

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE ACADEMY
INSTRUCTION 34-243**

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Services

USAF ACADEMY HONOR GUARD



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD34-5, *Mortuary Affairs*, and utilizes AFI34-242, *Mortuary Affairs Program*, which establishes the United States Air Force Academy (USAFA) Honor Guard to represent the USAF Academy at military and civilian functions. It applies to all USAF Academy and tenant unit personnel.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Highlight of changes include: Revision outlines the primary mission and member qualifications for the Honor Guard. Section 2 replaces paragraph 4. and more clearly outlines and defines the roles and responsibilities of all persons associated with or part of the USAF Academy Base Honor Guard. Section 3 is a new section that defines the various military details performed by the Honor Guard.

1. General.

1.1. **Primary Mission.** The primary mission of the USAF Academy Base Honor Guard (HG) is to perform authorized military honors at the USAF Academy, primarily funerals at the base cemetery. The Honor Guard participates in events on the Air Force Academy as well as throughout the Colorado Springs area, supports the Fort Logan National Cemetery in Denver CO, as needed, and performs elsewhere as an official unit of the USAF Academy.

1.2. **Membership.** Membership and participation in the USAF Academy Base Honor Guard is a privilege offered only to outstanding members of this command. The Honor Guard consists of a minimum of a Commander, (HG CC), Noncommissioned Officer In Charge, (NCOIC), Flight Chief(s), and individual members that operate under the supervision of the 10th Services Division Director (10 MSG/SV). The Honor Guard Commander is authorized to appoint a Deputy Commander, Executive Officer, Operations Noncommissioned Officer, (NCO), Armory NCO, and Training NCO as

required. Appointment authority for optional staff NCOs may be delegated to the NCOIC. The Mortuary Affairs Office (10 MSG/SVMM) is responsible for the administrative support of this unit.

1.3. **Qualifications.** Honor Guard members must meet the following qualifications:

1.3.1. Superior military bearing.

1.3.2. Liberty from their duty sections to attend practices, meetings, and performances.

1.3.3. Approval of their supervisors and commanders or first sergeants.

1.4. **How to Apply.** Military members who wish to join the USAF Academy Base Honor Guard may obtain an application from their first sergeant or members of the Honor Guard. Approval from the applicants' first sergeant and commander is required before any action from the Honor Guard is initiated. Upon receipt of the application, the NCOIC of the Honor Guard will schedule an interview to determine if the applicant meets all required qualifications. Members will only be selected after successfully completing the interview and meeting training objectives.

2. Roles and Responsibilities.

2.1. **10 MSG/SV or representative.**

2.1.1. Administrative and operational control of the Honor Guard program is assigned to 10 MSG/SV to include coordinating funding, forming, training, and equipping all personnel to meet operational requirements.

2.1.2. The 10 MSG/SV ensures Honor Guard issues and initiatives are up-channeled to the Wing Commander, Senior Staff, and the Superintendent.

2.1.3. The 10 MSG/SV delegates administrative authority to the HG Commander.

2.2. **10 MSG/SVMM.** This position is a civil service position held by a civilian and is responsible for all USAF Academy mortuary affairs activities as well as responsibilities pertaining to the Honor Guard.

2.2.1. Manages the Honor Guard program while coordinating with the Honor Guard Commander and NCOIC.

2.2.2. Compiles and records all historical or administrative records.

2.2.3. Provides specific details of tasking to the Commander in a timely manner. Ensures follow-up actions are taken prior to and upon completion of each function.

2.2.4. Maintains current membership record for each member.

2.2.5. Prepares necessary paperwork for members' uniform issue at Military Clothing Sales Store.

2.2.6. Prepares all taskings, special passes, memorandums of appreciation and USAFA Form 108, **United States Air Force Academy Certificate (11 x 8 1/2)**, for Honor Guard Commander's signature. Temporary duty (TDY) and other applicable orders are prepared as required.

2.2.7. Advises 10th Communications Squadron Commander's Support Staff (10 CS/CSS) upon appointment of new members so they can be removed from command detail roster.

2.3. **Tenant and Wing Commanders.** Will ensure their subordinate units have adequate participation in the Base Honor Guard Program.

2.4. Squadron Commanders. A letter from the commander is required if a member is permanently or temporarily removed from the Honor Guard program for more than 30 days not to include TDY prior to fulfilling their one-year commitment. The letter should state the member's status (temporary or permanent) and the inclusive dates if temporary. Members who are temporarily removed will be required to complete their annual tour and make up all inactive time after they are reinstated into the program. Members who fail to complete their one-year commitment due to Permanent Change of Station, (PCS), separation, retirement, discharge, or commander-directed removal must contact the Honor Guard Noncommissioned Officer In Charge (HG NCOIC) for disposition instructions for issued uniform and equipment items.

2.5. First Sergeants. Will assist in the recruitment of Honor Guard members, apply disciplinary action as necessary, and enforce policies concerning releasing members from their duty section for regular Honor Guard duties.

2.5.1. First Sergeants will update the Honor Guard NCOIC of any problems or suggestions that may affect the unit.

2.5.2. First sergeant's primary point of contact on all Honor Guard matters is the Honor Guard Commander or NCOIC.

2.5.3. Discuss circumstances that may lead to disciplinary action or the removal from the Honor Guard prior to such instance. The Honor Guard Commander is the final decision authority on such matters.

2.5.4. Ensure members attend all practices and assigned functions. Honor Guard functions are considered mandatory formations and excusal should only be given for extreme circumstances.

2.5.5. Encourage qualified personnel to become members of the Honor Guard.

2.5.6. Assist supervisors, if necessary, in adjusting duty schedules to ensure Honor Guard members can attend functions.

2.6. Supervisors of Honor Guard Members. Supervisors of Honor Guard members are a very important aspect of the Honor Guard team. Their support and leadership are essential to the success of both their supervisee and the entire team. Supervisors can assist the Honor Guard by meeting the following requirements:

2.6.1. Encourage qualified personnel to apply to the Honor Guard.

2.6.2. Adjust duty schedules to ensure honor guard members can attend practices, meetings, and performances for which they are tasked. Practice schedules are provided in advance to facilitate duty schedule changes.

2.6.3. Immediately advise the first sergeant if a member's duty performance declines to an unacceptable level.

2.7. Honor Guard Commander (HG CC). Director (10 MSG/SV) will select the Honor Guard Commander from a list of Honor Guard Officers with the approval of the Installation Commander, (10 ABW/CC). The HG CC will:

2.7.1. Command and oversee the operations of the Honor Guard.

2.7.2. Serve as the liaison between the 10 MSG/SV and Honor Guard members.

2.7.3. Be responsible for duties outlined in AFI34-242, *Mortuary Affairs Program*.

- 2.7.4. Serve as a liaison for matters affecting Honor Guard personnel and outside agencies.
- 2.7.5. Attend Wing Standup and brief Senior Staff on Honor Guard issues as needed.
- 2.7.6. Be responsible for all officer Honor Guard member recruiting.
- 2.7.7. Ensure details are accepted in a timely manner and coordinated with Public Affairs (HQ USAFA/PA) and 10 MSG/SVMM.
- 2.7.8. Receive and review requests for Honor Guard support on USAFA Form 61, **Unit Performance Request**.
- 2.7.9. Appoint an NCOIC and approve Flight Chief (s) appointments.
- 2.7.10. Determine requirements for and appoint a Deputy Commander, Executive Officer, Operations NCO, Armory NCO, and Training NCO as required.
- 2.7.11. Directly supervise the NCOIC and optional staff, or delegate optional staff supervision as required.
- 2.7.12. Oversee the Honor Guard Awards and Decorations Program.
- 2.7.13. Perform details as needed to include civic details and officer funeral honors.
- 2.7.14. Convene staff meetings on a quarterly basis at a minimum.
- 2.7.15. Enforce policies and directives. Take appropriate discipline action regarding team members.

2.8. **Honor Guard Noncommissioned Officer in Charge (HG NCOIC)**. An NCO must fill this position. This individual must have outstanding administrative, communication, and organizational skills. Additionally, the individual must maintain high standards of professionalism, leadership, and appearance. The HG NCOIC will:

- 2.8.1. Manage the Honor Guard program.
- 2.8.2. Assist HG CC in presenting issues and concerns to the 10 MSG/SV as needed.
- 2.8.3. Serve as a recruiting liaison between the Command Chief Master Sergeant, Chiefs' Group, and First Sergeants.
- 2.8.4. Interview candidates to ensure they meet the Honor Guard standards.
- 2.8.5. Appoint Flight Chiefs and ensure proper standard management practices are maintained.
- 2.8.6. Balance and manage proper manning between the different flights.
- 2.8.7. Manage the Incentive Program.
- 2.8.8. Select Honor Guard members to attend formal Air Force Honor Guard Training.
- 2.8.9. Ensure proper management of the Honor Guard Uniform Program.
- 2.8.10. Enforce policies and directives.
- 2.8.11. Perform other duties as specified by the Commander.

2.9. **Flight Chief**. An Honor Guard NCO or Senior Airman (SrA) will be selected by the Honor Guard Commander and NCOIC to fill each flight. The flight chief is responsible for the assigned Honor Guard members of their flight. Flight chiefs will:

- 2.9.1. Oversee their respective flight.
 - 2.9.2. Ensure details and hours performed are tracked and that documentation is provided to 10 MSG/SVMM within three days of the completion of each detail and funeral.
 - 2.9.3. Manage flight-level Honor Guard Awards and Decorations Program.
 - 2.9.4. Promote efforts to improve morale and welfare of flight members.
 - 2.9.5. Perform details as required including civic details and funeral honors.
 - 2.9.6. Account for flight members' status at all times.
 - 2.9.7. Enforce dress and appearance standards of flight members.
 - 2.9.8. Ensure all details comply with Air Force Honor Guard training standards.
 - 2.9.9. Prepare for details by dispersing equipment, briefing flight, and practicing the detail.
 - 2.9.10. Ensure that weapons are inventoried and cleaned at the end of each detail or the end of each day.
 - 2.9.11. Enforce policies and directives.
 - 2.9.12. Perform other duties as specified by the Commander or NCOIC.
 - 2.9.13. Appoint Assistant Flight Chief(s) as required with the concurrence of the Commander and NCOIC.
- 2.10. **Assistant Flight Chief(s)** One or more members in each flight may fill this position. Assistant Flight Chiefs will:
- 2.10.1. Assume control and responsibility of the flight in the Flight Chief's absence.
 - 2.10.2. Perform other duties as specified by the Flight Chief.
 - 2.10.3. Provide weekly schedule of details to Detail Chief.
- 2.11. **Honor Guard Member.** Members selected for the Honor Guard must be the epitome of the enlisted and officer force. These individuals represent the United States Air Force while performing details in the public eye. Each Honor Guard member will:
- 2.11.1. Conduct oneself in an appropriate and officer-like manner so as to reflect favorably upon the Officer Corps and the Base Honor Guard, as applicable.
 - 2.11.2. Fulfill the responsibilities for airmen and Noncommissioned officers as stated in AFI36 2618, *The Enlisted Force Structure*.
 - 2.11.3. Maintain uniform standards as outlined in AFI36-2903, *Dress and Personal Appearance of Air Force Personnel*.
 - 2.11.4. Comply both on- and off-duty with the standards for professional conduct in AFI36-2909, *Professional and Unprofessional Relationships*.
 - 2.11.5. Sign an Honor Guard contract for a one-year commitment to the Honor Guard unless removed for cause. Is eligible to extend commitment in six-month increments after initial one-year period, with Honor Guard Commander approval.
 - 2.11.6. Attend all scheduled practices, meetings and performances in proper uniform.

- 2.11.7. Training uniform is Battle Dress (BDUs) unless otherwise indicated.
- 2.11.8. Members are required to attend a minimum of four hours of training per month.
- 2.11.9. Maintain competence in all required training areas.
- 2.11.10. Exemplify military standards of appearance and conduct.
- 2.11.11. Maintain Honor Guard uniform in clean and pressed condition.
- 2.11.12. Assist in preparation of details.
- 2.11.13. Coordinate with Honor Guard leadership prior to taking leave or going TDY.
- 2.11.14. Attend all training and details unless on leave or TDY.
- 2.11.15. Help maintain cleanliness of the Honor Guard facility.
- 2.11.16. Notify the respective Flight Chief of any duty section changes.
- 2.11.17. Adhere to and enforce Honor Guard policies and directives.

3. Military Details.

3.1. **Eligibility for Funeral Honors.** Department of Defense policy mandates that military funeral honors shall be provided to eligible veterans upon request. Military honors will be denied under the following circumstances:

- 3.1.1. The deceased was discharged or released from the Air Force under conditions other than honorable or
- 3.1.2. The individual was convicted of a capital offense under Federal or State law for which the person was sentenced to death or life imprisonment without parole in accordance with Title 10, United States Code, Section 985 (10 U.S.C. 985), *Persons convicted of capital crimes: denial of certain burial-related benefits*.

3.2. **Funeral Honors.** Funeral honors will be provided in the order of precedence listed below:

- 3.2.1. Active-Duty or Medal Of Honor Funeral. Local directives will govern the conduct of full honors funerals held at the USAFA Cemetery. At a minimum the USAFA Base Honor Guard will provide all honors required by the congressional mandate as requested by the next of kin.
- 3.2.2. Retiree Funeral. Local directives will govern the conduct of modified honors funerals held at the USAFA Cemetery. At a minimum the USAFA Base Honor Guard will provide all honors required by the congressional mandate as requested by the next of kin.
- 3.2.3. Veteran Funeral. Local directives will govern the conduct of modified honors funerals held at the USAFA Cemetery. At a minimum the USAFA Base Honor Guard will provide all honors required by the congressional mandate as requested by the next of kin.

3.3. **Other Details.** Other details include retirements, changes of command, color guards, saber cordons, Prisoners of War, (POW), and Missing In Action, (MIA), table ceremonies and other functions. The type of function and availability of personnel and equipment will dictate the honors to be performed.

3.3.1. All requests for USAFA Base Honor Guard support must be submitted to the Public Affairs Office (HQ USAFA/PAC) for approval. Written requests may be sent electronically to <mailto:PA.COMREL@usafa.af.mil>.

3.4. Ceremonial Guardsmen Roles and Responsibilities.

3.4.1. Flag Presentation. Detail is a two-person detail. Both people will fold the flag and one will present to the recipient.

3.4.2. Firing Party. Seven personnel fire three volleys from their weapons while a firing party leader calls commands.

3.4.3. Color Guard. Detail is a four-person detail. Two people will bear arms, the third will carry the U.S. flag, and the fourth will carry the Air Force flag. When a state flag is needed, this detail consists of a fifth person to carry the state flag.

3.5. Order of Precedence.

3.5.1. Details performed by the Base Honor Guard are prioritized in an effort to ensure the proper honors are given to those who request. Honors and ceremonies will be conducted in the following order:

3.5.1.1. Medal of Honor funeral

3.5.1.2. Active duty Air Force personnel funeral

3.5.1.3. Retired Air Force personnel funeral

3.5.1.4. Air Force Veteran funeral

3.5.1.5. All other ceremonies and honors not mandated by law.

3.5.2. In the case of conflict between two events of the same category, the event that was requested first will be given priority.

3.6. Recognition.

3.6.1. Award of appropriate medals should be considered by Honor Guard leadership when warranted and in coordination with the member's unit leadership.

3.6.2. Supervisors are encouraged to award time-off when the member's Honor Guard duties warrant it.

4. Forms Adopted : USAFA Form 61, **Unit Performance Request**, USAFA Form 108, **United States Air Force Academy Certificate (11 x 8 1/2)**.

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