" position, bolt in the forward (closed) position, and the safety in the fire (forward) position. (T-1). Do not place fingers into the trigger guard.

A13.2.2. Place the muzzle into the clearing barrel aiming point in line with the axis of the barrel and lock the bolt to the rear (open) position. (T-1).

A13.2.3. Place the safety in the safe (rear) position. (T-1).

A13.2.4. Visually inspect the chamber and receiver to ensure no ammunition or magazine is present. (T-1).

A13.2.5. Issue rifle to person "butt" first, muzzle elevated, bolt locked to the rear (open) position and safety in the safe (rear) position. (T-1). Do not place fingers on trigger or into trigger guard during issue.

A13.3. Loading. The individual issued the rifle will use the following procedures:

A13.3.1. Proceed to the clearing zone with the rifle held in the "port-arms" position, bolt in the rear (open) position, and safety in the safe (rear) position. (T-1).

A13.3.2. When directed by the clearing barrel attendant, enter the clearing zone and place the muzzle into the clearing barrel aiming point in line with the axis of the barrel. (T-1). Do not place fingers into the trigger guard.

A13.3.3. Visually inspect the chamber and receiver to ensure no ammunition or magazine is present. (T-1).

A13.3.4. After the clearing barrel attendant verifies no ammunition is present, pull back on the operating rod handle and release it to permit the bolt to move forward to the closed position. (T-1).

A13.3.5. If the person is to be armed, insert a loaded magazine and ensure it is secured into the magazine well. (T-1). The individual is now considered armed. A round will not be chambered. (T-1). If the individual is not arming, proceed to next step without inserting a magazine. (T-1).

A13.3.6. Sling the rifle with the muzzle pointed either in the up or down position. (T-1). During inclement weather, the rifle should be slung with the muzzle pointed down. **Note:** For Honor Guard personnel, the weapon is transported with bolt forward, no ammunition and safety on safe.

A13.4. Honor Guard Loading for Ceremony. Honor Guard personnel do not load the rifle until just prior to the ceremony start time. The individual issued the rifle will use the following procedures:

Figure A5.2. AFMAN 31-129, USAF Small Arms and Light Weapons Handling Procedures, Page 60.

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A13.4.1. Visually inspect the rifle to ensure the safety is in the safe (rear) position. (T-1).

A13.4.2. Lock the bolt to the rear (open) position and inspect the chamber to ensure it is clear. (T-1).

A13.4.3. Pull back on the operating rod handle and release it to permit the bolt to move forward to the closed position. (T-1).

A13.4.4. Insert magazine loaded with blank ammunition and place the safety in the fire (forward) position when ready to fire in the ceremony. (T-1). **WARNING: Do not fire blank ammunition directly toward personnel.** Note: Upon completion of the ceremony, the ranking individual verifies the weapons are clear (as prescribed in A13.5.2 thru A13.5.3.) using a two person concept, allows the bolt to go forward and ensures the safety is in the safe (rear) position, in order to transport the weapons.

A13.5. Unloading and/or Clearing. Individuals preparing to clear SA/LW approach the clearing zone with their rifle in the "port arms" position and will use the following procedures:

A13.5.1. When directed by the clearing barrel attendant, enter the clearing zone, unsling the rifle and immediately place the muzzle into the clearing barrel aiming point in line with the axis of the barrel. (T-1). Do not place fingers into the trigger guard.

A13.5.2. If a magazine is in the magazine well, depress the magazine latch, remove the magazine and hand it to the clearing barrel attendant before proceeding. (T-1).

A13.5.3. Visually inspect the rifle to ensure the safety is in the safe (rear) position, with the safety protruding into the trigger guard. (T-1).

A13.5.4. Lock the bolt to the rear (open) position and visually inspect the chamber and receiver to ensure no ammunition or magazine is present. (T-1).

A13.5.5. After the clearing barrel attendant verifies the rifle contains no ammunition and is safe for turn-in, proceed to the turn-in point with the rifle in the "port-arms" position, bolt in the rear (open) position, and safety in the safe position. (T-1).

A13.6. Turn-in. When directed by the armorer, the individual approaches the turn-in point and hands the rifle to the armorer "butt" first, muzzle elevated, bolt locked in the rear (open) position, and safety in the safe (rear) position. The armorer takes possession of the rifle and immediately places the muzzle into the clearing barrel aiming point in line with axis of barrel. Do not place fingers into the trigger guard. The armorer will use the following procedures:

A13.6.1. Visually inspect the chamber and receiver area to ensure no ammunition or magazine is present and is safe for storage. (T-1).

A13.6.2. Pull back on the operating rod handle and release it to permit the bolt to move forward to the closed position. (T-1).

A13.6.3. Place the safety to the fire (forward) position and press the trigger, dry-firing the rifle into the clearing barrel. (T-1).

A13.6.4. The rifle is now "rack safe," free of ammunition, bolt forward (closed) and safety is in the fire (forward) position. Store the weapon in an approved storage rack or container. (T-1).

Attachment 6
ANNUAL BUDGET EXAMPLE

Table A6.1. Annual Budget Example

FY10 REQUIREMENTS

OBAN 8044	
QoI/Unfunded:	
Section:	SVM
Priority:	1
Activity:	Honor Guard
Title:	Ceremonial uniforms, Alterations, and Accessories
Unfunded Amount:	\$13,100
BA/BPAC:	1
EEIC:	272596f
Form of Purchase:	
If....Form 9 Number:	
NARRATIVE JUSTIFICATION:	Special Ceremonial Uniforms are mandatory wear for Base Honor Guard members. This requirement was established by the USAF Honor Guard and mandated by AFI 36-2903. Alterations must be made to the original Service Dress. Alterations to one uniform costs approximately \$106. The member is required to wear the Base Honor Guard approved belt, hat, aiguillette, and badge on the Ceremonials. The purchase of new uniforms and accessories is periodically required to replace items due to wear and tear. Unfunded amount includes funding for 18 uniforms, 40 alterations, and the required accessories.
IMPACT IF NOT FUNDED:	The Base Honor Guard would not be equipped in accordance with Air Force Standards and would not be able to take on new members.
POC:	TSgt Michael A. Jackson, 52FW/HG DSN 452-5382, mike.jackson@spangdahlem.af.mil