

**BY ORDER OF THE  
SUPERINTENDENT**



**HQ UNITED STATES AIR FORCE  
ACADEMY INSTRUCTION 34-243**

**5 OCTOBER 2021**

**Services**

**USAF ACADEMY HONOR GUARD**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive and utilizes Air Force Instruction

(AFI) 34-501, *Mortuary Affairs Program*, which establishes the United States Air Force Academy (USAFA) Base Honor Guard to represent the USAFA at military and civilian functions. This instruction applies to all USAFA and tenant unit personnel. This publication does not apply to Air Force Reserve Command (AFRC) units and the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive requirements in this publication are identified with a Tier 3 (T-3) number following the compliance statement. See DAFI 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. The waiver authority for non-tiered requirements in this publication is the 10 FSS/CL. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

## ***SUMMARY OF CHANGES***

This publication is substantially revised and must be completely reviewed. Highlights of changes deleting reference to AFI 34-242, *Mortuary Affairs*, which was superseded by

AFI 34-501. Revision outlines the primary mission and member qualifications for the Base Honor Guard and updates Honor Guard Team elements to align with direction of AFI 34-501.

### **1. GENERAL.**

1.1. **Primary Mission.** The primary mission of the USAFA Base Honor Guard (HG) is to perform authorized military honors at the USAFA, primarily funerals at the base cemetery. The Honor Guard supports events on the United States Air Force Academy (USAFA), as well as, throughout the Colorado Springs area, Fort Logan National Cemetery in Denver CO, as needed, and performs elsewhere as directed as an official unit of the USAFA.

1.2. **Membership.** Membership and participation in the USAFA Base Honor Guard is a privilege offered only to outstanding members of this command. The Honor Guard consists of a minimum of a Noncommissioned Officer In Charge (NCOIC), Detail Chief(s), and individual members who operate under the supervision of the 10th Force Support Squadron Director

(10 FSS/CL). The HG NCOIC is authorized to appoint a Deputy Officer in Charge, Vehicle Control Officer (VCO), Operations Noncommissioned Officer (NCO), Armory NCO, and Training NCO as required. Appointment authority for optional staff NCOs may be delegated to the NCOIC. The FSS Senior Enlisted Leader (10 FSS/FSZ) is responsible for the administrative support of this unit.

1.3. **Qualifications.** Honor Guard members must meet the following qualifications:

1.3.1. Superior military bearing.

1.3.2. Liberty from their duty sections to attend practices, meetings, and performances.

1.3.3. Approval of their supervisors and Commanders/Directors or first sergeants.

1.4. **How to Apply.** Military members who wish to join the USAFA Base Honor Guard may obtain an application from their first sergeant or members of the Honor Guard. Approval from the applicant's supervisor, first sergeant, and commander is required before any action from the Honor Guard is initiated. Upon receipt of the application, the NCOIC of the Honor Guard will schedule an interview to determine if the applicant meets all required qualifications. Members will only be selected after successfully completing the interview and meeting training objectives.

### **2. ROLES AND RESPONSIBILITIES.**

#### **2.1. 10 FSS/CL or Representative:**

2.1.1. Administrative and operational control of the Honor Guard program is assigned to 10 FSS/CL to include coordinating funding, training, and equipping all personnel to meet operational requirements.

2.1.2. The 10 FSS/CL ensures Honor Guard issues and initiatives are up-channeled to the

10th Air Base Wing (10 ABW) Senior Staff.

**2.2. 10 FSS/FSZ:**

2.2.1. Manages the Honor Guard program.

2.2.2. Selects the Honor Guard NCOIC.

2.2.3. Ensures the Honor Guard NCOIC attends training courses conducted by AFMAO/H and the Air Force (AF) Honor Guard within three to six months of appointment to the position.

**2.3. 10 FSS/FSZH, Honor Guard NCOIC:**

2.3.1. Manages the Honor Guard program

2.3.2. Compiles and records all historical or administrative records.

2.3.3. Provides specific details of tasking to the Commander in a timely manner. Ensures follow-up actions are taken prior to and upon completion of each function.

2.3.4. Maintains current membership record for each member.

2.3.5. Prepares necessary paperwork for members' uniform issue at Military Clothing Sales Store.

2.3.6. Prepares all tasking's, special passes, memorandums of appreciation for appropriate signature. Temporary duty (TDY) and other applicable orders are prepared as required.

**2.4. Tenant, Wing, and Mission Element Commanders/Directors.** Will ensure their subordinate units have adequate participation in the Base Honor Guard program.

**2.5. Squadron Commanders/Directors.** A letter from the commander, chief, or first sergeant is required if a member is permanently or temporarily removed from the Honor Guard program for more than 30 days, not to include TDY prior to fulfilling their one-year commitment. The letter should state the member's status (temporary or permanent) and the inclusive dates if temporary. Members who are temporarily removed will be required to complete their annual tour and make up all inactive time after they are reinstated into the program. Members who fail to complete their one-year commitment due to Permanent Change of Station (PCS), separation, retirement, discharge, or commander-directed removal must contact the Honor Guard NCOIC for disposition instructions for issued uniform and equipment items.

**2.6. First Sergeants.** Will assist in the recruitment of Honor Guard members, apply disciplinary action as necessary, and enforce policies concerning releasing members from their duty section for regular Honor Guard duties.

2.6.1. First Sergeants will update the Honor Guard NCOIC of any problems or suggestions that may affect the unit.

2.6.2. First Sergeant's primary point of contact on all Honor Guard matters is the Honor Guard NCOIC.

2.6.3. Discuss circumstances that may lead to disciplinary action or the removal from the Honor Guard prior to such instance. The FSS Senior Enlisted Leader is the final decision on any removal from the program.

2.6.4. Ensure members attend all practices and assigned functions. Honor Guard functions are considered mandatory formations and excusal should only be given for extreme circumstances.

2.6.5. Encourage qualified personnel to become members of the Honor Guard.

2.6.6. Assist supervisors, if necessary, in adjusting duty schedules to ensure Honor Guard members can attend functions.

2.6.7. Interview candidates to ensure they meet the Honor Guard standards.

**2.7. Supervisors of Honor Guard Members.** Supervisors of Honor Guard members are a very important aspect of the Honor Guard team. Their support and leadership are essential to the success of both their supervisee and the entire team. Supervisors can assist the Honor Guard by meeting the following requirements:

2.7.1. Encourage qualified personnel to apply to the Honor Guard.

2.7.2. Adjust duty schedules to ensure Honor Guard members can attend practices, meetings, and performances for which they are tasked. Practice schedules are provided in advance to facilitate duty schedule changes.

2.7.3. Immediately advise the first sergeant if a member's duty performance declines to an unacceptable level.

**2.8. Honor Guard Noncommissioned Officer in Charge (HG NCOIC).** An NCO must fill this position. This individual must have outstanding administrative, communication, and organizational skills. Additionally, the individual must maintain high standards of professionalism, leadership, and appearance. The HG NCOIC will:

2.8.1. Command and oversee the operations of the Honor Guard.

2.8.2. Serve as the liaison between the 10 FSS/CL and Honor Guard members.

2.8.3. Be responsible for duties outlined in AFMAN 36-2203, *Drill and Ceremonies & Honor Guard Manual*.

2.8.4. Serve as a liaison for matters affecting Honor Guard personnel and outside agencies.

2.8.5. Provide manning information to 10 FSS/CL and FSZ on a monthly basis.

2.8.6. Be responsible for all officer Honor Guard member recruiting.

2.8.7. Ensure details are accepted in a timely manner and coordinated with Public Affairs (HQ USAFA/PA) and Mortuary Affairs (10 FSS/FSOM) as needed.

2.8.8. Receive and review requests from Mortuary Affairs for Honor Guard support.

2.8.9. Appoint additional duty assignments such as Detail Chief, Training NCOIC, etc.

2.8.10. Determine requirements for and appoint an Armory NCO, and Training NCO as required.

2.8.11. While on HG duty directly supervise optional staff, or delegate optional staff supervision as required.

2.8.12. Oversee the Honor Guard Awards and Decorations Program. Decorations will be based upon overall Honor Guard performance in coordination with the HG NCOIC.

- 2.8.13. Perform details as required to include civic details and funeral honors.
- 2.8.14. Convene staff meetings on a quarterly basis at a minimum.
- 2.8.15. Enforce policies and directives. Take appropriate discipline action regarding team members.
- 2.8.16. Serve as a recruiting liaison between the Command Chief Master Sergeant, Chiefs' Group, and First Sergeants.
- 2.8.17. Manage the Incentive Program.
- 2.8.18. Select Honor Guard members to attend formal AF Honor Guard Training.
- 2.8.19. Ensure proper management of the Honor Guard Uniform Program.

### **3. DETAIL CHIEF.**

3.1. An Honor Guard NCO or Airman (A1C-SrA) will be selected by the HG NCOIC to become a Detail Chief (DC). The DC is responsible for the assigned Honor Guard members of their detail. The DC will:

- 3.1.1. Oversee their respective details.
- 3.1.2. Ensure details and hours performed are tracked and that documentation is provided to

10 FSS/FSZ within three days of the completion of each detail and funeral.

- 3.1.3. Perform details as required including civic details and funeral honors.
- 3.1.4. Account for detail members' status at all times.
- 3.1.5. Enforce dress and appearance standards of all members.
- 3.1.6. Ensure all details comply with AF Honor Guard training standards.
- 3.1.7. Prepare for details by dispersing equipment, briefing flight, and practicing the detail.
- 3.1.8. Ensure that weapons are inventoried and cleaned at the end of each detail or the end of each day.
- 3.1.9. Contact person of contact for each detail within 24 hours of being assigned as Detail Chief for a ceremony and document conversation on the Honor Guard calendar.
- 3.1.10. Enforce policies and directives.
- 3.1.11. Perform other duties as specified by the HG NCOIC.

### **4. HONOR GUARD MEMBER.**

4.1. Members selected for the Honor Guard must be the epitome of the enlisted and officer force. These individuals represent the United States AF while performing details in the public eye. Each Honor Guard member will:

- 4.1.1. Conduct oneself in an appropriate manner so as to reflect favorably upon the Base Honor Guard.
- 4.1.2. Maintain uniform standards as outlined in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

- 4.1.3. Comply both on- and off-duty with the standards for professional conduct in AFI 36-2909, *Professional and Unprofessional Relationships*.
- 4.1.4. Sign an Honor Guard contract for a one-year commitment to the Honor Guard unless removed for cause. Each member is eligible to extend commitment in six-month increments after initial one-year period, with assigned unit and HG NCOIC approval.
- 4.1.5. Attend all scheduled practices, meetings, and performances in proper uniform.
- 4.1.6. Training uniform is Utility Uniform or approved Honor Guard wind suit unless otherwise indicated.
- 4.1.7. Members are required to attend a minimum amount of training per month as directed by the HG NCOIC.
- 4.1.8. Maintain competency in all required training areas.
- 4.1.9. Assist in preparation of details.
- 4.1.10. Coordinate with Honor Guard leadership prior to taking leave or going TDY.
- 4.1.11. Attend all training and details unless on leave or TDY.
- 4.1.12. Help maintain cleanliness of the Honor Guard facility.
- 4.1.13. Notify the HG NCOIC of any duty section changes.
- 4.1.14. Adhere to and enforce Honor Guard policies and directives.

## 5. MILITARY DETAILS.

5.1. **Military Funeral Honors (MFH) Ceremonial Requirements.** Title 10, United States Code, Section 1491, *Funeral Honors Functions at Funerals for Veterans*, stipulates a MFH detail will, at a minimum, include the folding and presentation of the American flag to the decedent's family and the playing of Taps.

## 6. ELIGIBILITY FOR FUNERAL HONORS.

6.1. Department of Defense policy mandates that military funeral honors shall be provided to eligible veterans upon request. Military honors will be denied only IAW AFI 34-501, paragraph 7.2.

## 7. FUNERAL HONORS.

7.1. Funeral honors will be provided in the order of precedence listed below:

- 7.1.1. Active-Duty and Medal of Honor Funeral. AFI 34-501, paragraph 7.27., will govern the conduct of full honors funerals held at the USAFA Cemetery. At a minimum, the USAFA Base Honor Guard will provide all honors required by the congressional mandate as requested by the next of kin.
- 7.1.2. Retiree Funeral. At a minimum, USAFA Base Honor Guard will provide all honors required by AFI 34-501, paragraph 7.29., as requested by the next of kin.
- 7.1.3. Veteran Funeral. At a minimum, USAFA Base Honor Guard will provide all honors required by AFI 34-501, paragraph 7.29., as requested by the next of kin.

7.1.4. Other Details. Other details include retirements, change of command, color guards, saber cordons, Prisoners of War (POW), and Missing in Action (MIA), table ceremonies, and other functions. The type of function and availability of personnel and equipment will dictate the honors to be performed.

## **8. BASE HONOR GUARD TEAM ELEMENTS.**

### **8.1. Honor Guard NCOIC.**

8.2. **Pallbearers.** Will be proficient in dignified casket carrying maneuvers.

8.3. **Honorary Pallbearers.** Honorary pallbearers (may be either military or civilian) and are included in retiree and active-duty funeral ceremony but only at the specific request and invitation of the family.

8.4. **Firing Party.** The firing party will consist of eight Airmen, seven armed with the M-14 rifle, and the NCOIC of the firing party (NFP). Honor Guard members will not be part of the firing party if they have been disqualified from bearing arms because of administrative or judicial action IAW AFI 31-117, *Arming & Use of Force by Air Force Personnel*, or have failed to qualify in pre-marksanship training.

8.5. **Bugler.** When a professional bugler is not available or resources do not permit contracting for bugler services, a ceremonial bugle or audio recording (CD) may be utilized. Honor Guard members utilizing the ceremonial bugle must first be trained IAW Ceremonial Bugle procedures listed in the base Honor Guard-training manual.

8.6. **Color Guard.** The color guard will carry the United States Flag and the AF Organizational Flag. The color guard will consist of two fully trained flag bearers and two guards.

8.7. **Flag Folding Teams.** Flag folding teams must be skilled at folding the flag. The flag folding sequence will be performed in silence.

## **9. ORDER OF PRECEDENCE.**

9.1. Details performed by the Base Honor Guard are prioritized in an effort to ensure the proper honors are given to those who submit a request. Honors and ceremonies will be conducted in the following order:

9.1.1. Medal of Honor funeral.

9.1.2. Active duty AF funeral.

9.1.3. Retired AF funeral.

9.1.4. AF Veteran funeral.

9.1.5. All other ceremonies and honors not mandated by law.

9.1.6. In the case of conflict between two events of the same category, the event that was requested first will be given priority.

## **10. HONOR GUARD EVENT APPROVAL.**

10.1. Every effort will be made to approve events based on available manning of the USAFA Base Honor Guard. The following honors and ceremonies will be approved as resources and manning permit:

10.1.1. Group-level and higher Change of Command Ceremonies.

10.1.2. Honors and ceremonies which promote USAFA community relations in the local community.

10.1.3. Ceremonial functions with Wing or USAFA impact.

## **11. RECOGNITION.**

11.1. Award of appropriate medals should be considered by Honor Guard leadership when warranted and in coordination with the member's unit leadership.

11.1.1. Supervisors are encouraged to award time-off when the member's Honor Guard duties warrant it.

CHRISTOPHER J. LEONARD, Colonel, USAFA  
Commander, 10th Air Base Wing



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

AFI 34-501, *Mortuary Affairs Program*, 15 April 2019

AFI 31-117, *Arming and Use of Force by Air Force Personnel*, 5 August 2020

AFMAN 36-2203, *Drill and Ceremonies*, 19 June 2018

DAFI 33-360, *Publications and Forms Management*, 30 November 2015

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 6 February 2020

AFI 36-2909, *Professional and Unprofessional Relationships*, 13 November 2019

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

Title 10, United States Code, Section 1491, *Funeral Honors Functions at Funerals for Veterans*, 7 January 2011

***Prescribed Forms***

USAFA 61, *Unit Performance Request (FOUO)*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**ANG**—Air National Guard

**HG**—Honor Guard

**MIA**—Missing in Action

**NOK**—Next of Kin

**NCO**—Noncommissioned Officer

**NCOIC**—Noncommissioned Officer in Charge

**OPR**—Office of Primary Responsibility

**PCS**—Permanent Change of Station

**POW**—Prisoner of War

**RDS**—Records Disposition Schedule

**TDY**—Temporary Duty

**USAFA**—United States Air Force Academy

**VCO**—Vehicle Control Officer