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Services

BASE HONOR GUARD



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OPR: 92 SVS/SVMM (SSgt Tina A. Donley)  
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Implements Base Honor Guard policies and AFI 34-503, *USAF Base Honor Guard Program*, 19 July 1994. Establishes policies, procedures, and responsibilities for the Fairchild Air Force Base Honor Guard participation concerning Military Funerals, AFI 34-501, *Mortuary Affairs Program*, AFPAM 36-2203, *Drill and Ceremonies*, AFR 900-6, *Awards, Ceremonies and Honors*, Official Air Force participation in programs, parades and functions within the civilian community, AFD 35-2, *Public Communication Programs*, and other activities judged appropriate by the 92 ARW. This instruction applies to all elements of the 92d Air Refueling Wing stationed at Fairchild Air Force Base, including all tenant units.

**SUMMARY OF REVISIONS**

This document is substantially revised and must be completely reviewed. All references made to regulations have been changed to applicable instructions.

**1. GENERAL**

1.1. The Fairchild Air Force Base Honor Guard is assigned to the 92d Services Squadron, 92d Support Group, for administrative and operational control. An OIC, NCOIC, and Assistant NCOIC will supervise the team.

**2. ADMINISTRATION**

2.1. The Commander, 92d Services Squadron, administers the Fairchild AFB Honor Guard Program. He/she ensures the members represent the finest traditions of the United States Air Force in discipline, appearance and competence.

2.2. The Honor Guard will be composed of six 10-man flights. Each flight will be on a two-week (14-day) rotation. The first three days of the first week (Mon-Wed), the scheduled flight reports directly to the Honor Guard training room. Training will cover the different facets of the Honor Guard (color guard, pallbearing, flag folding, and firing party). On the fourth duty day, members return to

their duty sections and are put on call for all upcoming details for the remaining 11 days. A schedule will be given to the member's supervisors annotating dates and times of required tasking for the full two weeks. Upon completion of the two weeks, that same flight will be put on standby for an additional week. The standby flight will only be called upon in the event of an active duty funeral (requires 19 personnel), multiple funerals, or other multiple functions. This is generally very infrequent.

### 3. QUALIFICATIONS AND STANDARDS

3.1. Personnel selected to perform Honor Guard duties should be chosen on ability and interest in the program. Only personnel of the highest caliber should be assigned. Members must be within Air Force weight standards, present an outstanding military image and appearance, possess a positive attitude, convey professional conduct and behavior on and off-duty, and have two-year retainability on station. Members must not be on a Control Roster or have an Unfavorable Information File. Applications are sent through the immediate supervisor, first sergeant, and unit commander to the 92d Services Squadron Commander.

3.1.1. If any member receives an Article 15, becomes enrolled in the weight management program, or other similar actions, the NCOIC/Assistant NCOIC will be notified by the first sergeant to remove the individual from the Honor Guard and a replacement from the squadron be appointed.

3.2. Honor Guard members are expected to maintain the highest standards of professionalism, discipline, and appearance. Each member is responsible for attending all training and assigned details. Members, who fail to maintain standards, have an unexcused absence for practices or details, or whose behavior or conduct brings discredit upon the Air Force will be removed from the team. Absences will be considered on a case by case basis to determine whether the absence is excused or unexcused. The Honor Guard NCOIC will report any unexcused absence to the member's supervisor. A report of bad conduct will be sent to the individual's commander and first sergeant with a request to appoint a replacement if standards of professionalism, discipline, and appearance are not met.

3.3. First sergeants personally screen squadron nominees for duty with the Honor Guard and ensure their personnel meet and/or exceed Air Force standards outlined in AFI 36-2903, Dress and Personal Appearance of Air Force Personnel, as well as review AFI 34-503, USAF Base Honor Guard Program.

3.4. Final acceptance of Honor Guard nominees rests with the Honor Guard OIC, NCOIC, and Assistant NCOIC. They interview potential members to ensure eligibility and capability to carry out Honor Guard responsibilities. The NCOIC/Assistant NCOIC will assign members to a flight and notify the member's unit of the selection.

3.5. The minimum retainability for all members is two years. Members may extend on the Honor Guard with the concurrence of their commander.

3.5.1. Personnel TDY over 30 days will be placed in a hold status and need to inform the NCOIC/Assistant NCOIC of their deployment. The time spent TDY will be considered part of the 2-year minimum commitment. The member will be maintained on all Honor Guard rosters and annotated TDY for the assigned period.

3.6. Honor Guard members will not be arbitrarily removed from the Honor Guard without coordinating with the Commander, 92d Services Squadron and the member's squadron commander. Permanent Change of Assignments among Fairchild AFB units is not a reason for removal.

3.6.1. In the event a member is removed from the Honor Guard before their two-year commitment is met, the member must return his/her issued Honor Guard uniform to the NCOIC/Assistant NCOIC. Members will reimburse the Honor Guard account for any uniform items not returned in good condition.

#### 4. RESPONSIBILITIES

##### 4.1. Commanders and supervisors:

4.1.1. Commanders, first sergeants, and supervisors will ensure personnel assigned to Honor Guard are made available when requirements exist. During the assignment period, the primary additional duty of each member will be as an Honors and Ceremonial Team member. Members will be released for duty to their organization when not required for training or ceremonial functions.

4.1.2. Commanders, first sergeants, and supervisors are responsible for compliance with the provisions of this instruction. Commanders are encouraged to provide additional members to act as alternates in the event a member is placed on temporary duty for more than 30 days, or when a member is removed from the team prior to fulfilling his/her two-year commitment. A member cannot be released from the Honor Guard until a replacement from the same squadron is fully trained.

4.1.3. Commanders will ensure, whenever possible, members appointed to the Honor Guard work on day shifts and are not assigned to a critical duty section whereby the nature of their duty or the manning of the duty section would interfere with the performance of Honor Guard training and details.

4.1.4. Honor Guard is treated as a normal duty requirement. Members are provided the same amount of off-duty time as other members assigned to their organization. Commanders, first sergeants, and supervisors ensure individuals who perform a detail on weekends or during their normal off-duty time are given adequate compensatory time off (AFI 34-503).

4.2. Base Linen Exchange is responsible for cleaning Honor Guard uniforms. This includes the Battle Dress Uniforms used for practice. The Honor Guard NCOIC provides a current list of all active Honor Guard members to the Linen Exchange Office so this cleaning is free of charge.

4.3. 92d TRNS will provide appropriate vehicles to transport Honor Guard members to and from performance locations. The Honor Guard should be given the highest priority for U-Drive vehicles unless preempted by requirements of the 92d Wing Commander. Vehicles must be clean and present a professional appearance. Air conditioning is essential in hot weather to ensure Honor Guard members and their uniforms arrive in presentable condition.

4.4. The Base Honor Guard will be available to give essential military honors on 24-hour notice. Flight members will be contacted directly by the Honor Guard NCOIC to report for duty. The flight member will then notify his/her supervisor immediately. For funerals, only 24-48 hours advance notice can be expected. If the supervisor questions a detail, he/she should contact the 92d Services Commander or the base Honor Guard office for clarification. Under no circumstances will an Honor Guard member, when scheduled for a performance, be retained in his duty section without prior coordination with the Commander, 92d Services Squadron.

4.5. Personnel holding mobility positions and who are on the Honor Guard may participate in exercises, however they need to be available for recall when an Honor Guard detail arises. Squadrons may substitute another trained Honor Guard member if needed.

4.6. Honor Guard members will notify the Honor Guard NCOIC/Assistant NCOIC, of all scheduled leave and temporary duty assignments, changes to duty status, duty location, duty phone, home phone, and home address.

4.7. Honor Guard members are responsible for maintenance of their respective uniform, and adherence to AFI 36-2903 standards.

4.8. The Commander, 92d Services Squadron will:

4.8.1. Provide staff surveillance of the Honor Guard Team IAW AFI 34-501.

4.8.2. Ensure the Honor Guard OIC, NCOIC, and Assistant NCOIC are knowledgeable of their responsibilities IAW AFI 34-501 and AFI 34-503.

4.8.3. Provide ceremonial service in the areas prescribed by HQ AFPC/MPCCM, Military Honors Assignment by Zip Code.

## 5. TRAINING

5.1. The following are standards and requirements for Fairchild Air Force Base Honor Guard members. The Honor Guard is expected to be a "cut above the rest" in bearing, behavior, and appearance, so tough standards apply.

5.2. Newly assigned Honor Guard members will attend the Honor Guard Training Program for three consecutive days starting on a Monday to be trained and certified on all Honor Guard functions and requirements. Upon completion of training, they will be assigned to a flight.

5.3. Attendance:

5.3.1. 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. Unexcused absences will not be tolerated and will be dealt with by the Honor Guard OIC/NCOIC and the member's unit. Members of the Honor Guard are responsible for notifying the OIC/NCOIC of the dates they will be TDY or on leave. Failure to take personal responsibility will mean the absence is unexcused.

5.3.2. Details: Attendance at all details is mandatory. Any member requiring excused status from a detail must contact their supervisor or first sergeant who will in turn contact the Honor Guard OIC/NCOIC, as far in advance as possible, for member to be excused. 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 supervisor/First Sergeant and your Honor Guard flight chief. Questionable excuses should be addressed to the Honor Guard OIC/NCOIC.

5.3.3. Tardiness: Tardiness to any Honor Guard function will not be tolerated. The Honor Guard mission is to represent the United States Air Force whenever performing in any ceremony. Unexcused tardiness will result in a letter to the first sergeant and squadron commander. Let the OIC/NCOIC know beforehand if you think you will be late. Proper communication will enable the team to work around special circumstances.

## 6. UNIFORMS

### 6.1. Required uniform for the Base Honor Guard is:

During Honor Guard practice:

Battle Dress Uniforms (BDU)

Honor Guard Black T-shirt

Honor Guard Baseball Cap

Trousers bloused with blousing straps

Shined Black Boots

White gloves

### 6.2. During Honor Guard details:

Honor Guard Ceremonial Service Dress Uniform

All ribbons, devices, and badges

Light blue short or long sleeve shirt with epaulets, tucked in

Silver aiguillette worn on the left shoulder

Honor Guard Ceremonial Belt

Air Force blue tie/tab

Honor Guard Ceremonial service cap

White gloves

### 6.3. During winter weather months and inclement weather: Honor Guard Ceremonial all-weather coat with silver aiguillette, ceremonial belt and White gloves

### 6.4. During travel and pre-detail preparations, lightweight blue jacket with stripes or insignia is authorized.

**NOTE:** Honor Guard uniforms will be worn only for Honor Guard functions and when traveling to and from practice or details. Honor Guard uniforms can be worn in their respective work areas if member is tasked to perform a detail. Honor Guard Ceremonial Uniform with white shirt (similar to semi-formal attire) can be worn to official functions when attending as an Honor Guard guest.

6.5. Hair: The hair must be kept within AFI 36-2903 standards. Noncompliance with standards is easily seen. As a general rule, haircuts or styles, which even approach the limits, are not acceptable.

6.6. Shirts: Shirts must be clean and pressed. Soiled shirts, wrinkles, tears or missing buttons are not acceptable. In addition, shirts will either be tailored or "tucked" so they fit without blousing or bagging.

6.7. Pants: Pants must 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.

6.8. Shoes: Shoes will be in good repair, and free from soil and dirt. Edges of the shoes and heels will be polished or covered with edge dressing.

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

6.10. Accouterments: Ribbons and badges will be worn with all uniform combinations for all Honor Guard functions. These are the minimum acceptable standards for a sharp, professional looking organization. The Honor Guard sets the example for Fairchild Air Force Base. If you have any questions about what is expected, please ask the Honor Guard OIC/NCOIC.

6.11. The Honor Guard NCOIC/Assistant NCOIC conducts training, controls Honor Guard equipment, coordinates Honor Guard requests, maintains all required documentation and ensures that members are trained and available for Honor Guard duty. Records of all training, and functions will be kept by the Honor Guard NCOIC and reviewed monthly by the Commander, 92d Services Squadron, or his/her representative.

6.12. Mandatory training sessions for the scheduled flight will be held on their first three days of their designated two-week rotation from 0730-1630.

6.13. All Honor Guard members who complete training will be given a completion certificate which will be given to the first sergeant and should be presented at their squadron commander's call.

## **7. HONOR GUARD INCENTIVE PROGRAM**

7.1. The incentive program for the Base Honor Guard is designed to recognize the outstanding members of the Base Honor Guard. Awards for both Airman and NCO will be presented during quarterly and yearly awards banquets.

7.1.1. Quarterly and yearly award winners will be determined by the following criteria: attitude and appearance during practices and details, professionalism during practices and details, and dedication to the team both on and off-duty. Winners will receive a memento of their accomplishment as well as discount vouchers for Services activities.

7.1.2. Honor Guard members will also receive incentives for being a member to include personalized warm-up suits, distinctive Honor Guard hats, and reserved parking on base.

7.2. An active recognition program is maintained to include base newspaper articles, forwarding of all letters of appreciation received from next of kin, funeral directors, etc. Unit commanders may request interim reports to coincide with the closeout dates of individual's EPR or for SrA Below-the-Zone consideration.

7.2.1. Each member receives an Honor Guard Certificate of Appreciation after a successful tour of duty.

7.2.2. Members also will receive incentive plaques for each year that they are on the team.

7.3. Air Force Achievement Medals may be submitted upon completion of the two Honor Guard tour. The OIC/NCOIC will review member's record of performance and submit a package to the individual's squadron commander for consideration.

7.4. Yearly award winners may be given incentive rides on aircraft assigned to the 92d Air Refueling Wing when flying schedule permits. This is coordinated with the 92d Operations Support Squadron, Scheduling Flight.

**8. RECORDS.** Dispose of records IAW AFMAN 37-139 Records Disposition Schedule.

YOSHIO SMITH, Colonel, USAF  
Commander

## Attachment 1

## MANNING BY SQUADRON

Manning requirements are based on 3% of assigned E-2 through E-5 according to unit manning documents attained from the Base Personnel Flight.

92 ARW 2

Total 2

*92 SPTG*

92 MSS 1

92 CES 4

92 SFS 5

92 SVS 2

92 CS 4

Total 16

*92 MDG*

92 Med Ops 1

92 ADS 1

92 Med Support SQ 1

Total 3

*92 OG*

92 OSS 2

92 ARS 1

93 ARS 1

96 ARS 1

97 ARS 1

Total 6

*92 LG*

92 LSS 1

92 AGS 11

92 CONS	1
92 MS	7
92 SUPS	6
92 TRNS	2
<hr/>	<u>Total 28</u>

92 CPTS	1
<hr/>	<u>Total 1</u>

2SS	4
<hr/>	<u>Total 4</u>

**336 TRG**

336 TRSS	1
22 TRS	4
66 TRS	1
	<b>Total 6</b>