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SERVICES

HONOR GUARD

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This instruction implements AFD 34-2, *Air Force Community Service Programs* and AFI 34-242, *Mortuary Affairs Program*. It revises current policies and clarifies procedures, providing guidance for planning, training, and using the Eielson AFB Honor Guard. It describes the functions of the honor guard (354 SVS/SVMXM), responsibilities of honor guard members, procedures for performing honor guard functions, and participation standards. It adds internal communication titles and chain of command procedures. For internal Honor Guard purposes, the Honor Guard will be referred to as HG. This instruction applies to all personnel assigned to the Base Honor Guard and all agencies supported by or supporting the Base Honor Guard.

1. Function. The Eielson AFB Honor Guard is an elite team comprised of members from the 354th Fighter Wing. Our mission is to represent the Nation, the Air Force and the Eielson Community when rendering military honors at funerals of active duty, retired and veteran members of the Armed Forces who served this nation honorably. Additionally, the Honor Guard supports the needs of Eielson Air Force Base and the North Star Borough Community as representatives of the United States Air Force with honor, pride, and professionalism.

1.1. Historically, the Honor Guard supports over 150 requests annually to include:

1.1.1. Protocol, honors and ceremonial functions for military, civilian, and funeral activities.

1.1.2. Military funerals and memorial services. For procedural guidelines, see AFMAN 36-2865, *Protocol, Honors and Ceremonies*.

1.1.3. Change of command ceremonies (See AFPAM 36-2203, *Drill and Ceremonies*).

1.1.4. Civilian programs, parades, and celebrations (See AFD 35-2, *Public Communication Programs*)

1.2. Appropriate military honors at funerals or memorial services and ceremonies when requested by the Installation Commander, Base Mortuary Officer, or the Next of Kin (NOK) of a deceased military member.

1.2.1. USAF Active duty or USAF Medal of Honor recipients, within the jurisdiction of Eielson AFB, as specified by the Military Honors Assignment by County Documents, issued by HQ Air Force Mortuary Services. ([https://: www-r.afsv.af.mil](https://www-r.afsv.af.mil))

1.2.2. Deceased USAF retired and veteran personnel within the borough area will receive the authorized military honors.

1.2.3. Provide honors as authorized by the following:

AFI 31-209, The Air Force Resource Protection Program

AFI 34-242, Mortuary Affairs Program

AFI 36-2226, Combat Arms Training and Maintenance (CATM) Program

AFI 36-2903, Dress and Personal Appearance of Air Force Personnel

AFP 34-260, Mortuary Services Benefits for Retired Air Force Members

AFMAN 36-2865, Protocol, Honors and Ceremonies

AFPAM 36-2203, Drill and Ceremonies

AFPD 35-2, Public Communication Programs

1.2.4. Next of kin of deceased personnel of sister services, where practicable, will be referred to the nearest military activity of the same service as the deceased.

1.3. Priority of details:

1.3.1. Funerals are the top priority for the honor guard under the guidance provided in paragraph **1.2**. In the event of dual funerals, members from all flights may be tasked; however, if the on-duty flight requires more personnel, the on-call flight will be tasked first.

1.3.2. The Honor Guard NCOIC (354 SVS/SVMXM) will attempt to reschedule any overlapping funeral in coordination with the funeral home and/or the NOK and the Honor Guard Commander (HG/CC) or designee.

1.3.3. Other honor guard details will be based on the following priority: Colors for change of command for 354 FW/CC, cordons for dignitaries, colors for wing level events, assistance for retreats during military holidays (when requested by the 354 FW/CC), Colors for other base events, colors for retirements on base, colors for special military events within the North Pole and Fairbanks radius of Eielson AFB, colors for local community events, colors for local non-military events outside the twenty-mile radius of Eielson AFB, sabers for military weddings, and sabers for non-military weddings.

1.3.4. All other requests will be considered on a case-by-case basis by the 354 SVS/SVMXM based on input from the on-duty Flight Commander (HG/FC), or on-duty flight NCO (HG/FNCO), honor guard manning, location of event, type of event, and requester.

2. Manning and Obligation. The Eielson AFB Honor Guard will be manned by personnel (AB-SSgt) selected from Group and Wing Staff Agencies. The Group and Wing Staff Agencies will have a 30-person

quota based on their overall manning strength. This breakdown provides for approximately a 30 member Honor Guard, equating to is less than three percent of the base population. Officers (2d Lt-Capt) are selected on a volunteer basis.

2.1. The honor guard will be composed of three flights of at least 10 members each. Two weeks on-call, two weeks on stand-by, and two weeks off. Additionally, as required, personnel from all flights may be tasked to perform duties to support mission requirements.

2.2. Prior to selection as an honor guard member, the applicant must complete an Honor Guard Membership Application and forward it to 354 SVS/SVMXM. Applicant must have approval of both unit commander and first sergeant.

2.3. Personnel selected for honor guard incur a minimum 12-month commitment.

2.4. Unit commanders and first sergeants will seek volunteers or appoint members who meet the following criteria:

2.4.1. Minimum of 12 months retainability (may be waived by 354 MSG/CC).

2.4.2. Are of the highest caliber (outstanding bearing, appearance, behavior and attitude).

2.4.3. No non-judicial punishment under Article 15, UCMJ, pending or completed in the past year, no control roster or UIF.

2.4.4. Not in Phase 1 of the Weight Management Program.

2.4.5. Shaving waivers not recommended.

2.4.6. Not pregnant.

2.5. Two months prior to expiration of the term of the member's 12-month service, the Flight Chief will notify HG/NCOIC of the need to reappoint the member for an additional 6 months or request a replacement through the respective squadron's first sergeant or commander.

2.5.1. In the event of a TDY precluding the member from serving their full term, term of service will be extended equal to the time the member was TDY (e.g., if a member goes TDY for 3 months the term of service will be extended 3 months).

2.5.2. In the event of PCS or hardship precluding the member from serving their full term, the respective squadron commander will replace the member 30 days in advance to allow for proper training and orientation.

2.5.3. If a member appointed by the unit does not meet the requirements of paragraph 2.3. or does not complete their term of service, the unit appointing the member will be required to reimburse 354 SVS for the expense to outfit another member from the unit with honor guard uniforms. This requirement is waivable only by the 354 MSG/CC for just cause.

2.6. Honor Guard personnel will cover 100% of funeral honors with teams sufficiently trained, including simultaneous honors in several distant locations. Any or all of the below listed elements will be furnished within the guidelines of paragraph 1.2. at the request of the NOK or requester.

2.6.1. During single retiree funeral, there will be a minimum of nine members consisting of an OIC/NCOIC, eight-pallbearers/firing party (dual use), and a bugler. A contract bugler may be used or a recorded version of "Taps" may be played with concurrence of the NOK.

2.6.2. In the event of two geographically separated or simultaneous retiree funerals, a minimum of nine will be sent to each.

2.6.3. During veteran funerals, two or three members will be sent to fold and present the flag.

2.6.4. The minimum personnel requirements for each funeral element are as follows:

2.6.4.1. Color Guard: The Color Guard will normally consist of two flag bearers and two guards as required by AFI 34-242. The Color Guard will carry both the ceremonial U.S. Flag and the ceremonial Air Force Flag. When the situation dictates (e.g., sporting events), a three member Color Guard may be used carrying only the national colors.

2.6.4.2. Firing Party: The Firing Party will consist of eight members; seven armed with a M-14 rifle or other authorized weapon, using blank ammunition, and one Officer, NCO, or member selected by the flight commander calling commands.

2.6.4.3. Flag Folders and Pallbearers: The Pallbearers will consist of six members and will double as flag folders for active duty and retiree funerals.

2.6.4.4. Detail Flight OIC or Flight NCOIC for each ceremony.

2.6.4.5. Bugler: A bugler will be contracted to play, or a tape or CD player may be used for sounding of "Taps" with the consent of the NOK or requester, if possible. When used, the tape or CD player will be out of sight of the funeral party.

2.6.4.6. The member presenting a flag to the NOK will be equal or higher grade to that of the deceased unless the deceased was retired or veteran. If the deceased is retired or a veteran, the flight commander will select the best-qualified honor guard member to present the flag.

3. Organization and Responsibilities. The honor guard will consist of the following structure. The Mortuary Affairs Officer (354 SVS/SVM), the Honor Guard Commander (HG/CC), Honor Guard NCOIC (354 SVS/SVMXM), and three flights (Alpha, Bravo, Charlie). Each flight will have an officer who serves as Flight Commander, a Flight NCOIC, and Honor Guard members.

3.1. The Honor Guard NCOIC will:

3.1.1. Be the primary point of contact for all HG requests.

3.1.2. Maintain HG member roster and provide manning reports quarterly to the 354 SVS/CC.

3.1.3. Document all administrative and disciplinary action and if necessary, will forward to squadron's first sergeant.

3.1.4. Monitor and manage the honor guard budget.

3.1.5. Evaluates unit requirements for honor guard manning at least quarterly or more often when necessary.

3.1.6. Be the point of contact for each squadron affected by this instruction. 354 SVS/SVMXM will maintain an up-to-date list of personnel qualifications and attendance at ceremonies and training sessions for the member's Honor Guard file.

3.1.7. Initiate AF Form 1946, **Honor Guard Checklist**, upon an individual's request for honors. Ensure AF Form 1946 is properly completed after each detail.

3.1.8. Provide timely report of funeral honors data to the national database.

3.1.9. Monitor each honor guard member's continued acceptability on the team. In the event a member is considered unsuitable for continued duty, 354 SVS/SVMXM will advise the member's first sergeant or commander in writing of the circumstances leading to the termination and request an immediate replacement.

3.1.10. Make duty requirements schedule available to all squadrons to keep them informed of when their personnel are on-call or stand-by.

3.1.11. Develop a roster of honor guard members due an award or leaving the honor guard due to PCS or separation, initiate paperwork for award, and update the list quarterly.

3.2. Flight NCOIC. These individuals are responsible for the efficient operation and conduct of the individual military ceremonies. This includes all activities conducted by the duty flight, beginning with coordinating the detail and all actions before the detail begins, and ending when the honor guard members return to Eielson AFB and turn in equipment. The flight NCOIC will:

3.2.1. Support and assist the Honor Guard NCOIC.

3.2.2. Ensure the members carry out required functions.

3.2.3. Ensure honor guard members properly perform all duties given.

3.2.4. Conduct flight inspections and facility inspections to ensure compliance with current requirements.

3.2.5. Notify the HG/NCOIC of noncompliance with this instruction by subordinate personnel.

3.2.6. Ensure availability of personnel and equipment by maintaining close coordination with the Flight NCOIC prior to the assigned detail.

3.2.7. Inspect participating honor guard members prior to leaving for the detail to ensure compliance with AFI 36-2903, and that special uniform accessories are correctly worn and in serviceable condition. Ensure proper military image and honor guard discipline is maintained at all times. Report any deviations to the HG/NCOIC upon return to the base after the detail. Ensure the AF Form 1946 is properly annotated and given to 354 SVS/SVMXM after returning from the detail.

3.2.8. Instruct and brief participating honor guard personnel in their assigned task for each ceremony. Allow enough time for arrival at the detail to coordinate any special instructions with the requester and hold a practice ceremony prior to the arrival of those attending the ceremony.

3.2.9. Upon arriving at a detail, the flight NCOIC will meet with the point of contact and discuss detail requirements of the detail.

3.2.10. Assign honor guard members to details based on abilities, skills, appearance, experience, and frequency of details performed. Flight NCOIC will ensure details are evenly distributed between all members within their flight. Favoritism will not be tolerated. Flight NCOIC will ensure at least one NCO is assigned to each detail as often as possible.

3.2.11. Ensure adequate time is allotted for the team to arrive at detail location, proper coordination is made with the requester, and practices are conducted before the actual detail is performed.

3.2.12. Keep track of personnel performing details by type of detail and hours worked, to include on and off duty hours. Details are to be evenly distributed as much as possible. Flight NCOIC will keep track of flight members missing practices and details to ensure personnel are detailed equally.

3.2.13. Ensure attendance is filed using AF Form 1946, upon completion of each detail.

3.2.14. Develop a roster of honor guard members due for an award or leaving the honor guard due to PCS or separation and update the list quarterly.

3.2.15. Delegate authority to one of the other flight NCOICs for above responsibilities when in the best interest of the flight.

3.3. Honor Guard Members will:

3.3.1. Comply with the provisions of this instruction.

3.3.2. Get prior approval from their flight NCOIC prior to scheduling leave during on-call periods.

3.3.3. Perform details as tasked by their flight NCOIC, unless properly excused.

3.3.4. Become knowledgeable of all honor guard functions, formations, honors, and ceremonies. Become proficient in performing all honor guard duties and all drill and ceremonies. Perform movements with precision and synchronization.

3.3.5. Ensure all equipment and vehicles entrusted are properly cared for and maintained. Honor guard members will assist the Flight NCOIC in maintaining equipment and supplies.

3.3.6. Ensure the Honor Guard Training Center is kept clean and well maintained with all equipment and materials returned to their proper places.

3.3.7. Maintain an exemplary personal appearance. Honor guard members, are an Air Force ambassador to the rest of the base populace as well as the civilian community.

3.3.8. Notify their flight NCOIC if they are going TDY, PCS, or have made a decision to separate.

3.3.9. Arrange for a replacement with the help of their First Sergeant two months before separation from the HG.

3.4. **No Shows.** Honor guard members are required to attend and arrive on time for all meetings, details, formations, open ranks, etc., unless permission has been granted for an excused absence. The first two "no show" letters will be sent to the individual's first sergeant. After the third no show, the Flight NCOIC will issue a Letter of Reprimand and provide a copy to the member's first sergeant.

3.5. **Tardiness.** Tardiness will not be tolerated. Members are expected to arrive on time in the appropriate uniform with all required equipment. Failure to participate in details, scheduled practices, coordinate scheduled leaves, or tardiness will be evaluated and result in appropriate disciplinary action, which may result in an early release from the honor guard.

4. Training. Training will be standardized between all flights. At least once per quarter the Flight NCOIC's will meet and discuss training issues. Training will include the following areas:

4.1. Color Guard: To include proper positioning of flags, close interval marching, turning with and posting Colors, and retreat procedures.

4.2. Firing Party: To include training in the use and care of the M-14 rifle or other authorized weapon, rifle commands, firearm safety, loading and firing positions in which the rifles are to be held.

4.3. Flag Folding: To include proper respect to the flag, positions of flag folders, proper procedures for folding the flag, and procedures for presentation to the NOK.

- 4.4. Pallbearers: To include casket movement to and from the carrier (hearse), marching with the casket, casket placement at the site of service, and honorary pallbearer duties.
- 4.5. Sabers and other applicable details will be trained periodically as needed.
- 4.6. Each flight will maintain the training room in pristine condition, including vacuuming and trash removal, as required during the week. The Flight NCOIC will ensure the facility is cleaned prior to the ending of practice and details. Periodic inspections will be conducted by the HG NCOIC.

5. Scheduling and Participation Requirements.

5.1. When the honor guard members are notified of a detail, they will report to the designated formation area and secure the necessary accessories. When reporting for a detail, all participants must be in strict compliance with AFI 36-2903.

5.1.1. Honor guard members will keep the Flight NCOIC advised of their availability (TDY, change in health profile, etc.) Leave during on-call week is not authorized without prior approval from the Flight NCOIC.

5.1.2. Honor guard members residing in base dormitories will not be exempt from bay orderly. Honor guard members will be released from duty during base exercises to perform military honors at funerals or memorial services. In the event of real world alerts or responses, members will be released from Honor Guard duty and report to their duty section. However, every effort will be made to perform funeral details prior to release or to obtain personnel from other flights. 5.1.4. It is the member's responsibility to resolve any scheduling conflicts.

5.2. **Excused Absences.** There are ONLY four authorized reasons for excused absences from details or practices.

5.2.1. Leave: Provided the leave period has been coordinated with the member's flight NCOIC. If a member will be on leave during their scheduled "on-call" week, they are required to contact another member from another flight to replace them. This member will be "on-call" and will perform all assigned duties. The member taking leave will notify their flight NCOIC of their replacement. Members will coordinate scheduled leave with their flight NCOIC three days before taking leave.

5.2.2. Mission essential duty. For the purpose of this instruction, mission essential means a member is required to perform a specific task during a specific period of time and another individual from the member's duty section cannot perform the task, nor can the member perform the task at a different time. A statement will have to come from the member's squadron commander excusing the absence.

5.2.3. Quarters: The member has been restricted to quarters by a competent medical authority.

5.2.4. TDY: A member is performing Temporary Duty and is outside of the local area. If member is TDY during their scheduled on-call week, they are responsible for finding a replacement for the time they are gone.

6. Uniforms. All uniforms worn by honor guard members must conform to AFI 36-2903 and the guidelines established by the USAF Honor Guard, unless deviations are authorized and approved by the 354 FW/CC.

6.1. The following uniform combinations will be worn during the periods specified. **NOTE:** Upon approval by Flight NCOIC, uniforms may deviate from the schedule dependent upon climate conditions (unreasonably hot or cold weather conditions) or special ceremonial requirements.

6.1.1. Summer Dress: Honor guard slacks, short sleeve blue shirt, with epaulets, ribbons, authorized badges, aiguillette, gloves, web belt, and service cap. For females, the shirt will be tucked-in.

6.1.2. Winter Dress: Service Dress with service cap, aiguillette, and gloves.

6.2. HG/NCOIC will submit a list of names to the base linen exchange service identifying which members are entitled to receive cleaning on a quarterly basis. Members get their uniforms cleaned by turning them into linen exchange service to be cleaned after each week. Each member will have a clean uniform available for details at any time during their on-call period. Honor guard members will notify the Flight NCOIC if they encounter problems with this service. Only honor guard uniforms used to perform honor guard details or training are eligible for cleaning at linen exchange to include BDUs.

6.3. The HG/NCOIC, in an appropriate storage location, will maintain necessary honor guard uniform accessories for issue in an orderly manner.

6.4. Questions related to honor guard uniforms will be directed to the USAF Honor Guard at DSN 312-754-1748.

7. Equipment. Sufficient honor guard equipment will be obtained, maintained, and controlled by the HG/NCOIC to meet the requirements set forth in AFI 34-242 and 36-2903. The HG/NCOIC will ensure that all honor guard equipment is kept in good condition at all times, and that necessary replacement items are ordered and received in a timely manner.

7.1. M-14 rifles or M-16 rifles. There will be serviceable weapons (with back-up weapons to allow for repairs) to equip 2 seven-member firing parties. Sufficient quantity of blank ammunition will be available to provide for honors training and ceremonial requirements (a minimum of 112 rounds, 56 rounds per ceremony). Rifles and blank ammunition will be stored in the SFS Armory or in approved weapons safe in the HG training room (see AFI 34-242, 8.3.4.3.). While in transit, weapon containers will be kept out of view. Bolts will be in the open position prior to transportation or placement into a storage container. During overnight stops away from Eielson AFB, weapons will be stored in a government storage facility (Reserve, National Guard Armory, or local police armory). Arrangements to temporarily store these weapons will be made by the Flight NCOIC. If necessary and as a last resort, the weapons may be stored in quarters, motel, or hotel, if one team member is always present. Weapons will never be left unattended at any time or stored in a vehicle overnight. Upon arrival at the detail site, the flight NCOIC will issue one weapon, one ammunition clip, and eight rounds of blank ammunition to each member of the firing party. Prior to insertion of the loaded clip, weapons will be cleared and the safety placed in the "SAFE" position. Weapons will remain in the "SAFE" position at all times, except during the actual ceremony. After the ceremony and when all elements have marched away from the site, the weapons will be unloaded, cleared and returned to the storage container. Unused ammunition will be collected at the site and inventoried by the Flight NCOIC to determine the number of rounds expended. All expended casings will be policed from the ceremonial site and returned to the Flight NCOIC for turn-in to conventional munitions. If requested, the spent casings may be provided to the NOK. Seven polished expended casings will be given to the NOK as a repre-

sensation of the firing party and the 21-gun salute. Upon return to the base, the firing party member will turn in all weapons.

7.1.1. Sabers. There will be twelve serviceable ceremonial sabers and sheaths.

7.1.2. Harnesses. There will be at least four flag harnesses.

8. Transportation. Will be requested from and provided by 354th Transportation Squadron, Vehicle Operations Dispatch Section (377-1848). Vehicle provided must present a good appearance and be in good mechanical condition. When requested, Transportation will supply a driver. In the event a driver is not available, a properly licensed honor guard member will drive the vehicle. Travel to and from detail will be by government-owned or controlled vehicle only. Privately owned vehicles (POV) will not be allowed to transport any member to an honors ceremony that occurs beyond the boundary fences of Eielson AFB without the approval of the HG/NCOIC. Smoking will not be allowed in any government-owned or controlled vehicle. Alcoholic beverages will not be allowed in any government-owned or controlled vehicle or be consumed at any time during the detail from initial formation to the release of the members.

8.1. Efforts will be made to return vehicles in the same condition as picked up. If not wearing service uniform (summer or winter), upon returning the vehicle, honor guard members will clean the vehicle of visible dirt, bugs, salt, and mud. All trash will be removed. Upon returning the vehicles, some circumstances may prevent members from cleaning the vehicles prior to turn-in (e.g., returning to the area late at night from details, immediate requirements to report to work, wear of service dress). Members will discuss their situation with the 354 TRNS vehicle dispatcher to be released immediately from cleaning the vehicle to some degree. The honor guard members will clean the vehicle on the following day, on a Monday if turning in the vehicle during a weekend (and the vehicle is not reserved for the next day). Honor guard members may make other special arrangements with 354 TRNS concerning cleaning vehicles.

9. Benefits and Awards. Honor guard members are recognized for their outstanding support by a recognition program. The recognition program includes:

9.1. The Air Force Achievement Medal is awarded to deserving members after completing 12 months of distinguished service for the team. The HG/NCOIC is responsible for ordering the *Recommendation for Decoration*, preparing the award, and submission for staffing and approval.

9.2. Full honor guard unique service dress uniform and honor guard team unique items at no cost to members.

9.3. Eielson AFB baseball hat and honor guard t-shirts.

9.4. Free dry cleaning for honor guard uniforms and BDUs.

9.5. The honor guard awards program consists of two major awards presented quarterly to the two members who excel above the other team members. The two awards are, NCO of the Quarter or Airman of the Quarter, and Professional Performer. Yearly winners may be selected from the NCO of the Quarter or Airman of the Quarter, but are not limited to those individuals (e.g., one member may be consistently superior, but not receive a quarterly award). All winners will have their names placed on a plaque applicable to their winning category.

9.6. Quarterly awards will normally be decided within two weeks after the end of the quarter. Quarterly and yearly winners will be selected using the following criteria: leadership skills, professional-

ism qualities, organizational skills, training effectiveness, performance of details, management of equipment and supplies, judgment and decisions, communication skills, attitude and behavior, and dress and appearance.

9.7. The Flight NCOIC, in coordination with HG/NCOIC, is responsible for providing current detail statistics for each flight nominee, thus each flight must provide inputs in advance. After discussions, each flight will receive one vote for each award; the member receiving the majority of the votes receive the award. In the event of a tie, the HG/NCOIC will be the tiebreaker.

9.8. Members selected as NCO or Airman of the Quarter will be presented a wing coin. Members selected as NCO or Airman of the Year will receive a plaque, gift certificates, as well as a garment bag when available. Annual awards will be presented at the wing awards ceremony.

9.9. Professional Performer shall be selected based on organizational skill, training effectiveness, performance of details, judgment and decision, communication skills, attitude and behavior, and dress and appearance. The flight may vote on the professional performer (each member = one vote) or the Flight NCOIC will decide. This award is not a popularity contest; the HG/NCOIC will be final decision-maker and is not bound by the flight vote.

9.10. Once a year a group photograph will be taken with the 354th Fighter Wing Commander. The photographs will be displayed in the following locations: 354 FW/CC office area, and HG Training Center.

10. Performance Feedback. The Flight NCOIC will conduct personal feedback sessions on a quarterly basis with honor guard members. The Flight NCOIC will tell members what they expect from them, how well they are doing, and what improvements they can make. Additionally, if honor guard members observe other honor guard members making the same mistakes during details, they will make corrective actions in a tactful manner. Remember, the honor guard is a team that takes care of its members.

11. Honor Guard Details. All honor guard members are subject perform details at any time, regardless if a flight is on-call. On certain occasions, individuals from other flights (a flight not on-call) may be selected to perform a detail; this will be kept to a minimum. Honor guard members may be required to perform details on weekends and may receive short-notice notification of an upcoming detail; each member should be prepared to perform details and take actions to handle personal obligations and commitments.

12. Honors, Awards, and Ceremonies. The guidelines for performing these functions are covered in the Honor Guard Handbook, updated as needed by the USAF Honor Guard. Additional information concerning the procedures for conducting honors is available in AFI 34-242.

13. The USAF Honor Guard. Establishes standardized uniforms, ceremonies, and training.

13.1. Provides a mobile training team and conducts staff assistance and training visits to selected MAJCOMs, regions, and bases.

13.2. Ensures the training programs, uniforms and proposed changes to the military funeral honor policies and procedures are coordinated and provided to MAJCOM/SV to be distributed to base level honor guards.

14. The 354th FW Commander. Responsible for the base honor guard program.

14.1. Provides funding and resources to meet operational requirements.

14.1.1. Provides storage, training and administrative space.

14.2. Determines the size of the HG team.

14.3. Request subordinate and tenant unit manpower support. Requests approval of Air Reserve Component (ARC) augmentation to the MAJCOM/SV and/or establishes an organization quota system.

14.4. Provides special recognition program for the HG members to include ARC personnel.

BOB D. DULANEY, Brigadier General, USAF
Commander

Attachment 1**354 FIGHTER WING
HONOR GUARD QUOTAS**

Wing Staff		1
MSG	13	
MXG	13	
OG	2	
MDG	1	