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**DOVER AFB HONOR GUARD PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 436 SVS/SVXG (TSgt Mack)

Certified by: 436 SPTG/CCE (Capt Schug)

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The purpose of this operating instruction is to provide clear and concise guidance for the Dover AFB Honor Guard Program.

**1. References:**

- 1.1. AFI 34-242, Chapter 8, *Mortuary Affairs Program, Base Honor Guard Program and Funerals*

**2. Responsibilities:**

2.1. The 436 AW/CC shall:

- 2.1.1. Be responsible for the base honor guard program.
- 2.1.2. Determine the size of the honor guard unit.
- 2.1.3. Appoint an Honor Guard (HG) Commander.
- 2.1.4. Be the waiver authority for the provisions of this instruction.

2.2. The 436 SVS/CC shall:

- 2.2.1. Act as liaison between Air Mobility Command point of contact (AMC/SVX) and local honor guard.
- 2.2.2. Manage the honor guard program for the installation commander.
- 2.2.3. Request man-day support for Air Reserve Component (ARC) augmentation.
- 2.2.4. Submit summary of AF Form 1946 to AMC/SVX semiannually.

2.3. The HG Commander shall:

- 2.3.1. Develop and manage the annual HG budget.

- 2.3.2. Ensure HG members are properly trained and equipped.
- 2.3.3. Act as liaison between base activities and the honor guard.
- 2.3.4. Appoint a full-time NCOIC to handle day-to-day operations.
- 2.3.5. Publish a monthly report to 436 AW/CC identifying any shortfalls in manning.
  - 2.3.5.1. Monthly report will be sent out to Group Commanders one week prior to delivery to AW/CC.

### **3. Manning:**

- 3.1. The Dover AFB Honor Guard shall be manned with 60 full-time members in addition to the HG Commander and NCOIC.
  - 3.1.1. Membership in the Honor Guard shall be completely voluntary as long as the total required number of volunteers can be maintained.
  - 3.1.2. To ensure dedicated and trained personnel are available; allocations shall be assigned to each group and wing staff (e.g.: Support Group, Logistics Group, Operations Group, Medical Group, Wing Staff). Allocations should be viewed as minimum levels expected from each function.
    - 3.1.2.1. Allocations shall be based on assigned E-6 and below personnel within that function and will be re-verified in the month of October of every year beginning in 2001.

### **4. Rotation:**

- 4.1. Once initial training is completed, each Honor Guard member will be assigned as a member of a flight.
- 4.2. Flights will work from an "Air Expeditionary Force (AEF)-like" 6-week schedule, with 2 weeks on and 4 weeks off.
  - 4.2.1. During the flight's 2-week window, the HG member's primary duty location shall be at the HG facility.
    - 4.2.1.1. Members may be released back to their normal duty section as mission dictates. This release will be at the sole discretion of the HG Commander or HG NCOIC.
  - 4.2.2. During the flight's 4-week off cycle, members should not be called upon in any capacity beyond weekly training activities. However, mission surge for special/emergency operations may require augmentation from the off-cycle flights. HG leadership may only task off-cycle members with permission of the waiver authority.
    - 4.2.2.1. HG leadership is required to coordinate all off-cycle calls to duty through the members' unit Commander or First Sergeant.
    - 4.2.2.2. Waiver authority for off-cycle calls to duty is delegated from the 436 AW/CC to the 436 SPTG/CC.

SCOTT E. WUESTHOFF, Colonel, USAF  
Commander