

**BY ORDER OF THE  
INSTALLATION COMMANDER**

**CHARLESTON AIR FORCE BASE  
INSTRUCTION 34-3**

**26 MAY 2004**

*Services*



**CHARLESTON AIR FORCE BASE HONOR  
GUARD PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Supersedes CAFBI 34-3, 1 August 1995

Pages: 14  
Distribution: F

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This instruction establishes and sets forth the policies for operation of the Charleston Air Force Base (AFB) Honor Guard. Responsibilities of tasked units, Commanders, First Sergeants, supervisors, Honor Guard staff, and ceremonial guardsmen are established. Training, scheduling, wear of the ceremonial and travel uniform, and the incentive program are outlined. This instruction is punitive and applies to all personnel while on Charleston Air Force Base. Military personnel who violate the provisions of this instruction are subject to disciplinary action under the Uniform Code of Military Justice.

### ***SUMMARY OF REVISIONS***

CAFBI 34-3 has been revised to meet standards set by United States Air Force Honor Guard changes are minimal, but mandatory. Manning has been set by the 437th Services Squadron Commander and the Base Honor Guard Noncommissioned Officer in Charge (BHG NCOIC). **A bar ( | ) indicates a revision from the previous edition.**

**1. General:** The Charleston Air Force Base Honor Guard (BHG) participates in base and community functions; however, our primary mission is to render honors at active-duty, retiree, and veteran funerals. Our area of responsibility extends north to the North Carolina/South Carolina border, and as far south as Darien, Georgia. This area includes two national cemeteries.

1.1. BHG manning is based on a 1:36 ratio of a unit's enlisted strength. The ratio is determined by the wing commander and may fluctuate due to BHG requirements or changing manpower figures. A 54-person team is needed to ensure adequate honors are rendered. Tasked squadrons having manning below 36 must provide a minimum of 1 participant. Any request to decrease a squadron's BHG quota must be approved by the wing commander. The following squadrons are tasked to support the BHG program:

437 AMXS	437 MXS	437 MOS	437 CS	437 ADOS
437 APS	437 MDOS	437 SVS	437 CPTS	437 MDSS
437 OSS	437 LRS	437 MSS	437 CES	

1.2. Monthly updates to include personnel rosters, and member status is forwarded to all squadrons' First Sergeants. Squadrons are allowed and encouraged to exceed their quotas. Squadrons meeting their quotas will have priority for base functions.

1.3. Official BHG duties (to include training days and meetings) take precedence over normal military duty, except when such duty seriously impairs the base mission. Normal operating hours are from 0730-1630 daily for standing guard members.

1.4. When the BHG is requested for any military function on base, it is customary for the sponsor to provide members of the detail meals or other refreshments being served at the function.

## 2. Application Procedures and Screening:

2.1. First Sergeants will keep BHG applications on hand. Prospective members have 10 duty days to return a completed application to the First Sergeant. The First Sergeant will forward the completed application to the BHG NCOIC.

2.2. First Sergeants will personally screen BHG applicants and will ensure personnel meet or exceed Air Force standards outlined in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*; AFMAN 36-2203, *Drill and Ceremonies*, and AFI 34-242, *Mortuary Affairs*. Nominees will not possess a UIF or be under any administrative action at the time of nomination. Nominees will not possess projected discharge dates, or PCS assignments within 14 months. If a Ceremonial Guardsman receives an assignment, his/her squadron will provide a replacement within 60-days of assignment notification.

2.3. Volunteers are preferred. Squadrons with volunteers for the BHG should not conscript members in order to fill quotas. The BHG NCOIC will interview potential members to ensure eligibility and capability to carry out BHG responsibilities. As part of the interview, the nominee will be briefed about the BHG program. If the nominee has a shaving waiver, he must provide proof of such at time of interview. Final acceptance of Ceremonial Guardsmen rests with the BHG NCOIC after the nominee has successfully completed all training requirements.

## 3. Tour of Duty:

3.1. Members will serve on two rotations during a 12-month minimum commitment. The tour of duty will not begin until the member's first day of their 30-day rotation. Qualified members who are unavailable for duty for any reason will be extended on the BHG until 12 months are completed.

Members electing to resign after completing a 12-month commitment must submit a 30-day notice, in writing, to their First Sergeant and the BHG NCOIC. If a replacement is needed, the member will not be released until the replacement from his/her squadron has a uniformed, qualified Ceremonial Guardsman.

3.2. An BHG member may not be removed from the BHG before the 12-month commitment has been served, except under the following circumstances:

3.2.1. A squadron replaces a non-volunteer with a volunteer from his/her squadron.

3.2.2. The member receives an assignment (Ref 3.1.). At this time, the squadron will screen a replacement.

3.2.3. The member receives an Article 15, becomes enrolled in the weight management program, or other similar actions. The BHG Officer in Charge (OIC)/NCOIC will be notified by squadron First Sergeants to review and confirm the member is no longer fit to be a Ceremonial Guardsman. Final dismissal of the member rests with his/her First Sergeant and Commander.

3.3. Ceremonial Guardsmen failing to comply with these instructions may be removed. In the event that an individual is removed under dishonorable conditions before completing 12 months, automatically negates the consideration for an Air Force Achievement Medal (See Incentives). The member will return his/her entire uniform or repay the Services Squadron for all issued uniform items.

**4. Exemptions:** Ceremonial Guardsmen are exempt from all base and squadron details. Membership on the Honor Guard does not preclude duties such as mobility, disaster preparedness, aircraft decontamination teams, and other similar real-world wartime activities. In the event Ceremonial Guardsmen must be used, they should be the last considered for such duty. Contingency schedules must be established with the BHG NCOIC and squadron First Sergeant.

**5. Honor Guard Staff:** The Honor Guard team is composed of the BHG OIC, BHG NCOIC, BHG Assistant NCOIC (BHG Asst NCOIC), Flight Sergeant, and Ceremonial Guardsmen.

## **6. Honor Guard Staff Responsibilities:**

6.1. The BHG OIC is in charge of performances and the discipline, appearance, and competence of Ceremonial Guardsmen. The SVS/CC and/or BHG OIC selects the BHG NCOIC.

6.1.1. The BHG NCOIC assists the BHG OIC in, schedules training, controls the equipment, selects flight sergeants, and ensures members are trained and available.

6.1.2. Notifies First Sergeants of rotation schedules and member status monthly (information is also accessible on Honor Guard web page).

6.1.3. Completes AF Form 1946, **Honor Guard Checklist**, for all honor guard activities.

6.1.4. Performs or participates at local area details but primarily maintains a staffing position.

6.1.5. This position is occupied for a minimum of 18 months for continuity in training, present with Air Force Honor Guard and protocol change, experience in field of operation, and working relationships with First Sergeants.

6.2. The BHG Asst NCOIC assists the BHG NCOIC, orders Decor 6s for medals, schedules members for details, organizes meetings with flight sergeants, responsible for equipment maintenance and

inventory, and ensures all members are properly outfitted. The assistant position is held for a minimum of 12 months.

6.3. The Flight Sergeant heads each BHG flight and is responsible for the flight while on details. The Flight Sergeant selects Ceremonial Guardsmen to fill required elements for each detail, ensures all the proper paper work is completed after each detail, and ensures the BHG vehicle is clean, and serviceable for the next day. Flight Sergeants will be chosen according to experience and skill, then rank.

## **7. Tasked Unit Responsibilities:**

7.1. Commanders will ensure that their squadron quotas are filled.

7.2. First Sergeants:

7.2.1. Should stay abreast of squadron members' BHG schedules.

7.2.2. Should avoid selecting non-volunteers. Non-volunteers from a squadron should be replaced with volunteers as soon as possible.

7.2.3. Will select squadron members for the standing guard and standby flight requirements (See Scheduling).

7.2.4. Should keep a current recall roster of all squadron Honor Guard members. The BHG NCOIC should be notified of any changes immediately.

7.2.5. Should stay abreast of all leaves and deployments of their Honor Guard members. Notify the BHG NCOIC of member's emergency leaves immediately.

7.3. Supervisors:

7.3.1. Should treat BHG duties as a normal duty requirement.

7.3.2. Should stay abreast of Ceremonial Guardsmen schedules.

7.3.3. Will notify First Sergeant and the BHG NCOIC of members' deployments, all leaves, scheduled appointments, TDY or medical profiles immediately.

7.3.4. Will ensure members have at least 8 hours rest before performing Honor Guard duties.

7.3.5. When possible, should not schedule BHG members to work grave shift during the time they are on standby.

7.3.6. Should provide Ceremonial Guardsmen the same amount of off-duty time as others assigned to their organization. Compensatory time should be given to individuals who perform details during their normal off-duty hours.

7.3.7. For EPR purposes, supervisors should be proactive and stay abreast of their Honor Guard members' activities. The BHG NCOIC will confirm all activities within 5 working days.

7.4. Ceremonial Guardsmen:

7.4.1. Team Charleston's BHG Ceremonial Guardsmen are expected to be a cut above the rest in bearing, behavior, and appearance.

7.4.2. Members will strictly adhere to AFI 36-2903 on and off BHG rotations. Inspections will be conducted at training sessions, and prior to all BHG engagements.

7.4.3. Members will attend all scheduled training sessions and meetings. Training session attendance is mandatory. They are expected to arrive on time for all prescribed show times for BHG duties. One tardy will mean denial of a 3-day pass (see Incentives). Continued tardiness will result in the initiation of dismissal procedures. Ceremonial Guardsmen will notify the BHG NCOIC if tardiness is anticipated. Depending on the circumstances, one missed detail is grounds for a letter of reprimand as well as immediate dismissal from the BHG.

7.4.4. Members should have a home phone available and a detailed map to their residence. Dorm residents may use the dormitory phone as their home phone number. Member must notify the BHG NCOIC of any phone number change or disconnection immediately.

7.4.5. Members will coordinate all leaves with their unit's First Sergeant and the BHG NCOIC. All scheduled leaves, deployments, TDY and appointments will be annotated in the BHG absentee projection booklet. With the exception of emergency leave, members will not take leave during standing guard or standby periods unless a member who is not on standing guard or stand-by can fill in for them (see scheduling).

7.4.6. Members must be able to respond to a detail within 12 hours. Members will be given as much advance notice as possible (see Notification).

7.4.7. For EPR purposes, members will be proactive and stay abreast of their BHG activities. The BHG NCOIC will be called to verify information. Expect 5 working days for confirmation of activities.

**8. Training:** Ceremonial Guardsmen will attend the BHG Training Program for 5 consecutive days starting on the second Monday of every month. Upon successful completion of training, they will then be assigned to a flight. Training hours are 0800-1600.

## **9. Scheduling:**

9.1. The BHG NCOIC will project standing guard and stand-by slots for 1 calendar year. However, it is the responsibility for each squadron's First Sergeant to submit the names for each slot during a given period.

9.2. First Sergeants will forward names to fill standing guard and stand-by slots to the BHG NCOIC 2 weeks (10 workdays) prior to a given period. Swapping between squadrons is authorized. The change will be forwarded to the BHG NCOIC.

9.3. Except for emergencies, member's scheduled leave will be considered on a case-by-case basis. Formal training or TDY while on standing guard or stand-by will be avoided, if at all possible. The standing guard tour of duty is approximately 30 days every 6 months. Stand-by is approximately 30 days every 6 months broken up into two 15-day periods. \*This can be accomplished only if squadrons meet their manning quota (Ref 7.2.). Stand-by status occurs 15 days prior to the 30-day standing guard tour, and 15 days after the standing guard tour.

9.4. Standing guard members will be released from their normal duty section and report to the BHG office for their perspective standing guard months.

9.5. Stand-by members will report to their normal duty section. They will call the BHG recorder every night. If there is a detail for the member, the member will inform their duty section as soon as possible, and report to the Honor guard office at the time specified on the BHG recorder.

**10. Notification:**

10.1. Each member will be required to keep an updated BHG recall roster.

10.2. Members will call the BHG recorder at (843) 963-3334 every night after 1700 and leave their name. This may be the only source of information concerning BHG functions. Should the recorder be inoperable, members are responsible for verifying with the BHG NCOIC or assistant for future details.

**11. Uniform and Appearance:**

11.1. During BHG Practice:

11.1.1. Battle dress uniform (pressed and creased appropriately)

11.1.2. BHG black t-shirt

11.1.3. Honor Guard baseball cap (properly shaped)

11.1.4. Trousers bloused with blousing straps

11.1.5. Black boots (Entire boot highly shined)

11.2. During BHG Details:

11.2.1. BHG Ceremonial Uniform:

11.2.1.1. All ribbons, devices, and badges on ceremonial coat, no name tag

11.2.1.2. Light blue short-sleeve shirt with epaulets, no name tag or ribbons

11.2.1.3. Silver aiguillette worn on left shoulder

11.2.1.4. BHG blousing belt

11.2.1.5. Air Force blue tie/tab with tie pin

11.2.1.6. BHG ceremonial service cap

11.2.1.7. During winter months and inclement weather, BHG ceremonial all-weather coat with silver aiguillette.

11.2.1.8. During travel and pre-detail preparations, lightweight blue jacket with stripes or insignia is mandatory.

11.2.1.9. Low quarters (high gloss) with edge dressing

11.2.1.10. White gloves (free of dirt and blemishes)

11.3. Summer Wear:

11.3.1. BHG ceremonial service cap

11.3.2. Light blue short-sleeve shirt or blouse with tie/tab, no name tag

11.3.3. Ceremonial trousers or slacks

11.3.4. Silver aiguillette

11.3.5. Low quarters (high gloss) with edge dressing

11.3.6. Females should wear a white v-neck type t-shirt underneath the light blue shirt

11.3.7. White gloves (free of dirt and blemishes)

11.4. Travel Wear:

11.4.1. BHG gray polo shirt or plain white t-shirt.

11.4.2. Wind suit pants

11.4.3. Wind suit jacket

11.4.4. Athletic style closed toe shoe

11.5. Hair: The hair must be kept as neat as possible. This is one area where noncompliance with standards is easily seen. As a general rule, haircuts or styles that even approach the limits are not acceptable.

11.6. Shirts: Shirts will be clean and pressed. They will have creases running through the center of the stripes. Soiled, wrinkled shirts are not acceptable. In addition, shirts will either be tailored or "tucked" so they fit without blousing or bagging.

11.7. Pants: Pants will be clean and pressed. They will have sharp creases pressed in and will fit in accordance with AFI 36-2903. Dirty or wrinkled pants will not be worn.

11.8. Shoes: Shoes will be in good repair, and free from soil and dirt. Edges of the sole will be free of dirt and have edge dressing.

11.9. Accessories: All white gear will be perfectly clean. Belt buckle must not be noticeably scratched or smudged.

11.10. Accouterments: All ribbons and badges will be worn with all uniform combinations for all BHG functions.

## 12. Incentive Program:

12.1. BHG members will have reserved parking at various base facilities.

12.2. Members have free Charleston Club membership.

12.3. Members should receive compensatory time for details during off-duty time.

**NOTE:** Occasionally, Ceremonial Guardsmen perform on holidays, consecutive weekends, and wing down-days. Commanders may be requested to grant 3-day passes to deserving members who were not compensated during their 30-day rotation.

12.4. Members have the opportunity to be selected for the BHG member of the month, quarter, and year.

12.5. Members have the opportunity for consideration of an Air Force Achievement Medal after 12-months of faithful and honorable service to include two 30-day monthly rotations.

BROOKS L. BASH, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 34-242, *Mortuary Affairs*

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

AFMAN 36-2203, *Drill and Ceremonies*

***Abbreviations and Acronyms***

**BHG**—Base Honor Guard

**BHG Asst NCOIC**—Base Honor Guard Assistant Noncommissioned Officer in Charge

**BHG NCOIC**—Base Honor Guard Noncommissioned Officer in Charge

**BHG OIC**—Base Honor Guard Officer in Charge

**Attachment 2****CHARLESTON AIR FORCE BASE HONOR GUARD STANDARDS****BASE HONOR GUARD MEMBERS**

**A2.1.** The following are standards and requirements for Charleston Air Force Base Honor Guard members. The Honor Guard is expected to be a cut above the rest in bearing, behavior and appearance, so tougher standards must apply. Your selection for the Honor Guard is an indication that you have what it takes and we welcome you to our elite organization.

**A2.2. Attendance:**

A2.2.1. Meetings/Training Sessions: Attendance at all meetings is mandatory. Only prior coordinated leave, TDY or excused absences approved by the Honor Guard OIC/NCOIC are acceptable. Three inexcusable absences within a 3-month period may result in dismissal from the Honor Guard. Ceremonial Guardsmen are responsible for notifying their Flight Chiefs of the dates they will be TDY or on leave. Please notify your First Sergeant and coordinate with your Honor Guard NCOIC. Failure to take personal responsibility will mean the absence is inexcusable (no exceptions).

A2.2.2. Details: Attendance at all details is mandatory. Any member requiring excused status from a detail must contact their squadron First Sergeant who will contact the Honor Guard NCOIC as far in advance as possible. Last minute excuses will be considered on a case-by-case basis. One missed detail is grounds for dismissal from the Honor Guard. When in doubt, coordinate absences with your First Sergeant and your Honor Guard Flight Chief.

A2.2.3. Tardiness: Tardiness to any honor guard function will not be tolerated. Your flight depends on your timeliness. It is courteous for all members involved to be prompt. Three inexcusable events of tardiness within a 6-month period will result in a letter to your First Sergeant. As with absences, notify your team if tardiness is anticipated. Proper communication is essential for your team.

**A2.3. Uniform and Appearance:**

A2.3.1. General: Appearance will be IAW AFI 36-2903.

A2.3.2. Uniform will consist of the following:

A2.3.2.1. General Wear:

A2.3.2.1.1. Service cap, blue, Honor Guard (men and women)

A2.3.2.1.2. Ceremonial coat (no name tag), and trousers/slacks

A2.3.2.1.3. Tie (men), Tie tab (women)

A2.3.2.1.4. Shoes, low quarter, high gloss

A2.3.2.1.5. Silver rope aiguillette

A2.3.2.1.6. Honor Guard belt with chrome buckle

A2.3.2.1.7. White gloves

A2.3.2.1.8. Light blue short sleeve shirt or blouse, no nametag or ribbons

A2.3.2.2. Summer Wear:

- A2.3.2.2.1. Ceremonial cap, blue, Honor Guard
- A2.3.2.2.2. Light blue short sleeve shirt or blouse, no nametag
- A2.3.2.2.3. Ceremonial trousers or slacks, blue
- A2.3.2.2.4. Shoes, low quarter, high gloss
- A2.3.2.2.5. White gloves
- A2.3.2.2.6. Silver rope aiguillette
- A2.3.2.2.7. Tie (men), Tie tab (women)

A2.3.3. Hair: Must present a professional appearance, clean, well groomed, and neat, and must not contain excessive amounts of grooming aids. This is one area where noncompliance with standards is easily seen. Hair will not be worn in an extreme or fad style or in such a way that it exceeds length or bulk standards or violates safety requirements.

A2.3.4. Shirts: Shirts will be clean and pressed. They will have creases running through the center of the stripes. Soiled shirts, wrinkles, tears, or missing buttons are not acceptable. In addition, shirts will either be tailored or "tucked" in so they fit without blousing or bagging. Nothing will be worn on shirt while wearing ceremonial jacket over it.

A2.3.5. Pants: Pants will be clean and pressed. They will have sharp creases pressed in and will fit in accordance with AFI 36-2903. No torn, dirty or wrinkled pants will be worn. In addition, wash and wear pants are not acceptable for honor guard functions.

A2.3.6. Footwear: Footwear will be highly polished and in good repair, free of soil and dirt, with edge dressing.

A2.3.7. Accessories: All gear will be perfectly clean. Belt buckle must not be noticeably scratched or smudged.

A2.3.8. Accouterments: Ribbons and badges will be worn ceremonial coat only.

**A2.4.** These are the minimum acceptable standards for a sharp, professional looking organization. You and your peers need to set the example for Charleston Air Force Base. The pride you take in your uniform will ultimately shine forth, not only in your Honor Guard details, but also in your job. Professionalism is contagious--let the epidemic start with you! If you have any questions about what is expected of you, please ask your Flight Chief, or the Honor Guard NCOIC. The honor guard will only be as good as we make it.

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NCOIC, Base Honor Guard

1st Ind, Honor Guard Nominee Date: \_\_\_\_\_

I have read and understand these standards

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Honor Guard Nominee Signature)

Attachment 3

RECOMMENDATION FOR HONOR GUARD DUTY FORM

- 1. I do/do not recommend \_\_\_\_\_ for duty with the Charleston AFB Honor Guard.
- 2. The status of \_\_\_\_\_'s training is \_\_\_\_\_ 3-level \_\_\_\_\_, 5-level \_\_\_\_\_, and other \_\_\_\_\_.
- 3. I have reviewed AFI 34-503 and CAFBI 34-301. I understand the importance of the Honor Guard mission, and I foresee no situation that will prevent him/her from attending all scheduled practices and formations and meeting all his/her HG obligations. I will ensure he/she receives adequate rest before and after details.

\_\_\_\_\_  
 Immediate Supervisor's Signature

1st Ind, (First Sergeant)

- 1. I do/do not recommend \_\_\_\_\_ for Honor Guard duty. In my opinion, the nominee meets/does not meet all standards set forth in DoD 5500.7R, AFI 36-2903, AFI 34-503, and CAFBI 34-301.
- 2. I will notify the Honor Guard OIC/NCOIC of any control roster, disciplinary, civil action, and any major TDY absences against this individual.

\_\_\_\_\_  
 (First Sergeant's Signature)

2nd Ind, (Squadron Commander)

- 1. I approve/disapprove \_\_\_\_\_ for Honor Guard duty.
- 2. \_\_\_\_\_ is/is not a volunteer, and I have briefed him/her of expected performance while on the Honor Guard.

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(Squadron Commander's Signature)

**Attachment 4****HONOR GUARD STATEMENT OF UNDERSTANDING**

**A4.1.** Males and females are required to have raincoat/all weather coat. The Honor Guard will furnish an initial issue of a ceremonial uniform (1), high gloss low quarter shoes (1 pr), silver aiguillette, ceremonial belt with chrome buckle, white gloves (1 pr), ceremonial cap with device, and HG badge to wear at all Honor Guard functions.

**A4.2.** You are required to remain on the team for a minimum of 12 months from the first day of the first standing guard period. Early release will be determined on a case-by-case basis.

**A4.3.** As a member, you will strictly adhere to AFI 36-2903, Dress and Personal Appearance. Inspections will be conducted prior to all detail performance to insure compliance.

**A4.4.** You are required to have a home phone. If you live in a dormitory, the dormitory phone can be used as the home phone number.

**A4.5.** You are required to attend all scheduled training sessions and special meetings.

**A4.6.** You are required to coordinate all leave and TDY during the period you are on call with your First Sergeant and the Honor Guard NCOIC.

**A4.7.** You are responsible for Honor Guard duty IAW AFI 34-503 and CAFBI 34-301.

**A4.8.** If soiled while performing Honor Guard duties, you will be entitled to have your Honor Guard uniform cleaned through the base linen exchange at government expense. This requires a letter signed by the Honor Guard NCOIC.

**A4.9.** You will be exempt from base details, i.e. Charge of Quarters (CQ), base clean up and similar duties.

**A4.10.** You may be given compensatory time for Honor Guard duties occurring during your off-duty hours. Your immediate supervisor will determine when the time may be taken.

**A4.11.** Per diem will be authorized when Honor Guard members are on official duty away from the base in excess of 16 hours.

**A4.12.** When on stand-by, you MUST contact the Honor Guard recorder nightly after 1700 at ext 963-3334. This may be your only source of information concerning a detail.

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Member's Signature

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Squadron

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Date