

3 MARCH 2004

Services

MCCONNELL AFB HONOR GUARD



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 22 SVS/HG (TSgt Tolley)
Supersedes AFR 900-37, MAFB Sup 1,
18 November 1995

Certified by: 22 SVS/CC (Lt Col Leathers)
Pages: 11
Distribution: F

This instruction establishes policies, procedures, and responsibilities for recognizing and providing an Honor Guard (HG) Team to represent McConnell Air Force Base (MAFB) at Military Funerals and Ceremonies for authorized personnel, Formal Retreats, Honor Cordons for arrival and departure of distinguished visitors, and other details/functions as directed by AFI 34-242, *Mortuary Affairs Program*. This instruction applies to all elements of the 22d Air Refueling Wing (ARW) stationed at MAFB, including tenant units.

SUMMARY OF REVISIONS

This document is completely revised and must be reviewed in its entirety.

1. Responsibilities.

- 1.1. Military Funeral Honors (MFH) must be provided for all deceased Air Force active duty, retired, and veterans in accordance with AFI 34-242, Mortuary Affairs Program.
- 1.2. The 22 ARW Commander oversees the program, enforces AFI 34-242, and determines the size of the HG Team. Installation location, population, and how often military and civil protocol activities occur, will determine manning requirements.
 - 1.2.1. MAFB HG should be manned with volunteers from the base. In the event a sufficient number of volunteers is not available to meet demands, selection of members will be made from each squadron based on guidelines set forth in para **1.2.2**.
 - 1.2.2. The Wing Commander designates the required HG Team end-strength. Divide the end-strength by the number of participating squadrons to get the percentage for each squadron's quota. Example: current Wing Commander directed end-strength is 62. There are 21 participating squadrons on base: 62 divided by 21 equals 2.95--so each participating squadron's quota is 3% of their E-6 and below. For example, if a squadron has 232 personnel in the ranks of E-6 and below,

their quota is 7 personnel (multiply 232 by 3%). Due to the full-time commitment, the Noncommissioned Officer in Charge (NCOIC) will fill three slots. All other personnel will account for one slot.

1.2.3. Group Commanders may exceed their tasking requirement if there are highly motivated volunteers available. If the HG Commander (HGC) cannot satisfy the requirement whenever an officer is required to accompany the detail, he/she will request another officer from 22 ARW resources.

1.3. The MAFB HG is managed by the 22d Services Squadron Commander (SVS/CC) for administrative and operational control. An HGC and HG/NCOIC will supervise the team.

1.4. HG members will not be assigned to squadron or base details (except bay orderly) and, if possible, will not be assigned to night shift duty. Personnel on the HG Team will be released from duty during base exercises to perform MFH or Memorial Services only. All other details/functions are secondary.

1.5. Funeral Officers will be selected by the HGC with approval of the 22 SVS/CC.

1.6. If an HG Member receives a NO-SHOW for two consecutive practices, strong consideration will be given for dismissal from the team. The same applies for one NO-SHOW for a detail/function.

1.7. All HG Members may be authorized to receive BAS because of special details. It is at the discretion of the HG Member's Commander if they receive BAS based on the criteria of DFAS-DEM 177-373 V2, Defense Joint Military Pay System (DJMS)-Unit Procedures Excluding FSO.

1.8. Sufficient HG equipment will be obtained, maintained, and controlled by 22 SVS to meet the requirement set forth in AFI 34-242. This equipment should include, but not limited to the following:

1.8.1. M-14 Rifles - Serviceable weapons (with back-up weapons to allow for repairs) to equip two, seven-member firing parties. Sufficient quantity of blank ammunition will be available to provide honors training and ceremonial requirements. M-14 rifles and 7.62MM caliber blank ammunition used by the HG, will be stored in the HG facility in accordance with AFI 31-209, The Air Force Resource Protection Program, Air Force Handbook 31-223, The Air Force Resource Protection Program; DOD 5100.76-M, Physical Security of Sensitive Conventional Arms and Ammunition, and Explosives; Mil-Hdbk-1013/1, Military Handbook, Design Guidelines for Physical Security of Fixed Land-Based Facilities.

2. Duties.

2.1. The 22 SVS/CC will:

2.1.1. Be responsible to the 22 ARW/CC, for the overall operation, maintenance, proficiency, and well being of the MAFB HG.

2.1.2. Provide staff surveillance of the HG (IAW AFI 34-242).

2.1.3. Ensure the HGC and HG/NCOIC are completely knowledgeable of his/her responsibilities as outlined in AFI 34-242, Mortuary Affairs Program.

2.1.4. Validate each request for MFH for active duty. If requests are valid, coordinate function with the HGC and HG/NCOIC. Delegate validation for MFH for retirees and veterans to HGC/HG NCOIC.

2.1.5. Be responsible for equipping the HG with uniform accessories and equipment needed to perform functions and practices. Submit annual funding requests to the 22 ARW/CC.

2.1.6. Select an HG/NCOIC. The HG/NCOIC must be in the grade of E-5 or higher to manage the day-to-day operations of the HG.

2.1.7. Conducts open rank inspections and mock funerals quarterly. Have guests attend periodically.

2.2. The HGC will:

2.2.1. Be responsible to the 22 SVS/CC for the overall operation, maintenance, proficiency, and well being of the MAFB HG.

2.2.2. Ensure standards of performance, discipline, and integrity of the HG Team are maintained.

2.2.3. Hold a Commander's Call once a quarter.

2.3. The HG/NCOIC will:

2.3.1. Be the point of contact for each squadron affected by this instruction. He/she will maintain an up-to-date list of personnel qualifications and attendance for ceremonies and training sessions. He/She will initiate one-day pass requests for persons on the HG Team.

2.3.2. Ensure the team departs MAFB in sufficient time to arrive at a specific detail/function and determine the routes of march and most desirable position for the formation of the team.

2.3.3. Notify the HGC immediately upon return if any problems were encountered.

2.3.4. Select an Assistant NCOIC with approval of the HGC.

2.3.5. Insure that attendance is filed with AF Form 1946, Military Honors Checklist, upon completion of each detail/function.

2.3.6. Coordinate on-call/standby duties and training sessions with a copy of the schedule sent to all HG Member's Commanders, First Sergeants and Supervisors.

2.3.7. Maintain a current roster of all assigned personnel.

2.3.8. Keep instructions, forms and files up-to-date.

2.3.9. Interview individuals selected by their first sergeant. Inspect team in short sleeve blue shirt and ceremonial uniform to ensure a professional image is projected.

2.3.10. Monitor each HG Member's continued acceptability on the team. In the event an HG Member is considered unsuitable for continued duty, the 22 SVS/CC will, based on the recommendation of the HGC and HG/NCOIC, advise the HG Member's Commander in writing of the circumstances leading to the termination and request an immediate replacement.

2.4. Flight/Detail OIC/NCOIC will:

2.4.1. Ensure availability of personnel and equipment, by maintaining close coordination with the HGC and HG/NCOIC prior to the assigned detail/function.

2.4.2. Instruct and brief participating HG Members of their assigned tasks for each detail/function. Allow enough time upon arrival at the detail/function to coordinate any special instructions

with the requester and hold a practice ceremony prior to the arrival of those attending the ceremony.

2.4.3. Extract and inspect, from the HG safe, 7 M-14 Rifles, 7 ammunition clips, and 21 rounds of 7.62MM blank ammunition and will annotate it on AF Form 3126, General Purpose Form. All weapons and ammunition will be in the possession of the detail/function OIC/NCOIC until arrival at the detail site.

2.4.4. Arrange to temporarily store weapons while in transit. Locked weapons containers will be used to transport weapons and will be kept out of view. During overnight stops away from MAFB, weapons will be stored in an approved storage facility (Reserve or National Guard Armory or local police armory). As a last resort, the weapons may be stored in quarters, (motel or hotel), if one team member is always present. Weapons will never be left overnight in a vehicle or left unattended at any time.

2.4.5. Inspect participating HG Members prior to leaving for the detail/function to insure compliance with AFI 36-2903, Dress and Personal Appearance of Air Force Personnel, and that special uniform accessories are correctly worn and in serviceable condition. Insure that proper military image and HG disciplines are maintained at all times. Report any deviations to the HGC or HG/NCOIC upon return to the base after the detail/function. Insure that the AF Form 1946 is annotated and returned to the HGC or HG/NCOIC upon returning from the detail/function.

2.4.6. Notify the unit of any requirement for compensatory time off to allow an individual proper sleep/rest before returning to work because of a detail/function.

2.5. Squadron Commanders/First Sergeants will:

2.5.1. Solicit volunteers within their units and interview each individual before selection to the HG Team.

2.5.2. Notify the HGC or HG/NCOIC of the selected individual using letter format (see [Attachment 1](#)).

2.5.3. Notify the HGC or HG/NCOIC at least one duty day prior to excuse an individual from a practice or detail/function. This notice will allow sufficient time to replace the member.

2.5.4. Honor One-Day Pass requests submitted for HG Members by the HGC or HG/NCOIC. Requests will be submitted through 22 SVS/CC and approved by 22 ARW/CC after completion of 40 hours of satisfactory HG duties by an individual member.

2.6. HG Member's Supervisor will:

2.6.1. Ensure members are released to attend all scheduled practices and details/functions.

2.6.2. Ensure members are not tasked additional duty hours (i.e., overtime) to make up for HG commitments.

2.6.3. Consider compensation time for individuals working after duty hours or long weekends.

2.7. HG Members will:

2.7.1. Inform supervisors of all details/functions.

2.7.2. Attend all scheduled practices and details/functions.

2.7.3. Give 24-hour notice if a detail/function or practice must be missed. **NOTE:** This action must be coordinated via the individual's commander, executive officer, or first sergeant (see para 2.5.3.).

2.7.4. Possess the required military clothing and maintain standards IAW AFI 36-2903.

2.7.5. Be capable of firing a weapon right-handed.

2.7.6. Be able to stand at attention for long periods of time.

2.7.7. Maintain military bearing and project a professional military image at all times.

2.7.8. Have unquestionable loyalty, trustworthiness, and dependability.

2.7.9. All HG Members going on leave will inform the HGC or HG/NCOIC of their leave dates.

2.8. 22d Logistic Readiness Squadron will:

2.8.1. Assign air-conditioned vehicles in top mechanical condition and appearance for transportation of the HG Team.

2.8.2. Furnish a driver for vehicles when necessary. Every effort will be made to have adequately qualified drivers on the HG Team to support functional taskings.

2.9. Public Affairs Officer will require all off-base community participation requests be sent in writing to Public Affairs Office (PA) 30 days prior to the event; this will allow for planning of available resources. If sufficient time does not warrant a written request, verbal contact with the Services Commander is permissible. The verbal request will be followed by a written request. The Public Affairs Office will validate each request with the HGC or HG/NCOIC before the team is committed.

3. Tour Of Duty:

3.1. Squadron Commanders/First Sergeants will personally interview each volunteer with the final decision made by the HGC or HG/NCOIC.

3.2. Each HG Member is required to remain on the MAFB HG for a minimum of 1 year. Prior to expiration of the term of the member's one-year service, the HG/NCOIC will re-accomplish the member's appointment letter if desired by the HG Member, or request a replacement individual through the respective Squadron Commander. In the event of PCS or hardship, which precludes the HG Member from serving his/her full term, the respective Squadron Commander will replace the member (30 days in advance to allow for proper training and orientation, if possible).

3.3. Any disciplinary action (Article 15, Control Roster, UIF, etc.) or non-progression of upgrade training will result in immediate removal from the HG Team. An HG Member may be reinstated at any time with the approval of the HG Member's First Sergeant and the HGC and HG/NCOIC.

3.4. Personnel on a shaving waiver or Phase 1 of the Weight Management Program will not be assigned to the HG Team. This will also be justification for a member's replacement.

4. Training.

4.1. Mandatory training will be held on Friday, three times per month. Two training days will be from 0730-1130 and the third session will be from 0730-1630. There will be no HG training on wing training/run days and the next available training day will be a full training day (0730-1630). In the event the Friday after the wing training/run day is a Federal holiday two things can occur. The full training

day will be the week prior to the wing training/run day or the following Friday after the holiday. Those decisions/training sessions will be posted months in advance based upon that year's calendar. Each session will be long enough to allow for proper training and briefing. The HGC or HG/NCOIC will determine if more training is needed for HG Members.

4.2. Training will include the following areas:

4.2.1. Color Guard - To include proper positioning of flags, close interval marching, turning with the flags, and posting and retiring procedures.

4.2.2. Firing Party - To include training in the use and care of the M-14 rifle, rifle commands, loading and firing, and positions in which the rifles are to be held.

4.2.3. Flag Fold - To include proper respect to the flag, positions of flag folders, procedures for folding the flag, and for presentation to the Next of Kin.

4.2.4. Pallbearers - To include casket movement to and from the carrier (hearse), marching with the casket, casket placement at the gravesite, and honorary pallbearer duties.

4.3. The HG will be composed of two flights. Each flight will be on call one month at a time. Each flight will utilize the "one month on/one month off" system.

4.3.1. Each commander, first sergeant, member and supervisor will receive a copy of the duty/training schedule.

5. Weapons Handling.

5.1. Upon arrival at the detail site, the firing party NCOIC will issue one weapon, one ammunition clip containing three rounds of blank ammunition to each member of the firing party. The weapons will be cleared and the safety placed in the "SAFE" position. Weapons will remain in the "SAFE" position at all times, except during actual firing party volleys. Prior to insertion of the loaded clip, each member of the firing party will visually inspect their clip to ensure each round is blank ammunition.

5.2. After the ceremony and all elements have marched away from the gravesite, the weapons will be unloaded, cleared, and returned to the storage container. Unused blank ammunition will be inventoried by the flight OIC/NCOIC to determine the number of rounds expended. All expended casings will be policed from the ceremonial site and returned to the Base HGC/NCOIC for turn-in to conventional munitions. Three expended casings may be given to the Next of Kin in commemoration of the three volleys fired for the 21-gun salute. Under no circumstances will casings be placed inside a folded flag.

5.3. Upon return to the base, the firing party members will clean the weapons and turn them into the flight OIC/NCOIC who will inspect the weapons and re-issue them to the HG safe. Remaining spent casings will be placed in the spent rounds ammo can, and AF Form 3126 will be annotated to include number of rounds expended.

6. Inspections.

6.1. Open ranks inspection will be scheduled at every practice and when deemed necessary by HG leadership. Squadron commanders, first sergeants, and Chiefs should be invited to perform the inspection. All members not on leave, TDY or excused by their commander or first sergeant will attend.

6.2. The 22 SVS/CC or HGC/NCOIC may call for special formations for the purpose of training, inspections, or special details if deemed necessary; however, these will be held to a minimum.

7. Uniforms.

7.1. HG Ceremonial items listed in AFI 36-2903, table 3.2 will be purchased using the Wing Commanders Emphasis Fund (HERO).

7.2. HG uniform accessories will be maintained in an orderly manner by the 22 SVS in an appropriate storage location. Uniform requirements for Color Guard and other HG participants are outlined in AFI 36-2903.

7.3. Each member is responsible for maintaining his/her uniform in a serviceable condition. Lost or damaged uniform items will be replaced at the member's expense. Members are required to return all issued equipment when their tour of duty has expired.

7.4. The following uniform combinations will be worn during the periods specified:

7.4.1. Male - 16 March - 14 November - Light Blue shirt with short sleeves (with epaulets), and wheel cap. Female - 16 March - 14 November - Slacks and blouse with short sleeves (with epaulets), and wheel cap. Male - 15 November - 15 March - Double knit service dress with wheel cap. Female - 15 November - 15 March - Double knit service dress with wheel cap. The HGC/NCOIC may deviate from this schedule dependent upon climatic conditions (unreasonably hot or cold weather conditions) or special ceremonial requirements.

7.4.2. Upon completion of a ceremony, the flight OIC/NCOIC will submit a list of names to the Base Linen Exchange of the personnel who request cleaning services after the event. Members may bring one complete uniform to linen exchange to be cleaned after each event. This service is extended to the teams during their duty weeks. After this period of time, the request cannot be honored. Each member should ensure that they have a clean uniform available for details at any time during their on-call period.

8. Forms Adopted. AF Form 1946, Military Honors Checklist and AF FORM 3126, General Purpose Form.

MICHELLE D. JOHNSON, Colonel, USAF
Commander, 22ARW

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

DOD 5100.76-M, *Physical Security of Sensitive Conventional Arms and Ammunition, and Explosives*

AFI 31-209, *Air Force Resource Protection Plan*

AFI 34-242, *Mortuary Affairs Program*

DFAS-DEM 177-373 V2, *Defense Joint Military Pay System (DJMS)-Unit Procedures Excluding FSO*

Mil-Hdbk-1013/1, *Design Guidelines for Physical Security of Fixed Land-Based Facilities*

Abbreviations and Acronyms

ARW—Air Refueling Wing

HG—Honor Guard

HGC—Honor Guard Commander

NCOIC—NonCommissioned Officer in Charge

MAFB—McConnell Air Force Base

MFH—Military Funeral Honors

PA—Public Affairs

PCS—Permanent Change of Station

OIC—Officer in Charge

SVS—Services Squadron

UIF—Unfavorable Information File

Terms

Color Guard—Team comprised of four members to carry National & Air Force Colors

Firing Party—Team comprised of seven members to fire three volleys in unison

Mock Funeral—Simulated Funeral

NO-SHOW—An HG Member not arriving on time to perform a scheduled HG Detail

Pallbearers—Team comprised of six members to carry a casket

Attachment 2

SAMPLE MEMORANDUM

Date _____

MEMORANDUM FOR 22 SVS/HG

FROM: Squadron Commander/First Sergeant

SUBJECT: McConnell AFB Honor Guard Selectee

1. I have read the above statement and MAFBI 34-101 and agree to follow these instructions without fail.

Applicant's Signature

Date

2. I support the applicant's request to serve on the McConnell AFB Honor Guard. I understand the applicant is required to serve on a one-year tour of duty unless dismissed due to PCS, separation or by written request of the member's commander. I agree to allow the applicant to attend all details and practices as required. I further understand that I cannot excuse the member from a detail or practice. In the event a member cannot be released from duty, the member's first sergeant or commander will be requested to contact the Honor Guard NCOIC to seek a release from this tasking.

I also have read the above statement and MAFBI 34-101 and agree to cooperate in every way to support this individual in his/her efforts to excel as part of the McConnell AFB Honor Guard.

Supervisor's Signature

Date

3. I recommend the applicant for membership on the McConnell AFB Honor Guard. The applicant is deserving of this honor and is responsible to fulfill the requirements of this commitment. This individual has no UIF and is not on the Weight Management Program. I further understand that if mission requirements preclude the applicant's attendance at any detail or practice, that only I or my Commander may contact the Honor Guard OIC/NCOIC to excuse the applicant.

First Sergeant's Signature

Date

Concur/Nonconcur.

Commander's Signature

Date

Attachment 3**QUOTA BY SQUADRON****MINIMUM UNIT QUOTA FOR MCCONNELL AFB HONOR GUARD**

(BASED ON ELIGIBLE MCCONNELL AFB PERSONNEL)

<u>ORGANIZATION</u>	<u>QUOTA</u>
22 ADOS	1
22 AMXS	12
22 ARW (DS, SJA, PA, CPTF, etc)	2
22 CE	5
22 CONS	1
22 CS	3
22 LRS	9
22 MDOS	2
22 MDSS	1
22 MOS	2
22 MSS	1
22 MXS	8
22 OSS	2
22 SFS	4
22 SVS	2

344 ARS	1
349 ARS	1
350 ARS	1
384 ARS	1
Full Time Honor Guard NCOIC	3
TOTAL	62