



**DEPARTMENT OF THE AIR FORCE
4TH FIGHTER WING (ACC)
SEYMOUR JOHNSON AIR FORCE BASE NC**

2 February 2023

MEMORANDUM FOR 4 FW COMMANDERS

FROM: 4 FW/CC

SUBJECT: Base Honor Guard Program

1. The purpose of this memorandum is to outline Base Honor Guard (BHG) mission priorities, installation support for BHG and responsibilities for staffing the BHG. Providing Military Funerals to honor the service and sacrifice of fallen Airmen is the primary mission of the BHG program. Requests for Color Guard and other ceremonial support will be considered and prioritized by date and time the request is received and availability of BHG personnel; accepted requests are subject to cancellation due to Military Funeral Honor (MFH) precedence. IAW DAFI 34-160, Seymour Johnson AFB BHG will prioritize detail requests as follows: 1) Military Funeral Honors: Active Duty, Retiree and veteran; 2) Dignified Arrivals; 3) Color Guard and other ceremonial requests.

2. The 4th Fighter Wing will provide manning based on the established BHG fair share allocations. Group Chiefs will provide names to the BHG by the identified suspense and will ensure personnel can fulfill the entire one-year commitment, 6 months as an active member and 6 months inactive. New team members will report for training and uniform fitting 3 weeks prior to the active team start date. Inactive members are placed on an “on-call” status and subject to recall to support MFH details. Requests to deviate from established fair share allocations must be approved by the 4th Fighter Wing Commander. Personnel shortfalls such as permanent change of station, fitness failure, medical profile, separation, discharge, etc., will be coordinated through the 4 FSS/SEL and the member's group shall replace personnel should a shortfall circumstance arise.

Seymour Johnson AFB Honor Guard Fair Share Annual Allocations		
Units	1 April - 30 September	1 October - 31 March
4 FW Staff	0	1
Operations Group	1	1
Maintenance Group	12	12
Mission Support Group	6	6
Medical Group	1	1

3. Seymour Johnson AFB Installation flag procurement, accountability and maintenance procedures are as follows: flags will be purchased by the 4th Fighter Wing Command Section. The Wing Protocol office will ensure the size and material of base flags meet the requirements of AFI 34-1201, para 2.8. and will store and ensure replacement flags are on hand. The BHG will provide support to raise and lower the Installation flag during duty hours when staffing permits.

4. The 4th Logistics Readiness Squadron will prioritize vehicle availability for BHG support and provide appropriate vehicles to transport members to and from ceremony locations.

5. Any questions regarding this policy shall be coordinated through the Base Honor Guard Program Manager at 722-7019 or 4fss.fsuh.honorguard@us.af.mil.

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LUCAS J. TEEL, Colonel, USAF
Commander

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Attachment:
SJAFB BHG Analysis, 12 May 2022