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Training Flight

BASE HONOR GUARD PROGRAM

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This Honor Guard Manual (HGM) establishes guidance on drill and ceremony procedures for all Base Honor Guard (BHG) members. The procedures herein are under the guidance of the USAF Honor Guard IAW AFI 34-501, *Mortuary Affairs Program*. The terms “must,” “shall,” and “will,” as used in this manual, denote mandatory actions. Deviations are NOT authorized without written exception to policy waiver from the USAF Honor Guard BHG Training NCOIC; contact usaf.jbab.1log.mbx.bhg-training@mail.mil if you have any questions. IAW AFI 34-501, *Mortuary Affairs Program*, the USAF Honor Guard establishes uniform standards for all BHGs. This manual provides detailed instructions for BHG uniform wear. The Ceremonial Uniform is only to be worn by current BHG members during approved Honor Guard ceremonies and functions under all USAF Honor Guard provided guidance. Uniform items must be purchased with unit funds, and worn/maintained IAW AFI 36-2903, Table 4.3. Deviations to the ceremonial uniform (example: ascots, triple soles, chrome helmets) are not authorized; contact usaf.jbab.1log.mbx.bhg-training@mail.mil or the Base Honor Guard NCOIC or Course Supervisor at DSN 754-1748 for clarification/assistance.

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Foreword

Ceremonial guardsmen are a picture-perfect example of individuals who are highly motivated, maintain exceptionally high standards of conduct, both on and off-duty, and exude enormous amounts of pride in all they do. As ceremonial guardsmen, our actions bring credit to the United States Air Force and the Ceremonial Guardsmen profession. In keeping with our heritage, this guide is designed to serve as an instrument that ensures all ceremonies performed by the United States Air Force, worldwide, are standardized. This includes the highest visibility ceremonies performed by The United States Air Force Honor Guard to every ceremony performed at base level by each of our Active Duty, Reserve, and Air National Guard Base Honor Guards. This guide will provide detailed instructions on manuals, uniforms, history, tradition and a variety of ceremonies; however, never hesitate to contact our Base Honor Guard Mobile Training Team staff with any questions or concerns that arise during your training.

Further, I ask that you do your part to ensure the widest dissemination of this manual among all our members...help ensure we remain icons of excellence across the Air Force.

PETER A. TRITSCH JR, Lt Col, USAF
Commander, USAF Honor Guard

Chapter 1

DRESS AND APPEARANCE

1.1. Basic Philosophy. The ceremonial guardsman is an individual of good reputation having integrity, ethical conduct and exhibiting standards which merit respect; responsible for protecting and overseeing the maintenance of standards on and off duty. The corner stone to this reputation is outstanding dress and appearance. Honor guard personnel must exceed the Air Force standards and present a flawless image to the public.

1.1.1. There will be numerous occasions in which the only interaction one may have with the U.S. Air Force is with a Base Honor Guard. We must ensure that this interaction is positive. The task of representing every member past and present is an honor that few perform; the image portrayed by members of the honor guard must be one of that instills confidence and pride in our service and country.

1.1.2. A base honor guard is an “icon of excellence;” we represent the U.S. Air Force to the American public and the world. We do not represent ourselves and as such nametags are never worn as part of any ceremonial uniform combination. “Nameless and Selfless Service” is the mantra lived by all Air Force honor guards.

1.1.3. The intent and vision is for all ceremonial guardsmen, regardless of location, to meet the same standards of dress and appearance. The ceremonial uniform was created so that all honor guards wear the same standardized uniform.

1.1.4. There are differences between the Base Honor Guard and the USAF Honor Guard ceremonial uniforms. USAF Honor Guard ceremonial uniforms utilize full sized medals, white shirts and a French-cut blouse due to Military District of Washington, Joint Service and Arlington National Cemetery requirements. Base Honor Guard ceremonial uniforms are standard service dress uniforms that are modified to cut costs and enable installations worldwide to purchase and wear the uniform locally while keeping the intent and vision of the Base Honor Guard ceremonial uniform.

1.2. Enforceability. Base Honor Guard personnel will adhere to all Dress and Appearance standards and guidance outlined in this manual. Base Honor Guard personnel are required to adhere to the standards outlined in Chapter 1 only when wearing the ceremonial and informal uniforms or when directed otherwise, e.g., Airman Battle Uniforms (ABU) are configured to meet honor guard standards with cheaters on boots, specific uniform and equipment requirements.

1.3. Grooming Standards. Base Honor Guard personnel will adhere to the standards in AFI 36-2903, in addition to the following modifications.

1.4. Females. Hairpieces are not authorized unless approved by medical personnel for disfiguration or baldness and must conform to the same standards as stipulated herein for natural hair. Long hair will be put into a sock bun at the nape of the neck and the wear of a hairnet is optional. Short hair that cannot be put into a sock bun will not extend past the top of the collar. The hairnet and ponytail holder will be of the same color as the hair. Fabric “scrunchies” are NOT authorized. Hair must be cut and/or styled as often as necessary in order to conform to these standards. *Note: The only authorized style braid for females’ hair is a single braid wrapped around the bun. Twisting of hair is not authorized.* EXCEPTION: Micro-braids are authorized provided all other requirements outlined in this paragraph are met.

1.5. Males. Sideburns are prohibited. The length of hair is prescribed as follows: The hair will be neatly trimmed and cut close around the back and sides of the head at all times; graduating to no more than 1/2-inch where the hair lays below the hatband. Hair above the hatband will not exceed 1 1/4-inch in bulk. Male personnel assigned to the Base Honor Guard will have a fresh haircut, as often as necessary in order to maintain a neat and clean-cut appearance.

1.5.1. Neck/body hair will not protrude from the collar of the short/long-sleeved blue shirt or the ceremonial white shirt. Base Honor Guard personnel will be inspected at every formation to ensure standards are being met. Hair will not be bleached or dyed any unnatural color.

1.6. Beards, Mustaches, and Goatees. Facial hair is not authorized. All personnel will be clean-shaven and smooth to the touch at all times. Individuals receiving temporary shaving waivers will not be used on ceremonial commitments unless the waiver specifically states the specified individual can shave every other day in order to perform ceremonies. Individuals with shaving waivers extending beyond 30 calendar days or recurring waivers will be relieved of duty and evaluated for reassignment or returned to primary duty sections.

1.7. Fingernails. Males: Will be trimmed short, no longer than 1/8-inch, and clean at all times. Females: Will be neatly trimmed to no longer than 1/4-inch (natural or artificial) and clean at all time. Ornamentation of fingernails while in uniform is strictly prohibited. Nail polish of any color is not authorized. EXCEPTION: French style manicures with white tips and clear nail polish.

1.8. Body Piercings. Females will not wear earrings while in the ceremonial uniform.

1.9. Tattoos/Brands. All honor guard personnel must refrain from acquiring body art that may become exposed during ceremonies or public events. In addition, tattoos/brands will not be visible through the uniform.

1.10. Cosmetics. Cosmetics must be more conservative than what is normally expected of female Airmen. Excessive or bright cosmetics and lipstick draws Attention to the individual and can detract from the ceremony.

1.11. Tobacco and Alcohol Use in Uniform. The purchase and use of tobacco and alcohol products is prohibited at all times while in the ceremonial uniform. Tobacco products include cigarettes, dip, vape, etc. Tobacco use in the Air Force is outlined in AFI 40-102.

1.12. Hearing Protection. When hearing protection is required to be worn in the ceremonial uniform only flesh colored, transparent or blue earplugs will be worn. All members in the formation must wear the same style and color of earplugs.

1.13. Wear of Jewelry. Members will not wear rings, watches or jewelry of any kind in the ceremonial uniform (all combinations to include the lightweight jacket). However, there are some exceptions. If married, members are authorized to wear their wedding ring/band. Watches are only authorized for key leaders that require them during ceremonies (i.e. OIC/NCOIC). Care should be taken to only wear a watch if it is absolutely necessary. If worn, the watch will be placed on the left arm, above the wrist to prevent it from being seen. Only solid black or silver, small, conservative watches will be worn.

Chapter 2

APPROPRIATE WEAR OF CEREMONIAL UNIFORM ITEMS

2.1. Ceremonial Cap.

2.1.1. Ceremonial caps will be clean, serviceable, string and wrinkle-free with the top taut and flat. The chrome buckle of the functional chinstrap is worn on the right side of the hat when viewed from the rear. Unscrew the two chrome buttons holding the chinstrap into position.

2.1.2. To position the functional chinstrap, unscrew the two chrome hat buttons holding the chinstrap into position. Reverse the chinstrap so that the strap buckle is to the right of center when viewed from the rear. Secure the functional chin strap into the up position.

2.1.3. The hook will be positioned down with the chinstrap parallel to the ground and supporting the chinstrap. The hook will remain visible. If the hook should become worn and is no longer black in color, individuals will color the hook black using a black marker or honor guard issued, black, high-gloss edge dressing. The patent leather bill and chinstrap will be spotless, free of cracks, and other malformations at all times.

2.1.4. The pointed tip of the chinstrap will always be folded under the keeper to create a flat edge. The cap will be worn so the flat bottom part of the cap is parallel to the ground. The cap bill will be formed to fit the wearers head. A properly formed bill will have a curved appearance.

2.1.5. The cap is worn squarely on the head so that the flat bottom part of the hat is parallel to the ground. There will be no gaps on either side of the head and no hair protruding in the front. There must be enough space between the bill of the cap and the bridge (top) of the nose to place the wearer's index and middle fingers together. Shape the hat to conform to head. Do not excessively shape the bill of the cap. A properly formed bill will have a curved appearance.

2.1.6. The chinstrap is a functional item and will be worn in the down position only when inclement weather (strong winds) or mission (colors, and flight-line cordon, etc.) dictates it. At all other times the chinstrap will remain in the up position.

2.1.7. When the chinstrap is worn in the down position, it will be adjusted to fit under the front of the chin firmly, but not tight enough to cause the head to protrude at the top of the hat. The hook will be turned upright when the chinstrap is utilized.

2.1.8. Honor Guard officers will wear the chrome "Coat of Arms" service cap insignia on the ceremonial cap. Enlisted personnel will wear the chrome "Wing and Star" insignia (Hap Arnold device). The screw in buttons on the sides of the cap will be worn with the wings of the design pointing to the sky, do not glue buttons in place. The front chinstrap (silver) braid will be worn flush, grounded to the bill and free of strings. The tips of the adjustable braid will be hot glued down. No silicone will be applied.

2.2. Ceremonial Blouse.

2.2.1. Iron the lapels of the blouse down to enable all three buttons of the blouse to be displayed. Always iron with an ironing cloth/iron cover to prevent ironing marks, burns, shine, etc.

2.2.2. Officers will wear the open-end loop aiguillette under the epaulet and enlisted personnel will wear the closed-end loop aiguillette. Both officers and enlisted will have the aiguillette grounded to the left shoulder seam. Ensure that the factory safety pin is removed and the aiguillette lays flush on the coat. The aiguillette must be secured on the inside of the garment with at least 5-7 (or as many as required) safety pins at the front and rear of the seam. The aiguillette must not appear bunched. The chrome tip of the aiguillette must be replaced if the chrome becomes chipped. The knot will be positioned and grounded to the aiguillette so the “wing and star” design on the ornament faces forward. The knot will be pinned or threaded to the aiguillette, none of which should be visible.

2.2.3. All accouterments (to include ribbons, occupational badges, US insignias and the BHG badge) will be worn on the Ceremonial Blouse. Full size medals are NOT authorized.

2.3. Ceremonial Blues Shirt.

2.3.1. Blues shirt will be clean, freshly pressed, wrinkle and string free.

2.3.2. Blues shirts will be tucked and properly bloused at all times (excluding certain “princess cut” female shirts due to difference in shirt design).

2.3.3. Shirt garters are a mandatory item.

2.3.4. No accouterments, except chevrons, will be worn on the shirt when wearing the ceremonial coat, the overcoat and the all-weather coat (raincoat).

2.3.5. Short sleeve blue shirt should be worn. *Note: If wearing long sleeve blue shirt, the sleeves should not be visible at any time. The standard AF herringbone tie will be worn with a double Windsor knot. There will be no visible “dimple” in the knot. Clip on ties do not present a ceremonial image and WILL NOT be worn. Males will wear an AF tie-bar and will ensure that it is not visible while wearing the ceremonial blouse. Females will wear the Air Force tie-tab.*

2.4. Ceremonial Belt and Back Belt.

2.4.1. The ceremonial belt and back belt are worn when it is practical and pertinent to the ceremony. Wear the ceremonial belt when the member does not do an excessive amount of moving (i.e.: marching in parades). Awards bearers, flower bearers, OIC/NCOIC (OIC/NCOIC for MFH will NOT be bloused), color teams, personal colors bearer, NFP etc., will wear the ceremonial belt. Enlisted personnel will wear the belt with the “Hap Arnold”, Officers will wear the belt with the “Officer” insignia on the buckle.

2.4.2. Pallbearers and Firing Party, with the exception of NFP, do not wear the ceremonial belt.

2.4.3. The ceremonial belt will be worn between the second and third button (counting downward) of the ceremonial blouse. On the raincoat, wear the belt between the second and third button (counting downward), above pockets. On the overcoat, wear belt between the first and second button (counting downward), above the pockets. The back belt will be worn underneath the ceremonial blouse, overcoat, or raincoat, to reduce excess material from bulging around the ceremonial belt on the outside of the uniform.

2.4.4. Any loose ends of the belt will be taped with black electrical tape. The chrome keepers will be situated one inch from either side of the buckle. The back of the keepers will be pinched to prevent movement. The two aluminum tension rods will each be replaced with three-inch sections of wire hangers to prevent the belt from loosening.

2.4.5. Blousing is (at least) a *two-person* task; *three* people can provide an even tighter blouse.

2.4.6. Adjust the ceremonial belt to fit very tightly around the waist.

2.4.7. The "blousee" holds the belt in the approximate position where the belt fastens with some slack being provided for the "blouser's" hands.

2.4.8. The "blouser" positions the hands along two side seams on the back of the blouse, raincoat, or overcoat.

2.4.9. The "blouser" pulls the excess material from the front of the uniform and folds it underneath the two seams on the side in a forward position. When bloused, the entire uniform appears neat, wrinkle-free, and without bunching.

2.4.10. The "blousee" then fastens the belt in front.

2.4.11. The "blouser" re-checks the ceremonial belt and places the two keepers one inch (approximately a thumb's width) from the chrome belt buckle on both sides of the buckle.

Figure 2.1. Blousing.



2.5. Ceremonial Trousers/Slacks.

2.5.1. Always use an iron cloth/iron cover when ironing.

2.5.2. Ceremonial trousers will be neat, serviceable, freshly pressed, and wrinkle/string-free. The trouser length will extend to one inch below the rear of the shoe top and have a slight break in the front crease. All male personnel will wear a standard blue belt with chrome buckle. Honor Guard personnel are authorized to wear blue suspenders with the trousers. Creases will be sewn in the front and back of the trousers. Front pockets will be sewn down. No bulky items (i.e. keys, wallets etc.) may be placed in either rear pocket at any time. The rear left pocket will be buttoned at all times.

2.5.3. When sitting down in ceremonial trousers/slacks, all personnel will roll the excess material located under the knees into a “cup like” fold to prevent wrinkling.

Figure 2.2. Honor Guard Member “Rolling” Trousers.



2.6. Ceremonial Shoes.

2.6.1. Ceremonial shoes will be clean, shined and edge-dressed at all times. Since patent leather and poromeric imitation leather are easily marred, shoes should only be dusted or cleaned with a clean, soft, cotton cloth and furniture polish, glass cleaner or poromeric cleaner.

2.6.2. Use edge dressing on the soles of the shoes, to include the welts. *Note: BHG personnel are authorized single and doubled-soled shoes with metal taps and cheaters, NOT triple-soled. The soles and heels are not to exceed 9/16” and 1 5/16” respectively.*

2.6.3. Shoestrings must be tucked into the ceremonial shoes as all times.

2.7. Ceremonial Gloves.

2.7.1. Gloves will be white, tight fitting and stain free; unless wearing cold weather gear (black gloves) in inclement weather conditions.

2.7.2. Worn with the end of the glove folded under providing a neat appearance.

2.7.3. While performing an Active Duty Funeral, white silicone gloves, or gloves with grip material, will be worn by Firing Party personnel (except NFP). If it is raining, silicone gloves should not be worn. *Note: Pallbearers will never wear silicone gloves while holding or folding a flag.*

2.7.4. While performing a Standard Honor Funeral, white silicone gloves, or gloves with grip-like material, should be worn by Firing Party personnel (except NFP). If the gloves DO NOT have any grip-like material to allow the member to grip the weapon securely, then do not wear gloves while firing. If it is raining, silicone gloves should not be worn.

2.7.5. IAW 36-2903, white gloves are not authorized to be worn with any Air Force Blues combinations or the Airman Battle Uniform.

2.8. All Weather Coat (Rain Coat 65% Polyester/35% Cotton).

2.8.1. The All Weather coat is wrinkle free and a crease will not be in the underlying layer of the lapel. All buttons will be buttoned, too include the top button (“flaps up”).

2.8.2. The belt loops are removed from the coat for blousing purposes and Scotch Guard may be applied prior to use. *Note: Only if purchased by the Honor Guard.*

2.8.3. A safety pin will be used to secure the split located on the bottom rear side of the coat. The safety pin is placed in a manner that cannot be seen, it will be located half way up the split in the back of the coat.

2.8.4. Officers will center the metal rank insignia 5/8-inch from the end of epaulet. Enlisted personnel will wear the metal rank insignia on the collar. Secure the metal rank insignia 1 inch up from bottom collar and parallel to outer edge IAW AFI 36-2903.

2.9. Ceremonial Overcoat.

2.9.1. The coat is wrinkle free and the lapels WILL BE folded and ironed flat as they lay naturally when the coat is buttoned. Lapels will be pinned down from the inside of the coat and the safety pin will not be visible. *Note: ensure no pin is visible when worn.*

2.9.2. The belt and belt loops are removed from the coat for blousing purposes and Scotch Guard may be applied prior to use. *Note: Only if purchased by the Honor Guard.*

2.9.3. Remove the cuff (wrist) straps. The coat will have the 3/4-inch silver braid sewn 3-inches from the bottom of sleeve.

2.9.4. A safety pin will be used to secure the split located on the bottom and rear side of the coat. The safety pin is placed in a manner that cannot be seen, it will be located half way up the split on the back of the coat.

2.9.5. The coat should have six, 1 1/8-inch silver buttons affixed on the overcoat displaying the “Hap Arnold” with wingtips up (buttons WILL BE secured with large safety pins).

2.9.6. The “BASE HONOR GUARD” arc will be placed ½-inch down from the left shoulder seam, centered and parallel to the ground as worn. *Note: The arc must be the ¾-1-inch wide to ensure BHG uniformity.*

2.9.7. Officers will wear the open-end loop aiguillette under the epaulet while enlisted personnel will wear the closed-end loop aiguillette. Both officers and enlisted personnel will have the aiguillette grounded to the left shoulder seam. Ensure that the factory safety pin is removed and aiguillette lays flush on the coat. The aiguillette must be secured on the inside of the garment with at least 5-7 (or as many as required) safety pins at the front and rear of the seam. The aiguillette must not appear bunched. The chrome tip of the aiguillette must be replaced if the chrome becomes chipped. The knot will be positioned and grounded to the aiguillette so the “wing and star” design on the ornament faces forward. The knot will be pinned or threaded to the aiguillette, none of which should be visible. *NOTE: Safety pins must not be visible from behind the aiguillette.*

2.9.8. Officers will center the metal rank insignia 5/8-inch from the end of epaulet. Enlisted personnel will adhere to the following: NCO’s will wear chevrons; Airmen will wear metal rank IAW AFI 36-2903.

2.9.9. Overcoats are recommended when temperatures are below 45 degrees.

2.10. Black Scarf.

2.10.1. Scarves must be clean, serviceable, wrinkle/string-free and taped on the underside as to give a flat appearance when worn. The scarf is authorized for wear with the ceremonial overcoat, all-weather coat and ceremonial lightweight blue jacket.

2.10.2. All ceremonial guardsmen must tape the scarf, no exceptions. Scarf is worn with the wearer’s left over right when crossing over the chest and the open ends pointing toward the ground.

2.10.3. Safety pins will be attached to the ends of the scarf and one standard blousing strap will be used to secure the scarf in place around the wearer’s back. *Note: If back belt is worn, ensure that it is worn on top of the scarf.*

2.10.4. The scarf is worn with the overcoat or all weather coat and black gloves only.

2.10.5. Scarves are recommended when temperatures are below 45 degrees.

Figure 2.3. Proper Wear and Appearance of the Black Wool Scarf.



2.11. Blue Winter Cap (Bunny Cap)

2.11.1. The Blue Winter Cap will be neat, clean and wrinkle/string free. The blue winter cap is only worn with the ceremonial overcoat.

2.11.2. The “Hap Arnold” device will be worn on the front of the cap, secured by placing the screw through the pre-made hole and fastening the screws cap tightly from rear. Officers will wear the Officer Service Cap Insignia on the blue winter cap.

2.11.3. The cap will always be worn with the earflaps down and chin securely strapped under jaw/chin (secure excess strap by routing it back through the length adjuster). Do not cut the excess strap.

Figure 2.4. Proper Wear and Appearance of the Blue Winter Cap.



2.12. Black Earmuffs.

2.12.1. Black earmuffs must be clean and lint free.

2.12.2. Black earmuffs are worn with the overcoat or all weather coat only.

2.12.3. For standardization purposes, all BHG personnel must wear the same style earmuff. For instance, the entire USAF Honor Guard wears the “Tec Fleece” type (see chapter 16 for ordering information)

2.12.4. Logos located on any part of purchased items must be colored in with a permanent black marker or the logo tag must be completely removed.

Figure 2.5. Proper Wear and Appearance of Earmuffs.



2.13. Summer Dress Uniform.

2.13.1. Proper wear of the summer dress uniform is located in AFI 36-2903, Chapter 9 Distinctive Uniforms, Section 9.4.2. Summer Uniform. *Note: The summer dress uniform does not present a ceremonial image and should be used only as a last resort.*

2.13.2. The summer dress uniform WILL NOT be worn while performing any indoor color details.

Figure 2.6. Base Honor Guard Summer Dress Uniform.



2.14. Ceremonial Lightweight Blue Jacket.

2.14.1. The lightweight jacket will be clean and wrinkle free as well as string free.

2.14.2. ALWAYS wear the lightweight blue jacket during transit to and from a ceremony as well as when training away from the Honor Guard. DO NOT train in the ceremonial blouse. Any lightweight jacket containing the "BASE HONOR GUARD" arc will be worn with the ceremonial trousers. This lightweight jacket will not be worn with any regular blues combinations. *Note: The ceremonial trousers with blue shirt is not an authorized uniform combination, you must wear the lightweight blue jacket over the blue shirt.*

2.14.3. Officers will center the metal rank insignia 5/8-inch from the end of epaulet. Enlisted personnel will wear chevrons IAW AFI 36-2903.

2.14.4. When wearing the lightweight jacket, ensure that the elastic waist band is rolled underneath. This creates a more professional appearance. The jacket will be zipped to bottom of the tie knot with the zipper tucked in neatly. Females will wear the lightweight jacket zipped to the top of the first exposed button.

2.15. Rain Cap Cover.

2.15.1. Whenever you wear the raincoat for a ceremony, you must wear the rain cap cover on the ceremonial cap. The ceremonial hat emblem is NOT displayed on the outside of the rain cap cover. It will remain under the rain cap cover. DO NOT place any holes in the rain cap cover.

2.15.2. The rain cap cover will always be worn when wearing the ceremonial light weight blue jacket during transit to and from a ceremony as well as during training. Rain cap covers will be in serviceable condition and placed on the ceremonial cap in a manner that permits coverage of the entire top of the hat and the entire wing and star or officer's service cap insignia devices. The elastic band of the cover will rest against the seam where the top of the hat and the hat band meet. This will be done when coming to, from and between ceremonies. Roll the rain cap cover underneath the back edge of the ceremonial hat to produce a snug fit and neat appearance.

2.15.3. The cover may be rolled slightly to ensure a taut/snug and wrinkle-free appearance on the top. Fabric protector spray will be applied to the rain cap cover.

2.15.4. The rain cap cover will be the standard AF shade 1620.

Figure 2.7. Proper Wear and Appearance of the Rain Cap Cover.



2.16. Base Honor Guard Badge.

2.16.1. The badge is a unit identifier as a member of the BHG team.

2.16.2. The multi-colored ceremonial badge is not a morale badge; it is a duty badge and must be worn as such.

2.16.3. Current members of each individual BHG team are authorized to wear the badge. Former members, no longer assigned to the BHG are NOT authorized. If a team operates on a rotation system, member's off-rotation, but still assigned to Base Honor Guard, are considered current members. Each base should implement criteria for awarding the badge. However, each team member must earn their badge before performing in any ceremony. For example, awarding the badge upon completion of a one-week course conducted by the Base Honor Guard. The badge must be worn on the ceremonial blouse and blues shirt when in the summer dress uniform.

2.16.4. The multi-color badge must be worn on the Ceremonial uniform. The badge may also be worn on the service dress coat and mess dress jacket. If the "white" in the multi-color badge begins to yellow, it is considered unserviceable and must be replaced.

2.16.5. Badges will be worn IAW 36-2903. Males will wear the badge on the left side 1 ½-inch down from the top of the welt of the pocket under the ribbons and centered, unless they have a primary duty badge i.e. SFS, missile, fire fighter, etc. In this case, the wearer should wear the ceremonial badge on the right side in the same relative position as the badge on the left.

2.16.6. Females will wear badge on the right side with the bottom part of the badge lined up with the top of the welt of the pocket and centered where the nametag would be if worn in service dress. If another primary duty badge is worn on the right side, then the second badge will be centered and spaced ½ inch apart from the first badge. *Note: If members possess additional duty badges ensure that they are following the guidance listed in AFI 36-2903.*

2.16.7. Each base should implement criteria for awarding the Base Honor Guard badge. However, each team member must earn their badge before performing in a ceremony.

2.17. Sage Green Boots.

2.17.1. Each boot will maintain a clean and serviceable appearance. The boots will be laced to the top with the excess shoe lace tucked neatly and securely inside the boot. Do not wrap laces around the top of the boot. The socks must be long enough so that no skin is visible when in the seated position. *Note: Base honor guard personnel should develop their own guidance for authorizations to wear black boots with the ceremonial uniform, but should limit these approvals to only in conditions of severe safety concern (i.e. inclement weather).*

2.17.2. BHG Members are authorized to wear cheaters on ABU Sage Green Corcoran* premier ceremonial boots only.

2.17.3. Members are only authorized to wear cheaters with a blocked ABU hat, pennyweights and they must properly maintain a polished, positive ceremonial guard image.

2.17.4. If worn by Base Honor Guard personnel then all dress and appearance standards listed in this manual must be strictly adhered to, there are no exceptions. If Base Honor Guard members are unable to meet the requirements outlined in this manual, then do not wear cheaters on boots.

2.17.5. Toe and heel preservers (taps) are authorized for wear with each boot and highly recommended to lengthen the life span of the boots. Polishing with metal polish is authorized; however, edge dressing or paint of any kind is not authorized. To polish cheaters, remove all dirt, paint, edge dressing, etc. from metal. Paint thinner may be necessary. Next remove all nicks, scratches and defects from the metal. This can be accomplished using a power sander and a low grit sand paper (60-100 grit). Continue sanding by hand slowly increasing the grit number. Eventually reach grits 1,500, 2,000 and finally end with 3,000 or 5,000. Time and patience is the key factor. Apply a high quality metal polish. The engraving/etching of cheaters is optional. The member's current rank and/or Honor Guard issued coin number are the only items authorized to be engraved/etched in cheaters.

2.18. ABUs

2.18.1. ABUs will be worn IAW AFI 36-2903.

2.18.2. Additional uniform items, i.e. ascots, brassards, aiguillettes etc. are not authorized and will not be worn.

2.19. Weapon Slings

2.19.1. The white and black sling will be clean, serviceable and free of strings. White slings will be used when performing with white gloves; black slings with black gloves. The sling will have a four finger width distance between the hook and buckle, and between the buckle and keeper. This distance will place the keeper directly over the trigger. When secured to weapon, the excess material may be taped flush to the sling. White tape will be used on white slings; black tape on black slings. Slings will be cut to size to fit the weapon, and the chrome tip is mandatory and must be in serviceable condition. *Note: Use caution when sizing. Slings may shrink when washed.*

2.20. Overall Appearance for Ceremonial Uniform.

2.20.1. The ceremonial uniform will be clean, wrinkle and string-free. The ceremonial uniform will ONLY be worn to, from, and on official ceremonies. When necessary the uniform may be worn during short convenience stops, such as coming to or from work and when stopping to pick up children, get gas or to get lunch before and after official ceremonies. Change out of the ceremonial uniform at the first opportunity following every ceremony.

2.20.2. No jewelry is worn with the ceremonial uniform, i.e.: earrings, bracelets and watches (except a watch for OIC/NCOIC to ensure timeliness). Nametags, wallets, cell phones and sunglasses will not be worn with the ceremonial uniform. Sunglasses, to include photosensitive lenses, are ONLY permitted in the ceremonial uniform while driving to and from the ceremony. Wedding rings are optional. Members should make every effort to refrain from wearing prescription eye wear during ceremonies. At no time is it acceptable to purchase and/or consume tobacco, alcohol products, or inappropriate material while in the ceremonial uniform.

2.20.3. Females; if makeup is worn, it must be conservative and natural. No red or bright lipstick should be worn while in the ceremonial uniform. No colored nail polish is authorized while in the ceremonial uniform. Only white tipped French manicure or clear polish is acceptable. Long hair must be pulled back, in a bun and hair nets of a natural color are optional. If hair is short, it must be pinned back from the face (behind the ears), not to protrude from the ceremonial hat. Hair will not restrict the proper wear of the ceremonial hat (i.e. bulky styles). With the exception of the guidelines outlined in this manual, all hair specific guidance covered in AFI 36-2903 applies.

2.20.4. If any clothing, gloves, flags, flag stands, flag harnesses, etc. are needed, find help locating optional vendors in chapter 16, the BHG Supply listing.

2.21. Overall Appearance for Informal Uniform.

2.21.1. Members of the Base Honor Guard may be authorized to wear an informal uniform. Personal grooming and accessory standards apply while wearing an informal uniform.

2.21.2. **Shirts.** Shirts will be short or long-sleeve, dark blue polo-style, with "US AIR FORCE" contemporary logo on front, upper left chest. Undershirts will be worn and must be white with a V-neck collar. With the exception of enlisted aides, functional identification will be monogrammed in white (all capital letters) on the left sleeve, above the elbow, of both the short and long sleeved shirts. The following functional identification will be used: "BASE HONOR GUARD".

2.21.3. **Nametag.** Nametags will be brushed silver with rank and last name.

2.21.4. **Occupational Badges.** Occupational badges are optional for wear. If worn, they will be centered ½ inch above the nametag.

2.21.5. **Trousers.** Trousers will be pleated without cuffs and khaki in color (shorts are not authorized).

2.21.6. **Belt.** Belt will be black with silver buckle.

Chapter 3

BASIC STANDING MANUALS

3.1. Introduction.

3.1.1. This chapter explains the basic movements which must be mastered before attempting to accomplish drill and ceremonies with a weapon. Many of the drill movements resemble those covered in AFMAN 36-2203, Drill and Ceremonies, and others are unique to the Honor Guard. Standing manuals will be performed at the cadence of slow time (60 bpm) unless executing a movement that is or contains a facing movement, in which case the manual will be performed at the cadence of quick time (100-120 bpm). Further clarification is provided when necessary for manuals that deviate from this rule.

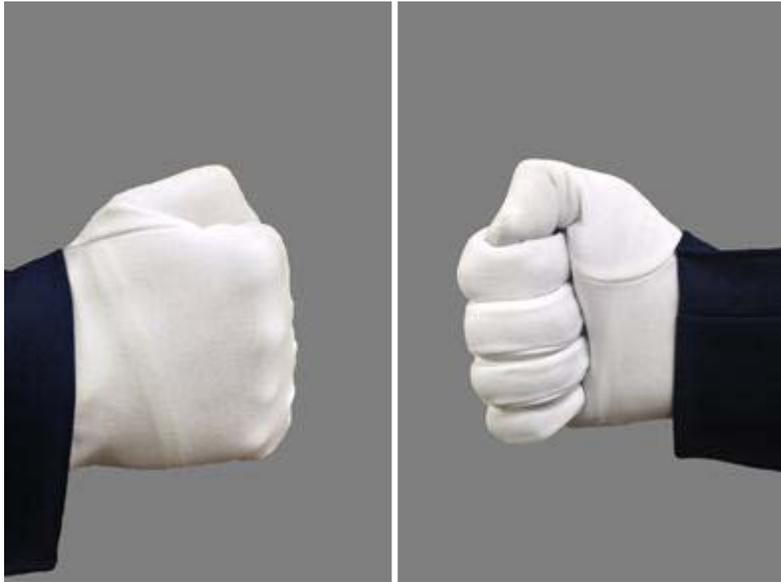
3.2. Position of Attention.

3.2.1. The command of execution is Attention and will be preceded by a preparatory command (i.e.: Colors, Bearers, Firing Party, Flight, etc.). To come to Attention, bring the feet together smartly, the heels and balls of feet are together and touching. Keep the legs straight without stiffening or locking the knees. The body is erect with hips level, chest lifted, and shoulders square and even. Arms hang straight down alongside the body and wrists are not bent, and knuckles are parallel to the ground. Place middle finger along the seams of the trousers. Hands are cupped with palms facing the leg. Head is erect, neck is vertical with the body, and eyes are facing forward with the line of sight parallel to the ground. The weight of the body rests equally on the heels and balls of both feet, and silence and immobility are required.

Figure 3.1. Position of Attention.



Figure 3.2. Pin Hand.



3.3. Positions of Rest.

3.3.1. Parade Rest.

3.3.1.1. The command is Parade, REST. Upon the command of execution REST, lift the left foot smartly and move it left, six to eight inches apart, in-line and parallel with each other. Feet point straight forward, legs are straight, but not stiff.

3.3.1.2. As the left foot moves, arms extend behind the body and hang straight down with hands flared properly (palms away from the body and hands flat), right hand over the left hand with middle finger tips overlapping with fingers extended and joined, thumbs interlocked (forming an X).

Figure 3.3. Parade Rest



3.3.2. At Ease.

3.3.2.1. The command is AT EASE. Relax; keep the right foot in place.

3.3.2.2. The position in the formation does not change, maintain silence.

3.3.3. Rest.

3.3.3.1. The command is REST. Relax; keep the right foot in place.

3.3.3.2. You may talk in low conversational tones. The position in the formation does not change.

3.3.4. Fall out.

3.3.5. The command is FALL OUT. From the position of Attention, execute a two-count about face (see 3.4.1), step off with the left foot, and leave the formation. Unless told otherwise, remain in the immediate area.

3.4. Facing Movements.

3.4.1. Two-Count About Face.

3.4.1.1. The command for the movement is About, FACE. This is a two-count movement executed from the position of Attention. Upon the command of execution FACE, lift the right foot just enough to clear the ground and place it perpendicular to and behind the left foot forming a backwards "T" with both feet, arms remain pinned to the side. The head is perpendicular to the shoulders throughout the movement (head and shoulders will follow the foot that is turning). This is the first count of the movement. The position of the left foot is not changed. Most of the weight of the body is resting on the ball of the right foot. On the second count, pivot to the right on the ball of the right foot while lifting the left foot just enough to clear the ground to meet the right, bringing feet together smartly and resuming the position of Attention, 180 degrees from the starting position. Keep arms pinned to the side for the entire movement.

Figure 3.4. Two-Count About Face (Count 1).



3.4.2. Three-Count About Face.

3.4.2.1. There is no command for this movement. This movement is only performed while moving as a solitary member from the position of Attention or the member can't perform a two-count about face. (i.e. grass, carpet). Lift the left foot just enough to clear the ground and place it in front (perpendicular) of the right foot forming a "T" bend the knees slightly. This is the first count of the movement. In the second count, the position of the left foot is not changed; lift the right foot just high enough to clear the ground and pivot 180 degrees, bring the corners of the heels together to form a 90-degree angle (an "L"), then bring the left foot smartly to close with the right foot (third count), resuming the position of Attention. Keep the arms pinned to the side for the entire movement. The head is perpendicular to the shoulders throughout the movement (Head and shoulders will follow the foot that is turning).

Figure 3.5. Three-Count About Face (Count 1).



3.4.3. Left (Right) Face.

3.4.3.1. The command for the movement is Left (Right), FACE. This is a two-count movement. To complete count one of the movement, from the position of Attention, lift the left (right) foot and place it down 90 degrees to the right (left) foot forming an "L". The corner of the heel of the left (right) foot should be against the corner of the heel of the right (left) foot. The head is perpendicular to the shoulders throughout the movement (head and shoulders will follow the foot that is turning). The rest of the body remains at the position of Attention at a 45-degree angle. To complete count two of the movement, distribute the weight of the body to the left (right) foot. Lift the right (left) foot and, with snap, bring it alongside the left (right) foot. Simultaneously the body will finish 90 degrees from the original position. The rest of the body remains at the position of Attention.

Figure 3.6. Right Face (Count 1).

3.5. Formation of the Flight.

3.5.1. The purpose of the movement is to form a flight in line formation.

3.5.2. The command for the movement is FALL IN.

3.5.3. Upon the command, the guide moves to a position so that the formation is three paces away and centered on the Flight Commander (to do this he or she must take the size of the formation into consideration). Once in position the guide executes an automatic dress right dress without turning his or her head. The first element leader falls into a position to the left of the guide so that his or her right shoulder is touching the fingertips of the guide and executes an automatic Dress Right Dress. The second and third element leaders fall into a position behind the first element leader establishing a 40-inch distance.

3.5.4. Each succeeding member of the formation falls into a position to the left of the element leaders, executing an automatic Dress Right Dress, establishing dress and cover. It's the responsibility of the first element to establish the interval. Once in position, with dress and cover, each member returns to the position of Attention. It is important to square off the back of the formation. When there is an odd number, fill the formation in from the first element back.

3.6. Present Arms/Order Arms.

3.6.1. The command is Present, ARMS. Upon the command of execution ARMS, from the position of Attention, raise the right hand up the centerline of the body, start un-cupping the hand and extending the fingers and thumb at approximately waist level. Continue to raise the right hand until the bicep is parallel with the ground and slightly forward of the body. The line between the middle finger and elbow should be straight (do not bend your wrist or cup your hand) and the palm is slightly tilted toward the face. Touch the middle finger to the right front corner of the brim of the hat, the outer right point of the eyebrow, or the right outer point on the eyeglasses, depending on what is worn. Fingers are extended and joined, thumb along the forefinger (do not tuck thumb). *Note: When wearing the ceremonial belt, the bicep will be at a 45-degree angle as opposed to being parallel to prevent wearers blouse from rising.*

3.6.2. To return to the position of Attention, the command is Order, ARMS. Upon the command of execution ARMS, simply retrace your steps backward from Present Arms re-cupping your hand at approximately waist level. During Present Arms, silence and immobility are required. When performing this movement Present Arms and Order Arms are completed as three-count movements.

Figure 3.7. Hand Salute.



3.7. Forward, MARCH/Flight, HALT.

3.7.1. The command is Forward, MARCH. Upon the command of execution MARCH, step off with the left foot sliding your heel for the first step. Pick up coordinated arm swing, six inches to the front and three inches to the rear. March with 24-inch steps as measured between the heels. When marching, place one foot in front of the other, in a straight line versus toes pointing inward or outward. To aid in maintaining cadence, the individual marching the formation can call cadence.

3.7.2. To halt, the command is Flight, HALT. Flight is called on the left foot and HALT on the following left foot. Upon the command of execution HALT, take one more step with the right foot and close with the left. *Note: Forward, March can be given in incremental steps by using the command XX Paces (specify number of steps to take) Forward, MARCH. Upon the command of execution MARCH, step off with the left foot and march forward the number of steps commanded. On the last step, simply bring the feet together and resume the position of Attention. This movement is executed when there is not enough room to execute a Flight, HALT.*

3.8. To Align the Flight in Line.

3.8.1. The purpose of this movement is to align the flight in line formation much like the command COVER does in column formation.

3.8.2. The command for this movement is Dress Right (Left), DRESS. Upon the command of execution, everyone except the first rank turns their head 45-degrees to the right (left) looking down the line to align them to the right (left) making sure that they are directly behind the person in front of them. Simultaneously, everyone except the last rank, will lift their left arm up, parallel to the ground, fingers extended, and joined, palm facing down. The rest of the body remains at the position of Attention. To adjust yourself within the formation, take short, choppy steps. The first element must maintain fingertip to shoulder contact. Silence is maintained. At the completion of this movement, each element should be aligned from the right or left flank of the formation.

3.8.3. To return to the position of Attention the command is Ready, FRONT. Upon the command of execution, FRONT, bring the head back to the front and the arm down to the side without an audible slap.

3.8.4. This movement can also be executed at close interval. The commands are At Close Interval, Dress Right (Left), DRESS.

3.8.5. To execute the movement, everything is the same except the left hand slides up to the hip with the palm resting on the hip, fingers extended and joined pointing down. The elbow is bent and flared out 45-degrees. The first rank acquires elbow to arm contact.

3.9. Open Ranks/Close Ranks

Note: Section 3.9 provides a basic overview of Open and Close Ranks procedures that are unique for the standard three element formation used by AF Honor Guards. Refer to AFMAN 36-2203 for the complete guidance on Open/Close Ranks and inspections.

3.9.1. The purpose of this movement is to open up the formation for inspection.

3.9.2. The command for this movement is Open Ranks, MARCH. Upon the command of execution (ALL elements move simultaneously), the first element takes two paces forward, halts, and performs an automatic dress right, dress. The second element takes one pace forward, halts, and performs an automatic dress right, dress. The third element remains in place and executes an automatic dress right, dress. At the completion of this movement, each element should be aligned from the right flank of the formation.

3.9.3. Alignment procedures are used to ensure each file is properly aligned.

3.9.4. Once the formation has been given the appropriate dressing command, the Flight Commander moves by the most direct route, to the end of the first element. From this position, the front rank is aligned. If necessary, individuals are instructed to adjust their placement by name or number. The Flight Commander takes short side steps to verify alignment. He/she then steps off with the left, marches forward, halts on the end of each succeeding rank, executes right face, and aligns the rank.

3.9.5. After verifying the alignment of the last rank, the Flight Commander executes a right face and marches three paces from the front rank, halts and executes a left face. The command Ready, FRONT is given. The Flight Commander takes one-step forward with arm swing and executes a right face.

3.9.6. Once alignment is complete, the Flight Commander gives the command Ready, FRONT. This movement is accomplished by returning to the position of Attention by bringing the left arm down sharply to the side while simultaneously snapping the head back to the front. *Note: When the left arm is brought back to the side there should NOT be an audible slap.*

3.9.7. Once the inspection sequence is complete, the flight is ready to be closed. This is done with the command Close Ranks, MARCH. Upon the command of execution, the first element stands fast, the second element takes one-step forward with coordinated arm swing and halts and the third element takes two steps forward with coordinated arm swing and halts. This all happens simultaneously with each element halting at the position of Attention.

3.10. Mark, TIME.

3.10.1. The purpose of this movement is to march in place.

3.10.2. The command for this movement is Mark, Time, MARCH. Upon the command of execution, lift the left leg and begin marching in place, lifting each foot letting the toes dangle. Lift the feet so the dangling toes are approximately 4-6 inches off the ground. Keep the arms suspended at the side. The rest of the body remains at the position of Attention. From a march, the command is Mark, TIME. Upon the command of execution, take one more 24-inch step and then mark time ensuring to suspend the arms to the side.

3.10.3. To halt, the command is Flight or Honor Guard, HALT. Upon the command of execution, take one more step, then bring the feet together, and halt at the position of Attention.

3.10.4. To pick up a march, the command is Forward, MARCH. At which time one more step at mark time is taken then step out with a 24-inch step and coordinated arm swing.

Figure 3.8. Mark Time March.**3.11. Right/Left Flank.**

3.11.1. The purpose of this movement is to turn the formation 90-degrees to the right (left), changing the alignment of the formation.

3.11.2. The command for this movement is Right (Left) Flank, MARCH (called on the foot/direction flanking).

3.11.3. Upon the command of execution, take one more step; suspend the arms to the side, pivot on the ball of the left (right) foot 90-degrees to the right (left), and step off with a 24-inch step and coordinated arm swing.

Chapter 4

COLORS

4.1. General Information

4.1.1. **Background.** Throughout history, the Colors, otherwise known as flags, standards, banners, and pennants, were used to represent countries, distinguished governmental subdivisions, agencies, military units, officials, and functioned as forms of signaling devices. In times of battle, the position of flagbearer was awarded to those who possessed supreme levels of bravery, confidence, and loyalty. The flagbearer's mission was to carry the Colors, rally the forces, lead the charge, and protect the flags with their lives, if necessary. Armed guardsmen were often assigned a position flanking the flagbearer to ensure the defense of the flag, forming a color guard. Today, these color teams serve a significant ceremonial purpose and forever hold a place in America's history, traditions, and protocol.

4.2. **Protocol.** Title 36, United States Code Chapter 10, governs flag etiquette and protocol. This law is intended to always maintain the U.S. National Flag in the position of honor, whenever exhibited. Military tradition has added its own customs in addition to that outlined in the U.S. Code.

4.2.1. Individuals will utilize AFI 34-1201, Chapter 2 and AFPAM 34-1202, Chapter 2 for all flag protocol and guidance.

4.2.2. For guidance regarding flag requirements to include Personal Colors (PC) refer to Attachment 2, Table of Honors, in AFI 34-1201.

4.3. **Requirements.** It is the duty of all color team members to ensure the safety and security of the colors they are carrying. Every precaution feasible should be taken to ensure this.

4.3.1. Never dip the National flag.

4.3.2. Only dip non-national flags at the appropriate times, i.e. during the playing of national anthems, muffled ruffles, Taps, etc. Refer to AFI 34-1201, for specifics on dipping the USAF Departmental Flag.

*Note: If the Pledge of Allegiance is given after the playing of the National Anthem then the NCT will give the subdued command **Bearers, Ready, TWO** to return the USAF Flag to port or right shoulder. The USAF Flag will not be dipped during the Pledge of Allegiance.*

4.3.3. Never allow a flag to touch the ground. Take care when handling flags/flag staffs around doors, ceilings, people and other obstacles.

4.3.4. The height of the team members should be as closely matched as possible. If there is a noticeable difference in members' height, the team should be arranged in an aesthetically pleasing manner (depending on the rank and experience level).

4.3.5. The NCOIC of the color team (NCT) will be holding the U.S. or National flag and will call commands from this position only.

4.3.6. The NCT does not have to be the highest-ranking member of the team. They should be the most experienced and qualified member to complete the mission successfully.

4.3.7. The right rifle guard is the second most experienced and the left rifle guard should be the third most experienced.

Note: Honor guards should make every effort to assign the flagbearer duties to NCOs. The rifle guards should be experienced Junior Enlisted Airmen.

4.3.8. The flags should always be carried and displayed in proper order. IAW AFI 34-1201, the order (from front to rear when in column formation and from left to right as the audience views the team when in line formation) is as follows:

4.3.8.1. National Emblems (i.e.: U.S. Flag, any other country flag).

4.3.8.2. President of the United States (POTUS).

4.3.8.3. State and Territorial Flags.

4.3.8.4. Service Flags (Army, Marines Corp, Navy, Air Force, Coast Guard).

4.3.8.5. Organizational Flags.

4.3.8.6. Personal Color (never part of a color team; pre-posted i.e.: VPOTUS, CSAF, VCSAF, Generals' Colors, POW/MIA Flags, etc.)

Note: If the color team involves a visiting country or honors another country, the order of display of the National flags is subject to change. Refer to AFI 34-1201, for guidance on the proper display of National flags.

4.3.9. For all Air Force ceremonies, funerals and community relations events, the color team will, at a minimum, consist of the U.S. and USAF Colors.

4.4. Composition and Formation. From front to rear, or right to left, the order will be the right rifle guard, the U.S. National Flag, State Flag (as required), USAF Colors, Organizational (as required), and finally the left rifle guard. Color team members fall in at the position of Attention in one or two formations either Column (single file) or Line (single rank/abreast) formation.

4.4.1. **Column (Single File).** Maintain a closer than normal 40-inch distance to the individual in front. It should be about half that distance with the right rifle guard in front.

Figure 4.1. Column (Single File)

4.4.2. **Line (Single Rank/Abreast).** Maintain a close interval, approximately four inches (fist distance) between color team member's shoulders, when halted. A "shoulder-to-shoulder" interval is maintained when marching in this formation.

Note: It is not recommended to have more than six flags (eight-person team), as this would render the team difficult to maneuver.

Figure 4.2. Line (Single Rank/Abreast)

4.4.3. **Location.** If performing a military funeral without an armed escort and an AF Band (i.e. SHF for AD deaths, MOH recipients and repatriations) then the color team is positioned at a minimum of 10 to 15 paces (depending on obstacles) and centered on the foot of the casket. If possible, the entire family should be able to see the color team. Always ensure the next of kin (NOK) can see the color team. Additionally, NCT should have a line of sight with the NCOIC/OIC at both roadside and gravesite.

4.5. **Responsibilities.** Each honor guard color team consists of at least one flagbearer and two rifle guards.

4.5.1. National Flagbearer. The bearer of the U.S. flag is also the NCT. The NCT is responsible for the entire color team including PC. The NCT is responsible for the appearance, conduct, and performance of the color team. They must ensure all members are well versed on their positions and ceremony sequences. This includes making sure that (even in the harness cup) the National Flag is never lower than other flags in display; although the flag should not be visibly higher, it should not be visibly lower either. The NCT is responsible for calling the correct command at the right time and in a way that other members of the team can hear the commands clearly and distinctly, without detracting from the ceremony. This position on the color team should be reserved only for the most experienced personnel. The NCT should be an NCO.

4.5.2. USAF Flagbearer. Generally, the least experienced on the team and is responsible for performing all commands on the NCT's command of execution.

4.5.3. Right and Left Rifle Guards. The primary responsibility of the right and left rifle guards is to safeguard the National and Air Force Colors. The rifle guards keep unauthorized personnel from walking between the colors and other elements. They also assist in the alignment of the colors and act as the "eyes" for the NCT when the flag blocks vision during windy days, while marching. The right rifle guard has the additional responsibility of placing the team in the predetermined position when marching in column formation.

Note: Right rifle guard also has the duty of setting the color team's cadence, which should remain steady (should not be too fast or too slow). Right rifle guard should be the second most experienced. Left rifle guard should be third most experienced.

4.6. Equipment.

4.6.1. Air Force Outdoor Ceremonies or Indoors with High Ceiling and Flags Will Not Be Posted:

4.6.1.1. U.S. National Colors (4'4" X 5'6").

4.6.1.2. USAF Colors (4'4" X 5'6" with campaign streamers).

Note: Remove the streamers during inclement weather.

4.6.1.3. Staffs of equal length (9') and design; silver spade finial.

4.6.1.4. Additional Colors as appropriate (i.e. state/territorial and organizational).

4.6.1.5. Flag harnesses (black leather with high-gloss finish).

4.6.1.6. Two rifles with white/black slings.

4.6.1.7. White/black silicone gloves.

4.6.1.8. Ceremonial belts.

4.6.1.9. PC with blue ceremonial case (as required).

4.6.2. Air Force Indoor Ceremonies in which Flags Will Be Posted and/or with Low Ceiling:

4.6.2.1. U.S. National Colors (3' x 4').

4.6.2.2. USAF Colors (3' x 4').

4.6.2.3. Staffs of equal length (7' is recommended/8' is an option) and design; silver spade finial.

4.6.2.4. Flag harnesses (black leather with high-gloss finish). *Note: Ribbons will not be worn when wearing the flag harnesses.*

4.6.2.5. Two rifles with white slings.

4.6.2.6. White silicone gloves.

4.6.2.7. Ceremonial belts.

4.6.2.8. Flag stands (chrome, pipe shaft on disc base).

4.6.2.9. PC Colors with blue ceremonial case (as required).

4.6.3. Joint Service (JS) Ceremonies (Indoor and Outdoor):

4.6.3.1. USAF Colors (4'4"x5'6" with campaign streamers).

4.6.3.2. Staff length of 9' with silver spade finial.

4.6.3.3. Flag harness (black leather with high-gloss finish, see Figure 4.3.).

4.6.3.4. White silicone gloves.

4.6.3.5. Ceremonial belts.

Notes:

1. *The two primary sizes of flags used are 3' x 4' and 4'4" x 5'6". Generally, the smaller flag is used for indoor ceremonies involving posting of the colors. All flags within a color team will be the same size and style (ceremonial with fringe).*

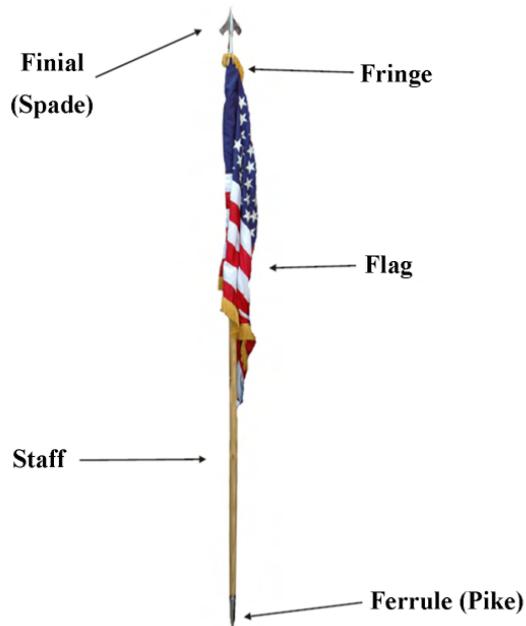
2. *The length of the staff is dependent on the flag's size. All staffs within a color team will be the same length, color and be affixed with the silver spade type finial. Refer to AFI 34-1201, Chapter 2.*

3. *IAW AFI 34-1201, flagstaffs will be ash in color. Ash is a light/blonde craft wood from Ash trees and is best known as the wood of choice for baseball bats. Its appearance, elasticity, strength to weight ratio and durability make it ideal for flagstaffs.*

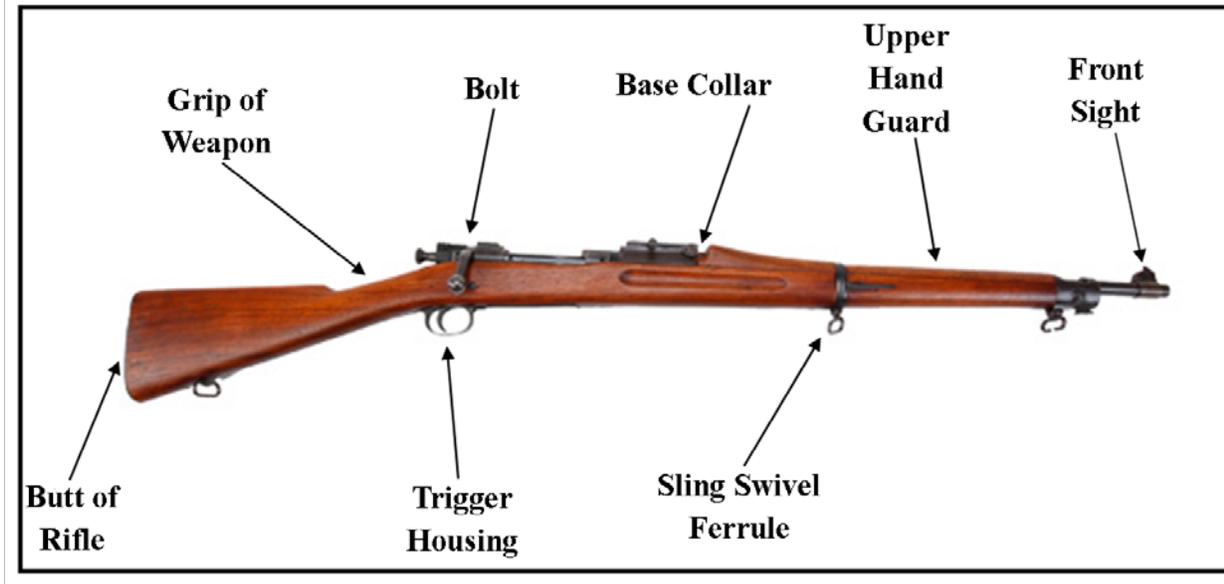
Figure 4.3. Flag Harness.



Figure 4.4. Flag Staff Nomenclature.



4.6.4. **Weapons.** M1, M-14, and Springfield 1903 rifles are authorized rifles for Air Force Color Teams. Replica/mock rifles should be avoided. Honor guards will make every attempt to acquire and utilize functional weapons, whether inert or operational.

Figure 4.5. Springfield 1903 Rifle Nomenclature.

4.6.4.1. In a deployed/forward operating location where no ceremonial weapons are available the M4 or M16 will only be used as a last resort, as mission dictates and only while performing ceremonies in the prescribed utility uniforms.

4.6.4.2. Rifle guards are authorized to carry a sidearm (i.e. M9 pistol or .38 caliber revolver) in a black patent leather holster if no rifles are available.

4.6.4.3. Weapons will not be carried on color teams taking place inside a church or place of worship.
Note: Rifle guards will render a hand salute.

4.6.4.4. USAF Color Teams will never be armed with sabers/swords.

4.6.4.5. Weapons will never be fixed with bayonets.

4.7. Uniform Requirements. Flag harnesses and the ceremonial belt will be worn for all color teams, regardless of whether or not the harness will be used. The belt will be worn over the harness. The harness will be worn under the epaulets in all uniforms. When wearing a harness, color team members will remove ribbons in order to prevent excess wear on ribbon rack. The left shoulder strap of the harness will be worn over and on top of the right strap when viewed from the rear, *see (Figure 4.4.)*

4.7.1. Chinstraps will always be worn in the down position.

4.7.2. Hats/caps will not be worn indoors if the color team is not under arms, i.e. inside a church or place of worship.

EXCEPTION: *When performing as a flagbearer during an indoor event and an armed color team is present during any portion of the event, then the flagbearer will wear the proper headgear in order to maintain uniformity with the color team throughout the ceremony.*

Note: When performing color teams in the Service Dress uniform, members who wear the harness will remove ribbons, just as in ceremonials. Airmen must adhere to AFI 36-2903 at all times. This means, white gloves are not authorized in Service Dress and will not be worn by the color team when they are wearing the service uniform or service dress. Although not a requirement, the Service Cap should be worn in these situations.

4.8. Commands. The supplementary command of **Colors** will be called for all commands when performing with another element (i.e. funerals when marching as part of the escort, during parades, etc.) Example: **Colors, Present, ARMS.** During funerals, commands should be called at a moderately subdued level. They should not be disruptive to the family. At all other ceremonies, commands will be called in a manner and volume fitting to command the Attention of the audience, without being disruptive, obnoxious or disrespectful.

4.8.1. All commands given or echoed by the NCT while marching are given and executed on the left foot, except **Right Shoulder, ARMS, Eyes, RIGHT** and **Ready, FRONT** (from eyes left only).

4.8.2. Whenever it is necessary for either the flagbearers or rifle guards to perform movements independently from each other, then the preparatory command of **Bearers**, for the flagbearers, or **Guards**, for the rifle guards, will be called. The preparatory command of **Colors** is used to command the color team, both flagbearers and rifle guards. *Note: This is the reason that the preparatory command of Colors always precedes Ready, CUT when moving to right shoulder, regardless of whether or not the team is performing with another element.*

4.8.3. NCT will call all commands from the same position as the rest of the team and will execute the movement on their own command of execution.

4.8.5. At all other times, NCTs will follow the guidance dictated in Chapter 2 of AFMAN 36-2203.

4.9. Standing Flagstaff Manuals

4.9.1. Position of Attention.

The flagstaff will be held in the right hand, palm on the front of the staff, fingers and thumb grasping the staff tightly. The right index finger is extended down the centerline of the staff. The right arm is fully extended with the right thumb pinned along the seam of the trousers. The pike of the staff is grounded approximately two inches from the side of the foot and in-line with the second eyelet on the shoe so the staff is perpendicular to the ground. The flag is secured between the flagstaff and right arm.

Figure 4.6. Attention.

4.9.2. **Parade Rest.** The command for this movement is **Parade, REST.** This is a one-count movement performed from the position of Attention. On the command of execution, slap the left hand sharply in the small of the back, palm out, fingers joined and extended. Simultaneously and briskly move the left foot six to eight inches to the left, in a stomping motion. The flagstaff remains at the position of Attention.

Figure 4.7. Parade Rest.

4.9.3. **Stand At, Ease.** The command for this movement is **Stand At, EASE.** This is a two-count movement performed from the position of Attention.

4.9.3.1. (Count 1). On the command of execution, the left foot will move six to eight inches to the left in a slight stomping motion, just enough for the foot to clear the ground and with an audible sound. Feet will remain in-line and parallel with each other.

Figure 4.8. Stand At, Ease (Count 1).



4.9.3.2. (Count 2). Members will raise their left hand to the “cup” on the harness, grasping it with a fist. Index finger will be rolled and tucked into the thumb; the thumb itself will be tucked under the remaining fingers. Thumb will not go into the “cup”. Metal of “cup” will be completely covered by the left hand. Right hand and flagstaff will stay the same throughout the movement. Maintain silence and immobility.

Figure 4.9. Stand At, Ease (Count 2).



Notes:

1. On count one, the right hand slightly lifts the flagstaff off the ground and moves to the left so the flagstaff will remain straight up and down (adjust accordingly to the individual flagbearer).
2. If it becomes necessary to re-secure the flag between the flagstaff and the right arm, the NCT will give the subdued command **Bearer, Ready, TWO**. On the command of execution, the flagbearers will grasp the midsection of the staff at a fist, with the left forearm parallel to the ground and then re-secure the flag with the right hand. After the flags have been secured, NCT will command **Bearer, Ready, TWO** again to return the left hand to the cup.

4.9.3.3. **To Return to Attention.** The command is **Stand-by, Colors, ATTENTION**. This is a two-count movement performed from the position of Stand At, Ease.

4.9.3.4. On the preparatory command of **Colors** return to the position of parade rest (*Figure 4.7*).

4.9.3.5. On the command of execution, sharply return to the position of Attention (*Figure 4.6*).

4.9.4. **Port Arms [From Attention].** The command for this movement is **Port, ARMS**. This is a three-count movement, utilized to keep the colors mobile, yet close to the ground. It is used during the posting sequence and if there is low overhead clearance, whether indoors or outdoors.

4.9.4.1. (Count 1). Upon the command of execution, **ARMS**, the flagbearers will bring their left hand across the midsection of the body and grasp the flagstaff approximately six inches below the midsection of the staff (left hand will be closer to the right at or below waist level) with the left hand.

Figure 4.10. Port Arms (Count 1).



4.9.4.2. (Count 2). Using the left hand, lift the flagstaff four to six inches off the ground ensuring forearm is now parallel to the ground and across the midsection of the body.

Figure 4.11. Port Arms (Count 2).



4.9.4.3. (Count 3). For the final count, the flagbearers will place their hand the cut hand position across the front of their abdomen. Fingers should be fully extended and joined; thumb should be tucked behind the fingers (as if trying to touch the back of the pinky). Hand and forearm should be held parallel to the ground and approximately four inches (or a fist away) from the body. *Note: Flared hand will always be in front of the flag.*

Figure 4.12. Port Arms (Count 3).



4.9.5. **Angle Port Arms.** The command for this movement is **Bearers, Ready, TWO.** This command should always be given in a subdued manner. The flag is lowered at a three-second cadence. This is the only authorized period when the U.S. National Flag is dipped. Ensure subordinate flags are not angled higher. This position is a fundamental starting/ending point when marching with flagstaves. When marching at port arms or when ready to move the flag to the harness, angle port is necessary.

4.9.5.1. Upon the command of execution, the flagbearers will lower their flags to a 45-degree angle. Flagbearers should grasp the flagstaff at its midsection with their left hand and, while keeping their right arm extended downward, flare their right hand along the lower portion of the flagstaff. Fingers of the right hand should be joined with the natural gap of the thumb and index finger resting on the top of the flagstaff. Thumb of the right hand will not be visible and will not be grasping the staff. Right hand is acting like a counter weight, not actually gripping the staff. Spade will be parallel with the ground. Flag material should be pinned between the body and the left arm, preventing flag material from touching the ground. *Note: Left hand grasps the flag and the flag staff. Adjust accordingly to regain control of the flag if it comes loose.*

Figure 4.13. Angle Port Arms.



4.9.5.2. To go back to (straight) port arms the command of **Bearers, Ready TWO** will be given again. On the command of execution, flagbearers will slowly raise the flag back to a vertical position (at a three-second cadence) and ensure that the flag is four to six inches of the ground. Once in the vertical position, the flagbearers will slowly bring their hand to the proper flare in front of the flag itself, (*Figure 4.12.*).

4.9.6. **Order Arms (From Port).** The command for this movement is **Order, ARMS.** This is a two-count movement performed from the position of Port.

4.9.6.1. (Count 1). Upon the command of execution, flagbearers will allow the flagstaff to slide through their right hand to the ground, allowing the pike to impact the marching surface no more than once. Do not grab the flagstaff with the left hand until the pike is on the ground.

Figure 4.14. Order Arms (From Port) (Count 1).

4.9.6.2. Next, the flagbearers will grasp the midsection of the flagstaff with their left hand and “tuck” or “throw” the flag under and behind their right armpit using their right hand. The tucking process may take longer for individual flagbearers depending on the situation. Ensure to keep the torso and head facing forward while securing the flag.

Figure 4.15. Flag “Tuck/Throw” (From Order).

4.9.6.3. Once the flag has been secured, the flagbearers will re-grip the staff with their right hand and place their left hand in a flared position across the front of their abdomen. Fingers should be fully extended and joined; thumb should be tucked behind the fingers. Hand and forearm should be held parallel to the ground and approximately four inches or a fist length away from the body. This is the ready cut position (*Figure 4.14.*).

4.9.6.4. At this point the command of **Ready, CUT** is given.

4.9.7. **Ready Cut (From Order).** The command for this movement is **Ready, CUT.** This is a two-count movement used to return to the position of Attention after completing Order Arms from Port.

4.9.7.1. (Count 1). On the command of execution of **CUT**, sharply bring the left forearm across the midsection of the body pinning the elbow to the side, simultaneously closing the hand from a flared position to a fist (hand is closed as if at the position of Attention). Left elbow is now at a 90-degree angle with the forearm parallel to the ground.

Figure 4.16. Ready Cut (Count 1).



4.9.7.2. (Count 2). Sharply bring left hand down to the position of Attention with knuckles parallel to the ground (*Figure 4.6.*). *Note: Throughout the movement of ready cut is assumed as part of their respective order or shoulder movement and may not be written/ described thereafter to avoid redundancy.*

4.9.8. **Present Arms (From Port).** The command for this movement is **Present, ARMS.** This is a dip executed at a three-second cadence.

4.9.8.1. Upon the command of execution, the flagbearers will lower their flags to a 45-degree angle. Flagbearers should grasp the flagstaff at its midsection with their left hand and, while keeping their right arm extended downward, flare their right hand along the lower portion of the flagstaff. Fingers of the right hand should be joined and the thumb should be resting on the top of the flagstaff. Right hand is acting like a counter weight not actually gripping the staff. Spade will be parallel with ground. National flagbearers will remain at port (*Figure 4.14.*). *Note: Left hand grasps the flag and the flag staff. Adjust accordingly to regain control of the flag if it comes loose. Flagbearer must regain control of the flag at any and all times (this does mean even during the National Anthem).*

4.9.8.2. To return to port. The command is **Port, ARMS.**

4.9.8.3. On the “P” of the preparatory command **Port**, flagbearers will slowly raise the flag back to a vertical position (at a three-second cadence) and ensure that the flag is four to six inches off the ground. Once in the vertical position the flagbearers will slowly bring their hand to the proper flare

in front of the flag itself (the left hand should be flared at “count 3” of the three-second cadence (*Figure 4.12.*)).

4.9.8.4. To move to the order position. The command is **Order, ARMS.**

4.9.8.5. On the “D” of the preparatory command **Order**, return the flag to port arms following the procedure outlined in paragraph 4.9.8.2. Next perform order arms from port as outlined in paragraph 4.9.6.

4.9.9. **Right Shoulder Arms (From Attention).** The command for this movement is **Right Shoulder, ARMS.** This movement is used to carry colors outdoors, or in an indoor venue with a high enough ceiling to accommodate the Colors.

4.9.9.1. On the annunciation of the “Sh” in **Shoulder**, flagbearers will release the flagstaff with their right hand and re-grip so that the thumb is behind the flagstaff and the four fingers are in front of the flagstaff. The four fingers will be closed and in-line in a modified flared position. This is the “hand-flip.”

Figure 4.17. Right Shoulder Arms (From Attention) (Hand-Flip).



4.9.9.2. Upon the command of execution, the flagbearers will “toss” the staff through the right hand, slightly loosening the grip and then re-gripping before the pike of the staff raises past the “cup” of the harness. The flagbearer’s right hand will never go above eye level. Simultaneously, once the flagstaff has been tossed up to the harness, the left hand should guide the pike into the “cup” of the harness. Flagbearers should never look down to find the cup of the harness.

4.9.9.3. The flagbearer will guide the pike of the flagstaff into the cup on the harness with the left hand. The left hand of the flagbearer will come to rest at a fist on the “cup” of the harness (still gripping the bottom of the staff). The right hand will come to rest grasping the staff at eye level, with the wrist “cranked” around so that the flagbearer’s first row of knuckles is facing the nose. The right forearm should be at a 45-degree angle. It is imperative that all flagbearers keep their respective flags in a vertical position throughout this movement.

Figure 4.18. Right Shoulder Arms (From Attention).

NOTE: The flagbearer may ensure correct hand positioning by touching the index finger of their right hand to the tip of their nose. Do not use this technique on ceremonies.

4.9.9.4. Colors Ready Cut (From Right Shoulder). The command for this movement is **Colors, Ready, CUT**. This is a one-count movement given from the ready cut position at right shoulder. From its position at the cup of the harness, drop the left hand sharply to the position of Attention. A subdued **Bearers, Ready Two** may be given to slowly (at a three-second cadence) return the left hand to Attention and/or back to the flagstaff/cup if two-handed support is necessary. **Guards, Ready, CUT** will be called if flagbearers will not be removing their hands.

Figure 4.19. Colors Ready Cut (From Right Shoulder).

4.9.10. Present Arms (From Right Shoulder). The command is **Present, ARMS**. This movement is used to render honors when already at the position of right shoulder.

4.9.10.1. On command of execution, dip the flag to a 45-degree angle with right hand cranked and staff resting on wrist and forearm. Use the bicep and shoulder to control and support the flag. This

dip will be performed for all non-national flags; never dip the American flag or the flag of another nation.

CAUTION: *Be aware of the proximity to the audience and/or other obstacles when dipping the flag. If need be the angle of the dip can be less than 45-degrees.*

Figure 4.20. Present Arms (From Right Shoulder).



4.9.10.2. To return to right shoulder. On the annunciation of the “Sh” in **Shoulder**, return the flagstaff from the “dipped” salute to right shoulder using the same three-second count. The right hand should remain “cranked” at all times.

4.9.11. **Present Arms (From Attention).** The command is **Present, ARMS**. This movement is used to render honors outdoors or when there is a high ceiling. It is important to use this movement as much as possible. Generally, when there is a large room, there is a large audience and everyone needs to see the National Flag(s) during the National Anthem(s).

Note: If there is insufficient overhead clearance (i.e. team is under a tree), the NCT will instruct the flagbearers that present arms will be executed from the position of port. On the command of execution move to port then present arms. (paragraph 4.9.8.)

4.9.11.1. Move to right shoulder in the same manner as outlined in paragraph 4.9.9. except that the “hand-flip” will be performed on the “S” of **Present** (Figure 4.17.).

4.9.11.2. When the staff has been secured in the harness, complete present arms as outlined in paragraph 4.9.10.

4.9.11.3. To finish this movement, the NCT will give the subdued command of **Bearers, Ready Two**. The NCT and Air Force flag will proceed to cut their left hand to left side in a discreet three-second cadence.

4.9.13. **Order Arms (From Right Shoulder).** The command for this movement is **Order, ARMS**. This is a two-count movement used to return to the position of Attention.

4.9.13.1. (Count 1). Upon the command of execution, lift the flag from the “cup” of the harness. Simultaneously grasp the pike of the staff with the left hand. Place your right forearm in a vertical position directly in front of your right shoulder and press the flagstaff against your right forearm. Wrist should be turned out so the knuckles on the right hand are facing away from the body.

Figure 4.21. Order Arms (From Right Shoulder) (Count 1).



4.9.13.2. (Count 2). Sharply lower the flagstaff to the ground with your right arm and grasp the staff at its midsection with your left hand and begin to secure the flag under your right arm. Stop the flag from hitting the ground and slowly drop it. Be careful not to impact the pike of the staff on the floor/ground, known as “piking.”

Note: The first and second counts are in cadence; however once the flagstaff is placed back to the ground, the flagbearer will hold the staff with the left hand and tuck the flag under his or her right arm using the right hand and bring their left hand back to the Ready Cut position at each individual cadence.

4.9.13.3. Complete order arms as outlined in Figure 4.15.

4.9.13.4. **Order Arms (From Present).** The command for this movement is **Order, ARMS**. On the “D” of **Order** return the flagstaff from the “dipped” salute to right shoulder using the same three-second count. The right hand should remain “cranked” at all times. Complete order arms (from right shoulder).

4.9.14. **Port Arms (From Right Shoulder).** The command is **Port, ARMS**. This is a four-count movement used to bring the flags from the harness to the position of port, typically for posting the flags in flag stands.

4.9.14.1. On the command of execution, perform count 1 and count 2 of order arms (from right shoulder). However, keep the pike of the staff four to six inches from the ground and do not tuck the flag. On count 3, bring the left hand off the staff and flare. Do not call the “ready cut” command.

Figure 4.22. Port Arms (From Right Shoulder).

4.9.14.2. **Port Arms (From Present.)** The command for this movement is **Port, ARMS**. On the “P” of **Port** return the flagstaff from the “dipped” salute to right shoulder using the same three-second count. Complete port arms [from right shoulder]. (*Figures 4.21. and 4.22.*)

4.10 Marching Flagstaff Manuals

4.10.1. **Right Shoulder Arms (From Angle Port).** The command for this movement is **Split it, Shoulder, ARMS**. It is used to bring the flags up into the harness while marching. The command is only called when the team is marching in line formation. *Note: While marching, right shoulder arms will never be performed from (straight) port. Flagbearers will always start at angle port prior to performing right shoulder arms.*

4.10.1.1. On the command **Split it** individuals will break shoulder contact and move to a close interval distance (four inches).

4.10.1.2. Given on the right foot, on the command of **ARMS**, execute Right Shoulder Arms in the same manner as the standing movement (*paragraph 4.9.9.*) on the next available step. There is no need for a “hand-flip” as the right hand grip is in the proper angle port position. Upon completion, the multi-purpose **Bearers, Ready, TWO** is given to slowly (three-count) return the left hand to the position of Attention.

Figure 4.23. Right Shoulder Arms (From Angle Port).



4.10.1.3. When in column formation flagbearers will move to right shoulder by the ripple. There will be no command called. The movement will start with the lead rifle guard beginning on the left foot. Each member will begin the movement on the next left step after the individual in front of them begins the movement. Bring the flagstaff to the harness in the same manner as described in paragraph 4.9.9.4. Each flagbearer will discreetly (three-count) cut their left hands from the flag harness cup on their own cadence.

Figure 4.24. Rippled Right Shoulder Arms (Column Formation).



4.10.2. **Angle Port Arms [From Right Shoulder Arms].** The command for this movement is **Split It, Port, ARMS.** It is used to remove the flags from the harness while marching, usually due to an overhead obstacle.

Note: While marching, flagbearers will always assume the position of angle port when bringing the flag out of the harness.

4.10.2.1. On the command **Split It** individuals will break shoulder contact and move to a close interval distance (four inches).

4.10.2.2. Given from the left foot, on the command of **ARMS**, execute Port Arms in the same manner as the standing movement (*paragraph 4.9.14.*) on the next available step. On count 2, drop the flagstaff to the angle port position. It is of greater importance to maintain control of the staff and flag material than it is to execute count 2 in cadence (for example, in high winds). It is permissible to maneuver the material with the left hand as the staff is lowered to the proper angle while marching.

Figure 4.25. Angle Port Arms [From Right Shoulder Arms].



4.10.2.3. When in column formation flagbearers will move to port by the ripple. There will be no command called. The movement will start with the lead rifle guard beginning on the left foot. Each member will begin the movement on the next left step after the individual in front of them begins the movement. Bring the flagstaff to angle port in the same manner as described in paragraph 4.9.14.1.

Figure 4.26. Ripple Port Arms (Column Formation).



NOTE: *Rippling down the U.S. National Colors before the subordinate USAF and/or Organizational Colors is the only authorized period whereupon the National Flag is carried briefly lower than subordinate flags.*

4.11 Standing Rifle Manuals

4.11.1. General. All movements described in this section are performed using the Springfield 1903 rifle. Information that is specific to the M-14 rifle is contained in parenthesis. Honor guards can utilize the M1 Garand, M4 or M16 as mission and location dictates. All the same guidance applies and hand and weapon placement will be in the same relative position for each rifle.

4.11.2. Position of Attention.

Figure 4.27. Position of Attention.



4.11.3. **Parade Rest.** The command for this movement is **Parade, REST.** This one-count movement is executed from the position of Attention.

4.11.3.1. On the command of execution, slap the left hand sharply in the small of the back, palm out, fingers joined and extended. Simultaneously and briskly move the left foot six to eight inches to the left, extending the weapon forward to a 45-degree angle resting on the “toe” of the butt, gripping the top of the upper hand guard in a fist.

Figure 4.28. Parade Rest.



4.11.4. **Stand At, Ease.** The command for this movement is **Stand At, EASE.** This is a two-count movement given from the position of Attention.

4.11.4.1. (Count 1). On the command of execution, briskly move the left foot six to eight inches to the left with an audible stomp. Feet should remain parallel and in-line with each other. Hands and weapon remain in the same position (as if still at Attention).

Figure 4.29. Stand At, Ease (Count 1).



4.11.4.2. (Count 2). Bring both hands, along with the rifle to the front center line of the body countering the weapon on its “toe” approximately 90-degrees counterclockwise. The sling should be facing to the left. Simultaneously the right hand slides up the hand guard just under the front sight post. Simultaneously the left hand comes across the body, gripping the weapon with a fist just above the right hand. Do not wrap the fingers around the thumb as with other positions of rest with the rifle. The thumb is around the fingers and exposed at a fist. This is done in order to maintain uniformity with the flag bearers. Weapon remains “toed” and in-line with the right foot. Shoulders will be rolled back, knees slightly bent, and the weapon is approximately a fist or four inches away from the body. Maintain silence and immobility.

Figure 4.30. Stand At, Ease (Count 2).



4.11.4.3 To return to Attention. The command is **STAND-BY, Colors, ATTENTION**. The command **STAND-BY** is given in a conversational tone, only loud enough for the entire team to hear. *Note: If using the M-14, lower the right hand from the barrel to the upper hand guard on the command of **STAND-BY**. This will allow the member to move to parade rest correctly. Do not move the hand if using an M1 or Springfield 1903.*

4.11.4.4. On the command **Colors**, move to the position of parade rest (*Figure 4.28.*).

4.11.4.5. On the command of execution, sharply return to the position of Attention (*Figure 4.27.*).

4.11.5. **Port Arms [From Attention]**. The command for this movement is **Port, ARMS**. This is a two-count movement performed from the position of Attention.

4.11.5.1. (Count 1). Lift the rifle with the right hand to the centerline of the body. Grasp the rifle with the left hand, middle finger at the base collar (first groove). Sling swivel ferrule is at chin level (spindle valve will be in front of left eye with left eye looking through the gap between the barrel and the gas cylinder). Right forearm is at a 45-degree angle, with the upper hand guard in front of the left eye.

Figure 4.31. Port Arms (From Attention) (Count 1).

4.11.5 2. (Count 2). Move the right hand from the top of the stock to the small of the stock following the same track of the weapon and grip it with a fist. Left eye is covered by the upper hand guard (gas port), and the right thigh is covered by the “butt” of the stock. Both arms are hanging naturally to the side relaxed but in control.

Figure 4.32. Port Arms (From Attention) (Count 2).

***NOTE:** Proper port for the M1 rifle has the stock and ferrule swivel (lower band on upper hand guard) at chin level, upper hand guard over left eye, butt of weapon over the right thigh and the left hand gripping the weapon with the middle finger over the lower hand guard retainer band. The same applies to the Springfield 1903 with the exception that the middle finger will be in the groove directly on top of the rear sight assembly. For the M4 or M16 all the same applies except the left hand will be gripping the lower portion of the hand guard and the left eye will be looking through the front sight post.*

4.11.6. **Order Arms (From Port).** The command for this movement is **Order, ARMS.** This is a five count movement performed from the position of port.

4.11.6.1. (Count 1). Release the left hand from the hand guard and pin to the left side.

Figure 4.33. Order Arms (From Port) (Count 1).



4.11.6.2. (Count 2). Return the left hand to the base collar (hand guard). (*Figure 4.32.*)

4.11.6.3. (Count 3). Grasp the upper hand guard (upper portion of the hand guard) with the right hand, forearm at a 45-degree angle (*Figure 4.31.*).

4.11.6.4. (Count 4). Lower the weapon to a 45-degree angle next to the right leg. Left hand is flared, thumb tucked, fingertips resting on the knuckle of the right thumb. Trigger housing of the rifle is at knee level. Both elbows are fully extended with the rifle in line with the right shoulder.

Figure 4.34. Order Arms (From Port) (Count 4).



4.11.6.5. (Count 5). Sharply return the rifle to the position of Attention with the right hand going from a fist to a flare along the side of the stock, ensuring the thumb is at the seam of the trousers. The left arm/hand simultaneously move to the ready cut position. Slowly adjust rifle to ground and “toe” the weapon. Do not butt slam the rifle.

Figure 4.35. Order Arms (From Port) (Count 5).

*NOTE: The ready cut position is the same two-count movement used to return to the position of Attention as described with the flagstaffs (paragraph 4.15.). The command to complete the movement is **Ready, CUT** (paragraph 4.15. and Figure 4.16.).*

4.11.7. Present Arms [From Attention]. The command for this movement is **Present, ARMS**. This is a three count movement from the position of Attention.

4.11.7.1. (Count 1). Complete count one of port arms [from Attention] (*Figure 4.31.*).

4.11.7.2. (Count 2). Complete count two of port arms [from Attention].

4.11.7.3. (And). Remove left hand from weapon clench into fist with the thumb wrapped around; touching and perpendicular to the index and middle finger. The left hand is in line with the left shoulder, the arm is at a 90-degree angle and left forearm parallel to the ground. Weapon remains at proper port.

Figure 4.36. Present Arms (From Attention) (And).



4.11.7.4. (Count 3). Rotate the weapon 90-degrees clockwise with the right hand. Simultaneously bring the weapon down the front centerline of the body, gripping with the left hand once the rotation is complete. The weapon will be approximately a fist or four inches away from and parallel to the body with the front sight post at eye level.

Figure 4.37. Present Arms (From Attention) (Count 3).



4.11.7.5. Right hand will remain gripped around the small of the stock (not at a flare) to ensure control of the weapon at all times.

4.11.8. **Order Arms (From Present).**

4.11.8.1. (Count 1). Rotate the weapon counterclockwise approximately 90-degrees using the right hand returning it to proper port (left eye covered by the upper hand guard or gas port, right thigh covered by the “butt” of the weapon). Simultaneously pin the left hand to the left side with the knuckles parallel to the ground (*Figure 4.33*).

4.11.8.2. (Count 2). Complete count two of order arms [from port] (*Figure 4.34*).

4.11.8.3. (Count 3). Complete count three of order arms [from port] (*Figure 4.31*).

4.11.8.4. (Count 4). Complete count four of order arms [from port] (*Figure 4.34*).

4.11.8.5. (Count 5). Complete count five of order arms [from port] (*Figure 4.35*).

4.11.9. **Present Arms (From Port).**

4.11.9.1. (Count 1). Complete count one of order arms [from port] (*Figure 4.33*).

4.11.9.2. (Count 2). Complete count two of order arms [from port] (*Figure 4.32*).

4.11.9.3. (And). Complete “and” count of present arms [from Attention] (*Figure 4.36*).

4.11.9.4. (Count 3). Complete count three of present arms [from Attention] (*Figure 4.37*).

4.11.10. **Port Arms (From Present).**

4.11.10.1. (Count 1). Complete count one of order arms [from present] (*Figure 4.33*).

4.11.10.2. (Count 2). Complete count two of order arms [from present] (*Figure 4.32*).

4.11.11. **Right Rifle Guard.** The following movements are only performed by the right (lead) rifle guard. The right rifle guard will move to right shoulder when the flags are in the carried in the harnesses.

4.11.11.1. **Right Shoulder Arms (From Attention).** The command is **Right Shoulder, ARMS**. This is a three-count movement performed from the position of Attention.

4.11.11.1.1. (Count 1). Complete count one of port arms [from Attention] (*Figure 4.31*).

4.11.11.1.2. (And). Lower right hand down the same track as the weapon to the butt of the stock with the thumb on the side closest to the rifle guard’s leg and the forefingers closed and in-line on the side away from the leg.

Figure 4.38. Right Shoulder Arms (From Attention) (And).

4.11.11.1.3. (Count 2). “Flick” the rifle approximately 90-degrees counterclockwise (the sling should be facing inward and the weapon should be in a vertical position directly in front of the right shoulder). Simultaneously bring the left hand to a flare with middle finger at the base collar (first groove of the hand guard). Left forearm will be at about a 45-degree angle. Right arm should be fully extended with the right elbow pinned along the side of the body.

Figure 4.39. Right Shoulder Arms (From Attention) (Count 2).

4.11.11.1.4. (Count 3). Keeping right elbow pinned to the side, raise forearm so that it is parallel with the ground and the elbow is at a 90-degree angle. Allow the rifle to fall onto the right shoulder. Weapon will rest on shoulder at a 45-degree angle. Simultaneously the left hand repositions itself so that the index finger and middle finger tips are splitting the bolt (left corner of the receiver where the serial number is located). The thumb is tucked behind the fingers.

Figure 4.40. Right Shoulder Arms (From Attention) (Count 3).

4.11.11.1.5. To finish this movement, the NCT will give the command of **Colors, Ready, CUT**. This is a one-count movement given from the ready cut position after right shoulder arms. From this position drop, the left hand sharply to the position of Attention with the knuckles parallel to the ground. Rifle guards keep their cut hands at the weapons to match the flagbearers cut hands at the harness, when going to the shoulder carry. *Note: On a windy day the command of **Guards, Ready, CUT** may be called so that the flagbearers can maintain control of the flag with both hands.*

Figure 4.41. Colors, Ready, Cut (From Right Shoulder).

4.11.11.2. **Order Arms [From Right Shoulder]**. The command is **Order, ARMS**. This is a five-count movement performed from the position of right shoulder.

4.11.11.2.1. (Count 1). Lower the rifle from the right shoulder to a vertical position in-line with and directly in front of the right shoulder. The rifle should only be balanced using the right hand. Right arm should be fully extended with the elbow pinned along the side of the body and the upper sling swivel at chin level.

Figure 4.42. Order Arms (From Right Shoulder) (Count 1).

4.11.11.2.2. (Count 2). Rotate the rifle 90-degrees clockwise and grasp it with the left hand. Sling should be facing to the left with the weapon at proper port. Middle finger should be on the base collar (first groove of the hand guard). Upper hand guard (spindle valve) should be in front of the left eye with the butt of the weapon over the right thigh. Right hand remains on the butt of the weapon. The weapon is at a fist or four inches away from and parallel to the body.

Figure 4.43. Order Arms (From Right Shoulder) (Count 2).

4.11.11.2.3. (Count 3). Complete count three of order arms [from port] (*Figure 4.31.*)

4.11.11.2.4. (Count 4). Complete count four of order arms [from port] (*Figure 4.34.*)

4.11.11.2.5. (Count 5). Complete count five of order arms [from port] (*Figure 4.35.*)

4.11.11.3. **Right Shoulder Arms (From Port).** The command is **Right Shoulder, ARMS.** This is a five-count movement performed from the position of port.

4.11.11.3.1. (Count 1). Complete count one of order arms [from port] (*Figure 4.33.*).

4.11.11.3.2. (Count 2). Complete count two of order arms [from port] (*Figure 4.32.*).

4.11.11.3.3. (Count 3). Complete count two of right shoulder arms [from Attention] (*Figures 4.38. and 4.39.*).

4.11.11.3.4. (Count 4). Complete count three of right shoulder arms [from Attention] (*Figure 4.40.*).

4.11.11.3.5. (Count 5). Sharply move the left hand to the position of Attention with the knuckles parallel to the ground (*Figure 4.41.*).

4.11.11.4. **Port Arms (From Right Shoulder).** The command is **Port, ARMS.** This is a two-count movement performed from the position of Attention.

4.11.11.4.1. (Count 1). Complete count one of order arms [from right shoulder] (*paragraph 4.11.11.3.1. and Figure 4.42.*).

4.11.11.4.2. (Count 2). Complete count two of order arms [from right shoulder] (*paragraph 4.11.11.3.3. and Figure 4.43.*).

4.11.11.4.3. (And). Discreetly slide the right hand from the butt of the stock to the small of the stock, ending at the proper position of port (*Figure 4.32.*).

4.11.11.5. **Present Arms (From Right Shoulder).** The command is **Present, ARMS.** This is a three-count movement performed from the position of right shoulder.

4.11.11.5.1. (Count 1). Complete count one of order arms [from right shoulder] (*Figure 4.42.*).

4.11.11.5.2. (Count 2). Complete count two of order arms [from right shoulder] (*Figure 4.43.*).

4.11.11.5.3. (And). Simultaneously bring right hand to the hand grip while executing present arms [from Attention] (*paragraph 4.11.74. and Figure 4.36.*).

4.11.11.5.4. (Count 3). Complete count three of present arms [from Attention] (*paragraphs 4.11.7.3 through 4.11.7.5. and Figure 4.37.*).

4.11.11.6. **Right Shoulder Arms (From Present).** The command is **Right Shoulder, ARMS.** This is a five-count movement performed from the position of present.

4.11.11.6.1. (Count 1). Complete count one of order arms [from present] (*Figure 4.33.*).

4.11.11.6.2. (Count 2). Complete count two of order arms [from present] (*Figure 4.32.*).

4.11.11.6.3. (Count 3). Complete count two of right shoulder arms [from Attention] (*paragraphs 4.11.11.1.3. through 4.11.11.1.4. and Figures 4.38. and 4.39.*).

4.11.11.6.4. (Count 4). Complete count three of right shoulder arms [from Attention] (*paragraph 4.11.11.1.4. and Figure 4.40.*).

4.11.11.6.5. (Count 5). Complete count five of right shoulder arms [from port] (*paragraph 4.11.11.4.5. and Figure 4.41.*).

4.11.13. Left Rifle Guard. The following movements are only performed by the left (trailing) rifle guard. The left rifle guard will move to left shoulder when the flags are carried in the harnesses.

4.11.13.1. **Left Shoulder Arms (From Attention).** The command is **Right Shoulder, ARMS.** This is a three-count movement performed from the position of Attention.

4.11.13.1.1. (Count 1). Complete count one of port arms [from Attention] (*paragraph 4.11.5.1. and Figure 4.31.*).

4.11.13.1.2. (And). Bring the right hand off of the upper part of the hand guard down to the small of the stock following the same track of the weapon (*Figure 4.32.*).

4.11.13.1.3. (Count 2). Right arm will bring the weapon across the midsection of the body to a 45-degree angle in front of, but not resting on the left shoulder. Left hand will go to a flare along the outside of the rifle with the base of the left palm on the upper hand guard. Left hand and upper (upper portion) hand guard are directly over the ear. The left thumb will not support the weapon and the fingers will not extend past the hand guard. Left forearm will be pressed tightly against the weapon.

Figure 4.44. Left Shoulder Arms (From Attention) (Count 2).



4.11.13.1.4. (Count 3). Place rifle onto the left shoulder using the right hand, simultaneously lower left hand and grasp the butt of the rifle. When left hand grasps stock, right hand should automatically come to a flare, with the right index and middle fingers splitting the bolt (right corner of the receiver where the serial number is located). The thumb is tucked behind the fingers. The left forearm should be parallel with the ground, left elbow at approximately a 90 angle, and the right forearm should be at a 45-degree angle.

Figure 4.45. Left Shoulder Arms (From Attention) (Count 3).



4.11.13.1.5. To finish this movement, the NCT will give the command of **Colors, Ready, CUT**. The right hand will sharply move to the position of Attention with the knuckles parallel to the ground.

Figure 4.46. Colors, Ready, Cut (From Left Shoulder Arms).



4.11.13.2. **Order Arms (From Left Shoulder)**. The command is **Order, ARMS**. This is a five-count movement performed from the position of Attention.

4.11.13.2.1. (Count 1). Drop the rifle from shoulder to the centerline of the body and simultaneously grasp the grip of the stock, with the right hand. Simultaneously pin the left hand to the left side (*Figure 4.33.*).

4.11.13.2.2. (Count 2). Complete count two of order arms [from port] (*Figure 4.32.*).

4.11.13.2.3. (Count 3). Complete count three of order arms [from port] (*Figure 4.31.*).

4.11.13.2.4. (Count 4). Complete count four of order arms [from port] (*Figure 4.34.*).

4.11.13.2.5. (Count 5). Complete count five of order arms [from port] (*Figure 4.35.*).

4.11.13.3. **Left Shoulder Arms (From Port)**. The command is **Right Shoulder, ARMS**. This is a five-count movement performed from the position of port.

4.11.13.3.1. (Count 1). Complete count one of order arms [from port] (*Figure 4.33.*).

4.11.13.3.2. (Count 2). Complete count two of order arms [from port] (*Figure 4.32.*).

4.11.13.3.3. (Count 3). Complete count three of left shoulder arms (from Attention) (*Figure 4.44.*).

4.11.13.3.4. (Count 4). Complete count four of left shoulder arms (from Attention) (*Figure 4.45.*).

4.11.13.3.5. (Count 5). Sharply move the right hand to the position of Attention with the knuckles parallel to the ground (*Figure 4.46.*).

4.11.13.4. **Port Arms (From Left Shoulder)**. The command is **Port, ARMS**. This is a two-count movement performed from the position of port.

4.11.13.4.1. (Count 1). Complete count one of order arms [from left shoulder] (*Figure 4.33.*).

4.11.13.4.2. (Count 2). Complete count two of order arms [from port] (*Figure 4.32.*).

4.11.13.5. **Present Arms (From Left Shoulder)**. The command is **Present, ARMS**. This is a three-count movement performed from the position of left shoulder.

4.11.13.5.1. (Count 1). Complete count one of order arms [from left shoulder] (*Figure 4.33.*).

4.11.13.5.2. (Count 2). Complete count two of order arms [from port] (*Figure 4.32.*).

4.11.13.5.3. (Count 3). Complete count three of present arms [from Attention] (*Figures 4.36. and 4.37.*).

4.11.13.6. **Left Shoulder Arms (From Present)**. The command is **Right Shoulder, ARMS**. This is a five-count movement performed from the position of present.

4.11.13.6.1. (Count 1). Complete count one of order arms [from port] (*Figure 4.33.*).

4.11.13.6.2. (Count 2). Complete count two of order arms [from port] (*Figure 4.32.*).

4.11.13.6.3. (Count 3). Complete count two of left shoulder arms [from Attention] (*Figure 4.44.*).

4.11.13.6.4. (Count 4). Complete count three of left shoulder arms [from Attention] (*Figure 4.45.*).

4.11.13.6.5. (Count 5). Complete count five of left shoulder arms [from port] (*Figure 4.46.*).

4.12. Marching Rifle Manuals

4.12.1. **Right Shoulder Arms (From Port).** The command for this movement is **Split It, Shoulder, ARMS.** The command is only called when the team is marching in line formation.

4.12.1.1. On the command **Split It** individuals will break shoulder contact and move to a close interval distance (four inches) (*Figure 4.23.*).

4.12.1.2. Given on the right foot, on the command of **ARMS**, execute Right Shoulder Arms in the same manner as the standing movement on the next available step.

4.12.1.3. When in column formation rifle guards will execute right shoulder by the ripple. The movement will be initiated by the right rifle guard, and is intended to raise the Colors immediately after overhead obstacles (i.e. doorways or ceilings). Perform the marching manual starting with the right (lead) rifle guard, and continuing down the team on each subsequent left foot (*Figure 4.24.*).

4.12.2. **Port Arms (From Right Shoulder Arms).** The command for this movement is **Split it, Port, ARMS.** It is used to remove the flags from the harness while marching, usually due to an overhead obstacle.

4.12.2.1. On the command **Split it** individuals will break shoulder contact and move to a close interval distance (four inches) (*Figure 4.25.*).

4.12.2.2. Given from the left foot, on the command of **ARMS**, execute port arms on the next available step (*Figure 4.25.*).

4.12.2.3. When in column formation rifle guards will execute port by the ripple. The manual will be initiated by the right rifle guard, and is intended to lower the Colors immediately before an overhead obstacle (i.e. doorways or ceilings). Perform the marching manual starting with the right (lead) rifle guard, and continuing down the team on each subsequent left foot (*Figure 4.26.*). *Note: Ripple to port is also accomplished when dismissing or retiring the Colors after the completion of a ceremony when the color team is part of a larger formation. The team will perform a “colors turn” after ordered to dismiss/retire the Colors, upon completion of the turn, the right rifle guard will initiate the ripple on the fifth step.*

4.13. Control and Movement

4.13.1. **Forward March.** The command is **Forward, MARCH** and is used to advance the color team in unison from either formation. From the halted abreast formation, begin closing to “shoulder-to-shoulder” interval upon the first step. At times, marching movements (forward, mark time, or ready-steps) are done without commands. This is traditionally accomplished by a drumbeat known as Four Flams; a four-count drum beat with the color team stepping off on the fifth beat. Conversely,

the team may be halted using the seven-count drumbeat. The command of **Ready, STEP** will be used to advance the team individually, each member after the other.

4.13.1.1. **Color Team Interval While Marching.** In a column formation normal 40-inch distance (or about half that, if necessary) will be maintained. When marching abreast, the team will maintain shoulder contact. In the event the “shoulder-to-shoulder” interval needs to be expanded, the NCT has the discretion of using the discreet **Split-It** command or the team may “split” automatically, using three dead-step counts during the command of **Colors, HALT**.

4.13.1.2. To split the team: In between the command of **Colors and HALT** NCT (or the center flagbearer) will maintain their current position as the other flagbearer(s) and rifle guards move away to obtain a fist distance away from each other. As a rule of thumb the team should always split if any manuals are to be performed after the halt. If the team will immediately step off without performing any rifle drill movements then **Colors, HALT** will be called normally and the team will not split.

4.13.1.3. The majority of color’s turns, halts and mark times may be accomplished without commands using the Four Flams or the Seven-Count Drum Beat.

4.13.2. **Mark Time.** The command is given from the position of Attention or while marching and is used to suspend progress. This command can be given in any colors formation. All color teams will follow the guidance outlined in paragraph 3.10.

4.13.3. **Colors Turn.** There are two positions in which a colors turn is executed: When in line formation at the position of Attention and in column formation at the position of mark time.

4.13.3.1. **From a Halt.** The command is **Colors, Colors Turn, MARCH**. This movement is also referred to as a colors turn off because it is used as a method of departure after positioning the color team.

4.13.3.1.1. Upon the command of execution, the team will begin a mark time with their left foot simultaneously turning 23.5-degrees to the right on each of the first four steps. On the fifth step the team will automatically Forward March with a natural stepping motion and sliding the left foot to give the whole team a chance to get in step.

Figure 4.47. Colors Turn On.



4.13.3.2. **From a Mark Time.** The command of **Colors** will be given on the left heel beat. This movement is also referred to as a colors turn on because it is used as a method of positioning the color team at a predetermined location. This movement is also used after dismissing or retiring the Colors from a formation/ceremony

4.13.3.2.1. Immediately upon this command, each team member will begin to rotate 22.5-degrees to the left on each of the next three heel beats. On the fourth heel beat after the command of **Colors**, the command of **HALT** will be given. The team then halts on their right foot and proceed to close with their left. *Note: When the team is at a mark time each member picks up his or her feet to about the lower portion of calf. Ensure the team moves in closely in a manner that is almost “kneeing” the individual in front. By doing this, it will give the correct distance of a “fist” length distance between each person’s shoulder when the turn is completed.*

Figure 4.48. Colors Turn Off.



4.13.4. **Every (Other) Left On/Off.** There are two positions in which a left on/off is executed: When in line formation at the position of Attention and in column formation while marching.

4.13.4.1. On. The Every (Other) Left On movement describes a color team marching on to a predetermined position with each member of the team arriving on their spots individually, following the right rifle guard, picking up an automatic mark time with the first available left foot. The purpose of the Every (Other) Left On is to ensure that the national flag remain in the position of honor. The movement is necessary when entering from the audience’s left side.

Figure 4.49. Every (Other) Left On.



4.13.4.2. Off. The Every (Other) Left Off describes the team's departure off their positions, one after the other, departing on each subsequent (or next available) left step either automatically by the right rifle guard or with the subdued command **Ready, STEP**. This movement is generally used as the reverse approach/departure of the colors turn movement. The Every (Other) Left Off is used when departing to the audience's right side or when marching directly down the middle of the room.

*Note: The command **Ready, STEP** is only used when absolutely necessary. The right rifle guard should be experienced enough to complete the mission without the use of the command and NCT will ensure that there is enough practice time to ensure the right rifle guard is able to perform as required. Use of this command by a color team puts the team's abilities and competence in question. Remedial training may be required if a team does not gain the proficiency required to perform this movement without the use of commands.*

Figure 4.50. Every (Other) Left Off.



4.13.5. **Right/Left Turn.** This movement describes the rotation of the team to the right or left in a sweeping 90-degree arc using the left or right rifle guard as the pivot. It is generally executed while marching forward in the line formation.

4.13.5.1. The command **Right/Left Turn, MARCH** is called on the same foot as the direction of the turn. This command is given while the team is marching. As a rule, six steps are used for a four-person team, adding two additional steps for each additional team member. Resume forward march upon completion of the turn.

4.13.6. **Right/Left Wheel.** This movement can be executed only when the team is abreast and is used to rotate the team 90-degrees to the left/right. This movement should be executed in eight counts for a four-person team and ten counts for a five-person team.

4.13.6.1. The command is **Right/Left Wheel, MARCH**. This command, **Right/Left Wheel** can be given in the same breath or on each consecutive step depending on the quickness of the wheel. This command can be given from the position of Attention or mark time. Upon the command of execution, all team members should begin to rotate the team in a wheeling manner in the appropriate direction. It is very important that rifle guards provide enough shoulder and hip pressure to keep the team tight. The pivot point for this movement should be the center of the team. The team should stay in a straight line through the duration of the movement. Upon the completion of the turn, either the command of **Forward, MARCH** or **Colors, HALT** will be given on a left heel beat.

Note: As with all commands that correspond to a direction (i.e. eyes left, column right etc.); this command will be called on the foot of the direction the team is turning.

4.13.7. **Left About.** This movement can be executed only when the team is in line formation. This movement is used to rotate the color team 180-degrees while keeping the national flag in the position of honor. This movement should be completed in eighteen counts (first two steps are considered dead steps) for a four-person team and twenty-two counts (first two steps are counted as dead steps) for a five-person team.

4.13.7.1. The command is **Left About, MARCH.** This command, **Left About** is given from mark time. When executed from mark time, the count begins on the foot following the command of execution.

4.13.7.2. Upon the command of execution, all team members should begin to rotate the team in a wheeling manner to the left. It is very important that guards provide enough shoulder and hip pressure to keep the team tight. The pivot point for this movement should be the center of the team. The team should stay in a straight line through the duration of the movement and should not “bow” in the middle. Upon the completion of the turn, either the command of **Forward, MARCH** or **Colors, HALT** will be given on a left heel beat.

4.13.8. **Eyes Right (Left).** The command is **Eyes, Right (Left).** This command takes six heel beats to perform. On the preparatory command of **Eyes**, given on the right foot, six paces before the honoree, all non-national flagbearers dip their flags. On the fifth heel beat the command of execution of **RIGHT (LEFT)** is given. On the sixth heel beat all members of the team excluding the right (left) rifle guard sharply snap their heads 45-degrees to the right; dressing to the right (left) rifle guard.

Figure 4.51. Eyes Right.



4.13.8.1. **Ready Front.** The command is **Ready, FRONT.** It takes six heel beats to perform. On the preparatory command of **Ready**, given on the left (right) foot, six paces after passing the honoree, flags are returned to the shoulder position. On the fifth heel beat the command of execution is given on the left (right) foot. On the sixth heel beat all members of the team return their heads to the forward position.

4.13.9. **Position Adjustments.** Use the following discreet/subdued commands to make minor adjustments to the color team positions. **Shift LEFT/RIGHT** (side stepping while marking time) and **Up** (moving forward while marking time or advising the cut hand is at the ready cut position). **Ready, STEP** or **Ready, MOVE** (used to close/open ranks and stabilize the team during extremely windy conditions—especially at present arms).

4.13.9.1. Within the color team, the flag oftentimes hampers vision. This especially affects the team, especially when the NCT is “blinded” from obstacles or direction of travel. Discreet and limited conversation is permitted regarding any needed adjustments.

4.13.10. **Dress Center Dress.** Color teams will follow the guidance outlined in paragraph 13.6.1. except that all movements will be completed in a three-second cadence. *Note: If the team does not have designated marks (T’s) then the team will dress to either the right or left rifle guard depending on the situation.*

4.14. Implementation

4.14.1. General Ceremony Components.

4.14.1.1. **Pre-ceremony.** The color team falls in out of sight of the audience or behind the troop formation no-later-than 10 minutes prior to the start of the ceremony. If the ceremony is a funeral without an escort (an armed flight and the USAF Band) then the team will be pre-posted at gravesite 15 minutes prior to the start of the ceremony.

4.14.1.2. **Advancement (Receiving the Colors).** On cue or by command, the color team formally marches into position, in front and centered on the audience or troop formation. (The advancement and initial presentation to the troop formation is informally referred to as “taking colors”).

4.14.1.3. **Presentation.** The formal presentation of the US National Colors to the audience or command and the rendering of honors during the playing of the *National Anthem*, *To the Colors*, recitation of the *Pledge of Allegiance* or similar tribute. Generally, the rifle guards will assume present arms to cue the tribute. During Change of Command ceremonies or similar events, the Colors will face towards the command (official party). Do not face towards the troop formation or audience.

4.14.1.4. **Posting (if necessary).** Posting the Colors in stands is accomplished when the Colors are required for static display in certain ceremonies. The color team itself may also display the Colors by carrying them throughout the duration of a ceremony.

4.14.1.5. **Retrieval (if necessary).** Retrieving the Colors from stands is accomplished when formal retirement of posted (in stands) Colors is required for certain ceremonies.

4.14.1.6. **Dismissal and Retirement.** Dismissal of the Colors occurs with every ceremony. It describes the Colors’ departure from the forefront and return to the pre-ceremony area for fallout. Formal retirement of the Colors occurs within the context of the ceremony and describes the honors rendered to the flags before they are dismissed and secured.

4.14.2. **Posting/Retrieving In/From Stands.** The following sequences can be performed during ceremonies that include, but are not limited to Air Force Indoor Retirements, Awards Banquets, Luncheons, Promotions and Graduation Ceremonies. Posting the Colors in stands is common for

indoor ceremonies and is usually not performed outdoors. Retrieving the Colors is at the discretion of the POC and is not necessary.

4.14.2.1. **Posting.** There are ten segments to the posting sequence, beginning at port arms and facing the audience after the presentation of the Colors.

4.14.2.2. The first segment is executed by performing a three-count about face; during this sequence (initiated by the flagbearer furthest to the left) the third count is a step-off. All flagbearers execute the movement simultaneously—using their peripheral vision.

4.14.2.3. Next, the flagbearers take the appropriate amount of steps to their respective stands, moving with the NCT. These step counts are predetermined.

4.14.2.4. Once in position in front of the stands, each flagbearer's head will drop as the Colors are centered above the stand and simultaneously slid within the stand in a slow fluid motion. The flagbearers then raise their heads and hands to begin the dressing sequence.

4.14.2.5. Dress the flags with the top edge to the right, both hands holding the flag at shoulder width and shoulder height. Place the "fringe" of the flag to the right and the flags should be in a "diamond" or "triangle" shape. Dress the flags towards the audience.

4.14.2.6. Slightly tugging the flag, the NCT initiates a three-second head raise looking at the spade.
Note: For more than two flagbearers, the middle bearer tugs the flag to initiate the head-raise.

4.14.2.7. Immediately after the flagbearers raise their heads, they will bring their right hand behind the flag in a three-second cadence, and grasp the staff while maintaining their grip on the flag. Use the right hand to adjust and "flatten" the spades towards the audience.

4.14.2.8. When all movements have ceased, flagbearers will return their right hands in a three-second cadence to the dress position.

4.14.2.9. The NCT slightly tugs the flag to initiate the team's three-second head-drop to face forward and re-dress the flags.

4.14.2.10. When all movements have ceased, both arms are extended forward, palms down, parallel to the ground with a three-second count, hands flared and brought back to the position of Attention, with another three-second count.

4.14.2.11. The flagbearers take half a step back together and execute a three-count about face, or face each other depending on the placement of the stands, and return to the team without closing the feet, stepping off and taking the appropriate amount of steps to return to the team.

Notes:

1. *When stepping off to post the Colors, the amount of steps needed for posting should be the same amount when returning to the team after the posting is complete.*

2. *The rifle guards stand fast throughout the posting sequence. The NCT always waits for the other flagbearers to complete their movements before beginning the next step.*

4.14.2.12. **Retrieving.** Retrieving flags from stands involves the same fundamental steps as posting, without the dressing sequence. The flags are removed from the stands in and brought back to the color team in unison.

4.14.2.13. Once the flags have been retrieved from the stands and held at straight port the flagbearers will take half a step back with the left foot, execute a three-count about face, or face each other depending on the placement of the stands, and return to the team.

Figure 4.52. Posting In Stands.

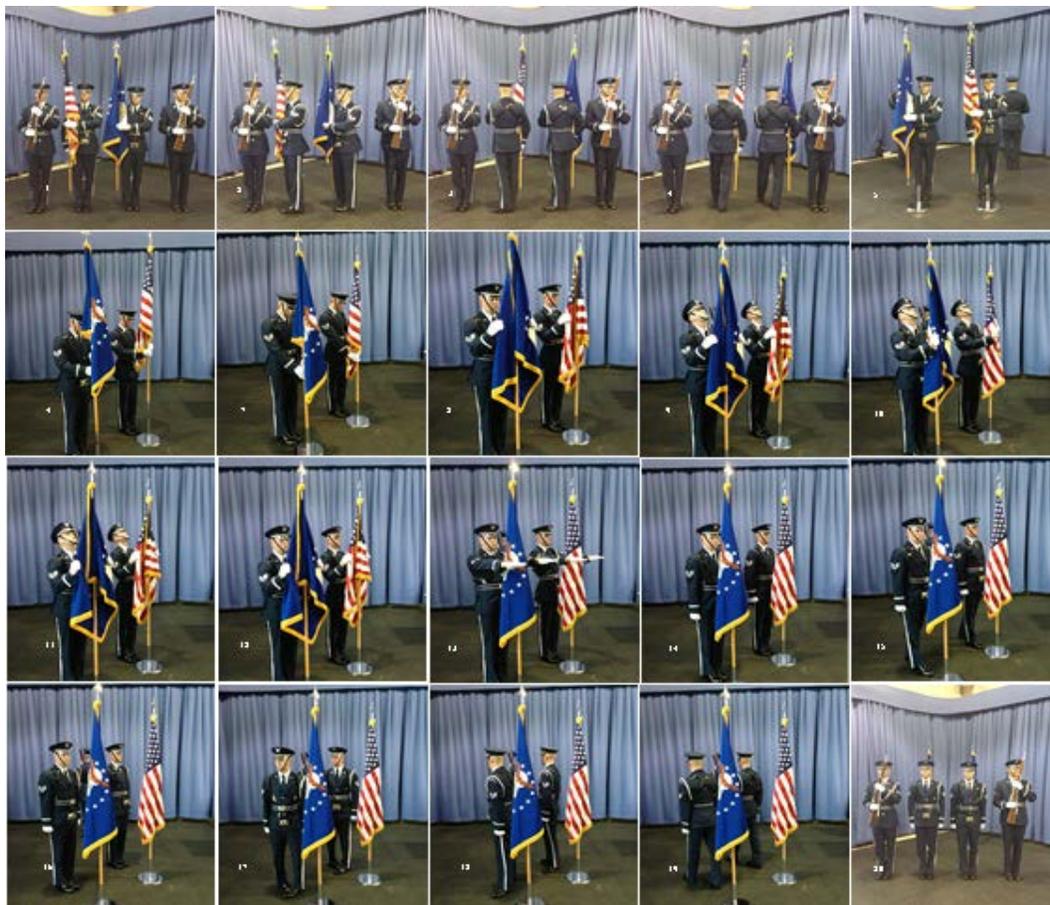


Figure 4.53. Retrieving From Stands.

4.14.3. Positional/Personal Colors (PC Bearer). For the purpose of this training manual, PCs describe any flag carried/posted separately from that of the color teams. The POW/MIA Flag and Personal and Positional Colors in some instances are examples of this. As a rule, PCs are not carried by the color team, and when required, are pre-posted when indoors.

4.14.3.1. PC bearer must be tall enough for the flag to clear the ground when in the unfurling and furling positions. To perform as a PC bearer, honor guards will only use members under six feet tall as a last resort.

4.14.3.2. The PC bearer is responsible for checking out all the equipment, to include a flag harness, a flag bearing the rank of the person being honored, and a cover for the flag.

4.14.3.3. The PC bearer will present arms by taking the command of the color team or OIC/NCOIC. Once the flag is in the harness for change of commands, promotions, retirements, and POW/MIA events, it will remain there until posted. The PC bearer will order arms if a color team is present and they order as well. To present, the PC bearer will follow the same procedures as in *Figure 4.20*.

EXCEPTION: To salute while at straight port the PC bearer will bring the flared left hand, with palm facing the ground across and in front of the abdomen. Left arm will be parallel to the ground and four inches away from the body.

4.14.3.4. The only time a PC bearer will not be at Right Shoulder Arms is when they are posting or furling/unfurling the flag.

4.14.3.5. There may be situations in which the PC bearer must combine multiple flagstaff manuals in order to adhere to protocol requirements. An example is when the PC bearer is positioned near an Honor Cordon at Attention and must quickly step off to proceed through the cordon.

4.14.3.5.1. Once the official has passed the PC bearer, the PC bearer will immediately drop the hand present (pinning it to the left leg), if applicable, while simultaneously performing a hand-flip with the right hand, bring the flagstaff to right shoulder and step off with the left foot.

Figure 4.54. PC Bearer Combination Movement.



4.14.4. **Furling and Casing Personal Colors at Military Funerals.** Refer to both AFI 34-1201 and AFPAM 34-1202 for detailed guidance regarding furling/casing of PCs.

4.14.4.1. PC will only be cased at the individual's interment. The furler (the individual that is feeding the flag into itself as its being furled after the flag is thrown down into the furling position) is also known as the NCOIC and will be an NCO. For general/flag officer's funerals an Officer should be used to fill the role of OIC. The Furling/Casing Sequence absolutely will not be used for General Officer retirements; there are no exceptions to this.

4.14.4.2. The PC bearer takes the position of honor (right of the furler) when the dignitary's flag is displayed. The furler and PC bearer will furl in full view of the ceremony and audience.

4.14.4.3. Furling/Casing the flag will be executed from right shoulder.

4.14.4.4. The furler moves into position to the side of the flag by taking two steps forward, halting and executing an automatic right face all in cadence and with heel clicks. The furler will complete the facing movement on the final count of the PC bearer's movement.

4.14.4.4.1. (Count 1). On the furler's first heel click after taking two steps forward, execute count 1 of order arms from right shoulder.

Figure 4.55. Furling and Casing Personal Colors (Count 1).



4.14.4.4.2. (Count 2). On the furler's first count of right face, smartly grasp the flag at the midsection.

Figure 4.56. Furling and Casing Personal Colors (Count 2).



4.14.4.4.3. (Count 3). On the furler's final count of right face, with snap, place the staff into the right armpit horizontal and parallel with the ground.

Figure 4.57. Furling and Casing Personal Colors (Count 3).



4.14.4.4. From this position the furler will help to guide the flag as the bearer furls, with the case draped over the furler's left arm, open end inside the arm.

4.14.4.5. Rolling the flagstaff may be done clockwise or counterclockwise as the situation dictates and to facilitate the assistance of the furling individual (always furl away from the furler). Once the furling is complete, ensure the spade is flat and is parallel to the ground.

Figure 4.58. Furling and Casing Personal Colors (Flag Furling).



4.14.4.6. The furler removes the case from the arm using the right hand. The case is then slipped over the flag and tied in a single knot, if applicable.

Figure 4.59. Furling and Casing Personal Colors (Flag Casing).



4.14.4.7. After casing the flag, the furler will place both hands on top of the flag in a flared position with index fingers touching. At the same time the PC bearer will flip the left hand on top of the flagstaff at a flare.

Figure 4.60. Furling and Casing Personal Colors (Hand-Flips).



4.14.4.8. The next movement is initiated by the furler. The furler will extend both arms out just past shoulder width. Simultaneously, the PC bearer will extend the left arm forward along the flag staff, matching the same rate of speed as the furler, until both members' finger tips come in contact.

Figure 4.61. Furling and Casing Personal Colors (Arm Extension).



4.14.4.9. Next the furler will return to the position of Attention and at the same time the PC bearer will pin the left hand.

Figure 4.62. Furling and Casing Personal Colors (Pin).



4.14.4.10. Using a flared left hand, the PC bearer will firmly hit the flagstaff from underneath, sharply returning the flagstaff to straight port.

Figure 4.63. Furling and Casing Personal Colors (Return to Port).

4.14.4.12. After PC bearer assumes port the furler will then take the position of honor next to the PC bearer.

4.14.5. **Uncasing/Unfurling Personal Colors for Ceremonies other than Military Funerals.** Refer to both AFI 34-1201 and AFPAM 34-1202 for additional guidance regarding uncasing/unfurling of PCs.

4.14.5.1. Uncasing/Unfurling PCs will only be performed for General Officer promotion ceremonies.

4.14.5.2. The PC bearer will only carry the flag at port arms for these types of ceremonies.

4.14.6. **Colonel to Brigadier General Promotion.** PC bearer and furler stop at predetermined position.

Figure 4.64. PC Bearer and Furler at Predetermined Position.

4.14.6.1. Once stopped the furler moves into position to the side of the flag by taking two steps forward, halting and executing an automatic left face all in cadence and with heel clicks. The furler will complete the facing movement on the final count of the PC bearer's movement.

4.14.6.1.1. (Count 1). On the furler's first heel click after taking two steps forward, the PC bearer will pin the left hand.

Figure 4.65. Uncasing Personal Colors (Count 1).



4.14.6.1.2. (Count 2). On the furler's first count of left face, smartly grasp the flag at the midsection.

Figure 4.66. Uncasing Personal Colors (Count 2).



4.14.6.1.3. (Count 3). On the furler's final count of left face, with snap, place the staff into the right armpit horizontal and parallel with the ground.

Figure 4.67. Uncasing Personal Colors (Count 3).

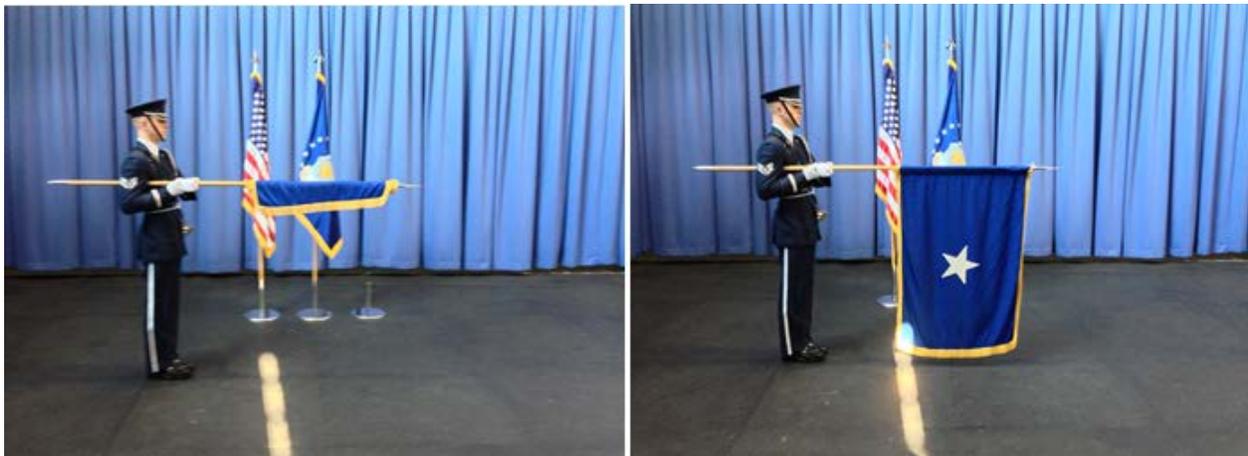


4.14.6.2. When the flag is in position, the furler unties the case, if applicable, slips it off, and places it over the left arm. The furler then performs the appropriate facing movement and proceeds to the departure area. The flag is unfurled and stopped with the spade parallel to the ground. Using a flared left hand, the PC bearer will firmly hit the flagstaff from underneath, sharply returning the flagstaff to straight port. The PC bearer continues with predetermined route to post the flag or exit.

Figure 4.68. Furler Removes Case and Departs.



Figure 4.69. PC Bearer Unfurls Flag.



4.14.7. **Promotions to Major General and Above.** Both PC bearers and the furler will march into the room at the same time. The furler and the PC bearer with the new rank will halt at their predetermined positions while the PC bearer with the old rank will continue marching to retrieve the old flag. The PC bearer with the old rank will then proceed to their predetermined position.

Figure 4.70. PC Bearers and Furler at Predetermined Position.



4.14.7.1. Upon halting the furler and both PC bearers will perform the movements described in paragraphs 4.14.6.1.1 through 4.14.6.1.3.

Figure 4.71. Uncasing Personal Colors (Double PC Bearer).



4.14.7.2. When the flags are in position, the furler unties the case, if applicable, slips it off, and places it over the left arm. The furler then performs the appropriate facing movement and proceeds to the departure area.

4.14.7.3. Once the furler has departed, both PC bearers will proceed to unfurl and furl the flags simultaneously. The PC bearer holding the new rank will initiate the movement by giving an eye wink using the eye away from the audience.

Figure 4.72. Unfurling and Furling Personal Colors.



4.14.7.4. Once the old rank has been furlled and the new rank is unfurled both PC bearers will pause for about 3 seconds for any photo opportunities before returning to straight port. The PC bearer with the new rank will again initiate the movement with an eye wink. Both PC bearers will return to straight port as described in paragraph 4.14.6.2.

Figure 4.73. PC Bearers Return to Straight Port.



4.14.7.5. The PC bearer holding the old rank will proceed to the departure area. The PC bearer holding the new rank will continue with predetermined route to post the flag or exit with the other PC bearer, with new rank leading.

4.14.8. Joint Service Color Teams. Joint Service Color Teams will only be used for official joint ceremonies. An official joint ceremony is one that is performed within a joint command under an individual(s) that command members from two or more services. An Air Force ceremony taking place on a “Joint Base,” usually, does not fit this criterion. Furthermore, an Air Force ceremony with members from other services in attendance is not considered a joint ceremony either.

4.14.8.1. Occasions in which Base Honor Guard members participate in a joint color team should be rare and limited only to those requests approved by all services participating in the event.

4.14.8.2. When performing in a joint color team all service members will wear the equivalent uniform (Class A or B, Utilities etc.) and Air Force members will adhere to all Air Force guidance.

4.14.8.3. Refer to AFI 34-1201, paragraph 2.11.7.19. for proper setup of a joint color team. For teams not including a member from all five branches, follow the guidance outlined in the following paragraphs:

Figure 4.74. Joint Service Color Team.



Figure 4.75. Joint Service Color Team Performing Inside the National Cathedral.



4.14.8.4. The senior service will always be in charge of the color team, carry the U.S. flag and perform as NCT.

4.14.8.5. The senior service will, in most cases perform as the right/lead rifle guard. Exceptions to this are based on the number and types of flags being carried by the team.

4.14.8.6. The service subordinate (usually 2nd in precedence) to the right/lead rifle guard will perform as the left/trailing rifle guard.

4.14.8.7. All service members will carry their respective service flag. Higher precedent flags will be carried by the more senior services.

4.14.8.7.1. Both rifle guards will carry the same type of rifle regardless of the circumstances or service's customs.

Figure 4.76. Joint Service Presidential Escort Color Team.

4.14.8.8. The manuals, movements and position of the hands at Attention that are shown in Figures 4.74. through 4.77. are under the guidance of the Military District of Washington and the 3rd Infantry Division (The Old Guard) and are unique to service level honor guards assigned to the National Capitol Region. All installation level teams' rifle and flagstaff manuals; and ceremony procedures will be done IAW the senior services' standard regulations.

Figure 4.77. Navy and Air Force Joint Color Team.

Chapter 5

FIRING PARTY

5.1 General Information

5.1.1 Personnel:

NCOIC of Firing Party (NFP) (1).

Firing Party members: 3 (SHF), or 7 (AD).

Purpose:

The purpose of the Firing Party is to render military funeral honors by firing 3 volleys. The firing of 3 volleys will be reserved for the purpose of military funeral honors only, unless otherwise authorized through Air Force Mortuary Affairs. Additionally, eligible members should only receive military honors one time. Do not fire 3 volleys for a memorial service if honors are to be rendered at a later time. Refer to AFI 34-501, *Mortuary Affairs Program*, for further guidance. The firing of 3-volleys is not to be confused with the 21-gun salute which is reserved for the POTUS and equivalent heads of states. *Note: A firing line can consist of any number of riflemen and the total number of rounds fired does not have to equal "21."* Historically, prior to the First World War most firing lines at funerals consisted of eight riflemen and one commander.

5.1.2 Firing Party Location:

5.1.2.1 Firing Party is positioned at a minimum 50 -75 paces diagonally from the head of the casket. If circumstances do not allow the firing line to position diagonally from the head of the casket, the firing line may position parallel to the casket. Always ensure the attending procession (NOK, family and guests) are able to see the entire firing line. Never fire over the feet.

Figure 5.1. Three and Seven Person Firing Lines.



5.2. Standard Honors Funeral Equipment.

5.2.1. Three fully operational and properly maintained M-14 rifles.

5.2.2. Three clean, white weapon slings, free of strings, sized and cut to the weapon. *Note: The sling “keeper” should be spaced equally between sling “buckle” and sling “latch.”* If black gloves are worn for cold weather, black slings need to be used instead. Slings will be used if 15-round magazines are used. Slide the sling to the side of the magazine opposite the charging handle.

5.2.3. The NFP draws nine rounds of ammunition for each ceremony along with three magazines.

5.2.4. Properly fitted or disposable hearing protection **must** be utilized. All members must wear the same color/style hearing protection.

5.2.5. NFP must wear white gloves (black gloves depending on weather).

5.2.5.1. Gloves must be removed for Standard Honors Funerals after Pallbearer duties have been accomplished only if the gloves do **not** have silicone or any form of grip on them.

5.2.5.2. During wear of cold weather gear, black gloves may be worn for both Firing Party and Pallbearers.

5.2.6. NFP **must** wear the ceremonial belt. No other members of firing line will wear the ceremonial belt. The belt must be worn tightly enough to prevent the sidearm from sagging.

5.2.6.1. The NFP **will** wear a side arm in a black patent leather holster, on right side of body. Either an inert 9mm or .38-caliber revolver will be worn.

5.3. Active Duty Funeral Equipment.

5.3.1. Seven fully operational and properly maintained M-14 rifles.

5.3.2. Seven clean white weapon slings, string free, sized and cut to the weapon. *Note: The sling “keeper” should be spaced equally between sling “buckle” and sling “latch.”* If black gloves are worn for cold weather, black slings need to be used instead. Slings will be used if 15-round magazines are used. Slide the sling to the side of the magazine opposite the charging handle.

5.3.3. The NFP draws twenty-one rounds of ammunition for each ceremony along with seven magazines.

5.3.4. Properly fitted or disposable hearing protection **must** be utilized. All members must wear the same color/style hearing protection.

5.3.5. White silicone gloves, leather gloves or gloves with the grip material are worn for Active Duty Funerals. If it is raining, do not wear gloves with silicone or grip-like material (they will cause loss of grip).

5.3.5.1. During wear of cold weather gear, black gloves may be worn. Do not remove gloves.

5.3.6. NFP **must** wear the ceremonial belt. No other members of firing line wear the ceremonial belt. Belt must be worn tightly enough to prevent the sidearm from sagging.

5.3.6.1. The NFP **will** wear a side arm in a black patent leather holster, on right side of body. Either an inert 9mm or .38-caliber revolver will be worn.

Figure 5.2 Proper Wear of the Sidearm in Holster.



5.4 General Rules for Firing Party.

5.4.1 Weapons Safety:

5.4.1.1 Weapons safety is the responsibility of all personnel who handle and operate weapons.

5.4.1.2. When operating weapons, all personnel must treat each weapon as if it were loaded at all times. Always point the weapon's barrel in a safe direction. The barrel will always be pointed either skyward (**Carry Arms, Port Arms**) or directly at the ground (**inverted Carry Arms**). Never point the weapon at people, buildings, vehicles, etc. **DO NOT** participate in or promote any form of horseplay with weapons.

5.4.1.3. Do not handle or carry loaded weapons indoors or while onboard vehicles. Always carry loaded weapons in the **Port Arms** position. Wear authorized hearing protection in both ears while firing blank ammunition. You will never march in to a ceremony already loaded.

5.5 Responsibilities of the NCOIC of Firing Party (NFP).

5.5.1. All commands are given by the NFP from the position of Attention. Commands will be called using the correct loudness, projection, distinctness, inflection, and snap as outlined in AFMAN 36-2203, *Drill and Ceremonies (Chapter 2)*.

5.5.2. The NFP will be positioned three paces behind and centered on the firing line.

5.5.3. Ensure all personnel are prepared to execute pre-ceremony (warm-ups and dry-fire), inspection and ceremony procedures. Possess extensive knowledge of element procedures and the firing sequences.

5.5.4. Family of the deceased may be provided expended rounds of ammunition **ONLY** upon request. Spent casings/shells fired from the Firing Party will not be tucked into the flag at any point during a funeral or any ceremony. The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything according to United States Code, Title 4, Chapter 1, Section 8 (h).

5.6 Firing Line.

5.6.1. The firing line consists of three (3) members during Standard Honors funerals and seven (7) members for Active Duty funerals. The first position (known as *point*) will be the individual that can keep a steady cadence. Do not base the assignment of “point” on height or rank. The person in the *point* position will establish the cadence and lead the team in the firing sequence using audio and visual signals. Less experienced members can be positioned in the firing line alongside individuals with steady cadences. (i.e. 1, 4 and 7 are the most experienced, 2 and 5 are the least experienced, and the other members fill in 3 and 6)

5.7 Firing Party Manuals.

5.7.1. Attention.

5.7.1.1 Weapon is held in the right hand on the right side of the body. The butt of the weapon will be grounded to the foot and even with the toes.

5.7.1.2 Stand at the position of Attention with the right hand flared to the right of the barrel along the hand guard. The web of the thumb is along the rear of the spindle valve, thumb along the seam of the trousers. Thumb will not be visible as viewed from the front.

5.7.1.3 The rest of the body is in the normal position of Attention.

5.7.2. Carry Arms.

5.7.2.1. There are two positions of **Carry Arms**. The version used is determined by the weather. This position is used to move the Firing Party to the firing line.

5.7.2.2. **Standard Carry Arms.** This is the primary position of **Carry Arms**. For clear weather with no precipitation, carry the weapon by securing the small of the stock (pistol grip) in the right hand with the right thumb along the seam of the trousers. The arm is extended toward the ground with the barrel facing skyward and resting on the front of the right shoulder. The trigger housing is facing forward, away from the body. Right arm carrying the weapon is suspended, while the left arm maintains coordinated arm swing.

Figure 5.3. Carry Arms.

5.7.2.3. **Inverted Carry Arms.** This is the secondary position of **Carry Arms**. For inclement weather in rain and snow, carry the weapon by securing the upper hand guard in the right hand. The barrel will be pointed toward the ground with the stock resting on the front of the right shoulder. The trigger housing is facing forward, away from the body. Right arm carrying the weapon is suspended, while left arm maintains coordinated arm swing.

Figure 5.4 Inverted Carry Arms.

NOTE: When part of a firing line, members will only perform the rifle manuals necessary to accomplish and perform the mission. Intermediate and advanced drill manuals are prohibited.

5.7.3. **Order Arms** (from carry arms). This is a four-count movement.

5.7.3.1. (Count 1) Tilt the muzzle of the weapon forward, to a 45-degree angle. Keeping the right thumb grounded to the seam of the trousers. Simultaneously, bring left hand across body to catch weapon, placing the middle finger on the first groove of the hand guard. Do not wrap left thumb around weapon, thumb is along forefinger.

5.7.3.2. (Count 2) Release the weapon with the right hand allowing it to swivel in the left hand. Replace the right hand on the upper part of the hand guard. Weapon should be parallel to body (straight up and down).

5.7.3.3. (Count 3) Release the weapon with the left hand and push the weapon to the flared position trigger housing at the knee with the right hand, simultaneously extend the left hand with fingers extended and joined so the middle and index finger split the right thumb knuckle.

5.7.3.4. (Count 4) Bring the weapon back to the proper position of **Attention**, and return the left hand to the proper position of Attention without butting weapon.

5.7.4. **Dress Right, DRESS.**

5.7.4.1. All members except the *point* person turn their heads 45-degrees to the right, and all except the seventh person raise and extend their left arm parallel to the ground with their left hand at a flare, wrist not bent.

5.7.4.2. Members dress accordingly an arm length plus a hands length away from each other. If the last person sees someone in the Firing Party line not properly dressed, they will tell them to move forward or back and then call steady when they are in place with the rest of the line. The last person will give the NFP a slight head nod, then return to 45 degrees when the team is lined up and ready.

5.7.4.3. Once all members are in position, the NFP calls **Ready, FRONT**, and all members bring their arms down to their sides, to the position of Attention without slapping the side of their leg, while simultaneously bringing head to the front.

5.7.5. **Ground, ARMS.** This is a one-count movement executed over three seconds from the position of Attention.

5.7.5.1. Step out 20-24 inches with left foot while simultaneously flaring the left hand to the small of the back so the forearm is parallel with the waist. Rotate weapon counterclockwise 180-degrees so the sling is up.

5.7.5.2. While the weapon is lying on the ground the right hand is flared to the right side of the weapon's upper hand guard and thumb is along the index finger. The right hand is not touching the ground. Right heel stays on the ground.

5.7.5.3. Keeping the right foot planted the right leg is straight and head is up with eyes facing forward. *Note: NFP will wait for every individual to raise their head before calling the next command.*

5.7.5.4. Upon the command, **Ready, UP** leave the weapon on the ground and bring the body up to the position of Attention, maintaining balance. The middle person will set the cadence in which the rest of the team should follow when coming back to the position of Attention. *Note: Earplugs are prepositioned to the left of the barrel when the command of "Fallout" is given; or if it is a windy day, they can be placed in the gap between the gas cylinder and barrel.*

5.7.6. **Take, ARMS.** This is a one-count movement executed over three seconds from the position of Attention.

5.7.6.1. Step out 20-24 inches with the left foot while simultaneously flaring the left hand to the small of the back, keeping right leg straight and foot planted.

5.7.6.2. **Standard Honors Funeral only.** Bring left hand back to front, remove gloves, (only if the gloves do not have silicone) roll one into the other and with left hand, place gloves to the left of the rifle then return the left hand to a flare in the small of the back, ensuring the forearm is parallel to the waist. If wearing black gloves, do not remove.

5.7.6.3. Insert hearing protection (after gloves have been removed).

5.7.6.4. Flare right hand to the right of the barrel next to upper hand guard with head and eyes up, facing forward when ready.

5.7.6.5. Upon the command **Ready, UP** turn the sling of the weapon counterclockwise 180-degrees bringing the body back to the position of Attention, simultaneously “toeing” and grounding the weapon. The middle person will set the cadence in which the rest of the team should follow when coming back to the position of Attention.

Figure 5.5 Ground/Take Arms.



5.7.7. **Ceremonial At, EASE.** This is a three-count movement executed from the position of Attention.

5.7.7.1. (Count 1): Move the left foot 6 to 8 inches to the left keeping it in-line and parallel while simultaneously flaring the weapon forward with the right hand gripping around the upper portion of the hand guard. The webbing of the right thumb resting on the rear of the spindle valve, arm extended. Simultaneously place left hand at a flare in the small of the back (audible back slap) ensuring the forearm is parallel to the ground.

Note: NFP will stand fast at Attention during count 1

5.7.7.2. (Count 2): Turn the weapon counterclockwise and move the barrel to the center of the body with the sling facing left. Simultaneously move the left hand from the small of the lower back to the front of the body, gripping the weapon at the barrel’s muzzle. The left hand is at a fist around the top of the front sight with four fingers wrapped around the thumb and muzzle. The top of the barrel is 4 inches away and in front of the centerline of the body.

Note: NFP will execute count 1 of “stand at...EASE”

5.7.7.3. (**And**): Flare right hand with thumb along index finger from hand guard to the extent of the elbow (approx. four inches from the thigh) ensuring not to rotate at the shoulder.

5.7.7.4. (Count 3): Smartly wrap the right hand around the barrel (making a fist) below the front sight. The front sight of the weapon will be splitting the fists. The front sight post will be hidden. *Note: The flare of the right hand for Firing Party movements is not considered a full count. They are considered as half counts, in which these movements are called “AND” counts. NFP will execute count 2 of “stand at...EASE”*

Figure 5.6 Ceremonial At, EASE.



5.7.8. **Firing PARTY, ATTENTION.** This is a three-count movement executed from the position of Ceremonial At, Ease.

5.7.8.1. On the preparatory command of Firing, PARTY:

5.7.8.2. (**And**) Release the right hand from the weapon extending the right arm to the extent of the elbow (4 inches away from the thigh). Ensuring that team members do not move the shoulder while executing the “And” count.

5.7.8.3. (Count 1): Smartly return the right hand to the weapon by grasping it at the top of the hand guard at a fist (grip where your hand will normally rest at Attention).

5.7.8.4. (Count 2): Release the weapon from the left hand and relocate the left hand in a flared position to the small of the lower back (audible back slap) with the forearm parallel to the ground while simultaneously flaring the weapon forward with the right hand (right hand is gripping the weapon).

5.7.8.5. (Count 3): Upon the command of **ATTENTION**, return the weapon and body back to the position of Attention.

5.7.9. **Present, ARMS.** This is a three-count movement executed from the position of Attention.

5.7.9.1. (Count 1): Lift the rifle with the right hand to the centerline, four inches away from the body. The left eye should be lined up in-between the gap of the barrel and gas cylinder and the butt of the weapon is over the right thigh. Simultaneously grasp the rifle with the left hand so the middle finger is on the first groove of the hand guard. Right forearm should be at a 45-degree angle to the rifle.

5.7.9.2. (AND) Release the right hand from the weapon extending the right arm into a flare to the extent of the elbow. Flare along the same plane as the weapon, four inches from thigh.

5.7.9.3. (Count 2): Smartly return the right hand to the small of the stock. The rifle should be four inches away and parallel to the body. Maintain left eye, right thigh positioning.

5.7.9.4. (AND) Release the weapon with the left hand and form a fist, move the fist directly in front of the left shoulder. This time the left forearm should be parallel to the ground and the arm is at a 90-degree angle. Ensure the left hand stays on the same horizontal plane throughout the movement.

5.7.9.5. (Count 3): With the right hand twist the rifle clockwise, simultaneously slightly releasing the weapon with the left hand. The sling should be facing forward and the front sight should be at eye level (or right arm completely extended). Right hand should be flared along the same angle as the small of the stock with thumb tucked. Left thumb is on the first groove of the hand guard and fingers together, wrapped around the weapon. All the weight of the rifle will be in the left hand. Weapon is parallel to the body, four inches away, down centerline of body. *Note: If members find it difficult to have sight at eye level due to height, extend right arm fully.*

5.7.10. **Order, ARMS.** This is a five-count movement executed from the position of **Present Arms**.

5.7.10.1. (Count 1): Rotate the weapon counterclockwise using the right hand, return to the position of **Port Arms**. Simultaneously, sharply pin the left hand to the left leg (not audible).

5.7.10.2. (Count 2): Return the left hand so the middle finger is on the first groove of the hand guard. Hand guard and is in the proper position of **Port Arms**.

5.7.10.3. (Count 3): Bring the right hand from the small of the stock, gripping the top of the hand guard at a fist without moving the weapon, keeping the weapon at proper port. The right forearm will be at a 45-degree angle from the weapon. Maintain left eye, right thigh positioning.

5.7.10.4. (Count 4): Lower the weapon to a 45-degree angle across right side of body, next to the right leg; trigger housing of the rifle is at the knee. Left hand is flared; index and middle finger are splitting the first knuckle of the right thumb. Both elbows are fully extended.

5.7.10.5. (Count 5): Simultaneously bring the weapon back down to the side so your right thumb is along the seam of the trousers simultaneously cut the left hand back to the left side with no excess movement, return to the position of Attention. **No butt slam.**

5.7.11. **Ready, FACE.** This is a six-count movement executed from the position of Attention.

5.7.11.1. (Count 1): Lift the right foot slightly off the ground and place it down in a 90-degree angle to the left foot. The corner of the right heel should be against the corner of the left heel (Count 1 of right face). Simultaneously lift and flare the weapon at a 45-degree angle so that the trigger housing is at the knee, the right hand is at a fist, and the right arm is fully extended. The head and muzzle of the rifle are following the lead foot, which is the right foot. The left hand is pinned with middle finger along the seam of the trousers.

Figure 5.7 Ready Face Sequence (Count 1).



5.7.11.2. (Count 2): Bring the left foot to meet the right foot (count 2 of right face); weapon is still properly flared with the trigger housing at the knee.

Figure 5.8 Ready Face Sequence (Count 2).



5.7.11.3. (Count 3): Butt slam the rifle on the ground in a controlled motion, by using the heel portion of the butt plate. This will help to avoid cracking stocks.

Figure 5.9 Ready Face Sequence (Count 3).



5.7.11.4. (Count 4): Move the left foot approximately 6-8 inches to the left, in line and parallel to the right foot, while simultaneously bringing the weapon to the first count of the position of **Port Arms**. Middle finger meets the weapon at the first groove of the hand guard.

Figure 5.10. Ready Face Sequence (Count 4).



5.7.11.5. (Count 5): Bring the right hand from the upper hand guard and grip the small of the stock with **NO FLARE**.

Figure 5.11. Ready Face Sequence (Count 5)

5.7.11.6. (Count 6): Release the left hand from the hand guard and re-position the left hand at a fist with the “meat of the palm” (near the thumb), slightly above the operating rod handle, increasing the chance of charging the weapon and firing the round successfully. Ensure the left forearm is parallel to the ground.

Figure 5.12. Ready Face Sequence (Count 6).

5.7.13. **Firing Sequence.** The command for this sequence is **READY**. This movement is executed in seven counts on the first two volleys and the third volley is executed in six counts from the position of **Ready Face**.

5.7.13.1. (Count 1): Upon the command of **Ready**, each member of the Firing Party depresses the operating rod handle completely with left hand at a fist. Charge down at same angle as weapon. Ensure you hold the charging handle all the way down until count two. *Note: Do not rest weapon on body.*

Figure 5.13. Firing Sequence (Count 1).



5.7.13.2. (Count 2): Release the left hand from the operating rod handle, (ensuring you do not “ride the charging handle up”) bringing the left hand out to a flare in front of the left shoulder when the handle has come back up completely; palm is facing the body, thumb is along the forefinger. *Note: The middle finger tip to elbow should make a straight line and run along the plane of the weapon.*

Figure 5.14. Firing Sequence (Count 2).



5.7.13.3. (Count 3): Smartly replace the left hand with the middle finger on the first groove of the hand guard, returning to proper position of **Port Arms**.

Figure 5.15. Firing Sequence (Count 3).



5.7.13.4. (Count 4): Throw weapon down to proper position. **DO NOT** throw the weapon into the armpit.

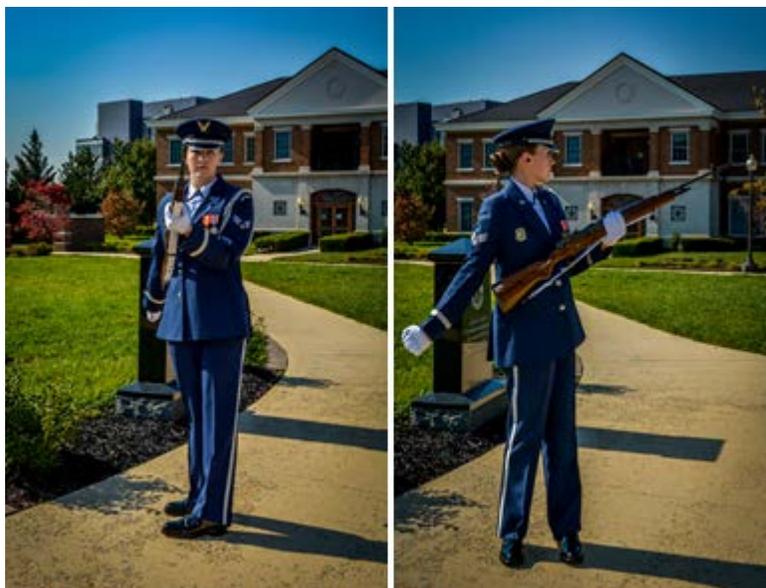
Figure 5.16. Firing Sequence (Count 4).



5.7.13.4.1. In a continuous movement, the right hand will go to a fist with the index finger on the trigger and with the thumb along the index finger. The weapon will be at a 45-degree angle with the front sights level with the firing line member's eyes (ultimately dressing your muzzle to the right). The butt of the rifle will be smartly placed and held firmly under the right upper arm as the right elbow presses the weapon tightly to the side of the body. The balance of the rifle will rest in the palm of the left hand with the middle finger is on the first groove of the hand guard. Simultaneously turn head and eyes 90 degrees. Torso turns 45 degrees toward the direction of fire. Ensure your feet stay planted.

5.7.13.5. (Count 5): The right hand's index finger rips through the trigger using the entire arm; all is done in one fluid motion. *Note: All weapons are fired simultaneously.*

Figure 5.17. Firing Sequence (Count 5).



5.7.13.5.1. The right arm is fully extended, down and to the rear, at the same angle as the weapon with the right hand at a fist with the thumb resting on the forefinger. The palm of the fist faces towards the front (Point). Ensure arm does not extend behind or in front of body, only extend in-line with the body.

5.7.13.6. (Count 6): Return the rifle back to the position of **Port Arms**. The head, right arm, rifle, and upper body should return with a "snap". Your head and eyes will follow weapon.

Figure 5.18. Firing Sequence (Count 6).



5.7.13.7. (Count 7): Release the left hand from the rifle and return it to the operating rod handle back to the position of **Ready**.

Figure 5.19. Firing Sequence (Count 7).



5.7.13.8. On the third command of **READY**, the team will execute a six count movement. Count seven will not be performed leaving the member at the position of **Port Arms**. *Note: If the member does count seven on the third volley they must perform Present Arms with their left hand starting on the operating rod handle.*

5.7.14. **Present, ARMS**. This is a five-count movement executed from the position of **Ready**. **Note:** *Once NFP gives the command of Present Arms, he or she will take their own command and perform a three-second Present Arms (hand salute). NFP and the line will finish the manual at the same time.*

5.7.14.1. (Count 1): The left foot will close with the right foot bringing the feet together at the position of Attention.

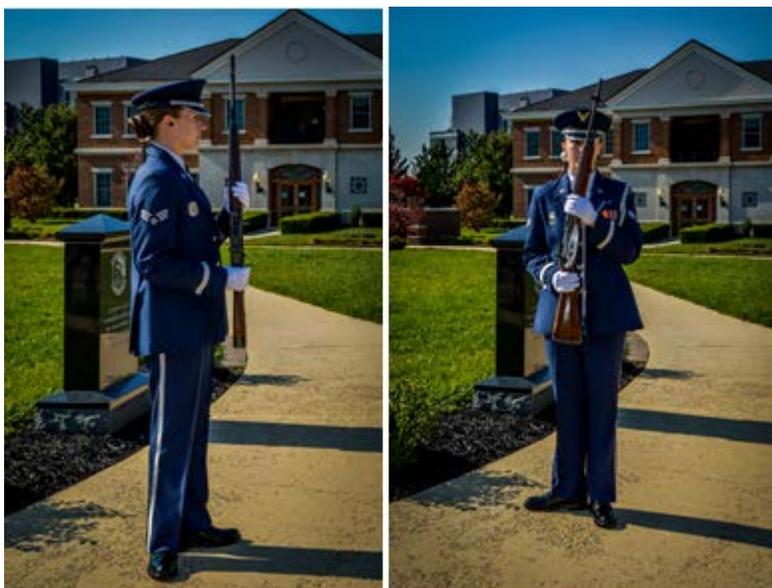
Figure 5.20. Present Arms [After Firing] (Count1).



5.7.14.2. (Count 2): Execute count one in accordance with **Left Face** (from Attention).

Note: Head, eyes and rifle will follow lead foot, which is the left foot.

Figure 5.21. Present Arms [After Firing] (Count 2).



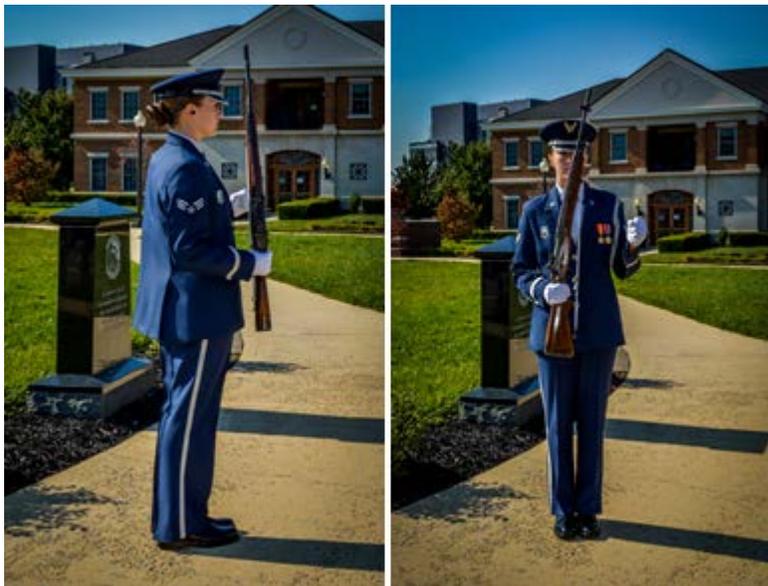
5.7.14.3. (Count 3): Execute count two in accordance with **Left Face** (from Attention).

Figure 5.22. Present Arms [After Firing] (Count 3).



5.7.14.4. (And): Release the weapon with the left hand and form a fist, move the fist directly in front of the left shoulder at a 45-degree angle. Ensure the left hand stays on the same horizontal plane throughout the movement.

Figure 5.23. Present Arms [After Firing] (1st And).



5.7.14.5. (Count 4): Slap the weapon with the left hand. When the left hand returns the middle finger should be at the first groove of the hand guard.

Figure 5.24. Present Arms [After Firing] (Count 4).

5.7.14.6. (And): Release the weapon with the left hand and form a fist, move the fist directly in front of the left shoulder at a 90-degree angle.

Figure 5.25. Present Arms [After Firing] (2nd And).

5.7.14.7. (Count 5): The left hand will return to the weapon “catching” it at present arms. Simultaneously rotate the rifle 90-degrees clockwise with the right hand flaring at the small of the stock. *Note: The sling should be facing forward and the front sight should be at eye level. Right hand should be flared along the same angle as the small of the stock with thumb tucked. Left thumb is on the first groove of the hand guard and fingers together, wrapped around the weapon. All the weight of the rifle will be in the left hand. Weapon is parallel to the body, four inches away. If members find it difficult to have sight at eye level due to height, extend right arm fully.*

Figure 5.26. Present Arms [After Firing] (Count 5).



5.7.15. **Port, ARMS.** This is a two-count movement executed from the position of Attention.

5.7.15.1. (Count 1): Lift the rifle with the right hand to the centerline, four inches away from the body. The left eye should be lined up between the gap of the barrel and the gas cylinder and the butt of the weapon is over the right thigh. Simultaneously grasp the rifle with the left hand so the middle finger is on the first groove of the hand guard. Right forearm should be at a 45-degree angle to the rifle.

5.7.15.2. (And): Release the right hand from the weapon extending the right arm into a flare to the extent of the elbow, while flaring in-line with the weapon.

5.7.15.3. (Count 2): Smartly return the right hand to the small of the stock. The rifle should be four inches away and parallel to the body.

5.7.16. The fourth person will go to port arms then perform a (three-count) **About Face**, close, then step off. The fourth member marches to and takes position one pace away from and directly in front of the NFP.

5.7.16.1. The fourth person's left hand will remain in place while the right hand grasps the upper hand guard. The right hand is brought up in front and extended around the left side of the hand guard (same as ordering down) and the weapon is rotated 180-degrees clockwise while simultaneously pinning the left hand.

5.7.16.2. The NFP reaches out and takes the weapon with both hands and assumes the position of **Port Arms**.

5.7.16.3. The fourth person will immediately pin the right hand as the weapon is taken by NFP.

5.7.17. **Order, ARMS.** This is a three-count movement executed from the position of **Port Arms**.

5.7.17.1. (Count 1): Bring the right hand from the small of the stock to the top of the hand guard at the rear of the spindle valve at a fist without moving the weapon, keeping the weapon at proper port. The right forearm will be at a 45-degree angle from the weapon

5.7.17.2. (Count 2): Lower the weapon to a 45-degree angle across right side of body; trigger housing of the rifle is at the knee. Left hand is flared; index and middle finger are splitting the knuckle of the right thumb. Both elbows are fully extended.

5.7.17.3. (Count 3): Simultaneously bring the weapon back down to the side so your right thumb is along the seam of the trousers and cut the left hand back to the left side with no excess movement to return to the position of Attention. **No butt slam.**

5.7.18. **Firing Party Fallout, MARCH.** This command is used whenever necessary to halt and dismiss the Firing Party. NFP calls the command on consecutive left feet while marching. Upon the command of execution **MARCH**, the Firing Party will step one last time with the right foot, halt/close with the left, and execute an automatic “about face”. Example: “**Firing Party**” (left foot), “**FALLOUT**” (right foot), “**MARCH**” (left foot).

5.8. Loading the Weapon.

5.8.1. Under the supervision of the NFP, the firing party loads one magazine with three rounds into the weapons in the following manner: *Note: Refer to AFMAN 31-229.*

5.8.2. The NFP pre-loads the magazines with three blank rounds in each.

5.8.3. Position the weapon so it is facing away from other individuals with the barrel pointing toward the ground. Visually inspect the rifle to ensure the safety is in the “safe” position and ensure that the chamber is clear. Bolt must be in the forward position prior to loading the weapon.

5.8.4. With the short angle of the magazine pointed down into the magazine well, press it down and pull it toward the butt of the weapon until it locks. There will be a loud, audible “click” sound. *NOTE: When loading a 20 round magazine, the weapon’s sling will be routed on the outside of the magazine, furthest from the operating rod handle.*

5.8.5. Once loading is complete, assume the position of Attention. This will let the NFP know that you are ready to go.

5.8.6. All loading and unloading of weapons is done outside.

5.8.7. Always remove gloves prior to loading weapon to ensure gloves remain as clean as possible prior to the ceremony.

5.8.8. Loaded weapons always remain outside in a person's possession and must be carried at the position of port.

5.10. Unloading the Weapon.

5.10.1. Pointing the weapon at the ground in a safe direction away from anyone with gloves off, press the magazine release lever towards the barrel and lift the magazine out.

5.10.2. Take the knife-edge of the right hand and place it on the operating rod handle. While charging the weapon, simultaneously cover the chamber and grab the spent round. This will avoid the spent rounds falling on the ground.

5.10.3. The NFP then visually checks the chamber of each weapon.

5.10.4. The member will then close the chamber while still aimed at ground.

5.10.5. Place the weapon on “safe” to transport the weapon.

Chapter 6

MAINTENANCE OF THE M-14 RIFLE

6.1. Introduction

6.1.1. This chapter provides basic maintenance and general information on the M-14 Rifle.

6.2. General Information

6.2.1. The M-14 7.62 mm rifle is a magazine-fed, gas-operated shoulder weapon, designed primarily for semi-automatic fire. It was the standard service rifle until it was replaced in the late-1960s by the 5.56mm M-16A1 rifle. Honor Guard issued M-14s have been modified by the AF Gunsmith to prevent semi-automatic fire, and should be annotated as such on all equipment inventory listings.

6.3. Specifications

6.3.1. Length: 44.14 inches (112.12 centimeters)

6.3.1.1. Length of barrel: 22 inches (55.88 centimeters)

6.3.2. Weight with empty magazine: 8.7 pounds (4.95 kilograms)

6.3.2.1. Weight with full magazine and sling: 11.0 pounds (5.0 kilograms)

6.3.3. Bore diameter: 7.62mm

6.3.4. Maximum effective range: 1,509.26 feet (460 meters)

6.3.5. Muzzle velocity: 2,800 feet (853 meters) per second

6.3.6. Cyclic rate of fire: 750 rounds per minute

6.3.7. Magazine capacity: 20 rounds

6.3.8. Unit Replacement Cost: \$576

6.3.9. **Date Adopted: 1 May 1957**

6.4. Disassembly of the M-14

6.4.1. Remove the firing mechanism to separate the M-14 in the three main groups (barrel and receiver group, firing mechanism, and stock group).

6.5. Disassembly of the Barrel and Receiver Group.

6.5.1. Removing the Connector Assembly.

6.5.1.1. Place the barrel and receiver group on its left side with the operating rod handle up and the muzzle away from you.

6.5.1.2. With the bolt closed, place the right thumb on the rear of the connector assembly, the first finger on the sear release bracket and the second finger inside the rear of the receiver.

6.5.1.3. Push forward with the thumb until the forward end of the assembly can be lifted off the connector lock with the thumb and forefinger of the left hand.

6.5.1.4. Turn the connector assembly clockwise until the elongated hole in the connector assembly is aligned with the elongated stud on the sear release.

6.5.1.5. Lower the front end of the connector assembly and lift the rear end of the elongated stud of the sear release.

6.5.2. Removing the Operating Rod Spring and Operating Rod Spring Guide.

6.5.2.1. Place the barrel and receiver group on a flat surface, sights down, muzzle to the left.

6.5.2.2. With your left hand, pull toward the muzzle on the operating rod spring to relieve pressure on the connector lock.

6.5.2.3. With your right forefinger, pull the connector lock toward you and, allowing the operating rod spring to expand slowly, disconnect and remove the operating rod spring and operating rod spring guide. Separate these two parts.

6.5.3. Removing the Operating Rod.

6.5.3.1. Turn the barrel and receiver group so the sights are up and the muzzle is pointing away from you.

6.5.3.2. Pull back the operating rod handle until the guide lug on its side surface is aligned with the disassembly notch on the right side of the receiver.

6.5.3.3. Rotate the operating rod downward and outward, and then pull it to the rear, disengaging it from the operating rod guide.

6.5.4. Removing the Bolt.

6.5.4.1. Grasp the bolt by the roller and, while sliding it forward, lift it upward and outward to the right front with a slight rotating motion.

6.6. Assembly of the Barrel and Receiver Group

6.6.1. Replacing the Bolt.

- 6.6.1.1. Place the barrel and receiver on the table, sights up, muzzle pointing away from you.
- 6.6.1.2. Hold the bolt by the roller and locking lug and place the rear of the bolt on the bridge of the receiver, firing pin tang pointed down.
- 6.6.1.3. Turn the bolt slightly counterclockwise until the tang of the firing pin clears the bridge.
- 6.6.1.4. Guide the left locking lug of the bolt into its groove on the left side of the receiver.
- 6.6.1.5. Lower the right locking lug on its bearing surface and slide the bolt halfway to the rear.

6.6.2. Replacing the Operating Rod.

- 6.6.2.1. Holding the operating rod at the handle, place the front end into the operating rod guide, and position the rod so that the recess in the hump fits over the bolt roller.
- 6.6.2.2. Turn the operating rod to the left until the guide lug fits into the disassembly notch on the receiver, then move the operating rod forward until the bolt is closed.

6.6.3. Replacing the Operating Rod Spring and Operating Rod Spring Guide.

- 6.6.3.1. Turn the barrel and receiver over so the sights are down and the muzzle is to the left.
- 6.6.3.2. Place the operating rod spring guide into the operating rod spring, hump up, and feed the loose end of the spring into the operating rod.
- 6.6.3.3. Grasp the spring and guide with the left hand and compress the spring until the hole in the guide can be aligned with the connector lock.
- 6.6.3.4. Lower the guide and push the connector lock in with the right thumb.

6.6.4. Replacing the Connector Assembly.

- 6.6.4.1. Place the barrel and receiver on its side with the operating rod handle up, muzzle away from you.
- 6.6.4.2. Place the elongated hole in the rear of the connector assembly on the elongated stud on the sear release.
- 6.6.4.3. Place the thumb of the right hand on the rear of the connector assembly, the first finger on the sear release bracket, and the second finger inside the rear of the receiver.
- 6.6.4.4. Pushing toward the muzzle with the right thumb and with the thumb and first finger of the left hand, turn the front of the connector counterclockwise until it can be snapped onto the connector lock.

6.7. Assembly of the Three Main Groups

- 6.7.1. Place the barrel and receiver group on a flat surface, sights down.
- 6.7.2. Pick up the stock group and engage the stock ferrule in the front band, then lower the stock group onto the barrel and receiver group.
- 6.7.3. Open the trigger guard and place the firing mechanism straight down into the receiver, making sure that the guide rib on the firing mechanism enters the recess in the receiver.
- 6.7.4. Place the butt of the weapon on the left thigh, sights to the left, ensuring the trigger guard has cleared the trigger.
- 6.7.5. With the palm of the right hand strike the trigger guard, fully engaging in to the receiver.

6.8. Cleaning the M-14 Rifle

6.8.1. Procedures for Cleaning the Chamber and Bore.

- 6.8.1.1. Assemble four sections of the cleaning rod with the combination tool attached to the back of the rod and the bore cleaning brush attached to the front end.
- 6.8.1.2. Apply a few drops of Break-Free bore cleaner/lubricant to the bore brush.
- 6.8.1.3. Insert the brush into the bore, push it through the length of the barrel and then remove.
- 6.8.1.4. Remove the bore cleaning brush from the front end of the cleaning rod assembly.
- 6.8.1.5. Gently insert the cleaning rod into the bore all the way.
- 6.8.1.6. Place two patches into the patch holder along with a few drops of Break-Free.
- 6.8.1.7. Flare the patches out then insert the patch holder with wet patches into the chamber.
- 6.8.1.8. Push the threaded end into the chamber until it touches the cleaning rod. Hold it there with one hand,
- 6.8.1.9. Screw the rod assembly onto the patch holder, with the other hand, until the patches turn with the rod.
- 6.8.1.10. Pull the patches into the chamber firmly; at the same time turning the rod clockwise by grasping it between the handle and the muzzle of the weapon.
- 6.8.1.11. Turn the rod several times clockwise, pulling the patches into the chamber firmly, wiping out the chamber thoroughly.
- 6.8.1.12. Screw the patch holder on the rod.
- 6.8.1.13. Insert the rod, press the patch holder gently into the bore; all the way.

6.8.1.14. Attach patch holder with a single, dry patch.

6.8.1.15. Pull single patch straight and parallel through the bore

6.8.1.16. Repeat pulling single patches through the bore until bore is free from all debris.

6.8.2. Procedures for Cleaning the Gas Cylinder Plug.

6.8.2.1. Pour a small quantity of bore cleaner in the plug, insert and rotate the bore cleaning brush.

6.8.2.2. Remove the brush, clean and dry the plug with patches.

6.8.3. Procedures for Cleaning the Gas Cylinder.

6.8.3.1. Install the patch holder on a section of cleaning rod.

6.8.3.2. Put two patches on the holder, moisten them with bore cleaner and swab the cylinder bore.

6.8.3.3. Dry the bore with clean patches.

6.8.4. Procedures for Cleaning the Gas Piston.

6.8.4.1. Saturate patches with bore cleaner and wipe the exterior surface of the piston as clean as possible.

6.8.4.2. Install the bore cleaning brush on a section of the cleaning rod.

6.8.4.3. Moisten the brush with bore cleaner and clean the interior of the piston.

6.8.4.4. Wipe the piston dry.

6.8.5. Procedures for cleaning the face of the Bolt.

6.8.5.1. Clean the face of the bolt with a patch and bore cleaner, paying particular Attention to its inside edges.

6.8.5.2. Remove the bore cleaner with dry patches and oil the part lightly.

6.8.6. Procedures for Cleaning the Spindle Valve.

6.8.6.1. Depress the valve and rotate it several times after each day's firing.

6.8.6.2. Do not disassemble it.

6.8.7. Procedures for Cleaning the Magazine.

6.8.7.1. Inspect the interior of the magazine by depressing the follower with the thumb.

6.8.7.2. If the interior is dirty, disassemble the magazine and clean it, then lightly oil the component parts.

6.8.8. Procedures for Cleaning the Stabilizer Assembly.

6.8.8.1. The stabilizer assembly should be removed and cleaned with a stiff brush to remove all carbon or other particles which may block the gas ports.

6.8.9. Procedures for Cleaning All Other Parts.

6.8.9.1. Use a dry cloth to remove all dirt or sand from other parts and exterior surfaces.

6.8.9.2. Apply a light coat of oil to the metal parts and rub raw linseed oil into the wooden parts.

6.9. Normal Maintenance

6.9.1. The rifle should be inspected daily, when in use, for evidence of rust and general appearance.

6.9.2. A light coat of oil should be maintained on all metal parts, except the gas piston, interior of the gas cylinder, and the gas plug.

6.9.3. The daily inspection should also reveal any defects such as burred, worn or cracked parts.

6.9.4. Defects should be reported to CATM officials for correction.

Chapter 7

PALLBEARERS

7.1. General Information

7.1.1. Pallbearers are used in all types of Air Force funerals. Pallbearers carry the remains of deceased Air Force members and/or their dependents whenever they are moved, except during the funeral procession, when remains are placed in a hearse. Pallbearers will not hand carry remains during procession under any circumstances.

7.1.2. Personnel:

7.1.2.1. Pallbearers (6). The NCOIC of the Pallbearers (NPB) will call commands from their position within the team.

7.1.3. Pallbearers Location:

7.1.3.1. The Pallbearer team is positioned approximately 10 paces from the NCOIC/OIC. NBP ensures the team is **ALWAYS** facing gravesite.

7.2. Equipment

7.2.1. Practice Interment flag.

7.2.2. Ceremonial blousing belts will not be worn and the members will wear non-silicone white gloves. Black gloves will only be worn during cold weather conditions.

7.2.3. The wear of safety back-belts underneath ceremonial blouses, raincoats, and topcoats is **highly** recommended, but not required, for all Pallbearers. *Note: This issued item aids in the support of your back and abdominal region while carrying caskets.*

7.3. General Rules or Pallbearers

Hand-Off	Cross Mark	Fold
		
Carry	Mark	NPB

7.3.1. Hand positions posture footing are important to properly carry the casket with an effortless expression. NPB's side (Mark & Carry) will carry the casket with their left palm facing down on the carrying handle and the right palm facing up. Fold's side (Cross Mark & Hand-Off) carries the casket with their right palm facing down on the carrying handle and the left palm facing up. *Note: The hand positions will be reversed in the event that the casket travels in the opposite direction (UP & FACE).*

Figure 7.1. Hand Positions.



7.3.1.1. The proper posture for carrying is body straight up and down, shoulders rolled back, and head and eyes straight forward. When walking behind one another, walk with your toes pointed outwards (duck walk) making sure as to not swing the casket from one side to another. *Note: To prevent injury, DO NOT lean away from the casket or have it resting on your hip when carrying.*

7.3.2. When transporting an urn (cremate container), Pallbearers walk with suspended arm swing (arms remain stationary at the sides, not pinned to the side). NPB will always carry the flag and Fold will carry the urn. *Note: In the case of multiple urns, Cross Mark will carry the second urn. If more urns are present, the funeral director should preposition those at the lowering device.*

7.3.3. The casket, with two exceptions, will always travel feet first (blue field of stars toward the rear).

7.3.4. One variant of this rule is during an **“UP and FACE”** (Reference paragraph 7.6.2.), at which time the casket will travel head first due to an obstruction to the lowering device, or some other adverse condition, preventing the team from going onto the platform over the head-end of the grave. In this instance, as with a normal “feet first” carry; the team will follow the presiding Chaplain.

7.3.4.1. Another variation is during the funeral for a Military Chaplain. It is customary that when carried into or out of the chapel, that their casket travel head first. Their remains will be transported to gravesite in the normal, “feet first” manner.

7.3.4.2 Six Pallbearers will be used for funerals when a casket or urn is transported. The order when the team is carrying the casket is as follows. *Exception: Base Honor Guards may utilize eight Pallbearers only when manning allows it and only during AD funerals. Never use eight Pallbearers for a modified SHF (7-person), or Dignified Arrivals. Reference: AFMAN 34-515 Para 9.4*

7.4. Responsibilities of the NCOIC of Pallbearers (NPB)

7.4.1. NPB is responsible for the accountability, conduct, safety, position assignments and performance of the Pallbearers under his/her direction. NPB will be accountable to the OIC/NCOIC of the ceremony for all actions of their team. *Note: NPB and Hand-Off do not have to be the highest-ranking members of the team. He/she should be the most experienced and qualified member to complete the mission successfully. During a Standard Honors Funeral, the NPB will be the OIC/NCOIC.*

7.4.2. Will perform graveside checks to determine path of travel and casket placement, and attend all post ceremony briefings.

7.4.3. Ensure all personnel are prepared to execute pre-ceremony (warm-ups), inspection and ceremony procedures. Possess extensive knowledge of element procedures and pallbearing sequences.

7.4.4. Commands given by the NPB will be called using the correct loudness, projection, distinctness, inflection, and snap as outlined in AFMAN 36-2203, *Drill and Ceremonies (Chapter 2)*.

7.4.5. In most cases will ensure the casket is in the hearse properly, flag is draped properly, etc. If anything needs to be fixed, ask the driver of the hearse or the funeral director to make adjustments as needed.

7.5. Pallbearing Manuals

7.5.1. **Bearers, ATTENTION.** This is a one-count movement given by NPB. The left foot is brought together with the right foot snapping the heels. Simultaneously, the hands are placed at the side in the position of Attention. *Note: NPB will always give the command at the same position as the entire team (taking his/her own command).*

7.5.2. **Bearers, FALL-IN.** Pallbearers will be aligned three abreast in two columns relative to NPB's position. The Pallbearers team is ALWAYS facing the gravesite in order to ensure that the chosen route of carry will be no greater than ten side steps when the casket is in motion.

7.5.3. **Stand at, EASE.** This command will be used for the Pallbearers to go to **Stand-At, Ease**. On count one, start by separating the left foot from the right 6-8 inches apart, in-line and parallel with one another. On count two simultaneously bring both hands in front of the body, hands will meet left over right, webbing touching, thumbs forming an X, middle fingertips together on top of one another, hands flat, fingers pointed straight down, over the centerline of your body.

7.5.4. **Hang Step.** The "Hang Step" sequence is executed after the command of "STEP" is given and is used to position the team behind the hearse. Arms should be suspended, but not pinned to the side. Sharply place the left foot in front of and to the left of the right, letting it "hang" approximately 1-2 inches off the ground. After the pause, the entire team will glide forward keeping the elevated foot level and parallel to the ground, placing it down approximately 12 inches in front of the stationary foot. Sharply place the right foot directly in front of and to the right of the left, letting it "hang" slightly off the ground. Repeat as necessary until given the command of left/right flank. (Figure 7.2.)

Figure 7.2. Hang Step.



7.5.5. **Right/Left, Flank, MARCH.** These commands are given while hang stepping. The preparatory command “**Right/Left**” will be given on the respective foot of the direction required. On the next available step, the command “**Flank**” will be given. The command of execution “**MARCH**” is called on the same foot as the preparatory (“**Right/Left**”) command. These commands should be called once the foot strikes the ground. Immediately after “**MARCH**” is given, place the toe of the trailing foot into the arc of the planted foot, creating a letter “T”, and simultaneously turn your body. Shift the weight from your planted foot to the trailing toe then rock back while rotating the toe of the planted foot in the direction of the flank, and continue with the appropriate action. *Note: When halting, bring toes together while keeping heels separated to ensure there are no heel clicks (pigeon-toed).* (Figure 7.3.)

Figure 7.3. Flanking Movement.



7.5.6. **Mark, TIME.** This command is always on consecutive steps beginning with **MARK** on the left foot and **TIME** on the immediate right foot. The entire team picks up a Mark Time on the next available step after the command of execution, "**TIME**". *Note: Once the team picks up a MARK TIME, the arm swing is suspended.*

7.5.7. **Bearers, HALT.** This command is used to stop the Pallbearers while marching. The commands are given on consecutive left feet. Upon the command of execution "**HALT**", the team steps one last time with the right foot and close with the left. For example, "**BEARERS**" on the left foot, "**HALT**" on the next left foot. This will also initiate the behind the hearse sequence.

7.5.8 **Turning Steps.** Turning steps are executed after the remains are removed from the hearse. The initial number designates the number of side steps the team will take away from the hearse. Discretion for this number is NPB's alone and is based on the distance of the hearse form the route to gravesite (this number will be no less than 3, no greater than 10). The next number of steps in the sequence will **ALWAYS** be 5. The direction of the turn will be determined by the location of gravesite from the Pallbearers' position. If the gravesite is located behind NPB the turn will be toward Hand-Off (clockwise). Alternately, if gravesite is located behind Fold, the turn will be toward Carry (counterclockwise). *Example: "5 by 5 to Hand-Off".* (Figure 7.4.)

Figure 7.4. Turning Steps.



NOTE: When performing turning steps, you turn with the foot you stepped down with. NPB's side will step away from the hearse with their left foot; therefore, they will turn with their left foot. Fold side steps away with the right foot and executes the turning steps with the right foot.

7.5.8.1. The command for the behind the hearse sequence is given by the NPB to Hand-Off loud enough only for them to hear (normal conversational tone). Hand-Off will repeat the command twice to NPB and then say it in a normal conversational tone to each member of the team as the casket is being removed from the hearse.

7.5.9. **READY.** This command is given by Hand-Off to let the team and NPB know to proceed with the next command/movement.

7.5.10. **STEP.** This command will be used on different occasions (i.e. hang step, side step etc.) Members should step with appropriate foot in appropriate direction.

7.5.11. **UP.** This command is used to raise the heads of the Pallbearers whenever necessary. Heads will be raised in the same manner they are lowered, using a three-second cadence. The termination point of this movement is when eye contact is made with the individual across the casket. Heads should **never** be raised to the point that chins/noses are pointed up.

7.5.12. **FACE.** NPB uses this command for all members of the team to face toward NPB when holding the casket in the "**Center**" position (heads are up) and is executed simultaneously in a three-second cadence. Pallbearers will execute a "T" step when facing away from the casket on the command of "**Face.**" *Note: The Pallbearers must be in the "Center" position, with their heads up before this command can be given. "Face" may also be given when the "Up and Face" is being performed where the team faces toward Hand-Off instead of NPB.*

7.5.13. **Ready, UP.** NPB will use this command in a conversational tone when something is in the Pallbearers path of travel while carrying the casket. Members will slowly raise the casket over the obstruction; and will maintain normal marching cadence (the casket must remain level). *Note: Refer to para. 7.5.17. to return the casket to the normal marching level.*

Figure 7.5. Ready, Up.



7.5.14. **WHEELS.** These are used to turn the team either to the right or to the left. NPB initiates this movement by tugging up, slightly and quickly, on the casket. The team will start the wheel by marking time and guiding/turning the casket in the proper direction. While marking time, the team will raise the knee farthest from the casket (the outside knee) higher than the leg closest to the casket (the inside knee). Once aligned in the desired direction of travel, Hand-Off (if turning left) or Carry (if turning right) will command “**STEP**” on the left foot. When this command is given, the team will take one more mark time step with the right foot then resume marching on the left foot. The casket should pivot off of Mark and Cross Mark.

Figure 7.6. Wheels.



7.5.15. **HALT.** There are two situations where this command applies.

7.5.15.1. This command is a two-count movement that is **drawn out** and given on the right or left foot. The entire team halts closing the trailing foot beside the lead foot, either marching forward or side stepping. *Note: When halting, ensure there are no heel clicks. An example of his/her command: “H-A-A-A-L-T”.* This enables the team to stop at the same time with sure footing.

7.5.15.2. While the team is carrying the casket to gravesite and they are 1 pace away from the lowering device, NPB commands “**HALT**”; all members will close their feet together and continue to face forward waiting for the next command.

7.5.15.3. When the entire team has sidestepped onto the lowering device, NPB commands, “**HALT**”. NPB and Hand-Off release the casket with their right hands and lift the corner of the flag out and away from the casket. Fold and Carry release the casket with their left hands and lift the flag out and away from the casket. Lifting the flag out from under the casket prevents the flag from touching the ground when the casket is lowered down.

7.5.16. **CENTER.** All of these movements are executed with a three-second synchronized cadence. The members on each side of the casket face each other using a “T” step (three seconds), and then they flip their hands so that their palms are facing up (three seconds). After the hand flip, all members execute a three-second synchronized head drop. Members’ eyesight/head should be focused on the “crown” (top) of the casket. *Note: “Center” is commanded in 1 syllable (NOT “Cen-ter”).*

7.5.17. **DOWN.** There are three different situations where this command applies:

7.5.17.1. Lowering the casket after the team has cleared a tombstone (three-second cadence).

7.5.17.2. Once the team has completely passed over the tombstone(s), Hand-Off will say, “**CLEAR**” to NPB. NPB will command “**DOWN**”. *Note: These commands are given in a normal conversational tone.*

7.5.17.3. Lowering the casket onto the lowering device (three-second cadence).

7.5.17.4. Placing the casket onto a church truck for transportation inside a chapel or to another location (three-second cadence).

7.5.18. **Ready, STEP.** Mark or Cross Mark (whoever’s back is toward the family) will say, “**READY, STEP**” in a conversational tone for the team. NPB, Fold, Carry, and Handoff will take one side step towards their respective ends of the flag. Mark and Cross Mark will take one side step towards the union of the flag. Simultaneously as the team side steps into position, all members raise their hands up so they are 6-8 inches away from the person across from them, and even with Mark and Cross Mark, ensuring the flag is no longer resting on the casket.

7.5.19. **Tugs, Flag.** NPB will use his/her hand to tug the corner of the flag during the 6-person flag folding sequences. From the “canoe” position, NPB’s hands will start 6-8 inches apart with their right hand holding the corner of the flag. Once the hands are spread apart and during the “throw-overs”, members’ hands will be at shoulder width. To properly tug the flag, NPB will bring right hand towards left hand (count 1) then briskly return right hand to starting position (count 2). *Note: Do not tug the flag excessively hard. This may cause members of the team to lose their grip on the flag and drop it.*

7.5.20. **Face, ME/AWAY.** NPB utilizes these commands when the OIC/NCOIC dismisses the Pallbearers from the gravesite. OIC/NCOIC will command, “**Bearers, POST**” (this command is given in a normal conversational tone). Pallbearers are dismissed. Upon command, NPB will command, “**Face, ME/AWAY**” (this command is subdued). *Note: The NPB will determine the facing direction when the gravesite is surveyed prior to the ceremony.*

7.5.20.1. When NPB commands “**Face, ME**”; all Pallbearers will face the direction of NPB in unison, with a three-second cadence, and automatically step off with suspended arm swing.

7.5.20.2. When NPB commands, “**Face, AWAY**”, all Pallbearers will face in the direction of Hand-Off in unison, with a three-second cadence, and automatically step off with suspended arm swing.

7.5.21. **Bearers, Fall-Out, MARCH.** This command is used whenever necessary to halt and dismiss the Pallbearers. NPB calls the command on consecutive left feet while marching. Upon the command of execution, **“MARCH”**, the Pallbearers step one last time with the right foot, halt/close with the left, and execute an automatic “about face”. *Example: “BEARERS” (left foot), “FALLOUT” (right foot), “MARCH” (left foot).*

7.6. Pallbearing Sequences

7.6.1 **Behind the Hearse Sequence:** Pallbearer team will continue to march to the back of hearse. When the team is approximately 1 to 2 feet or the doors length away from the hearse, NPB will command **“MARK, TIME”**. **“MARK”** is called on the left foot and **“TIME”** is called on the right foot. NPB must allow 4-6 Mark Time steps for the team to adjust their distance; this is followed by NPB’s command, **“BEARERS, HALT”**.

7.6.1.1. The team halts and executes a center face and then takes one side step toward the hearse (except Hand-Off). *Note: The cadence for the behind the hearse sequence is as follows: “Bearers, HALT”; step stop, center in, step down (toward the hearse).*

7.6.1.2. Hand-Off will stop and stand fast as the team faces toward each other and as the team side steps towards the hearse; Hand-Off takes one side-step diagonally and centers between each file. *Note: The cadence for the behind the hearse sequence for Hand-Off is as follows: “Bearers, HALT”; step stop, stand fast, step diagonal.*

Figure 7.7. Behind the Hearse (Casket Removal).



7.6.1.3. After steps are complete, the entire team (except Hand-Off) makes eye contact with the person across from them and executes a three-second head drop (1 second pause then head drops will be executed off the cadence of the mark/cross mark).

Figure 7.8. 3-Second Head Drops.



7.6.1.4. After the team has completed their three-second head drops, Hand-Off takes two hang steps to the back bumper of the hearse. Hand-Off then executes a three-second head drop.

Figure 7.9. Hand-Off Hang Steps.



7.6.1.5. If necessary, Hand-Off will undress the flag over the casket. The first three counts are executed with a three-second cadence.

7.6.1.5.1. (Count 1): Hand-Off will bring their hands up in a fist in front of their shoulders (palms inward).

Figure 7.10. Hand-Off Undress Flag (Count 1).



7.6.1.5.2. (Count 2): Extend arms/hands out straight over the casket. Hands will be flared over the casket, index fingers touching; thumbs will be under their index fingers so the index fingers can be grounded to each other.

Figure 7.11. Hand-Off Undress Flag (Count 2).



7.6.1.5.3. (Count 3): Slide hands apart along the white band. Keep both hands flared.

Figure 7.12. Hand-Off Undress Flag (Count 3).

7.6.1.5.4. (Count 4): Grab the flag and pull it over the end of the casket. Hand-Off secures the casket handle with both hands (palms facing up).

Figure 7.13. Hand-Off Undress Flag (Count 4).

7.6.1.6. Once Hand-Off is in position to remove the casket from the hearse, the NPB will quietly give the number of “turning steps” (“**Up and Face**” if necessary). Hand-Off will repeat this number to NPB for verification, twice. Hand-Off will step back with their left foot with the casket in tow. Hand-Off’s head rises up on the first step of pulling the casket out of the hearse and with continuous steps will pull the casket out of the hearse. Next NPB will command “**READY, TAKE**”; Fold and NPB will take hold of the casket (thumbs in the appropriate direction). Hand-Off must repeat the number of turning steps twice more for the rest of the team before returning to their designated position on the casket. All Pallbearers must have their thumbs pointing in the direction of travel with the casket. *Note: These commands given by NPB and Hand-Off are subdued.*

Figure 7.14. Hearse Unloading (Ready, TAKE).



7.6.1.7. When the casket is approximately two-thirds out of the hearse, NPB will, in a subdued tone, command, **“READY, LIFT”**. NPB and Fold will gently raise the casket to prevent it from striking the hearse’s rear bumper. *Note: If the front of the flag is not draped over the front of the casket, NPB must quietly command, “READY, FLARE”*. Upon the command, NPB and Fold will simultaneously bring their right and left hands (respectively) over the front end of the casket to the top, take hold of the end of the flag and drape it over the end of the casket. Once the motion is complete NPB and Fold will re-place their hands on the casket handle.

Figure 7.15. Hearse Unloading (Ready, FLARE).



7.6.1.8. Once the casket is completely out of the hearse and Hand-Off has stopped. Hand-Off will reach around to the left rear corner of the casket, and take side steps. The first side step will be a 45-degree step facing the left rear corner of the casket and the next step will be completely around the end facing Carry. Hand-Off will ensure that the rear handle of the casket (if applicable) is pushed down and move back to their original position.

Figure 7.16. Hearse Unloading (Hand-Off Repositions).

7.6.1.9. Once in position, Hand-Off will execute a three-second head drop and command, **“READY”**. NPB then commands, **“STEP”**. The team performs the predesignated number of turning steps toward gravesite.

Figure 7.17. Hearse Unloading (READY).

7.6.1.10. After the turning steps are completed, NPB commands, **“UP”**. Once the entire team has completed the simultaneous three-second head raises (making eye contact with teammates across the casket), NPB will command **“FACE”**. The team will execute a three-second **“T”** step facing the predetermined direction of travel. NPB then commands **“STEP”**, cueing the Chaplain and the team’s march toward gravesite. *Note: Mark, Cross Mark, Carry, and Hand-Off will walk in a “duck walk” (toes pointed outward) when carrying the casket. NPB and Fold will walk normally. The “duck walk” prevents members from stepping on the shoes of the person in front of them and helps keep the team in step. DO NOT dig heels into the ground when performing the “duck walk”.*

7.6.2. **Up and Face.** This command is given when transporting a Chaplain's casket into a Chapel, when the foot of the casket is nearest the team while in the hearse and may be used at gravesite **only** when it is impossible to gain access to the lowering device over the head-end of the grave. NPB will determine when the scenario calls for the use of this option. NPB shall inform the team prior to the start of the ceremony if this technique will be employed. This sequence will not be used to ensure a shorter carrying distance. The sequence for "**Up and Face**" is as follows:

7.6.2.1. While Hand-Off is in position at the rear bumper of the hearse to remove the casket, NPB will say to Handoff "**UP and FACE**" instead of the numbers for turning steps. Hand-Off will continue to pull the remains out, repeat "**Up and Face**" to the rest of the team and then move back in position and call "**READY**". Team members must also remember to point thumbs in direction of travel of the casket (thumbs away from the hearse).

7.6.2.2. Next, NPB will command "**UP**". When the team has executed their three-second head raises, NPB calls "**FACE**". The Pallbearers will face away from the hearse in a three-second facing movement. Hand-Off will take over as NPB and call "**STEP**". Once the team is within one pace of gravesite at the foot end of the lowering device, Hand-Off will command "**HALT**", "**CENTER**", "**STEP**" (side step onto lowering device), and "**HALT**".

7.6.2.3. Once the team is in position, with the casket centered on the platform, NPB will take over as team leader and command "**DOWN**" (if doing "**Up and Face**" with head traveling first); (if doing "**Up and Face**" and feet are traveling first hand off will call "**DOWN**").

7.6.3. **Hearse Loading.** There will be situations when it is necessary to reload the casket into the hearse. Pallbearers will transport the casket to the back door of the hearse. NPB will command, "**HALT**" followed by "**CENTER**" approximately 1 foot away from the rear bumper of the hearse. *Note: If the front of the flag is draped over the front of the casket, NPB must quietly command "READY, FLARE". Upon the command, NPB and Fold will simultaneously bring their right and left hands (respectively) off the handles to the front end of the casket, take hold of their respective corners of the flag material and drape it over the top of the casket. Once complete, NPB and Fold will simultaneously, replace their hands on the casket handles.*

7.6.3.1. After the team has completed the "**Center**" movement (heads are lowered); Hand-Off will reach around the end of the casket and take two side steps to the right (the first step will be a 45-degree step facing the left rear corner of the casket, the next step will be directly behind the casket).

7.6.3.2. Hand-Off will take hold of the rear casket handle, palms up (if no handle is present, hold the casket by placing hands under the casket, palms up). Hand-Off will command, "**READY, STEP**". The entire team will take one side step toward the hearse. NPB and Fold will gently lower the casket onto the rollers inside the hearse. Hand-Off will continue to push the casket into the hearse.

7.6.3.3. As Hand-Off steps forward through the middle; each member will release the casket, raise their heads and resume the position of Attention.

Figure 7.18. Hearse Loading (Ready, STEP).

7.6.3.4. Once the casket is completely in the hearse, Hand-Off will step back two steps, starting with the left foot and pause briefly. Then place their left foot in front of the right (toes pointed to the right), step back/right with the right foot followed by the left foot to their original position at Attention.

Figure 7.19. Hearse Loading (Hand-Off Repositions).

7.6.4. Vault Lid Sequence.

7.6.4.1. The OIC/NCOIC and Pallbearers execute the exact same procedures as an Active Duty/Standard Honors Sequence for the arrival of the Chaplain (if applies), the hearse, the behind the hearse sequence, and the carrying of the casket until the team approaches the gravesite area.

7.6.4.2. Ensure the flag is “flared up” on the foot end. *Note: This can be done at the hearse or at gravesite; NPB gives a subdued command of “READY, FLARE”.* NPB and Fold then take the outside hand to grab the corner of the flag. Both members simultaneously bring the corners of the flag on the casket. This prevents the flag from being caught underneath the casket.

7.6.4.3. After the commands “**HALT**” and “**CENTER**” (three-second head drop) are called at the lowering device, NPB gives command “**POST**” (the first side step will be a 45-degree step facing the left rear corner of the casket; the next step will be directly behind the casket).

7.6.4.4. NPB gives the subdued command of “**Ready, Flare**” for Fold to flare the corner of the flag on top of the casket. *Note: This command is given immediately after the “POST” command. If NPB’s side is blocked, then NPB will flare his end of the flag on the casket.*

7.6.4.5. Hand-Off gives the command of “**STEP**”. Upon the command, all members take one side step toward the gravesite with Hand-Off bringing head up sharply (head and eyes straight forward). NPB or Fold (whomever is on the opposite end of the lid) continues to step to guide it on the gravesite. The other members continue to guide the casket onto the lowering device until it passes them, when the casket passes them they will return to the position of Attention. Hand-Off continues to step until NPB give the command of “**HALT**” when the casket is secured on the gravesite. *Note: Side steps will be single count. Example: One step, dead step. One step, dead step.*

7.6.4.6. After the casket is secured on to the gravesite, Hand-Off secures the Union side of the flag, while NPB or Fold (whoever stepped to guide the casket) secures the stripes side of flag. *Note: Ensure that “Ready, Flare” command is given (7.6.4.4.) to help NPB/Fold secure flag.*

7.6.4.7. NPB/Fold gives command of “**STEP**”. Hand-Off and NPB/Fold step back towards the other members, with Hand-Off taking single steps back and NPB/Fold taking single side steps toward the team. As the flag approaches, all members secure the flag at their corresponding positions. When Hand-Off reaches position across from Carry, take side steps into Hand-Off position and complete three-second head drop.

7.6.4.8. NPB gives command of “**Ready, STEP**”. All members will execute corresponding “**1-3-5 or 2-4-6**” side steps. NPB and Fold will take 1 or 2 side steps away from the lowering device, Mark and Cross Mark will take 3 or 4 side steps, and Carry and Hand-Off will take 5 or 6 side steps away from lowering device. *Note: “1-3-5” or “2-4-6” will be determined during gravesite check before start of funeral. This procedure is done to ensure team has sufficient clearance of the lowering device or canopy.*

7.6.4.9. Hand-Off will click heels at completion of 5th or 6th step. Upon the completion of the side steps, members will complete 2 ½ folds and maintain flag in canoe.

7.6.4.10. The normal six-person flag fold sequence is then executed.

7.6.4.11. NCOIC will follow the casket to the mock up like normal. Then step to the side opposite the family at the head of the casket, facing the family. Once the bearers have pulled the flag off the casket and taken their steps down, NCOIC will step between the flag and the casket and face down the flag. NCOIC will continue with regular ceremony requirements from this point on. For Standard Honors funerals, NPB will execute a right face on the command “**Face, AWAY**” and reposition themselves at the foot of the casket. NPB will take a path so they do not cross between the family and the casket. If a military chaplain is present, they will stand off to the side of the OIC/NCOIC.

7.7. Flag Handling Sequences

7.7.1. Guideline for Flag Folding Responsibilities.

7.7.1.1. There are two different flag folding sequences utilized by the Air Force Base Honor Guard. The two flag folding sequences are Two Person and Six Person.

7.7.1.2. All flag folding sequences are based on the 5'x 9.5' U.S. Internment Flag. This is the only flag that Pallbearers will be trained/required to fold during ceremonies, training and demonstrations.

7.7.2. Two Person Flag Fold.

7.7.2.1. Step 1: Fold the flag in half long ways, leaving half the red stripe, and the horizontal portion of the top star. This is known as establishing the border; the two open ends do not lie evenly upon each other, there must be a definite margin.

7.7.2.2. Step 2: Bring the hand not securing the established border back to the top corner. Simultaneously, the OIC/NCOIC and Fold flare down with the non-gripping hand and secure the bottom corner with that hand. Next rotate the flag 90-degrees to OIC/NCOIC's left and Fold's right.

7.7.2.3. Step 3: Repeat steps 1 and 2.

7.7.2.4. Step 4: Next, Fold begins by making a triangular fold bringing the striped corner of the folded edge to the open edge (left hand will make the first triangle fold). Ensure the outside edge of the fold forms a 90-degree angle with edge of flag. *Note: With your fingers, divide the white stripe on the first fold in half.*

7.7.2.5. Step 5: Fold the outer point over, in line with the open edge, to form second triangle. Fold always steps when the "flat" edge of the flag is toward them.

7.7.2.6. It is advised for Fold to use the 1-2-3 method to maintain proper control and tension on the flag.

7.7.2.6.1. (1) Grip the flag in the middle of the closest edge with appropriate hand

7.7.2.6.2. (2) Next, use the other hand to crease down the flag then to grip the flag where the body of the flag will be folded over again.

7.7.2.6.3. (3) Finally, place the hand used in (1) in same location on the other side of the flag. Ensuring you crease the flag as you relocate your hand. *Note: Place pinky fingers on edge of the body of the flag to ensure proper folds.*

7.7.2.7. Step 6: Continue folding the flag alternating steps 4 and 5 until the flag reaches the end (approximately 4-10 inches but may vary). This process usually involves 13 folds on the standard internment flag.

7.7.2.8. Step 7: Fold reaches underneath the flag with the left hand pulling the single flap toward the 90-degree angle on the open end, tucking it into the flag and pinching it against the body of the flag (inside the flag), slightly lifting up the flap with right hand, cradling it with the left arm.

7.7.2.9. Step 8: The OIC/NCOIC makes a 45-degree fold with the right side of the flag, ensuring a gap equal to a thumbs distance is placed in between the fold and the flag.

7.7.2.10. Step 9: Crease the excess portion of the flag and neatly tuck it in the pocket formed by the folded flag.

7.7.3. 6-Person Flag Fold.

7.7.3.1. Once the flag draped casket has been set down on the lowering device, all Pallbearers will grab their respective ends of the flag, and the team will rise to the standing position. The cadence to rise will be off of Mark and Cross Mark.

7.7.3.2. NPB, Fold, Carry and Hand-Off s hands will be at that respective end of the flag, their inside hand will be approximately in line with their inside shoulder. Mark and Cross Mark will center their hands approximately shoulder width apart. All team members will extend their arms out; no lower than waist level so that the flag forms a “canoe” shape over the casket. Heads will be looking down at a 45-degree angle. *Note: Mark and Cross Mark set flag level throughout the folding sequence. The flag must not touch the casket or urn during any part of the folding sequence.*

Figure 7.20. Six Person Flag Fold (“Canoe”).



7.7.3.3. At this point, either Mark or Cross Mark (whoever’s back is toward the family) will say “**READY, STEP**” for the team in a normal conversational tone. NPB, Fold, Carry and Hand-Off will take 1 side step towards their respective ends of the flag. Mark and Cross Mark will take one side step towards the union.

7.7.3.4. Once the side step is complete the entire team will fold the outside of the flag underneath 2 ½ stripes (i.e. fold one red stripe underneath, then one white stripe, and then ½ of a red stripe). As soon as the 2 ½ fold is set all team members (except NPB) will bring their inside hands together with their outside hands (thumbs touching) and hands at a fist. NPB will maintain a grip on the outer edge of the flag with their outside hand; their inside hand will be positioned app 6-8 inches away from their outside hand. *Note: NPB will tug on the flag to begin different portions of the folding sequence. All movements (with the exception of NPB’s tugs) are synchronized and performed simultaneously by each member on the team. These movements have a “mirror-like” effect when performed properly.*

7.7.3.5. Once all movement has stopped and the team member's hands have stopped moving the NPB will tug the flag to signal the team to spread their hands approximately shoulder width apart creasing the flag in a three-second cadence.

Figure 7.21. Six Person Flag Fold (1st Flag Tug).



7.7.3.6. Once all movement has stopped NPB will tug (2 counts) the flag a second time the bearers will bring the flag to “tabletop”. Bringing the flag to tabletop is a two-count movement. On the first count each member will step with the appropriate foot to center themselves on their hands. Three things will happen simultaneously, on the second count the feet will close at the proper position of Attention (no heel clicks), your hands will pull the flag so it is tight and wrinkle free at approximately waist level (remember the flag height will be set off Mark and Cross mark, it will not be resting on the casket), the head will return back to the position of Attention. Do not yank or pop the flag, moving to table top is a deliberate yet smooth movement. The OIC/NCOIC (if applicable for an AD funeral) will move to stand at ease in cadence with the Pallbearer's movement to table top.

7.7.3.7. At “table top” position, the desired (optimal) distance between the left and right hands when holding the flag should be shoulder width. All thumbs should be visible on top of the flag at this position with the material pinched between the thumb and index finger. All fingers underneath the flag will be curled like a fist.

Figure 7.22. Six Person Flag Fold (2nd Flag Tug/Table Top).



7.7.3.8. Once the Firing Party Sequence and Taps are complete and the OIC/NCOIC orders their hand salute, NPB will tug on the flag to begin the folding sequence.

7.7.3.8.1. (Count 1): All members will simultaneously close their hands together, dropping their heads at a 45-degree angle looking at the flag. Corners will close toward their outside hand, Mark and Cross will close toward the Union. This will make an audible clap. Do not rotate the shoulders when closing the hands together.

Figure 7.23. Six Person Flag Fold (Flag Tug/Count 1).



7.7.3.8.2. (Count 2): NPB and Carry will use the index, middle finger and thumb (of their outside hand) to cut the flag even with the bottom of the Union simultaneously pulling outward on the flag. Mark will reach under the flag with their left hand and pinch it even with the Union, while gripping it with their right hand at the same place they brought their hands together. Hand-Off and Cross will place their left hands under the flag to support it. Fold will place their right hand under the flag to support it. (8-person): Dead Mark will reach under the flag with their left hand and pinch it even with the union, while gripping it with their right at the same place they brought their hands together. As a rule of thumb, the middle Pallbearers will always mirror the outside corners they are closest to.

Figure 7.24. Six Person Flag Fold (Count 2).



7.7.3.8.3. (Count 3): NPB, Mark and, Carry will “throw” (flaring their hand in the process) the edge of the flag toward the person across from them, aiming their flared hand at the person’s hand across from them. Hand-Off, Cross, and Fold will stand fast.

Figure 7.25. Six Person Flag Fold (Count 3).



7.7.3.8.4. (Count 4): Mark and Carry will place their flared right hands, to the wrist, under the flag. NPB will place their flared left hand, to the wrist, under the flag. Fold, Cross and Handoff set the thrown edge of the flag approximately 1 ½ to 2 inches from the under portions edge (half the red stripe and the horizontal portion of the top star). Once the borders are set on the flag, Fold, Cross Mark and Hand-Off will re-place their hands to their original positions app. shoulder width apart. NPB and Carry will pull on the underside of the flag by placing their fingers inside the fold they just created and pulling it tight to ensure it is tight and not drooping. *Note: During exceptionally windy conditions, NPB, Mark and Carry will all hold the hand they used to “throw” at a flare until Fold’s side has gained control of the flag.*

Figure 7.26. Six Person Flag Fold (Count 4).



7.7.3.9. Once all movement has ceased, NPB, Mark and Carry will pull out their support hands in sync with Mark. Mark will then guide the flag back to center between the two sides of the team. Simultaneously, the entire team will raise their heads looking straight forward. NPB tugs the flag again. Members will re-complete Counts 1-4 with one exception. Once the flag has been thrown over NPB, Mark and Carry will automatically re-grip the flag at app. shoulder width.

Figure 7.27. Six Person Flag Fold (Count 5).



7.7.3.10. (Step 2) Once the borders are set on the flag, NPB moves their left hand up to touch their right hand (thumbs come together) then slide hands apart until their left thumb is approximately 10-12 inches away from their right. Fold's hands should mirror NPB's. This is called "setting the box". Mark will pull (guide) the flag back to center. The flag is now in the "quarter fold" position.

Figure 7.28. Six Person Flag Fold (Setting Quarter Fold).



7.7.3.11. (Step 3). NPB makes the first fold using their right hand to put the corner flush with the edge of the flag that is part of the border set by the two tugs, held in the Fold's right hand, to create

a triangular effect (NPB must flare their hand when folding the flag over) as shown in *Figure 7.29*. NPB creases the edge of the flag towards their position with their right hand (with their thumb on top of the flag “thumb towards”); once NPB has completed their crease, Fold will crease the flag to the right with their right hand (fingers on top of the flag “hands away”). Both members will position their creasing hands appropriately on the edge of the flag, judging by the length/manufacturer of the flag whether or not to “cut” ½ of the white stripe.

Figure 7.29. Six Person Flag Fold (Step 3; 1st Fold).



7.7.3.12. Fold will rotate their right wrist and fold the flag over, making the flag edge parallel as shown in *Figure 7.30*. Simultaneously they will release with their left hand and place it across the flag next to NPB’s hands and perform a “thumbs toward” crease. After the “thumbs toward,” fold will execute a “hands away”. NPB will roll their hands with the fold that fold is making. Then slide their left hand, with the thumb on top, app. 10 inches to the left.

Figure 7.30. Six Person Flag Fold (Step 3; 2nd Fold).



7.7.3.13. Using their left hand, Fold will place the corner flush with the edge of the folded edge of the flag. Fold will flare their hand. Fold creases the flag towards their position with their left hand “thumb towards”; NPB then creases the flag towards their left with their left hand “hands away”. Both members will stop the crease at the end of the folded part of the flag.

Figure 7.31. Six Person Flag Fold (Step 3; 3rd Fold).



7.7.3.14. (Step 4) Next NPB will rotate their left wrist and fold the flag over, making the flag edge parallel with the folded edge. Simultaneously they will release with their right hand and place it across the flag next to fold’s hands and perform a “thumbs toward” crease. After the “thumbs toward” NPB will execute a “hands away”. Fold will roll their hands with the fold that NPB is making. Then slide their right hand, with the thumb on top, app. 10 inches to the right.

Figure 7.32. Six Person Flag Fold (Step 4).

7.7.3.15. Repeat 7.7.4.11. through 7.7.4.14. until the 13th fold is completed.

7.7.3.16. (Step 5). As NPB and Fold will fold the flag, the team members not folding the flag (Mark, Cross Mark, Carry and Hand-Off) should be feeding the flag toward NPB and Fold. The members that are across from each other feed together to achieve a “mirror-like” effect. Once a Pallbearer’s hands leave the flag, they resume the position of Attention. Mark and Cross Mark will not let go of the flag until the flag is completely tucked. *Note: It is NPB and Fold’s responsibility to pull the flag in front of them. The flag should be folded in front of NPB and Fold. Tension on the flag while folding is created from Carry/Hand-Off and Mark/Cross Mark (upon release by Carry/Hand-Off) maintain a firm grip on their respective corners of the flag.*

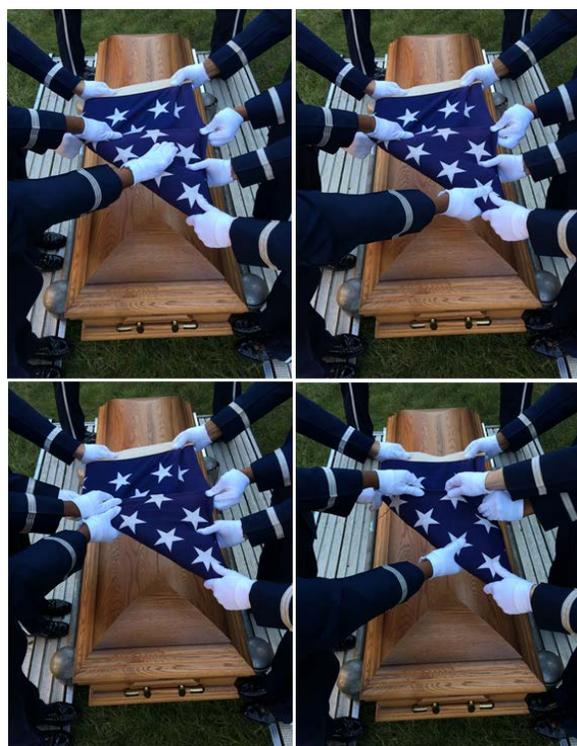
7.7.3.17. When Mark and Cross Mark’s arms are fully extended toward NPB and Fold, Mark or Cross Mark (whoever’s back is to the family) will give an eyewink, Mark and Cross will simultaneously step toward the NPB and Fold (not necessarily on the eighth fold), to ensure they step at the same time. *Note: The tip of the flag should enter the Union without exceeding the second star on the eighth fold. This is to prevent the flag from being folded too long, thus not allowing the excess flag to be tucked at the end. Ensure the tip does not land short of the blue, or there will be too much material to tuck in and the flag will look like a “pillow”. NOTE: On the 10th fold, Cross Mark will slightly pull out on the blue material (union). Fold rolls all red material on the flag tip using the blue material of the union that has been pulled.*

Figure 7.33. Six Person Flag Fold (Step 5).



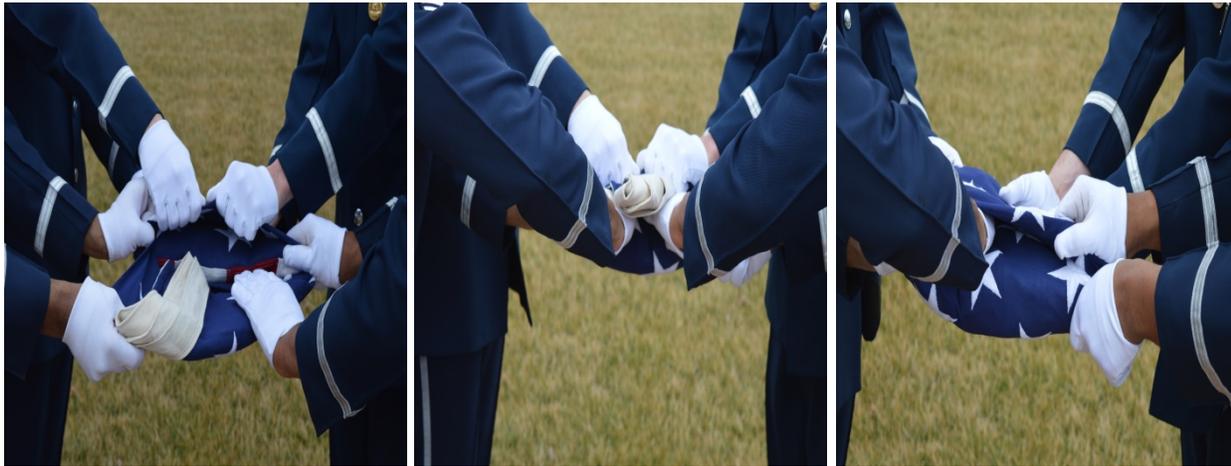
7.7.3.18. At the last fold (13th fold), with tip approximately 3 inches from the edge of the white band, Mark and Cross Mark are ready to tuck the remaining excess flag into the open edge of the folded flag. NPB will hold the flag open by supporting the flag with their right hand underneath with their thumb on top not pinching the flag. They will slightly open the “flap” with their left hand. Fold secures the flag by holding the corner of the flag closest to them with their left hand and lifting up the “flap” with their right hand.

Figure 7.34. Six Person Flag Fold (Step 5; 13th Fold)



4.7.3.19. (Step 6). Mark begins the tucking sequence by folding a 45-degree angle with the band material on their side, leaving enough space to clear the lip of the flag (approximately 1 inch or two fingers length distance). Cross Mark pulls the material tight with their right hand and pinches the left corner of flag with the left hand (index finger inside the opening) ensuring the material is taut and tucks the flag with the right, pushing all the material to the inside of the flag, making sure the metal ring is flat. *Note: Mark and Cross Mark ensure the tucked band lies flat inside of the opening. Any material that is bunching up will be pushed to Mark so Mark can roll it under the backside of the flag.*

Figure 7.35. Six Person Flag Fold (Step 6).



7.7.3.20. (Step 7). NPB and Fold will release the “flap” once the band is tucked inside. NPB places both hands “palms up” (fingers underneath the flag and thumbs above the flag) on the flag.

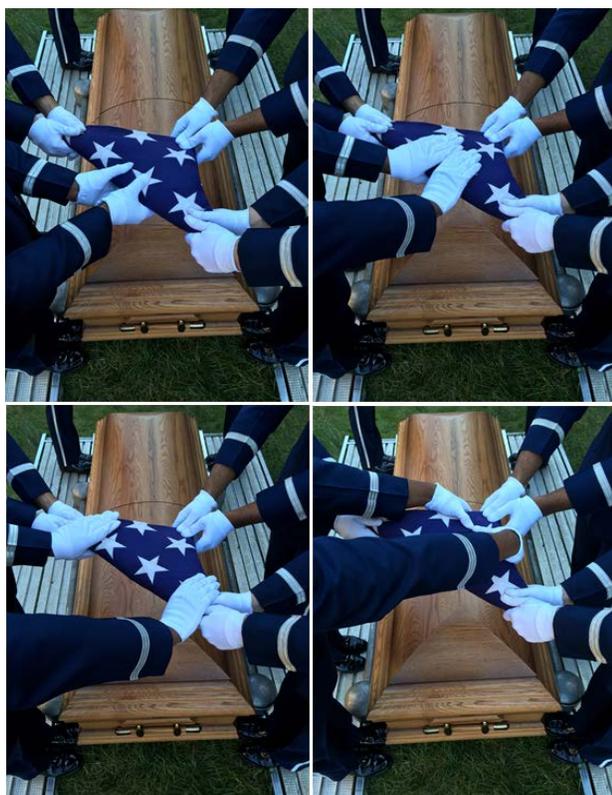
7.7.3.21. (Step 8). When the tucking of the flag is complete Fold, Cross Mark, and Mark will hold the flag at their respective corners with the thumbs together on top of the flag.

Figure 7.36. Six Person Flag Fold (Step 8).



7.7.3.22. (Step 9). NPB then pulls the flag to themselves, and then flips their hands over (fingers together on top, thumbs underneath). Then NPB creases the flag by slowly sliding their hands apart along the edge of the flag (actually crease the flag, this is a chance to make the flag flatter and sharper). NPB takes the flag with both hands by reaching (simultaneously) over to the top apex which is pointing towards Cross Mark (thumbs on top).

Figure 7.37. Six Person Flag Fold (Step 9).



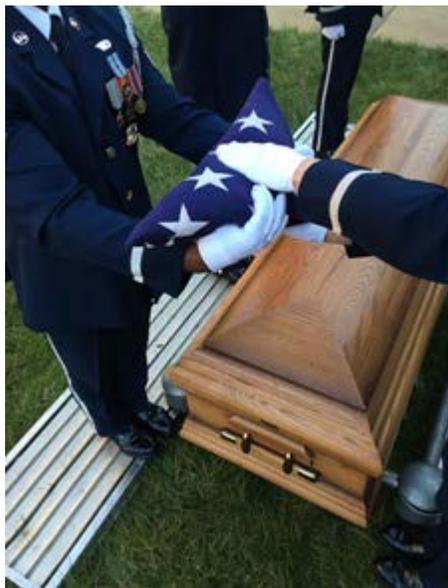
7.7.3.23. (Step 10). NPB pulls the flag directly to their waist then executes the appropriate sequence. *Note: If Military Chaplain is present, Hand-Off will receive the flag through the pass down sequence, perform a Full Dress, and present the flag to the Chaplain. The Chaplain will then present the flag to the next of kin.*

7.7.4. Pass Down Sequence

7.7.4.1. Once the urn has been set down on the table and Fold has returned to their position across from NPB, NPB performs the “**Half Dress**” sequence.

7.7.4.2. (Step 1). NPB extends the flag out (arms inverted, flag resting on arms, holding the flag on opposite sides of the apex, palms up and thumbs/fingers together) with the 90-degree angle pointing toward Fold. Fold takes the flag with their left hand on top and the right hand underneath (palms up). Fold makes eye contact with the NPB to signal control of the flag.

Figure 7.38. Passing the Flag from NPB to Hand-Off (Step 1).



7.7.4.3. (Step 2). Fold brings the flag a fist distance off their body, level with the second button of their ceremonial blouse. Fold and Cross Mark slowly turn towards each other (at the hip) and Fold extends the flag out towards Cross Mark. Cross Mark meets Fold half way taking the flag by the two 45-degree angles (horns). Cross Mark thumbs need to be along the side of their hands. Cross Mark makes eye contact with the Fold signaling they have control of the flag.

Figure 7.39. Passing the Flag from NPB to Hand-Off (Step 2).



7.7.4.4. (Step 3). Cross Mark brings the flag within fist distance of their body, (level with the second button of their ceremonial blouse) simultaneously turning toward Hand-Off. Cross Mark and Hand-Off turn towards each other (at the hip) and Cross Mark extends the flag out. Hand-Off secures the flag from Cross Mark by the 90-degree angle with their fingers together on top of the flag (thumbs underneath). Hand-Off makes eye contact with Cross Mark signaling control of the flag.

Figure 7.40. Passing the Flag from NPB to Hand-Off (Step 3).



7.7.4.5. Hand-Off brings the flag to their chest and performs the **“Full Dress Sequence”** sequence. Hand-Off will perform the **“Half Dress”** sequence if they are re-folding the flag or are starting to fold the flag for a cremate sequence.

7.7.5. Break Down Sequence.

7.7.5.1. (Step 1). Hand-Off extends the flag down to waist level and out toward Carry (“flap” facing carry). After the flag is extended out and the open “flap” (pulling the material down toward the ground) facing Carry with their right hand. (Two-person flag fold): NCOIC extends the flag down to waist level and out toward Fold (“flap” facing Fold). After the flag is extended out and the open “flap” (pulling the material down toward the ground) facing Fold with their right hand.

Figure 7.41. Hand-Off Extends Flag.



7.7.5.2. Carry raises their hands to meet Hand-Off with the flag. Once the flap is open, Carry pulls out the end of the flag (white band w/rings). As Carry pulls out the band, Hand-Off turns the open end (flap) to the right. This material will be draped over Hand-Off's outstretched right arm, placing the folded corner edge in Hand-Off's right hand. (Two-person flag fold): Fold raises their hands to meet NCOIC with the flag. Once the flap is open, Fold pulls out the end of the flag (white band w/rings). As Fold pulls out the band, NCOIC turns the open end (flap) to the right. This material will drape over NCOIC's outstretched right arm, placing the folded corner edge in NCOIC's right hand and rotate the flag 90-degrees clockwise.

7.7.5.3. (Step 2). Carry unfolds the flag toward Mark. Hand-Off places their left hand (palm up) under the first portion of the flag unfolded by Carry. Hand-Off's left hand will support the flag as it is being unfolded. (Two-person flag fold): Fold begins unfolding the flag retracing the same steps described in paragraph 7.7.2.

Figure 7.42. Carry Unfolds Flag.



7.7.5.4. As Carry continues to unfold the flag, Mark or Cross Mark (whoever's back is toward the family) gives an eyewink signaling the other to simultaneously raise their hands to take the flag. Once Mark takes the flag, Carry takes the folded corner edge from Hand-Off with their left hand and supports the flag with their right hand underneath (palm up). Hand-Off holds the flag with both hands, fingers clasped in fists underneath the flag (palms facing each other), thumbs on top, between the folded edges.

7.7.5.5. Cross Mark supports the flag with both hands underneath (palms up). Mark continues the unfold process from Carry.

Figure 7.43. Mark Unfolds Flag.



7.7.5.6. As Mark continues to unfold the flag NPB or Fold (whoever's back is toward the family) gives an eyewink signaling the other to simultaneously raise their hands to take the flag. Once NPB takes the flag, Mark takes the flag corner edge in their left hand (left hand placed on the edge of the blue field of stars) and supports the flag with their right hand underneath (palm up). Cross Mark holds the flag with both hands, fingers clasped in fists underneath the flag (palms facing each other), thumbs on top, between the folded edges.

7.7.5.7. (Step 3). Fold supports the flag with both hands underneath (palms up) until it is completely unfolded by NPB. Fold takes the end of the flag with their left hand, and the other hand is grasping the flag, and NPB takes the folded corner of the flag with their right hand, placing their left hand underneath the flag (palm up).

Figure 7.44. Flag Unfolded.



7.7.5.8. Fold has their left index finger underneath the corner “flap” of the flag.

7.7.5.9. NPB, Mark, and Carry pull their support hands out (that are underneath the flag) in sync with Mark. *Note: Mark will start to pull their hand out once all movement has stopped.*

7.7.5.10. NPB slightly tugs the flag once with their right hand and the Pallbearers perform the following simultaneously:

7.7.5.11. NPB side “flares” the inside hand and brings it across the flag to the outside hand of the person across from them (three-second cadence) and grabs the flag (Mark uses the same hand as Carry) Fold releases the folded-over corner of the flag in their left hand to NPB.

7.7.6. Refolding Sequence.

7.7.6.1. **Flag Refold Procedures.** The command to refold a poorly folded flag is given by Hand-Off or NPB (or OIC/NCOIC). The command to refold the flag is, “**Re-Fold**”. This command is subdued. If necessary (if NPB calls “**Re-Fold**”) the team will perform the “**Pass Down**” sequence. Then perform the “**Break Down**” sequence. If Hand-Off calls “**Re-fold,**” then Hand off will begin the “**Break Down**” sequence. The breakdown of the flag will break down to the quarter-fold only. Then resume the flag fold sequence to re-fold the flag.

7.7.7. Dressing Sequences.

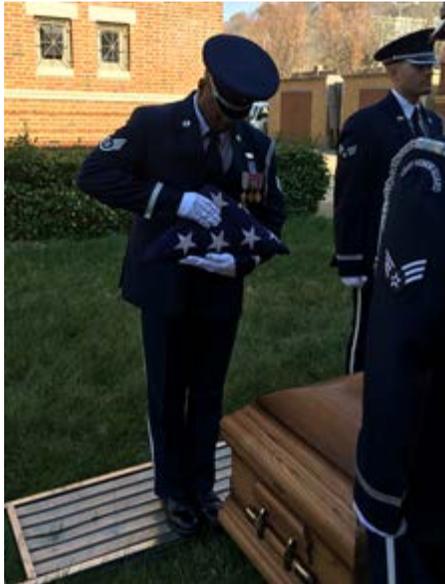
7.7.7.1. **“Half Dress” Sequence:** The **“Half Dress”** sequence is performed any time the flag is being passed on to a Pallbearer within the team. This movement is executed in five-counts of three-second increments. *Note: Whenever this sequence is performed, the open side of the flag “flap” will be on the left hand side of the Pallbearer performing the dress.*

7.7.7.1.1. Once the flag is folded, NPB takes the flag with both hands by reaching over to the top apex that is pointing towards Cross Mark (thumbs on top, fingers together on bottom).

7.7.7.1.2. NPB pulls the flag directly to their chest (the apex of the flag approximately 2 to 4 inches below the chin) looking down at the flag. The **“Half Dress”** sequence is as follows:

7.7.7.1.3. (Count 1): Place the flared left hand under the front/bottom of the flag “cradling” it and pushing it against the body.

Figure 7.45. Half Dress (Count 1).



7.7.7.1.4. (Count 2): Move the flared right hand directly to the left corner of the flag (over the left elbow).

Figure 7.46. Half Dress (Count 2).



7.7.7.1.5. (Count 3): Slide the flared right hand up the left edge, “flap” of the flag to the top corner of the apex.

Figure 7.47. Half Dress (Count 3).



7.7.7.1.6. (Count 4): Grasp on the left side of the flag with the right hand, keeping all fingers joined.

Figure 7.48. Half Dress (Count 4).



7.7.7.1.7. (Count 5): Rotate the flag up in a clockwise motion with the right hand, keeping the left hand stationary on the front side (palm on flag). *Note: The rotation is complete once the bottom of the flag is rotated to the top at eye level, parallel to the ground and secured with the right and left hands.*

Figure 7.49. Half Dress (Count 5).



7.7.7.1.8. The “**Half Dress**” is now complete.

7.7.7.2. “**Full Dress**” Sequence: The “**Full Dress**” sequence is performed when the flag is being passed to the OIC/NCOIC or the Chaplain who will be presenting the flag to the next of kin. This movement is executed in 9-counts of three-second increments. *Note: Whenever this sequence is performed, the open side of the flag “flap” will be on the left hand side of the Pallbearer performing the dress.*

7.7.7.2.1. Inspect the flag for any red/white material without head movement or “dipping” the outer most corners of the flag to the left or right. Once inspection is complete, position both hands at the top portion of the flag. Hands will be palms down thumbs on the body side with the fingers extended and joined.

Figure 7.50. Full Dress (Inspection).



7.7.7.2.2. (Count 1): Slowly slide the flared left hand down the open side of the flag “flap”, extending the arm out/down, and pause.

Figure 7.51. Full Dress (Count 1).



7.7.7.2.3. (Count 2): Bring left hand underneath the flag to support the flag against the body and pause.

Figure 7.52. Full Dress (Count 2).



7.7.7.2.4. (Count 3): Slowly slide the flared right hand down the right side of the flag, extending the arm out/down and pause.

Figure 7.53. Full Dress (Count 3).



7.7.7.2.5. (Count 4): Bring the right hand across the flag with the most direct route to the opposite end of the flag (the left point) and pause.

Figure 7.54. Full Dress (Count 4).



7.7.7.2.6. (Count 5): The right hand sweeps up the edge of the flag to the top corner (the apex) of the flag and pause, flared hand facing forward.

Figure 7.55. Full Dress (Count 5).



7.7.7.2.7. (Count 6): Grasp a few inches down from the apex on the left side of the flag with the right hand, keeping all fingers joined with thumb behind the flag and pause.

Figure 7.56. Full Dress (Count 6).

7.7.7.2.8. (Count 7): Rotate the flag in a clockwise motion with the right hand while simultaneously lifting the flag up and pinning the left hand to the left side and pause. *Note: The rotation is complete once the apex of the flag is eye level and the top of the flag is parallel to the ground.*

Figure 7.57. Full Dress (Count 7).

7.7.7.2.9. (Count 8): Lower the flag until the top of the flag is at eye level and pause.

Figure 7.58. Full Dress (Count 8).



7.7.7.2.10. (Count 9): The left hand comes up to join the right hand, ensuring the fingers are extended, joined and remain together.

Figure 7.59. Full Dress (Count 9).



7.7.7.2.11. (Count 10): (SHF) Lower the flag to chin level and pin elbows at side.

7.7.7.2.11.1. (Count 10): (AD) Execute a Right Face (no heel clicks) toward OIC/NCOIC and lower the flag to them (they should receive it left hand over right). Keeping head immobile look at the flag and render a three-second hand salute.

Figure 7.60. Flag Handoff.

7.7.7.2.12. The “**Full Dress**” is now complete.

7.7.7.3. **Stars over Stripes.** This sequence is done when the flag is reversed so that the union (blue field of stars) is closest to Carry instead of Hand-Off. *Note: This sequence should be completed at the “canoe” position.*

7.7.7.4.1. Any Pallbearer may quietly call “**STARS OVER STRIPES**” in a normal conversational tone. The sequence for “**Stars over Stripes**” is as follows:

7.7.7.3.2. NPB’s side slowly raises their side of the flag and extends it towards Fold’s side.

7.7.7.3.4. Simultaneously fold’s side slowly lowers their side of the flag and extends it towards NPB’s side.

7.7.7.3.4. Fold’s side takes the higher edge of the flag with their right hands. NPB’s side takes the lower edge of the flag with their right hands.

7.7.7.3.5. The Pallbearers resume the “canoe” position and carry on with table top.

7.7.7.3.6. If performing a two-person flag fold and Stars over Stripes is required; bring both hands together, grip both edges of flag with one hand, then grip the stars’ side with the other hand and pull over the stripes side.

7.8. Carrying Inurned Remains

7.8.1. If the urn has an inscription or nameplate, the urn is carried with the inscription/name plate facing out away from Fold so the family may read it.

7.8.1.2. NPB will halt the team using the appropriate drawn-out command (i.e. **H-A-A-A-ALT**) and given on the right or left heel, halfway through the stride. The entire team halts closing the trailing foot beside the lead foot. There are no heel clicks (two-count movement).

7.8.1.3. When carrying upstairs or to step onto a curb, the Pallbearers on NPB's side will state which foot they will step up with prior to reaching the first step. For example, NPB calls **LEFT** as the right foot hits the ground and on the next step (left foot) NPB and Fold step up on the left foot. Mark and Carry will do the same and the commands will basically ripple to the rear on every other step.

7.8.1.4. The OIC/NCOIC will follow behind and will be centered on the team, approximately four to six paces away, with suspended arm swing. They must stay in step with the Pallbearers.

7.8.2 Multiple Urns. In the case of multiple urns, Cross Mark will carry the second urn. If more urns are present, the funeral director/representative should preposition those at the gravesite. When urns are at the gravesite ensure the ranking and/or military member's remains are to the right of the other urns (furthest left from the family's view).

7.8.3. Cremains Retrieval and Placement. This paragraph outlines the general guidelines and principles for removing cremains from a vehicle, modified casket/caisson, placing them in the modified casket/caisson and setting them down. These procedures will be followed for all funerals and sequences involving cremains.

Figure 7.61 Carrying Multiple Urns



7.8.3.1. **Retrieval from a Vehicle.** NPB and Fold (Cross Mark if there is a second urn) march up to the car (in a slow cadence with suspended arm swing. When NPB and Fold pass the rear wheel of the car NPB gives the command of "One" in a low tone signaling that they will take two more steps and close on the third step. *Note: The command "Two" may also be used indicating that the members will only take one more step and close. Repeating a number is another method that may be used to recover from a mistake or in abnormal situations. This command is designed for this purpose.*

7.8.3.2. NPB and Fold (Cross Mark if there is a second urn), will automatically face the vehicle then retrieve the urn and flag. (Multiple Urns): Fold will secure the dependent or additional urn first and hand to Cross Mark with both members rotating at the waist to give/receive the container.

7.8.3.3. NPB and Fold will quietly confirm that they are both ready to stand upright by saying "Ready". Together, they slowly stand back up.

7.8.3.4. Both NPB and Fold (and Cross Mark if there is a second urn) simultaneously face toward the pallbearer team and then automatically step off with their left foot.

7.9. Dignified Arrivals.

7.9.1. Honor guards may also be tasked to perform Dignified Arrivals and Dignified Transfers. Dignified Arrivals and Transfers are used to move remains from an aircraft to a hearse or other mode of transportation. Both follow, essentially, the same sequence and procedures. Refer to AFPAM 34-504 for information regarding the escort of deceased Airmen.

7.9.2. Dignified Arrivals. These are performed for all Airmen who are entitled to mortuary services. A Dignified Arrival is performed only at the final destination airport when the remains have been transported by aircraft. Do not perform at any other time.

7.9.3. Dignified Transfers. These are only performed by the USAF Honor Guard for Active Duty deaths arriving at Dover or Andrews AFB through Port Mortuary from OCONUS. Do not perform at any other time. Installation honor guards do not perform Dignified Transfers.

Figure 7.62. Dignified Arrival and Dignified Transfer.



Chapter 8

BUGLER

8.1 General Information

8.1.1. In accordance with Title 10, Section 1491, USC stipulates that Military Funeral Honors will consist of two (2) or more persons; this is also cited in DODI 1300.15, Military Funeral Support. The Bugler is a necessary and crucial component to military funerals as well as other Air Force ceremonies. At least two (2) members of the funeral honors detail will be members of the armed services (other than members in a retired status) at least one (1) of whom will be a member of the military service of which the decedent was a member. *Note: Honor guards will adhere to all guidance outlined in AFMAN 35-106, Ceremonial Music.*

8.1.2. Bugler Location:

8.1.3. Bugler is positioned at a minimum 50 paces diagonally from gravesite. If possible, the entire family should be able to see the Bugler. If Firing Party is also performing, the Bugler is positioned in the opposite line of sight, usually diagonal to the foot end of the casket.

8.2. Equipment

8.2.1. Bugler must wear white gloves. Black gloves for cold weather. Wear of the Ceremonial belt is optional.

8.3. General Rules for Bugler

8.3.1. Every effort will be made to provide Taps via a professional Bugler, military or civilian, voluntary or contracted. If a professional Bugler is not available, Taps will be provided using the ceremonial bugle. If neither professional musician nor the ceremonial bugle is available, a high quality recorded version of Taps will be played, if the family has been advised. The detail will provide the audio equipment if not otherwise available for use at the cemetery. *Ref: AFI 34-501, paragraph 8.5.* Test Ceremonial Bugle prior to departing Honor Guard facility and on location to ensure it is functioning properly and to familiarize yourself with the operating procedures. *Note: Ensure an extra set of batteries is available.*

8.3.2. While practicing or “warming up” at the ceremony location, ensure the music cannot be heard from other ceremonies in the area. Make every effort to play practice music other than Taps.

8.3.3. During memorial services, the Bugler may be placed indoors or outdoors. If indoors, the acoustics of the area should be such that the sound is not overbearing.

Figure 8.1. Ceremonial Bugle Operating Diagram.

1. Play Button – Taps will start in five seconds and the bugle should be placed near the mouth.
2. Green Operating Light- The green light will illuminate once the “play” button is pressed. When Taps is complete the green light will go out.
3. Volume Control- The volume control knob can be set from normal to extra loud.
4. Red Battery Light- This light indicates if the ceremonial bugle is turned on/off. If the red light flashes it is a warning that the batteries need to be replaced.
5. On/Off Switch.



8.4. Manuals

8.4.1. Position of Attention.

8.4.1.1. To come to Attention, bring the feet together smartly and on line. Keep the legs straight without locking the knees. The body is erect with hips level, chest lifted, and shoulders square and even. Right arm hangs straight down alongside the body and the wrist is not bent. Place the middle finger along the seam of the trousers. Hand is cupped (but not clenched at a fist) with palm facing the leg. The left arm is at a 90-degree angle, forearm parallel to the ground, cradling the bugle in a “carry” position, which is also parallel to the ground. Head is erect, neck is vertical with the body, and eyes are facing forward with the line of sight parallel to the ground. The weight of the body rests equally on the heels and balls of both feet, and silence and immobility are required.

Figure 8.2. Position of Attention.



8.4.2. Parade Rest.

8.4.2.1. Parade Rest is performed from the position of Attention. This is a one-count movement, the Bugler raises the left foot slightly, just enough to feel the knee bend and places the left foot down on the ground approximately six to eight inches apart. The right foot does not move. Simultaneously, extend right arm straight down behind the body, properly flare right hand. Right hand should be flared with fingers fully extended. Right forearm should be parallel with the ground. Left arm at 90-degree angle, forearm parallel to the ground, cradling the bugle in a “carry” position, which is also parallel to the ground.

Figure 8.3. Parade Rest.



8.4.2.2. To return to the position of Attention, this is executed in a one-count movement. Bring the left foot smartly to the right foot; simultaneously return the right arm back to the position of Attention.

8.4.3. Present Arms/Order Arms.

8.4.3.1. From the position of Attention, raise the right hand up the centerline of the body, un-cupping the hand and extending the fingers and thumb at approximately waist level. Continue to raise the right hand until the upper arm is parallel with the ground and slightly forward of the body (or to the extent of the belt, so that the blouse does not ride up). The line between the middle finger and elbow should be straight (do not bend your wrist or cup your hand) and the palm is slightly tilted toward the face. Touch the middle finger to the right front corner of the brim of the Ceremonial cap/blue winter cap or the outer right point of the eyebrow depending on what is worn. Thumb and fingers are extended and joined (do not tuck thumb).

8.4.3.2. To return to the position of Attention, simply retrace your steps backward from Present Arms, re-cupping your hand at approximately waist level. During Present Arms, silence and immobility are required.

Figure 8.4. Present/ Order Arms.**8.4.4. Playing of Taps/Taps complete.**

8.4.4.1. **Taps will be played from the position of Attention.** Once the Bugler receives the cue to begin playing Taps, the Bugler will reach inside the “bell” with the right hand and press the “Play” button. When the button is pressed, the Bugler has a five second delay before Taps sounds. During that time the Bugler will take the ceremonial bugle with the right hand and bring the instrument near their lips. Pin the left hand during the duration of Taps. The ceremonial bugle must remain parallel to the ground at all times. *Note: Ensure the “On” switch is activated prior to ceremony start time.*

Figure 8.5. Playing of Taps.

8.4.4.2. Once Taps is complete; the Bugler will bring the ceremonial bugle back to the position of Attention and render a salute. *Note: Ensure to turn the selector switch to the “Off” position after the completion of Taps.*

Figure 8.6. Taps Complete.**8.4.5. Bugler Ceremonies.**

8.4.5.1. The Bugler will take their cues from NCOIC, (i.e. when the hearse is arriving Bugler will Present Arms if within 30 yards). When the casket is being carried to gravesite, the Bugler will Present Arms. When the NCOIC goes to Stand At, Ease, the Bugler will go to Stand At, Ease. When the teams depart back to their transportation site, Bugler will follow suit, etc.

Chapter 9

OIC/NCOIC RESPONSIBILITIES ON AD/SHF

9.1. General Information

9.1.1. All AD/SHF have a requirement for the position of an OIC/NCOIC.

9.1.2. OIC/NCOIC has overall responsibility of the entire ceremony and knowledge on all elements and sequences.

9.2. General Rules for OIC/NCOIC Duties

9.2.1. Ensure the casket is in the hearse properly, flag is draped properly, etc. If anything needs to be fixed, ask the driver of the hearse or the funeral director to make adjustments as needed. *Note: Prior to OIC/NCOIC giving the command, "Secure" it is their responsibility to ensure the adjustable bier pin "stopper" has been removed from the head of the casket.*

9.2.2. Conducts post-ceremony briefing so all members can brief any discrepancies noticed within any of the teams during the ceremony.

9.2.3. Presents the folded flag to the Next of Kin (NOK) and delivers the message of condolence.

9.2.4. Message of condolence is as follows: *"On behalf of the President of the United States, the United States Air Force, and a Grateful Nation, please accept this flag as a symbol of our appreciation for your loved one's honorable and faithful service."*

9.3. OIC/NCOIC AD Sequence

9.3.1. OIC/NCOIC should pre-post approximately 5 paces where the hearse must stop (adjacent to the Pallbearers), back facing the gravesite. OIC/NCOIC will be at the position of Stand At, Ease.

9.3.2. As the hearse approaches the gravesite, the Pallbearer team will go to Attention. OIC/NCOIC will take the command of NPB, snap to the position of Attention and render a hand salute as the hearse passes. When the salute is dropped, this is the driver's cue to stop the hearse. Pallbearers will step and flank out to position themselves behind the hearse.

9.3.3. OIC/NCOIC will step off and inspect the casket to ensure the casket is in the hearse properly, the flag is draped properly, etc. If anything needs to be fixed, ask the driver of the hearse or the funeral director to make adjustments as needed.

9.3.4. Depending on the size of the gathering, the OIC/NCOIC will either stay at Attention or go to Stand At, Ease. If they go to Stand At, Ease, the Pallbearers should proceed to Stand At, Ease. OIC/NCOIC must communicate to the funeral director/chaplain in determining who is the NOK and the sequence of events for the ceremony. This is to ensure the ceremony runs smoothly without confusion.

9.3.5. When the family is in place (and the cue has been given by the funeral director), the OIC/NCOIC goes to Attention and gives the command of “Secure” to the Pallbearer team. This is the cue for the Pallbearers to march up to the hearse to retrieve the casket.

9.3.6. The Pallbearer team approaches the rear of the hearse and begins to remove the casket from the hearse. Once Handoff takes that first step back with the casket in hand, the OIC/NCOIC will render a salute.

9.3.7. As the Pallbearers execute the proper turning steps, the OIC/NCOIC will drop their salute then face the direction of travel and immediately render a salute. Once the casket passes, OIC/NCOIC will lower their salute and follow behind the casket approximately four to six paces behind the team. Ensure to stay in step and suspend arm swing.

9.3.8. As the bearers approach the gravesite, OIC/NCOIC breaks off from the team and takes the position at the foot end of the grave. The OIC/NCOIC will render a salute while the casket is placed on the bier or lowering device. Once the casket is down on the bier or lowering device, the salute is lowered.

9.3.9. The Pallbearers will perform the two “tugs” to go to “tabletop”. This is the OIC/NCOIC’s cue to go to the position of Stand At, Ease. The OIC/NCOIC will move to Stand At, Ease (two-count movement) as the Pallbearers go to table top (two-count movement). The chaplain or designee performs the committal service.

9.3.10. Once the committal service is complete, the funeral director or the OIC/NCOIC asks the family to “*Please rise for the rendering of military honors*”. The OIC/NCOIC immediately assumes the position of Attention and then renders a hand salute. This signals the Color team, Firing Party and the Bugler to begin the Military Funeral Honors sequence. Upon the completion of Taps, the OIC/NCOIC drops their salute. This signals the Pallbearers to commence with the flag-folding procedures. NPB executes a “Full Dress Sequence” of the flag and presents it to the OIC/NCOIC. The OIC/NCOIC will take one side step to their left at the same time NPB executes a right face to retrieve the flag. The OIC/NCOIC receives the flag, left hand on top and the right hand on the bottom of the flag.

9.3.11. Once NPB lowers their salute, the OIC/NCOIC performs a facing movement in the appropriate direction of the NOK. The Pallbearers, Colors, Firing Party, and Bugler will all remain at the position of Attention. The OIC/NCOIC then offers the flag to the NOK.

9.3.12. The OIC/NCOIC steps to the NOK, then rotates the flag so that the point of the flag is facing away from the NOK. It is up to the OIC/NCOIC’s discretion whether to kneel on one knee while delivering the message of condolence. Upon the completion of the message of condolence, the OIC/NCOIC will return to the position of Attention, take a half a step back, and render a final salute while looking at the flag. They will lower the salute, return to the foot end of the casket and give the command of “Bearers, POST”. This signals the dismissal of the Pallbearers. If NPB commands “Face, AWAY” then simultaneously with the Pallbearer team, execute one side step to the opposite side of family to clear the lowering device and stand behind the appropriate team member. If NPB commands, “Face, ME” then execute a three-count About Face and step off in cadence with the team once the last two individuals have cleared the casket or urn table.

9.4. OIC/NCOIC SHF Sequence

9.4.1. The NCOIC of the Pallbearers, or NPB, will take the team through their warm-up sequence. After they complete this, the NPB, taking his/her own commands, will position the Pallbearer team at Stand At, Ease ten paces from where the hearse will stop, facing gravesite. Once the team is in place, the NPB will go to Attention and re-position to take the role of NCOIC, with their back to the gravesite, where the hearse will stop.

9.4.2. As the hearse approaches the gravesite, Fold will call the Pallbearer team to Attention. OIC/NCOIC will take the command of Fold, and snap to the position of Attention and render a hand salute as the hearse passes. When the salute is dropped, this is the driver's cue to stop the hearse. OIC/NCOIC must communicate with the funeral director/chaplain to determine the Next of Kin (NOK), and the sequence of events for the ceremony. OIC/NCOIC then removes the stopper and pulls casket out even to the bumper. OIC/NCOIC ensures the casket is in the hearse correctly and the flag is draped properly. Upon completion, OIC/NCOIC will return to their previous position, then stand at the position of Stand At, Ease and await the family to gather.

9.4.3. Once this is complete, OIC/NCOIC will wait for the cue from the funeral director and will return to the NPB position within the Pallbearer team at the position of Attention. NPB will then move to the position of Stand At, Ease. Once the NPB is at the position of Stand At, Ease, NPB will call the team to Attention and the Pallbearers begin the "Behind the Hearse Sequence" with the command of "Step." NPB will initiate a Right or Left Flank, depending on the position of the hearse. Once the Flank is complete, the team steps off with the first available left step at a normal marching cadence with coordinated arm swing to the back of the hearse continuing the behind the hearse sequence. Then carry the casket to gravesite, set it down and execute the flag folding sequence.

9.4.4. NPB executes a "Full Dress Sequence" of the flag. NPB then gives the subdued command of "Face, Away". Pallbearers will face in the opposite direction from NPB. If possible, NPB will move in same cadence as team to the foot of the casket as the team departs gravesite. *Note: NPB will always call "Face, Away" so that Mark and Carry do not have to travel around NPB. NPB moves to the foot of the casket. This gives NPB the ability to view the funeral sequence properly, without having their back to the family.*

9.4.5. Once the committal service is complete, the funeral director or the OIC/NCOIC asks the family to "Please rise for the rendering of military honors". The OIC/NCOIC immediately assumes the position of Attention. This is signaling to the Firing Party and the Bugler to begin the Military Funeral Honors sequence. Upon the completion of Taps, the OIC/NCOIC walks over to the NOK, rotates the flag so that the point of the flag is facing away from the NOK. It is up to the OIC/NCOIC whether to kneel on one knee while delivering the message of condolence. Upon the completion of the message of condolence, the OIC/NCOIC will return to the position of Attention, take a half a step back, and render a final salute while looking at the flag. They will lower the salute, depart, and proceed back to transportation site.

Chapter 10

FUNERAL DIAGRAMS, COMMANDS, AND SEQUENCES

10.1. Active Duty Funeral Sequence (AD)

10.1.1. Active Duty honors funerals are conducted for deceased Active Duty Air Force members and Medal of Honor recipients. Members of the Air Force Reserve and Air National Guard are also eligible if killed while on Active Duty status.

10.1.2. General Information

10.1.2.1. Personnel

10.1.2.2. BHG members are required (20).

10.1.2.3. Officer in Charge/Non-Commissioned Officer in Charge (OIC/NCOIC) (1).

10.1.2.4. Non-Commissioned Officer in Charge of Firing Party (NFP) (1).

10.1.2.5. Color Team (4).

10.1.2.6. Pallbearer Team (6).

10.1.2.7. Firing party members (7).

10.1.2.8. Bugler/Sound system operator (1).

10.2. Active Duty Funeral (Colors)

10.2.1. **March on Sequence.** Once the NCT ensures the entire team is prepared, they will fall into column formation at Port Arms. The NCT will then command Forward, March and the right rifle guard will lead the team to the predetermined position (previously decided during gravesite check, one hour prior to the ceremony start time).

10.2.2. As soon as the team becomes centered on the foot of the casket, the NCT will call **MARK, TIME**. The Color Team will pick up a Mark Time and adjust positioning and distance. Once the NCT is ready, they will call for a Colors Turn. Once halted, the NCT will command Order, Arms then Colors, Ready Cut. Automatically the NCT will then command **Colors, Stand At, EASE**.

10.2.3. **Gravesite Service.** Colors are positioned approximately 10 to 15 paces (depending on any obstructions) away from the foot of the casket. The NCT always take their cues from the OIC/NCOIC.

10.2.4. Upon arrival of the hearse, the NCT commands **Stand by, Colors, ATTENTION**. Once the hearse has stopped, the OIC/NCOIC will step off to dress the casket, then immediately return to their position and go to **Stand At, EASE**. NCT will then command **Colors, Stand At, EASE**.

10.2.5. Once the funeral director has given the “go ahead” or “head nod” to the OIC/NCOIC they will then go to Attention and the NCT will command **Stand by, Colors, ATTENTION**. The Pallbearers will then conduct the “Behind the Hearse Sequence” and begin to pull the remains out of the vehicle. Once the remains are in motion, the OIC/NCOIC will salute. Upon the salute of the OIC/NCOIC, the NCT commands **Present, ARMS**.

10.2.6. Colors remains at that position until the OIC/NCOIC drops the salute at the gravesite. At this time the NCT will command **Order, ARMS** then **Colors, Ready, CUT**.

10.2.7. The team will wait at Attention until the flag is at table top or the OIC/NCOIC goes to Stand At, EASE. Once this is complete, the NCT will then command **Colors, Stand At, EASE** (all are in a normal, conversational tone).

10.2.8. After the committal service is complete, the OIC/NCOIC of the ceremony assumes the position of Attention and Presents Arms; the funeral director asks the family to rise for the rendering of military honors. This is the cue for the Colors to Present Arms. The NCT commands: **Stand-by Colors, ATTENTION; Present, ARMS** (in a loud enough voice to get the attention of the family).

10.2.9. After Taps is complete, the NCT commands **Order, ARMS; Colors Ready, CUT** (two-count Ready Cut) and remains at the position of Attention waiting for the flag to be folded and handed off to the NOK.

10.2.10. After the flag has been presented to the NOK, the Pallbearers start their departure sequence, which is when the Pallbearer team faces toward the predetermined direction of travel and then steps off. This is the cue for the Colors to leave the gravesite. The NCT commands **Port, ARMS; Colors, Colors Turn, MARCH**, or the team departs using **Every Other Left**, proceeding directly to the transportation site.

10.2.11. Upon arrival at the transportation site, the NCT commands **Colors, Fallout, MARCH**. This command is called on every heel strike. For example, the command, “**Colors**” will be called on the left foot, “**Fallout**” will be called on the right and “**March**” is called on the left foot. The Colors team will take one more step and close. The Rifle Guards and **ONLY** the Rifle Guards will execute an automatic two-count About Face. *Note: The NCT will not call the About Face command for the team.*

10.3. Active Duty Funeral (Firing Party)

10.3.1. The firing line will fall in as specified by the NFP, then march towards the predetermined location. Firing Party is positioned 50-75 paces from the head of the casket in view of the family and the fourth person in the firing line will be lined up with the corner of the casket. Once the team is lined up with the casket, NFP calls **Mark, TIME**; then in an Honor Guard combined command calls **Firing Party, Left (Right), Order, Dress Right, DRESS**. When the line is ready the NFP will command, **Ready, FRONT**. *Note: The NFP is positioned three paces away from the fourth person on the firing line. It is the NFP’s responsibility to ensure that the team “dry fires” at the minimal of twice before the ceremony begins. This will be performed at the predetermined area.*

10.3.2. After Firing Party has completed “dry fire” practice, the team will then load the rifles and return to the position of **Attention**. Once all the members are at **Attention**, the NFP gives the subdued commands **Dress Right, Dress**, followed by **Ready Front** and then **Ceremonial, At Ease**. The NFP will execute **Stand At, Ease** on the last two counts of **Ceremonial At, EASE**.

10.3.3. Upon the arrival of the hearse, the Color Team will go to the position of Attention. Firing Party will not go to the position of Attention during that time due to the distance between the hearse and the firing line. If the hearse passes within 30 yards of Firing Party, NFP will have the team go to **Attention** and NFP will execute a solo **Present Arms**.

10.3.4. Once the OIC/NCOIC commands, **SECURE**, the Colors team will go to the position of Attention. The NFP will get their cues from the Colors team for the rest of the ceremony. NFP will snap to Attention and command in a subdued command, **Firing Party, ATTENTION**. When the casket is in motion, the Colors team will go to **Present, Arms**. NFP will command **Present, ARMS**. *Note: The Firing Party will hold their salute up until the remains have been placed down and Colors has ordered arms.*

10.3.5. After the remains are placed at gravesite and the Colors Team **Orders Arms**, the NFP drops their salute first then gives the subdued command to the Firing Line, **Order, Arms**.

10.3.6. When the Pallbearers team goes to table top, the OIC/NCOIC and Colors team will go to the position of **Stand At, Ease**, the NFP then gives the subdued command of **Ceremonial At, EASE** and NFP assumes the position of **Stand At, Ease**. *Note: The committal service is being conducted at this time.*

10.3.7. Once the committal service is complete, the funeral director or the OIC/NCOIC will ask the family, “*Please rise for the rendering of Military Honors.*” OIC/NCOIC will render a hand salute. Colors will begin their sequence to **Present Arms**. Once the Air Force flag is completely dipped/stopped moving, the NFP will proceed with the firing sequence. The NFP must call these commands loudly and distinctly. **Firing Party, ATTENTION Ready Face, Ready, Ready, Ready and Present, ARMS**.

10.3.8. After Taps is complete, the Colors team will **Order Arms** and then command **Colors Ready Cut**. NFP will drop their salute first then command the firing line in a subdued command to **Order Arms**.

10.3.9. When the flag is handed off to the NOK, the Pallbearers begin their departure sequence, when the Pallbearer team turns and faces, this cues the Colors team and Firing Party to depart gravesite.

10.3.10. The NFP will command in a subdued command, **Port, ARMS**.

10.3.11. When the exchange is complete, the NFP gives the firing line the subdued command of **Left (Right), FACE**, depending on the location of transportation. The fourth member also follows this command, as does the NFP. *Note: If the family is still by the gravesite, take a route so there is no disruption to the family.*

10.3.12. The NFP gives the subdued command of **Forward, MARCH** and marches the line back to their transportation. NFP is still centered on the firing party line. While the line is marching, ensure that the line closes the gap where the fourth member used to be.

10.3.13. The fourth person stays and collects the 14 spent rounds and proceeds to the vehicle with arm swing. *Note: Only when asked will Spare stop and give a max of three spent rounds to the family.*

10.4. Active Duty Funeral (Pallbearers)

10.4.1. Pallbearers should preposition themselves approximately 10 paces from where the hearse is to be stopped (adjacent to the OIC/NCOIC), facing gravesite. The Pallbearers will conduct, “warm-ups” by executing **Stand At, Ease** and **Attention**, then the “**Behind the Hearse Sequence**”, and form up at the position of **Stand At, Ease** no later than five minutes prior to the ceremony start time.

10.4.2. When the Chaplain’s vehicle approaches (if one is requested by family). NPB will command “**Bearers, ATTENTION**”. Whichever Pallbearer is closest to the approaching vehicle will render a salute to the Chaplain (only if the Chaplain is a military officer). Once the vehicle has passed the team, NPB will give the command “**Stand At, EASE**”.

10.4.3. When a member within the team notices that the funeral procession is arriving, they will notify the rest of team using the subdued command, “**FAMILY**”.

10.4.4. When the hearse is app. 10 paces away, the NPB commands “**Bearers, ATTENTION**”.

10.4.5. As the hearse passes in front of the team, Carry or Hand-Off (whoever is closest to the route of the hearse) will render a three-second hand salute. **Note:** *In case the funeral representative/director does not stop the funeral procession, Hand-Off or Carry (whoever is on the corner of the team closest to the approaching vehicles) will use their outside hand to signal the vehicles to stop before they impede the Pallbearers route.*

10.4.6. Once the procession has stopped and the hearse is in park, NPB will command “**STEP**”. This initiates the “**Hang Step**” to reposition the team behind the hearse.

10.4.7. Once the team has repositioned and taken three hang steps towards the hearse and halted (no heel clicks), NPB will command “**Stand At, EASE**”. *Note: “Stand At, EASE” may not be called if the OIC/NCOIC is at the position of Attention. If OIC/NCOIC is at the position of “Stand At, EASE” then NPB will call the team to “Stand At, EASE”.*

10.4.8. NPB waits for the OIC/NCOIC to snap to the position of Attention and command, “**SECURE**”. This indicates the remains are ready to be transferred to gravesite.

10.4.9. NPB commands, “**Bearers, ATTENTION**” then “**STEP**”. The team marches towards the back of the hearse with 24 inch steps and coordinated arm swing.

10.4.10. Next the Pallbearer team will perform the “**Behind the Hearse Sequence**”, and carry the casket to gravesite. Upon arrival to gravesite, NPB will give the command of “**HALT**”, to stop the Pallbearers when they are less than one pace away from the lowering device. Then NPB will give the command “**CENTER**”, to get the team ready to carry the casket onto the lowering device. Then command “**STEP**”, to side step the casket onto the lowering device.

10.4.11. When the entire team is on the lowering device and the casket is centered on the lowering device, NPB commands, “**HALT**”. After the team has halted, NPB and Hand-Off take hold of the corner of the flag with their right hand and hold it away from the casket. Simultaneously, Fold and Carry will secure the flag with their left hands and hold it away from the casket. (This is done to prevent the flag from touching the ground and/or being pinned under the casket).

10.4.12. At this point, Mark and Cross Mark extend their arms to compensate for the other team members’ weight. NPB commands in a subdued tone “**DOWN**”. The team extends their arms down, then squat and slowly lower the casket down onto the lowering device. **Note:** *NPB will allow enough time for team members to grab hold of the corners of the flag before calling “Down”. Ensure the Pallbearers bend at the knees and not at the waist when lowering the casket onto the lowering device.*

10.4.13. Next, the Pallbearers will start the “**6-Person Flag Fold**” and Fold the flag to “table top”. Once the committal service, Firing Party sequence, and the playing of Taps are complete and the OIC/NCOIC has ordered arms; Pallbearers finish the six-person flag folding and appropriate Dressing sequences. *Note: Reference section 6.7.4. for the six-person flag folding sequence and Chapter 9 for OIC/NCOIC Responsibilities and Active Duty Funeral sequence.*

10.4.14. The OIC/NCOIC presents the flag to the NOK, recites the message of condolence and salutes the flag. An example of the message of condolence is:

“On behalf of the President of the United States, the United States Air Force, and a Grateful Nation, please accept this flag as a symbol of our appreciation for your loved one’s honorable and faithful service”.

10.4.15. After the OIC/NCOIC or Chaplain has presented the flag to the NOK, and has returned to their position, OIC/NCOIC will command in a normal conversational tone, “**Bearers, POST**”.

10.4.16. NPB then commands “**Face, ME**” or “**Face, AWAY**”, and the Pallbearers march off of the lowering device. As soon as the last person (NPB or Hand-Off) clears the lowering device, they will call “**STEP**” on the left heel strike in a subdued tone. The Pallbearers will take one more step then step off in a normal marching cadence with coordinated arm swing.

10.4.17. Once the team reaches the transportation site, NPB will command, “**Bearers, Fallout, MARCH**”. This command is called on every heel strike. For example, the command, “**Bearers**” will be called on the left foot, “**Fallout**” will be called on the right and “**March**” is called on the left foot. The Pallbearer team will take one more step and close. When the team performs the automatic two-count **About, Face** and an OIC was present, the entire Pallbearer team will render a hand salute to the OIC. If no OIC is present, a two-count **About, Face** will still be executed, but with no hand salute.

10.5. Active Duty Funeral Cremate Sequence

10.5.1. The OIC/NCOIC and Pallbearers execute the exact same procedures as an Active Duty/Standard Honors Sequence for the arrival of the Chaplain (if applicable) and the hearse.

10.5.2. As the vehicle passes in front of the Pallbearer team, Carry or Hand-Off (whoever is closest to the route of the car) will render a three-second hand salute. *Note: In case the funeral representative/director does not stop the funeral procession, Hand-Off or Carry (whoever is on the corner of the team closest to the approaching vehicles) will use their outside hand to signal the vehicles to stop before they impede the Pallbearers route.*

10.5.3. Once the procession has stopped and the vehicle is in park, NPB will command “**STEP**”. This initiates the “**Hang Step**” to reposition the team behind the vehicle.

10.5.4. Once the team has hang stepped, executed “**Right/Left, Flank, MARCH**” and taken three hang steps towards the vehicle and halted (no heel clicks), NPB will command “**Stand At, EASE**”. *Note: “Stand At, EASE” may not be called if the OIC/NCOIC is at the position of Attention. If OIC/NCOIC is at the position of “Stand At, EASE” then NPB will call the team to “Stand At, EASE”.*

10.5.5. NPB waits for the OIC/NCOIC to snap to the position of Attention and command, “**SECURE**”. This indicates the remains are ready to be transferred to gravesite.

10.5.6. NPB commands, “**Bearers, ATTENTION**” then “**STEP**”. NPB and Fold **ONLY** slide-step off with their left foot (suspended arm swing, do not pin hands to sides). NPB will give the subdued command of “**one**” when three paces away from the rear door. NPB and Fold will then take two additional steps, close on the third step (no heel clicks), and halt at the open doors to the rear seat.

10.5.7. NPB and Fold slowly turn to center in on the vehicle in cadence with one another. NPB gives an eyewink and they bend over at the same cadence to retrieve the urn and the flag.

10.5.8. NPB secures the flag against their chest, left hand over right (left middle fingertip over the right). Fold secures the urn with both hands underneath the container (unless the container is an odd shape). *Note: If the urn has an inscription or nameplate, the urn is carried with the inscription/name plate facing out away from Fold so the family may read it. NPB will ensure that the tucked portion of the flag is over the left side of their chest.*

10.5.9. NPB and Fold will quietly confirm that they are both ready to stand upright by saying “**Ready**”. Together, they slowly stand back up. Fold holds the urn a fist distance away from their torso with elbows bent at 90-degrees, ensuring the urn is not resting against the body. NPB continues to hold the flag pressed against their chest, left hand over right (left middle fingertip over the right).

10.5.10. NPB gives an eyewink and, together with Fold, faces toward the Pallbearer team and then automatically slide-steps with their left foot. *Note: All movements are done in a three-second cadence.*

10.5.11. NPB quietly commands “**HALT**” one pace from Mark and Cross Mark. Once halted, NPB and Fold automatically execute a slow, three-count About Face and remain at Attention.

10.5.12. Once the Chaplain is in place to lead the team to gravesite (if applicable), NPB commands “**STEP**”. The team steps off in a normal marching cadence (suspended arm swing, do not pin hands to sides) at close interval to march shoulder-to-shoulder all the way to gravesite.

10.5.13. Approximately 4 to 6 paces away from the urn table at gravesite, NPB gives Fold a “nudge” with their left arm against Fold’s right arm as a signal to split the team around the table (if applicable). NPB will start to slow down their steps to slow down the rest of the team.

10.5.14. If no table is present to separate the team, NPB will “nudge” Fold and begin to set the team at an arm length distance. NPB will start to slow down their steps to slow down the rest of the team.

10.5.15. Mark commands “**HALT**” once they are centered on the table. *Note: All commands at gravesite are in a normal, conversational tone.*

10.5.16. NPB commands, “**CENTER**”. The team will execute a left or right face depending on the side.

10.5.17. After the team has centered in facing each other with the table between them, Fold ceremoniously takes one step/turn and places the urn on the table. *Note: If the urn has an inscription or nameplate, the urn is placed on the table with the inscription/name plate facing the family. Whenever it becomes necessary to lower a folded flag from the carry position (Figure 7.61) to the ready position (Figure 7.50) execute movements in three counts.*

(Count 1) Reposition the left hand to the left side of the flag and grip with the thumb closest to the body and fingers together.

(Count 2) Reposition the right hand to the right side of the flag and grip with the thumb closest to the body and fingers together.

(Count 3) Lowering the flag so that the bottom is parallel to the ground and approximately at waist level while simultaneously lowering the head to a 45-degree angle. Reference Figure 9.77 for placement.

10.5.18. Simultaneously, NPB performs the “**Half Dress**” sequence. Following the dressing, NPB holds the flag until Fold returns to their original position and execute the “**Pass Down**” sequence. Once Hand-Off gets the flag they will start the “**Breakdown**” sequence.

10.5.19. Bring the flag to table top position. Once Military Honors are complete, Pallbearers perform the “**6-Person Flag Fold**” and the appropriate dressing sequence.

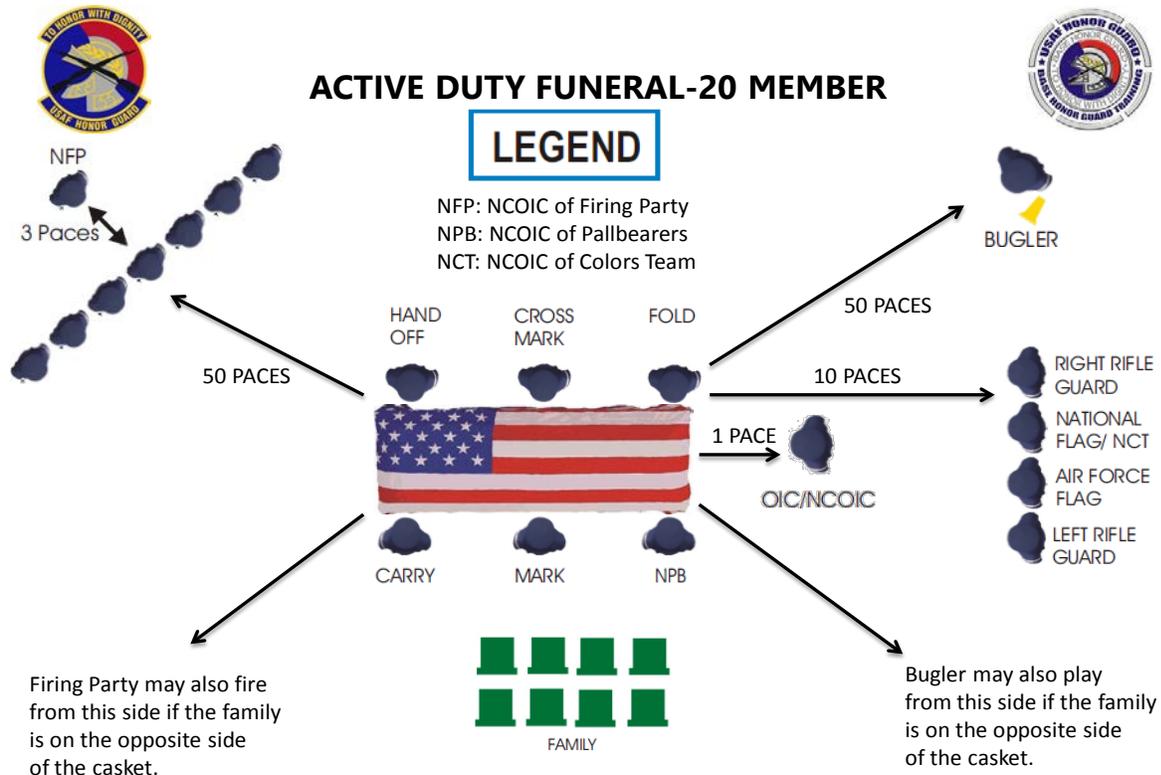
10.5.20. The OIC/NCOIC or Chaplain presents the flag to the NOK, recites the message of condolence and salutes the flag. An example of the message of condolence is:

“On behalf of the President of the United States, the United States Air Force, and a Grateful Nation, please accept this flag as a symbol of our appreciation for your loved one’s honorable and faithful service”.

10.5.21. After the OIC/NCOIC or Chaplain has recited the message of condolence to the NOK and has returned to their position, OIC/NCOIC will quietly command “**Bearers, POST**”.

10.5.22. NPB then commands “**Face, ME**” or “**Face, AWAY**”

Figure 10.1. Active Duty Funeral (20 Member Sequence).



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10.6. Standard Honors Funeral Sequence

10.6.1. Personnel.

10.6.1.1. BHG members are required (7).

10.6.1.2. Officer in Charge/Non-Commissioned Officer in Charge (OIC/NCOIC/NPB) (1).

10.6.1.3. Non-Commissioned Officer in Charge of Firing Party (NFP) (1).

10.6.1.4. Dual qualified Pallbearers and Firing Party (3).

10.6.1.5. Pallbearer/Spare (1).

10.6.1.6. Pallbearer/Bugler/Sound system operator (1).

NOTE: THIS SEQUENCE CAN BE PERFORMED HONORS FIRST

10.6.2. Personnel & Summary:

10.6.2.1. The team will consist of (7) personnel performing both Pallbearer and Firing Party duties. Six will pall bear and 1 (NFP) will stay with the weapons until the funeral sequence is completed.

Upon completion of the flag folding sequence, three Firing Party members (to be identified prior to the ceremony) will march back to their weapons and fire 3 volleys. One member will march to the prepositioned bugle and assume responsibilities of the Bugler. The “Spare” person will march back with the three Firing Party members, split off, and fall in to the predetermined position. *Note: The extra person will be referred to as Spare. Spare is positioned in view of NFP, and able to view OIC/NCOIC to observe the cue to start the firing sequence. Spare is also responsible for retrieving the spent rounds after the completion of the Firing Party sequence.*

10.6.2.2. The bugle will need to be prepositioned before the Firing Party march on sequence. The bugle will be placed with the ceremonial insert side facing down. **Note:** *Reference Chapter 7 for duties of Bugler. Prepositioning the bugle with insert down ensures that Bugler will be able to relocate bugle later in ceremony.*

NOTE: Ensure the entire team knows placement of the Bugler and Spare during rendering of Military Funeral Honors in the case of an “Up and Face” sequence being utilized.

10.6.3. Equipment:

10.6.3.1. Three fully operational and properly maintained M-14 rifles.

10.6.3.2. Three clean white weapon slings, sized and cut to the weapon. If black gloves are worn for cold weather, black slings need to be used instead.

10.6.3.3. The NFP draws nine rounds of ammunition for each ceremony along with three magazines.

10.6.3.4. Properly fitted or disposable hearing protection. Hearing protection **must** be utilized.

10.6.3.5. NFP **must** wear the ceremonial belt. No other members will wear the ceremonial belt

10.6.3.6. The NFP **will** wear a side arm in a black patent leather holster. Either an inert 9mm or .38-caliber revolver will be worn.

10.6.3.7. Seven pairs of white, non-silicone gloves.

10.6.3.8. Practice Interment flag.

10.6.3.9. The wear of safety back-belts underneath ceremonial blouses, raincoats and topcoats is **highly** recommended, but not required, for all Pallbearers. *Note: This issued item aids in the support of your back and abdominal region while carrying caskets.*

10.6.3.10. Bugle or Operational Sound System (1).

10.6.4. Standard Honors Funeral (Firing Party).

10.6.4.1. The firing line will fall in as specified by the NFP, then march towards the predetermined location. Firing Party is positioned 50-75 paces from the head of the casket in view of the family and the second person in the firing line will be lined up with the corner of the casket. Once the team is lined up with the casket, NFP calls **Mark, TIME**; then in an Honor Guard combined (multiple) command calls **Firing Party, Left (Right), Order, Dress Right, DRESS**. When the line is ready the NFP will command, **Ready, FRONT**. *Note: The NFP is positioned three paces away from the second person on the firing line. It is the NFP's responsibility to ensure that the team "dry fires" a minimum of twice before the ceremony begins. This will be performed at the predetermined area.*

10.6.4.2. After Firing Party has completed "dry fire" practice, the team will then load their rifles. Once the rifles are loaded, the NFP gives the subdued commands **Dress Right, Dress**, next **Ready Front** and **Ground, ARMS**, followed by **Ready, UP**.

10.6.4.3. The NFP gives the command of **FALLOUT** and all the members perform a left face. The three members march off to perform Pallbearer duties. The NFP will stand at the position of **Stand At, Ease** and maintain weapons watch.

10.6.4.4. Upon the arrival of the hearse, NFP will not go to the position of Attention during that time due to the distance between the hearse and the NFP. If the hearse passes within 30 yards the NFP will render a solo **Present Arms**.

10.6.4.5. Once the casket is in motion, the NFP will snap to the position of **Attention** and **Present Arms**.

10.6.4.6. NFP will hold their salute up until the casket has been placed down on the lowering device.

10.6.4.7. After the team members have completed Pallbearer duties, they will march back and fall in to the left of their weapons with no facing movements and stand-by at the position of Attention. Be sure to fall in next to the weapon where you fell out originally.

10.6.4.8. When all team members are in place, the NFP gives the subdued command **Take, ARMS**. At this time, the members will remove gloves (if necessary) and place hearing protection in ears. NFP then gives the subdued command **Ready, UP**.

10.6.4.9. The NFP then gives the subdued command **Ceremonial At, EASE** and assumes the position of Stand At, Ease. *Note: During this time, the committal service is being conducted.*

10.6.4.10. Once the family is done speaking, the funeral director or the OIC/NCOIC will ask the family, "*Please rise for the rendering of Military Honors.*" OIC/NCOIC will snap to Attention without heel clicking. Then the Spare will snap to **Attention** and **Present Arms**. NFP will then snap to Attention and proceed with the firing sequence. The NFP must call these commands loudly and distinctly. **Firing Party, ATTENTION Ready Face, Ready, Ready, Ready** and **Present, ARMS**.

10.6.4.11. After Taps is complete, NFP will drop their salute first then command the firing line in a subdued command to **Order Arms**.

10.6.4.12. When the flag is handed off to the NOK (flat edge towards NOK), the OIC/NCOIC departs gravesite, and this is the cue for Firing Party to depart the gravesite.

10.6.4.13. The NFP will command in a subdued tone, **Port, ARMS**. The NFP gives the firing line the subdued command of **Left (Right), FACE**, depending on the direction of the transportation site. *Note: If the family is still by the gravesite, take a route so there is no disruption to the family.*

10.6.4.14. The NFP gives the subdued command of **Forward, MARCH** and marches the line back to their transportation, still centered on the firing party line. Spare will pick up the spent rounds, etc.

10.6.5. Standard Honors Funeral (Pallbearers).

10.6.5.1. When the three Firing Party members join the Pallbearer team they will **FALL-IN**.

10.6.5.2. The Pallbearers will conduct, “warm-ups” by executing **Stand At, Ease and Attention**, then the **“Behind the Hearse Sequence”**, and form up at the position of **Stand At, Ease** no later than five minutes prior to the ceremony start time.

10.6.5.3. NPB will exit the formation before family arrives. NPB will assume the NCOIC position, facing the Pallbearer team, standing in the predetermined position for hearse to stop. *Note: NPB will be referred to as NPB/NCOIC from this point.*

10.6.5.4. The first person to see the funeral procession will give the subdued command of **“FAMILY”** to signal the rest of the team.

10.6.5.5. When the hearse is 10-paces away from Pallbearer team, Fold will give the command of **“Bearers, ATTENTION,”** NPB/NCOIC will also take the command.

10.6.5.6. As the hearse passes in front of the team, Hand-Off or Carry (whoever is closest to the route of the hearse) will render a hand salute. The cadence of the salute is three seconds. *Note: In case the funeral representative/director does not stop the funeral procession, Hand-Off or Carry (whoever is on the corner of the team closest to the approaching vehicles) will use their outside hand to signal the vehicles to stop before they impede the Pallbearers’ route.*

10.6.5.7. When hearse has stopped, Fold will give the command of **“Stand At, Ease”**. Pallbearers will assume position of **“Stand At, Ease”** until NPB/NCOIC returns to the team.

10.6.5.8. NPB/NCOIC will return to the Pallbearer team when OIC/NCOIC responsibilities are completed. *Note: Hearse door open, flag draped properly on the casket, stopper removed, and cues from funeral director are the primary responsibilities that NPB/NCOIC will assume. Reference Chapter 9 for OIC/NCOIC Responsibilities.*

10.6.5.9. NPB/NCOIC will **“FALL-IN”** with team at the position of **“ATTENTION”** and then assume the position of **“Stand At, Ease”** on their own. NPB will then give the command of **“Bearers, ATTENTION”**.

10.6.5.10. NPB/NCOIC will give command **“STEP”** to initiate the **“Hang Step”**.

10.6.5.11. Once the team has hang stepped, executed **“Right/Left, Flank, HARCH”** the team will step off with normal arm swing on the next available left foot. *Note: From the left flank, you will step off immediately once the heel of left foot hits the ground. From the right flank, one hang step on right foot will be taken, then step off immediately with coordinated arm swing.*

10.6.5.12. Next the Pallbearer team will perform the “**Behind the Hearse Sequence**”, and carry the casket to gravesite. Upon arrival to gravesite, NPB will give the command of “**HALT**”, to stop the Pallbearers when they are less than one pace away from the lowering device. Then NPB will give the command “**CENTER**”, to get the team ready to carry the casket onto the lowering device. Then command “**STEP**”, to side step the casket onto the lowering device.

10.6.5.13. When the entire team is on the lowering device and the casket is centered, NPB commands, “**HALT**”. After the team has halted, NPB and Hand-Off take hold of the corner of the flag with their right hand and hold it away from the casket. Simultaneously, Fold and Carry will secure the flag with their left hands and hold it away from the casket (this is done to prevent the flag from touching the ground and/or being pinned under the casket).

10.6.5.14. At this point, Mark and Cross Mark extend their arms to compensate for the other team members’ weight. NPB commands “**DOWN**”. The team extends their arms down, then squat and slowly lower the casket down onto the lowering device. *Note: NPB will allow enough time for team members to grab hold of the corners of the flag before calling “Down”. Ensure Pallbearers bend at the knees and not at the waist when lowering the casket onto the lowering device.*

10.6.5.15. Next the Pallbearers will perform the “**6-Person Flag Fold**” and “**Full Dress Sequence.**”

10.6.5.16. At this time NPB gives command of “**Face, Away**”. Pallbearers will face away from NPB. NPB will move to the foot of the casket as the team departs the lowering device. *Note: NPB will always call “Face, Away” so that Mark and Carry do not have to travel around NPB. NPBs’ move to the foot of the casket gives NPB the ability to view the funeral sequence properly, without having their back to the family.*

10.6.5.17. The Pallbearers will complete “**Face, Away**”. As soon as the last person (NPB or Hand-Off) clears the lowering device they will call “**STEP**” in a subdued tone. The Pallbearers will take one more step, then step off in a normal marching cadence with coordinated arm swing. All five members will zipper into a line formation when marching back to their predetermined positions. Ensure the three members that are doubling as Firing Party are one in front of the other.

10.6.5.18. After clearing the gravesite, the team member assigned as the Bugler will split from the team and continue to march to the prepositioned bugle.

10.6.5.19. The three Firing Party members will march back and fall in on their weapons.

10.6.5.20. Spare will march back with the three firing members, split off, and fall into their predetermined position. *Note: Spare, NPB/NCOIC, and NFP will pick a spot at the cemetery that will allow Spare to be seen by NFP and see NPB/NCOIC.*

10.6.5.21. If the committal service is performed after Pallbearer team departs, NCOIC will assume **At, Ease** position with feet 6-8 inches apart. The flag will maintain the same position from the 10th count of the Full Dress.

10.6.5.22. When the Firing Party sequence and Taps are complete, NPB/NCOIC will face the family and present the flag to the NOK, recite the message of condolence and salute the flag. An example of the message of condolence is:

“On behalf of the President of the United States, the United States Air Force, and a Grateful Nation, please accept this flag as a symbol of our appreciation for your loved one’s honorable and faithful service”.

10.6.5.23. NPB/NCOIC drops their salute (three-second cadence), faces away from the family (never turning back to family), and departs the area heading back to transportation site. This is the cue for Firing Party to depart the area.

10.6.6. **Bugler Sequence:** Bugler is positioned at a minimum 50 paces diagonally from gravesite. If possible, the family should be able to see the Bugler. The Bugler is positioned equal and opposite of Firing Party, usually diagonal to the foot end of the casket.

10.6.6.1. Taps will be played from the position of Attention.

10.6.6.2. The Bugler’s cue to begin the playing of Taps is when the NFP gives the final command in the firing sequence, **Present Arms**. On the “S” of **Present**, the Bugler will reach inside the “bell” with the right hand and press the “Play” button. When the button is pressed, the Bugler has a five second delay before Taps sounds. During that time the Bugler will take the ceremonial bugle with the right hand and bring the instrument near their lips. Pin the left hand during the duration of Taps. The ceremonial bugle must remain parallel to the ground at all times.

10.6.6.3. Once Taps is complete; the Bugler will bring the ceremonial bugle back to the position of Attention and render a salute. *Note: Ensure to turn the selector switch to the “Off” position after the completion of Taps.*

10.6.7. **Standard Honors Funeral (Cremate) Sequence.**

10.6.7.1. The pre-ceremony actions will be the same as a regular (casket) SHF, i.e. Firing Party warm ups, falling out to join Pallbearer team, etc.

10.6.7.2. NPB will exit the formation before the family arrives. NPB will assume the NCOIC position facing Pallbearer team, standing in predetermined position for hearse to stop. *Note: NPB will be referred to as NPB/NCOIC from this point.*

10.6.7.3. The first person to see the funeral procession will give the subdued command of “**FAMILY**” to signal the rest of the team.

10.6.7.4. When the vehicle is 10-paces away from Pallbearer team, Fold will give the command of “**Bearers, ATTENTION,**” NPB/NCOIC will also take the command.

10.6.7.5. As the vehicle passes in front of the team, Carry or Hand-Off (whoever is closest to the route of the car) will render a three-second hand salute. *Note: In case the funeral representative/director does not stop the funeral procession, Hand-Off or Carry (whoever is on the corner of the team closest to the approaching vehicles) will use their outside hand to signal the vehicles to stop before they impede the Pallbearers’ route.*

10.6.7.6. When the vehicle has stopped, Fold will give the command of “**Stand At, Ease**”. The Pallbearers will assume the position of “**Stand At, Ease**” until NPB/NCOIC returns to the team.

10.6.7.7. NPB/NCOIC will return to the Pallbearer team when OIC/NCOIC responsibilities are completed. *Note: Vehicle doors open, flag on right side, urn on left side and cues from funeral director are the primary responsibilities that NPB/NCOIC will assume. Reference Chapter 9 for complete OIC/NCOIC Responsibilities.*

10.6.7.8. NPB/NCOIC will “FALL-IN” with team at the position of “ATTENTION” and then assume the position of Stand At, Ease on their own. NPB will then give the command of “**Bearers, ATTENTION**”.

10.6.7.9. NPB/NCOIC will give command “**STEP**” to initiate the “**Hang Step**”.

10.6.7.10. Once the team has hang stepped, executed “**Right/Left, Flank, MARCH**” Mark, Cross Mark, Hand-Off and Carry take three more hang steps and stop at the position of Attention (no heel clicks). NPB and Fold will execute their Right/Left, Flank, HARCH and then step off (in a slow cadence) on the next available left foot. *Note: From the left flank, you will step off immediately once the heel of left foot hits the ground. From the right flank, one hang step on right foot will be taken, then when left heel hits ground step off immediately with arm swing.*

10.6.7.11. NPB and Fold march up to the vehicle (in a slow cadence with suspended arm swing, do not pin hands to sides). When NPB and Fold pass the rear wheel of the vehicle, NPB gives the command of “**one**” (in a low tone), signaling that they will take two more steps and close on the third step.

10.6.7.12. NPB and Fold slowly turn to center in on the vehicle in cadence with one another. NPB gives an eyewink and they bend over at the same cadence to retrieve the urn and the flag.

10.6.7.13. NPB secures the flag against their chest, left hand over right (left middle fingertip over the right). Fold secures the urn with both hands underneath the container (unless the container is an odd shape). *Note: If the urn has an inscription or nameplate, the urn is carried with the inscription/name plate facing out away from Fold so the family may read it. NPB will ensure that the tucked portion of the flag is over the left side of their chest.*

10.6.7.14. NPB and Fold will quietly confirm that they are both ready to stand upright by saying “**Ready**”. Together, they slowly stand back up. Fold holds the urn a fist distance away from their torso with elbows bent at 90-degrees, ensuring the urn is not resting against the body. NPB continues to hold the flag pressed against their chest, left hand over right (left middle fingertip over the right).

10.6.7.15. NPB gives an eyewink to Fold and together they face toward the Pallbearer team and then automatically slide-step with their left foot. *Note: All movements are done in a three-second cadence.*

10.6.7.16. NPB quietly commands “**HALT**” one pace from Mark and Cross Mark. Once halted, NPB and Fold automatically execute a slow three-count about face and remain at Attention.

10.6.7.17. Once the Chaplain is in place to lead the team to gravesite (if applicable), NPB commands “**STEP**”. The team steps off in a normal marching cadence (suspended arm swing, do not pin hands to sides) at close interval to marching shoulder-to-shoulder all the way to gravesite.

10.6.7.18. Approximately 4 to 6 paces away from the urn table at gravesite, NPB gives Fold a “nudge” with their left arm against Fold’s right arm as a signal to split the team around the table (if applicable). NPB will start to slow down their steps cueing the rest of the team to slow down.

10.6.7.19. If no table is present to separate the team, NPB will “nudge” Fold and begin to set the team at an arm’s length distance. NPB will start to slow down their steps to slow down the rest of the team.

10.6.7.20. Mark commands, “**HALT**” once they are centered on the table. *Note: All commands are in a normal conversational tone.*

10.6.7.21. NPB commands, “**CENTER**”. The team will execute a left or right face depending on the side.

10.6.7.22. After the team has centered in facing each other with the table between them, Fold ceremoniously takes one step/turn and places the urn on the table. *Note: If the urn has an inscription or nameplate, the urn is placed on the table with the inscription/name plate facing the family.*

10.6.7.23. Simultaneously, NPB performs the “**Half Dress**” sequence. Following the dressing sequence, NPB holds the flag until Fold returns to their original position and executes the “**Pass down**” sequence. Once Hand-Off gets the flag they will start the “**Breakdown**” sequence.

10.6.7.24. Next the Pallbearers will perform the “**6-Person Flag Fold**” and “**Full Dress Sequence.**”

10.6.7.25. At this time, NPB gives command of “**Face, Away**”. Pallbearers will face away from NPB. NPB will take one side/turn step to reposition themselves 90 degrees from their original position and in-line with the urn as the team departs the immediate area. *Note: NPB will always call “Face, Away” so that Mark and Carry do not have to travel around NPB. NPBs’ move to the same position referencing the foot of the casket gives NPB/NCOIC the ability to view the funeral sequence properly, without having their back to the family.*

10.6.7.26. The Pallbearers will complete “**Face, Away**”. As soon as Fold clears the immediate area, they will call “**STEP**” in a subdued tone. The Pallbearers will take one more step, then step off in a normal marching cadence with coordinated arm swing. All five members will zipper into a line formation when marching back to their predetermined positions. Ensure the three members that are doubling as Firing Party are one in front of the other.

10.6.7.27. After clearing gravesite, the team member assigned to the Bugler position will split from team and continue to march to prepositioned bugle.

10.6.7.28. The three Firing Party members will march back and fall in on their weapons.

10.6.7.29. Spare will march back with the three firing members, split off, and fall into predetermined position. *Note: Spare, NPB/NCOIC, and NFP will pick a spot at the cemetery that will allow Spare to be seen by NFP and see NPB/NCOIC.*

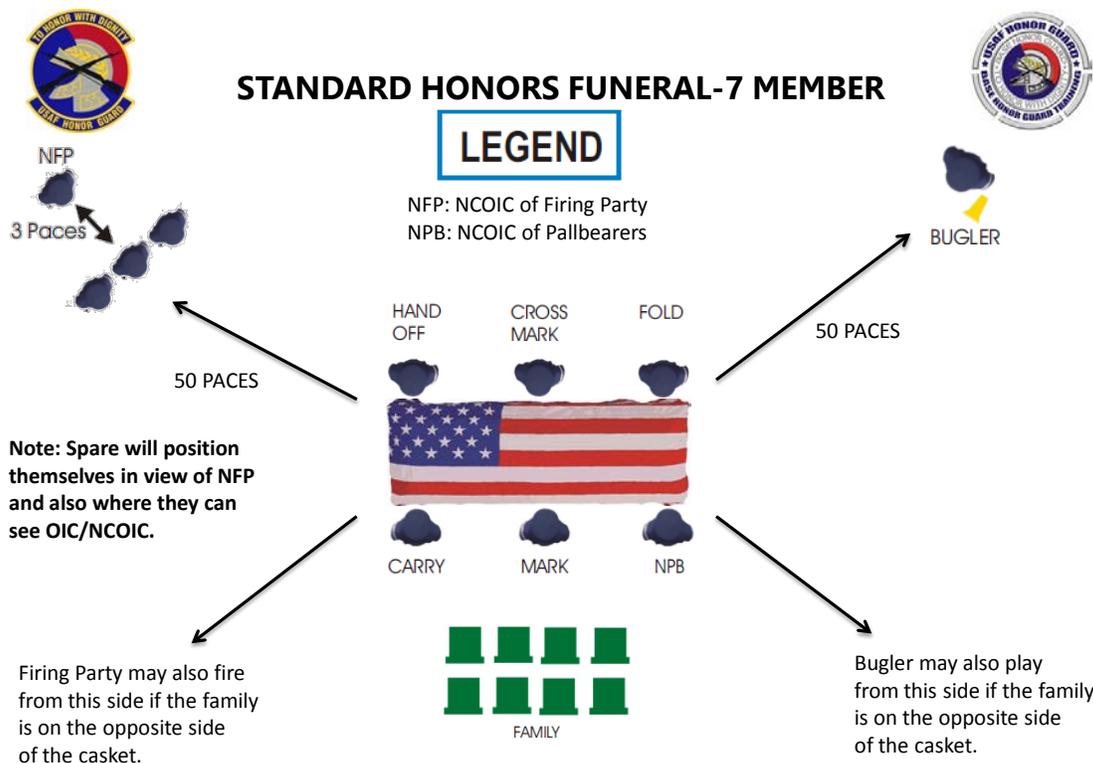
10.6.7.30. If the committal service is performed after Pallbearer team departs, NCOIC will assume the **Stand At, Ease** position with feet 6-8 inches apart. The flag will maintain the same position from the 10th count of the Full Dress (SHF). When the committal service is complete, the NPB/NCOIC will come to Attention (without any heel clicks) and ask the family to rise for funeral honors. Spare will come to Attention and present arms. This signals NFP and Bugler to proceed with honors.

10.6.7.31. When the Firing Party sequence and Taps is complete, NPB/NCOIC will face the family and present the flag to the NOK, recite the message of condolence and salute the flag. An example of the message of condolence is:

“On behalf of the President of the United States, the United States Air Force, and a Grateful Nation, please accept this flag as a symbol of our appreciation for your loved one’s honorable and faithful service”.

10.6.7.32. NPB/NCOIC drops their salute (3-seconds), faces away from the family (never turning back to family), and departs the area heading back to the transportation site. This is the cue for the Firing Party to depart the area.

Figure 10.2. Standard Honors Funeral



10.8. Minimum Honors Funerals

10.8.1. General Information

10.8.1.1. Title 10, Section 1491, USC stipulates that Military Funeral Honors will consist of two (2) or more persons; this is also cited in DODI 1300.15, *Military Funeral Support*. At least two (2) members of the funeral honors detail will be members of the armed services (other than members in a retired status) at least one (1) of whom will be a member of the military service of which the decedent was a member. The remainder of the detail will consist of members of the Armed Forces or members of trained Veterans Service Organizations (VSOs). VSO support must be requested by the OIC/NCOIC of the installation honor guard, with responsibility for performance of the honors, for the VSO members to be entitled to the daily stipend. Military members of the detail will wear their Ceremonial uniform while serving in the detail. *Ref AFI 34-501, Mortuary Affairs Program.*

10.8.2. Personnel:

10.8.2.1. BHG members are required (2-3). This depends on manning.

10.8.2.2. Officer in Charge/Non-Commissioned Officer in Charge (OIC/NCOIC) (1).

10.8.2.3. Fold (1).

10.8.2.4. Bugler/Sound system operator (1).

10.8.3. Minimum Funeral (Casket) Sequences

10.8.3.1. Two qualified Honor Guard members, OIC/NCOIC and Fold preposition themselves (backs to gravesite) at curbside awaiting the funeral procession.

10.8.3.2. Prior to the funeral (if possible), NCOIC will acquire NOK information from the funeral director and preposition the bugle 50-75 paces from the foot side of the grave. *Note: During a three-person funeral sequence, the Bugler will be prepositioned 50-75 paces diagonally from gravesite, facing the family*

10.8.3.3. When the hearse is 10 paces from OIC/NCOIC and Fold, both members go to **Attention** and execute **Present, Arms**. All commands during this sequence are initiated by OIC/NCOIC and are given in a normal, conversational tone.

10.8.3.4. Once the hearse passes both members, they execute **Order, Arms**. Immediately following the hearse being placed in park, OIC/NCOIC will give the command of **Stand At, EASE**.

10.8.3.5. When the family approaches the back of the hearse, OIC/NCOIC will command, **Staff, ATTENTION**. Both OIC/NCOIC and Fold will go to the position of Attention. Once the casket is in motion, OIC/NCOIC will command **Present, ARMS**.

10.8.3.6. Once the family passes the OIC/NCOIC and Fold, OIC/NCOIC will command **Order, ARMS**. OIC/NCOIC will then command **Right/Left, FACE**, whichever direction the casket is being carried, and both members will execute an automatic **Present, Arms**. Once the family passes both members, both will **Order, Arms** simultaneously. Then members will step off together and come abreast with OIC/NCOIC on the right, and follow the casket to gravesite with suspended arm swing.

10.8.3.7. Honor Guard members follow the Pallbearers and position themselves at both ends of the casket once it is placed down on the lowering device. OIC/NCOIC is at the head end, Fold is at the feet. Both will go to the position of **Stand At, Ease**. *Note: There are to be NO commands given while standing at the casket. Any movements will be initiated by eyewink. If either member has to stop and wait for the casket to be set down on the lowering device, they will render a hand salute.*

10.8.3.8. The Chaplain or designee performs the committal service.

10.8.3.9. When the committal service is complete, one member will wink (predetermined) and both will come to the position of Attention simultaneously. Both members will reach down and grab the corners of the flag and lift it off the casket. *Note: Both members must wait for the cue from the Chaplain or funeral representative before folding the flag.*

10.8.3.10. Two side steps are taken to clear the flag from the casket ensuring enough room is provided to enable the folder to step toward the OIC/NCOIC while folding. *Note: Always try to fold the flag in front of the family. If there is not enough room due to obstacles, then fold the flag to a quarter fold over the casket and take two side steps toward the family. If the family is too close, two side steps away is allowed, with no heel clicks and begin the flag folding sequence.*

10.8.3.11. Next perform the **“Two Person Flag Fold”**.

10.8.3.12. Fold takes the flag, brings it to the chest with head down, stationary, and eyes looking down at the flag. Fold inspects the flag, ensuring there is no red showing or any white is protruding. The flag should be flat. *Note: There is no head movement while inspecting the flag.*

10.8.3.13. Perform the **“Full Dress”** sequence.

10.8.3.14. The dressing sequence is now complete, Fold hands off the flag to the OIC/NCOIC. Fold then looks at the flag without moving his/her head and performs a three-second cadence salute.

10.8.3.15. Once the salute is complete, Fold goes to the predetermined position away from the family to sound Taps. *Note: During a three-person funeral sequence, Fold will position themselves in plain sight between Bugler and NCOIC.*

10.8.3.16. The funeral director or OIC/NCOIC asks the family to *“Please rise for the playing of Taps”*. Fold will sound Taps.

10.8.3.17. At the conclusion of Taps, the OIC/NCOIC presents the flag to the NOK, recites the message of condolence and salutes the flag. The message of condolence is as follows:

“On behalf of the President of the United States, the United States Air Force, and a grateful Nation, please accept this flag as a symbol of our appreciation for your loved one’s honorable and faithful service.”

10.8.3.18. After the flag is presented, the OIC/NCOIC performs a three-second salute then departs gravesite to the transportation site.

10.8.4. Minimum Funeral (Cremate) Sequence.

10.8.4.1. Two qualified Honor Guard members, OIC/NCOIC and Fold preposition themselves (backs to gravesite) at curbside awaiting the procession.

10.8.4.2. Prior to the funeral (if possible), NCOIC will acquire NOK information from the funeral director and preposition the bugle 50-75 paces from the foot of the grave.

10.8.4.3. When the vehicle is 10 paces from OIC/NCOIC and Fold, both members go to **Attention** and execute **Present, Arms**. All commands during this sequence are initiated by OIC/NCOIC and are given in a normal, conversational tone.

10.8.4.4. Once the car passes both members, they execute **Order, Arms**. Immediately following the vehicle being placed in park, OIC/NCOIC will give the command of **Stand At, EASE**.

10.8.4.5. When the funeral director gives the appropriate signal, OIC/NCOIC will command, **Staff, ATTENTION**. Both OIC/NCOIC and Fold will go to the position of Attention, and step off to march up to the vehicle (in a slow cadence with suspended arm swing do not pin hands to sides). Fold will proceed to the driver side of the vehicle and NCOIC will proceed to the passenger side. Whichever member gets to the vehicle first will stand fast at Attention in the door ready to retrieve the urn/flag.

10.8.4.6. Once the other member gets to their respective door, NCOIC gives an eyewink and they bend over at the same cadence to retrieve the urn and flag.

10.8.4.7. NCOIC secures the flag against their chest, left hand over right (left middle fingertip over the right). Fold secures the urn with both hands underneath the container (unless the container is an odd shape). *Note: If the urn has an inscription or nameplate, the urn is carried with the inscription/name plate facing out away from Fold so the family may read it. NCOIC will ensure that the tucked portion of the flag is over the left side of their chest.*

10.8.4.8. NCOIC and Fold will quietly confirm that they are both ready to stand upright by saying "**Ready**". Together, they slowly stand back up. Fold holds the urn a fist distance away from their torso with elbows bent at 90-degrees, ensuring the urn is not resting against the body. NCOIC continues to hold the flag pressed against their chest, left hand over right (left middle fingertip over the right).

10.8.4.9. NCOIC gives an eyewink and together with Fold faces toward the rear of the car and then automatically slide-step with their left foot. *Note: All movements are done in 3-second counts.*

10.8.4.10. NCOIC and Fold will march to gravesite shoulder to shoulder with NCOIC on the right.

10.8.4.11. Upon arrival to the gravesite, NCOIC will stop on the left of the urn table (family's point of view) facing the urn table. Fold will stop on the right of the urn table (family's point of view) facing the urn table, and place the urn down on the table. Both members will be approximately one pace off the urn table. *Note: If the urn has an inscription or nameplate, the urn is placed on the table with the inscription/name plate facing the family.*

10.8.4.12. Once the urn has been set down, both members will slowly move to “**Stand at, EASE**”. NCOIC will not move their hands; they will only spread their feet 6-8 inches apart. *Note: There are to be NO commands given while standing at the casket. Any movements will be initiated by eyewink.*

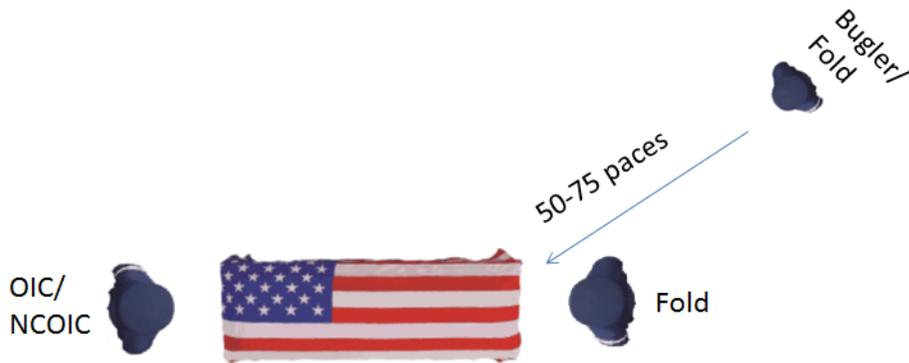
10.8.4.13. The Chaplain or designees will perform the committal service.

10.8.4.14. From this point forward refer to **Two/Three Person Funeral Sequence** to complete the ceremony.

Figure 10.3. Minimum Honors Funeral (2-3 Person Sequence).



MINIMUM HONORS FUNERAL 2/3 MEMBERS



Bugler/ Fold may also position from this side if the family is on the opposite side

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10.9. 4-5 Person Funeral Sequence

10.9.1. General Information:

10.9.1.2. The team will consist of 4-5 personnel performing as OIC/NCOIC, Bugler, and Firing Party. The bugle will be prepositioned prior to the ceremony. Fold and OIC/NCOIC will fold the flag. Upon completion of the flag folding sequence, Fold goes to the Bugler location. Once Fold is in place, Firing Party will fire the three volleys.

10.9.2. Personnel:

10.9.2.1. BHG members required (4-5).

10.9.2.2. Officer in Charge/Non-Commissioned Officer in Charge (OIC/NCOIC) (1).

10.9.2.3. Fold/Bugler or Sound System Operator (1).

10.9.2.4. Firing Party (2-3) depending on manning.

10.9.3. 4-5 Person (Casket) Sequences

10.9.3.1. Two qualified Honor Guard members, OIC/NCOIC and Fold position themselves (backs to gravesite) at curbside awaiting the funeral procession.

10.9.3.2. Prior to the funeral (if possible), OIC/NCOIC will acquire NOK information from the funeral director and Fold will preposition the bugle 50-75 paces from the foot of the grave, facing the family.

10.9.3.3. When the hearse is 10 paces from OIC/NCOIC and Fold, both members go to **Attention** and execute **Present, Arms**. All commands during this sequence are initiated by OIC/NCOIC and are given in a normal conversational tone.

10.9.3.4. Once the hearse passes both members they execute **Order, Arms**. Immediately following the hearse being placed in park, OIC/NCOIC will give the command of **Stand At, EASE**.

10.9.3.5. When the family approaches the back of the hearse, OIC/NCOIC will command, **Staff, ATTENTION**. Both OIC/NCOIC and Fold will go to the position of Attention. Once the casket is in motion, OIC/NCOIC will command **Present, ARMS**.

10.9.3.6. Once the family passes the OIC/NCOIC and Fold, OIC/NCOIC will command **Order, ARMS**. OIC/NCOIC will then command **Right/Left, FACE**, whichever direction the casket is being carried and both members will execute an automatic **Present, Arms**. Once the family passes both members, both will **Order, Arms** simultaneously. Then members will step off together and come abreast with OIC/NCOIC on the right, and follow the casket to gravesite with suspended arm swing.

10.9.3.7. OIC/NCOIC and Fold follow the Pallbearers and position themselves at both ends of the casket once it is placed down on the lowering device. OIC/NCOIC is at the head end, Fold is at the feet. Both will go to the position of **Stand At, Ease**. *Note: There are to be NO commands given while standing at the casket. Any movements will be initiated by eyewink. If either member has to stop and wait for the casket to be set down on the lowering device, they will render a hand salute.*

10.9.3.8. The Chaplain or designee performs the committal service.

10.9.3.9. When the committal service is complete, one member will wink (predetermined) and both will come to the position of **Attention** simultaneously. Both members will reach down and grab the corners of the flag and lift it off the casket. *Note: Both members must wait for the cue from the Chaplain or funeral representative before folding the flag.*

10.9.3.10. Two side steps are taken to clear the flag from the casket ensuring enough room is provided to enable Fold to step toward the OIC/NCOIC while folding. *Note: Always try to fold the flag in front of the family. If there is not enough room due to obstacles, then fold the flag to a quarter fold over the casket and take two side steps toward the family. If the family is still too close, take an additional two side steps away, with no heel clicks.*

10.9.3.11. Perform the “**Two Person Flag Fold**”.

10.9.3.12. Fold takes the flag, brings it to the chest with head down, stationary and eyes looking down at the flag. Fold will inspect the flag, ensuring no red is showing or any white is protruding, and the flag should be flat. *Note: There is no head movement while inspecting the flag.*

10.9.3.13. Perform the “**Full Dress**” sequence.

10.9.3.14. Fold hands off the flag to the OIC/NCOIC. Fold then looks at the flag without moving his/her head and performs a three-second cadence salute.

10.9.3.15. Once the salute is complete, Fold goes to the predetermined position of Bugler.

10.9.3.16. The funeral director or OIC/NCOIC asks the family to “*Please rise for the rendering of Military Honors.*”

10.9.3.17. At the conclusion of Taps, the OIC/NCOIC presents the flag to the NOK, recites the message of condolence and salutes the flag. The message of condolence is as follows:

“On behalf of the President of the United States, the United States Air Force, and a grateful Nation, please accept this flag as a symbol of our appreciation for your loved one’s honorable and faithful service.”

10.9.3.18. After the flag is presented, the OIC/NCOIC performs a three-second salute then departs gravesite to the transportation site.

10.9.4. 4-5 Person (Firing Party).

10.9.4.1. The firing line will fall in as specified by Point and then march towards the predetermined location. Firing Party is positioned 50-75 paces from the head of the casket in view of the family and the second person in the firing line will be lined up with the corner of the casket, and if possible over the left shoulder. Once the team is lined up with the casket, Point calls **Mark, TIME**; then in a combined command calls **Firing Party, Left (Right), Order, Dress Right, DRESS**. When the line is ready, Point will command, **Ready, FRONT**. *Note: It is Point's responsibility to ensure that the team "dry fires" at the minimum of twice before the ceremony begins. This will be performed at a predetermined area.*

10.9.4.2. After Firing Party has completed "dry fire" practice, the team will then load the rifles and return to the position of **Attention**. Once all the members are at **Attention**, Point gives the subdued commands **Dress Right, Dress**, followed by **Ready Front** and then **Ceremonial, At Ease**.

10.9.4.3. Upon the arrival of the hearse, the OIC/NCOIC will go to the position of Attention. Firing Party will not go to the position of Attention during that time due to the distance between the hearse and the firing line. If the hearse passes within 30 yards of Firing Party, Point will have the team go to **Attention** and Point will execute a solo **Present Arms**.

10.9.4.4. Once the remains are in motion, Point will call **Firing Party, ATTENTION, Present, ARMS**. *Note: The Firing Party will hold their salute up until casket has been placed down on the lowering device.*

10.9.4.5. After the remains are placed at gravesite, Point then gives the subdued command to the Firing Line, **Order, Arms**.

10.9.4.6. Once OIC/NCOIC goes to the position of **Stand At, Ease**, Point gives the subdued command to the firing line, **Ceremonial At, EASE**. *Note: During this time the committal service is being conducted.*

10.9.4.7. Once the committal service is complete, OIC/NCOIC and Fold will conduct the "**Two Person Flag Fold**". Point will give the subdued command to call the line to **Attention**.

10.9.4.8. After the flag fold and once Bugler (Fold) is in place, Point commands loudly and distinctly. **Firing Party, ATTENTION Ready Face, Ready, Ready, Ready and Present, ARMS**.

10.9.4.9. After Taps is complete, Point will then command the firing line in a subdued command to **Order Arms**.

10.9.4.10. When the flag is handed off to the NOK, the OIC/NCOIC and the Bugler begin their departure sequence; this cues Firing Party to depart gravesite.

10.9.4.11. When the flag is handed off to the NOK (flat edge towards NOK), the OIC/NCOIC departs gravesite, this is the cue for Firing Party to depart the site.

10.9.4.12. Point will command in a subdued command, **Port, ARMS**. Point gives the firing line the subdued command of **Left (Right), FACE**, depending on which way the team's vehicle is. *Note: If the family is still by the gravesite, take a route so there is no disruption to the family.*

10.9.4.13. Point gives the subdued command of **Forward, MARCH** and marches the line back to their transportation, still centered on the firing party line. The Bugler will pick up the spent rounds etc. *Note: Only when asked will the Bugler stop and give a max of three spent rounds to the family.*

10.9.5. **Bugler Sequence:** Bugler is positioned at a minimum 50 paces diagonally from gravesite. If possible, the family should be able to see the Bugler. The Bugler is positioned equal and opposite of Firing Party, usually diagonal to the foot end of the casket.

10.9.5.1. Taps will be played from the position of **Attention**.

10.9.5.2. The Bugler's cue to begin the playing of Taps is when the NFP gives the final command in the firing sequence, **Present Arms**. On the "**S**" of **Present**, the Bugler will reach inside the "bell" with the right hand and press the "Play" button. When the button is pressed, the Bugler has a five second delay before Taps sounds. During that time the Bugler will take the ceremonial bugle with the right hand and bring the instrument near their lips. Pin the left hand during the duration of Taps. The ceremonial bugle must remain parallel to the ground at all times.

10.9.5.3. Once Taps is complete; the Bugler will bring the ceremonial bugle back to the position of Attention and render a three-second hand salute. *Note: Ensure the selector switch is turned to the "Off" position after the completion of taps.*

10.9.6. **4-5 Person Funeral (Cremate) Sequence.**

10.9.6.1. Two qualified Honor Guard members, OIC/NCOIC and Fold preposition themselves (backs to gravesite) at curbside awaiting the funeral procession.

10.9.6.2. Prior to the funeral (if possible), OIC/NCOIC will acquire NOK information from the funeral director and Fold will preposition the bugle 50-75 paces from the foot of the grave.

10.9.6.3. When the vehicle is 10 paces from OIC/NCOIC and Fold, both members go to **Attention** and execute **Present, Arms**. All commands during this sequence are initiated by OIC/NCOIC and are given in a normal, conversational tone.

10.9.6.4. Once the vehicle passes, both members execute **Order, Arms**. Immediately following the hearse being placed in park, OIC/NCOIC will give the command of **Stand At, EASE**.

10.9.6.5. When the funeral director gives the appropriate signal, OIC/NCOIC will command, **Staff, ATTENTION**. Both OIC/NCOIC and Fold will go to the position of Attention, and slide-step to the vehicle (in a slow cadence with suspended arm swing, do not pin hands to sides). Fold will proceed to the driver side of the vehicle and NCOIC will proceed to the passenger side of the vehicle. Whichever member gets to the vehicle first will stand fast at Attention in the door ready to retrieve the urn/flag.

10.9.6.6. Once the other member gets to their respective door, NCOIC gives an eyewink and they bend over at the same cadence to retrieve the urn and flag.

10.9.6.7. NCOIC secures the flag against their chest, left hand over right (left middle fingertip over the right). Fold secures the urn with both hands underneath the container (unless the container is an odd shape). *Note: If the urn has an inscription or nameplate, the urn is carried with the inscription/name plate facing out away from Fold so the family may read it. OIC/NCOIC will ensure that the tucked portion of the flag is over the left side of their chest.*

10.9.6.8. OIC/NCOIC and Fold will quietly confirm that they are both ready to stand upright by saying “**Ready**”. Together, they slowly stand back up. Fold holds the urn a fist distance away from their torso with elbows bent at 90-degrees, ensuring the urn is not resting against the body. OIC/NCOIC continues to hold the flag pressed against their chest, left hand over right (left middle fingertip over the right).

10.9.6.9. OIC/NCOIC gives an eyewink and together with Fold faces toward the rear of the car and then automatically slide-step with their left foot. *Note: All movements are done in 3-second cadence.*

10.9.6.10. OIC/NCOIC and Fold will march to gravesite shoulder-to-shoulder with OIC/NCOIC on the right.

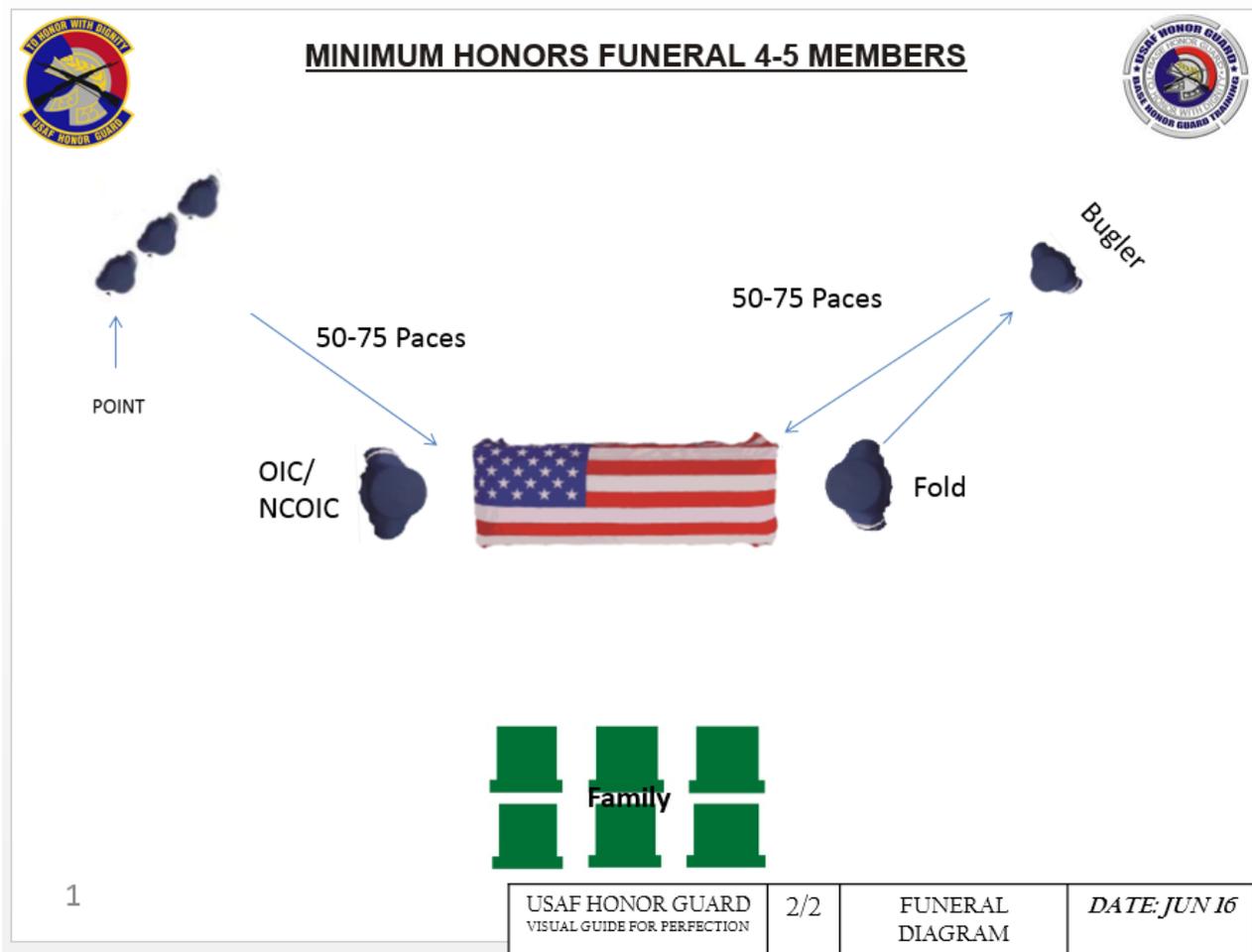
10.9.6.11. Upon arrival to the gravesite, OIC/NCOIC will stop on the left of the urn table (family’s point of view) facing the urn table. Fold will stop on the right of the urn table (family’s point of view) facing the urn table, and place the urn down on the table. Both members will be approximately one pace off the urn table. *Note: If the urn has an inscription or nameplate, the urn is placed on the table with the inscription/name plate facing the family.*

10.9.6.12. Once the urn has been set down, both members will slowly move to “**Stand at, EASE**”. OIC/NCOIC will not move their hands; they will only spread their feet 6-8 inches apart. *Note: There are to be NO commands given while standing at the urn table. Any movements will be initiated by eyewink.*

10.9.6.13. The Chaplain or designee will perform the committal service.

10.9.6.14. From this point forward refer to **4-5 Person Funeral Sequence** to complete the ceremony.

Figure 10.4. Minimum Honors Funeral (4-5 Person Sequence)



Chapter 11

RETIREMENT CEREMONY

11.1. Personnel.

11.1.1. Officer-in-Charge (1) or Non-Commissioned Officer-in-Charge (NCOIC) (1).

11.1.2. Fold (1).

11.2. Equipment.

11.2.1. 5' x 9.5' Interment or All Purpose flag.

11.2.2. Service Dress.

11.3. Preparation.

11.3.1. Schedule at least one practice, one day prior to the ceremony with the Retiring Official and narrator of the ceremony. *Note: Music is not to be played during this ceremony.*

11.4. Sequence of Events.

11.4.1. At the appropriate time the OIC/NCOIC commands **Ready, STEP** in a normal conversational tone. OIC/NCOIC and Fold step off together, shoulder-to-shoulder and Fold will have suspended arm swing. *Note: Ready Step is the only command given by the OIC/NCOIC throughout the ceremony.*

11.4.1.1. OIC/NCOIC will have the flag in hand prior to ceremony start time and the flag will be folded in a triangle shape.

11.4.2. When OIC/NCOIC and Fold approach the pre-designated performance area, they separate in a column formation (OIC/NCOIC walks in front of Fold). Upon arriving to their predetermined position, in between the audience and the retiring member, they will automatically halt.

11.4.3. Once halted, OIC/NCOIC performs a three-count About Face. OIC/NCOIC begins to perform the "Half Dress" sequence. Fold begins to unfold the flag. *Note: See AFI 34-1201, Figure A4.2 for the official flag folding script.*

11.4.4. Once the flag is completely unfolded, both members secure the four corners of the flag and bring it to table top position only. *Note: Do not tilt and face the flag towards the audience or “pop” the flag open.*

11.4.5. When the flag is folded, Fold will perform a “Full Dress” sequence and hand off the flag to the OIC/NCOIC.

11.4.6. When the flag is secured to the OIC/NCOIC’s chest, both OIC/NCOIC and Fold will step off simultaneously. Fold will exit to a predetermined area out of sight from the ceremony. OIC/NCOIC will proceed to the Retiree.

11.4.7. To present the flag to the Retiree, OIC/NCOIC grasps the flag with the right hand, keeping all fingers joined and pause. Rotate the flag in a clockwise motion with the right hand while simultaneously lifting the flag until the top of the flag is at eye level. The left hand comes up and joins the right hand, ensuring the fingers are joined and remain together.

11.4.8. The Retiree will take the flag from OIC/NCOIC, left hand over right. OIC/NCOIC will recite a message to the Retiring individual, followed by a three-second salute to the flag. OIC/NCOIC will exit to a predetermined area out of sight from the ceremony.

11.4.9. The message is: *(Rank and Name,) on behalf of our squadron [or other unit], your friends and your family, I present this flag in recognition of your [number] years of faithful service with the United States Air Force.*

Retirement Script

(Narrator begins reading when the flag is draped over OIC/NCOIC's arm)

For more than 200 years, the American flag has been the symbol of our nation's unity, as well as a source of pride and inspiration for millions of citizens.

Born on June 14, 1777, the Second Continental Congress determined that the flag of the United States be thirteen stripes, alternating between seven red and six white; and that the union be thirteen stars, white in a blue field representing a new constellation. (1)

(Flag is at "table top" position)

Between 1777 and 1960, the shape and design of the flag evolved into the flag presented before you today. The 13 horizontal stripes represent the original 13 colonies, while the stars represent the 50 states of the Union. The colors of the flag are symbolic as well; red symbolizes hardiness and valor; white signifies purity and innocence; and blue represents vigilance, perseverance and justice. (1)

Traditionally, a symbol of liberty, the American flag has carried the message of freedom, and inspired Americans, both at home and abroad.

(Begin the first triangular fold)

In 1814, Francis Scott Key was so moved at seeing the Stars and Stripes waving after the British shelling of Baltimore's Fort McHenry that he wrote the words to The Star Spangled Banner. (3)

In 1892 the flag inspired Francis Bellamy to write the "Pledge of Allegiance," our most famous flag salute and patriotic oath. (3)

(Flag lands in the union)

In July 1969 the American flag was "flown" in space when Neil Armstrong planted it on the surface of the moon. (3)

Today, our flag flies on constellations of Air Force satellites that circle our globe, and on the fin flash of our aircraft in harm's way in every corner of the world. Indeed, it flies in the heart of every Airman who serves our great Nation. The sun never sets on our US Air Force, nor on the flag we so proudly cherish. (3)

(OIC/NCOIC is tucking the flag)

Since 1776 no generation of Americans has been spared the responsibility of defending freedom. Today's Airmen remain committed to preserving the freedom that others won for us, for generations to come.

By displaying the flag and giving it a distinctive fold we show respect to the flag, and express our gratitude to those individuals who fought, and continue to fight for freedom, at home and abroad.

(OIC/NCOIC has the flag in hand)

Since the dawn of the 20th century, Airmen have proudly flown the flag in every major conflict on lands and skies around the world. It is their responsibility...our responsibility...to continue to protect and preserve the rights, privileges, and freedoms that we, as Americans, enjoy today.

The United States flag represents who we are. It stands for the freedom we all share and the pride and patriotism we feel for our country. We cherish

its legacy, as a beacon of hope to one and all. Long may it wave. ****The Retiring Official should not say the message of retirement until the narrator completes the reading.***

(1) From a report Secretary of Congress Robert Thompson wrote to define the Seal of our Nation (1777).

(2) Text from President Woodrow Wilson's Flag Day message (1917).

(3) Based upon historical facts

Chapter 12

REVEILLE AND RETREAT CEREMONY

12.1. Personnel.

- 12.1.1. Non-Commissioned Officer-in-Charge (NCOIC) (1).
- 12.1.2. Flag-bearers (6 individuals for Base Flag); (2 individuals for All Purpose Flag).

12.2. Equipment.

- 12.2.1. Base or All Purpose flag.
- 12.2.2. White gloves.
- 12.2.3. Ceremonial Belt.

12.3. Support Materials.

- 12.3.1. Security Police for traffic control.
- 12.3.2. Band or Installation PA system.

12.4. Preparation.

- 12.4.1. Schedule at least one practice, one day prior to the ceremony.
- 12.4.2. The NCOIC ensures Security Forces is notified of the upcoming retreat ceremony in order to provide the necessary traffic control.
- 12.4.3. Intersections surrounding the flagpole are blocked off 15 minutes prior to retreat time.

12.5. Sequence of Events.

- 12.5.1. The sequence of events is conducted IAW *AFMAN36-2203 Drill and Ceremony, Chapter 7, Sec C, 7.26. Retreat Ceremony.*
 - 12.5.1.1. The flag lowering portion of the ceremony is conducted IAW *AFMAN 36-2203 Drill and Ceremonies, Chapter 7, Sec C-- Raising and Lowering the flag.*
- 12.5.2. The logistics of each installation will determine a large portion of how the retreat ceremony is conducted. While flexibility is required, great attention must be given to how the National flag is handled. The ultimate result of the ceremony should reflect pride and professionalism while providing the audience with a sense of patriotism.

Chapter 13

AIR FORCE RIFLE CORDON

13.1. General Information.

13.1.1. Personnel:

13.1.2. Officer in Charge/Non-Commissioned Officer in Charge (OIC/NCOIC) (1).

13.1.3. Cordon Members (Size can vary).

13.1.4. Purpose:

13.1.4.1. Air Force Rifle Cordons, or Honor Cordons, are used to greet military and government officials. Some examples of ceremonies that may include cordons are: Air Force Outdoor Retirements for General Officers, Change of Command Ceremonies and Flight Line Arrivals. Strict adherence to AFI 34-1201, *Guide to Protocol* is MANDATORY for all BHGs.

13.2. Equipment.

13.2.1. The correct number of weapons for the cordon. M-1s, M-14s, and Springfield 1903s may be used. Replica/mock rifles will be avoided. BHGs will make every attempt to acquire and utilize actual weapons.

13.2.2. All cordon members to include the OIC/NCOIC will be bloused up. *Note: It may be required for members to go chinstraps down if performing an arrival cordon on the flight line. Hats WILL be worn.*

13.2.3. The OIC/NCOIC **will** wear a side arm in a black patent leather holster, on the right side. Either an inert 9mm or .38-caliber revolver will be worn. *Note: Sabers/Swords will NOT be used for an Honor Cordon!*

13.3. Cordon Sizes: (including OIC/NCOIC).

13.3.1. President/Former President, 21 members.

13.3.2. Vice-President, 19 members.

13.3.3. Secretary of Defense, Secretary of AF, 19 members.

13.3.4. Chairman of the Joint Chiefs of Staff/Chief of Staff, 19 members.

13.3.5. 4-Star General, 17 members.

13.3.6. 3-Star General, 15 members.

13.3.7. 2-Star General, 13 members.

13.3.8. 1-Star General, 11 members.

13.3.9. Refer to AFI 34-1201, Attachment 2 for further guidance.

13.4. Cordon Manuals.

13.4.1. Attention.

13.4.1.1. Weapon is held in the right hand on the right side of the body. The butt of the weapon will be grounded to the foot and in line with the toes.

13.4.1.2. Stand at the position of Attention with the right hand flared to the right of the barrel along the hand guard. The web of the thumb is along the rear of the spindle valve. The middle finger will be along the seam of the trousers.

13.4.1.3. The rest of the body is in the position of Attention.

13.4.2. **Ceremonial At, EASE.** This is a three-count movement executed from the position of Attention.

13.4.2.1. (Count 1): Move the left foot 6 to 8 inches to the left keeping it in-line and parallel while simultaneously flaring the weapon forward with the right hand gripping around the upper hand guard. The webbing of the right thumb resting on the rear of the spindle valve, arm extended. Simultaneously place left hand at a flare in the small of the back (audible back slap) ensuring the forearm is parallel to the ground.

13.4.2.2. (Count 2): Turn the weapon counterclockwise and move the barrel to the center of the body with the sling facing left. Simultaneously, move the left hand from the small of the lower back to the front of the body, gripping the weapon at the barrel's muzzle. The left hand is at a fist around the top of the front sight with four fingers wrapped around the thumb and muzzle. The top of the barrel is 4 inches away and in front of the centerline of the body.

(And): Flare right hand with thumb along index finger from hand guard to the extent of the elbow (approx. four inches from the thigh) ensuring not to rotate at the shoulder.

13.4.2.3. (Count 3): Smartly wrap the right hand around the barrel (making a fist) below the front sight. The front sight of the weapon will be splitting the fists. The front sight post will be hidden. *Note: The flare of the right hand for Cordon weapons movements is not considered a full count. They are considered as half counts, in which these movements are called "AND" counts.*

13.4.3. **Cordon, ATTENTION.** This is a three-count movement executed from the position of Ceremonial At, Ease. *Note: Cordon is pronounced in two syllables, i.e. COR, DON.*

13.4.3.1. On the preparatory command of **COR, DON:**

(And) Release the right hand from the weapon extending the right arm to the extent of the elbow (app 4 inches away from the thigh). Ensuring that team members do not move the shoulder while executing the "And" count.

13.4.3.2. (Count 1) Smartly return the right hand to the weapon by grasping it at the top of the hand guard at a fist (grip where your hand will normally rest at Attention).

13.4.3.3. (Count 2): Release the weapon from the left hand and relocate the left hand in a flared position to the small of the lower back (audible back slap) with the forearm parallel to the ground while simultaneously flaring the weapon forward with the right hand (right hand is gripping the weapon).

13.4.3.4. (Count 3): Upon the command of **ATTENTION**, return the weapon and body back to the position of Attention.

13.4.4. **Port, ARMS.** This is a two-count movement executed from the position of Attention.

13.4.4.1. (Count 1): Lift the rifle with the right hand to the centerline, four inches away from the body. The left eye should be lined up in-between the gap of the barrel and gas cylinder and the butt of the weapon is over the right thigh. Simultaneously, grasp the rifle with the left hand so the left middle finger is on the first groove of the hand guard. Right forearm should be at a 45-degree angle to the rifle.

(**And**) Release the right hand from the weapon extending the right arm into a flare to the extent of the elbow.

13.4.4.2. (Count 2) Smartly return the right hand to the small of the stock. The rifle should be four inches away and parallel to the body.

13.4.5. **Order, ARMS (From Port).**

13.4.5.1. (Count 1): Release the small of the stock with the right hand and “beast” the upper hand guard with a fist; forearm is at a 45-degree angle. Weapon remains at proper Port Arms.

13.4.5.2. (Count 2): Lower the weapon until it is along the right side of the body, thumb on the seam of the trousers. Do not “flare” weapon. Simultaneously, the left hand releases the weapon and is “swept up” until the forearm is parallel to the ground and a fist distance from the body. The fingers will be extended and joined with the thumb along the forefinger. This is known as a “cut hand”
Note: The cut hand is identical as the “ready cut” position when executing Colors manuals, with the exception of the thumb aligned and joined with the index finger.

13.4.5.3. (Count 3): Cut the left hand back to the left side with no excess movement, return to the position of Attention. **No butt slam.**

13.4.6. **Present, ARMS.** This is a three-count movement executed from the position of Attention.

13.4.6.1. (Count 1): Lift the rifle with the right hand to the centerline, four inches away from the body. The left eye should be lined up in-between the gap of the barrel and gas cylinder and the butt of the weapon is over the right thigh. Simultaneously, grasp the rifle with the left hand so the left middle finger is on the first groove of the hand guard. Right forearm should be at a 45-degree angle to the rifle.

(**AND**) Release the right hand from the weapon extending the right arm into a flare to the extent of the elbow. Flare along the same plain as the weapon.

13.4.6.2. (Count 2): Smartly return the right hand to the small of the stock. The rifle should be four inches away and parallel to the body. Maintain left eye, right thigh positioning.

(AND) Remove left hand from weapon clench into fist with the thumb wrapped around; touching and perpendicular to the index and middle finger. The left hand is in line with the left shoulder, the arm is at a 90-degree angle and left forearm parallel to the ground. Weapon remains at proper port.

13.4.6.3. (Count 3): With the right hand twist the rifle clockwise, simultaneously slightly releasing the weapon with the left hand. The sling should be facing forward and the front sight should be at eye level (or right arm completely extended). Right hand should be flared along the same angle as the small of the stock with thumb tucked. Left thumb is on the first groove of the hand guard and fingers together, wrapped around the weapon. All the weight of the rifle will be in the left hand. Weapon is parallel to the body, four inches away, down centerline of body. *Note: If members find it difficult to have sight at eye level due to height, extend left arm fully.*

13.4.7. Order, ARMS. (From Present)

13.4.7.1. (Count 1): Release the small of the stock with the right hand and “beast” the upper hand guard with a fist; forearm is at a 45-degree angle. Weapon remains at proper Present Arms.

13.4.7.2. (Count 2): Lower the weapon until it is along the right side of the body, thumb on the seam of the trousers. Do not flare weapon. Simultaneously, the left hand releases the weapon and is “swept up” until the forearm is parallel to the ground and a fist distance from the body. The fingers will be extended and joined with the thumb along the forefinger. This is known as a “cut hand” *Note: The cut hand is identical as the “ready cut” position when executing Colors manuals, with the exception of the thumb aligned and joined with the index finger.*

13.4.7.3. (Count 3): Cut the left hand back to the left side with no excess movement, return to the position of Attention. **No butt slam.**

13.4.8. Left/Right, FACE

13.4.8.1. (Count 1) Keeping the right hand flared along the weapon with no gaps between the fingers lift the weapon just enough to clear the ground. Simultaneously lift the left (right) foot and place it down ninety degrees to the right (left) foot forming an “L”. The corner of the heel of the left (right) foot should be against the corner of the heel of the right (left) foot. Head follows the lead foot. The rest of the body remains at the position of Attention.

13.4.8.2. (Count 2) Distribute the weight of the body to the left (right) foot. Lift the right (left) foot and, with snap, bring it alongside the left (right) foot. Simultaneously the body will finish 90 degrees from the original position and weapon will be placed on the ground with no audible butt slam. The rest of the body remains at the position of Attention.

13.5. Formation and Advancement of Cordon.

Figure 13.1. Formation and Advancement.



13.5.1. The cordon is formed in two equal lines. Depending on the direction the official party is coming from; the cordon will march in either tall to short or short to tall. The tallest individuals should be positioned closest to official party's starting point so that they are the first cordon members to be seen by the official party. If a cordon consists of members from different services or nations, ensure that they are in the proper order. The correct order of precedence for the US Armed Forces is Army, Marines, Navy, Air Force and Coast Guard. If there are service members from other nations' military, then the US military branches will take precedence. To form cordons according to precedence, begin with the two tallest individuals; from there the next two tallest members will be 2nd in precedence and so forth. *Note: Cordon members will ALWAYS be across from someone of the same service. The OIC/NCOIC may be positioned on the outside of either line and centered.*

13.5.2. The OIC/NCOIC gives the command **Port, ARMS** followed by **Forward, MARCH**. Cordon marches to a predetermined position and picks up an automatic Mark Time.

13.5.3. The OIC/NCOIC gives the command **Cordon, HALT** and **Order, ARMS**.

13.6. Dressing Sequence.

13.6.1. To perform the cordon dressing sequence, the OIC/NCOIC will command **Dress Center, DRESS, Ready, TWO** and **Ready, FRONT**. The cordon dressing sequence will be performed each time the cordon is positioned at the designated location. If marks are not used, as may be the case for some flight line arrival ceremonies, members will use their peripheral vision to obtain proper dress, cover, interval and distance with the other members of the cordon.

13.6.2. **DRESS**. On the command on **DRESS**, the cordon drops their heads and adjusts to the marks (if marks are not used, members use peripheral vision to adjust). The OIC/NCOIC gives the command **Ready, TWO**. The cordon snaps their heads and dress in the direction the official party will move, which will always be the two tallest individuals. The two tallest individuals would bring their heads back to the position of Attention on Ready, TWO and stand fast on the Ready, FRONT command. The OIC/NCOIC gives the command **Ready, FRONT**. The cordon snaps their heads straight forward.

13.6.3. The OIC/NCOIC gives the command **Ceremonial at, EASE**. The cordon awaits the arrival of the official party.

13.7. Arrival.

13.7.1. Upon the arrival of the official party, the OIC/NCOIC gives the command **Cordon, ATTENTION** followed by **Present, ARMS**. The official party passes through the cordon.

13.7.2. The OIC/NCOIC gives the command **Order, ARMS**.

13.8. Departure.

13.8.1. Upon the departure of the official party, the OIC/NCOIC gives the command Present, ARMS. The official party departs through the cordon.

13.8.2. The OIC/NCOIC gives the command Order, ARMS.

13.9. March Off.

13.9.1. If necessary, **the OIC/NCOIC** may re-position to the end of the cordon in the direction that they will be traveling.

13.9.2. The OIC/NCOIC gives the command **Ready, FACE**. Both elements of the cordon face in the direction of the OIC/NCOIC and/or the direction they will be departing.

12.9.3 The OIC/NCOIC gives the command Port, ARMS then Forward, MARCH.

Note: Appropriate guidance on cordons can be obtained from AFPAM 34-1202

Chapter 14

SABER AND SWORD MANUALS AND ARCHES

14.1. General Information.

14.1.1. Personnel:

14.1.1.2. Saber/Sword members (8). All members bear a sword/saber. Note: If there is not enough room to accommodate eight arches members then the number may be reduced. The number of cordon members will NOT exceed eight.

14.1.1.3. OIC/NCOIC (1). OIC/NCOIC will bear a saber/sword.

14.1.2. Purpose:

14.1.2.1. The purpose of a saber/sword arch is defined in AFMAN 36-2203 section 7.1. It's designed to add military professionalism and décor to the event. Although saber/sword arches can be used for a variety of ceremonies, the ceremonial uniform may only be worn at official Air Force ceremonies. Weddings are NOT considered official Air Force ceremonies and as such the ceremonial uniform must not be worn.

14.1.2.2. The location will vary, but typically they are performed indoors. If indoors, hats will ALWAYS be worn.

14.1.2.3. Sword/saber arch are never used for arrival/departure ceremonies, the arrival and departure of the official party or any other ceremonies where an officer is present and an honor cordon (with or without rifles and the correct number of authorized personnel) is more appropriate. They will only be used for ceremonies recognizing multiple individuals equally who are typically not authorized a cordon (examples include PME graduations, awards banquets and weddings).

14.1.2.4. A saber/sword arch should not be confused with an Honor Cordon and will **never** be used in lieu of. Forming the sword/saber arch and/or extending the arm and sword upward at a 45-degree angle is NOT a salute of any kind and should never be used when a salute is more appropriate.

14.2. Equipment.

14.2.1. The saber is worn by officers and the sword is worn by NCOs. Figure 14.1 shows the nomenclature for pertinent parts of the saber, sword, and scabbard.

14.2.2. Ceremonial belt (Only worn by OIC/NCOIC).

14.2.3. White silicone gloves, leather gloves or gloves with grip material must be worn.

14.3. General Rules for Saber/Sword Arches.

14.3.1. The arch is formed in two equal lines; the OIC/NCOIC may be positioned on the outside of either line and centered. When the arch enters the performance area the team will be formed up, tallest to shortest. *Note: Tallest members on the side the Honoree(s) will be starting from.*

14.3.2. The distance between the two elements depends on the available room. The distance between the members of each element is at least an arm length distance and should be at least adequate for those who are walking through the arch to pass safely.

14.3.3. Distance can be adjusted in relationship to the performance area to achieve symmetrical spacing using prepositioned marks on the floor.

14.4. Standing Manual of Arms.

14.4.1. **Attention.** This is the position before the command **Draw, SABER/SWORD.** The command to return the saber/sword to the position of Attention is **Return, SABER/SWORD.** The middle fingers are along the trouser seams and the thumbs touch the first joint of the forefingers

14.4.1.1. Draw Saber/Sword.

14.4.1.1.1. At the preparatory command **Draw**, grasp the scabbard with the left hand turning the scabbard clockwise 180-degrees (saber only), tilting it forward to form an angle of 45-degrees with the ground. Take the saber grip in the right hand and pull the saber about 6-inches. The right forearm is now parallel to the ground.

14.4.1.1.2. On the command of execution **SABER/SWORD**, the saber/sword is pulled out of the scabbard in a two-count movement and held in the position of *carry saber/sword*. The saber/sword is held with the inner blade-edge riding in a vertical position along the forward tip of the right shoulder.

14.4.2. Carry Saber/Sword.

14.4.2.1. At Carry saber/sword, the officer/enlisted is at the position of Attention. The saber/sword is held in the right hand; the wrist is as straight as possible with the thumb along the seam of the trouser leg. The point of the blade rests inside the point of the shoulder and not along the arm. The saber/sword is held in this position by the thumb and forefinger grasping the grip and it is steadied with the second finger behind the grip.

14.4.2.2. The Carry saber/sword position is assumed under the following situations:

14.4.2.2.1. To give commands.

14.4.2.2.2. To change positions.

14.4.2.2.3. By officers when officially addressing or when officially addressed by, another officer, if the saber is drawn.

14.4.2.2.4. By enlisted when officially addressing an airman, or when officially being addressed by an officer, if the sword is drawn.

14.4.2.2.5. Before returning the saber/sword to the scabbard.

14.4.2.2.6. At the preparatory command for, and while marching at, quick time.

14.4.3. Present Arms/Orders Arms.

14.4.3.1. Present saber/sword may be executed from the Carry position when serving in the capacity of commander of troops (COT) or serving in a command that is not part of a larger unit. On the preparatory command of **Present**, the saber/sword is brought to a position (at the rate of two counts) approximately 4-inches from the chin so that the tip of the saber/sword is at a 45-degree angle. At the command of execution **ARMS**, the right hand is lowered to the right side of the leg. The blade will be flat and the tip of the saber/sword about 6-inches from the marching surface.

14.4.3.2. On the command **Order**, sword/saber is flicked so the flat of the blade is facing the body and the edge is facing the ground. Stand fast on the command **ARMS** (if serving as staff).

14.4.4. **Parade Rest/Attention.**

14.4.4.1. **Parade Rest.** This position is assumed without moving the saber/sword from the **Order Arms** position. At the command of execution, the left foot is moved about 6-to 8-inches to the left of the right foot, and the left hand is placed in the small of the back, fingers extended and joined, palm to the rear.

14.4.4.2. At the command of execution **ATTENTION**, the left hand and foot are returned to the position of Attention. *Note: Whenever the saber/sword is at the Order Arms position the saber/sword is straight, not at an angle inward or outward in relationship to the body.*

14.4.5. Return Saber/Sword.

14.4.5.1.1. **Return Saber/Sword.** The command is **Officers (Noncommissioned officers), Return, SABER (SWORD)**. This is a three-count movement starting from the position of carry. If at the position of order, member will move to the carry position on the preparatory command of **Officers (Noncommissioned officers)**. The saber (sword) will be returned to the scabbard when inspecting troops and may be returned when at ease, rest, route step or at ease march.

14.4.5.1.2. On the preparatory command **Return** the saber (sword) is brought to a vertical position. The forearm (wrist) is held parallel to the marching surface about four inches from the body; the guard is pointed to the left.

14.4.5.1.3. On the command **SABER (SWORD)**, three actions take place simultaneously: the saber (sword) is pivoted downward toward the guard, at the same time grasp the scabbard with the left hand just above the upper brass ring mounting. Tilt it forward and turn it clockwise 180-degrees. The scabbard should form a 45-degree angle with the ground, and the saber (sword) bearer turns his head to the left and looks down to observe the mouthpiece of the scabbard (the shoulders remain squared to the front and level). As smoothly and as quick as possible, the saber (sword) is inserted into the scabbard and stopped so that about 12 inches of the blade is showing; the right forearm (wrist) is horizontal to the marching surface and four inches from the body.

14.4.5.1.4. Next the command **Ready, CUT** is given. On the command **CUT**, thrust the saber (sword) smartly into the scabbard; Officers will rotate the scabbard so the tip is forward, and snap to Attention.

14.4.6. Ceremonial At, EASE/Attention.

14.4.6.1. **Ceremonial At, EASE.** This three-count movement is executed from the position of carry saber/sword.

14.4.6.1.1. (Count 1): On the preparatory command of **Ceremonial-At**, the officer/enlisted individual will stand fast. On the command of execution, **EASE**, the right hand lowers the saber/sword straight, not an angle inward or outward in relationship to the body, the thumb facing inward and the tip of the saber/sword about 6-inches from the marching surface. Simultaneously, the left foot will leave the right foot 6 to 8-inches apart and the left hand is placed in the small of the back, fingers extended and joined, palm is to the rear.

14.4.6.1.2. (Count 2): The saber/sword is positioned to the front and centered on the body. The tip of the saber/sword is directly between and on-line with the left and right foot. The tip of saber/sword is approximately 1-2 inches from the marching surface. The right thumb closet to the body; remaining fingers extended and joined farthest from the body. The left hand remains in the small of the back.

14.4.6.1.3. (Count 3): The left hand repositions and meets the right hand in front of the body. Left hand (fingers extended and joined) lies on top of right hand and thumb wraps around the wrist. *Note: Once Count 3 is complete, pause then slowly lower the saber/sword into and gently resting on the marching surface.*

14.4.6.2. **Return to position of Attention.** On the command **Honor, GUARD**, the saber/sword is returned to one of two positions. If personnel are serving in capacity of COT, position to be returned to is *Carry saber/sword*. If personnel are serving in capacity as part of “Staff”, position to be returned to is *order saber/sword*.

14.4.6.2.1. If serving as COT, the COT returns to the position of *Carry saber/sword* executed in a four-count movement. If serving as Staff, complete only the first three counts.

14.4.6.2.1.1. (Count 1): The grip of the saber/sword is grasped securely with the right hand, left hand remains in position.

14.4.6.2.1.2. (Count 2): Assume the position of **Parade Rest**.

14.4.6.2.1.3. (Count 3): On command of **Attention**, snap to the position of Attention by bringing your feet together and pinning your left hand to your side. Right hand will remain in place. (tip down)

14.4.6.2.1.4. (Count 4): Sharply return the saber/sword to the position of Carry.

14.4.6.2.2. If serving as “Staff”, “Staff” returns to the position of *Order saber/sword* executed in a three-count movement.

14.5. Saber/Sword Arch Sequence.

14.5.1. The arch enters the performance area, tall to short, and at the position of Carry saber/sword. *Note: There WILL be arm swing with the saber/sword. Arm swing will be 6 inches to the front and three inches to the rear IAW AFMAN 36-2203.*

14.5.2. The arch picks up an automatic **Mark Time** on the marks and then halts.

14.5.3. The OIC/NCOIC gives the commands, **Center, FACE** followed by **Dress Center, DRESS**.

14.5.3.1. On the command **DRESS**, the arch members execute a head snap down and make small adjustments to center on the mark.

14.5.3.2. The OIC/NCOIC gives the command **Ready, TWO**. The arch members snap their head towards the two tallest individuals. *Note: The two taller individuals will snap their heads to the front.*

14.5.3.3. The OIC/NCOIC gives the next command **Ready, FRONT**. The arch members snap their heads to the front. *Note: The two taller individuals will stand fast.*

14.5.4. Upon cue or advancement of the honorees, the OIC/NCOIC gives the command **Form, ARCH**.

14.5.4.1. The arch members form the arch by extending their right arm, forming a straight line with their arm and the saber/sword. The saber/sword is at a 45-degree upward angle.

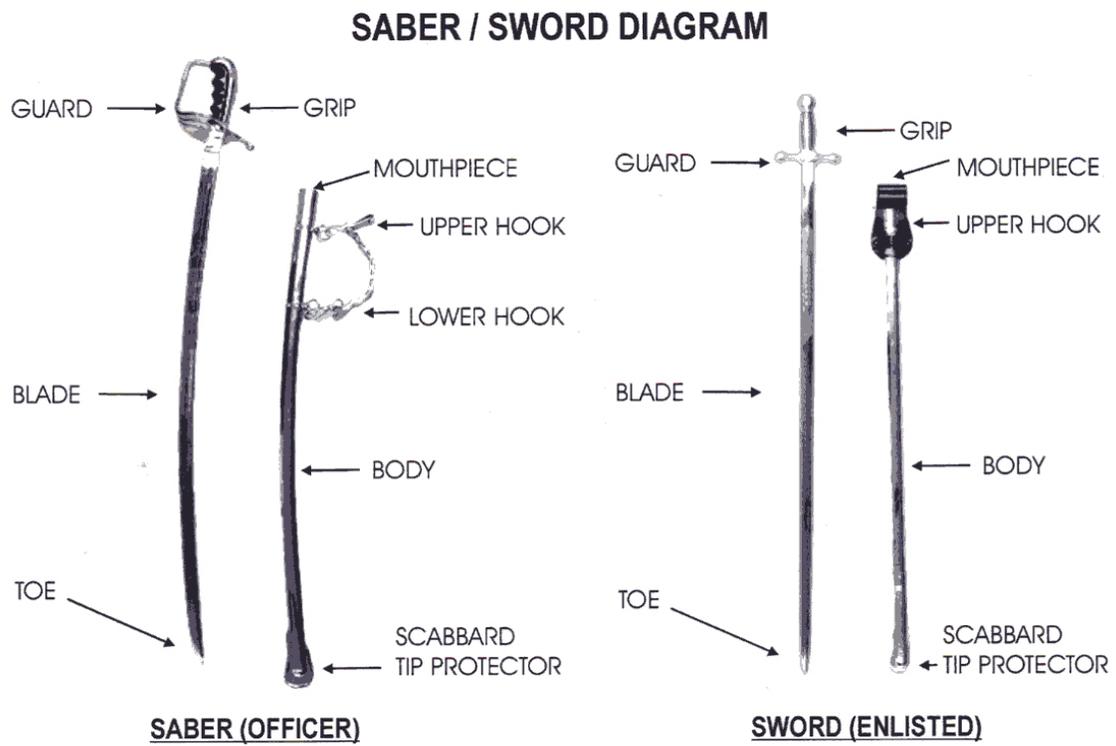
14.5.4.2. Once all honorees have exited the arch, the OIC/NCOIC gives the command **Order, ARCH**.

14.5.4.3. Arch members return to the position of Carry saber/sword.

14.5.4.4. OIC/NCOIC gives the command **Ready, FACE**. Arch members face in the direction they entered.

14.5.4.5. OIC/NCOIC gives the command **Forward, MARCH**. Members march to a predetermined location.

Figure 14.1. Saber and Sword Diagram.



Chapter 15

HISTORY AND TRADITIONS

15.1 Flag History.

15.1.1. Just as our country received its birthright from people of many lands, so did the stars and stripes rise from several origins. The stars and stripes are symbols of heavens and the divine goal to which man has aspired since the beginning of time. The stripes are symbolic of the rays of light emanating from the sun.

15.1.2. Both have been represented on standards of nations, from banners of ancient Egypt and Babylon, to the 12-star flag of the Spanish Conquistadors under Cortez. Continuing in favor, they spread to striped standards of Holland and West India company in the 17th Century and to the present patterns of stars and stripes on flags of several nations of Europe, Asia, Africa, and the Americas.

15.1.3. Many of the flags created by our forefathers were symbols of their struggles with the wilderness of new lands. Beavers, pine trees, rattlesnakes, and anchors are some examples used on the flags created by our forefathers with mottos such as: hope, liberty, appeals to heaven, or don't tread on me.

15.1.4. Standardization became necessary as the colonies became closer and the revolution grew.

15.1.5. On December 2, 1775 the Continental Congress approved a flag design to be flown by ships departing to intercept British supply vessels. Lt. John Paul Jones first hoisted the flag on the Alfred at Philadelphia. The flag had 13 red and white stripes and a canton with the British Union Jack, the St. George's and St. Andrew crossed on top. It was called the Continental Flag and later the Grand Union. It soon became inappropriate, so they thought of a new idea for a flag.

15.1.6. An act of Congress established the Stars and Stripes on June 14, 1777. They stated that the 13 stars represented a "new constellation" on a union of blue. Stars and stripes were added over the years, but would get too big by adding stars and stripes for every added state. So, Capt. Samuel C. Reid, Commander of the General Armstrong in the War of 1812 and Peter Waldone suggested to Congress that they should have a flag with 13 stripes for the 13 original colonies and just add a star for every new state on the blue Union. Congress approved the idea on April 18, 1818. The flag would have 13 alternating red and white stripes, 7 red and 6 white, for the 13 original colonies and a new star would be added for each new state on July 4 following its admission. The next flag made after it was passed had twenty stars. Stars were added over the years and the union began to fill. Then on July 4, 1960 we were flying our present flag with the admission of Hawaii as our 50th state.

15.1.7. Traditional customs and practices of displaying our flag and ensuring that it is properly honored were gathered by veterans and other patriotic organizations over 50 years ago. These served as a voluntary guide until World War II when Congress prepared a formal code of flag etiquette to assure uniform practices throughout the nation. In a joint resolution by both Houses in the 77th Congress, the Code became Public Law 829-77 on December 22, (1947). It was a guide for citizens who were not required to conform to the regulations of the armed forces or other branches of the government. The military services and the Department of Defense (DoD) have instructions, regulations, and manuals prescribing the use and display of the flag. Examples include DoD Instruction #1005.6, Half-staffing of the American Flag.

15.1.8. When our flag is raised it should be raised briskly. When lowered, it should be lowered ceremoniously. The same ceremonious respect should be used when folding our flag. By folding our flag with dignity and honor, we not only show our respect to our flag but patriotism to our country.

15.1.9. Webster's dictionary definition of a flag is: A piece of fabric displayed to identify a nation, group of persons, or to serve as a signal. The meaning derived from the design of our nation's flag carries many traditions.

15.2. Changes in Flags.

15.2.1. In 1912, New Mexico and Arizona were admitted to the Union to increase the number of stars to 48, the number remained that way for more than 46 years and two world wars. In January 1959 Alaska was admitted into the Union bringing the number to 49. From the first flag to our present, 27 changes were made to finalize the combination of 50 white stars on a blue field and 7 red and 6 white stripes.

15.3. Flags on Graves.

15.3.1. The flags on graves we display on Memorial Day were started by Mrs. Laura D. Richardson of Knoxville, Tennessee. Mrs. Richardson was the Chairperson of a committee of 4 women to obtain flowers for decorating the three thousand graves in the national cemetery of Knoxville. Unfortunately, the flowers were unavailable or out-of-season, so a substitute was added. One day she saw some flags in the store window and got an instant idea. She purchased the flags and persuaded the local lumber mill to provide the wood for the tiny flagpoles and on May 30, 1874 we saw the flags in a national cemetery for the first time.

15.4. Flags Covering Caskets.

15.4.1. The custom of covering the casket with a flag believed to have occurred during the pre-Civil War, Civil War days when on the battlefield caskets were not available. The flag was wrapped around the dead soldier's body forming a makeshift pall in which he could be buried. The word pall can mean different things depending on where you look. For example: A cloth often of velvet for spreading over a coffin, bier, or tomb (American College Dictionary) denotes the flag held at waist level, stretched taut and kept even at all points while being held. Later, this custom assumed a deeper significance. According the US Flag Code, the union of the flag should always be draped over the left shoulder of the deceased. It may be said that the flag is embracing the deceased who in life has served the flag. Today, the American Flag that covers the casket symbolizes the decedent's service in the armed forces of the United States of America.

15.5. Flag Position (Open Casket).

15.5.1. It is customary to drape the flag on the casket over the part of the cover, which is usually left on the casket during the period that the body is being viewed. The flag is placed in the same position as when it is used to cover the casket (union at the head over the left shoulder) union in full view. The stripes should be folded under so the flag will not hang excessively at the foot.

15.6. Disposing of the Flag.

15.6.1. According to United States Code, Title 4 and Title 36, Chapters 1 and 10, Sections 8 (k) and 176 (k), the flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning. *Note: AFPAM 34-1202, paragraph 2.6 provides detailed guidance on flag burning ceremonies.*

15.6.2. According to Army Regulation 840-10, 2-12, c. Unserviceable flags of the United States. "...If the unserviceable flag has historic value, a tag containing the historical information should be attached to the flag, and it should be kept as a memento of service by the unit of office to which it belongs..."

15.7. Taps.

15.7.1. Originally, the American Army used the *French L'Extinction Des Feux* (Lights Out) for Taps. It was said to be Napoleon's favorite but it did not suit General Daniel Butterfield. Not knowing a Note of music, General Butterfield decided to put something together more suited for signaling the end of the day's activity. With the help of the brigade Bugler, Oliver W. Norton, General Butterfield created Taps one night in July 1862. Taps was made official throughout the Army in 1932.

15.7.2. Taps was used in connection with military funerals during the same campaign. A soldier was buried at a time when Capt. Tidball's battery occupied an advanced position concealed in the woods. It was unsafe to fire the customary three volleys over the grave. So, Capt. Tidball thought that Taps would be the most appropriate ceremony that could be substituted. The custom went up through the chain-of-command of the Army and was finally confirmed by orders.

15.7.3. Taps over the grave today marks the beginning of the long last sleep and expresses hope and confidence in an ultimate reveille to come.

15.8. Firing of Three Volleys History.

15.8.1. The firing of the 3 volleys is a ceremonial act performed at military and police funerals as part of the drill and ceremony of the Honor Guard. It consists of a rifle party firing blank cartridges into the air three times. The custom originates from the European dynastic wars, where the fighting ceased so the dead and wounded could be removed. Then, three shots were fired into the air to signal that the battle could resume.

15.8.2. The three-volleys are not to be confused with the 21-gun salute, which uses a battery of artillery pieces in place of rifles. The three-volleys are reserved for military funeral honors only. The 21-gun salute is used for the arrival of the President of the United States and is also rendered to former U.S. Presidents, and foreign Heads of State. A U.S. Presidential death will also involve both three-volleys and the 21-gun salute.

15.9. Base Honor Guard Charge

Handpicked to serve as a member of the (BASE NAME) Honor Guard, my standards of conduct and level of professionalism must be above reproach, for I represent all others in my service.

Others earned the right for me to wear the ceremonial uniform, one that is honored in a rich tradition and history. I will honor their memory by wearing it properly and proudly.

Never will I allow my performance to be dictated by the type of ceremony, severity of the temperature, or size of the crowd. I will remain superbly conditioned to perfect all movements throughout every drill and ceremony.

Obligated by my oath, I am constantly driven to excel by a deep devotion to duty and a strong sense of dedication.

Representing every member, past and present, of the United States Air Force, I vow to stand sharp, crisp, and motionless, for I am a ceremonial guardsman.

Chapter 16

CEREMONIAL UNIFORMS AND EQUIPMENT CATALOG

MEMO FOR BASE HONOR GUARD OIC/NCOIC

The “Ceremonial Uniform and Equipment” supply catalog was developed to assist BHG personnel in locating a source of supply for required items to support their mission. This book was devised on the idea to give all Base, Air Force Reserve, and Air National Guard Honor Guard Units the most direct route to obtain the items they may require. For example: An enlisted service blouse may be procured through normal supply channels (Individual Equipment Element) or through AAFES Military Clothing Sales Store. It is known that some units have no access to a Military Clothing Sales Store therefore all the National Stock Numbers, (NSN) for the basic Ceremonial Uniform is provided since, at a minimum, all base’s will have a host Base Supply from which to order mission essential items.

The supply catalog is separated into two sections, which are the Ceremonial Uniform Equipment and Accessories and Armory Equipment. Each item is listed under the suggested source of supply, point of contact and method of payment. Some items will have special notes at the bottom of the page to assist in the ordering process, as some items have a minimum order requirement or specific lettering font. Prices are not listed due to the variation of pricing on the products.

If any questions should arise in your research efforts, please feel free to contact the USAF Honor Guard at usaf.jbab.1log.mbx.bhg-training@mail.mil . We will make every effort to assist you anyway possible and ensure that you meet all your mission requirements.

Section 1- Ceremonial Uniform & Accessories

16.1.

BASE SUPPLY

ITEM	NSN
Cap Knit, Black	8405-01-006-1074
Coat All-Weather Size 34S	8405-01-174-5117
Coat All-Weather Size 34R	8405-01-174-5118
Coat All-Weather Size 34L	8405-01-175-2278
Coat All-Weather Size 34XL	8405-01-175-2279
Coat All-Weather Size 36S	8405-01-175-2280
Coat All-Weather Size 36R	8405-01-175-2281
Coat All-Weather Size 36L	8405-01-175-2282
Coat All-Weather Size 36XL	8405-01-175-2283
Coat All-Weather Size 38S	8405-01-175-2284
Coat All-Weather Size 38R	8405-01-175-2285
Coat All-Weather Size 38L	8405-01-175-2286
Coat All-Weather Size 38XL	8405-01-175-2287
Coat All-Weather Size 40S	8405-01-175-2288
Coat All-Weather Size 40R	8405-01-175-2289
Coat All-Weather Size 40L	8405-01-175-2290
Coat All-Weather Size 40XL	8405-01-175-2291
Coat All-Weather Size 42S	8405-01-175-2292
Coat All-Weather Size 42R	8405-01-175-2293
Coat All-Weather Size 42L	8405-01-175-2294
Coat All-Weather Size 42XL	8405-01-175-2295
Coat All-Weather Size 44S	8405-01-175-2296
Coat All-Weather Size 44R	8405-01-175-2297
Coat All-Weather Size 44L	8405-01-175-2298
Coat All-Weather Size 44XL	8405-01-175-2299
Coat All-Weather Size 46S	8405-01-175-2300
Coat All-Weather Size 46R	8405-01-175-2301
Coat All-Weather Size 46L	8405-01-175-2302
Coat All-Weather Size 46XL	8405-01-175-2303
Coat All-Weather Size 48S	8405-01-175-2304
Coat All-Weather Size 48R	8405-01-175-2305
Coat All-Weather Size 48L	8405-01-175-2306

Coat All-Weather Size 48XL	8405-01-175-2307
Gloves, Dress Women's Size 8	8440-00-310-1172
Gloves, Dress Men's Small	8440-00-160-0770
Gloves, Dress Men's Medium	8440-00-160-0874
Gloves, Dress Men's Large	8440-00-160-0875
Jacket, Lightweight Blue Size 34S	8405-01-298-6881
Jacket, Lightweight Blue Size 34R	8405-01-298-6882
Jacket, Lightweight Blue Size 34L	8405-01-298-6883
Jacket, Lightweight Blue Size 36S	8405-01-298-6884
Jacket, Lightweight Blue Size 36R	8405-01-298-6885
Jacket, Lightweight Blue Size 36L	8405-01-298-6886
Jacket, Lightweight Blue Size 36XLS	8405-01-298-6887
Jacket, Lightweight Blue Size 38S	8405-01-298-6888
Jacket, Lightweight Blue Size 38R	8405-01-298-6889
Jacket, Lightweight Blue Size 38L	8405-01-298-6890
Jacket, Lightweight Blue Size 38XL	8405-01-298-6891
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Jacket, Lightweight Blue Size 42L	8405-01-298-6898
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Slacks, Women's 6 Long	8410-01-375-8476
Slacks, Women's 8 Short	8410-01-375-8477
Slacks, Women's 8 Regular	8410-01-375-8478
Slacks, Women's 8 Long	8410-01-375-8479
Slacks, Women's 10 Short	8410-01-375-8480
Slacks, Women's 10 Regular	8410-01-375-8481
Slacks, Women's 10 Long	8410-01-375-8482
Slacks, Women's 12 Short	8410-01-375-8483
Slacks, Women's 12 Regular	8410-01-375-8484
Slacks, Women's 12 Long	8410-01-375-8485
Slacks, Women's 14 Short	8410-01-375-8486
Slacks, Women's 14 Regular	8410-01-375-8487
Slacks, Women's 14 Long	8410-01-375-8489
Slacks, Women's 16 Short	8410-01-375-8490
Slacks, Women's 16 Regular	8410-01-375-8491
Slacks, Women's 16 Long	8410-01-375-8492
Slacks, Women's 18 Regular	8410-01-375-8493
Slacks, Women's 18 Long	8410-01-375-8494
Slacks, Women's 20 Regular	8410-01-375-8495
Slacks, Women's 20 Long	8410-01-375-8496
Tape, Duct	5640-00-103-2254

Tape, Masking	5970-00-543-1154
Thermals, Men's Top Size Medium	8415-00-270-2013
Thermals, Men's Top Size Large	8415-00-270-2014
Thermals, Men's Top Size X-Large	8415-00-270-2015
Thermals, Men's Bottom Size Medium	8415-00-782-3227
Thermals, Men's Bottom Size Large	8415-00-782-3228
Thermals, Men's Bottom Size X-Large	8415-00-782-3229
Tie, Men's	8440-01-381-5531
Tie, Tab	8440-01-375-8394
Trousers, Men's Size 26S	8405-01-378-0011
Trousers, Men's Size 26R	8405-01-377-9441
Trousers, Men's Size 26L	8405-01-377-9547
Trousers, Men's Size 27S	8405-01-377-9590
Trousers, Men's Size 27R	8405-01-377-9883
Trousers, Men's Size 27L	8405-01-377-9636
Trousers, Men's Size 28S	8405-01-377-9667
Trousers, Men's Size 28R	8405-01-378-0045
Trousers, Men's Size 28L	8405-01-377-9556
Trousers, Men's Size 29S	8405-01-377-9605
Trousers, Men's Size 29R	8405-01-377-9344
Trousers, Men's Size 29L	8405-01-378-0058
Trousers, Men's Size 30S	8405-01-377-9748
Trousers, Men's Size 30R	8405-01-378-0071
Trousers, Men's Size 30L	8405-01-377-9877
Trousers, Men's Size 31S	8405-01-377-9891
Trousers, Men's Size 31R	8405-01-378-0040
Trousers, Men's Size 31L	8405-01-377-9738
Trousers, Men's Size 32S	8405-01-377-9784
Trousers, Men's Size 32R	8405-01-377-9800
Trousers, Men's Size 32L	8405-01-377-9702
Trousers, Men's Size 33S	8405-01-377-9665
Trousers, Men's Size 33R	8405-01-377-9769
Trousers, Men's Size 33L	8405-01-377-9871
Trousers, Men's Size 34S	8405-01-377-9811
Trousers, Men's Size 34R	8405-01-378-0036
Trousers, Men's Size 34L	8405-01-377-9677
Trousers, Men's Size 35S	8405-01-377-9332
Trousers, Men's Size 35R	8405-01-377-9647
Trousers, Men's Size 35L	8405-01-377-9824

Trousers, Men's Size 36S	8405-01-377-9687
Trousers, Men's Size 36R	8405-01-377-9497
Trousers, Men's Size 36L	8405-01-377-9806
Trousers, Men's Size 37S	8405-01-377-9535
Trousers, Men's Size 37R	8405-01-377-9486
Trousers, Men's Size 37L	8405-01-377-9352
Trousers, Men's Size 38S	8405-01-377-8089
Trousers, Men's Size 38R	8405-01-377-8090
Trousers, Men's Size 38L	8405-01-377-8096
Trousers, Men's Size 39S	8405-01-377-8102
Trousers, Men's Size 39R	8405-01-377-8091
Trousers, Men's Size 39L	8405-01-377-8092
Trousers, Men's Size 40S	8405-01-377-8093
Trousers, Men's Size 40R	8405-01-377-8104
Trousers, Men's Size 40L	8405-01-377-8094
Trousers, Men's Size 42S	8405-01-377-8095
Trousers, Men's Size 42R	8405-01-377-8106
Trousers, Men's Size 42L	8405-01-377-8098
Trousers, Men's Size 44S	8405-01-377-8107
Trousers, Men's Size 44R	8405-01-377-8097
Trousers, Men's Size 44L	8405-01-377-8099

WOMENS SHIRT, LONG SLEEVE TUCK-IN

SIZE	BUST	SLEEVE	NSN
2S	31-1/2	28-3/4	8410-01-378-4004
2R	31-1/2	30-1/4	8410-01-378-2919
2L	31-1/2	32-7/8	8410-01-378-0267
4S	32-1/2	29	8410-01-378-3920
4R	32-1/2	30-1/2	8410-01-378-3972
4L	32-1/2	33-1/8	8410-01-378-3146
6S	33-1/2	29-1/4	8410-01-378-4154
6R	33-1/2	30-3/4	8410-01-378-2994
6L	33-1/2	33-3/8	8410-01-378-0269
8S	34-1/2	39-5/8	8410-01-378-3159
8R	34-1/2	31-1/8	8410-01-378-4167
8L	34-1/2	33-7/8	8410-01-378-4256
10S	36	30	8410-01-378-3985

10R	36	31-1/2	8410-01-378-3811
10L	36	34-1/4	8410-01-378-0270
12S	37-1/2	30-1/4	8410-01-378-3041
12R	37-1/2	31-3/4	8410-01-378-3113
12L	37-1/2	34-1/2	8410-01-378-0271
14S	39	30-1/2	8410-01-378-2963
14R	39	32	8410-01-378-3032
14L	39	34-3/4	8410-01-378-4012
16S	41	30-7/8	8410-01-378-2901
16R	41	32-3/8	8410-01-378-4248
16L	41	35-1/8	8410-01-378-3025
18S	43	31-1/4	8410-01-378-3120
18R	43	32-3/4	8410-01-378-2894
18L	43	35-1/2	8410-01-378-2958
20S	45	31-1/2	8410-01-378-0265
20R	45	33	8410-01-378-3969
20L	45	35-3/4	8410-01-378-4231

SIZE	BUST	NSN
2	31-1/2	8410-01-378-2906
4	32-1/2	8410-01-378-4178
6	33-1/2	8410-01-378-0266
8	34-1/2	8410-01-378-3074
10	36	8410-01-378-3126
12	37-1/2	8410-01-378-4142
14	39	8410-01-378-3833
16	41	8410-01-378-4251
18	43	8410-01-378-3054
20	45	8410-01-378-0268

STRIPES

ITEM	NSN
Amn Blue 3 1/2"	8455-01-388-9539
Amn Blue 4"	8455-01-388-8487
Amn Blue Metal Chevron Insignia	8455-01-384-9492
Amn Subdued	8455-01-389-2100
Amn Subdued Metal Chevron Insignia	8455-01-434-0947

A1C Blue 3 ½"	8455-01-388-9548
A1C Blue 4"	8455-01-388-8484
A1C Blue Metal Chevron Insignia	8455-01-384-9490
A1C Subdued	8455-01-389-2098
A1C Subdued Metal Chevron Insignia	8455-01-434-5058
SrA Blue 3 ½"	8455-01-388-9523
SrA Blue 4"	8455-01-388-8152
SrA Blue Metal Chevron Insignia	8455-01-384-9489
SrA Subdued	8455-01-388-9534
SrA Subdued Metal Chevron Insignia	8455-01-434-5720
SSgt Blue 3 ½"	8455-01-388-9536
SSgt Blue 4"	8455-01-388-8092
SSgt Blue Metal Chevron Insignia	8455-01-384-9487
SSgt Subdued	8455-01-388-9519
SSgt Subdued Metal Chevron Insignia	8455-01-434-5725
TSgt Blue 3 ½"	8455-01-388-9530
TSgt Blue 4"	8455-01-388-8180
TSgt Blue Metal Chevron Insignia	8455-01-384-9486
TSgt Subdued	8455-01-388-9524
TSgt Subdued Metal Chevron Insignia	8455-01-434-6797
MSgt Blue 3 ½"	8455-01-388-9522
MSgt Blue 4"	8455-01-388-8219
MSgt Blue Metal Chevron Insignia	8455-01-384-9491
MSgt Subdued	8455-01-388-8485
MSgt Subdued Metal Chevron Insignia	8455-01-434-0949
MSgt Blue 3 ½" 1 st Sgt	8455-01-388-9528
MSgt Blue 4" 1 st Sgt	8455-01-388-8129
MSgt Blue Metal Chevron Insignia 1 st Sgt	8455-01-386-1328
MSgt Subdued 1 st Sgt	8455-01-388-8486
MSgt Subdued Metal Chevron Insignia 1 st Sgt	8455-01-434-0950
SMSgt Blue 3 ½"	8455-01-388-9517
SMSgt Blue 4"	8455-01-388-8131
SMSgt Blue Metal Chevron Insignia	8455-01-384-9488
SMSgt Subdued	8455-01-388-8488
SMSgt Subdued Metal Chevron Insignia	8455-01-434-6817
SMSgt Blue 3 ½" 1 st Sgt	8455-01-389-2155
SMSgt Blue 4" 1 st Sgt	8455-01-388-8176
SMSgt Blue Metal Chevron Insignia 1 st Sgt	8455-01-386-1440
SMSgt Subdued 1 st Sgt	8455-01-388-8483

SMSgt Subdued Metal Chevron Insignia 1 st Sgt	8455-01-434-6999
CMSgt Blue 3 ½"	8455-01-388-9537
CMSgt Blue 4"	8455-01-389-4462
CMSgt Blue Metal Chevron Insignia	8455-01-384-9493
CMSgt Subdued	8455-01-389-2094
CMSgt Subdued Metal Chevron Insignia	8455-01-434-0951
CMSgt Blue 3 ½" 1 st Sgt	8455-01-388-9542
CMSgt Blue 4" 1 st Sgt	8455-01-388-8227
CMSgt Blue Metal Chevron Insignia 1 st Sgt	8455-01-386-1398
CMSgt Subdued 1 st Sgt	8455-01-388-8489
CMSgt Subdued Metal Chevron Insignia 1 st Sgt	8455-01-434-0952

16.2. **BERNARD HAT COMPANY**

POC: Customer Service

Address: Bernard Cap Company
 9800 NW 79 Ave
 Hialeah Gardens, FL 33016

Phone: (305) 822-4800
 FAX: (305) 825-1681

Website: www.bernardcap.com
 Email: 4sale@bernardcap.com
 Payment: IMPAC Visa Card

ITEM
Hat Ceremonial Enlisted / Company Grade Size 6 ½ - 7 ¾
Hat Ceremonial Field Grade Size 6 ½ - 7 ¾
Cover, Rain cap small

16.3. **CLOTHING SALES**

POC: Local Military Clothing Sales and Service
 AAFES Military Clothing Catalog

Address: Anywhere AFB

Phone: Local
1-800-527-2345

Payment: IMPAC Visa Card

ITEM	PART #	SIZES AVAILABLE
All-Weather Coat	M504B	34S-48L
Enlisted Blouse	M502A1	36S-50L
Function Badge Mirror Finish		N/A
Glove, Isotoner Black		MED-XLRG
Lightweight Blue Jacket	M504A	34S-48L
Officer Service Blouse	M502A2	36S-50L
Ribbons		N/A
Shoe, Bates Style 942	M505F	6D-14 ½ E
Topcoats Ceremonial	M504C	36S-50L

Note: The shoes are available in half sizes through size 11. Anything above a size 12 cannot be ordered in half sizes.

16.4.

GATES FLAG & BANNER CO. INC

POC: Lisa Gates-McCormick

Address: 6 east 1st St
Clifton NJ. 07011-1002

Phone: 1800-847-1776

Website: www.gatesflag.com

Payment: Credit Card

ITEM	
American Flags	
State/International Flags	
Advertising & Patriotic	

Other Specialty Flags (Ex: POW)	
Custom Banners	

16.5. **KINGFORM CAP COMPANY, INC.**

POC: Customer Service

Address: 121 New South Rd
Hicksville NY. 11801-5230

Phone: (516) 822-2501

Fax: (718) 776-6826

Website: www.kingformcap.com

Payment: IMPAC Visa Card

ITEM	PART NUMBER
Cold Weather Cap (Bunny Cap) S-XL	6400
Ceremonial Hat (Enlisted)	1235
Field Grade Ceremonial Hat (Officer)	1245

16.6. **SPORTS LINE**

POC: Ken King

Address: Sports Line
P.O. Box 1121
Stuarts Draft, VA. 24477

Phone: (540) 337-5068

FAX: (540) 337-5069

Payment: IMPAC Visa Card

ITEM
Job Bag, Blue w/Velcro

16.7. WOLVERINE BATES DIVISION

POC: Pat Teft

Address: Wolverine Bates Division
9345 Courtland Dr.
Rockford, MI. 49351

Phone: 1-800-253-2184
FAX: 1-800-325-8164

Website: www.batesfootwear.com

Payment: IMPAC Visa Card

ITEM
Bates Style 942 Oxford Shoe 6D – 14EEE
Bates Style 157 Double Sole Oxford Shoe 6D – 14EEE **Minimum order of 6 pr** Allow 4-6 months for delivery**

16.8. VANGUARD

POC: Tim Venable

Address: Vanguard Industries East Inc.
1172 Azalea Gardens Road
Norfolk, VA. 23502

Phone: (757) 857-3600
FAX: (718) 706-7678

Website: www.vanguardmil.com

Payment: IMPAC Visa Card

VANGUARD ITEMS

ITEM #	DESCRIPTION	UNIT	UPC
3056406	DRESS CAP SIZE 6-7/8	EACH	31624
3056407	DRESS CAP SIZE 7	EACH	31626
3056408	DRESS CAP SIZE 7-1/8	EACH	31627
3056409	DRESS CAP SIZE 7-1/4	EACH	31625
3056410	DRESS CAP SIZE 7-3/8	EACH	31628
3056411	DRESS CAP SIZE 7-1/2	EACH	31629
3056412	DRESS CAP SIZE 7-5/8	EACH	31630
3056413	DRESS CAP SIZE 7-3/4	EACH	31631
3020105	HAT INSIGNIA	EACH	31305
3088400	1/2" ALUMINUM CAP STRAP	EACH	30754
2787495	3/4" ALUMINUM BRAID	YARD	30806
3640610	U.S. INSIGNIA MIRROR FINISH	PAIR	30748
2151230	BASE HONOR GUARD ARC	EACH	31306
2500530	DRESS BELT WITH HAP ARNOLD BKLE	EACH	31308
3710220	ENLISTED SVE AIGUILLETTE	EACH	31309
3710215	OFFICER AIGUILLETTE - OPEN LOOP	EACH	31586
3710120	OFFICER DRESS AIGUILLETTE	EACH	31310
6200582	MF TIE BAR WITH H/A EMBLEM	EACH	31311
2900706	36/L MF H/A BTNS FOR JACKET	SET 3	31086
2900808	25/L MF H/A EPAULET BUTTONS	PAIR	31449
2900806	25/L MF H/A CAP SCREW BUTTONS	PAIR	31424
2522380	HAP ARNOLD EMBLEM BUCKLE	EACH	31450
9400500	HERRINGBONE 4-IN-HAND TIE	EACH	31312
5500155	PATENT LEATHER FLAG CARRIER	EACH	31415
4400206	BASE HONOR GUARD SUBD PATCH	EACH	31574
2150225	BASE HONOR GUARD ENAMEL BADGE	EACH	31732
8210202	BLACK SLINGS	EACH	
8210200	WHITE SLINGS	EACH	
2522381	CERIMONIAL BELT KEEPERS	EACH	
2500531	CERIMONIAL BELT (OFFICER)	EACH	
5801884	HONOR GUARD WHITE GLOVES	PAIR	

Section 2

ARMORY EQUIPMENT AND SUPPLIES

16.9. ANVIL CASE INC.

POC: Customer Service

Connecticut

Address: Anvil Case
 225 Black Rock Ave
 Bridgeport, CT. 06605

Phone: (800) 243-5152

FAX: (203) 336-4406

Texas

Address: Anvil Case
 2315 Luna RD
 Carrolton, TX. 75006

Phone: (800) 852-4983

FAX: (972) 241-3998

California

Address: Anvil Case
 15650 Salt Lake Ave.
 Industry, CA. 91745

Phone: 1-800-359-2684

FAX: 1-800-733-2684

Website: <http://www.anvilcase.com>**Payment:** IMPAC Visa Card

Item	Part Number
12/1 M-1 Rifle: ¼", 1" foam cutouts, with twist lock guard	01-29450107
30/1 Bayonets: ¼", ATA, 1" foam, cutouts, etha rim, with twist lock guards	01-29450108

16.10. BASE SUPPLY ARMORY EQUIPMENT

NOMENCALTURE	STOCK NUMBER
Case, Flag/Weapon	8345-00-178-8492
Flag, USAF	8345-01-134-1021
Flag, National 4'x5'	8345-00-130-3124
Flag, Internment	8345-01-334-6825
Cover, Internment Flag	8345-00-782-3010
Plugs, Ear	6515-00-137-6345
Noise Deflectors	4240-00-022-2946
Revolver, .38 Cal.	1005-00-835-9773
Rifle, M-1, Operational	1005-00-674-1425
Rifle, M-1, Inert	1005-00-599-3289
Rifle, M-14, Operational	1005-01-494-4169
Rifle, Springfield 1903	1005-01-008-3251

16.11. BEE-KAY PARADE EQUIPMENT

POC: Customer Service

Address: 176-10 Central Ave.
Farmingdale, NY. 11735

Phone: 1-800-927-0102

FAX: (631) 753-9267

Website: <http://www.beekay.com>

Payment: IMPAC Visa Card

ITEM	PART NUMBER
Web Flag Harness, Blue	638
Rifle Sling, White with nickel hardware	176
Rifle Sling, Olive Drab with subdued hardware	180
Rifle Sling, Black with nickel hardware	178
Black Leather Pistol Holster	6517

Notes:

1. The White/Black sling is used for ceremonies while dressed in the Ceremonial Uniform.
2. **The Olive, and Blue sling is used for training purposes only**

16.12. BIRCHWOOD SPORTING GOODS

POC: Customer Service

Address: Birchwood Laboratories, Inc.
900 Fuller Road
Eden Prairie, MN. 55344

Phone: (952) 937-7933

FAX: (952) 937-7979

Website: www.birchwoodcasey.com

Payment: IMPAC Visa Card

ITEM	SIZE
Tru-Oil (Minimum Order Quantity of 180)	3 oz.
Tru-Oil (Minimum Order Quantity of 180)	16 oz.
Tru-Oil (Minimum Order Quantity of 4)	1 gal.

Note:

1. The 3 oz. Bottle is regularly sold at for 4.95 however if 180 bottles are purchased then the above price is given.
2. The 16 oz. Bottle is regularly sold at for 14.75, however if 180 bottles are purchased then the above price is given.
3. The 1-gallon container is regularly sold at for 44.00, however if 4 gallons are purchased then the above price is given.
4. Base Hazmat requires that no more than a 30-day supply be kept in storage at any one time.

16.13. GENERAL CUTLERY

POC: David Reitz

Address: General Cutlery, Inc.
1918 Country Road 232
Fremont, OH. 43420

Phone: (419) 332-2316

FAX: (419) 334-7119

Website: N/A

Payment: IMPAC Visa Card

ITEM
M-1 Korean Style Bayonet w/handle plated and buffed (9" blade)

M-6 (M-14) Style Bayonet w/handle chrome plated and buffed (6" blade)

16.14.

GUN PARTS AND EQUIPMENT

POC: Fred's M-14 Stock and more
 Address: PO Box 629
 Ramseur, NC 27316
 Phone: Voice: 919-663-2027
 Fax: 336 879 2143

Email: freds@embargmail.com

POC: Liz Guinn

Address: West Hurley, NY

Phone: (914) 679-2417
 FAX: (914) 679-5849

Website: N/A

Payment: IMPAC Visa Card

ITEM	PART NUMBER
Bore Brush	G80A
Cleaning Rod	SBGAR
Bayonet Handle	G85
Bayonet Hinge Bar	G86
M-1 Butt Plate and Swivels	G150
M-1 Stock	New SRA-3E Used SRA-3B
Rear Hand Guard	New G53-A Used G53-D
Front Hand Guard	New G48-B Used G48-C
Springfield 1903 Stock	New SRA-1C Used SRA-1B

16.15.

H&W MOLDERS INC.

POC: Richard Brown

Address: H&W Molders, Inc.

1031 W. Tennessee St.
Evansville, IN. 47710-1844

Phone: (812) 423-9340

FAX: (812) 423-9346

Website: N/A

Payment: IMPAC Visa Card

ITEM	PART NUMBER
M-1 Plastic Stock	MK6D96STK
M-1 Front Handcar	MK6D96FHG
M-1 Rear Hand Guard	MK6D96RHG

16.16. NATIONAL CAPITAL FLAG

POC: Claudia Reinsel (ext. 203)

Address: National Capital Flag
100 S. Quaker Lane
Alexandria, VA. 22314

Phone: 1-800-368-3524 or (703) 751-2411

FAX: (703) 751-4874

Website: www.natcapflag.com

Payment: IMPAC Visa Card

ITEM	PART NUMBER
Cover, Personal Colors, Blue	992 case
Disc, Streamer Attachment (Hardware included)--AF Battle Streamers	610SSA (18)
Disc, Streamer Attachment (Hardware included)--Unit Guidon Streamers	G10SSA15
Flag, General Officer (3' x 5') – for fringe add 10.00	991GEN
Flag, POW/MIA (3' x 5')	6422053D
Flag, Unit Guidon	992GDAE
Flag, US National (4'-4" x 5'-6") w/fringe	1002123
Flag, US National (3' x 5') w/fringe	1002041
Flag, USAF (3' x 4') double embroidered	992AF3x4
Flag, USAF (4'-4" x 5'-6") double embroidered	9927123
Staff, Flag Breakdown (8ft) ash w/chrome	579LTCP2

Staff, Flag Breakdown (9ft) ash w/chrome	577LTCP2
Staff, Flag One-piece (8ft) ash w/chrome	576LTCP1
Staff, Flag One-piece (9ft) ash w/chrome	577LTCP1
Stand, Flag Chrome	5370001
State and Territorial Flag Set (3' x 5') w/fringe	2602053T
Streamers, Battle (individual)	991STRMR
United Nations Flag Set (3' x 5') PH Plain	4992052
Warhead, Staff Chrome	5180700

16.17. VANGUARD

POC: Charles Bostwick

Address: Norfolk, VA.

Phone: 1-800-221-1264

FAX: (718) 706-7678

Payment: IMPAC Visa Card

ITEM	PART NUMBER
Chrome Saber and Scabbard	89101AR
Metal Saber Chain	8963000
Chrome Sword and Scabbard	22923
Leather Sword Frog	22652
Patent Leather Harness	31415

16.18. EXTRA ITEMS

Fulton-Armory

(All M-1 & M-14 parts can be ordered)

POC: Customer service

Address: Fulton Armory
8725 Bollman Place Suit #1
Sarage, MD 20763

Phone: (301) 490-9485

Fax: (301) 490-9547

Email: info@fulton-armory.com

Website: <http://www.fulton-armory.com>

Hearos Inc.

(Flesh color hearing protection)

POC: Douglas Pick

Address: 3800 Benedict Canyon Lane
Sherman Oaks, CA 91423

Phone: 1-818-501-2899

Fax: 1-818-501-2786

180s Black Ear Muffs

Address: 701 E. Pratt Street Suite 180
Baltimore, MD 21022

Phone: 1-410-534-6320

Fax: 1-410-534-6321

Website: www.180s.com

Website: www.dapworld.com

Military Funeral Honors Training Video/Interment Flags

POC: Ms. Rosetta Penn (5' x 9.5' Cotton)

Phone: 703-695-7317 Base Supply

Email: rosetta.penn@afncr.af.mil (NSN: 8345-01-334-8825) or
Glendale Industries

General Information about the M-14 Rifle

(Weapons handling, storage, maintenance, etc.)

Reference: AFI 34-501, *Mortuary Affairs Program*, Chapter 8, Sec. 8.53,
Honor Guard Weapons and Ammunition Acquisition.

Chapter 17

OBTAINING SLOTS FOR IN-RESIDENCE COURSE

L5AZO8G000-0H2A, USAF HONOR GUARD BASIC PROTOCOL, HONORS AND CEREMONIES COURSE

17.1. Course Description.

17.1.1. This course provides training for United States Air Force personnel in the knowledge and skills needed to perform duties as a Base Honor Guard member and is a requirement for all BHG NCOICs and program managers within 3-6 months of initial assignment. The scope of training includes Military Funeral Honors Sequences, Ceremonial and Service Dress preparation, Colors, Pallbearer, and Firing Party Sequences; OIC/NCOIC Duties, and Bugler Duties.

17.2. Obtaining a slot.

17.2.1. To request a seat for the In-Residence course, contact your Unit Training Manager (UTM). The Unit Training Manager will then contact the respective MAJCOM TRQI Manager (AFSVA (AFSVA.SVIRF.Training@us.af.mil), Guard, or Reserve). The TRQI Manager will check the OTA Roster for the course slots allocations (seats). If there are allocations available, then the name will be sent to the applicable TRQI Manager. If there are no allocations available, wait 60 days before class start date and request the TRQI assign unfilled allocations to your unit. *Note: The course that is provided is normally for bases that perform Military Funeral Honors. If you have individuals that are attending, there is information listed below that will assist them while they are here.*

17.3. Orders.

17.3.1. Students attend this course in TDY status.

17.4. Reporting Location and Time.

17.4.1. Information is located on the ETCA which is available on the AF Portal. All students report to USAF Honor Guard Campus, 50 Duncan Ave, Bldg. 48, Classroom 1, Joint Base Anacostia-Bolling, DC, 20032 at **0730** on class start date. Military personnel need to be in a clean ABU uniform. Please direct questions to the USAF Honor Guard Training Flt at DSN 754-1748 or 202-404-1748.

17.5. Quarters.

17.5.1. Upon approval of your class notification, please contact the Joint Base Anacostia-Bolling billeting office at 1-877-NAVYBED (1-877-628-9233) to ensure a room is reserved for you (let personnel know that you are a student for the USAF/Base HG course, and the arrival date). Due to extremely limited availability, confirmations need to be made as early as possible providing the appropriate information to the billeting personnel. Many TDY students stay in commercial lodging. Quarters are also available at Joint Base Andrews, DSN 858-4614 or Commercial 301-981-4614. Adequate commercial lodging is available in the District of Columbia, Maryland, and Northern Virginia within 5-10 miles of Joint Base Anacostia-Bolling. The billeting office will issue a Certificate of Non-Availability if the TDY orders read Joint Base Anacostia-Bolling and a letter of Non-Availability if the orders are for Washington, DC. *Note: Personnel must try to obtain government quarters before seeking commercial lodging.*

17.6. Transportation.

17.6.1. Students will need to make arrangements for travel from the airport to Joint Base Anacostia-Bolling. Taxis are not authorized on base. Students must acquire other forms of transportation. Parking slots are limited at the USAF HG Campus, so it is requested on the class start date that all students park in the parking lot to the left, across from the USAF HG campus parking lot. Students with transportation are encouraged to carpool because parking at the campus is limited. For personnel staying on base without transportation, the HG campus is approximately 7-10 minutes walking distance from lodging. *Note: It is highly recommended that students request a rental vehicle (available at local area airports) if lodging cannot house students on Joint Base Anacostia-Bolling. Funding comes out of your unit to obtain a rental car.*

17.7. Meals.

17.7.1. The Dining Facility on Joint Base Anacostia-Bolling, DC is now closed. Full per diem rates for National Capital region will apply.

17.8. Proficiency Requirements.

17.8.1. Due to the AETC requirement, individuals that attend this course **must** attend a minimum of 90% of the course. This class is designed for intermediate students. In-Residence courses are fast-paced and are intended to fine tune proficiency. Beginners are highly discouraged from attending. Due to the amount of information exchanged in such a short amount of time, beginners will find it overwhelming and difficult to perform all the aspects of Military Funeral Honors to equal their experience level and could become discouraged. *Note: Beginners attendance in the course must be coordinated through the USAF Honor Guard Training Flt, NCOIC (DSN: 754-1748).*

17.9. Other.

17.9.1. Send the name, grade, SSN, organization, class start date, telephone numbers (including DSN), and mailing address for each student nominee to usaf.jbab.1log.mbx.bhg-training@mail.mil as soon as the student receives notification.

17.10. Uniform Requirements.

The following items are the individual minimum requirements for the In-Residence course. All military personnel attending are **required** to bring ABUs, Service Dress, and the equipment listed below. *Note: It is also recommended that students check weather prior to arriving in the Washington DC area to ensure proper cold weather gear is with them for outdoor training (i.e. Gortex jacket, black gloves, etc.). DO NOT bring your Ceremonial uniform. Service Dress is required.*

17.10.1. Clothing Items.

17.10.1.1. Service Coat with all Accouterments (1 ea.)

17.10.1.2. Light Weight Blue Jacket (1 ea.)

17.10.1.3. Blues Shirt Short (1 ea.)

17.10.1.4. Blues Trousers with Belt (1 ea.)

17.10.1.5. Tie with Tie Clip (Males) or Tie Tab (Females) (1 ea.)

17.10.1.6. Flight Cap (1 ea.)

17.10.1.7. Set of Ribbons (1 for ea. garment)

17.10.1.8. Duty Badge (if applicable) (1 ea.)

17.10.1.9. Base Honor Guard Multi-Colored Badge (1 ea.)

17.10.1.10. Low Quarter Shoes (single or double sole) (1 pr.)

17.10.1.11. ABU Hat (1 ea.)

17.10.1.12. ABU Top (1 ea.)

17.10.1.13. ABU Pants with Belt (1 ea.)

17.10.1.14. T-Shirts (tan with no logo) (3 ea.)

17.10.1.15. Socks (3 pr.)

17.10.1.16. ABU Boots (1 pr.)

17.10.1.17. Gortex or Parka (1 ea.) (Inclement Weather)

17.10.1.18. Black Sling (properly sized) (1 ea.)

17.10.1.19. White Gloves with Silicone or Grip-Like Material (1 ea.)

Chapter 18

**DEVELOPMENTAL SPECIAL DUTY (DSD)
NOMINATION AND SELECTION PROCESS**

18.1. General information

18.1.1. The Air Force has identified 10 Special Duties (to include the USAF Honor Guard) as DSDs due to their unique leadership roles and the Airman’s responsibility to mentor and mold future leaders. To ensure the highest quality Airmen are assigned to these positions, the Air Force has implemented a nomination process which will occur twice a year.

18.1.2. For example:

2017 DSD Cycles

DSD Cycle	MAJCOM Nominations	RNLTDs
Spring 17	March 17	October 17 – March 18
Fall 17	September 17	April 18 – September 18

2018 DSD Cycle

DSD Cycle	MAJCOM Nominations	RNLTDs
Spring 18	March 18	October 18 – March 19
Fall 18	September 18	April 19 – September 19

18.1.3. The nomination process will provide Commanders, through their respective MAJCOM, an opportunity to nominate their best Airmen to fill these critical positions while providing a developmental career path.

18.1.4. This program focuses on nominations for SSgt, TSgt and MSgt. *Note: SrA and SMSgt positions will be filled through EQUAL Plus or local utilization.*

18.1.5. Individuals selected for DSD positions must be the best in the Air Force, and need to be an ambassador and role model for Air Force values and discipline. *Note: Performing duties in a DSD position is temporary in nature and performed by Airmen for a period of up to 4 years. Based on the needs of the Air Force, extensions and second tours will be approved on a case-by-case basis.*

18.2. 8G000 – USAF Honor Guard Qualification Requirements (NOTE: Grade E5 thru E7)

18.2.1. Desired: Males at least 5'10", females at least 5'6". Base-level Honor Guard experience is a plus.

18.2.2. Potential disqualifiers: Selected members must present a crisp, military appearance, epitomize the AF Core Values, and pass police background checks for sensitive missions. Therefore, the Honor Guard screens for several additional factors.

18.2.3. Medical: Permanent profiles for shaving waivers; history of disease, back, knee, feet, joint or equilibrium problems that may affect appearance in uniform or ceremonial performance. Eyesight

not correctable to 20/20 via contact lenses. FULLY DISCLOSE ANY PENDING OR PREVIOUS MEDICAL CONDITIONS.

18.2.4. Life Skills: Any history of post-traumatic stress disorder (PTSD), mental instability, alcohol abuse, illegal drug use, domestic assault or fear of firearms.

18.2.5. Financial: Any history of serious financial instability to include repossessions, bankruptcy, excessive bad checks, and/or collection/delinquent accounts.

18.2.6. Security: Any denial of a security clearance or police record.

18.2.7. Airmen will use their chain of command and direct all questions to their respective supporting MPS/Career Development and/or Career Assistance Advisor. DSD qualifications are outlined in the Special Duty Catalog (SPECAT) accessible via the MyPers website: (https://mypers.af.mil/app/answers/detail/a_id/22111), AFPC is the POC: AFPC/DPAA2 DSN 665-4833/4828.

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

Title 4 United States Code, The Flag and Seal, Seat of Government and the States

Title 10 United States Code, The Armed Forces

Title 18 United States Code, Crimes and Criminal Procedure, Section 700

Title 36 United States Code, Patriotic and National Observances and Organizations, Subtitle 1, Part A, Chapters 1 and 3

Title 38, Sections 2402 and 2411

Public Law 110-41, *Army Specialist Joseph P. Micks Federal Flag Code Amendment Act of 2007*

DODI 1300.15, *Military Funeral Honors*, October 22, 2007

AFPD 36-29, *Military Standards*, 29 October 2009

AFI 33-363, *Management of Records*, 1 March 2008

AFI 34-1201, *Protocol*, 25 January 2013

AFI 36-2109, *Chief Master Sergeant of the Air Force and Command Chief Master Sergeant Programs*, 13 August 2007

AFI 31-207, *Arming and Use of Force by Air Force Personnel*, 1 Sep 1999

AFI 34-242, *Mortuary Affairs Program*, 4 June 2013

AFI 34-1201, *Protocol*, 25 January 2013

AFI 36-2113, *The First Sergeant*, 19 December 2007

AFI 36-2241, *Professional Development Guide*, 1 July 2009

AFI 36-2226, *Combat Arms Program*, 2 Feb 2003

AFI 36-2618, *The Enlisted Force Structure*, 27 February 2009

AFI 36-2803, *The Air Force Awards and Decorations Program*, 15 June 2001

AFI 36-3014, *Clothing Allowances for Air Force Personnel*, 22 May 2007

AFI 36-3203, *Service Retirements*, 8 September 2006

AFMAN 31-229, *USAF Weapons Handling Manual*, 12 May 2004

AFMAN 35-106, *Ceremonial Music*, 21 March 2011

AFMAN 36-2203, *Drill and Ceremonies*, 24 September 2007

AFPAM 34-259, *Escorting Deceased Air Force Personnel*, 1 October 1997

AFPAM 34-1202, *Guide to Protocol*, 10 January 2013

AFPAM 36-2241, *Professional Development Guide*, 1 October 2013

Army FM 3-21.5 (FM 22-5), *Drill and Ceremonies*, 7 July 2003

Army FM 23-5, *U.S. Rifle Caliber .30, M1*, 17 May 1965

Army Technical Manual, *Rifle 7.62-MM, M-14*, 8 May 1973

DoDI 1334.1, *Wearing of the Uniform*, 26 October 2005

DoDI 1300.17, *Accommodation of Religious Practices Within the Military Services*, 10 February 2009

T.O.14P3-1-112, *Maintenance Instructions Nomex Flight Gear, Coveralls, Gloves and Jacket*

The Last Salute: Civil and Military Funerals 1921-1969, B.C. Mossman and M.W. Stark, 77-606843

Prescribed Forms

AF Form 4428, *Air Force Tattoo/Brand/Body Marking Screening/Verification Form*

Adopted Forms

Air Force Form 847, *Recommendation for Change of Publication*

Acronyms and Abbreviations

AAFES —Army and Air Force Exchange Services

ABU —Airman Battle Uniform

AD —Active Duty

AF —Air Force

AFB —Air Force Base

AFI —Air Force Instruction

AFMAN —Air Force Manual

AFPC —Air Force Personnel Center

AFPD —Air Force Policy Directive

ANC —Arlington National Cemetery

APECS —All-Purpose Environmental Clothing System

BHG —Base Honor Guard

BTL —Bearers Team Leader

CEM —Chief Enlisted Manager

CGO —Company Grade Officer

CMSAF —Chief Master Sergeant of the Air Force

CSAF —Chief of Staff of the Air Force

CTL —Color Team Leader

CC —Commander
CCC —Command Chief / Senior Enlisted Leader / Senior Enlisted Advisor
CSS —Commander Support Staff
DCID —Dress, Cover, Interval and Distance
DCS —Deputy Chief of Staff
DoD —Department of Defense
DoDD —Department of Defense Directive
DoDI —Department of Defense Instruction
DRU —Direct Reporting Unit
DSCP —Defense Supply Center Philadelphia
ECWCS —Extended Cold Weather Clothing System
ETP —Exception-to-Policy
FPL —Firing Party Leader
HAF —Headquarters Air Force
HG —Honor Guard
HQ —Headquarters
IAW —In Accordance With
IPTU —Improved Physical Training Uniform
IRS —Improved Rain Suit
MAJCOM —Major Command
MCSS —Military Clothing Sales Store
MPF —Military Personnel Flight
NCOIC —Noncommissioned Officer in Charge
NCT —Noncommissioned Officer in Charge of Color Team
NFP —Noncommissioned Officer in Charge of Firing Party
NPB —Noncommissioned Officer in Charge of Pallbearers
OIC —Officer in Charge
OPR —Office of Primary Responsibility
OSD —Office of the Secretary of Defense
PCA —Permanent Change of Assignment

PCS —Permanent Change of Station

PME —Professional Military Education

PTU —Physical Training Uniform

SECAF —Secretary of the Air Force

SECDEF —Secretary of Defense

SHF—Standard Honors Funeral

TDY —Temporary Duty

UCMJ —Uniform Code of Military Justice

U.S. —United States

USAF —United States Air Force

Attachment 2 INFLECTION CHARTS

Table A2.1. Basic and Intermediate Drill Inflection Chart

Standing								
Cadence	1	2	3	4	5	6	7	8
Command								
Escort, Attention					HUT			
	Es	CORT		Tench				
Cordon, Attention					HUT			
	Cor	DON		Tench				
Honor Guard, Attention					HUT			
	Honor	GUARD		Tench				
At Ease								
	AT HEASE							
Rest								
	REST							
Parade Rest			HEST					
	rade Pa							
Ceremonial At, EASE				HEASE				
	Ceremonial At							
Stand At Ease				HEASE				
	Stand At							
Left, Face			HACE					
	Left							
Right, Face			HACE					
	Right							
About, Face			HACE					
	Bout A							

Standing								
Cadence	1	2	3	4	5	6	7	8
Command								
Ready, Face			HACE					
	dup Red							
Center, Face			HACE					
	Center							
Flight, Fall In		FALLIN						
	Flite							
Open, Ranks, March				HARCH				
	Open	Ranks						
Close, Ranks, March				HARCH				
	Close	Ranks						
Mark, Time, March				HARCH				
	Mark	Time						
Dress, Right, Dress				HESS				
	Dress	Right						
Dress, Center, Dress				HESS				
	Dress	Center						
Eyes, Right (Left)					HITE (HEFT)			
	Eyes							
Ready, Two			TOOP					
	dup Red							
Present, Arms				HARMS				
	Pre	Zent						
Order, Arms			HARMS					
	Derp Or							

Table A2.2. Color Team Inflection Chart

Standing								
Cadence	1	2	3	4	5	6	7	8
Command								
Colors, Stand At, HEASE	Colors	Stand		HEASE				
		At						
Standby, Colors, ATTENTION					HUT			
	Standby	Colors		Tench				
Port, ARMS			HARMS					
	Port							
Right, Shoulder, ARMS				HARMS				
	Right	Shoulder						
Present, ARMS				HARMS				
	Pre	Sent						
Order, ARMS			HARMS					
	Derp							
Colors, Ready, CUT	Colors	Ready		CUT				
Bearers, Ready, TWO	Bearers	Ready	Two					
Colors, Colors, Turn, MARCH				HARCH				
	Colors	Turn						
Dress, Center, Dress				HESS				
	Dress	Center						
Ready, Front			HUNT					
	Reddup							

Marching								
Step	Left	Right	Left	Right	Left	Right	Left	Right
Command								
Split it, Shoulder, Arms								HARMS
		Split it		Shoulderp				
Ready, Step			STEMP					
	Ready							
Forward, MARCH			HARCH					
	Ward For							
Left, Turn, March			HARCH					
		Turn						
Right, Turn, March				HARCH				
		Rite	Turn					
Right, Wheel, March				HARCH				
		Rite	Wheel					
Left, About, March			HARCH					
		About						
Eye's, Right (Left)		Eye's			(HEFT)	HITE		
Ready, Front					HUNT			
	Reddup							
Colors, Halt (If "splitting" the team)			HAWLT		(HAWLT)			
	Colors							
Colors, Fallout, MARCH			HARCH					
	Colors	Fallout						

Table A2.3. Firing Party Inflection Chart

Standing								
Cadence	1	2	3	4	5	6	7	8
Command								
Firing Party, Attention					HUT			
	Firing	Party		Tench				
Ceremonial, At, Ease (Subdued)				HEASE				
	Ceremonial	At						
Ready, Face			HACE					
	dup							
Left, Face (Subdued)			HACE					
	Left							
Right, Face (Subdued)			HACE					
	Right							
Fallout	FALLOUT							
Dress, Right, Dress				HESS				
	Dress	Right						
Ready, Front			HUNT					
	dup							
Hands, In (Subdued)								
	Hands	IN						
Hands, Out (Subdued)								
	Hands	OUT						
Ground, Arms			HARMS					
	Ground							

Table A2.4. Pallbearers Inflection Chart

Standing								
Cadence	1	2	3	4	5	6	7	8
Command								
Secure	SECURE							
Bearers, ATTENTION	Bearers			HUT				
Stand at, EASE	Stand at		HEASE					
Ready, TAKE	Ready		TAKE					
Ready, LIFT	Ready		LIFT					
Ready, Up	Ready		UP					
Ready, Flare	Ready		FLARE					
Ready, Cut	Ready		CUT					
Ready, Push (Subdued)	Ready		PUSH					
Ready, Buckle (Subdued)	Ready		BUCKLE					
Ready, Handle	Ready		HANDLE					

Bearers, HALT	Bearers		HAWLT					
Ready, STEP	READY		STEP					
Marching								
Step	Left	Right	Left	Right	Left	Right	Left	Right
Command								
Face Me/Away	FACE		ME/AWAY					
Bearers, Fallout, March	Bearers	Fallout	HARCH					

END OF TRAINING GUIDE