



USAF BASE HONOR GUARD PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the OO ALC WWW site at: <http://scsweb.hill.af.mil/pdl/pubs.htm>. Personnel with no access to electronic media may view the publication at the Base Master Publications Library, 75 CS/SCSP.

OPR: 75 SPTG/SV

Certified by: Major Lawhon

Pages: 3

Distribution: F

AFI 34-503, 19 July 1994, is supplemented as follows:

1. Fifth Bullet. Other activities are to include retirement functions.

2.3. The Armament/Equipment (75 SPS/SPTR) office will safeguard weapons used by firing parties for honor guard funeral details and requisition and supply blank ammunition for the M-1 rifle.

2.5. (Added) Commanders of Host and Tenant Organizations will designate in writing the names of individuals who are assigned to the base honor guard team. This list will include name, rank, social security account number (SSAN), organization, mailing symbol, and extension of all personnel assigned to the base honor guard team. The list will be kept current so prompt notification by the Honor Guard Noncommissioned Officer in Charge (HG NCOIC) can be made whenever a member is required for a detail. The prorated requirement for each organization is referenced in Attachment 1.

3.1. The honor guard is made up of members from the host and major tenant organizations on base. Each of these units (known as supporting units) are to provide a prorated number of volunteers (with alternates); however, if sufficient volunteers are not available, non-volunteers will be detailed. Individuals are assigned to, or removed from the honor guard only by of their unit commander or first sergeant. Individuals may be removed for cause (non-participation, sub-standard performance) by the HG NCOIC through the unit commander/first sergeant. Members cannot join or quit the honor guard on their own. To be appointed to the honor guard, a candidate must be:

- In excellent physical condition and meet or exceed weight and personal appearance standards.
- Personally interviewed and appointed in writing by their Commander or First Sergeant. The appointment letter will be sent to the HG NCOIC and will be renewed yearly.

3.1.1. (Added) The honor guard is composed of two flights: Alpha and Bravo. Each flight will rotate on a bi-monthly specified time period with the status of primary or alternate. When a flight's status is primary, the members of that flight are required to participate in any honor guard detail for the specified

month. When the status is alternate, members perform duties if the required number of individuals cannot be obtained from the primary flight. This situation may occur if an unusually large number of the members are ill, TDY, on leave.

3.1.2. (Added) Members are exempt from performing any other base details (for example: bay orderly, etc.) while assigned to the honor guard.

3.2. Second Bullet. Members are required to receive a minimum of four hours of training every month. Members must be punctual and arrive in the appropriate military uniform. This is a mandatory military formation for all members. If a member cannot attend training for any reason, they must be excused by the HG NCOIC, Flight/CC, or HG Commander, prior to the start of the scheduled training. Two unexcused/no-shows can result in dismissal from the Honor Guard program.

3.2. Fifth Bullet (Added). Be familiar with the following publications:

- AFI 34-501, *Mortuary Affairs*,
- AFI 34-503, *USAF Base Honor Guard Program*,
- AFR 50-14, *Drill and Ceremonies*, and
- AFR 900-6, *Honors and Ceremonies Accorded Distinguished Persons*.

3.4. Compensatory time authorized for the honor guard duties scheduled during of f-duty hours is subject to the mission requirements of the assigned unit and determined by the Unit Commander.

3.5.1. Note. (Added) The Services Director and Plans and Force Management Flight Commander will ensure the re is an HG Commander appointed for the Honor Guard Program.

3.5.2. Bullet 5. Ensures a minimum of four hours of training are provided to all members of the honor guard monthly.

3.5.2. Bullet 6 (Added) Briefs each honor guard member on their responsibility to notify HG NCOIC of any projected absence due to schooling, leave, TDY, etc.

3.5.2. Bullet 7 (Added) Provides each First Sergeant with an updated flight roster as changes/updates occur and a quarterly summary of performed details. Summary will include any positive or negative feedback about the Honor Guard details.

3.5.2. Bullet 8 (Added) Completes a list of names of personnel performing funeral honor guard details at least four hours before the detail.

3.5.2. Bullet 9 (Added) Notifies the chapel when services are requested and makes necessary arrangements for a chaplain, if desired.

3.5.2. Bullet 10 (Added) Makes round-trip arrangements for transporting the funeral detail.

3.5.2. Bullet 11 (Added) Ensures a bugler or tape player is provided for funeral details.

3.5.2. Bullet 12 (Added) Provides 75 SPS/SPTR an annual estimate of required ammunition by 15 July for the forthcoming fiscal year.

3.5.2. Bullet 13 (Added) Conducts an introductory briefing with all new members of the honor guard.

3.5.3. Bullet 3 (Added) Assists the HG NCOIC with training, equipment, and tasking of members.

3.5.3. Bullet 4 (Added) Conducts training sessions.

3.5.3. Bullet 5 (Added) Becomes the focal point for their respective flight. When notified the Flight Commander or Flight Sergeant will notify each team member who will, in turn, notify their supervisor. Each unit must provide their full scheduled number of members when required. If any primary member is not available due to leave, TDY, illness, etc., the Flight Sergeant will notify the alternate flights' Flight Sergeant and the deficiency will be supported by the alternate flight.

3.5.3. Bullet 6 (Added) Briefs and inspects the detail before departing the base and at the assembly point.

3.5.3. Bullet 7 (Added) Prepares a letter to the Squadron Commander, approved by the HG NCOIC and HG Commander, in the event of unsatisfactory appearance or performance on the part of team members.

3.5.3. Bullet 8 (Added) Provides the HG NCOIC with annual specialized honor guard equipment requirements.

3.6. (Added) The First Sergeant:

3.6.1. Enforces attendance to details and training sessions and take appropriate action in the event of no-show or unsatisfactory performance.

3.6.2. Ensures supervisors clearly understand the member's obligation to support the honor guard team and informs the honor guard in the event of any upcoming leave/TDY.

8. The Transportation Division (75 ABW/LGT) will provide appropriate vehicles to support HG details personnel to and from military functions when notified by the honor guard. When possible, vehicle operators will be furnished by the honor guard.

11. (Added) Area of Responsibility. The Hill Honor Guard's area of responsibility is generally all the state of Utah, except those parts of southern Utah closer to Nellis AFB, NV. Specific boundaries are found in *AFI 34-501, Mortuary Affair Program*.

CHARLES A. COTTER, JR., Lt Col, USAF
Commander, 75th Support Group