



NASHVILLE FIRE LOCAL 140
HONOR GUARD
Standard Operations
Manual



Honoring those who have gone before, by standing tall with those still beside us



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Introduction

Many of us have experienced the loss of a firefighter and whether it is duty related or not, the period is extremely traumatic to all involved. The intent of this manual is to provide a checklist and guide so that all parties will be able to organize and coordinate a ceremony that will be a fitting tribute to a fallen comrade as well as prepare the unit for performance in memorials, parades, presentation of color and other civic events.

Just as in the everyday operations of the fire service, when tragedy strikes, we must be prepared to deal with the conditions that will prevail. Procedures must be in place to handle the chaos and emotional burden that a situation of this magnitude presents. These procedures can also help alleviate the confusion and miscommunication caused by the time constraints of the situation. Some of the areas that need to be addressed are:

1. Good organization and coordination;
2. Good communication;
3. Maintenance of flexibility;
4. Assurance not to overload one individual;
5. Moral and emotional support to the next of kin;
6. Meet the requests and services as determined by the surviving family members.

It is most important to emphasize that the Nashville Fire Local 140 Honor Guard and Union Local personnel involved, especially the individual charged with the total coordination effort, understand his/her role.

This role involves delegating responsibilities to several members and then coordinating and organizing all efforts to successfully provide needed services for the surviving family and the Department. Outside agencies and personnel must also be included in the organization and planning of this event. These personnel may include but are not limited to the funeral director, cemetery staff, local police, etc. The Nashville Fire Local 140 does not assume the responsibility of any of these individuals. It is our intent to work with these individuals in order to accomplish shared goals during this time of loss.

Preparatory Considerations



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There are certain issues should be considered before a tragic event occurs. The following items are those that can be addressed during day to day business and will eliminate much of the confusion and emotional trauma that occurs with an LODD event. This list is not comprehensive. The Department and Local should realize that proper planning and coordination of an event as intricate and overwhelming as a LOD death may indicate a need for more time between the event and the interment of the deceased. Union and management officials should work together to be prepared if tragedy should strike.

Chaplain- A fire department chaplain may not only serve and play important roles during the period of tragedy, but can serve the department's personnel on day to day needs. We often forget that our personnel have numerous needs, including spiritual ones and a member of the clergy could be best fit to give spiritual advice. It may be advisable to open this position to the community's religious sector, occasionally rotating the chaplain's position.

1. **Personnel Information Sheet-** A complete and thorough information sheet on each employee should be maintained. Information included on this sheet should contain at least the following:
 - A. Complete name of the employee;
 - B. Next of kin;
 - C. Alternates for next of kin;
 - D. Religion or belief;
 - E. Church affiliation.
2. **Photographs-** A current photograph of each employee is advisable. This may be contained in each person's file and will be needed for news releases.
3. **Resumes or backgrounds-** Each employee should have his/her file periodically updated to include a historical picture of his/her career and personal accomplishments. Some items of concern are as follows:
 - A. Career profile;
 - B. Promotions;
 - C. Educational background;
 - D. Personal accomplishments;
 - E. Professional and personal affiliations;
 - F. Family profile (survivors).



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4. **Local Support Agencies-** Prior contacts and arrangements should be made with local agencies that could assist in a funeral for a fallen firefighter. Some of these agencies may include:
 - A. Local high school or college band for the purpose of musical arrangements in the funeral procession or interment. This may include a bugler for taps;
 - B. Local police or VFW agencies for Honor Guards or firing squads paying tribute to the fallen comrade;
 - C. Local military installations or recruiters for the purposes of support in any or all of the above. This is especially important if the individual is a veteran;
 - D. Other local civic groups that may be sensitive or sympathetic to the loss of a Public servant. They may be willing to sponsor or assist in coordinating the financial process of funds for the fallen firefighter's survivors:
 - i. Service clubs;
 - ii. Fire fans associations;
 - iii. Financial institutions.
 - E. **Department Policy-** It is a must that the department maintains and updates the funeral protocol policy (OPG 1.8). It is advisable that this policy be developed through the joint efforts of Nashville Fire Local 140 Honor Guard and department management.
 - F. **Funeral Directors-** Contacts should be made with local funeral directors so that they understand that a local funeral protocol exists for a fire department. They should also be aware beforehand, of any special needs the protocol may call for.

This may be to everyone's advantage and may, therefore, avoid conflicts impacting the survivors due to confusion or lack of coordination.
 - G. **Florists-** Local florists should be aware of some of the special floral arrangements that may be called for when a firefighter dies. They should also know whom they should contact from other florists who may offer suggestions. Some of these special arrangements include, but are not limited to, the following:
 - a. Maltese Cross;
 - b. Fire department badge;
 - c. Fire department patch;
 - d. Broken rung ladder;
 - e. Fire department bell;
 - f. Crossed pike pole and axe;
 - g. Helmet.

(Note: Often times the above designs may show a cracked or broken article to signify a firefighter's loss.)



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The next set of considerations has been divided into two separate categories: Union Responsibilities and Management Responsibilities. This is not to say that the Local cannot help Management with some aspects and vice versa, it is only to say that the considerations are usually considered either Labor or Management related.

Union Responsibilities

1. Assigning a family liaison. This individual should aid the family in deciding how detailed the ceremony will be. This individual will serve as the contact to gain information from surviving family members.
2. Contacting the IAFF and state organizations. This will activate the Honor Guard.
3. Establish constant communication with the chief's staff and local authorities in order to prepare for an influx of visiting personnel and apparatus. Also traffic, parking, street closures, etc.
4. Plan to host a reception after the services, separate from the family reception. The Local and Department can work together (if possible) to make this event come together smoothly.
5. Secure lodging for visiting union personnel if needed.
6. Local should assure that the following equipment is present for the ceremony and can be task given to the assigned funeral director:
 - A. White gloves
 - B. Badge mourning straps
 - C. Union pins
 - D. Bunting for apparatus and/or fire station(s)

Department/Management Responsibilities

1. Family notification, usually done by Chief, Department Chaplain, City representative, or family clergy. Usually as a team.



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2. Notification of state and federal authorities
 - A. State Department of Labor
 - B. Federal Department of Labor (OSHA)
 - C. State Fire Marshal
 - D. State Chief's Association
 - E. Management of Chief's Union
3. Use of a Public Information Officer (PIO) to disperse information and keep media informed as well as away from family, the firefighters, and management.
 - A. Press conferences
 - B. Interviews
4. Organize chiefs and city personnel. Find out which chiefs and city officials will attend and what role each will play in the services (no grandstanding allowed.)
5. Aid department membership with acquiring needed equipment for services.
 - A. Podiums
 - B. Flags
 - C. Public address system
 - D. Seating
 - E. Apparatus
6. Assure that the deceased's death benefits are fulfilled. This can include a checklist of what items need to be closed out.
 - A. Final paycheck
 - B. Insurance policies
 - C. Workman's compensation
 - D. Social security
 - E. Special benefits for settlement (i.e. vacation, sick time, etc.)
 - F. Survivor benefits
 - G. Referral list for surviving family
7. Provide for on scene initial actions. Establish crime/arson type scene control, professional attention for on scene personnel.

Procedures for Notification of Members for Line of Duty Death Ceremonies



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1. The Nashville Fire Local 140 Honor Guard is considered activated when the Nashville Fire Local 140 President contacts the Commander of the Honor Guard or his designee with news of a LOD event.
2. The Honor Guard Commander then notifies the District Chief in charge of the district in which the tragedy occurred. The Honor Guard Commander designates a Funeral/Event Coordinator at this time. The Funeral /Event Coordinator can be the an active member of the Nashville Fire Local 140 or any other Nashville Fire Local 140 Honor Guard member that the Commander appoints that has been trained on and familiar with the Funeral /Event coordinator duties and responsibilities of the Funeral /Event coordinator checklist. The Commander should then proceed in contacting the remaining key personnel, passing along vital information such as:
 - A. The Deceased's name
 - B. The Deceased's station
 - C. Dates, times, and locations of events (if known)

Funeral/Event Coordinator Responsibilities

1. The Event Coordinator is responsible for the management of all Nashville Fire Local 140 Honor Guard activities and is a resource to the department. The Funeral /Event Coordinator should familiarize himself/herself with the services offered by the Nashville Fire Local 140 Honor Guard. These can include:
 - A. Posting casket guards at the funeral or visitation
 - a. Does not have to be only honor guard members, can also follow OPG 1.8 to use fellow firefighters
 - B. Military representatives
 - C. Pallbearers
 - 1) Can include family members and others
- 2) Usually only fire department personnel load the casket onto apparatus and ride on apparatus with casket.
- 3) Honor Corridor
 - a. Two flanking lines of personnel from casket rig to grave site
 - b. Organized by honor guard
 - c. Any uniformed personnel may participate



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- D. Folding of U.S. or mourning flag
- E. Performance of Bell Ceremony
- F. Performance of Taps
- G. Forming and leading a procession
 - 1) To fire station
 - 2) To grave site
- H. Pipes and Drums
- I. Posting of Colors at reception or visitation
- J. Anything requested of the unit by family, department, or local if within the Honor Guard's ability and good taste.

The Funeral /Event Coordinator duties also include the primary responsibility of coordinating with the funeral director and fulfillment of the family's wishes where the funeral director is involved. Additional duties include (Determine the following from the Event Coordinator and Family Liaison at the coordination meeting):

- D. The tentative schedule of events and the length of time the mourning and burial process will involve.
- E. Fire Department vehicles which will be used as caissons or flower vehicles. Should they not be used, Funeral Coordinator must make arrangements for conventional methods.
- F. Transportation for the immediate family from the funeral home to the cemetery
- G. Establish an Honor Guard schedule at the funeral home for the deceased (casket guard, ushers). Honor Guard should be made up of firefighters in the appropriate uniforms. Coordinate a formal walk through of uniformed personnel during the period of viewing with the agencies and funeral director (This includes seating arrangements).
- H. Coordinate any services for uniformed personnel with specific instructions as to where to gather.
- I. Develop a schedule for uniformed personnel the day of the funeral for coordination at the funeral home. This includes:
 - Arrival time of uniformed personnel with specific instructions



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as to where to gather.

- Briefing and development of formations that will be used when the casket is removed.
 - Briefing of proper protocols for entering and leaving funeral home as stated under Military Standards.
- J. Coordinate vehicle staging for procession including arrangements for F.D. vehicles to be used.
- K. Obtain clothing that the deceased will wear during viewing from Family Liaison Coordinator and deliver to funeral director.
- L. Obtain white gloves for pall bearers.
- M. Obtain floor plan and grounds.
- N. Medical Personnel
2. The Funeral/ Event Coordinator should begin delegating tasks (if help is needed) to other Nashville Fire Local 140 Honor Guard members upon notification of the occurrence. The delegated tasks should be completed by one department member to work as a team.
3. The Nashville Fire Local 140 Office should have the deceased's incoming calls and inquiries contact the Event Coordinator or the Honor Guard Commander in order to arrange for a meeting. The Local should, at this time, assign a Family Liaison to aid the family, Local, and Department in choosing what services will be rendered for the deceased. When the Event Coordinator arrives to begin service arrangements, information should be collected.
- The family liaison can collect much of this information before the Event Coordinator's arrival. The members assigned to assist the coordinator should attempt to be present during the initial meetings pertaining to their relative responsibilities.
4. Additional considerations include:
- A. Assure next of kin notifications have occurred.
 - B. Notify all department stations of death.
 - C. Issue news release to media and to communications center.
 - D. Assure notification of all off duty and vacationing personnel.
 - E. Arrange to have flags lowered to half-mast and bunting placed on the station(s), as appropriate.
 - F. Notify all other city departments. (If needed)
 - G. Notify all other fire departments and police departments. (If needed)Make appropriate follow up contacts when the funeral arrangements and schedules have been determined.



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- H. Personally collect all of the deceased's personal items from the station and forward same to the Family Liaison Coordinator.
 - I. Conduct a coordination meeting with key personnel as soon as possible (Family Liaison, Church, Funeral, Cemetery and Procession Coordinators) so that everyone understands what options will be exercised in the ceremony. Once established, all key individuals should be instructed to make the appropriate contacts and when the next final coordination will be.
 - J. Make appropriate arrangements for a post funeral meal and facility to handle a large group of people (with family approval through Family Liaison Coordinator).
 - K. Call the final key personnel coordinator meeting together and establish what the family would like to have in relation to services from the fire department.
 - 1) Establish timetable or schedule.
 - 2) Identify times and places for group gatherings in accordance with ceremonies.
 - 3) Re-contact all appropriate people and agencies with schedule, meeting places and instructions.
 - M. Contact support agencies as appropriate to arrange their assistance through the appropriate key person.
 - 1) Bands;
 - 2) Honor Guards;
 - 3) Firing squad;
 - 4) Bugler.
 - N. Contact appropriate department (personnel) to arrange for finalized paperwork, forms, etc.
 - O. Contact neighboring departments for purposes of station coverage for equipment and personnel during the funeral.
 - P. Maintain key coordination and contact position for the remainder of events.
 - Q. Coordinate the post funeral meal process and assure future family follow up by Family Liaison Coordinator.
 - R. Arrange pre-briefing meeting with all parties who will participate at least one hour prior to service.
5. The Event Coordinator should use information collected from the Family Liaison Officer to organize the event so that the funeral flows well from one service and location to the next. The Event Coordinator should record what services would be performed by all organizations, not only the Nashville Fire Local 140 Honor Guard; this can include the deceased's Local Honor Guard, military representatives, and local departments. In many cases nearby departments would like to assist, make sure they are not forgotten.



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6. The Event Coordinator should also realize that the Nashville Fire Local 140 Honor Guard might be asked to play a less major role in the funeral plans. The Local Honor Guard (if deceased resides out of county) may be chosen by the family to organize the event. The Event Coordinator should not perceive this as an insult to the Nashville Fire Local 140 Honor Guard, but should honorably accept the assignment given by the family, department, or local and fulfill this role to the best of the Honor Guard's ability. Always remember that the Nashville Fire Local 140 Honor Guard is to assist with whatever the needs are, we are not there to take charge, but rather to be a great resource



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Family Liaison

I. The Family Liaison should be assigned from the host department and agreed upon by the family. If this person would like assistance from the Nashville Fire Local 140 Honor Guard, they should contact the Event/ Funeral Coordinator as soon as possible. A person may be assigned to them, but should stay in the background as a resource. The FL should have a department vehicle assigned to him/her for the entire funeral process if possible.

The Family Liaison must be prepared to discuss all parameters of the funeral process, its ceremonies and counsel the family in its decisions. Their primary goal while speaking with the family is to gather as much information as possible that will assist in the wishes and arrangements and benefits of the funeral, and to assure fluidity and ease the burdens that are associated with a deceased member (active or retired). The FL must be able to relay information to the department as to what level of involvement the department will have in the funeral process in accordance with the family's wishes.

The FL must assist the family in its decisions to determine what events, readings, music, and extent of church and cemetery services are wanted. He/she then must relay these requests to the key personnel at the coordination meeting to determine which packages will be used. The FL must assist the family in determining the primary pall bearers and the optional honorary pall bearers.

II. The FL must assist the family in determining:

- A. Type of Internment.
- B. Which funeral home will be used?
- C. Which church will be used?
- D. Which clergy will be used (include F.D. chaplain or not).
- E. Which cemetery will be used?
- F. Will the deceased be buried in uniform? If so, obtain uniform.
- G. Obtain all articles of clothing that the deceased will wear (except shoes) and deliver to funeral director or funeral coordinator.
- H. Obtain recent photograph of deceased for funeral director
(personnel file or family photo).



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- I. Determine the length of church services as well as:
 - 1) Readers of scripture;
 - 2) What scripture will be read;
 - 3) Music at church;
 - 4) Who will deliver sermon;
 - 5) Deliver background information on deceased to individual delivering funeral eulogy;
 - 6) Ending last alarm bell service.
 - J. Determine the length of wake and establish tentative schedule.
 - K. Determine what ceremonies will take place at cemetery.
 - 1) Band
 - 2) Firing squad
 - 3) Readings
 - 4) Eulogy and who will deliver it
 - 5) Taps
 - L. Procession items:
 - 1) Will a pumper be used as a caisson or will a conventional hearse be used instead?
 - 2) Will a pumper or ladder truck be used as a flower car?
 - 3) Will personnel walk alongside the caisson or drive in procession?
 - M. Identify and determine any other special considerations on behalf of the family (special requests, etc.).
- III. The Funeral Liaison will also have to address the following items with the family and the Event Coordinator:
- A. Fire Department Retirement Plan- Survivor Benefits.
 - B. VA widow and children benefits and burial benefits.
 - C. Social Security- Survivor Benefits.
 - D. City insurance plans:
 - 1) Continue medical plan to family;
 - 2) Life insurance,
 - 3) Optional insurance;



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- 4) Local or association benefits;
- 5) Widows and orphans funds.
- E. W-2 form from Finance/Personnel Department.
- F. Uniform allowance check.
- G. Final paycheck, including sick leave and vacation pay off.
- H. Income tax report.
- I. Loans outstanding that may be insured, including credit union loans.
- J. Transfer of ownership of property and vehicles to survivors.
- K. Review all bills before payment by survivors for legality, honesty, and accuracy, including last illness, previous debts, and funeral expenses. Some bills may be covered by medical insurance or otherwise not be legally due.
- L. Private insurance policies- assist in collecting same.
- M. Change title of all bank accounts.
- N. Advise survivors not to loan money to any person, especially relatives and friends. Put it in the bank or savings and loan. There will be ample time to invest wisely after the turmoil settles down.
- O. Investigate possibility of scholarships available for college for surviving dependents.
- P. Check on mortgage insurance.
- Q. Check on Workmen's Compensation with an attorney.
- R. Check on any possible third party lawsuits with an attorney.
Example: Fireman at fire, hit by an auto: Fireman may be able to sue driver/owner for damages

Conclusion

- I. All Nashville Fire Local 140 Honor Guard personnel involved in a LODD event should make it their utmost priority to honor their fallen comrade. Honor Guard personnel are in the spotlight during this time. Their conduct should reflect the respect and solemnity of the event.
- II. Members should arrive prepared and ready to assist in any ceremony the family wishes. If this is the attitude that is prevalent, then the deceased will receive the honorable and dignified ceremony he or she deserves.



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Drill and Ceremony Objectives and Terms

I. Objectives: Given the proper commands, perform the position of Attention, Dress Right Dress, Present Arms, Order Arms, Parade Rest, Left Face, Right Face, About Face, and to understand the terminology dealing with Drill and Ceremonies. To perform, with proper commands, necessary drill to facilitate presentation of colors and funeral honors as a squad.

II. Introduction: Why are drill and ceremonies needed? Every person in the Honor Guard learns teamwork by participating in drill. At an event or in training we find out how important discipline is. Without these basic skills, our unit will not function in a professional manner. We as an Honor Guard must learn to follow orders promptly and precisely. To do so, we all must train together frequently as a team and also on our own. There is no better feeling than to be in tune with our brothers and sisters at an event to show our honor and respect for our fallen comrades and to display the epitome of professionalism and pride as we represent Nashville Fire Department in civic performances or other activities.

III. Information: For the purpose of drill, we may Fall-In, in mass formation (unit) or separate Details. Drill consists of certain movements by which the Unit (mass formation) or Detail is moved in an orderly manner from one formation to another or from one place to another. This is why it is important to remember standards such as the 30 inch step, and 120 steps per minute. Without these standards, we would not flow smoothly, smartly, and with exactness. To better familiarize you with drill review, we have the terms listed below. These are very helpful to review before an event in case this type of terminology was to be used.

IV. Explanation of terms:

A. **Alignment**- dress and cover

B. **Cadence**- the uniform step and rhythm in marching- the number of steps marched per minute.

C. **Center**- the middle point of a formation. On an odd-numbered front, the center is the center person or element. On an even-numbered front, the center is the right center person or unit.

D. **Cover**- Aligning yourself directly behind the individual to your immediate front while maintaining proper distance.

E. **Distance**- the prescribed space from front to rear between units. The distance between individuals in formation is 40 inches measured from your chest to the back



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of the person in front of you. (Established by front rank)

- F. **Dress-** alignment of units side by side or in line maintaining proper interval.
- G. **File-** a single column of individuals placed one behind the other.
- H. **Flank-** the extreme right or left side of a formation.
- I. **Detail-** Defined by the Honor Guard as being assigned to perform a specific responsibility. Examples include but are not limited to; Color Guard, Casket Guard, Flag Folding, Bell Ceremony, Pike or Axes.
- J. **Formation-** an arrangement of the units in any prescribed manner.



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- K. **Column formation-** a formation in which members are placed side by side with, leaders at the head. (Used for marching)
- L. **Line formation-** a formation in which unit/detail are placed one behind the other with the leaders to the extreme right. (Commonly used for funeral formations) a salute may be rendered from this formation.

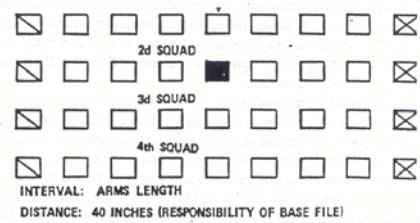
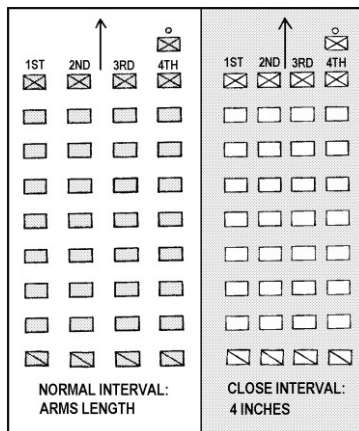


Figure 5-3. Line Formation

Note: A member of the Nashville Fire Local 140 Honor Guard may command these formations from within the unit/detail but more commonly takes command of the unit/detail from outside the formation. The member assigned to command a unit/detail will determine the best location from which to take command of the unit/detail.

- M. **Honor Corridor-** A formation created to establish a route/passageway for the deceased or honored member to pass through. See “To Form a Formation” on page #21.
- N. **Interval-** space between individuals placed side by side. Normal interval is arm’s length. Close interval is four inches. Established by the first rank.
 - O. **Pace-** step of 30 inches. This is the length of a full step in quick time.
 - P. **Quick time-** the rate of marching at 120 steps per minute, 30, 15, and 12 inches in length.
 - Q. **Rank-** a single line of members placed side by side left to right one unit in depth.
 - R. **Slow time-** the rate of marching at 60 steps per minute. (for funeral ceremonies) 80 steps per minute when accompanied by Bagpipes.
 - S. **Step-** the prescribed distance measured from heel to heel between the feet of a marching person.



Drill and Ceremony Commands

- I. A **Drill command** is an oral order. Most drill commands have two parts, known as the **preparatory command** and the **command of execution**.

- II. The **preparatory command** tells what the movement is to be. When calling a unit to attention or in halting a unit's march, the preparatory command includes the unit designation. (Such as **Honor Guard**).

- III. The **command of execution** follows the **preparatory command**. The command of execution tells when the movement is to be carried out. In **Forward-March**, the command of execution is **March**. In certain commands, the preparatory command and the command of execution are combined, for example: **Fall In**, **At Ease**, and **Rest**. These commands are given at a uniformly high pitch and loudness comparable to that for a normal command of execution.

- IV. **Supplementary commands** are given when one element of the unit executes a movement different from the other elements or the movement at a different time.

- V. **Informational commands** have no preparatory command or command of execution and are not supplementary, examples are: **Prepare for inspection** and **Dismiss the Detail**.

- VI. If a command is given improperly, the instructor may revoke the preparatory command by using the command "**As you were**."

- VII. Our drill commands must be clear and concise, and consistent so all Honor Guard members can start to respond to the commands given. The ability to follow instruction and commands will help us become a better Guard, so please review often.



Commands / Movements

Preparatory Command- This command is given in preparation of a movement. It is followed by the command of execution.

Command of Execution- This command is given when execution of a movement is desired. It is always preceded by a preparatory command.

Command Examples-

- ATTEN! - Preparatory command.
- SHUN! - Command of execution.
- RIGHT! - Preparatory command.
- FACE! - Command of execution.

Designation- This is not a command; it is a call to designate the group about to perform a command. Usual designations include: group, detail, firefighters, colors, pikes, and honor guard, etc.

Designation Example-

- HONOR GUARD! - Designation
- ATTEN! - Preparatory command
- SHUN! - Command of execution

General - All marching begins with the left foot. During change of direction commands, the preparatory command and the command of execution are given as the foot in the desired direction hits the ground.

Forward March - Command is **FORWARD - MARCH**. On **FORWARD**, shift your weight to the right leg. On **MARCH**, step off with your left foot



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first, and walk straight forward with a 30-inch step. Arms swing naturally

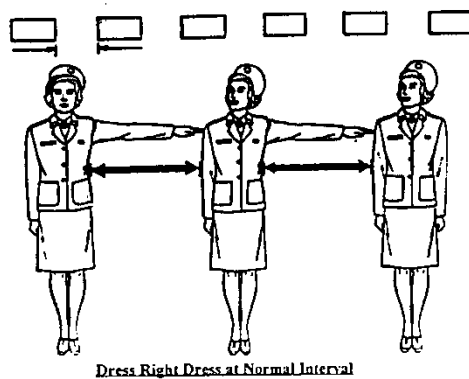
- Half Step -** Command is **HALF STEP - MARCH**. Assume a 15-inch step upon the command **MARCH**. Ball of foot strikes the ground first.
- Mark Time -** The command is **MARK TIME - MARCH**. On the command **MARCH**, March in place, lifting each foot 12 inches off the ground. The ball of the foot leaves the ground last and strikes the ground first.
- Halt-** The command is **DETAIL - HALT**. On the command **HALT**, take one additional step then bring the rear heel forward against the other. Remember: **HALT - step - stop**.
- Dis-missed-** You can only be dismissed while in a formation, from the position of attention. The preparatory command is “Dis”, the command of execution is “Missed”. Take one step back with your left foot. When you have completed your step back and the heel of your right foot meets the left, you are then dismissed.
- Carry Arms -** This movement is designed to get tools and flags off of the ground from the position of attention. From the position of attention, the preparatory command is “**At the Carry**” and the command of execution is “**Raise**”.
- Present Arms -** This movement is designed to perform a salute, whether it be a hand salute or salute with tools or flags.
- Order Arms –** Purpose: for returning tools “at the carry” to the position of attention on the ground. The preparatory command is “right shoulder”, the command of execution is “arms”. Upon the command of execution you perform the movement’s specific to each tool (flags, pikes, guidon and axes) that returns you to the position of attention on the ground.



To Form a Formation and Dress Right

To Form a Formation- The Honor Guard member in charge of establishing the formation will determine the type of formation, for example a Column Formation, Line Formation or Honor Corridor. This member also determines the width/depth of the formation from the left to right flank. The unit/detail will “Fall In” at Normal or Close Interval (See below). This does not require a preparatory command. On the command of execution of "**Fall In**" the member in charge will find the far right, front corner of the unit/detail. There is no preparatory command for "**Fall Out.**" On the command of execution "**Fall Out,**" Take one step back with your left foot. When you have completed your step back and the heel of your right foot meets the left, you are then you may break ranks, but you are not dismissed. To be "**Dis-missed**": See definition under, Movements on page #21.

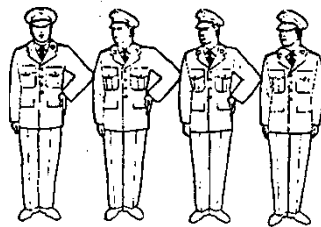
To Align the Detail, At Normal Interval- The command for this movement is “**Dress Right-Dress**”. On the command of execution "**Dress**" each member (except last member on the left flank) extends the left arm laterally at the shoulder height, with palm of hand down, fingers extended and joined, thumb along the forefinger. At the same time the left arm is being raised, each member turns his/her head (with snap) 45° to the right (except the members on the far right flank, they continue to face front). Take small steps to adjust your position so the right shoulder is touching the extended fingertips of the person on the right. Check your position for proper dress with the person on your right. All members of the unit/detail (if someone is in front of them) will cover on the guard member in front of you. Fingertips may or may not touch the shoulder of the member to your left. If necessary, place your extended hand behind the shoulder of the guard member on the left. See figure below:





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Dress Right, Dress (At Close Interval) used in mass drill - The commands are (informational) "**At Close Interval**, (preparatory) **Dress Right**," (execution) is "**Dress**". On the command of execution "**Dress**" each member raises the left hand so that the heel of the hand rests on the left hip, fingers extended and joined, thumb along forefinger, fingertips pointing to the ground, elbow pointing straight away from your side. At the same time, the left hand is being raised; each guard member will snap their head and eyes 45° to the right. (Members of the far left & far right flank, follow the same head movements as on page 20 regarding normal interval). Take small steps to adjust your position so that your right arm is touching the extended elbow of the person on your right. Check your position for proper dress with the person on your right. All members of the unit/detail (if someone is in front of them) will cover on the guard member in front of you. Your elbow may or may not touch the arm of the member to your left. Place your extended elbow behind the arm of the member on the left if necessary. See figure below:



Dress Right, Dress
at Close Interval

Ready, Front- This command returns the formation to the position of attention, after it has executed a command of **Dress Right, Dress**. The preparatory command is **Ready** the command of execution is **Front**. As soon as proper dress, cover, and interval are obtained, hold this position until receiving the command of "**Ready, Front.**" On the command of execution "**Front**" snap the left arm straight down to your side, cupping hand and at the same time, snap head and eyes back to the front. At this point, your body will be back to the position of attention.

Honor Corridor- An Honor Corridor is created by forming two Line/Funeral Formations, directly across from each other. It is essential to provide sufficient space between the two formations to allow for the deceased or honored member to pass through. When the U.S. Flag is part of this formation is must be located in front, at the far right flank. The front, far right flank is determined by the direction of travel the deceased or honored member will follow. For example if a Caisson is traveling from East to West, the far right flank is the North West corner of the formation. This is in conjunction with U.S. Flag etiquette. All other flags and equipment



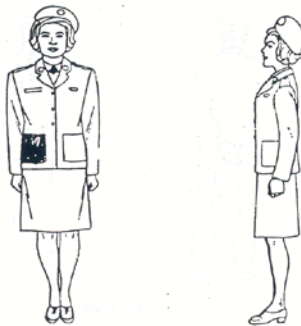
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follow the appropriate guideline. Honor Corridors can be formed at both funerals and ceremonies. When assembling this formation it is essential to confirm the direction of travel and preplan the location. A Salute can be rendered from this formation. The type of Salute and how long it is held are determined by the type of event and the member in charge.

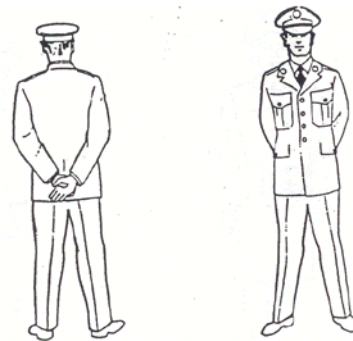
Note: It is not mandatory for the U.S. Flag to be a part of an Honor Corridor; it may be part of a separate Color Guard detail. In this situation the Color Guard detail forms accordingly and its location is determined by the member in charge of the detail, in conjunction with additional appropriate authorities coordinating the event. This detail is ordinarily located in a place of prominence.

Position of Attention

Position of Attention- The command for this movement is Honor Guard (Detail) "Attention!" The preparatory command is "Atten" and the command of execution is "tion." On the command of execution "tion," Bring your heels together to form a 45° degree angle, with heels touching. Your legs must be straight, but not stiff, body erect. Locking your knees may cause you to pass out. Your hips and shoulders should be parallel with the ground. Your arms will hang straight down alongside your body, with your cupped palms facing leg and fingertips touching side of leg. Thumbs will rest on first joint of your index finger and along the seam of the pants or skirt. Your head and eyes will be looking straight ahead. Silence and immobility are required.



Position of Attention



Parade Rest



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Parade Rest

“Parade -Rest” The preparatory command is "**Parade**" and the command of execution is "**Rest.**" On the command of execution "**Rest,**" raise your left foot just high enough to clear the ground. Keep your legs straight, but not stiff. Extend your leg to the left and plant foot so that heels are 12 inches apart. Your feet will point 22.5° degrees off the centerline of your body forming a 45° degree angle. The centerline of your body is an imaginary line that divides your body in half from head to toe. Simultaneously, as the foot moves, slide your arms around your body and clasp your hands behind your back. Your arms will hang naturally behind your back. The back of your right hand will lie in your left palm. Your right thumb draped over your left thumb forming an X. Your fingers will be joined and extended. Your head and eyes will remain straight ahead throughout movement. Silence and immobility are required. See figure above.

To return to the position of "**Atten-tion**", the preparatory command is "**Atten**" and the command of execution is "**tion**". On the preparatory command, maintain the position of parade rest. On the command of execution, lift your left leg just enough to clear the ground. Keep your legs straight, but not stiff. Bring your left foot smartly into the right foot. Simultaneously slide arms back to your sides, assuming the position of attention.

Stand At: Ease, Rest and Salutes

“Stand At-Ease” or “At-Ease” - Preparatory commands of "**Stand At**" or "**At**" followed by the command of execution "**Ease**". The individual may move; however, the right foot must remain stationary. This command can only be called from the position of attention. Silence is required.

Rest- There is no preparatory command and your movements are the same as above. The difference between "Rest" and "At-Ease" is on the command "**Rest**"; you may talk in moderate tones.

Salutes- “Present-Arms”. The preparatory command is **Present**. The command of execution is **Arms**. On the command of execution **Arms**, raise your right hand along the front of your body, at the same time uncupping your hand. Raise your hand as close to the front of your body as possible without touching your chest. Bring your hand to your right eyebrow. Fingers will extend and be joined: thumb will be alongside of your hand. The palm will be tilted slightly towards your face. The tip of the middle finger will touch your eyebrow above the outside corner of your right eye (if hat or glasses are not worn), or the top outside corner of glasses if worn (without hat), or the front right corner of your hat brim or hat bill. Your forearm from fingertips to elbow will form a straight line. Your upper arm from shoulder to elbow will be parallel to the

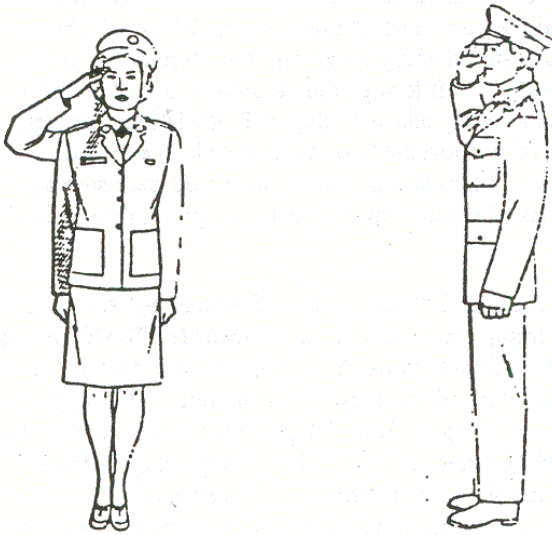


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ground and slightly forward of your body.

“Order-Arms”- The preparatory command is **“Order”**, the command of execution is **Arms**. On the command of execution **“Arms”** bring your arm smartly downward as close as possible, but not touching the front of your body. Cup your hand as it travels downward and return to the position of attention.

A **Ceremonial** or **“Four Count”** salute may be executed in the same manner as above. In a Ceremonial salute, the movements shall be executed in the same fashion, but shall take four seconds to accomplish. Raising and lowering your hand are each done on a 4 count.



Salute

Face to the Left (Right) - The preparatory command is **"Left (Right)."** The command of execution is **"Face."** The action taken on command of execution: the guard member raises right (left) heel and left (right) toe slightly and pivots 90° to the left (right) on the left (right) heel and the ball of the right (left) foot assisted by slight pressure on the ball of the right (left) foot. Your legs are kept straight without stiffness. The upper portion of your body will be at the position of **"Attention."** This completes count one of the movement. To complete count two of the movement, bring your right (left) foot straight in, placing it smartly beside your left (right) foot. Your heels will be on line and feet forming a 45° angle (position of attention). There is no halt to the movement; it is done smoothly from the pivot through to the position of attention.

To Face to the Rear- The preparatory command is **"About"** and the command of execution is **"Face."** On the command of execution **“Face”**, place the ball of the right foot approximately



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one-half shoe length behind and slightly to the left of your left foot. Shift your weight to the ball of your right foot and heel of your left foot. Your legs will be straight, but not stiff. This completes count one of the movement. To complete count two of the movement, pivot 180° to the right on the ball of your right foot and the heel

of your left foot. Keep the upper portion of your body at the position of attention. Your entire body will be at the position of attention without adjustment when the movement is

completed. There is no halt in the movement, but it is done smoothly from the position of attention to facing 180° in the opposite direction.

Marching

Forward March and halt- The preparatory command is “**Forward**” and the command of execution is “**March**”. On the command of execution “**March**” everyone steps off with the left foot in a full 30-inch step. Immediately upon stepping off, begin coordinated arm swing. Coordinated arm swing means swing your arms naturally while marching at attention. The arms will swing six inches past the front of the body. The right arm will swing forward with the left leg and the left arm will swing forward with the right leg. Your arms will be straight but not stiff. Maintain proper distance (40 inches behind the person in front of you). Maintain dress and cover and adhere to cadence (left foot striking the ground on odd numbers and right foot on even numbers).

“Halt” To **Halt** the preparatory command is **Honor Guard/Detail** and the command of execution is **Halt**. On the command of execution **Halt**, take one more 30-inch step. Bring your rear foot smartly up to your front foot and halt at the position of attention. The commands for this movement shall be given as the heel of the left foot strikes the ground, with one step between the preparatory command and the command of execution. Remember “Halt”, step, stop.

Cover- There is no preparatory command. On the command of "**Cover**" you make adjustments to proper dress and cover by taking small steps, but otherwise maintaining position of attention. Individuals in the base file assume their proper distance. Leading individuals of files assume proper interval.

Change Step-March The preparatory command is “**Change Step**” and the command of execution is “**March**”. The commands shall be given as the heel of the right foot strikes the ground. The preparatory command and the command of execution shall be given as the right heel strikes the ground, with one step between each command. Upon the command of execution “**March**”, take one more 30-inch step and bring the ball of the right foot up to and alongside the heel of the left foot and suspend arm swing. Shift your weight to the right foot and step off with left foot in a 30-inch step, picking up coordinated arm swing. This movement may be done individually when not in step with the rest of the detail without receiving a command.



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Mark Time- The command for this movement is **“Mark Time-MARCH”**. This command may be given while stationary, or while marching. (If given while marching, the commands for this movement shall be given as the heel of the left foot strikes the ground, with one step between the preparatory command and the command of execution). Upon the command of execution **“MARCH”**, take one more thirty inch step, and begin marching in place, lifting each foot approximately 12 inches off the ground. The ball of the foot should leave the ground last, and strike it first. If the command was given from the halt, step with the left foot and immediately begin marching in place as described above.

“Forward-MARCH” from **“Mark Time-MARCH”**- The command for this movement is **“Forward-MARCH”**. The preparatory command and the command of execution are given as the left foot strikes the ground with one step between each command. Upon the command of execution **“MARCH”**, take one more step in place with the right foot, and then step off in a full 30-inch step with the left foot. Maintain cadence, dress and cover.

“HALT” from **“Mark Time-MARCH”**-The command for this movement is **“Honor Guard (Detail)-HALT”**. (The commands for this movement shall be given as the heel of the left foot strikes the ground, with one step between the preparatory command and the command of execution.) On the command of execution **HALT**, take one more six inch step in place with the other foot, then bring that foot smartly to your other foot and halt at the position of attention. Remember **“HALT”**, step, stop.



Slight Change of Direction, To Change Direction

Slight Change of Direction- There is no preparatory command for this movement. On the command of execution, "**Incline to the Right (Left)**," the leading element move in the indicated direction. The rest of the unit follows. There is no pivot in this movement.

To Change Direction in a Column, Left - The command for this movement is "**Left Turn-MARCH**". (The preparatory command and the command of execution shall be given as the left heel strikes the ground, with one step between each command.) On the command of execution "**MARCH**" one more 30" step shall be taken with the right foot.

When the right heel strikes the ground, the entire first rank shall begin the left "wheel" turn. See "Wheel Turn" below;

To Change Direction in a Column, Right - The command for this movement is "**Right Turn-MARCH**". (The preparatory command and the command of execution shall be given as the right heel strikes the ground, with one step between each command.) On the command of execution "**MARCH**" one more 30" step shall be taken with the left foot. When the right heel strikes the ground, the entire first rank shall begin the right "wheel" turn. "**Wheel-Turn**"- The turn shall be executed simultaneously by all members in the first rank with the members on the inside of the formation shortening their stride, and the members to the outside of the formation lengthening their stride so that proper dress and interval are maintained. Each subsequent rank shall execute the same movement in approximately the same location as the first rank.

March other than at attention, flanking movements

"**Route Step, March**," the preparatory command is "**Route Step**," and the command of execution is "**March**." The command shall be given as the heel of the left foot strikes the ground, but the preparatory command and the command of execution shall be given as the same heel strikes the ground, with one step between each command. On the command of execution "**March**" you take one more step, maintain interval and distance but a cadence is not required.

Resume Marching at Attention - For "**Detail, Attention**" the preparatory command is "**Detail**" and the command of execution is "**Attention**." For this movement you will hear Honor Guard/Detail, "Atten-tion". On the command of execution "tion", the Unit/Detail will continue to March, assuming the position of attention, and adhering to the cadence of the leader.



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Flanking Movements (While Marching) – The preparatory command is "**Right (Left) Flank**" and the command of execution is "**March.**" On the command of execution, take one more, full 30-inch step. Suspend arm swing. Pivot 90' to the right (left) on the ball of the left (right) foot. Step off with a full 30-inch step. Begin coordinated arm swing. Dress, cover, interval, and distance will be maintained.

Pike Poles, Axes and Guidons

Pike Pole: General Purpose & Maneuvers

1. **General purpose:** Pike Pole's provide protection for: Color Guards, The Left & Right flank of formations and guarding the casket of the deceased. Pike Poles are carried on your right side regardless of what flank you are, while in formation.
2. **Funerals and Memorial Services:** Only basic Honor Guard maneuvers will be used during these events.
3. **Parades & Ceremonies:** Advanced movements may be performed. Only perform advanced maneuvers with pike poles if you are completely competent performing the maneuver. Never spin a pike pole with a Ceremonial Braid. Advanced maneuvers are not a part of the Honor Guard Training Guideline.

Pike Poles

1. The ideal length is 5 feet.
2. Tips should be chromed.
3. Wood should be sanded and varnished.
4. A felt pad or rubber pad mounted to the base to reduce noise.
5. Gloves with rubber on the palm and inside of fingers help with keeping the pike pole in position.

Pike Pole positions, execution of commands

At the position of "Attention" : While standing at the position of attention, the pike pole is positioned on the outer side of the right foot, resting on the ground. The pole is held in place with the right hand with the arm at the side. The pole should be in a vertical position with the hook facing outward.



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At the position of Parade Rest

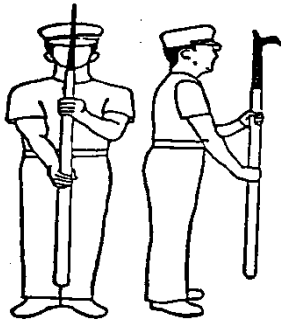


At the position of Parade Rest: Note: The command "**Parade-rest**" can only be given when units/details, are at the position of attention. The preparatory command is "**Parade**" the command of execution is "**Rest**". On the command of execution "**Rest**", move the left foot to the left so that your feet are about 12" apart. Simultaneously move your left hand behind back with fingers together. Pole is positioned outside the right foot resting on the ground. The right arm is bent at the elbow and pole is extended outward, hook facing forward.

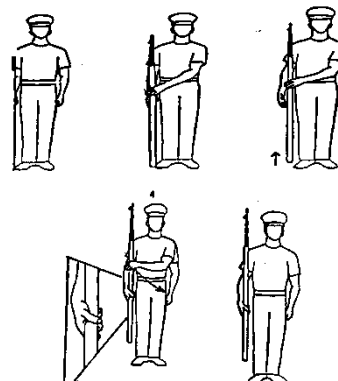
Present Arms

From the position of At the Carry The preparatory command is "**Present**". *On the command of execution "Arms"* the left arm moves across the chest and places the hand approximately 12 inches above the right hand, fingers extended over the pole. While grasping the pole, move the pole mid line in front of the body in a vertical position. The pole should be 6 inches from the body with the hook facing forward at eye level. Note: You can also receive the order to "Present-Arms" from the position of attention, even if your Pike, Guidon, Axe or Flag were on the ground.

At the position of Present Arms



At the position of Right Shoulder Arms





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Order Arms: The preparatory command is “**Order**”. On the command of execution “**Arms**”, with both hands on the Pike Pole, return the pole to your right side. This may be to the position of “**At the Carry**” or directly to the ground, this will be determined by the

starting position or preplanned for each event. Once the Pike Pole is at your right side, your left hand drops back to your left side and you are back at the position of “**Attention**”.

“Carry-Arms (Colors)”: Note this movement is designed to get tools and flags off of the ground from the position of attention. From the position of attention, the preparatory command is “**Carry**” and the command of execution is “**Raise**”. On the command of execution “**Raise**” move your left arm across the body and grasp the pole above the right hand. With the left hand, adjust the pole off the ground into the hollow of your shoulder and grip the pole with the right hand. The left arm then resumes the position of attention. The pole is gripped between the thumb and the fingers. The hook shall be facing forward at eye level.

“Order Arms”: The command for lowering Pikes will be “**Order- Arms**”. Upon the command of execution “**Arms**” you go to the position of “**Attention**” (On the ground). Which position you go to is pre-planned for each event.

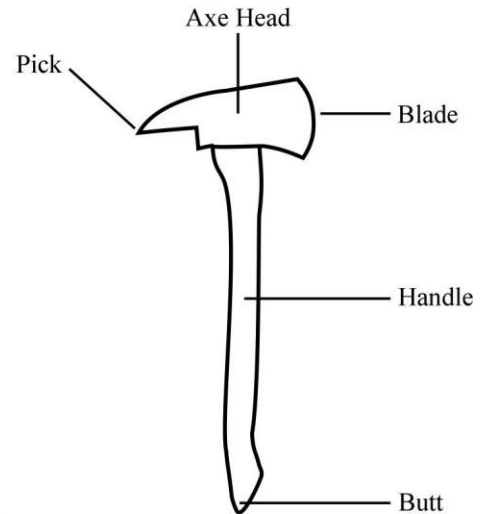


Basic Axe Movements

The purpose of the Axe in the Honor Guard is to protect the Flag, Coffin or other Honor Guard members.

The Axe:

1. Standard pick head axe.
2. Axe head can be chrome, brass(9 lbs.) or polished aluminum(3 lbs.).
3. Wood handle should be sanded and varnished.
4. Ceremonial Braids can be mounted on axe.
5. Custom IAFF, AFFI, Honor Guard or local insignias can be mounted or engraved on the axe head.
6. When working with axes as with pike poles remember to wear white gloves with the rubber palms to help with slipping.



Axe Maneuvers:

1. Funerals and Memorial Services - Use only basic drill movements during these events.
2. Parades and Ceremonies - Advanced movements can be used. This includes spinning of the axes, however these maneuvers can be dangerous and make a unit look bad if not practiced enough. If you are not confident in using any advanced maneuvers then **DO NOT** do them. Also axes should never be spun with Ceremonial Braids on them.



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Basic Axe Movements

Position of attention - Feet must form a 45 degree angle, with heels touching. Your legs straight, but slightly bent, **do not** lock your knees. The axe will be positioned at your right side with the butt of the axe handle on the ground, touching the little toe of your right foot. The axe is held in place with the right hand over the top of the axe head locking your middle finger under the axe head where the handle and axe head meet. The axe should be in a vertical position with the blade facing forward. The axe detail can not perform marching movements from this position. - *See photos below.*





Basic Axe Movements

Parade Rest - The preparatory command for this movement is “**Parade**”. The order of execution is “**Rest**”. Feet are shoulder width apart, left hand is behind the back with fingers together. The axe is positioned at your right side with the butt of the axe handle on the ground, touching the little toe of your right foot. The right arm is then extended forward and slightly outward, holding the axe over the top of the axe head. Lock your middle finger in the area under the axe head where the handle and axe head meet. This will help prevent the axe from slipping. - *See photos below.*

Note: The command “Parade rest” can only be given when units are at attention.





Basic Axe Movements

Position of At the Carry - This is a two count movement. Assume the standard position of attention. The preparatory command for this movement is “**At the Carry**”. Upon the order of execution “**Raise**”, **(1)** lift the axe with your right hand across your chest with blade toward your left shoulder. Grasp 2-3” below the blade with your left hand, then **(2)** grasp the handle approx. 1/3rd of the way up from the butt of the handle with your right hand. You are now in the position of “**At the Carry**” - *see photos below*.



(1)



(2)



Basic Axe Movements

Present Arms from the position of At the Carry - This is a two count movement. The preparatory command for this movement is “**Present**”. Upon the order of execution “**Arms**” **(1)**the axe is brought to the verticle position approx. 4-6” from your chest and the top of the axe head is just below eye level. **(2)**The axe is then immediately rotated 90° so the blade is facing away from you and your looking down the top of the axe head. - *See photos below.*



(1)



(2)

Order Arms - The preparatory command for this movement is “**Order**”. Upon the order of execution “**Arms**”, you simply reverse your movements in the opposite order of the “Present Arms” movement. This should bring you back to the position of **At the Carry**. - *See photos below.*



(1)



(2)



Basic Axe Movements

Present Arms from the position of attention - This is a four count movement. The preparatory command for this movement is **“Present”**. Upon the order of execution **“Arms”** **(1)**lift the axe with your right hand across your chest with axe head toward your left shoulder, grasp 2-3” below the axe head with your left hand. **(2)**Grasp the handle approx. 1/3rd of the way up from the butt of the handle with your right hand. You should now be in the position of **“at the carry”**. **(3)**The axe is then immediately brought to the vertical position approx. 4-6” from your chest. The top of the axe head is just below eye level. **(4)**The axe is then immediately rotated 90 degrees so the blade is facing away from you and your looking down the top of the axe head.- *See photos below.*



(1)



(2)



(3)



(4)



Basic Axe Movements

Right Shoulder Arms from Present Arms - This is a five count movement. The preparatory command for this movement is **“Right Shoulder”**. Upon the order of execution **“Arms”** (1)The axe is immediately rotated 90 degrees so the blade is facing to your left and the pick is pointing to your right. (2)The axe is now rotated 30 degrees to the position of **“at the carry”**, with the axe head over your heart.(3)Lift your right hand across your chest and grab the axe head; your right arm should be parallel to the ground. (4)The axe is brought down to the ground with the butt of the handle touching the outside of your right foot. At the same time you should place your left fingers along the blade to help guide the axe down to the ground. (5)Your left hand then snaps back to your right side so you are now at the position of **“attention”**. - See photos below.



(1)



(2)



(3)



(4)



(5)



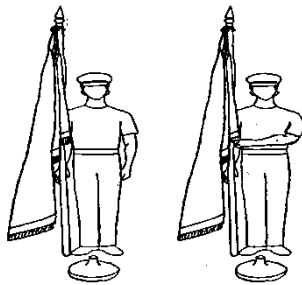
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Posting/Retrieving Colors

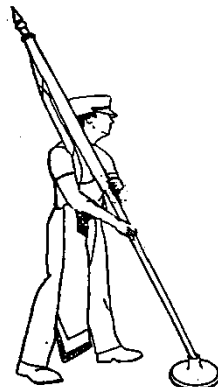
Posting Colors- Posting colors for different events presents various entry and exit problems for the Honor Guard. The U.S. Flag must always be to the right of the formation, but must be to the right of the podium, riser, or casket upon posting. Just remember that the National Colors must pass all other colors first when crossing a room or area. Because of this, posting of the colors after reaching the flag stands will be covered.

Posting is a Five-step operation. It begins with the flags in the “At the Carry” Stance-

Step 1- The first command "**Prepare to post the colors.**" Is an informational command only.



Step 2- The command for this step is "**Ready.**" Upon this command, the left hand moves over and grasps the flag staff above the right hand. The hand may already be in this position if the left hand has been used to steady the flag during marching at; "**At the Carry**" then the right hand extends the flag staff out at an angle and the butt of the staff is placed at the edge of the hole in the flag stand. Simultaneously, the left foot is brought forward. The left hand is kept on the upper part of the flag staff, close to the body, in order to steady the staff.

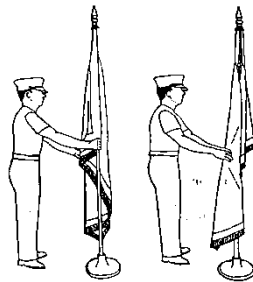




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Step 3- The command for this step is "**Post.**" Upon this command, the flag is stood upright in the flag stand. The hands then move to rotate the flag topper to face the audience and dress the flag so it drapes in a proper fashion. Simultaneously, the right foot is brought up even with the left.

Step 4- After the flag is posted, the flag detail must, dress the flag which includes: flag topper facing front, flag cords dressed too left of flag and straight, flag is draped to the front of pole, both hands remain on the flag, shoulder width apart and at waist height. Hands shall remain on the flag until the command of "**Re-Cover**" is given.



Step 5- The command of "**RE-COVER**" is given. The preparatory command is "Re" and the command of execution is "**COVER**". Upon the command of execution "Cover", remove your hands from the flag and return them to your side, next take one step back leading with the left foot. You are now at the position of Attention. Readjust to the US flag then a present arms will then follow. After the salute is brought back to order arms, readjust to your flag then facing movements and marches will be called to clear the color guard from the area.

Retrieval of Colors

Step 1 - The first command "**Prepare to retrieve the colors.**" Is an informational command only.

Step 2 - The command for this step is "**Ready.**" Upon this command, the left foot moves forward to secure the flag base. Simultaneously the hands on the flag in the same manner as posting (left over right).

Step 3- The command for this step is "**Retrieve**" upon this command step forward with your right foot. Remove flag from base and place the flag at the position of "at the carry".



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Step 4- The command of "**RE-COVER**" is given. The preparatory command is "Re" and the command of execution is "**COVER**". Upon the command of execution "Cover", take one step back leading with the left foot returning back to the position of attention. You are now at the position of Attention, facing movements will be called to clear the color guard from the area.

Attention - Position of attention, flag staff is resting on the ground and

touching the outside of the right foot. Grip the staff in the right hand with the back of the hand facing outward and the fingers wrapped around the staff. Rest the staff against the hollow of the shoulder.

"At the Carry-Raise" - The preparatory command is "**At the Carry**" The command of execution is "**Raise**". Upon the command of execution, "**Raise**" the left hand moves across the body and grasps the flag staff. The flag staff is lifted one to two inches off the ground, allowing the staff to slide through the right hand. The flag pole will rest in the hollow of the right shoulder. The right hand then grasps the staff at this position and the left hand is returned to the side of the body.

"Carry-color", while wearing a harness: While wearing a flag harness, you will bring the flag up to and place it in to the socket of the holster. The preparatory command is "**At the Carry**".

Upon the command of execution "**Raise**", slide your right hand slightly up the pole for a higher grip and a balance point. Then grasp and lift the pole straight up as your left hand comes across to grab the pole. Your hands should be in the Right over Left position. Once you have both hands on the flag pole, bring it up to and in to the socket. The flags shall be kept vertical at all times. Adjust the right hand to just below eye level and your left hand to just above the harness socket. **Note:** It is essential to adjust the height of the flags prior to an event. The flags shall be adjusted while in the holster, with the U.S. flag being the tallest and all others slightly lower but at an equal height to each other.

Lowering the Colors from a Harness: The command for this will be "**Right Shoulder- Arms**". Upon the command of execution "**Arms**" you can go to the position of "**At the Carry**" or to the position of "**Attention**" (On the ground). Which position you go to is pre- planned for each event.

Saluting with the Colors: The command for this is "**Present-Arms**" the preparatory command is "**Present**" and the command of execution is "**Arms**". On the command of execution "**Arms**" the flag carriers (except the U.S. flag) on a four second count lower their colors forward to a 45-degree angle.

"Order-Arms": The preparatory command is "**Order**" the command of execution is "**Arms**". On



Nashville Fire Local 140 Honor Guard



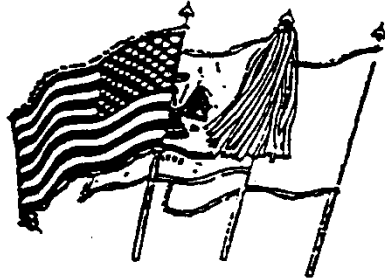
the command of execution “**Arms**”, sharply bring the flags back to vertical. The U.S. Flag never dips.

Parade Rest- Same as without a flag, only the right hand remains on the flag staff. Right arm allows flag to fall slightly out and to the right. With the exception of the American flag, it remains vertical. This can only be accomplished if your colors were on the ground and you were at the position of attention.

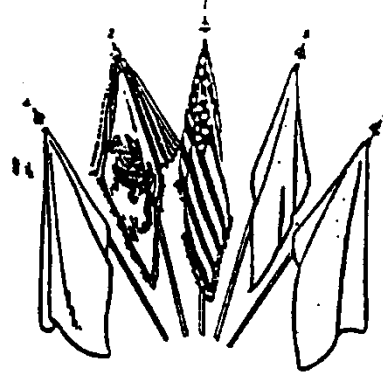


Nashville Fire Local 140 Honor Guard

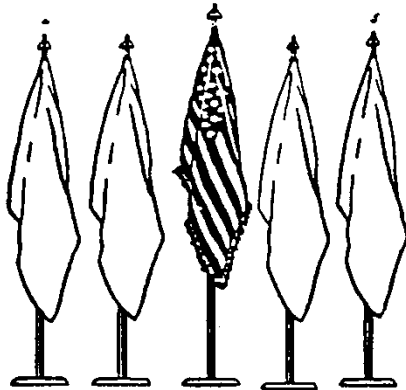
FLAG ETIQUETTE



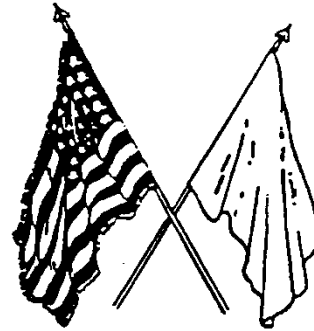
U.S. flag carried with other flags



U.S. flag displayed in groups with staffs radiating



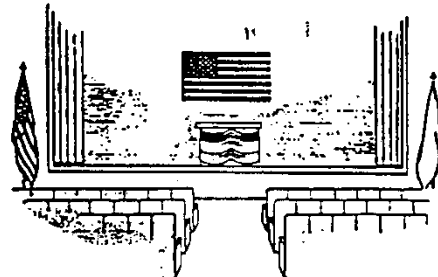
U.S. flag displayed in center of line



U.S. flag displayed crossed with another flag



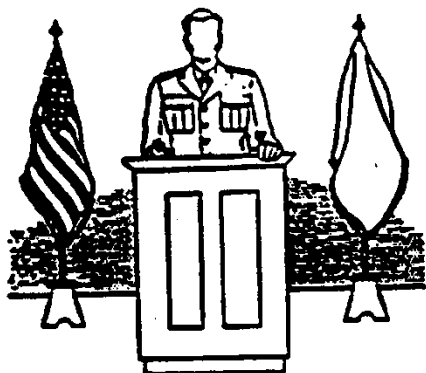
U.S. flag displayed against the wall



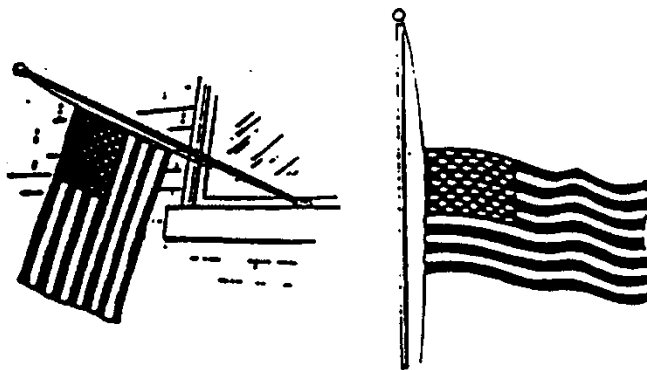
U.S. flag displayed on the wall of a rostrum



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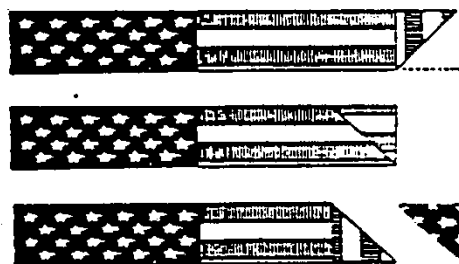
U.S. flag displayed within chancel



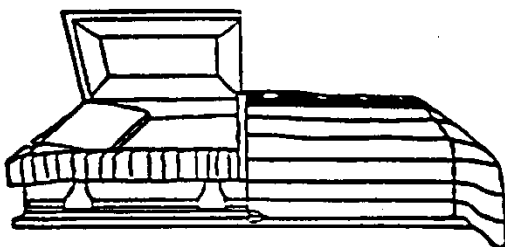
U.S. flag displayed at half staff



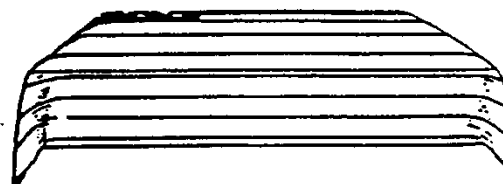
U.S. flag with crepe streamer



Folding of the U.S. flag



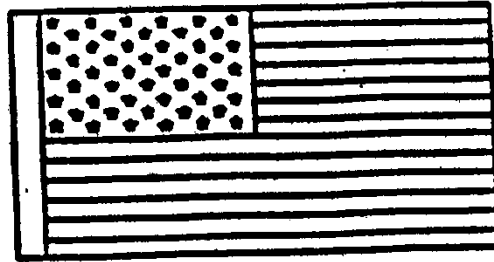
U.S. flag placed on an open casket



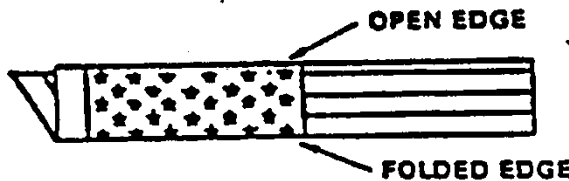
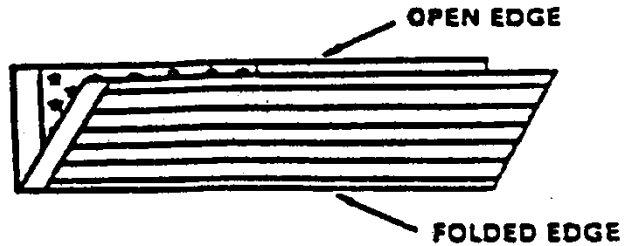
U.S. flag placed on a closed casket



Folding the Colors

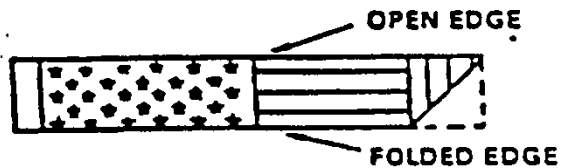


FOLD THE LOWER STRIPED SECTION OF THE FLAG OVER THE BLUE FIELD.



FOLD THE FOLDED EDGE OVER TO MEET THE OPEN EDGE.

START A TRIANGULAR FOLD BY BRINGING THE STRIPED CORNER OF THE FOLDED EDGE TO THE OPEN EDGE.



FOLD THE OUTER POINT INWARD PARALLEL WITH THE OPEN EDGE TO FORM A SECOND TRIANGLE.



CONTINUE FOLDING UNTIL THE ENTIRE LENGTH OF THE FLAG IS FOLDED INTO A TRIANGLE WITH ONLY THE BLUE FIELD AND MARGIN SHOWING.



TUCK THE REMAINING MARGIN INTO THE POCKET FORMED BY THE FOLDS AT THE BLUE FIELD EDGE OF THE FLAG.



THE PROPERLY FOLDED FLAG SHOULD RESEMBLE A COCKED HAT.





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4 Man Fold

Entrance

The Folding Team will enter the burial area after the casket has been placed over the vault but before clergy begins the ceremony. Enter with the member travelling the farthest at the front of the line. Next farthest travel behind him, and so on.



Remain facing away from the audience until all members are in place. Then perform a facing movement to face the casket and the Honor Guard member opposite you. Remain in this position for the ceremony.



Preparing for the Fold

Once the clergy has performed the ceremony and it is time to fold the flag, the member stationed at the field of stars calls commands for the group. The commands are SILENT and consist of only head nods.

The next step is to remove the band that holds the flag onto the casket (if it is present). Upon a nod from the commander, the

members reach down and grasp the band, raising it up onto the top of the casket and sliding it to one member chosen before the ceremony to be responsible for disposing of the band. This member is usually located on the side of the casket with the spoil pile and vault lid, so that the band can be placed on the ground, away from the audience's view. The casket in the shown example has no band.

Next, the commander nods and the flag is grasped and spread taut above the casket, not to allow the flag to touch the casket for the rest of the ceremony. Notice the inner hand slides to the center of the flag to prepare for folding and to aid in keeping the flag flat.



The next nod from the commander tells the members to take two side steps toward the audience. This allows ample room for the folding of the flag. Remember to arrive at the site early in order to notify cemetery personnel of the need for additional space in front of the casket. Flowers and wreaths will be placed in your way, that is a given. Allow for more room between the casket and the first row of chairs than you think you need.

Members should now be standing at attention, flanked by the audience and the casket, prepared for the first fold.



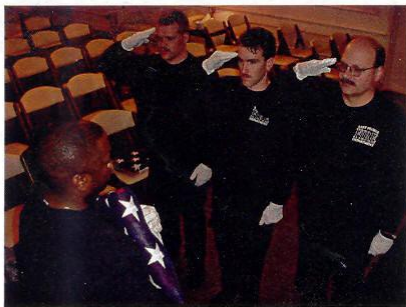


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The last fold in the triangle is then lifted up and the final portion of the flag is tucked tightly into the triangle. Members should make sure that the flag is supported from underneath at all times. Members may also stand shoulder to shoulder to block the view of the audience so that adjustments can be made to the flag without the knowledge of the audience.

Once the flag is tight and no portion of red or white stripes is showing out from underneath the blue field, the flag is brought up and into the arms of the member who performed the lengthwise fold. The point of the flag should be up. The rest of the members then offer a salute to the flag, face, and exit the area.



The flag is then presented to the Chief or Union President of the deceased's Department. This person should be informed that the flag WILL be saluted before he or she can accept it. Upon acceptance of the flag, the Chief or President will wait for a return salute from the Honor Guard member before presenting the flag to the family.

6 Man Fold

The Entrance

This fold may be done only when both sides of the casket are accessible. If the spoil pile or the vault lid is on one side of the casket, it is better to perform a 4 Man Fold. Entrance is done the same as a 4 Man Fold, with the exception of possibly entering in two lines of three. The members remain facing the casket and each other until the clergy has finished the ceremony.



The first nod from the commander indicates the removal of the elastic band if it is present. Again, it should be decided before the ceremony who will be in charge of depositing the band out of sight of the audience.

The Fold

The next move is to grasp the flag and pull it taut. Remember to allow for clearance behind both sides of the casket, members will have to take about one step back to make the flag flatten out.





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The next nod tells members to elevate both sides of the flag and bring them together above the casket. Do not allow the flag to touch the casket. The striped side team lowers their hands to the bottom fold once the star side team has hold of both edges of the flag. Once again, there should be a slight edge of blue showing over the last red stripe.

Next, the flag is brought flat above the casket, with the striped side up.



The next nod brings the edges up again to meet above the casket. The stripe side team once again brings their hands down to the folded edge after the star side team has control of the top edges.



The flag is then once again brought flat.

The two members on the striped end are responsible to begin the folding process. The slight, straight fold is done, and then the open edge is brought toward the folded edge to create the triangle shape.



These two members then continue the fold until they brush shoulders with the next two members. Once the next two members have control of the flag, the first two release the flag and go to the position of attention.



The Finish

When the last two members are reached, the second two also assume the position of attention. The last two members then have the responsibility of finishing the fold, just like the 4 Man Fold. The members then turn and salute the remaining member with the flag and vacate the area. The remaining member then presents the flag to the Fire Chief or Union President for presentation to the family.



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Things to remember!

1. Get to the gravesite far in advance to plan the entrance, folding area, and exit of the team. Remember that you will have many mourners at the gravesite.

Keep the entrance and exit EASY, or your path may be blocked. If your path is blocked, think on your feet, have a backup plan for entrance and exit.

2. Make sure you know which way the casket will be placed above the vault. This determines the direction of the flag in relation to the audience, your entrance, and the spoil pile.

3. Make sure your folding area is big enough. Remember that flowers will be placed on the ground in front of the casket on the audience side. Sometimes you may even have to remove the first row of chairs before mourners arrive.

4. If you can practice with the actual flag that will be used, DO SO. Manufacturers are not consistent in their lengths and widths of flags. This will allow you to know when to stop folding and when to be prepared to tuck the final portion of flag into the triangle.

5. Take your time! The slower you go, the more accurate you will be, and the more professional you will look. If you made a mistake, correct it. Show no evidence of the mistake in your face or actions. The family appreciates what you do, and no one is perfect. If handled with decorum and grace, no one will even know of the mistake but you (and a few Honor Guard members that will razz you about it for the rest of your career).



Casket Guard Procedures

At the predetermined times during visitation, an Honor Guard will remain posted at all times. One member will be posted at the head of the casket and one member will be posted at the feet. Be prepared to stay at this position for 10 to 20 minutes depending on the situation.

Note: This position can face many challenges such as: Hearing Family discussion, people acknowledging you and expecting a response or remaining at Parade Rest for an extended period of time. It is helpful while standing Guard to; focus on a distant object this will help with the distractions. While at your post we never speak with people paying their respect. The only time you may vacate your post is for a medical emergency at the Casket area or some type of disturbance that would cause harm to yourself or the Fallen Brother or Sister.

Initial Posting of the Guard-

The initial guard (a 2-3 person detail), the 3rd person is in command of the detail, will proceed to a position just in front of the casket in order to give their last respects to the deceased. Depending on the layout of the room, their procession may be done down the center aisle or the side aisle. It is preferred that the center aisle be used so the guards can proceed to the casket side by side, at the front of the casket, the guards will salute the flag (Ceremonial or Four Count salute pg.23) if the flag is present either on the casket or folded nearby. The guards will then remove their caps and pay last respects as they see appropriate (prayer, sign of the cross, moment of silence, etc.). The guards shall then place their caps on their heads and make a facing movement (Ready...Face. quietly) and proceed to the separate positions at the head and the foot of the casket. The guards shall perform facing movements to reach their post. As the Detail Commander leaves the area the Guards then assume the position of **PARADE REST** without a command.

Note: Regardless of your post position at the head or foot of the casket, your facing movements will always be towards the casket. Out of respect for the deceased we never turn away from them.

Changing of the Guard-

Upon seeing the next two (2) guards ready to enter the room, the guards at the casket will assume to position of **ATTENTION**. The relief guards will make their way to the front of the casket. Upon arrival, they will **HALT** and salute the flag as the prior guard had done. They will then do



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the same type of facing movement as the prior guard had done. They will then proceed to the position of the retiring guards. They will **FACE** the retiring guards and give (Ceremonial or Four Count salute pg.23). The retiring guards shall return the salute and then take one step to the side to allow for the new guard to take his/her position. The new guards shall take one step forward, perform Facing movements, and then assume the position of **Parade Rest**. The retiring guards shall then perform a **Facing** movement towards the pre planned direction of their exit. Then **Forward March** down the aisle until they have exited the area.

Note: Once the initial Guard has been posted we can utilize a few different procedures to relieve them of their post. Commonly the relief guard enters from the back of the room and it is the responsibility of the current guard to come to Attention when they see the relief guard in position to approach. It is also appropriate to have either a member of the relief guard raise his hand to obtain their attention or designate a separate individual. The separate individual will coordinate the relief guards and also signal the changing of the guard.

Additional Information-

All guard members should proceed through the reception line to pay their last respects to the family members present. If you plan on doing this prior to your guard detail, keep in mind the time factor required to go through the reception line so each guard member is ready for their details turn to stand guard. Therefore, it may be more appropriate to go through the reception line following your turn at the casket detail. This ceremony is appropriate for the services of either a line of duty death funeral or for the funeral of a retiree.



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Fire Department Walk Thru-

This is a time frame during a Wake designated specifically for the Fire Service to pay their respects. Many factors affect the size of a Fire Department Walk Thru. Regardless of the size of the Walk Thru, we have two options for this. The decision is truly that of the Family

For the Walk Thru it is important to have a designated area for the Fire Service to assemble that does not interfere with the Wake as it is in progress. It is here where you will place the minimum of 30min to place them in order. It has been customary for the affected Department to be placed first, in rank order. The Nashville Fire Local 140 Honor Guard should not expect any preferential treatment regarding their placement in the Walk Thru.

Traditional Walk Thru

This is similar to paying your respects as you would on an individual basis, except you will approach the casket as a Detail. The size of the Detail is at least 2 and should not exceed 4 firefighters. The Detail will approach the casket and perform the appropriate facing movement's placing them at the position of Attention facing the deceased. At this time they will render a (Ceremonial / Four count salute pg. 23). Upon completing the Salute they will perform the appropriate facing movements that will place them in the direction in which they will exit. Command of this Detail will come from within the Detail. Commands are to be given in a quiet/soft manner as not to disrupt the room.

Moving Walk Thru/Walking Salute

When participating in this type of Walk Thru we do not stop in front of the casket. The Walk Thru is done in a single file line and is constantly moving. The Walking Salute begins when you are at the foot of the casket and ends as you clear the head of the casket. To perform this Salute; Present Arms at the foot of the casket, turning your upper body at an angle that allows you to face the casket while still moving forward, Order arms bringing your upper body to a forward facing position as you clear the head of the casket all while moving forward.

Controlling the Walk Thru

Regardless of which type of Walk Thru is chosen, controlling the event is extremely important so that the Walk Thru is completed in a timely and orderly manner. This can be done by assigning people to essentially be **Nashville Fire Local 140 Honor Guard Cops**. You will need at least one Traffic Cop. This person is placed to the left of the casket where the line for



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visitation waits to approach and pay their last respects. The Traffic Cop controls the flow by signaling when it is appropriate to approach the casket. This is accomplished by simple hand gestures or a nod of the head. For example to stop the line; simply hold up your hand in front of you at waist level to stop the line, to allow them to proceed you may nod you head.

You may assign additional Traffic cops in appropriate places to keep the line moving and police the line. It is appropriate for these Traffic Cops to remind people to remove non-prescription glasses, get rid of gum, make sure they have their gloves on etc...

At the conclusion of the Walk Thru, the Traffic Cop placed in Front of the Visitation line or a member of the affected department will pay his last respects then announce the completion of the Fire Service Walk Thru. An appropriate example of this is:

"At this time our Fire Service Walk Thru to honor _____ has come to a conclusion. Thank you for your patience while our Brothers and Sisters of the Fire Service paid their last respects to our fallen comrade. Please resume your visitation."



Casket Management

Basic Commands-

1. Guard/Detail forward- Take the appropriate number of steps forward to the casket sides and halt at the position of attention.
2. Guard/Detail face- Face the casket, placing the outside hand on the casket/handle.

Casket Lift-

1. Straight Arm Carry- (Count 1) Grasp handles. (Count 2) Raise the casket slightly off the rollers. Remain facing the casket.
2. Shoulder Carry- (Count 1) Grasp handles. (Count 2) Raise casket to shoulder level and turn in unison.

Face Front- Face the direction of the march in unison.

1. Straight Arm Carry- Inside hand remains grasping the handle, outside hand at side.
2. Shoulder Carry- Casket rests on shoulder, inside hand under casket for support. Outside hand grasp the handle, casket, or side as determined by the situation.

Forward March- March forward at half step. Keep arms straight and down at the side. NO arm swing.

Guard/Detail Halt- Take one more step, then place trailing foot next to lead foot, ending at the position of attention.

Raise Casket- (Count 1) Lift casket to shoulder height. (Use a 2 count if situation requires it). (Count 2) Lift casket as high overhead as needed to keep it level for loading on the caisson.



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Lower Casket- For any of the lowers, keep the casket as level as possible, use both hands, finish facing the casket, and keep both hands on the casket until command of "**Attention**" is given.

1. Shoulder carry- (Count 1) Lower casket to straight arm carry.

(Count 2) Lower the casket to ground.

2. Straight Arm Carry- Lower casket to ground.

Forward Casket - Pass the casket sideways along the double column. Note: Union of Flag first onto caisson

1. At Waist Height- After the casket is passed to the next person, remain at attention, facing center.

2. Overhead (onto a caisson)- Keep hands in the air until the casket has cleared the last person at that level, then lower hands in unison to the side.

Guard/Detail Attention- (After the lowering of the casket).

(Count 1) Release casket and stand up while bringing hands to the waist in a fist. (Count

2) Lower your hands to side at the position of attention. All other moves to "**Attention**" will be done as normal.

General Information-

A. When you will begin to carry the casket:

1. To where the casket will be moved

2. How many people will be involved (This will vary greatly in each event) Speak with the funeral home director and the Event Coordinator to discuss various quantities of people who will be involved along movements of the casket at the service and at the grave site).

B. Be sure that the casket flag is secured to the casket prior to moving.

C. Grasp the handles below the casket flag.



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Caisson Procedures

The commands for Caisson loading mirror the commands of Casket management i.e. raise casket, lower casket, detail face, face front, etc.

The Forward casket command, when loading onto a caisson, is a little different. The two most common ways of loading onto a caisson are at waist height and overhead.

At waist height:

Pass casket sideways along a double column

After the casket is passed to the next person, remain at attention, facing center.

When passing the casket, don't reach in front of another bearer.

A head nod is preferred instead of a command. If a command is needed, "**PASS**" can be used.

Overhead:

Keep casket level at all times

Load casket onto caisson headfirst

Position tallest members at the head of the casket

There should be 6 members on top of caisson to accept the casket. Raise casket to position to be loaded onto caisson. This may require casket to be overhead. Use "**Ready, Raise**" command to get casket to proper height. This should be a slow 4 count.

When passing the casket, don't reach in front of another bearer.

The detail should walk up to back of caisson and pass casket to detail that is on the caisson.

Pass the casket using a slow, unified movement. Once the casket is passed, the two members that are facing each other should drop their arms to their sides in unison.

Members on caisson should keep casket as low as possible to help the ground members.

Once casket is loaded, use facing movements to get the group off neatly.

Don't call marching orders on top of a caisson; just use a command of "**Move**" or "**Forward**".



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General Information:

If possible, have a caisson coordinator to assist in raising and loading of casket.

This individual should make sure casket is kept even. Use of “**Ready**” command will help while detail is securing or releasing the straps or tie downs. Apparatus may need to be adapted to accept casket. Hose should be removed from apparatus. Platform may need to be built to adapt to the height of the hose bed. Caisson rollers may be available at local funeral home. Apparatus bunting should be used for the caisson. Be sure the casket and flag are secure prior to moving.

Casket Identification:

Larger section of casket is the head end

Locks are usually at the foot end of casket

Identifying hinge side will help determine head or foot ends.