



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

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MEMORANDUM FOR DISTRIBUTION C
FLDCOMs-MAJCOMs/FOAs/DRUs

FROM: SAF/MR
1660 Air Force Pentagon
Washington, DC 20330-1660

SUBJECT: Establishment of the Honorary Guardian Program

By order of the Secretary of the Air Force, this Guidance Memorandum establishes the Honorary Guardian Program. It is the first instance of a to-be published SF/S1 publication that establishes the Honorary Guardian Program. Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other Department of the Air Force (DAF) publications, the information herein prevails, in accordance with Department of the Air Force Instruction (DAFI) 90-160, *Publications and Forms Management* and Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*. This guidance applies to the United States Space Force and does not apply to the Regular Air Force, the Air Force Reserve, or Air National Guard.

The purpose of this program is to amplify the Guardian Spirit, build public trust and support, and strengthen the partnerships we rely on to accomplish Space Force roles and missions. This memorandum implements Headquarters Air Force Mission Directive (HAFMD) 2-3, *Deputy Chief of Space Operations for Human Capital* and DODI1400.25V451_DAFI36-1004, *Department of the Air Force Civilian Recognition Program*. It provides guidance on the Honorary Guardian Program to include its purpose, eligibility requirements, processes, and procedures. Information regarding the program can be found in Attachments 1 and 2 respectively.

This memorandum may require the collection and/or maintenance of information protected by the Privacy Act of 1974, 5 U.S.C. § 552a. Ensure all records generated as a result of processes prescribed in this memorandum adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. The authorities to waive Delta or 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 Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, 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 requestor's commander for non-tiered compliance items. Compliance with attachments in this publication is mandatory.

This memorandum becomes void after one year has elapsed from the date of issuance, or upon publication of permanent guidance in SPFMAN 36-1001, whichever is earlier.

BRIAN L. SCARLETT, SES, DAF
Performing the Duties of Assistant Secretary of the Air Force
for Manpower and Reserve Affairs

Attachments:

1. Honorary Guardian Program
2. Glossary of References and Supporting Information

Attachment 1

HONORARY GUARDIAN PROGRAM

OVERVIEW

1.1. Purpose and Overview.

1.1.1. The USSF will administer an Honorary Guardian Program to enhance the Guardian Spirit, build public trust and support, and recognize the distinct contributions and public service of private citizens that strengthen the partnerships the USSF relies on to accomplish its mission.

1.1.2. Honorary Guardian Program.

1.1.2.1. The designation of Honorary Guardian recognizes the important contributions of military and DoD civilian personnel from other Services as well as private citizens and organizations and is an expression of the appreciation the USSF has for critical partnerships. The designation does not convey any tangible benefits or the appearance of a special relationship with USSF or that the individual organization is a representative of the USSF.

1.1.2.2. The Honorary Guardian program may not be used as an explicit or implied endorsement of a non-federal entity, event, product, service, enterprise, or cause. (T-0).

1.1.2.3. Designation as Honorary Guardian is a symbolic act, with no legal significance or inherent military authority granted to the recipient.

1.1.2.4. Designation may be made posthumously with the acceptance of designation by a primary next of kin (as defined in DAFI 36-2880, *Memorialization Program*).

ROLES AND RESPONSIBILITIES

2.1. The Chief of Space Operations (CSO) will approve Honorary Guardian designations.

2.2. The Director of Staff (SF/DS) will:

2.2.1. Provide Honorary Guardian designation certificates.

2.2.2. If directed, execute Honorary Guardian presentation events in coordination with SAF/PA.

2.3. The Deputy Chief of Space Operations for Personnel (SF/S1) will:

2.3.1. Receive, review and prepare nominations to recommend to the CSO and oversee the Honorary Guardian Program.

2.4. The Director of Quality of Life and Resilience (SF/S1Q) will:

2.4.1. Under the authority and direction of SF/S1, direct development and implementation, and execute policy oversight and administrative processing of the Honorary Guardian Program.

- 2.4.2. Ensure compliance with statutes, Executive Orders, and policies of the Office of Personnel Management, Department of Defense, and Department of the Air Force.
- 2.4.3. Provide guidance on provisions of this memorandum.
- 2.4.4. Monitor the Honorary Guardian Program and assess implementation to ensure compliance with this memorandum.
- 2.4.5. Maintain and update this guidance to implement the Honorary Guardian Program.
- 2.4.6. Receive, review and prepare nominations to recommend to SF/S1.
- 2.4.7. Maintain a record of individuals previously nominated for, or designated as Honorary Guardians prior to and by means of this program.

2.5. The Air Force Judge Advocate General (AF/JA) will:

- 2.5.1. Advise on the relevant laws and policies, to include fiscal and ethical issues, when reviewing the nomination for legal sufficiency.
- 2.5.2. Upon receiving a request to coordinate on an Honorary Guardian package, AF/JA will search its relevant databases for derogatory information and financial and organizational conflicts of interest.

2.6. The Secretary of the Air Force Office of Public Affairs (SAF/PA) will coordinate on Honorary Guardian nominations to ensure recipients meet intent of building public trust and support, and that service officials are prepared to communicate during public presentations if held.

ELIGIBILITY AND PROCESS

3.1. Eligibility Criteria.

- 3.1.1. Honorary Guardian Nominees.
 - 3.1.1.1. Must be a person, 18 years of age or older.
 - 3.1.1.2. Must exemplify Guardian values of Character, Connection, Commitment, and Courage as captured in the Guardian Spirit.
 - 3.1.1.3. Must have a connection to the USSF mission to secure our Nation's interests in, from, and to space; connection to the space domain; or contributes to the success of the service.
 - 3.1.1.4. Must support the advancement of a safe, secure, sustainable, and stable space domain.
 - 3.1.1.5. Must have made a positive impact on the public trust and support for the service.
- 3.1.2. Restrictions:
 - 3.1.2.1. May not be a current member of Congress or Congressional staff.
 - 3.1.2.2. May not be any federally elected official or any official appointed to civil office.

3.1.2.3. May not be a current member of a military service.

3.1.2.4 Eligibility must comply with DoDI 1400.25V451_DAFI36-1004, Encl 3, paragraph 11b.

3.2. Honorary Guardian Nomination Process.

3.2.1. Rolling nominations can be made by any USSF General Officer.

3.2.1.1. Nominees will be reviewed by AF/JA and SAF/PA prior to forwarding a recommendation to the CSO (or designee).

3.2.1.2. SF/S1 manages recommendations and routes for CSO (or designee) approval.

3.2.1.3. SF/S1Q manages record of Honorary Guardian nominees and designees.

3.2.1.4. SF/DS prepares Honorary Guardian designation certificates and coordinates presentation date/location, if appropriate.

3.2.1.5. A copy of the final package will be provided to AF/HO for inclusion in the USSF history and archives.

3.2.2. Nomination Package Requirements:

3.2.2.1. Letter of recommendation signed by a sponsoring USSF General Officer.

3.2.2.2. Biographical sketch of nominee, not to exceed two pages.

3.2.2.3. One page justification, not to exceed 24 typewritten lines (not including stand-alone heading), single spaced. Narrative form is mandatory.

3.2.2.4. Nominations should include specific facts, achievements, and examples demonstrating how the nominee merits the Honorary Guardian designation.

3.2.2.5. Common acronyms may be used if the meaning is clear (i.e. TDY, SF, FLDCOM), otherwise, acronyms must be spelled out. The use of an acronym list is not permitted.

3.2.2.6. Nomination must contain comments that the services cited were voluntary, performed as a public service, or motivated by patriotism with no implication of remuneration, to avoid perception of a conflict of interest unless otherwise qualifying under the DoDI 1400.25 Vol 451_DAFI 36-1004

3.3. Honorary Guardian Revocation Authority. The USSF reserves the right to revoke the lifetime designation for any actions that discredit the values of the Space Force, such as misconduct or criminal convictions or if designee no longer meets the eligibility criteria and restrictions of paragraph 3.1. The CSO holds the authority to revoke or suspend the designation.

3.4. Honorary Guardian Presentation.

3.4.1. The CSO will sign a certificate confirming “Honorary Guardian of the United States Space Force” designation for personal and professional actions exemplifying the Guardian values and supporting the highest ideals of a safe, secure, sustainable, and stable space domain.

3.4.2. The presentation event, if held, will be at a suitable location reflecting the prestige of the award, reflect the highest standards of the USSF, honor the recipient and guests, be accessible to the public, and approved by the CSO.

3.4.3. The CSO, Chief Master Sergeant of the Space Force (CMSSF), or designated GO/SES will present the certificate.

3.5. Funding.

3.5.1. The USSF is responsible for ensuring presentation events are funded in accordance with DAFMAN 65-605V1, *Budget Guidance and Technical Procedures*. Organizations should work with their servicing financial management office and servicing AF/JA office for funding and to ensure funds are being used from the appropriate source. (T-0).

3.5.2. The Honorary Guardian Certificate may be purchased with appropriated funds or printed on government IT systems. Appropriated funds may also be used to fund the invitational travel of the designee (and a non-medical attendant if necessary), per *Joint Travel Regulations*, Section 030501(A)(12). Acceptance of designation as an Honorary Guardian is hereby determined to be a direct service to the Government for utilization of Government-funded commercial air travel as part of the Invitational Travel Authorization. The spouse (or guest related by blood or marriage of the designee) may also attend the ceremony but must travel at personal expense. No further government-funded travel for Honorary Guardians is contemplated by virtue of this designation.

Attachment 2

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoDI 1400.25, Vol. 451, *DoD Civilian Personnel Management System: Awards*, 4 November 2013

DoDI 1400.24, Vol. 451, DAFI36-1400, *Department of the Air Force Civilian Recognition Program*, 18 December 2023

Joint Ethics Regulation (15 May 2024)

DAFPD 36-1, *Appropriated Funds Civilian Management and Administration*, 29 August 2023

DAFI 90-160, *Publications and Forms Management* (14 April 2022), Incorporating Change 1, 21 June 2023

DAFI 36-2880, *Memorialization Program*, 22 May 2023

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

DAFMAN 65-605, v1, *Budget Guidance and Technical Procedures*, 31 March 2021

SPFMAN 36-1001, *Civilian Recognition Program*, 28 February 2025

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

Joint Travel Regulation (current version)

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*, 15 April 2022

Abbreviations and Acronyms

AFI—Air Force Instruction

CMSSF—Chief Master Sergeant of the Space Force

DAFI—Department of the Air Force Instruction

DAFMAN—Department of the Air Force Manual

DoD—Department of Defense

DRU—Direct Reporting Unit

FLDCOM—Field Command

FOA—Field Operating Agency

HAFMD—Headquarters Air Force Mission Directive

MAJCOM—Major Command

SES—Senior Executive Service

TDY—Temporary Duty

USSF—United States Space Force

Office Symbols

AF/JA—Air Force Judge Advocate General

CSO—Chief of Space Operations

SAF/PA—Secretary of the Air Force Office of Public Affairs

SF/DS—Director of Staff

SF/S1—Space Force Deputy Chief of Space Operations for Personnel

SF/S1Q—Quality of Life and Resilience Directorate