

**BY ORDER OF THE BASE
COMMANDER**



AIR FORCE INSTRUCTION 34-503

319 AIRLIFT REFUELING WING

Supplement 1

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Services

USAF BASE HONOR GUARD PROGRAM (PA)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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2.2. The Commander, 319 SVS, will appoint the OIC of the Honor Guard, and the OIC will appoint the NCOIC.

2.3. The Commander, 319th Security Forces Squadron, will store and safeguard honor guard weapons and blank ammunition when a dedicated facility is not available.

2.4. The Honor Guard will coordinate with Public Affairs when services are requested by civilian agencies. Public Affairs will advise the honor guard and the Commander, 319th Support Group on the propriety of using the honor guard for off-base functions.

2.5. (Added) Squadron Commanders will:

2.5.1. (Added) Assign qualified personnel as members of the Base Honor Guard. Unit Commanders should make every effort to solicit volunteers before appointing non-volunteers to the team.

2.5.2. (Added) The minimum membership equation based on squadron enlisted strength is one Honor Guard member for every 50 enlisted members. Unit Commanders will be notified when their unit is not meeting required manning support strength.

2.5.3. (Added) Provide logistical support for Honor Guard personnel in their squadron by purchasing uniform and accouterments required for member's service in the Honor Guard, to include initial issue as well as general maintenance.

2.5.4. (Added) Ensure honor guard candidates meet the following qualifications:

1. Have retainability of one year as of selection date.

2. Display exceptional military bearing and behavior.
3. Possess a conscientious attitude.
4. No UIF, WMP, or control roster action.
5. Overall rating of four or five on last EPR.

2.5.5. (Added) Provide the following information to the Commander, Grand Forks AFB Honor Guard (volunteer or non-volunteer):

1. Name
2. Grade
3. SSAN (required for preparing TDY orders)
4. Duty Section
5. Duty Phone
6. Home Phone
7. Completed Honor Guard Application

2.5.6. (Added) Consideration should be taken regarding Honor Guard members with charge of quarters, mess check, bay orderly, and similar duties. Additional duties will also be minimized.

2.5.7. (Added) When members complete each year tour, squadron commanders are encouraged to grant a three-day pass. When the Honor Guard is required to perform on weekends, holidays, or off-duty hours, squadron commanders are encouraged to award compensatory time off. Additionally, the award of the Air Force Achievement Medal, or other types of recognition, may be warranted if service has been deemed worthy and validated by the 319 SVS/CC and Honor Guard OIC. All forms of recognition will be coordinated with the appropriate squadron commander.

3.5.1. (Added) The Honor Guard Staff will conform to the Duties and Responsibilities Guidelines set forth in the GFAFB Honor Guard Continuity Binder.

3.5.2. (Added) The Honor Guard Commander (HGC) will conduct continual performance reviews of all members. Members not meeting established standards will be recommended for removal by the HGC.

3.5.3. (Added) The general administration of the Honor Guard will follow the Administrative Guidelines set forth in the GFAFB Honor Guard Continuity Binder.

9. (Added) HG Members are eligible for Unit Citations (AFOUA, etc) awarded to the 319 ARW.

A2.18. (Added) AFAM for one year of sustained dedicated service, upon review by HG and 319 SVS Commanders.

A2.19. (Added) MOVSM for sustained service on the Honor Guard (minimum 2 ½ years), upon review by the HG and SVS Commanders.

A2.20. (Added) Authorized wear of the Honor Guard jacket, cap and tab with BDUs.

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Commander