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Services

434TH BASE HONOR GUARD PROGRAM



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This instruction implements AFPD 34-5, *Mortuary Affairs*, 22 July 1993. This instruction provides information, definitions, and instructions essential to implementation of the 434th Base Honor Guard Program, for personnel assigned to the 434th Air Refueling Wing, Grissom ARB.

1. General. The objective of the Grissom ARB, Honor Guard program is to provide well-trained, highly professional personnel to the finest traditions of Grissom AFB in discipline, appearance, and competence.

2. References. The following publications provide useful guidance in the implementation of the 434th Base Honor Guard Program: AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, AFI 35-201, *Community Relations*, and AFI 34-503, *USAF Base Honor Guard Program*

3. Responsibilities:

3.1. The 434th Services Squadron Commander (434 SVS/CC) is responsible for the program and enforcement of this instruction. The 434 SVS commander may delegate this responsibility to a non-commissioned officer.

3.2. The Base Honor Guard NCOIC is responsible to the 434 SVS/CC for administering and operating the Base Honor Guard Program. The Base Honor Guard NCOIC coordinates participation for the following functions for the Honor Guard:

3.2.1. Military funeral honors.

3.2.2. Change of command ceremonies.

3.2.3. Participation in programs, parades, celebrations, and like functions in the local civilian community.

3.2.4. Base functions.

3.2.5. Other activities judged appropriate by the 434th Support Group or Wing Commander.

3.3. The Public Affairs (PA) Officer or Base Honor Guard NCOIC coordinates with civilian agencies, who request Honor Guard participation for civilian functions, ensuring involvement is appropriate under AFI 35-201.

4. Manning and Composition:

4.1. Members of the Honor Guard are selected from all Base units and are encouraged to participate and perform duties in the Honor Guard. All personnel volunteering for Honor Guard must meet or exceed Air Force standards to include weight and personal appearance standards according to AFI 36-2903. Personnel with unfavorable information files, on a control roster, or with any disciplinary action must not be accepted for Honor Guard duty. Personnel should have at least 2-years retainability to fulfill their commitment to the program.

5. Base Honor Guard Responsibilities:

5.1. Overall responsibility for the Honor Guard rests with the 434 SVS/CC and the NCOIC; including projecting Honor Guard requirements in the base budget.

5.2. The Honor Guard NCOIC is responsible for all Honor Guard performances. They are responsible for decorum of the members and ensure that they represent the finest tradition of the United States Air Force Reserve. He or she is also responsible for scheduling training, controlling Honor Guard equipment, and ensuring members are trained and available for Honor Guard duty.

5.3. The assistant NCOIC is selected by the NCOIC. They are responsible for assisting in the training of newly assigned personnel, accounting for equipment, monitoring military bearing and behavior, scheduling and overseeing events, and ensuring team members comply with all Air Force directives.

5.4. Each Honor Guard member is expected to maintain the highest standards of behavior, appearance, and attitude. Each member is responsible for uniform maintenance, training session attendance, knowledge of traditional military formation ceremonies and protocol. All members of the Honor Guard are trained in color guard, funeral, and firing party duties.

6. Honor Guard Uniforms:

6.1. AFI 36-2903 contains direction for the wear of the Honor Guard Uniform.

6.2. New members are issued uniforms and low quarter shoes when assigned to the Honor Guard. Uniforms are to be returned upon completion of tour.

6.3. Uniforms soiled as a result of Honor Guard duty are cleaned through the base contract. A letter authorizing cleaning of these uniforms, signed by the Honor Guard NCOIC/assistant NCOIC, is presented to the cleaners providing the service.

7. Operational Procedures:

7.1. Honor Guard equipment is purchased through the base supply system and stored in the Honor Guard office. Operational weapons and blank ammunition are stored and controlled according to AFI 34-503. No live ammunition is used in any ceremony. Blank ammunition may be used for military funerals, change of command, and ceremonies as part of the presentation.

7.2. Weapons are issued to individuals, as needed, and are afforded the same security and handling procedures as those used for firearms qualifications. At no time is the individual to allow his or her weapon to be out of "arm's reach" unless he or she has been properly relieved of responsibility by turn-in receipt or by another individual.

7.3. All Honor Guard members are assigned to the Base Search and Recovery (SAR) team. Personnel receive training annually. The Honor Guard may function as the SAR team on or off base, under the direction of the Base Mortuary Officer. The Honor Guard NCOIC provides a personnel listing with home and business phone numbers to the Mortuary Officer and 434 th Command Post for SAR Team members.

8. Transportation of Honor Guard Personnel:

8.1. Sufficient Honor Guard personnel should be licensed to drive vehicles provided by the 434 th Transportation Squadron.

8.2. Special purpose vehicles (such as buses) are only driven by personnel approved by the Superintendent, Vehicle Operations.

8.3. The Honor Guard NCOIC/assistance NCOIC sets up the proper transportation for the Honor Guard through 434th Vehicle Operations.

9. Request for Honor Guard Operations:

9.1. Funerals have priority over all Honor Guard functions in this order: active duty, retirees, Reserves, Air National Guard, veterans, and prior service members. Military Personnel Appropriations (MPA) mandays are used to support the funeral honors program, to include sending an individual to present a flag at a funeral not supported by full honors.

9.2. Requests for other than funerals should be submitted in writing to the Honor Guard NCOIC at least 7 days prior to the function to allow time for proper coordination and confirmation. Reserve Personnel Appropriations (RPA) mandays are used for participation in special ceremonies, parades, and community functions.

10. Office Procedures. Routine administrative office duties are performed by the NCOIC/Assistant NCOIC and other personnel assigned to the Honor Guard. Special administrative support may be provided to the Honor Guard by the Squadron Orderly Rooms.

ANTHONY TASSONE, JR., Colonel, USAFR
Commander