

**BY ORDER OF THE INSTALLATION  
COMMANDER**



**AIR FORCE INSTRUCTION 34-242**

**MACDILL AIR FORCE BASE**

**Supplement 1**

**24 APRIL 2003**

**Services**

**MORTUARY AFFAIRS PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 34-242, 8 February 2001, is supplemented as follows:** This supplement establishes policy, lists responsibilities, states the framework for planning, training, and use of the MacDill Air Force Base (AFB) Honor Guard, and provides guidance on proper uniform administration. It applies to all units assigned to the 6th Air Mobility Wing (6 AMW) and tenant units that participate in the Base Honor Guard Program. This supplement applies to Air National Guard (ANG), United States Air Force Reserve Units, and Individual Mobilization Augmentees (IMA) when participating in the honor guard program.

### **SUMMARY OF REVISIONS**

**This revision supplements a new basic; therefore, it must be reviewed in its entirety.**

8.2.7.3. The MacDill AFB Honor Guard utilizes manpower resources from the ANG and Air Force Reserve Component (AFRC) to complete its funeral missions on occasions. While on funeral details, ANG and AFRC personnel are subject to the scope of this directive as well as other Air Force and MacDill AFB Honor Guard Instructions as they pertain to dress, appearance, behavior, and performance of funeral honors.

8.2.8.3. The MacDill AFB Honor Guard will be comprised of active duty military personnel assigned and attached to MacDill AFB. The honor guard team will be manned with a minimum of 37 active duty members from base organizations. Each squadron or squadron equivalent that participates in the honor guard program will provide 3 percent of their enlisted population (E-5 and below) as members of the honor guard assigned to Alpha or Bravo flights. The honor guard will send out a letter via electronic mail to each squadron commander monthly outlining the manning for their organization. **Attachment 14 (Added)** outlines the manning quota for each organization and will be reviewed annually. The Commander, 6th Services Squadron (6 SVS/CC), or designated representative will revalidate the honor guard manning and unit quota annually.

8.2.8.4. The MacDill AFB Honor Guard utilizes manpower resources from the ANG and Air Force Reserve Component (AFRC) to complete its funeral missions on occasions. While on funeral details,

ANG and AFRC personnel are subject to the scope of this directive as well as other Air Force and MacDill AFB Honor Guard Instructions as they pertain to dress, appearance, behavior, and performance of funeral honors.

8.2.8.5. The wing commander (6 AMW/CC) or designated representative will appoint a company grade officer to fill the position of officer in charge (OIC). The honor guard OIC is subordinate to the 6 SVS/CC for honor guard scheduling, manning, and training.

8.2.9.1. The 6 SVS/CC appoints a noncommissioned officer (NCO) to fill the position of Noncommissioned Officer In Charge (NCOIC). The NCOIC is responsible for the day-to-day operation and training.

8.2.9.4. Unit commanders will notify the MacDill Honor Guard OIC/NCOIC of any member assigned to their command that has been disqualified from bearing arms. The 6th Security Forces Training Division will provide weapons proficiency training to honor guard members as required.

8.2.11.5. All personnel assigned to the honor guard must meet or exceed Air Force standards, to include weight and personal appearance in accordance with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, and qualifications outlined in **Attachment 15 (Added)**. Personnel with unfavorable information files (UIF), on control rosters, or with any other disciplinary action will not be accepted for honor guard duty and will be reason for dismissal from the honor guard team.

8.2.14. The objective of the MacDill AFB Honor Guard Program is to provide well-trained, highly professional personnel in the finest traditions of Air Force discipline, appearance, and honor. The honor guard's primary mission is rendering military funeral honors to Air Force members (active duty, retired, and veteran) for a 20 Florida county geographical area. In addition, the honor guard performs the presentation of colors at special civilian or military events, i.e., retirement ceremonies, changes of command, parades, dining in/out, etc., when available.

8.2.14.1. Personnel should have at least one-year retainability to fulfill their one-year commitment to the honor guard program. If deployed or on temporary duty (TDY), members' contracts will be placed on hold and will continue when they return to duty at MacDill AFB. A unit must provide a replacement for their honor guard member no later than one month before the member departs the team (this will provide sufficient overlap for training purposes). Honor guard members will not be relieved from their commitment until a replacement has been appointed and trained for one month (subsequent only to emergencies or short notice deployments).

8.2.14.2. All personnel assigned to the honor guard must meet or exceed Air Force standards, to include weight and personal appearance in accordance with AFI 36-2903 and qualifications outlined in **Attachment 15 (Added)**. Personnel with unfavorable information files (UIF), on control rosters, or with any other disciplinary action will not be accepted for honor guard duty and will be reason for dismissal from the honor guard team.

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8.2.14.6. (Added) After the initial training phase consisting of five consecutive days of training, personnel will be assigned to either the Alpha, Bravo, or Charlie flight. If individuals are assigned to Alpha or Bravo flights, they will be required to participate one month of honor guard duties, and one month at their duty section, rotating month to month for one year. Alpha and Bravo flight members are subject to tasking anytime during their one month taskable period. If individuals are assigned to the Charlie flight, members are required to attend at least one practice monthly and are required to participate in five details, colors, or funerals per month (exception: E-6 to E-9 and O-1 to O-3 requirement is two times a month plus one practice) to be considered active honor guard members. The honor guard OIC/NCOIC will provide to squadrons a monthly roster of individuals who are tasked to perform duties for the upcoming month.

8.2.14.7. (Added) When possible, honor guard members should be exempt from non-mission essential TDY requirements. If a member is required to perform TDY duties, his or her honor guard tour of duty will be extended the same amount of time. Additionally, the unit retains the option to replace the member if they do not want to extend that member's one year honor guard commitment.

8.2.14.8. (Added) Duty Requirements.

8.2.14.8.1. (Added) All active members of the honor guard are trained as alternate members of the base search and recovery team for any local incident requiring support of such operations. Honor guard team members may be subject to recall to assist with search and recovery operations. Recalled honor guard members will report to the 6 SVS Unit Control Center, bldg 65, 2d floor (across from the golf course) in battle dress uniform (BDU) within one hour of the recall. Further instructions will be provided at that time.

8.2.14.8.2. (Added) Supervisors will release members during their taskable period. If this release is not possible due to mission demands, the member's commander or first sergeant must justify, in writing, these exceptions. If a member is unavailable five days or more, excluding leave, TDY, or medical release, that squadron's first sergeant must notify the honor guard staff with an explanation. If the situation is not corrected within an additional five days, that unit will appoint a replacement.

8.2.14.8.3. (Added) During the member's one-month honor guard duty period, the member will report to the honor guard office instead of their work center. Members will report in BDUs at 0730, Mon-Fri, unless otherwise directed. If there is no honor guard detail or training scheduled on any specific day during the one-month duty period, the member will be released back to his or her duty section after reporting to the honor guard office. While assigned to the honor guard, members will be expected to maintain a physical fitness level commensurate with honor guard expectations. The Honor Guard OIC/NCOIC may direct physical fitness to members based on mission requirements. During Alpha and Bravo non-taskable periods, members will not be subject to any tasking unless military funeral honors warrant additional personnel to fulfill. The Honor Guard OIC/NCOIC will give compensatory time to the member during their one-month taskable period.

8.2.14.8.4. (Added) Normally, members in training are not assigned duty; however, emergencies may require a policy change.

8.2.14.8.5. (Added) Honor guard members will be excused from duty one hour before scheduled show times (or more depending upon destination) for honor guard details. Compensatory time for Charlie flight honor guard members during scheduled off-duty hours will be given to the member at their supervisor's discretion.

8.2.14.8.6. (Added) Honor guard members will be excused from duty during base exercises to support funeral details and other honor guard details when unit mission requirements allow so as not to impede

upon the honor guard mission of supporting military honors. The unit commander or first sergeant will inform the honor guard, in writing, when an individual cannot be released.

8.2.14.8.7. (Added) During honor guard taskable months, honor guard members will be excused from base details as well as squadron details. Units are encouraged to exempt honor guard members from squadron details during non-taskable months. This is at the discretion of the unit commander.

8.2.14.9. (Added) Funeral requests must go through the 6 SVS/SVMC honor guard office. Normally, there is a 48-hour notice for funeral detail. Civic requests for honor guard support for any colors presentation will be conducted in writing (E-mail or facsimile is acceptable) and will be coordinated through the Public Affairs Office (6 AMW/PA) who, in turn, will coordinate with the MacDill Honor Guard. Requests for colors presentation require at least a five duty day advance notice. No request will be scheduled more than four months before the event. For functions other than funerals, precedence will be determined by the order in which requests were received as determined by the 6 SVS/CC or designated representative. The honor guard will participate in the following functions in order of precedence.

8.2.14.9.1. (Added) Retirement ceremonies for Chief Master Sergeant (CMSgt) and officers, colonel and above. When manning permits, requests for Air Force members below the above grades will be performed. If the request originates from Headquarters, United States Special Operations Command (USSOCOM), the USSOCOM Joint Services Color Guard must be notified first.

8.2.14.9.2. (Added) Change of command ceremonies (wing, group, and squadrons).

8.2.14.9.3. (Added) Recognition ceremonies (Wing Quarterly and Annual Recognition Programs).

8.2.14.9.4. (Added) Base functions (SNCO or Chief Induction Ceremony, Dining In/Out, etc.).

8.2.14.9.5. (Added) Community programs (requests for parades, celebrations, and similar functions in the local community when coordinated and approved by 6 AMW/PA).

8.2.14.9.6. (Added) Other activities judged appropriate by the 6 SVS/CC, 6th Mission Support Group Commander (6 MSG/CC), or 6 AMW/CC.

8.3. The MacDill AFB Honor Guard will be comprised of active duty military personnel assigned and attached to MacDill AFB. The honor guard team will be manned with a minimum of 37 active duty members from base organizations. Each squadron or squadron equivalent that participates in the honor guard program will provide 3 percent of their enlisted population (E-5 and below) as members of the honor guard assigned to Alpha or Bravo flights. The honor guard will send out a letter via electronic mail to each squadron commander monthly outlining the manning for their organization. **Attachment 14 (Added)** outlines the manning quota for each organization and will be reviewed annually. The Commander, 6th Services Squadron (6 SVS/CC), or designated representative will revalidate the honor guard manning and unit quota annually.

8.3.1. Veterans Service Organizations (VSO): Section 578 of the National Defense Authorization Act for fiscal year 2000, subsection 578(d), authorizes members of VSOs and other approved organizations to participate with the military services in providing military funeral honors. VSOs can assist the military by providing additional elements such as color guard, pallbearers, or firing party. Further guidance on military funeral honors and authorized providers can be found in Department of Defense Directive 1300.15, *Military Funeral Support*.

8.3.2. TDY funds are reserved exclusively for funerals. The requesting organization or activity is responsible for funding all other types of requests. The 6 SVS/CC may authorize exceptions.

8.3.3. All uniforms and uniform accessories issued to honor guard members are the property of the MacDill AFB Honor Guard, unless otherwise stated. Honor guard members will be authorized to wear the honor guard patch on their BDUs while assigned to the base honor guard.

8.3.4. The Commander, 6th Security Forces Squadron (6 SFS/CC), will ensure the availability of the MacDill AFB Honor Guard weapons to support honor guard missions.

8.3.5. The Commander, 6th Logistics Readiness Squadron (6 LRS/CC), will ensure appropriate transportation to support honor guard missions.

8.5. The following compensation and benefits will be provided to an active honor guard member:

8.5.1. (Added) Consideration for a three-day compensation pass once a quarter.

8.5.2. (Added) Free dry cleaning of ceremonial uniform.

8.5.3. (Added) Enrollment in the MacDill Volunteer Incentive Program (MACVIP) Program (volunteer parking and additional items).

8.5.4. (Added) Exemption from base details, including bay orderly (see para [8.2.14.7. \(Added\)](#)).

8.5.5. (Added) Basic Allowance for Subsistence (BAS) for Alpha and Bravo flight members who are eligible (Charlie flight exception: team members prior to the full-time team) (see para [8.2.14.6. \(Added\)](#)).

8.5.6. (Added) Consideration for Air Force Achievement Medal upon completion of one year of outstanding service and at least 45 total ceremonial details.

8.9. Funerals for USAF members (active duty, retiree, and veteran) are congressionally mandated and have precedence over all other details.

## Attachment 14 (Added)

## MACDILL AFB HONOR GUARD MANNING QUOTA\*

<b>ORGANIZATION</b>	<b>ANNUAL QUOTA</b>
<i>MEDICAL GROUP</i>	<b>9</b>
MDOS	4
MDSS	3
AMDS	1
DS	1
<b>MISSION SUPPORT GROUP</b>	<b>16</b>
CS	6
SVS	2
MSS	1
CES	0
SFS	0
LRS	6
CONS	1
<b>MAINTENANCE GROUP</b>	<b>8</b>
MXS	3
MOS	1
AMXS	4
<i>OPERATIONS GROUP</i>	<b>2</b>
91 ARS	1
OSS	1
310 AS	0
<b>AIR MOBILITY WING</b>	<b>2</b>
AMW	1
CPTS	1
<b>TOTAL</b>	<b>37</b>

\*Reviewed annually by 6 SVS/CC and subject to change.

**Attachment 15 (Added)**

**SUGGESTED LIST OF QUALIFICATIONS FOR POTENTIAL HONOR GUARD MEMBERS**

**A15.1. (Added)** Adherence to AFI 36-2903.

**A15.2. (Added)** No Unfavorable Information File or Unit Control Roster.

**A15.3. (Added)** No Weight Management Program.

**A15.4. (Added)** No profiles.

**A15.5. (Added)** Qualified on the M-15.

**A15.6. (Added)** Able to lift and carry a minimum of 60 lbs. No physical profiles or history of physical limitations that prohibit lifting heavy weights or standing or walking for long periods. Additionally, females who are pregnant should not be assigned to the Honor Guard due to the lengthy recovery and retraining period involved. Females who become pregnant after assignment must be replaced.

**A15.7. (Added)** Cannot be going permanent change of station within the next 12 months.

**A15.8. (Added)** Must work well with others.

**A15.9. (Added)** After initial training must be able to perform Honor Guard duties for a minimum of 12 months.

**A15.10. (Added)** Must have a valid driver's license.

**A15.11. (Added)** Must have a telephone or other method of being contacted.

**A15.12. (Added)** Must be able to work weekends.

**A15.13. (Added)** If doing Career Development Course, must be progressing satisfactorily.

**A15.14. (Added)** Must be able to perform in or around funeral homes or cemeteries.

**A15.15. (Added)** Shift work must not interfere with ability to perform Honor Guard duties.

DAVID M. SNYDER, Colonel, USAF  
Commander