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Services

HONOR GUARD

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This instruction implements AFD 34-5, *Mortuary Affairs*. It provides guidance for planning, training, and using the Kadena Air Base (KAB) Honor Guard. It applies to all 18th Wing and associated units on Kadena Air Base.

SUMMARY OF REVISIONS

This is the initial publication of 18 WGI 34-501, substantially revising the format, but not substantively changing the content of 18 WGR 900-3, 18 Mar 93. This instruction is affected by Privacy Act of 1974. Each form that is subject to the provision of AFI 37-132, *Air Force Privacy Act Program*, and required by this instruction, contains a Privacy Act Statement either incorporated in the body of the document, or in a separate statement accompany each such document. Authority: 10 U.S.C. 1481-1488, 5 U.S.C. 5742.

1. Responsibilities. The 18th Services Squadron Commander as Mortuary Officer is designated the OPR for the Kadena Air Base (KAB) Honor Guard Program (Ref AFI 34-501). The Honor Guard Commander is responsible for the overall day-to-day administration, control, and training of the KAB Honor Guard.

2. References. The following publications are used to manage the KAB Honor Guard Program:

- 2.1. AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.
- 2.2. AFPAM 36-2203, *Drill and Ceremonies*.
- 2.3. AFI 34-501, *Mortuary Affairs Program*.
- 2.4. AFI 84-101, *Historical Products, Services, and Requirements*.
- 2.5. AFI 36-2865, *Honors and Ceremonies accorded to Distinguished Persons*.
- 2.6. AFI 34-503, *USAF Base Honor Guard Program*.

2.7. AFI 31-209, *Air Force Resource Protection Program*.

2.8. AFMAN 91-201, *Explosives Safety Standards*.

2.9. AFI 40-502, *The AF Fitness Program*.

3. General. The KAB Honor Guard is organized to provide appropriate military honors at ceremonies when directed by the installation commander and the NCOIC of the Honor Guard is responsible for the following:

3.1. Administrative control, training, and overall operation of the KAB Honor Guard.

3.2. Interviewing all incoming personnel to ensure that they conform to the highest military standards and meet all selection criteria, and brief those individuals accepted on their responsibilities as an Honor Guard member.

3.3. Maintaining a current roster and documentation (file) on Honor Guard members to include an Air Force Form 1946, **Honor Guard Checklist**, for each detail performed.

3.4. Coordinating and making arrangements for required details (equipment, transportation, personnel, etc.). Ensure that equipment and supplies are maintained in a presentable condition and properly secured.

4. Administration. All request for Honor Guard support functions should be addressed to the Honor Guard NCOIC or Asst NCOIC. When a request is made for a detail, the Honor Guard Commander has approval or disapproval authority. All requests will be logged on an Honor Guard Request Worksheet. Upon completion of the approved detail, an AF Form 1946 will be completed.

5. Membership, Eligibility, and Procedures:

5.1. Use 18th Wing Form 43, **Application for Honor Guard Membership**, to apply for membership with the KAB Honor Guard. This form is submitted to the Honor Guard Commander or Honor Guard NCOIC.

5.2. Membership on the KAB Honor Guard is strictly voluntary. The OIC, NCOIC and Asst NCOIC are interviewed by the Honor Guard/CC. All other applicants are interviewed by the OIC, NCOIC, Asst NCOIC and Team Chiefs to ensure they meet the requirements, standards, and responsibilities as a KAB Honor Guard member.

5.3. Individuals interested in becoming a member of the KAB Honor Guard must meet the following requirements:

5.3.1. Be in strict compliance with AFI 36-2903 and AFI 40-502, *The Air Force Fitness Program*.

5.3.2. Have an overall enlisted performance report rating of 4 out of 5.

5.3.3. Have no unfavorable information file, any disciplinary, or adverse administrative action pending.

5.3.4. Have at least 13 months remaining until DEROS.

5.3.5. Individuals not in compliance with these requirements will not be accepted as Honor Guard members. Failure to maintain these requirements once applicants are accepted will result in dismissal from the Honor Guard.

5.4. All approved applicants will go through a 30-90 day probationary period. During this time, applicants will be assigned a trainer and sponsor so that they can become familiar with Honor Guard procedures and rules. They are also required to attend training sessions to learn the proper drill and ceremonial movements. At the conclusion of the probationary period, the member will either be released or accepted as a member of the Honor Guard. Once accepted, Honor Guard membership is an additional duty and will be a 1 year commitment. At the completion of 1 year, a member can request release. Request for early release must originate from the member's commander, routed through Honor Guard Commander, to the 18th Support Group Commander. The request must clearly state the reason or reasons for early release. If early release is granted, return of issued uniform items back to the Honor Guard is mandatory.

6. Training:

6.1. The Honor Guard NCOIC conducts training weekly. Attendance on Thursdays from 1400 to 1630, is mandatory for all Honor Guard members. Only justifiable reasons for absence (TDY, sick, mission requirements, emergency leave, etc.) will be accepted. Individuals who are absent from training for other than a justified reason will be given a no-show warning letter. After two unexcused absences a letter will be routed to individual's commander or supervisor recommending removal from the Honor Guard. Prior to any absence, the member is required to contact his/her Team Chief.

6.2. Training will not be conducted during higher headquarters inspections, Unit Effectiveness Inspection (UEIs) or Operation Readiness Inspection (ORIs), local exercises, or actual contingencies.

7. Special Considerations and or Recognition:

7.1. Personnel assigned to the KAB Honor Guard will be exempt from all base details.

7.2. When Honor Guard personnel are required to perform duties on weekends or off-duty hours, compensatory time off should be given to the member as work load and mission requirements permit. Members are responsible for informing supervisors in advance of Honor Guard details in which they will participate.

7.3. The top five performers on the Honor Guard will be formally recognized during the quarterly and annual base volunteer recognition program. Selection of the top five performers will be determined by the Honor Guard Commander, NCOIC, and Team Chiefs.

7.4. Honor Guard members will wear the service dress, service blue, or battle dress uniform (BDU) depending on the appropriate detail (please see attachment for a complete description of the uniforms). Additionally, Honor Guard members are authorized to wear the black hat, black auguilette, and black t-shirt with 3 inch emblem on front, to and from practice, and during BDU details.

7.5. Honor Guard members will be submitted for an Air Force Achievement Medal after completing at least 35 details and 1 year of dedicated service on the Honor Guard; demonstrating the highest degree of military bearing, professionalism, attitude, appearance and attendance.

8. Forms Prescribed. 18 WG Form 43, Application for Honor Guard Membership.

JOHN R. BAKER, Brigadier General, USAF

Commander, 18th Wing

Attachment 1

HONOR GUARD STANDARDS FOR UNIFORM WEAR

I. WEAR OF THE SERVICE DRESS UNIFORM (FULL SERVICE)

- White t-shirt
- Blue shirt with silk tie or tab
- Blue pants with silver tape down side of legs
- Service jacket with silver bands and honor guard shoulder patch
- All ribbons (except when flag slings are worn), badges, the US insignias, but no name tags
- Service cap with silver band on bill and Hap Arnold insignia
- Low quarters with taps
- Silver rope on left shoulder, 1 inch and centered from end of shoulder seam
- Blue and silver honor guard belt with metal keepers 1 inch from buckle
- White gloves

II. WEAR OF THE SERVICE DRESS UNIFORM (Short sleeve blue shirt)

- White t-shirt
- Low quarters with taps
- Blue pants with silver tape down side of legs
- All ribbons (except when flag slings are worn), badges, the US insignias, but no name tags
- All authorized ribbons, badges, and name tag
- Service cap with silver band on bill and Hap Arnold insignia
- Silver rope on left shoulder, underneath epaulet; 1 inch and centered from end of shoulder seam
- Blue and silver honor guard belt with metal keepers 1 inch from buckle
- White gloves

III. WEAR OF THE BATTLE DRESS UNIFORM

- Uniform will be tailored to fit
- All pockets sewn down
- Cloth name patch, USAF patch, MAJCOM patch and all authorized badges will be sewn on uniform
- Black t-shirts are mandatory
- Pants are bloused over the top of the boot using a cuff
- Boots will be jump style
- Boots are spider laced
- Taps are required--horse shoe style
- Black aiguillette

NOTE: No visible jewelry is to be worn (i.e., watches and bracelets) during details. Exception: females may wear small conservative earrings.