

**BY ORDER OF THE COMMANDER
374TH AIRLIFT WING**

**YOKOTA AIR BASE INSTRUCTION
34-501**



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Services

**YOKOTA AIR BASE
HONOR GUARD PROGRAM**

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This instruction implements AFI 34-501, *Mortuary Affairs Program*, and USAF HGMAN, *United States Air Force Honor Guard Manual*, for Yokota Air Base (YAB). It revises current policies and clarifies procedures, providing guidance for planning, training and utilization of the Yokota Air Base Honor Guard (YABHG). It describes the functions of the Base Honor Guard (BHG), responsibilities of BHG leadership, members, and contract expectations. This instruction applies to all personnel assigned to the BHG and all organizations supported by or supporting the BHG. It applies to Headquarters, United States Forces Japan (HQ USFJ), HQ Fifth Air Force (HQ 5 AF), 374th Airlift Wing (374 AW), tenant units and organizations at Yokota AB, and Japan's local community. 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This document has been substantially revised and *must* be completely reviewed. Major changes include: the implementation of new operating procedures and standards IAW AFI 34-501, *Mortuary Affairs Program*; USAF HGMAN, *United States Air Force Honor Guard Manual*;

clarifies the responsibilities of BHG members and their additional duty sections; and renumbered to Yokota Air Base Instruction (YABI) 34-501, *Yokota Air Base Honor Guard Program*.

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Chapter 1

BHG LEADERSHIP

1.1. YABHG Leadership.

1.1.1. The YABHG is an elite team of Airmen handpicked from the 374 AW and tenant units making it a total force team. Base leadership screens and selects personnel for these duties.

1.1.2. Base Honor Guard Officer in Charge (BHG OIC) will be a Commissioned Officer in the grade of O-1 through O-4.

1.1.3. Base Honor Guard Superintendent (BHG SUPT) will be a Senior Noncommissioned Officer (SNCO) in the grade of E-7 or above.

1.1.4. Base Honor Guard Noncommissioned Officer in Charge (BHG NCOIC) will be a Noncommissioned Officer (NCO) in the grade of E-6 or an E-6 promotion selectee.

1.1.5. Base Honor Guard Assistant Noncommissioned Officer in Charge (BHG Asst. NCOIC) will be an NCO in the grade of E-5 or E-6.

1.2. Position requirements.

1.2.1. All positions in [paragraphs 1.1](#); to [paragraph 1.1.5](#) require:

1.2.2. An application and contract submitted to the BHG Superintendent and/or the 374th Force Support Squadron Chief Enlisted Manager/Superintendent (374 FSS/CEM) .

1.2.3. An interview by BHG OIC, BHG Superintendent, BHG NCOIC, and/or 374 FSS/CEM.

1.2.4. YABHG Guardsmen will consist of a combination of volunteers from, HQ USFJ, HQ 5 AF, 374 AW, tenant units and organizations at Yokota AB.

1.2.5. Potential candidates *must* meet the criteria outlined in [Chapter 3](#).

Chapter 2

BHG ROLES AND RESPONSIBILITIES

2.1. 374 AW Leadership. The Wing Commander and/or delegate will ensure groups and subordinate units/squadrons meet their respective requirements quarterly.

2.1.1. In order to fairly distribute the responsibility of manning the YABHG, each group will be required to submit applicants each quarter according to **Table 2.1**

Table 2.1. Applicants Chart.

Quarterly Schedule	Jan (1Q)	Apr (2Q)	Jul (3Q)	Oct (4Q)
374 OG	1		1	
374 MXG	1	2	1	2
374 MSG	2	2	2	3
374 MDG		1	1	1
374 WSA	1	1		
730 AMS	1		1	

2.1.2. Appoints a BHG OIC and BHG Superintendent.

2.2. Group Leadership. Group Commanders and Superintendents will vector all applications from subordinate units/squadrons.

2.2.1. Submit applications to BHG leadership based off group requirements according to **Table 2.1**

2.3. Squadron and Directorate Leadership. Commanders, Superintendents, and First Sergeants will seek volunteers or appoint members for BHG duty who are of the highest caliber (i.e., outstanding bearing, dress and appearance, behavior and attitude).

2.3.1. Commanders, Superintendents, and First Sergeants *must* review and approve their Airmen's applications.

2.4. Supervisors. Supervisors of applicants will ensure their Airmen are available for mandatory YABHG interviews, all training sessions, and assigned details.

2.4.1. Supervisors *must* review and approve their Airmen's applications.

2.4.2. It is the Guardsman's responsibility to inform their BHG leadership of any projected absences that conflict with BHG training, or events via their First Sergeant to include (but not limited to): mission requirements, leave, TDY, medical quarters, and appointments. HG duty will not be used as an excuse to miss mandatory appointments. The first unexcused absence will result in a verbal counseling from their Lead Trainer or NCOIC of the YABHG. The second unexcused absence will result in a Letter of Counseling (LOC) from the NCOIC or Superintendent of the YABHG. The third unexcused absence will result in a Letter of Reprimand (LOR) from the Superintendent or OIC of the YABHG and dismissal from the BHG.

2.5. The 374th Force Support Squadron Commander (374 FSS/CC) and 374 FSS/CEM: Oversees the BHG program for 374 AW/CC.

2.5.1. Ensures communications support is maintained with and for the BHG.

2.5.2. Ensures adequate facilities, vehicles, and equipment are available and maintained to accommodate the BHG.

2.5.3. Provides funding for the BHG mission and training.

2.5.4. Ensures that accurate records are maintained for all functions performed by the BHG with the assistance of the BHG OIC/SUPT.

2.6. BHG OIC and BHG SUPT. Oversees the YABHG program IAW AFI 34-501, *Mortuary Affairs Program*, and USAF HGMAN, *United States Air Force Honor Guard Manual*. In addition to those prescribed duties, the BHG OIC/SUPT will:

2.6.1. Appoints a BHG NCOIC and Assistant BHG NCOIC.

2.6.2. Ensures the appointment of a minimum of three Trainers (to include a Lead Trainer), Scheduler, Munitions Custodian, Weapons Custodian, Equipment Monitor, and Uniform Monitor.

2.6.3. Oversees/manages all duties and responsibilities of subordinates.

2.6.4. BHG Superintendent will mentor the BHG OIC and subordinate BHG leadership.

2.6.5. Oversees/manages the BHG Awards and Decorations Program.

2.6.6. Oversees the BHG budget in conjunction with the 374th Force Support Squadron Financial Services Representative (374 FSS/FSR).

2.6.7. The BHG OIC and BHG Superintendent will review the budget with the 374 FSS/FSR to manage the funds allocated to the BHG during quarterly and annual fund loads. 374 FSS/FSR's Government Purchase Card (GPC) holder and Approving Official (AO) support BHG purchases.

2.6.8. 374th Force Support Squadron (374 FSS) personnel serve as the Government Purchase Card (GPC) holder and Approving Official (AO) for BHG purchases.

2.6.9. Enforces policies, directives, and coordinates disciplinary action for Guardsmen as needed to enforce standards of conduct and appearance.

2.6.10. Interview prospective Airmen to ensure they meet the BHG standards and can perform the YABHG mission.

2.7. BHG NCOIC.

2.7.1. Appoints a minimum of three Trainers (to include a Lead Trainer), Scheduler(s), alternate Munitions Custodian(s), alternate Weapons Custodian(s), Equipment Monitor(s), and Uniform Monitor(s).

2.7.2. Manages training for all new members to include: planning, coordination, maintenance, and execution.

2.7.3. Implements new training standards as they are created by Headquarters Air Force/USAF Honor Guard.

2.7.4. Serves as the primary Munitions and Weapons Account Custodian.

2.7.5. Serves as the primary Equipment Account Custodian.

2.7.6. Assists with management of the training program.

2.7.7. Assists with management of the scheduling duties and responsibilities.

2.8. BHG Asst. NCOIC.

2.8.1. Fulfills all BHG NCOIC duties and responsibilities outlined in 2.7.1.–2.7.7. when the position is vacant.

2.8.2. Serves as an alternate Munitions and Weapons Account Custodian.

2.8.3. Serves as an alternate Equipment Account Custodian.

2.8.4. Assists with management of the training program.

2.8.5. Assists with management of the scheduling duties and responsibilities.

2.9. Base Honor Guard Trainer.

2.9.1. Creates and manages the training program.

2.9.2. Leads practice/training sessions based off of implemented training program.

2.9.3. Manages training attendance rosters and training tracker.

2.10. Base Honor Guard Scheduler.

2.10.1. Manages the BHG SharePoint, BHG email org box, and phone calls for BHG service requests, etc.

2.10.2. Manages BHG SharePoint for all BHG member's detail and training queries for EPRs, awards, decorations, etc.

Chapter 3

BHG MEMBERSHIP

3.1. Purpose. This chapter outlines requirements to become a member of the YABHG.

3.2. Membership requirements. These standards *must* be met and enforced to maintain the highest quality of Airmen that make up the Guardsmen of the YABHG. However, the 374 FSS/CC is the waiver authority on a case-by-case basis as necessary. To become a member of the YABHG, each applicant *must*:

3.2.1. Airmen *must* be in the grades of E-3 through E-6 and *must* have their 5-skill level to be eligible to become Guardsmen. **NOTE:** If the applicant has the ability to achieve their 5-skill level within the 3-month probation period, they may still be considered to begin training. Members have a minimum of 15 months retainability when selected for duty and agree to serve a minimum of 15 months on the YABHG (i.e., this is a 456 day commitment to implement the 1-year, plus 3-month “probation period,” to aid in getting our return on investment for all Guardsmen. This is to mitigate losing both time and money on applicants who may take too long to get fully qualified, go TDY/deploy, etc.). Service begins upon completion of the initial training program or as determined by BHG leadership.

3.2.2. Display exceptional military bearing, dress and appearance, discipline, and demonstrate compliance with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, and USAF HGMAN, *United States Air Force Honor Guard Program*, and AFI 36-2905, *Fitness Program*. If an applicant does not present a professional appearance in any uniform combination upon the time of their respective interview with the BHG leadership, they may not be afforded the opportunity to begin training until their appearance meets the BHG standards. If an active Guardsman does not present a professional appearance in any uniform combination at any time, they will be subject to the progressive discipline model and/or dismissal from the BHG. Additionally, if an applicant’s current Fitness Assessment (FA) score is below a 90%, the last two FAs *must* be a score of an 80% or above overall composite score in order to be an eligible applicant. Lastly, if an applicant and/or active Guardsman has been placed on an AF Form 469, *Duty Limiting Condition Report*, for a period of 6 months or more, they may either not be an eligible applicant or dismissed from the BHG. **NOTE:** Tobacco use is prohibited in ABUs, OCPs and flight suits during practice and training. Additionally, tobacco and alcohol use is prohibited while wearing the Ceremonial Uniform.

3.2.3. Complete an interview with the BHG OIC, BHG Superintendent, BHG NCOIC, and/or 374 FSS/CEM.

3.2.4. Have no current or pending Non-Judicial Punishment actions, disciplinary actions, or other negative Quality Force Indicators ongoing or pending.

3.2.5. Complete the membership application and have it signed by their Supervisor, First Sergeant, and Unit Commander.

3.2.6. Successfully complete the YABHG initial training course. **NOTE:** If member has prior experience, the course may be expedited by the BHG leadership on a case-by-case basis.

3.3. Commitment. Once the member is accepted to the BHG team and trained, he or she can only be relieved from the 15 month commitment under special circumstances. The BHG OIC, BHG SUPT, and BHG NCOIC will make determinations for removal and will include the member's Commander and First Sergeant in such decisions.

Chapter 4

BHG AWARDS PROGRAM

4.1. BHG Member of the Quarter (BHGMOQ) and BHG Member of the Year (BHGMOY).

4.1.1. BHGMOQ. The BHG OIC, BHG SUPT, and BHG NCOIC will select the Quarterly Award winner based on the member's performance, contribution, adherence to standards, and overall attitude. Every effort will be made to nominate a minimum of two members. **NOTE:** 1206 formatting will follow 374 AW quarterly award guidance. The nominees and winner will be announced at the 374 AW Quarterly Awards Ceremony.

4.1.2. BHGMOY. 374 FSS/CEM, BHG OIC, and BHG SUPT, will select the Member of the Year based on the member's annual performance, contribution, adherence to standards, and overall attitude. All BHG members are eligible for this award. Every effort will be made to nominate a minimum of two members. **NOTE:** 1206 formatting will follow the Air Force Annual Honor Guard Program Awards Program guidance. The nominees and winner will be announced at the 374 AW Annual Awards Ceremony. Thereafter, the sole wing award winner will compete at the MAJCOM level and beyond.

4.2. BHG Program Manager of the Year (BHGPMOY).

4.2.1. BHGPMOY. The FSS/CEM, BHG OIC, and/or BHG SUPT, will select the Program Manager of the Year based on the member's annual performance, contribution, adherence to standards, and overall attitude. Members are only eligible for this award if they're an NCOIC or Superintendent and own the 8G100 AFSC. However, the 374th Airlift Wing Command Chief (374 AW/CCC) is the waiver authority on a case-by-case basis as necessary. **NOTE:** 1206 formatting will follow the Air Force Annual Honor Guard Program Awards Program guidance. The nominee(s) and winner will be announced at 374 AW Annual Awards Ceremony. Thereafter, the sole wing award winner will compete at the MAJCOM level and beyond.

Chapter 5

BHG MEDALS

5.1. BHG Medals Requirements and Routing Process.

5.1.1. Each BHG member has the opportunity to earn a medal for outstanding achievement at the discretion of the BHG leadership.

5.1.2. All BHG medals are based off sustained superior performance and the whole Airman concept.

5.1.3. The BHG leadership will prepare the medal citation and package. The BHG Superintendent and/or BHG NCOIC will send a recommendation e-mail to the member's Supervisor and First Sergeant inquiring whether or not the member's performance on and off-duty makes it appropriate for the member to receive a medal for BHG service. The First Sergeant will review the member's Personnel Information File (PIF) to ensure there is no derogatory information (LOA/C/Rs, Article 15s, etc.), then make an appropriate recommendation.

5.1.4. The BHG OIC, BHG SUPT and/or BHG NCOIC will initiate, draft and then route the citation through the 374th Force Support Squadron Commander Support Staff.

Chapter 6

BHG ACTIVITIES

6.1. Guidance. The YABHG under the 374 FSS supports HQ USFJ, HQ 5 AF, 374 AW, tenant units and organizations at Yokota AB, and the local community.

6.1.1. The YABHG performs the following:

6.1.1.1. Military Funeral Honors (MFH) and Memorial Services (see AFI 34-501, *Mortuary Affairs Program* and USAF HGMAN, *United States Air Force Honor Guard Manual*).

6.1.1.2. Honors and ceremonies for Distinguished Visitors (DVs).

6.1.1.3. Sword arch and rifle cordon details (see USAF HGMAN, *United States Air Force Honor Guard Manual*).

6.1.1.4. Change of Command (CoC) ceremonies (see AFMAN 36-2203, *Drill and Ceremonies*).

6.1.1.5. Colors Team ceremonies and details (see AFMAN 36-2203, *Drill and Ceremonies*, and USAF HGMAN, *United States Air Force Honor Guard Manual*).

6.1.1.6. Retirement ceremonies to include a Colors Team, the 2-man flag fold ceremony, and escort duties.

6.1.1.7. POW/MIA ceremonies (see AFMAN 36-2203, *Drill and Ceremonies* and YABHG POIs).

6.1.1.8. Wreath laying ceremonies (see YABHG POIs).

6.1.1.9. Personnel escort and usher details for ceremonies and events (see YABHG POIs).

6.1.1.10. Reveille and Retreat (see AFMAN 36-2203, *Drill and Ceremonies* and YABHG POIs).

6.1.1.11. Firing Party (see AFI 34-501, *Mortuary Affairs Program*, and USAF HGMAN, *United States Air Force Honor Guard Manual*).

6.1.1.12. Military and civilian programs, events, parades, and celebrations deemed appropriate by the 374 AW/CC, and/or USAF HG leadership (see AFMAN 36-2203, *Drill and Ceremonies*, and USAF HGMAN, *United States Air Force Honor Guard Manual*).

Chapter 7

BHG TRAINING

7.1. Responsibilities. The BHG OIC and BHG SUPT is responsible for the competence of all BHG members. The BHG OIC and BHG SUPT will ensure that the BHG team is trained in appropriate honors, ceremony, and protocol procedures.

7.2. Requirements. All members are required to attend the YABHG initial training. **NOTE:** Uniform fitting will not be conducted until member successfully completes YABHG initial training or at the discretion of the BHG OIC and/or BHG SUPT.

7.3. YABHG Initial Training.

7.3.1. Conducted on a quarterly basis at a minimum.

7.3.2. Will be a 5-day training course unless it is not feasible due to the mission or deferred to the alternate training model by BHG leadership. The alternate training model will be completed by attending the weekly 2 hour training sessions over the course of 5-weeks totaling 40 hours.

7.3.3. Each member will train a minimum of 40 training hours within the 5-day course, or complete the alternate training model.

7.3.4. Members who do not become fully qualified within this period will face an evaluation board with the BHG leadership to determine the next Course of Action (COA). **NOTE:** This may result in being dismissed for failure to meet the BHG standards set forth.

7.4. Weekly training sessions.

7.4.1. The BHG SUPT and BHG NCOIC will oversee the weekly training schedule.

7.4.2. The BHG Trainer(s) will create a weekly training schedule.

7.4.3. Training schedule *must* allot each member a minimum of 12 training hours per month.

7.4.4. All members are required to attend all required training sessions.

7.4.5. All members are required to become fully qualified within the 3 month probation period.

7.4.6. Members who do not become fully qualified within the above period may be dismissed for failure to meet the BHG standards set forth.

Chapter 8

BHG UNIFORMS

8.1. Guidance. Refer to AFI 36-2903, *Dress and Appearance*, AFI 34-501, *Mortuary Affairs Program*, and USAF HGMAN, *United Air Force Honor Guard Manual*, they specify how to wear the ceremonial uniform and other BHG uniform combinations. The BHG leadership will instruct members on proper wear of the uniform when specific guidance is lacking and to ensure uniformity. AFI 34-501, *Mortuary Affairs Program*, and the USAF HGMAN, *United Air Force Honor Guard Manual* establishes uniform standards for all BHGs. Additionally, they standardize the wear of the Ceremonial Uniform and all other BHG uniform combinations.

8.1.1. The Ceremonial Uniform is *only* authorized to be worn by current BHG members during approved BHG ceremonies and functions under all USAF HG provided guidance.

8.1.2. IAW USAF HGMAN, *United States Air Force Honor Guard Manual*, uniform items *must* be purchased with unit funds, and worn/maintained IAW AFI 36-2903, *Dress and Appearance*. **NOTE:** Guardsmen should *not* be purchasing *any* Ceremonial Uniform items or alterations out of their own personal funds.

8.1.3. All BHG Ceremonial Uniform items will be issued and signed out on an AF Form 1297, *Temporary Issue Receipt*, by BHG leadership in concert with the members. All Ceremonial Uniform items *must* be returned to the YABHG upon completion and/or termination of the respective contract. This is to ensure that we are saving the wing money, and fortifying the operational success of the BHG program for maximum longevity. Members in violation of this standard will face disciplinary action, as necessary. **NOTE:** Tobacco use is prohibited in ABUs, OCPs and flight suits during practice and training. Additionally, tobacco and alcohol use is prohibited while wearing the Ceremonial Uniform.

Chapter 9

BHG TRANSPORTATION

9.1. Guidance.

9.1.1. Within YAB.

9.1.1.1. The BHG requires a vehicle to be assigned to perform ceremonial duties such as traveling to and from ceremonies and training. Additionally, these are official duties that should be supported by government funding. Using a Government Motor Vehicle (GMV) prevents wear and tear on Guardsmen's Privately Owned Vehicles (POV) and the financial hardship of extra gas expenditures.

9.1.1.2. Members may provide self-transportation to and from training and ceremonies. However, when a vehicle is not permanently assigned, members are authorized to request a temporary vehicle via 374 FSS Vehicle Operations and/or the 374th Logistic Readiness Squadron (374 LRS) Ground Transportation as necessary.

9.1.2. Outside YAB.

9.1.2.1. BHG OIC, BHG Superintendent, or BHG NCOIC will coordinate transportation requirements with 374 FSS Vehicle Operations and/or 374 LRS Ground Transportation as necessary for training and ceremonies.

9.2. Weapons and Ammunition Transportation.

9.2.1. All functional weapons and ammunition *must* be transported in a GMV IAW AFMAN 91-201, *Explosives Safety Standards, Section 8G-Transportation and Movement of Explosives by Motor Vehicle and Materials Handling Equipment (MHE)*, paragraph 8.21. This section covers the transport and handling of explosives by DoD motor vehicle and MHE. The requirements of this section also applies to DoD rental vehicles when used to transport DoD explosives on military installations. Do not transport DoD explosives in Privately Owned Vehicles (POV) under any circumstance.

Chapter 10

REQUESTING THE BHG

10.1. Guidance.

10.1.1. Any individual affiliated with YAB may request ceremonial support from the BHG.

10.1.2. Any local nationals' *must* send ceremonial requests through Public Affairs (PA) and to the BHG leadership.

10.1.3. Military Funeral Honors (MFH) and Memorial Services in support of Mortuary Affairs is the primary mission of the BHG.

10.1.4. All MFH and Memorial Services *must* be coordinated through Mortuary Affairs Office.

10.1.5. DV support are the priority missions of the BHG.

10.1.6. Due to limited resources, requests will be handled on a first come, first serve basis.

10.1.7. To request BHG services, the requesting official will submit the request to the BHG SharePoint or by any other means designated by the BHG leadership.

10.1.8. Requests should be made no later than **10 duty days prior to the proposed event** (exceptions will be considered on a case-by-case basis by the BHG OIC and/or BHG Superintendent).

Chapter 11

BHG FACILITIES

11.1. Requirements.

11.1.1. The BHG requires a permanent facility to conduct operations with the following features:

11.1.1.1. Sufficient space to store all uniforms and equipment.

11.1.1.2. Sufficient ceiling and outdoor space to conduct training during inclement weather, ensure personnel safety, etc.

11.1.1.3. Security locks on all doors, windows, and operational Heating Ventilation Air Conditioning (HVAC).

11.1.1.4. Twenty-four hours per day, 365 days a year access to the facility.

11.1.1.5. Fully operational bathroom facilities to accommodate all members.

11.1.1.6. Operational DSN and computer with base network connectivity.

Chapter 12

OBTAINING SLOTS FOR IN-RESIDENCE COURSE AND DEVELOPMENTAL SPECIAL DUTY (DSD) PROCESS

12.1. Obtaining slots for in-residence course.

12.1.1. To obtain slots for the USAF HG Program Manager Course, contact the Unit Training Manager (UTM). The UTM will then contact the MAJCOM Training Requestor Quota Identifier (TRQI) Manager (AFSVA (AFSVA.SVIRF.Training@us.af.mil), Guard, or Reserve). See USAF Honor Guard Manual dated 15 October 2018.

12.2. DSD Process.

12.2.1. The Air Force has identified 10 Special Duties (to include the USAF HG) as DSDs due to their unique leadership roles and the Airman's responsibility to mentor and mold future leaders. See USAF Honor Guard Manual dated 15 October 2018.

ANDREW J. CAMPBELL, Colonel, USAF
Commander

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

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

USAF HGMAN, *United Air Force Honor Guard Manual*, 15 October 2018

AFMAN 33-363, *Management of Records*, 1 March 2008

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

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

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

AFMAN 91-201, *Explosives Safety Standards*, 21 March 2017

Adopted Forms

AF Form 469, *Duty Limiting Condition Report*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1297, *Temporary Issue Receipt*

Acronyms and Abbreviations

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AO—Approving Official

AW/CC—Airlift Wing Commander

AW/CCC—Airlift Wing Command Chief

BHG/NCOIC—Base Honor Guard Noncommissioned Officer in Charge

BHG/OIC—Base Honor Guard Officer in Charge

BHG/SUPT—Base Honor Guard Superintendent

BHGMOY—Base Honor Guard Member of the Year

BHGPMOY—Base Honor Guard Program Manager of the Year

COA—Course of Action

CoC—Change of Command

DSD—Developmental Special Duty

GMV—Government Motor Vehicle

HGMAN—Honor Guard Manual

HQ—Headquarters

IAW—In Accordance With

FSS/CC—Force Support Squadron Commander

FSS/CEM—Force Support Squadron Chief Enlisted Manager

FSS/FSR—Force Support Squadron Financial Services Representative

MHE—Materials Handling Equipment

NCOIC—Noncommissioned Officer in Charge

OIC—Officer in Charge

OPR—Office of Primary Responsibility

PA—Public Affairs

PIF—Personnel Information File

POV—Privately Owned Vehicles

RDS—Records Disposition Schedule

TRQI—Training Requestor Quota Identifier

USAF—United States Air Force

USFJ—United States Forces, Japan

UTM—Unit Training Manager

YABHG—Yokota Air Base Honor Guard