

19 JULY 1994



Services

USAF BASE HONOR GUARD PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the SAF/AAD WWW site at: <http://afpubs.hq.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

OPR: HQ AFSVA/SVPM (Ms Bonny St.Clair)

Certified by: HQ USAF/SVP
(Col Frederick C. Kennedy)

Supersedes AFR 900-37, 10 November 1989.

Pages: 6
Distribution: F

This Instruction implements AFR 34-5, *Mortuary Affairs*. It provides guidance for planning, training, and using installation honor guards. It does not apply to the Air Force Honor Guard, US Air Force Reserve, or Air National Guard.

SUMMARY OF REVISIONS

This is the initial publication of AFI 34-503, substantially revising the format, but not substantively changing the content of AFR 900-37 (10 NOV 1989).

1. Honor Guard Activities: The installation honor guard performs:

- Honors and ceremonies for distinguished persons (see AFR 900-6, *Honors and Ceremonies Accorded Distinguished Persons*).
- Military funerals and memorial services (see AFI 34-501, *Mortuary Affairs Program* [formerly AFRs 143-1 and 143-9, AFM 143-3, and AFP 143-10]).
- Change of Command ceremonies (see AFPAM 36-2203, *Drill and Ceremonies*[formerly AFR 50-14]).
- Civilian programs, parades, and celebrations (see AFPD 35-2, *Public Communication Programs*).
- Other activities the Installation Commander decides are appropriate.

2. Responsibilities:

2.1. The Installation Commander:

- Oversees the program and enforces this instruction.

- Determines the size of the honor guard unit, taking into consideration where the installation is located, how large the population is, and how often military and civil protocol activities occur.
- Asks subordinate and tenant units for the necessary manpower if there are not enough volunteers.
- Appoints an Honor Guard Commander (HGC) or an Honor Guard Officer in Charge (HG OIC) as applicable.

2.2. The Services Squadron Commander:

- Manages the honor guard program for the Installation Commander.
- Predicts how much funding the honor guard will require for the installation budget.
- Communicates between base agencies and the honor guard.
- Completes AF Form 1946, **Honor Guard Checklist**, for any activity in which the honor guard participates. The completed form goes in the mortuary case file. If there is no mortuary case file, see AFI 37-138, volume I, *Records Disposition, Responsibilities, and Procedures*.(formerly AFR 12-50, volume I).

2.3. The Chief of Security Police (SP). The SP Chief advises the honor guard on how to store weapons and blank ammunition. When there are no adequate facilities dedicated to the honor guard, the Chief of Security Police stores their weapons and blank ammunition in the Security Police armory.

2.4. The Public Affairs Officer (PA):

- Evaluates requests from civilian agencies who want to use the base honor guard in civilian functions or ceremonies.
- Advises the installation commander and Services squadron commander on whether to use the honor guard in off-base functions.

3. Honor Guard Members:

3.1. Are usually volunteers from the installation host and tenant units. All members must abide by the provisions of this instruction and any host installation instructions.

3.2. Are expected to maintain a high standard of appearance and a positive attitude. Members are responsible for:

- Maintaining their uniform.
- Attending training.
- Mastering the drill.
- Knowing traditional formation ceremonies and protocol.

3.3. Because of the training and proficiency required, should participate in these duties for at least 1 year.

3.4. Do not use honor guard work hours to compute military work hours and availability, or to justify additional manpower requirements. Include these workhours in the installation's services manpower requirement.

3.5. Is composed of:

3.5.1. The HGC or HG OIC. The HGC or HG OIC is in charge of performances and the discipline, appearance, and competence of honor guard members. The HGC or HG OIC selects the Honor Guard Noncommissioned Officer in Charge (HG NCOIC).

3.5.2. The HG NCOIC:

- Assists the HGC or HG OIC.
- Schedules training.
- Controls the equipment.
- Selects flight sergeants.
- Ensures that members are trained and available.

3.5.3. A Flight Sergeant. The Flight Sergeant heads each honor guard flight and:

- Selects the honor guard members for the Color Guard, Firing Party, and Pallbearer elements.
- Assists the HG NCOIC.

3.5.4. Color Guard Members. Color Guard members are selected from among honor guard members who have demonstrated superior proficiency. The Color Guard consists of noncommissioned officers as flag bearers and two airmen guards (see AFPAM 36-2203).

3.5.5. Firing Party Members. Firing Party members should be personnel who have never been disqualified from bearing arms because of administrative or judicial action. They should qualify in premarksmanship training, including safety, proper handling, operation and function, assembly and disassembly, and care and cleaning of assigned weapons.

3.5.6. Pallbearers. Pallbearers should be proficient in carrying a casket and folding the interment flag.

3.5.7. Precision Drill Teams. Precision drill teams are usually composed of honor guard members who demonstrate superior skills in precision drill formations and exemplary decorum and bearing.

4. Training Materials. Audiovisual productions available for training are:

- *The Standard Air Force Funeral at Graveside*, video, PIN 600468DF.
- *Military Honors-The Air Force at a Graveside Service*, slides and tape, PIN 00243ST351.
- *Standardized Ceremonial Honors*, video, PIN 611438DF.

5. Authorized Expenditures. Authorized expenditures are payable through O&M funds and include:

- All travel and per diem for furnishing honors.
- Miscellaneous expenses, such as hiring a bugler.
- Procurement of equipment, weapons, and ammunition.

6. Honor Guard Uniforms:

6.1. Refer to AFI 36-2903, *Dress and Personal Appearance of Personnel*(formerly AFR 35-10); it specifies how to wear base-level and MAJCOM honor guard uniforms.

6.2. Procure uniform items locally or through supply procedures using national stock numbers.

6.3. Clean uniform items that become soiled in the course of scheduled honor guard training or ceremonial duty, through the linen exchange at Government expense, with certification of the Services squadron commander.

7. Equipment and Weapons:

7.1. Honor guard equipment is purchased through base supply and contracting as applicable.

7.2. Required weapons and ammunition are:

- The M-1 rifle, available for issue under NSN 1005-00-674-1425. Submit funded requisitions through supply to WR-ALC/LKJMW, Routing Identifier FLB, Robins AFB GA, 31098-5000.
- Blank ammunition, used for military funeral and memorial services, drill team presentations, and honor guard and drill team practice. Send annual projections of how much blank ammunition the honor guard will need, to the base ammunition supply representative so these requirements are included in the installation's 5-year forecast (see AFMAN 23-110, *USAF Supply Manual* [formerly AFM 67-1]).

7.3. Control weapons and ammunition according to AFI 31-209, *Air Force Resource Protection Program* (formerly AFRs 125-6, 125-17, 125-37, and 355-11). Weapons may be stored in the honor guard office if it is approved as a designated weapons storage area.

7.4. If any person must be armed with an operational weapon to protect honor guard weapons, that individual must meet the requirements of AFI 31-209 before being armed, and must qualify on the weapons according to AFI 36-2226, *Combat Arms Training and Maintenance Program Management* (formerly AFR 50-36).

8. Transportation. Obtain transport from the transportation squadron. Trained and licensed honor guard members drive vehicles. When special vehicles, such as buses or tractor-trailers are needed, the installation vehicle personnel act as drivers.

9. Special Recognition. The time and effort spent by honor guard members may be recognized as listed in [Attachment 2](#).

10. Forms Prescribed. AF Form 1946, **Honor Guard Checklist**.

NORMAND G. LEZY, Brig General, USAF
Director of Services

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS

References

AFMAN 23-110, *USAF Supply Manual* (formerly AFM 67-1)

AFI 31-209, *Air Force Resource Protection Program* (formerly AFRs 125-6, 125-17, 125-37, and 355-11)

AFPD 34-5, *Mortuary Affairs*

AFI 36-2226, *Combat Arms Training and Maintenance Program Management*(formerly AFR 50-36)

AFPAM 36-2203, *Drill and Ceremonies*(formerly AFR 50-14)

AFI 37-138, volume I, *Records Disposition, Responsibilities, and Procedures*.(formerly AFR 12-50, volume I)

AFR 900-6, *Honors and Ceremonies Accorded Distinguished Persons*

Abbreviations and Acronyms

HGC—Honor Guard Commander

HG NCOIC—Honor Guard Noncommissioned Officer in Charge

HG OIC—Honor Guard Officer in Charge

MAJCOM—Major Command

O&M—Operation & Maintenance

PA—Public Affairs

Attachment 2

SUGGESTED HONOR GUARD RECOGNITION PROGRAMS

- A2.1.** Provide special "honor guard" identification or distinctive stickers for display on a member's car at official functions.
- A2.2.** Ask supervisors to allow compensatory time for official honor guard details that occur during a member's scheduled off-duty hours.
- A2.3.** Try to exempt members from base roster duties.
- A2.4.** Institute an *Honor Guard Member of the Month or Quarter Program*.
- A2.5.** Allow a distinguished Honor Guard member to accompany the installation commander on a base inspection.
- A2.6.** Present plaques or trophies to outstanding members during a base-wide ceremony.
- A2.7.** Establish an award for "most improved" honor guard member.
- A2.8.** Hold a graduation ceremony for honor guard trainees and ask the installation commander to present award certificates.
- A2.9.** Hold a quarterly barbecue or picnic attended by the installation commander.
- A2.10.** Recognize "all-around" honor guard members, who demonstrate proficiency in all honors elements.
- A2.11.** Set up a promotion system based on specific responsibilities within the honor guard.
- A2.12.** Provide free classes in base services recreation activities.
- A2.13.** Have the installation commander endorse member's airman performance rating or officer effectiveness report.
- A2.14.** Take an honor guard photograph with the installation commander once or twice a year.
- A2.15.** Include spouses in events and awards, when possible.
- A2.16.** Give special publicity to members and the honor guard program in the installation newspaper.
- A2.17.** Give desk sets or similar quality awards to deserving members.