

**BY ORDER OF THE COMMANDER  
TRAVIS AIR FORCE BASE (AMC)**



**TRAVIS AIR FORCE BASE  
INSTRUCTION  
34-104**

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***Services***

**BASE HONOR GUARD PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Lt. Col. Nathan Williams)

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This instruction supplements AFI 34-501, Mortuary Affairs Program, **Chapter 8**, Base Honor Guard Program and Conduct of Funerals. It establishes and delegates responsibility for the Travis AFB Honor Guard program. It defines the primary role and composition of the Team Travis AFB Honor Guard in both on and off-base activities and describes the appropriate dress and appearance standards for Base Honor Guard members.

Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, Recommendation for Change of Publication; route AF IMT 847s from the field through the appropriate functional's chain of command.

### **SUMMARY OF CHANGES**

This interim change revises TRAVISAFBI 34-104 by (1) changing honor guard support for ceremonies other than funerals, (2) deleting no longer applicable sections, (3) updating configuration of the honor guard, and (4) Membership Agreement Letter. The “(TRAVIS)” and “DELETED” indicate newly revised material.

## 1. General.

1.1. The rendering of military funeral honors is steeped in tradition and represents the nation's everlasting gratitude to those who, in times of peace and war, have faithfully defended our country. This instruction provides policy on how to execute the Air Force's military funeral honors program on Travis AFB. Travis AFB Honor Guard teams also support the following activities when manning permits:

1.1.1. Ceremonies. Only when Wing (60th, 621st, 349th) CC/CV presides.

1.1.2. On base units without organic honor guard capability. I.e.: OSI, Band, etc.

1.1.3. Off base events (military organizations have priority, remainder of events based upon availability).

1.1.4. (**TRAVIS**) Other military activities the 60th Air Mobility Wing Commander decides are appropriate. All other events will be performed by unit honor guard members not on rotation at the time of the event. Members will not be issued additional ceremonial uniform items for these events. If a unit does not have trained honor guard members, then any member from the unit can be used for the event. These members will perform in AF Service Dress and perform based on Drill and Ceremony guidance listed in AFMAN 36-2203.

## 2. Responsibilities.

### 2.1. 60 AMW/CC.

2.1.1. Responsible for the Travis AFB Honor Guard program.

2.1.2. Provides funding and resources to meet operational requirements, and provides storage, training and administrative space for the Travis AFB Honor Guard.

2.1.3. Determines size of the Travis AFB Honor Guard based on installation location, size of local population, and how often military and civilian protocol activities occur.

2.1.4. Requests subordinate and tenant unit manpower support. Establishes an MOA between Travis AFB Honor Guard and the 349th Air Mobility Wing.

### 2.2. Group Commanders.

2.2.1. Group commanders are responsible for providing manpower to the Travis AFB Honor Guard as directed by 60 AMW/CC.

2.2.2. Group Superintendents will be the group POC for Honor Guard members within their respective groups. Group Superintendents will coordinate with First Sergeants regarding manpower issues.

### 2.3. 60 FSS/CC.

2.3.1. Manages the honor guard program for 60 AMW/CC.

2.3.2. Requests MPA man-day support for 349 AFRES augmentation.

2.3.3. Delegates authority to the Travis AFB Mortuary Affairs Officer.

### 2.4. Squadron Commanders.

2.4.1. Responsible for fulfilling honor guard manpower commitments as assigned by their respective group commanders.

2.4.2. Screen honor guard candidates based on criteria outlined within this instruction and recommend/disapprove membership accordingly.

2.4.3. Responsible for maintaining sufficient numbers of trained personnel on-hand to meet honor guard commitments.

2.4.4. By signing a potential honor guard member's application for membership, agrees to ensure the availability of the member for honor guard duty.

2.4.5. Replaces members unavailable for honor guard duty. Replacement members may come from the same squadron or group.

2.4.5.1. If unable to replace the primary HG member; a letter of justification will be routed through the member's Group Superintendent for submission to the responsible Group/CC. Group superintendents will make every effort to find a replacement from within their respective groups prior to forwarding the shortfall to 60 AMW/CCC.

2.4.6. Approval authority for all rotation (part-time) honor guard members.

## 2.5. Squadron First Sergeants.

2.5.1. Primary point of contact for honor guard issues within their respective squadrons.

2.5.2. Assist commanders to fulfill honor guard obligations and act as liaison between their squadrons and the honor guard staff.

2.5.3. Will coordinate with their respective Group Superintendents for all matters concerning base honor guard within their squadrons.

## 2.6. Travis AFB Honor Guard Superintendent.

2.6.1. Responsible for daily operations of the base honor guard. (As delegated by the Mortuary Affairs Officer).

2.6.1.1. **(TRAVIS)** Has authority (As delegated by the Mortuary Affairs Officer) to recall members within their 18 month contract to augment funeral honors schedule when manning support is required. Due to frequent short notice schedule changes, members may be recalled up to 48 hours prior to detail report time.

### 2.6.2. **DELETED**

2.6.2.1. Provide a courtesy copy to the member's First Sergeant and Group Superintendent on all manning concerns.

### 2.6.3. **DELETED**

2.6.4. Prepare annual budget input for base honor guard requirements.

2.6.5. Train and equip honor guard team members.

2.6.6. Act as liaison between base activities and the honor guard.

2.6.7. Ensure completion of AF Form 1946, Honor Guard Checklist, for all funeral detail requests and for other activities in which the honor guard participates.

### 2.6.8. DELETED

## 3. Honor Guard Members.

### 3.1. Full time Honor Guard Members.

3.1.1. Full time staff positions are one-year commitments and will be considered for extension on a case by case basis.

3.1.2. The honor guard staff provides the leadership for the honor guard program. Personnel selected to fill honor guard positions must maintain a high degree of professionalism, meet all minimum Air Force standards for weight, body fat and fitness, and demonstrate strict adherence to the Air Force core values. Prior to assigning personnel to these positions, consideration should be given to ensure personnel selected do not expect PCS orders within one year of assignment, will not separate within one-year of assignment, or do not have long-term medical profiles that will prevent them from performing honor guard duties. Deployments will be approved on a case by case basis by the 60 AMW/CC. Current full time taskings are as follows:

3.1.2.1. 60 AMW - One MSgt or above (Superintendent) and one SrA or above (administration).

3.1.2.2. 349 AFRES - Six (Note refer to MOA and man-day restrictions).

3.1.3. The Travis AFB Honor Guard superintendent is a master sergeant or master sergeant select position. This position will rotate between the groups and will count for one of the fulltime staff positions as tasked above (regardless of tasked rank structure). This individual must display outstanding leadership characteristics and must possess the skills and experience to coordinate large numbers of personnel and high profile events on a daily basis.

3.2. (**TRAVIS**) Honor Guard Rotation Positions: Rotation slots begin with an eighteen (18) month commitment to the honor guard. Squadron commanders are the approval authority for personnel to fill rotational assignments on the honor guard. Personnel are relieved of their honor guard commitment at the end of eighteen (18) months. Members are required to return their ceremonial uniform upon completion of the commitment. Responsible squadron commanders may grant extensions for rotational members for any length of time once the eighteen (18) months are completed. Honor Guard Flight Allocations. Rotation allocations are subject to change based on manpower reviews. The rotation schedule will be composed of two flights (A Flight & B Flight) containing 12 members each. The rotations are 120 days. 60 OG are authorized to split the 120 day rotation into 30 day increments due to ops tempo and mission requirements. 60 CRW are authorized to split the 120 day rotation 60 day increments due to ops tempo/mission requirements. A Flight and B Flight will overlap by 60 days to ensure continuity of experienced members. The Group Allocations are as follows:

Table 3.1. \*(TRAVIS) Group Allocations

<b>A FLIGHT</b>	
<b>Group/Unit</b>	<b>Allocation (Aggregate)</b>
621 CRW	1
60 OG	1
60 MDG	3
60 MSG	3
60 MXG	4
<i>Totals</i>	<b>12</b>
<b>B FLIGHT</b>	
<b>Group/Unit</b>	<b>Allocation (Aggregate)</b>
621 CRW	1
60 OG	1
60 MDG	2
60 MSG	3
60 MXG	4
60 AMW/DS	1
<i>Totals</i>	<b>12</b>

3.2.1. **DELETED**

3.2.2. **DELETED**

3.2.3. **DELETED**

3.2.4. **DELETED**

3.2.5. **DELETED**

3.3. All new honor guard rotational members are required to complete the five-day military funeral honors training course (local course) prior to assuming a position on the roster and count against squadron or group manpower. This class is offered six times per year (every other month). Squadrons are responsible for forecasting projected losses and plan replacement member training accordingly.

3.4. **DELETED**

**4. Training.**

4.1. The goal of the Travis AFB Honor Guard is to mirror the Air Force Honor Guard (Bolling AFB) in every possible facet of military funeral honors and color guard procedures adhering to the USAF Honor Guard Manual. Training and drill are critical to achieving success. The Travis AFB Honor Guard will maintain the responsibility for training and evaluating all units performing military funeral honors within their assigned AOR to include Air Force Reserve and Air National Guard assets. Reserve and National Guard units are responsible for purchasing and maintaining their own uniforms.

4.2. New honor guard members will attend and complete the local military funeral honors training course. This training restriction applies to former honor guard members who

completed honor guard training at an installation other than Travis AFB. This is to ensure standardization of honor guard procedures and to protect the integrity of this program.

4.3. The local military funeral honors training course is a five-day block of instruction (Monday thru Friday), and is designed to give members the basics of military funeral honors as well as indoctrinating members in local procedures. The class culminates in a graduation ceremony on the last day of class.

4.4. Time permitting the Travis AFB Honor Guard will also offer a three-day color guard training class periodically throughout the year to train personnel for Travis AFB squadrons to use for colors details in support of unit functions. This is not a mandatory course. Personnel attending this course will not be authorized wear of the ceremonial uniform. Trainees in this course will learn basic color guard drill, presenting and posting colors, basic rifle drill, and the two-man flag fold (for retirement ceremonies).

4.5. In addition, the Travis AFB Honor Guard will train other personnel for special functions upon request. This instruction is based on the availability of trainers.

## 5. Uniforms.

5.1. **(TRAVIS)** Ceremonial uniforms will be issued prior to the member's first rotation. Members who are directed by their Group to substitute for a rotational member will not be issued a uniform. Uniforms issued at other Air Force installations will be inspected and approved prior to being used for honor guard functions. All honor guard members will maintain their ceremonial uniforms in ready condition at all times. Members will return ceremonial hat, gloves, and base honor guard badge (cookie) upon completion of their 120 day rotation.

### 5.2. **DELETED**

5.3. Primarily, the two uniforms used by honor guard members are the Airman Battle Uniform (ABU) and ceremonial uniform. The Airman Battle Uniform (ABU) is worn primarily for training and work details. Other uniform combinations may be required based on the type of event supported. All uniforms worn by honor guard members will be in accordance with AFI 36-2903, Dress and Personal Appearance of Air Force Personnel, or other applicable instructions.

### 5.4. **DELETED**

#### 5.4.1. **DELETED**

5.5. Upon completion of honor guard duties the ceremonial uniform will be returned to the honor guard clothing NCOIC during out processing.

JEFFERY W. NELSON, Colonel, USAF  
Commander

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

AFI 34-242, Mortuary Affairs Program, 2 April 2008

AFI 34-501, Mortuary Affairs Program, 18 August 2015

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

AFMAN 37-123, Management of Records, 25 November 2008

AFMAN 33-363, Management of Records, 10 March 2008

***Adopted Forms***

*AF IMT 847, Recommendation for Change of Publication*

*AF Form 1946, Honor Guard Checklist*

***Abbreviation and Acronyms***

**AFB**—Air Force Base

**AFI**—Air Force Instruction

**AF IMT**—Air Force Information Management Tool

**AFMAN**—Air Force Manual

**AFRES**—Air Force Reserve

**AMW**—Air Mobility Wing

**AOR**—Area of Responsibility

**BDU**—Battle Dress Uniform

**CC**—Commander

**CCC**—Command Chief Master Sergeant

**CRW**—Contingency Response Wing

**DOD**—Department of Defense

**FSS**—Force Support Squadron

**HG**—Honor Guard

**MDG**—Medical Group

**MOA**—Memorandum of Agreement

**MOU**—Memorandum of Understanding

**MPA**—Military Personnel Appropriation

**MSG**—Mission Support Group

**MSGT**—Master Sergeant

**MXG**—Maintenance Group

**NCOIC**—Noncommissioned Officer In Charge

**OG**—Operations Group

**OPR**—Office of Primary Responsibility

**POC**—Point of Contact

**RDS**—Records Disposition Schedule

**SRA**—Senior Airman



## Attachment 2

### HONOR GUARD APPLICATION

**A2.1.** The United States Air Force Honor Guard program was designed to establish well-trained and highly professional guardsmen to represent the finest military traditions of discipline, appearance, and competence. The Travis Honor Guard is the embodiment of the highest military standards and professionalism Travis AFB has to offer. The Honor Guard performs a vast range of ceremonies and special services including funerals for deceased military personnel, change of commands, retirement ceremonies, and color guards. The 60th Air Mobility Wing Commander takes the duties of the Honor Guard very seriously; therefore we recruit and train only the best Airmen the wing has to offer. Honor Guard members are direct representatives of the United States Air Force and Travis AFB both on and off duty.

**A2.2.** The applicant must complete a five-day training course before acceptance into the Honor Guard. During the course, the applicant will belong exclusively to the Honor Guard and is excused from his/her duty section until graduation. Once accepted, the member must adhere to the following:

A2.2.1. If the member has to reschedule his/her rotation due to TDY, leave, or critical manning shortages, the respective squadron or group is responsible for sending somebody else to fulfill the requirement.

A2.2.2. Members must meet standards outlined in AFI 36-2903, Dress and Appearance of Air Force Personnel.

A2.2.3. Members must remain medically qualified. Short term, illnesses are not grounds for removal from the Honor Guard program. However, long-term medical profiles that preclude the member from fulfilling Honor Guard obligations will be assessed as the need arises.

**A2.3.** Please complete this application and return it to the Honor Guard Admin section for processing. Only original applications will be accepted (no faxes/e-mails). Please contact the Honor Guard at DSN 837-5872/COMM 707-424-5872 if you have any questions. Thank you for your interest in joining the Travis Honor Guard. "To Honor with Dignity"

## Attachment 3

## HONOR GUARD APPLICATION

Figure A3.1. Honor Guard Application

<p>TRAVIS AFB HONOR GUARD MEMBERSHIP AGREEMENT</p> <p>Member's Name/Rank/Unit/Office Symbol/home/duty#</p> <p>Supervisor's Name, Rank, Duty #</p> <p>1. I, _____, volunteer to become a member of the Travis AFB Honor Guard. I understand my tour will consist of 18 active months with rotations lasting anywhere between 60-120 days depending on my unit of assignment. If I choose to remain on the team at the end of my initial 18 month commitment, I understand that I must inform office staff of my decision. I am aware and will adhere to, as a minimum, the following policy/criteria:</p> <p><b>PROFILES</b></p> <p>I understand that I will not be allowed to be on the Honor Guard with a physical profile which hinders my ability to accomplish the Honor Guard mission. This includes eye surgery and shaving waivers. If I plan on having eye surgery I will not do so during my 18 month contract. By signing this agreement I hereby waive any and all opportunities to have the surgery until my contract is up. (Option: Do not sign contract at this time)</p> <p><b>TRAINING:</b></p> <p>I am not currently on any profile(s) which interfere with the five day training class. I agree to meet all training requirements. By endorsing this application, I agree to attend the mandatory five (5) day Honor Guard training class. I understand that this training is considered "try-outs" for the Honor Guard team and I must successfully complete all aspects of Honor Guard training prior to being selected for the team. Once on the team, I understand that training will be conducted each day during my rotation and I am not released from duty upon completion of my detail(s).</p> <p><b>LEAVE/TDY:</b></p> <p>As a member of the Travis AFB Honor Guard, I understand that it is MY responsibility to inform my unit 1<sup>st</sup> Sergeant first and foremost and then the HG Superintendent of any scheduled leave/TDY prior</p>
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to coming on rotation. If I choose to take leave while on rotation, I must work with my leadership to find a trained Guardsman to replace me while I am away.

#### DUTY/DETAILS:

I am aware that all funeral details are mandatory during my rotation. I am aware that I must report at "show time" ready for uniform inspection (to include dressed & dried shoes) and practice. I also realize that I must inform the Honor Guard office, Superintendent or detail NCOIC if I am running late for any function. If I must come off of a detail 24 hours prior or less, I understand that I must call another Honor Guard member and find a suitable replacement. Failure to find a replacement will result in an unexcused absence and a no-show will be annotated in my file. I also understand it is my duty to respond to the Superintendent in a timely fashion when phone calls, emails or text messages are sent out pertaining to the Honor Guard. Communication is key.

#### CONDUCT:

I am a volunteer for the Travis AFB Honor Guard. I realize that service on the Honor Guard is a unique, challenging, highly visible honor and a privilege not a right. I also understand that I may be required to participate in Honor Guard functions on and off-base, during holidays and weekends. I will maintain the highest standards of conduct and professionalism. I will not smoke, chew tobacco or gum in my Ceremonial uniform. I will not conduct myself in a way which brings discredit upon the Honor Guard or the USAF.

#### UNIFORM:

The Ceremonial uniform will be worn for officially assigned Honor Guard details ONLY. I will be issued a Ceremonial Service Dress uniform and all accouterments free of charge with the exception of my ribbon rack, function badge, blue shirt, undergarments, shoes and shoe taps which I must purchase. I am solely responsible for maintaining it, keeping it in clean, pressed, and in functional condition at all times, both on and off duty. All members will be authorized cleaning of the Ceremonial Service Dress uniform free of charge. If removed from the Travis AFB Honor Guard, I understand that all issued uniform items must be returned promptly. I understand that if items are missing, I will be held accountable for uniform items by official means. I am also aware that I will be required to maintain and exceed the dress and appearance standards outlined in AFI 36-2903. I will, at all times, maintain the dress and appearance standards of the Travis AFB Honor Guard.

#### ROTATIONAL REQUIREMENTS:

I understand that rotation schedules are made by the Group Superintendent and are based on mission requirements. I will ensure that all child care issues are handled appropriately and appointments are limited. If I make appointments I will ensure they are scheduled for early in the morning or late in the afternoon so as not to conflict with funeral details. I understand that I will be required to meet any mission scheduled during my rotation. Failure to do so may result in an immediate dismissal from the team.

#### FUNERAL REQUIREMENTS:

I understand that funerals are mandatory functions during my rotation. I also understand that I may only be excused from funeral details by my 1st Sergeant or commander. I have read and understand all information presented in this membership agreement:

Member's Signature

Date

1st Ind, Applicant's Reporting Official

MEMORANDUM FOR Applicant's Immediate Supervisor

I acknowledge/concur with \_\_\_\_\_ request/placement on the Travis AFB Honor Guard. I am aware that he/she will be required to attend a five (5) day training orientation prior to being assigned to a flight as a replacement. The member will be responsible for performing all funeral requests during their rotation and may only be excused from doing so by the First Sergeant or Commander. I understand that rotations schedules are made by the Group Superintendents. Leave and non-essential appointments should be avoided during the member's rotation and exceptions will only be approved by the First Sergeant or Commander and must be coordinated through the Travis AFB Honor Guard Superintendent. Mission essential job requirements must outweigh the Honor Guard mission which is mandated by Public Law and Air Force Instruction 34-501.

Supervisor's Signature

Duty Phone

Date

2nd Ind to TAFB Honor Guard Membership Agreement, Member's First Sergeant/Commander

MEMORANDUM FOR Applicant's First Sergeant/Commander

\_\_\_\_\_ is authorized to join the Travis AFB Honor Guard.

He/she has been notified and will report to the five (5) day training orientation when specified. The applicant's supervisor has been instructed to seek approval from me prior to any authorized absences/leave during honor guard training or details. The member's Supervisor has also been briefed that he/she cannot refuse to release honor guard members for details during their rotation without First Sergeant/Commander approval.

First Sergeant/Commander's Signature

Duty Phone

Date

NOTE:

As discussed earlier, all applicants will attend a five (5) day honor guard training orientation. Member

will be accepted/declined based on how they exemplify Air Force and Honor Guard standards, and how proficient they become in the advanced functions of military honors learned during the orientation/training. To maintain the high standards of the Honor Guard and the esprit de corps of the existing members, all volunteers must be in good standing with their unit and represent the best of their organization.