

**BY ORDER OF THE COMMANDER
THULE AIR BASE**

THULE AIR BASE INSTRUCTION 34-501

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Services

THULE AIR BASE HONOR GUARD

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This publication implements AFI 34-501, Mortuary Affairs Program. It provides guidance and procedures on policies, planning, training, and using the Thule Air Base (TAB) Honor Guard (Arctic Honor Guard). It describes the functions of the base Honor Guard, responsibilities of Honor Guard members, procedures for performing Honor Guard functions and participation standards. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate 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, Table 1.1 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. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in Air Force Records Information Management System (AFRIMS): <https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1. Overview.

1.1. The Thule Air Base Honor Guard (HG) is comprised of: Members from the 821 ABG and tenant units. Our mission is to represent the Nation, the Air Force and the Thule community when rendering military honors. Additionally, the Honor Guard supports the needs of Thule Air Base and the Danish/Greenlandic community as representatives of the United States Air Force with honor, pride, and professionalism.

1.2. The Honor Guard provides appropriate military honors at memorial services and ceremonies when requested by the Installation Commander, Base Mortuary Officer, or the next of kin of a deceased military member. Honors are authorized by the following instructions: AFI 34-501, Mortuary Affairs Program, AFI 36-2654, Combat Arms Program, AFI 36-2903, Dress and Personal Appearance of Air Force Personnel, and AFMAN 36-2203, Drill and Ceremonies.

2. Roles and Responsibilities.

2.1. The 821 ABG Commander shall:

- 2.1.1. Maintain overall responsibility for the Base Honor Guard program.
- 2.1.2. Provide adequate funding and resources to meet the operational requirements of the Base Honor Guard program.
- 2.1.3. Provide storage, training, and administrative space for the Base Honor Guard team.
- 2.1.4. Determine the size of the Honor Guard team required for the installation, taking into consideration where the installation is located, the population, and the projected workload.
- 2.1.5. Request subordinate and tenant unit manpower support.
- 2.1.6. Be the designated authorizing or delegating official to sign and certify all deserving Achievement or Commendation medal packages based on NCOIC recommendations.

2.2. 821 ABG Superintendent (CCC) shall:

- 2.2.1. Oversee the Honor Guard program for the installation commander.

2.3. The Honor Guard NCOIC shall:

- 2.3.1. Prepare annual budget requirements for TAB Honor Guard. Request allocation through the finance office.
- 2.3.2. Ensure Honor Guard members are trained and properly equipped to perform military honors.
- 2.3.3. Approve and maintain a list of performance-ready (trained, uniformed, and equipped) Honor Guard members.
- 2.3.4. Serve as the liaison between base activities and the Honor Guard for requesting ceremonial support.
- 2.3.5. Ensure Honor Guard stats are properly recorded on the Honor Guard stats spreadsheet.
- 2.3.6. Ensure members are in compliance with AFI 36-2903 and AFI 36-2905, Fitness Program.

- 2.3.7. Work with base leadership to recognize Honor Guard members.
- 2.3.8. Remove any member who does not meet performance or appearance standards.
- 2.3.9. Maintain Honor Guard member roster and provide quarterly manning reports.
- 2.3.10. Document all administrative and disciplinary action and if necessary, forward to the member's squadron first sergeant and/or commander.
- 2.3.11. Schedule member availability for requested details.
- 2.3.12. Evaluate unit requirements for Honor Guard manning at least quarterly, or more often if needed.
- 2.3.13. Control, maintain and procure the Honor Guard equipment. Ref [para 7.1](#)
- 2.3.14. Publicize the Honor Guard program through email and other available sources.

2.1. Assistant NCOIC shall:

- 2.1.1. Be responsible for the effective scheduling and appropriate training procedures of the Base Honor Guard, to include all activities conducted by the detail commander beginning with coordinating the event and all actions prior to the event and ending when the Honor Guard members return to Thule AB and equipment turn in.
- 2.1.2. Support and assist the HG/NCOIC.
- 2.1.3. Develop and administer training plans and procedures IAW USAF Honor Guard Training Manual.
- 2.1.4. Ensure members carry out required functions.
- 2.1.5. Conduct monthly flight inspections to ensure compliance with current requirements.
- 2.1.6. Notify the HG/NCOIC of noncompliance with this instruction by subordinate personnel.
- 2.1.7. Ensure availability of personnel and equipment by maintaining close coordination with members prior to the assigned detail.
- 2.1.8. Inspect participating Honor Guard members prior to leaving for the detail to ensure compliance with AFI 36-2903, and those special uniform accessories are correctly worn and in serviceable condition. Ensure proper military image and Honor Guard discipline is maintained at all times. Report any deviations to the HG/NCOIC upon return to the base after the detail. Ensure the Honor Guard stats are properly annotated and given to HG/NCOIC.
- 2.1.9. Assign Honor Guard members to details based on abilities, skills, appearance, experience, and frequency of details performed. Ensure details are evenly distributed between all members within their flight. Ensure at least one NCO is assigned to each detail as often as possible.
- 2.1.10. Ensure adequate time is allotted for the team to arrive at detail location, proper coordination is made with the requester, and practices are conducted before the actual detail is performed.

2.1.11. Develop a roster of Honor Guard members due for an award or leaving the Honor Guard due to PCS or separation and update the list quarterly.

2.2. Honor Guard Members shall:

2.2.1. Comply with the provisions of this instruction.

2.2.2. Perform details as tasked by the HG/NCOIC and/or Assistant NCOIC, unless excused.

2.2.3. Become knowledgeable of all Honor Guard functions, formations, honors, and ceremonies. Become proficient in performing all Honor Guard duties, drill and ceremonies. Perform movements with precision and synchronization.

2.2.4. Ensure all equipment entrusted is properly cared for and maintained, and assist the Assistant NCOIC in maintaining equipment and supplies.

2.2.5. Ensure the Honor Guard training area is kept clean and well maintained with all equipment and materials returned to their proper places.

2.2.6. Maintain an exemplary personal appearance. Honor Guard members are Air Force ambassadors to the rest of the base populace, as well as the civilian community.

2.2.7. Notify the HG/NCOIC and/or Assistant NCOIC if they are going TDY, PCS, or have made a decision to separate.

3. Manning and Obligation.

3.1. The TAB Honor Guard: Will be manned by personnel selected from the Group, and base Tenant Units. Should Honor Guard manning fall under 7 members and manning is unable to be attained through a volunteer program, a quota will be implemented to augment Honor Guard participation.

3.2. HG/NCOIC and Assistant NCOIC: Are selected by the current HG/NCOIC with the approval of the unit commander and first sergeant.

3.3. Prior to selection as an Honor Guard member: Applicant must have approval of both unit commander and first sergeant.

3.4. Personnel selected for Honor Guard will: Incur a minimum 6-month commitment, 9-months for HG/NCOIC and Assistant NCOIC.

3.5. The First Sergeant will: Conduct a quality force check to ensure members meet the following criteria:

3.5.1. Are of the highest caliber (outstanding bearing, appearance, behavior, and attitude).

3.5.2. No non-judicial punishment under Article 15, UCMJ, pending or completed in the past year, no control roster or UIF.

3.5.3. Have a passing score on the AF Fitness Test.

3.5.4. Members have a minimum of 6 months left on tour.

3.5.5. HG/NCOIC and Assistance NCOIC have a minimum of 9 months left on tour.

4. Training.

4.1. The TAB Honor Guard Training Area is located in building 608 (Thule Gym), or in an alternate location designated by the NCOIC/Assistant NCOIC. Practice sessions are held weekly, or as scheduled by NCOIC/Assistant NCOIC.

4.2. Training will be standardized between all Teams. At least once per quarter, the NCOIC or Assistant NCOIC will meet and discuss training issues. Training will include all topics covered in the Air Force Honor Guard Training Manual, including but not limited to the following areas:

4.2.1. Color Guard. To include the types of flags utilized, types of ceremonies, four-man details, seven-man details, Joint Color guard details, presenting Colors, proper positioning of flags, close interval marching, turning with and posting Colors, rifle movements both port and shoulder arms, and retreat procedures.

4.2.2. Flag Folding. To include respect to the flag, flag heritage, types of flags, two-man flag folds, six-man flag folds, and the required positions of flag folders.

4.2.3. Use of Sabers. To include procedures for weddings and special events as well as other applicable details will be trained periodically as needed for proficiency.

5. Scheduling and Participation Requirements.

5.1. When Honor Guard members are notified of a detail: They will report to the designated formation area and secure the necessary accessories. When reporting for a detail, all participants must be in strict compliance with AFI 36-2903.

5.2. In the event of real-world alerts or responses: Members will be released from Honor Guard duty and report to their duty section.

5.3. Excused Absences. There are four authorized reasons for excused absences from details or practices:

5.3.1. Leave. Must be coordinated with the HG/NCOIC. If a member will be on leave during their scheduled "on-call", they are required to contact another member from another team to replace them. This member will be "on-call" and will perform all assigned duties. The member taking leave will notify the HG/NCOIC and/or Assistant NCOIC of their replacement. Members will coordinate scheduled leave with their HG/NCOIC three days before taking leave.

5.3.2. Mission Essential Duty. For the purpose of this instruction, mission essential means a member is required to perform a specific task during a specific period of time and another individual from the member's duty section cannot perform the task, nor can the member perform the task at a different time.

5.3.3. Quarters. The member has been restricted to quarters by a competent medical authority.

5.3.4. TDY. A member is performing temporary duty and is outside of the local area.

5.4. No Shows. Honor Guard members are required to attend and arrive on time for all practice sessions, details, formations, open ranks, etc., unless permission has been granted for an excused absence.

6. Uniforms.

- 6.1. All uniforms worn by Honor Guard members must: Conform to AFI 36-2903 unless deviations are authorized and approved by the 821 ABG/CC.
- 6.2. Upon approval from the HG/NCOIC: Uniforms may deviate from the schedule dependent upon climate conditions (unreasonably hot or cold weather conditions) or special ceremonial requirements.
- 6.3. The HG/NCOIC and/or Assistant NCOIC: In an appropriate storage location, will maintain necessary Honor Guard uniform accessories for issue in an orderly manner.

7. Equipment.

- 7.1. Sufficient Honor Guard equipment will be obtained, maintained, and controlled by the HG/NCOIC to meet the requirements set forth in the USAF Honor Guard Manual composed by the USAF Honor Guard IAW AFI 34-501.
 - 7.1.1. The HG/NCOIC will ensure all Honor Guard equipment is kept in good condition at all times and that necessary replacement items are ordered and received in a timely manner.

8. Recognition Programs.

- 8.1. Honor Guard members can be recognized for their outstanding support by a recognition program. The recognition program includes:
 - 8.1.1. The Air Force Commendation Medal (AFCM) is awarded to HG/NCOIC and/or Assistant NCOIC who have committed distinguished service to the Honor Guard. The HG/NCOIC is responsible for ordering the recommendation for decoration, preparing the award, and submission for staffing and approval. The suggested criteria for the AFCM should be as follows:
 - 8.1.1.1. Recommended for outstanding achievement by 821 ABG/CCC.
 - 8.1.1.2. Be in good standing with the TAB Honor Guard and their respective squadron.
 - 8.1.1.3. No non-judicial punishment under Article 15, UCMJ, pending or completed in the past year, no control roster or UIF.
 - 8.1.2. The Air Force Achievement Medal (AFAM) is awarded to deserving members who have committed distinguished service to the Honor Guard. The HG/NCOIC is responsible for ordering the recommendation for decoration, preparing the award, and submission for staffing and approval. The suggested criteria for the AFAM should be as follows:
 - 8.1.2.1. Recommended for outstanding achievement by HG/NCOIC.
 - 8.1.2.2. Be in good standing with the TAB Honor Guard and their respective squadron.
 - 8.1.2.3. No non-judicial punishment under Article 15, UCMJ, pending or completed in the past year, no control roster or UIF.
- 8.2. 821st Air Base Group Awards Program:
 - 8.2.1. The Honor Guardsman of the Quarter is presented quarterly to the member who has demonstrated all the qualities of an Honor Guardsman with outstanding precision and professionalism.

8.2.2. The Honor Guardsman of the Year is presented annually to the member who has demonstrated all the qualities of an Honor Guardsman with outstanding precision and professionalism. The winner will be selected from previous quarterly winners but is not limited to those individuals (e.g., one member may consistently perform superiorly, but not receive a quarterly award).

8.2.2.1. Quarterly and annual awards will be decided based on the 821 ABG schedule. Submissions will mirror the established 821 ABG guidance.

8.2.3. The Honor Guard member's parent squadron will recommend nominees who meet or exceed the above award criteria to 821 ABG/CCC. A board will be conducted to select the award winner (quarter and annual). The board will consist of but not limited to the Group Superintendent, First Sergeant, HG NCOIC and Squadron Superintendents.

9. Honor Guard Details.

9.1. Honor Guard members may be required to perform details on weekends and may receive short-notice notification of an upcoming detail. Each member should be prepared to perform details and take actions to handle personal obligations and commitments.

HEATHER L. MCGEE, Colonel, USSF
Commander

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

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

AFMAN 33-363 *Management of Records*, 25 November, 2008

AFI 36-2654, *Combat Arms Program*, 17 April, 2020

DAFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 7 February 2020

AFI 36-2905, *Fitness Program*, October 21, 2013

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

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ABG—Air Base Group

AF—Air Force

AFAM—Air Force Achievement Medal

AFCM—Air Force Commendation Medal

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

HG—Honor Guard

IAW—In Accordance With

NCOIC—Non-Commissioned Officer in Charge

OPR—Office of Primary Responsibility

PCS—Permanent Change of Station

RDS—Records Disposition Schedule

TAB—Thule Air Base

TDY—Temporary Duty

UCMJ—Uniformed Code of Military Justice

UIF—Unfavorable Information File

Terms

Accountable Forms—Forms that the Air Force stringently controls and which cannot be released to unauthorized personnel, since their misuse could jeopardize DOD security or result in fraudulent financial gain or claims against the government.

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