

**USAF HONOR GUARD**  
**BASIC PROTOCOL, HONORS, AND CEREMONIES**



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**And**  
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## Foreword

This book includes information about ceremonies performed by the United States Air Force Honor Guard and Base Honor Guards worldwide. It will be used to standardize ceremonies and the manner in which they are performed from base to base. It provides detailed instructions on key areas such as manuals, uniforms, history and traditions, and a variety of ceremonies.

The “ceremonial guardsmen” 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. It is truly an occupation which requires outstanding devotion and commitment to duty. In keeping with traditions and maintaining exceptionally high standards the honor guard will continue to remain an icon of excellence.

Although this book contains information on many different types of ceremonies and issues related to them, it may be necessary for supplements to be added in the future. Any questions regarding those supplements may be addressed by calling DSN 754-6210.

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## Chapter 1

### STANDING MANUALS (without a weapon)

#### 1.1. Introduction.

1.1.1. 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 AFM 36-2203, Drill and Ceremonies, and others are unique to the Honor Guard.

#### 1.2. Position of Attention.

1.2.1. The command is **Attention**. To come to attention, bring the feet together smartly, the heels and balls of feet are together and on line. 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 along side the body and wrists are not bent. Place thumbs, which are resting along the first joint of the forefinger, 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 1.1.)

#### 1.3. Positions of Rest.

##### 1.3.1. Parade Rest.

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

1.3.1.2. As the left foot moves, arms extend to the back with hands flared properly, right hand over left hand with middle finger resting over middle finger, right hand inside of the left hand with fingers extended and joined, thumbs touching. (Figure 1.2.)

##### 1.3.2. At Ease.

1.3.2.1. The command is **AT EASE**. Relax, keep the right foot in place.

1.3.2.2. The position in the formation does not change, silence is maintained.

##### 1.3.3. Rest.

1.3.3.1. The command is **REST**. Relax, keep the right foot in place.

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

#### 1.3.4. **Fall out.**

1.3.4.1. The command is **FALL OUT**. From the position of attention, execute a two count about face, step off with the left foot, and leave the formation. Unless told otherwise, remain in the immediate area.

#### 1.4. **Facing Movements.**

##### 1.4.1. Two-Count About Face:

1.4.1.1. 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 the left foot forming a backwards "T" with both feet, arms remained pinned to the side, head follows the lead foot. 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. (Figure 1.3.) On the second count, pivot 180 degrees 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, resuming the position of attention. Keep arms pinned to the side for the entire movement. (Figure 1.4.)

##### 1.4.2. **Three-Count About Face:**

1.4.2.1. There is no command for this movement. This movement is only performed while moving as a solitary member and from the position of attention. Lift the left foot just enough to clear the ground and place it in front (perpendicular) of the right foot forming a "T" with both feet, bend the knees slightly. This is the first count of the movement. The position of the left foot is not changed on the second count, lift the right foot just high enough to clear the ground and pivot 180 degrees, bringing the heels together to form a ninety degree angle (an "L"), then bring the left foot smartly to the right foot, resuming the position of attention. Keep the arms pinned at the side for the entire movement.

##### 1.4.3. **Left (Right) Face:**

1.4.3.1. 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 ninety degrees to the right (left) foot forming an "L". The heel of the left (right) foot should be against the heel of the right (left) foot. Head follows the lead foot. The rest of the body remains at the position of attention. (Figure 1.5.) 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 along side the left (right) foot and turn the body 90 degrees to the left (right) simultaneously. The rest of the body remains at the position of attention. (Figure 1.6.)

#### 1.5. **Formation of the Flight.**

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

1.5.2. The command for the movement is **FALL IN**.

1.5.3. 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.

1.5.4. 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, they return to the position of attention. It's important to square off the back of the formation. When there is an odd number, fill the formation in from the third element forward.

## **1.6. Present Arms/Order Arms.**

1.6.1. 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, uncupping 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 hat, the outer right point of the eyebrow, or the right outer point on the eyeglasses, depending on what is worn. Thumb and fingers are extended and joined. (Do not tuck thumb.) (Figure 1.7.)

1.6.2. 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 recupping your hand at approximately waist level. During present arms, silence and immobility are required. When performing this movement with a formation using a rifle, present arms and order arms are completed as three count movements. (i.e. If you are NFP calling Present Arms.)

## **1.7. Forward March.**

1.7.1. 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. The cadence commands are **Hut, Two, Three, Four** and are called in sets of two. Hut is given on the left foot, two on the right foot, three on the left foot, and four on the right foot.

1.7.2. To halt, the command is **Flight, HALT**. **Flight** is called on the left foot and **HALT** on the subsequent 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 **Paces Forward, MARCH**. Upon the command of execution **MARCH**, step off with the left foot and march forward the number of step 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 successfully execute a Flight Halt.

## **1.8. To Align the Flight in Line.**

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

1.8.2. 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 line to align themselves 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 and 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.

1.8.3. 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 slapping the side of the leg.

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

1.8.5. 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.

## **1.9. Open Ranks.**

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

1.9.2. The command for this movement is **Open Ranks, March**. Upon the command of execution, 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.

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

1.9.3.1. 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 faces to the left, marches forward, halts on the end of each succeeding rank, executes right face, and aligns the rank.

1.9.3.2. After verifying the alignment of the last rank, the Flight Commander executes a face in marching to the right 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 and executes a right face.

1.9.4. Once alignment is complete, the Flight Commander gives the command **Ready, FRONT**. This movement is accomplished by simply returning to the position of attention by bringing the left arm down sharply down to the side simultaneously snapping the head back to the front.

1.9.5. 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 and halts and the third element takes two steps forward and halts. This all happens simultaneously with each element halting at the position of attention.

## **1.10. Mark Time.**

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

1.10.2. 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 four inches off the ground. Keep the arms suspended at your side. The rest of the body remains at the position of attention. From a march, the command is **Mark Time, MARCH**. Upon the command of execution, take one more 24-inch step and then mark time ensuring you suspend your arms to your side.

1.10.3. 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.

1.10.4. 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.

## **1.11. Right/Left Flank.**

1.11.1. The purpose of this movement is to turn a formation 90 degrees to the right (left), changing the attitude of the formation.

1.11.2. The command for this movement is **Right (Left) Flank, MARCH.**

1.11.3. Upon the command of execution, take one more step, suspend your arms to your 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.



**Figure 1.1. (Attention)**



**Figure 1.3. (2 Count About Face)  
Count 1**



**Figure 1.4 (2 Count About Face)  
Count 2**



**Figure 1.5. (Left Face)  
Count 1**



**Figure 1.6. (Left Face)  
Count 2**



**Figure 1.7. (Present Arms)**

## Chapter 2

### APPROPRIATE WEAR OF CEREMONIAL UNIFORM ITEMS

#### 2.1. Ceremonial Hat.

2.1.1. The silver braid on the ceremonial hat rests on the top of the black visor portion of the hat. Pull the two tabs outward to tighten the braid. Place a few small drops of super-glue behind the tabs and set them into place until they dry. This prevents the silver braid from becoming loose and moving out of place

2.1.2. Secure the black patent leather chinstrap into the up position:

2.1.2.1. Unscrew the two chrome hat buttons holding the chinstrap into position.

2.1.2.2. Reverse the chinstrap so that the strap buckle is to the right of center when viewed from the rear.

2.1.2.3. Screw the chrome hat buttons into place ensuring the wings are in the up position.

2.1.3. The black patent leather chinstrap is worn when inclement weather dictates it. Usually, very strong winds or driving rain storms make it necessary to wear the chinstrap down. The chinstrap is designed for these reasons and is used accordingly.

2.1.4. Color teams and personal colors bearers wear the black patent leather chinstrap down. Wearing the chinstrap down prevents the flag(s) from knocking the ceremonial hat from the head. Additionally, drill teams and flight line cordons may find it necessary to wear the chinstrap down due to continuous drill movements or adverse conditions.

#### 2.2. Ceremonial Coat.

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. This prevents ironing marks, burns, shining, etc.

2.2.2. The aiguillette fits snugly along the shoulder seam of the blouse. Use several large baby pins to secure the aiguillette from underneath the blouse. The tassel is pulled down and the spiraled cord is sewn or glued to the inside of the larger portion of the auguilette.

#### 2.3. Ceremonial Belt.

2.3.1. The ceremonial belt is worn when it is practical and pertinent to the ceremony. Wear the ceremonial belt where the member does not do an extreme amount of moving (i.e., marching in parades). Awards bearers, flower bearers, OIC, NCOIC, color teams, personal colors bearer etc., wear the ceremonial belt. Pallbearers and Firing Party do not wear the ceremonial belt.

2.3.2. When blousing a guardsman, a minimum of two people are used.

2.3.2.1. Adjust the ceremonial belt to fit very tightly around the waist. The ceremonial belt rests between the second and third button of your uniform.

2.3.2.2. The "blousee" holds the belt in the approximate position where the belt fastens with some slack being provided for the "blousers" hands.

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

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

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

2.3.2.6. The "blouser" re-checks the ceremonial belt and places the two keepers one thumbs length from the chrome belt buckle on both sides of the buckle.

#### **2.4. Ceremonial Trousers/Slacks.**

2.4.1. Use an ironing cloth when ironing.

2.4.2. When sitting down in ceremonial trousers/slacks, roll the excess material located under the knees into a neat fold to prevent wrinkling.

#### **2.5. Ceremonial Shoes.**

2.5.1. Clean and shine the shoes. Furniture polish works well.

2.5.2. Use edge dressing on the soles of the shoes, to include the welts.

2.5.3. Tuck the bows from the shoe strings into the shoe.

#### **2.6. Ceremonial Gloves.**

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

#### **2.7. All Weather Coat.**

2.7.1. The coat is wrinkle free.

2.7.2. The belt loops are removed from the coat for blousing purposes.

## **2.8. Over Coat.**

2.8.1. The coat is wrinkle free.

2.8.2. The belt loops are removed from the coat for blousing purposes.

## **2.9. Gray Scarf.**

2.9.1. Scarf is worn left over right.

2.9.2. When the scarf is worn, wear only black gloves.

## **2.10. Combat Boots.**

2.10.1. May be worn with the ceremonial uniform during heavy snowfall or extremely muddy conditions.

2.10.2. Do not blouse the ceremonial trousers/slacks over or into the boot.

## **2.11. Summer Dress Uniform**

2.11.1. Proper wear of the summer dress uniform is located in AFI 36-2903, table 3.2 Distinctive Uniforms.

2.11.1.1. Always wear the ceremonial belt while wearing the summer uniform.

2.11.2. The OIC/NCOIC of the ceremony may authorize wear of the summer dress uniform when the temperatures exceed 94 degrees or 90 degrees plus with relative humidity of 60% or higher.

2.11.3. The OIC/NCOIC of the ceremony should request a weather forecast from the installation or region where the ceremony will take place.

2.11.3.1. The forecast should include temperature, apparent temperature (wind chill/heat index), wind velocity, humidity and precipitation probability.

## **2.12. Light Weight Blue Jacket**

2.12.1. Always wear the light weight blue jacket during transit to a ceremony versus sitting in the ceremonial blouse.

2.12.2. Do not place a crease in the sleeves of the jacket.

## **2.13. Rain Cap Cover**

2.13.1. Whenever you wear the raincoat for a ceremony, you must wear the raincap cover over the ceremonial hat. The ceremonial hat emblem is displayed on the outside of the raincap cover. Place a small hole in the raincap cover large enough for the post of the hat emblem to fit. This enables you to display the hat emblem on the outside of the raincap cover during ceremonies.

2.13.2. Roll the raincap cover underneath the back edges of the ceremonial hat to produce a snug fit and neat appearance.

2.13.3. Always wear the rain cap cover when not performing ceremonies to prevent fading and to maintain the cap's appearance.

## Chapter 3

### COLORS

#### 3.1. General Information.

3.1.1. Introduction: An Air Force Color Team consists of four personnel, and if possible, of equal height, including bearer of the National Colors (NCT), the bearer for the Air Force Flag and two rifle guards. All members will be familiar with all positions on the team.

NOTE: An Air Force Color Team may consist of more than two flag bearers. In this case the flags are in order of precedence from left to right as you look at the team from the front. In the event that the team is not equal in height, the team is arranged in a tall to short manner.

3.1.2. Commands: The supplementary command of **Colors**, will be called for all commands whenever performing with another element. (i.e. funerals, etc.) ex. **Colors, Present, ARMS.**

#### 3.2. Definition of Terms.

3.2.1. **Colors Turn.** There are two positions in which a colors turn is executed: Standing still and marking time. When standing still, the command **Colors, Colors Turn, MARCH** is given by the NCT, the whole team takes four steps, in place, while turning 90 degrees to the right. After completing the turn on the fourth step, the entire team slides off on step five, being the next left foot. The Colors Turn is also done while marking time to position and halt the team for the presentation of colors. The command **Colors** is given on the left foot while marking time. The team then takes four steps in place while rotating 90 degrees to the left. The NCT gives the command **Halt** on the left foot.

3.2.2. **Left About.** The command is **Left About, MARCH.** The left about is a sixteen-count wheel movement. The left about is done shoulder to shoulder turning to the left in a wheeling manner on the NCT's command. The color team rotates 180 degrees, in a half-circle pivoting on the central point of the team. After the turn is completed the colors are given **Forward, March** or **Halt.** This command is called on the left foot.

3.2.3. **Right/Left Wheel.** The command is **Right/Left Wheel, MARCH.** The color team is shoulder to shoulder while marching or marking time. They wheel around 90 degrees to the right or left with the pivot point being the central point of the color team. This movement will be completed in eight steps.

3.2.4. **MARK TIME.** The command is given while marching and is used to suspend progress temporarily. If colors are marching in a single file, **Mark, TIME** is given as consecutive (both the left and right) heels strike the ground, i.e. **Mark** on the left and **TIME** on the right. Execute the movement on the very next step (left foot).

3.2.5. **Dress Center, Dress.** This command is given to dress the colors or align them evenly. On the command, each member of the team lowers their head in a three-count movement. The NCT

decides if anyone moves forward, backward, or sideways. All members of the team dress on the NCT. When the team is aligned properly, the NCT commands **Ready, FRONT**, the members raise their heads in a three-count movement to the original position.

3.2.6. **Stand Fast.** This is a term used by the colors to remain in a certain position while other units are performing another movement.

3.2.7. **Colors, Stand At, EASE.** This two-count movement is executed when the colors are at the order position. On the command of execution, the rifle guards move the left foot six to eight inches to the left. (Figure 3.1) On the second count the rifle guards twist the wrist of their right hand counterclockwise. At the same time the right hand is centered on the body. The left hand is brought straight across the body to grasp the weapon above the right hand in a fist. The first count for the flag bearers is the same as mentioned above for the rifle guards. The flag bearers keep their right hand in position along the seam of the trousers. On the second count grasp the cup of the sling with the left hand. The hand should be in a fist, fingers tightly together. (Figure 3.2)

3.2.8. **Dip.** Dipping the flag is accomplished by fully extending the right arm to a horizontal position while at the shoulder position. The wrist is locked and curled in order to secure the flag. The movement is accomplished with a silent three count when rendering honors.

3.2.9. **Ready Cut Sequence.** At the position of Right Shoulder, the ready cut movement is used to return the flag bearers left hand to the position of attention. The command is **Colors, Ready, CUT**. On the command of execution the flag bearer sharply returns the left hand to the position of attention. At the position of order, the color team executes a two count movement. On the first count, the team sharply brings their left hand to their side, parallel to the ground. On the second count, the team cuts their hand straight down to their side.

### 3.3. General Rules for Colors.

3.3.1. Never dip the American flag.

3.3.2. All commands echoed by the NCT are performed on the Commander of Troops (COT) command of execution. Example: If the command **Present, ARMS** is given by the COT, the NCT echos the command **Present** and the movement will be executed on the command **ARMS**.

3.3.3. All commands given or echoed by the NCT while marching are given and executed on the left foot, except **Right Shoulder, ARMS**.

3.3.4. **Chin Straps Down.** Color bearers and rifle guards always wear their rear chin straps down. This is done to avoid the flag being caught momentarily around the hat which may cause it to fall off.

### 3.4. Implementation.

3.4.1. **Formation.** The color team is formed in a single rank from the right to left with the right rifle guard in position first, followed by National Colors, Air Force Colors, and the left rifle guard. The bearer of National Colors (NCT) gives or echoes all commands for the color team.

3.4.2. **Receiving, Posting and Retiring the Colors.** The colors are presented during each full honors funeral, arrival/departure of a distinguished visitor and retirement ceremonies. Colors are posted and retired during ceremonies honoring a person or occasion

3.4.2.1. The colors are never carried cased during a military funeral.

### **3.5. Responsibilities.**

3.5.1. **Right and Left Rifle Guards.** The primary responsibility of the right and left rifle guards is to protect 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 during windy days, while marching.

3.5.2. **Bearer of National Colors.** The bearer of the National Colors is also the NCOIC of the Color Team (NCT). The NCT is responsible for the entire color team including personal colors. The NCT is responsible for the appearance, conduct, and performance of the color team. 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. This position on the color team is considered to be one of honor.

3.5.3. **Bearer of Air Force Colors.** The bearer of Air Force Colors is placed on the left of the National Colors.

3.5.4. The color team only takes commands from the NCT.

3.5.6. Rifle Guards carry their rifles at the position of port arms or shoulder arms.

### **3.6. Equipment.**

3.6.1. The equipment of a color team consists of:

3.6.1.1. National Colors

3.6.1.2. The Air Force Colors

3.6.1.3. Additional Colors may be used as appropriate

3.6.1.4. Battle/Campaign Streamers

3.6.1.5. Staffs of equal length and design with nickel warhead

3.6.1.6. Two black Shoulder Slings

3.6.1.7. Two M1 Rifles or Springfield 1903s, with white slings

### **3.7. Positions of the Staff.**

3.7.1. **Position of the Order.** At the order, rest the pike of the staff on the ground two inches from the outside of the right foot, centered on the length of the right foot. Hold the staff with the right hand, forefinger pointing down the front of the staff with the wrist rolled towards the front of the staff. (Figure 3.3.)

3.7.2. **Port Arms Position.** At the command of **Port, ARMS**, bring your left arm across your chest with fingers joined and extended. With the left hand, raise the staff two to three inches off the ground. The left arm remains flared at the ready cut position until the command of **Order, ARMS** is given. (Figure 3.4.)

3.7.3. **Angle Port Arms Position.** At the port arms position, the staff is at a 45-degree angle and diagonally across the waist. The staff is held with the left hand approximately one-half of the distance down the staff. The right hand is approximately three-quarters of the distance down the staff. In this position the USAF bearer holds his/her port lower than the national colors. (Figure 3.5.)

#### **3.7.4. Position of Right Shoulder.**

3.7.4.1. On the command **Right Shoulder**, move your right hand to a comfortable position on the staff in preparation to carry out the command by bringing your hand from the front to the back.

3.7.4.2. Grasp the staff with the fingers of the right hand so that on the command of execution **ARMS**, the staff can be brought up with one sharp movement to be centered on and aligned with the cup. At that time the pike of the staff is placed in the cup. The right hand does not go higher than eye level.

3.7.4.3. Hold the staff with the right hand with the wrist curled. The index finger of the right hand, if extended should touch the tip of your nose. Hold the cup of the sling with the left hand forming a circle around the cup to guide the staff in. The left hand will remain on the cup of the sling until the command **Ready, CUT** is given. (Figure 3.6.) On **Ready, CUT** the left hand is dropped sharply to the side. (Figure 3.8.)

3.7.5. **Present Arms from Right Shoulder** is the same as that of right shoulder arms, only the Air Force colors are dipped at specific times during the ceremony. If other flags are in the team they dip also, excluding foreign nationals. (Figure 3.7.)

3.7.6. **Present Arms from Port Arms.** On the command of execution **ARMS**, all flags that are not national flags will dip to an approximately 45 degree angle to the ground. This is done by bringing the left arm down with the flag hanging aloft. Due to certain height situation of the flag bearers, the flag might not be at a 45 degree angle, however ensure that the flag does not hit the ground or any objects that are beneath it. This movement is executed in a 3 second count.

3.7.7. **Port Arms from Present Arms.** On the command of execution **ARMS**, bring the flag back up to Port by retracing the path previously used to Present. Ensure that the all flags are below the national flags. This movement is executed in a 3 second count.

### 3.8. **Weapons Movement (Rifle Guards).**

3.8.1. **Port Arms from Attention.** This movement is executed in two counts. The command is **Port, ARMS.** (Figure 3.4.)

3.8.1.1. Grasp the upper hand guard of the rifle with the right hand. Lift the rifle to the left front of the body, so that the right hand is in front of the left eye. The forearm is at a 45 degree angle to the ground. On the same count, grasp the rifle by the balance with the left hand. The fingers are joined tightly together, the sling included in the grip, and the thumb is positioned at the rear hand guard band. The lower band is positioned at the left corner of the chin.

**NOTE:** This first count is the basic first count for all shoulder and present movements from the order position.

3.8.1.2. Move the right hand from the upper hand guard to the small of the stock. Upon completing the movement, both elbows are against the sides, and the right forearm is at a 45 degree angle to the ground. The left thumb is approximately 4 inches in front of the center of the body.

3.8.2. **Order Arms from Port.** This is a five-count movement given from the position attention only. (Figure 3.3.)

3.8.2.1. Release the left hand from the band and pin to the left side (count one).

3.8.2.2. Return the left hand to the band (count two).

3.8.2.3. Release the small of the stock with the right hand and grasp the upper hand guard (count three).

3.8.2.4. Release the balance with the left hand and lower the rifle down in front of the body, thrusting it out to a flare position. While lowering the rifle, move the left hand, thumb and fingers straight, and joined sharply on top of the right thumb, to steady the rifle. The forearm and wrist are straight. The trigger housing of the weapon will be at the right knee. (count four)

3.8.2.5. Bring right arm back to your side (Do not butt slam), at the same time moving the left hand to a flare, parallel to the ground. (count five)

3.8.3. **Colors, Stand At, Ease.** This is a two-count movement given from the position of attention only.

3.8.3.1. On the command, **Colors, Stand At, EASE**, the right foot is kept in place and the left foot is moved smartly, six to eight inches to the left (count 1). Keep the butt of the weapon on the ground on line with the front of the right shoe. (Figure 3.1.)

3.8.3.2. With the right hand push the rifle across the front of the body, and at the same time grasp the barrel with the left hand above the right hand (count 1). The rifle is held at the front, four inches from your belt buckle. (Figure 3.2.)

3.8.4. **Attention from Stand At, Ease.** The command for this movement is **Colors, ATTENTION.**

3.8.4.1. Upon the command, **Colors**, move the left hand to the small of the back, and bring the weapon flared out (as in parade rest).

3.8.4.2. Upon the command of execution, **ATTENTION**, come to the position of attention by pulling the weapon back to the right side, along the leg. At the same time, bring the left hand back to the left side as in the position of attention.

3.8.5. **Present Arms from Attention.** The command is **Present, ARMS:** (3 counts) (Figure 3.8.)

3.8.5.1. On the command of execution, **ARMS**, keep the right elbow tight against the side, grasp the upper hand guard with the right hand. Using the right forearm, bring the rifle up to the position of port, arms (count 1).

3.8.5.2. Move your right hand directly to the small of the stock and grasp it. Both elbows are at the side.(count 2)

3.8.5.3. Twist the weapon, using the small of the stock, so that the sling faces away from the chest, and the weapon's sight is at eye level (count 3). The weapon remains a fist-width away from the body.

3.8.6. **Order Arms from Present.** This movement is executed in five counts. The command is **Order, ARMS.**

3.8.6.1. On the command of execution **ARMS**, rotate the weapon counter-clockwise using the right hand, so that the weapon is at the port arms position, drop and pin the left hand (count 1).

3.8.6.2. Return the left hand to port, arms. (count 2)

3.8.6.3. Remove the right hand from the butt and smartly grab the upper hand guard (count 3) Keep the elbow up and forearm level.

3.8.6.4. Release the balance with the left hand and lower the rifle down in front of the body thrusting it out to a flare position (count 4). While lowering the rifle, move the left hand, thumb and fingers straight, and joined sharply on top of the right thumb, to steady the rifle. The forearm and wrist are straight.

3.8.6.5. Bring right arm back to your side (Do not butt slam), at the same time returning left hand flared, stand by for the command, **Colors Ready Cut.** (count 5)

3.8.7. **Right Shoulder, ARMS.** This is a four-count movement when executed from attention.

3.8.7.1. On the command of execution, **ARMS**, grasp the front (upper) hand guard of the rifle with the right hand. Lift the rifle to the left front of the body so that the right hand is in front of the eye. The forearm must be parallel to the ground. On this same count take the rifle by the balance with the left hand (count 1). Fingers are joined tightly together, sling included in the grip, the thumb is pointed at the rear (lower) hand guard band. The lower band is positioned at the left corner of the chin.

3.8.7.2. Remove the right hand from the upper hand guard and grip the heel of the butt plate between the first two fingers of the right hand, flick the rifle counter-clockwise so the sling is facing the right shoulder, parallel to the body. (count 2)

3.8.7.3. Keep your right elbow tight to the side, slide the rifle up to the shoulder using the forearm. At the same time place the rifle on the shoulder and guide the rifle up without changing the grip on the butt. After the rifle is at a 45-degree angle to the ground, take the left hand with fingers and thumb tightly together, and position it at the rear of the receiver (count 3). The right elbow is tight to the right side. The left wrist is straight and the left forearm approximately at a 45 degree angle to the ground. (Figure 3.6.)

3.8.7.4. On the command **Colors, Ready, Cut**, sharply return the left hand to the position of attention. (count 4) (Figure 3.7.)

3.8.8. **Port Arms from Right Shoulder.** This is a three-count movement. The command is **Port, ARMS.**

3.8.8.1. On the command of execution **ARMS**, slide the butt down so the rifle springs from the shoulder. Hold the weapon in this upright position perpendicular to the ground, using only the right hand (count 1).

3.8.8.2. Twist the rifle clockwise so that the rifle falls in front of your chest with the upper hand guard centered over your left eye. Raise the left hand smartly to catch the balance (approximately 8" above the trigger housing) a fist-width away from the center of your chest (count 2).

3.8.8.3. Move the right hand directly to the small of the stock (count 3).

3.8.9. **Order Arms from Right Shoulder.** The command is **Order, ARMS.** This movement is executed in five counts.

3.8.9.1. On the command of execution **ARMS**, slide the butt down so the rifle springs from the shoulder. Hold the weapon in this upright position perpendicular to the ground, using only the right hand (count 1).

3.8.9.2. Twist the rifle clockwise so that the rifle falls in front of your chest with the upper hand guard barrel centered over your left eye. Raise the left hand smartly to catch the balance (approximately 8" above the trigger housing) approximately four inches away from the center of your chest (count 2).

3.8.9.3. Remove the right hand from the butt and smartly grab the upper hand guard (count 3). Keep the elbow up and forearm at a 45 degree angle to the ground.

3.8.9.4. Release the balance with the left hand and lower the rifle down in front of the body, thrusting it out to a flare position (count 4). While lowering the rifle, move the left hand, thumb and fingers straight, and joined sharply on top of the right thumb, to steady the rifle. The forearm and wrist are straight. The trigger housing of the weapon will be at the knee.

3.8.9.5. Bring right arm back to your side (Do not butt slam), at the same time moving the left hand flared, (count 5) and stand by for the command, **Colors Ready Cut.**

3.8.10. **Right Shoulder Arms from Port.** This is a five count movement. The command is **Right Shoulder, ARMS.**

3.8.10.1. On the command of execution, **ARMS**, pin left hand to left side (count 1). Return left hand to port arms (count 2). Remove the right hand from the small of the stock and grip the heel of the butt-plate between the first two fingers of your right hand, flick the rifle counter-clockwise so the sling is facing the right shoulder, parallel to the body, take the left hand, with fingers and thumb tightly together, and position it smartly approximately at the band on the lower hand guard. (count 3)

3.8.10.2. Place the rifle on the shoulder and guide the rifle up without changing the grip on the butt. The rifle is at a 45 degree angle to the ground and the right forearm is level to the ground. (count 4)

3.8.10.3. Cut the left hand smartly to the side. (count 5)

3.8.11. **Left Shoulder Arms from Attention.** This movement is executed in four counts. The command is **Right Shoulder, ARMS.** **Note** – All shoulder commands are called Right Shoulder, Arms.

3.8.11.1. On the command of execution, **ARMS**, grasp the upper hand guard of the rifle with the right hand. Lift the rifle to the left front of the body so that the right hand is in front of the left eye. The forearm is 45 degrees to the ground. On the same count take the rifle by the balance with the left hand, the fingers are joined tightly together in the grip. The thumb is positioned on the lower hand guard band. (count 1)

3.8.11.2. Release the upper hand guard and grip the small of the stock with the right hand, release the left hand and place the rifle above the left shoulder, moving the right hand smartly to the rear of the receiver forming a flare. At the same time bring the left forearm to a position parallel to and against the stock, the left hand is over the ear. (count 2)

3.8.11.4. Bring the left hand to grip the heel of the butt-plate between the first two fingers of your fingers left hand resting the weapon on the shoulder. (count 3)

3.8.11.5. Upon the command **Colors, Ready, Cut**, sharply cut the right hand to the right side. (count 4)

3.8.12. **Left Shoulder arms from Port.** This movement is executed in five counts. The command is **Right Shoulder, ARMS**.

3.8.12.1. Upon the command of execution, **ARMS**, on Count 1 drop and pin left hand, Count 2 left hand back to port arms, Count 3 is place the weapon above the left shoulder using the right hand, moving the right hand smartly to the rear of the receiver forming a flare. At the same time bring the left forearm to a position parallel to and against the stock, the left hand is over the ear.

3.8.12.2. Bring the left hand to grip the heel of the butt-plate between the first two fingers of your fingers left hand. (count 4)

3.8.12.3. Sharply cut the right hand away to the position of attention. (count 5)

3.8.13. **Order Arms from Left Shoulder Arms.** The command is **Order, ARMS**. This is a five count movement.

3.8.13.1. On the command of execution **ARMS**, place the right hand on the small of the stock, and bring the weapon down to the front of your body at port arms, left hand pinned to the side. (count 1)

3.8.13.2. Bring your left hand to slap the weapon to port arms. (count 2)

3.8.13.3. Move the right hand to the upper hand guard, keeping your forearm at a 45 degree angle to the ground. (count 3)

3.8.13.4. Release the balance with the left hand and lower the rifle down in front of your body, thrusting it out into the flare position. While lowering the rifle, move the left hand, thumb and fingers straight and joined, sharply to the top of your right thumb to steady the rifle. The forearm and wrist are straight. Keeping the trigger housing at the knee. (count 4)

3.8.13.5. Bring the right arm back to your side, (Do not butt slam the rifle). Left arm is parallel to the ground and hand is flared. (count 5) Upon the command, **Colors, Ready, Cut**, move your left arm back, parallel to ground and to your side, then sharply down to the position of attention.

#### 3.8.14. **Port Arms from Left Shoulder**

3.8.14.1 On the command of execution **ARMS**, the movement is executed in the same manner as the first two counts of Order ARMS from Left Shoulder. (refer to 3.8.13.1 and 3.8.13.2)

#### 3.8.15 **Present Arms from Shoulder / Shoulder from Present Arms.**

3.8.15.1. When going to the position of present arms from either shoulder position, the movements are executed in the same manner as going to port with a final added count, in which the weapon is twisted clockwise, so that the sling faces away from the body, front eyesight is dropped to eye level. (3 counts)

3.8.15.2. When returning to the right shoulder or left shoulder positions, the movements are executed from present to the appropriate shoulder the same manner as from port to shoulder. However, the first count includes twisting the weapon to port arms as you execute the first count. Each count after that is executed the exact same as previously stated for the shoulder from port sequence. (5 counts)(refer 3.8.10, 3.8.12)

### 3.9. **Full Honors Funeral.**

3.9.1. **Gravesite Service.** Colors are positioned approximately 10 paces away from the foot of the casket. Upon arrival of the hearse, the NCT commands **COLORS, ATTENTION**. Upon the salute of the OIC/NCOIC, the NCT commands **Present, ARMS**. Colors remains at that position until the OIC/NCOIC of the ceremony drops the salute at the gravesite. At this time the NCT will command **Order, ARMS; Ready, CUT; Stand at, EASE** (all in a quiet tone). After the service is completed, the OIC/NCOIC of the ceremony assumes the position of attention and presents arms, the funeral director also asks the family to please rise for the rendering of military honors. This is the cue for the colors to present arms. The NCT commands **Colors, ATTENTION; Present, ARMS**. After Taps is completed, the NCT commands **Order, ARMS; Ready, CUT** and remains at the position of attention.

3.9.2. **Retiring the Colors.** After the flag has been presented, the pallbearers start their departure sequence. This is the cue for the colors to leave gravesite. The NCT commands **Port, ARMS; Colors Turn, MARCH**, the team departs for the transportation. Upon arrival at the transportation, the NCT commands **Mark Time, MARCH**. The right rifle guard marks time, the NCT, USAF Bearer and left rifle guard advance forward to the left side of each other, even with the right rifle guard. The NCT commands **Colors, HALT; Order, ARMS: Present, ARMS** (pause) **Order, ARMS; Ready CUT; FALLOUT**.

### 3.10. **Memorial Service.**

3.10.1. **Explanation.** Memorial services are conducted based upon the entitlement of the deceased. The term memorial service usually refers to a ceremony for those remains not recovered.

3.10.2. **Advancing the Colors/Responsibilities of the OIC/NCOIC.** Prior to the beginning of the memorial service, the family is in the chapel. A color team (without hats or weapons) and an OIC/NCOIC are pre-positioned in the vestibule of the chapel. (The color team follows the OIC/NCOIC). The colors are at right shoulder arms. At the appropriate time, the NCT commands **Forward, MARCH**. The colors and the OIC/NCOIC step off. When the formation arrives at the front of the chapel, The OIC/NCOIC moves forward and places the pre-folded flag on the small table located in front of the altar. When the colors are in position, the NCT commands **Mark, TIME; Colors, HALT..** The NCT commands **Order, ARMS; Ready, CUT; Colors, Stand At, EASE**. The OIC/NCOIC then executes an about face and returns to the vestibule area by proceeding down the center aisle. At the conclusion of the service, the NCT commands **Colors, ATTENTION; Right Shoulder, ARMS; Ready, CUT**. The OIC/NCOIC returns to the pulpit, advances toward the table and picks up the flag. He remains standing at attention with the flag in the palms of his hands. At this time the NFP is queued to begin firing sequence.

3.10.3. **Retiring the Colors.** When the NCT sees the OIC/NCOIC pick up the flag, the NCT commands **Present, ARMS**. Upon completion of the firing party sequence and the playing Taps, the NCT commands **Right Shoulder, ARMS**. The OIC/NCOIC presents the flag and departs. At this time the NCT commands **Forward, MARCH**. The color team marches down the center aisle and out of the chapel. This concludes the memorial service.

NOTE: Both rifle guards execute a hand salute upon the command of **Present, ARMS**.

### 3.11. Colors Sequences.

#### 3.11.1. Dress Center, Dress Sequence

3.11.1.1. The NCT commands **Dress Center, DRESS** is given to dress or align the color team evenly. On command, each member of the team lowers his/her head in a three-count movement. The NCT decides if anyone moves forward, backward, or sideways. All members of the color team dress on the NCT.

3.11.1.2. When the team is properly aligned, the NCT commands **Ready, Front**. All members bring their heads up in a three-count movement back to their original positions.

#### 3.11.2. Ready Cut Sequence.

3.11.2.1. At the order position the ready cut command is used to return the team to the position of attention. The preparatory command is **Ready**, on the command of execution **CUT**, on count one, the team sharply cuts their left hands to the side parallel to the ground, and on count two, sharp cut away down to the position of attention . This will be used after order, arms.

3.11.2.2. From the shoulder position, for the flag bearers, the left hand is wrapped around the cup, fingers tightly together. On the command of execution, drop the left hand sharply to the left side.

### 3.11.3. **Present Sequence.**

3.11.3.1. Refer to positions of the staff section and weapons movement of this chapter.

### 3.11.4. **Advance the Colors Sequence.**

3.11.4.1. Air Force Indoor Retirements / Awards Banquets / Luncheons / Promotions / Graduation Ceremonies: The NCT forms the team in a line formation at the designated location ten minutes prior to ceremony time. Upon the announcement of “Ladies and Gentlemen, Please Rise and Remain Standing for the Advancement and the Presentation of the Colors”, the NCT commands, **Stand By, Colors, ATTENTION**. At this point the NCT commands either **Right Shoulder, ARMS; Ready, CUT** or **Port, ARMS**, depending on the clearance of the auditorium/room. The NCT then commands **Forward, MARCH**. The right rifle guard leads the way for the color team and positions the team in the proper location for the presentation of the colors.

### 3.11.5. **Retiring the Colors Sequences.**

3.11.5.1. Retiring the colors at indoor ceremonies: The color team executes the same procedures as in the advance of the colors for indoor ceremonies with the exception of the narrator announcement of **Retire the Colors**. Once in position the NCT commands **Present, Arms**, the only members of the team that execute are the rifle guards. The command of **Port, Arms** is called.

3.11.5.2. The NCT commands **Colors, Colors Turn, MARCH**. The right rifle guard leads the team out of the room using the predetermined route of departure.

3.11.5.3. Wheel Sequence: NOTE: REFER to section (A.), number (2.), letter (c.), for information pertaining to colors wheel movements.

## 3.12. **Personal Colors.**

### 3.12.1. **Responsibilities.**

3.12.1.1. The bearer of personal colors is responsible for checking out all the equipment, to include a sling, a flag bearing the rank of the person being honored, and a cover for the flag.

3.12.1.2. The personal colors presents arms either by dipping or with the left hand extended straight across the body at chest level with the palm down, parallel to the ground. This is done whenever honors are to be rendered.

### 3.12.2. **Personal Colors Furling/Casing Sequence.**

3.12.2.1. From the position of attention the PC bearer reaches straight across the body using the left hand to grasp the staff. The right and left hand are flush together. Using both hands lower the staff until it is parallel to the ground, both hands remain together close to the right side of the body. The flag is then furled completely and stopped with the warhead flat and parallel to the ground.

3.12.2.2. The NCOIC is positioned to the side of the flag helping to guide it as the bearer furls, with the case draped over the left arm, open end inside the arm. Once the furl is complete the NCOIC removes the case from the arm using the right hand. The case is then slipped over the flag and tied in a single knot.

3.12.2.3. Once the casing is complete the PC bearer brings the staff back to the position of port, both exit in a predetermined path.

### **3.12.3. Uncasing/Unfurling Personal Colors.**

3.12.3.1. PC Bearer and NCOIC stop at predetermined position. Once stopped the PC Bearer lowers the staff until it is parallel to the ground using both hands as in the furling position.

3.12.3.2. The NCOIC takes a position beside the flag, ensuring the flag remains in full view. When the flag is in position the NCOIC unties the case, slips it off and places it over the left arm. The flag bearer proceeds to unfurl the flag while the NCOIC assists in guiding it.

3.12.3.3. The flag is unfurled and stopped with the warhead parallel to the ground. The PC Bearer then uses both hands to return the staff to the port position. The PC Bearer continues with predetermined route to post the flag or exit.

### **3.13. Posting Colors in Stands Sequence.**

3.13.1. To begin the sequence, the color team must be at port arms and facing the audience. All counts are made without using verbal commands. The first count is executed by performing a three-count about face, during this sequence, the third count is a step instead of close. All flag bearers execute the movement simultaneously, moving off the flag bearer furthest to the left. (opposite the NCT)

3.13.2. The flag bearers take the appropriate amount of steps to their prospected stand, moving off the NCT.

3.13.3. Once in position at the stands, the colors are placed in the stands simultaneously.

3.13.4. The colors are then dressed with the top edge of the flag to the right.

3.13.5. With a slight tug of the flag, given by the middle person of the team (for a 3 person posting) or the NCT (for a 2 person posting), the flag bearers move their heads up at the same time so that they can straighten the warheads using the right hand.

3.13.6. With another slight tug of the flag, the flag bearers move their heads back down even with the ground simultaneously to redress the flags.

3.13.7. The colors are redressed, the flag bearers arms are brought straight out, palms down, parallel to the ground and dropped to the side.

3.13.8. The flag bearers take one step back together. The flag bearers then execute a three-count about face without closing and step off taking the appropriate amount of steps to return to the team. ( NOTE: The rifle guards stand fast throughout the posting sequence. The NCT always waits for the other bearer(s) to complete their movements before beginning the next movement).

### **3.14. Rippling to Shoulder from Port Arms.**

3.14.1. This sequence is used when a color team , either in a line or an abreast formation, leaves a low clearance area. This sequence is always performed automatically, while marching , with the individual movements being executed on every other foot.

3.14.2. When performed in the line formation, the ripple is started by the right rifle guard. The right guard starts the movement after clearing the low clearance area. The right guard begins the sequence by going to the shoulder position, starting on the left foot. The NCT continues the sequence, going to the shoulder position on the very next left. The USAF bearer and the left rifle guard then follow, completing the sequence.

### **3.15. Rippling to Port Arms from Shoulder.**

3.15.1. This sequence is used when a color team approaches a low clearance or an obstruction which would hinder the teams ability to remain at the shoulder position. When marching in a line formation the sequence is automatically started by the right guard with no verbal commands. When marching in a column formation, the movement is called by the NCT.

3.15.2. When the sequence is performed in the line formation, the right guard starts the ripple. The right guard begins the ripple down procedure before reaching the low clearance or obstructed area. The right guard begins to go to port arms on the left foot and complete the sequence on the next steps. The NCT starts to ripple down on the very next left after the right rifle guard. The USAF bearer and the left guard then follow, completing the sequence. The flag bearers assume the angle port position. Warheads are flattened, with the USAF bearer keeping the USAF below the National.

3.15.3. When this sequence is performed in a column formation, the NCT gives the command **Split It, Port, ARMS**. Each command is given on the left foot and the whole team goes to the port arms position on the following foot after the command of execution **ARMS**. The team also breaks shoulder contact to allow for the movement. Once each member has completed the movement, the team resumes shoulder contact.



**Figure 3.1. (Stand At Ease)  
Count 1**



**Figure 3.2. (Stand At Ease)  
Count 2**



**Figure 3.3. (Attention)**



**Figure 3.4. (Straight Port)**



**Figure 3.5. (Angle Port)**



**Figure 3.6. (Right Shoulder, before Colors, Ready, Cut)**



**Figure 3.7. (Right Shoulder)**



**Figure 3.8. (Present Arms)**

## Chapter 4

### FIRING PARTY

#### 4.1. General Information.

##### 4.1.1. Personnel:

- (1) NCOIC of Firing Party (NFP)
- (7) Firing Party members

##### 4.1.2. Firing Party Location.

4.1.2.1. Firing Party is positioned at a minimum 50 paces diagonally from the head of the casket. If possible the entire family should be able to see the entire line. Always ensure that the next of kin can see the line.

4.1.3. All commands are given by the NFP from the position of attention.

#### 4.2. Equipment.

4.2.1. The uniform worn is prescribed by the OIC/NCOIC of the ceremony.

4.2.2. The NFP wears the .38 caliber revolver.

4.2.3. The NFP draws twenty-one rounds of ammunition from the armory for each ceremony scheduled prior to return to armory.

4.2.4. The NFP will be positioned three paces behind the fourth airman.

#### 4.3. Basic Firing Party Movements.

##### 4.3.1. Attention. (Figure 4.1.)

4.3.1.1. Weapon is held on the right side of the body with the stock parallel to the foot and even with the toes.

4.3.1.2. Stand at position of attention with the right hand flared along the upper hand guard.

4.3.1.3 The rest of the body is in the normal position of attention (refer to 1.2.1.)

4.3.2. **Carry Arms.** There are two possible positions of carry arms. This position is used to move the firing party to the firing line, only when weapons are **NOT** loaded

4.3.2.1. The primary position of carry arms is accomplished by grabbing the small of the stock with your right hand underhanded, arm extended and sling facing out.

4.3.2.2. The secondary position of carry arms is used any time it is precipitating. Grab the upper hand guard with the right hand and hold weapon with barrel pointing down and sling facing out.

#### 4.3.3. **Ground, ARMS.**

4.3.3.1. These movements are executed in one count

4.3.3.2. Step out with left foot while simultaneously flaring the left hand to the small of the back. Right hand should be flared to the side of the weapon.

4.3.3.3. Rotate weapon counter-clockwise so the sling is up

4.3.3.4. Right hand should be properly flared on the upper hand guard once the weapon is on the ground.

4.3.3.5. Right leg is straight and head is up.

4.3.3.6. Upon the command, **Ready, UP**; leave the weapon on the ground and bring body up to position of attention.

#### 4.3.4. **Take, ARMS.**

4.3.4.1. Step out with the left foot while simultaneously flaring the left hand to the small of the back.

4.3.4.2. (*Standard Honors Funeral only*) Bring left hand back to front, remove gloves, roll one into the other and with left hand, toss the gloves behind you, returning the left hand to a flare to the small of the back. If wearing black gloves due to cold weather, do not remove.

4.3.4.3. Flare right hand on upper hand guard with head up.

4.3.4.4. Upon the command **Ready, UP**; turn the weapon counter clockwise and toe the weapon.

#### 4.3.5. **Ceremonial At, EASE.** (Figure 4.2)

4.3.5.1. This movement is executed in three counts.

4.3.5.2. Move the left foot 6 to 8 inches to the left while simultaneously flaring the weapon forward with the right hand at a fist and arm extended, placing left hand at a flare on the small of the back. (count 1)

4.3.5.3. The weapon is turned counter clock-wise and brought to the center of the body with the sling facing inward. The left hand meets the weapon with the fingers down along the barrel bending at the wrist with the thumb behind the barrel and the forefinger cutting the barrel. (count 2)

4.3.5.4. Right hand flares, from upper hand guard to the extent of the elbow and comes to a position perpendicular to the left hand forming an upside down "T", left hand middle finger should be touching the knuckle of the right hand forefinger.

#### 4.3.6. **Firing, PARTY; ATTENTION.**

4.3.6.1. This movement is executed in three counts.

4.3.6.2. Upon the command of **Firing, PARTY**, flare the right hand off the weapon and return it to grasp the upper hand guard at a fist. (count 1)

4.3.6.3. Flare weapon to the front, right arm extended, left hand flared to the small of the back. (count 2)

4.3.6.4. Upon the command of **ATTENTION**, bring the weapon back to the proper position of attention. (count 3)

#### 4.3.7. **Dress Right, DRESS.**

4.3.7.1. All members except the first airman turn their heads to the right, and all except the seventh airman raise and extend their left arms parallel to the ground.

4.3.7.2. Members then dress accordingly an arm length plus a hands length away from each other. Once all members are in position, the NFP calls **Ready, FRONT**, and all members snap back to attention without slapping the side of the leg.

#### 4.3.8. **Port, ARMS.** (Figure 4.3.)

4.3.8.1. This movement is executed in two counts.

4.3.8.2. From the position of attention, bring weapon in front of the body with the right hand at a fist while simultaneously bringing left hand to meet the lower hand guard band. (count 1)

4.3.8.2.1. The stock ferrule swivel is chin level.

4.3.8.2.2. The upper hand guard is over the left eye, and the butt of the weapon is over the inner part of the right thigh.

4.3.8.2.3. The weapon is approximately four inches or a fist away from the body (measured at waist level).

4.3.8.2.4. Right elbow is at a 45 degree angle.

4.3.8.3. Bring the right hand down the front of the weapon and properly flare right hand to the extent of the elbow and grip weapon on the small of the stock. (count 2)

#### **4.3.9 Order Arms from Port**

4.3.9.1. This movement is executed in 3 counts.

4.3.9.2. On the command of execution, bring the right hand from the small of the stock to the upper hand guard without moving the weapon. (count 1)

4.3.9.3. Release the balance with the left hand and lower the rifle down in front of your body, thrusting it out into the flare position. While lowering the rifle, move the left hand, thumb and fingers straight and joined, sharply to the top of your right thumb to steady the rifle. The forearm and wrist are straight and the trigger housing of the weapon is at the knee. (count 2)

4.3.9.4. Simultaneously bring the weapon back down to the side and cut the left hand back to the side without an excess movement to return to the position of attention. (count 3)

#### **4.3.10. Present, ARMS.** (Figure 4.4.)

4.3.10.1. This movement is executed in three counts.

4.3.10.2. The first two counts are identical to port arms.

4.3.10.3. On the third count, perform a quarter turn to the right, so that the front sight is at eye level and the sling is facing out. (Note: If members find it difficult to have sight at eye level due to height, extend right arm.)

4.3.10.3.1. Thumb and middle finger of the left hand are on the lower hand guard band.

4.3.10.3.2. Right hand is at a flare with the thumb tucked.

4.3.10.3.3. Weapon is straight up and down and still a fist or four inches away from the body.

#### **4.3.11. Order, ARMS from Present Arms.**

4.3.11.1. This movement is executed in five counts.

4.3.11.2. Pin your left hand along the seam of your trousers while simultaneously turning the weapon to the position of port arms. (count 1) (Figure 4.5.)

4.3.11.3. With the left hand, slap the weapon so thumb and middle finger is at the band. (count 2)

4.3.11.4. Complete the order in the same manner as an order arms from port arms. (counts 3-5) (refer to 4.3.9.)

#### **4.4. Firing Sequence.**

4.4.1. **Firing, PARTY; ATTENTION.** (reference 4.3.6)

4.4.2. **Ready, FACE.**

4.4.2.1. This movement is executed in six counts.

4.4.2.2. Complete the first count of a right face, flaring the weapon so that the trigger housing is at the knee. (count 1) (Figure 4.6)

4.4.2.3. Bring the left foot to meet the right foot, weapon is still flared. (count 2) (Figure 4.7)

4.4.2.4. Butt slam the weapon on the ground controlled. (count 3) (Figure 4.8)

4.4.2.5. Move the left foot approximately 6-8 inches apart while simultaneously bringing the weapon to the position of port arms, left hand thumb and middle finger meeting the weapon at the band. (count 4) (Figure 4.9)

4.4.2.4. Bring the right hand from the upper hand guard directly to grip the small of the stock with *no* flare. (count 5)

4.4.2.5. Release the weapon at the band with the left hand, moving the left hand and placing the left thumb on the operating rod handle and fingers on the rear sights. (When live-firing the left hand is at a *first* on the operating rod handle.) (count 6)

4.4.3. **READY.**

4.4.3.1. This movement is executed in seven counts on the first two volleys and the third volley is executed in six counts.

4.4.3.2. Upon the command of **Ready**, each member of the firing party depresses the operating rod handle half way down with the left thumb. (When live firing the operating rod handle is depressed fully.) (count 1) (Figure 4.10)

4.4.3.3. Release the operating rod handle, bringing the left hand out to a flare in front of the left shoulder, palm is facing the body, thumb on forefinger. (count 2) (Figure 4.11)

4.4.3.4. Slap the left hand at the band, returning to proper port. (count 3)

4.4.3.5. Throw weapon down to position of aim. (count 4) (Figure 4.12)

- 4.4.3.5.1. Upper body turned slightly to the left without movement of the feet.
- 4.4.3.5.2. The bottom of the stock rests under the right arm with the forearm pressed firmly against it.
- 4.4.3.5.3. The left hand supports the weapon on the stock below the lower hand guard.
- 4.4.3.5.4. The right hand is at a fist with the index finger in the trigger housing; thumb is along the forefinger.
- 4.4.3.5.5. Head is facing left with the front sight of the weapon at eye level.
- 4.4.3.6. The right hand is ripped out of the trigger housing, squeezing the trigger at the same time, and bringing the right hand out at a fist. The arm is fully extended and parallel with the weapon. All weapons are fired simultaneously. Firing party must strive for “boomers.” (count 5)
- 4.4.3.7. Move the weapon back to the position of port while your head snaps forward following the weapon. (count 6)
- 4.4.3.8. Release the weapon at the band and grab the operating rod back to the Ready position. (count 7)
- 4.4.3.9. The third command of **READY** is executed with six counts (the left hand does not go back to the operating rod handle).
- 4.4.3.10. The movements above are performed until the firing party has fired three volleys. The commands are timed so that the volleys are approximately three to five seconds apart. (If there is an echo, make sure the echo has seized before calling Ready again.)
- 4.4.4. **Present, ARMS after firing**, (NFP takes own command and performs a three count present.)
  - 4.4.4.1. This movement is executed in five counts.
  - 4.4.4.2. Bring the left foot in to meet the right. (count 1)
  - 4.4.4.3. Keeping heels together, turn left foot 90 degrees to the left. (count 2)
  - 4.4.4.4. Bring the right foot to meet the left. (count 3)
  - 4.4.4.5. Slap the weapon with the left hand at the band. (count 4)
  - 4.4.4.6. Perform a present arms with another slap. (count 5)

Note: The firing party should dry fire the weapon at least once prior to firing with live ammunition.

4.4.5. **Order, ARMS.** (reference 4.3.10.)

4.4.5.1. The NFP gives this command when Taps is complete.

#### **4.5. Loading the Weapon.**

4.5.1. Under the supervision of the NFP, the firing party locks and loads one clip with three rounds into the weapons in the following manner:

4.5.2. With the weapon in the port position, release the weapon at the balance, move the left hand (fingers doubled into a fist) and place the left thumb on the operating rod handle.

4.5.3. Push the operating rod handle to the rear until it is caught by the operating rod catch.

4.5.4. Place the left hand back on the balance of the weapon and release the small of the stock.

4.5.5. With the right hand, insert the clip into the receiver of the weapon with the open end of the magazine facing the muzzle of the weapon.

4.5.6. Load three rounds into the clip and with the knife edge of the right hand in contact with the operating rod handle, move it slightly to the rear. At the same time, push down on the clip and rounds with the right thumb and allow the bolt to go forward sliding *over* the rounds. Pull the operating rod handle slightly back to make sure no round was chambered.

4.5.7. Re-grasp the small of the stock with the right hand.

Notes: All loading and unloading of weapons is done outside. Loaded weapons always remain outside and in a person's possession and loaded weapons are always carried at the position of port arms.

#### **4.6. Unloading the Weapon.**

4.6.1. Pointing the weapon in a safe direction, at the port position, with the knife-edge of your left hand with the fingers cupped over the bolt, depress the operating rod handle to the rear. This automatically ejects the clip and the third round into the fingers of your left hand.

4.6.2. The NFP then visually checks the chamber of each weapon. After this has been done and with the weapon pointed toward the ground, bring the knife-edge of the right hand in contact with the operating rod handle, moving it slightly to the rear. At the same time, depress the follower with the right thumb and allow the bolt to go forward slightly (overriding the rear of the follower).

4.6.3. Remove the thumb from the receiver and release the operating rod handle, allowing the bolt to go forward.

4.6.4. Regrasp the small of the stock with the right hand, place the right index finger on the trigger and squeeze it.

#### **4.7. Full Honors Funeral.**

4.7.1 NFP positions team at predetermined location and dry fires before the family arrives.

4.7.2. Before the family arrives, the Firing Party and NFP are at the position of ceremonial at, ease.

4.7.3. The NFP waits for the OIC/NCOIC to go to present arms and then gives the command **Present, ARMS.** (This present, arms is for the carrying of the remains.)

4.7.4. After the remains are placed at gravesite and the OIC/NCOIC orders arms, the NFP orders arms and commands, **Order, ARMS.**

4.7.5. When the OIC/NCOIC goes to the position of stand at, ease, the NFP then gives the command **Ceremonial At, EASE** and NFP assumes the position of stand at, ease.

4.7.6. The NFP proceeds with the firing sequence (4.4) after the funeral director instructs the family to rise for the rendering of military honors. (NFP will see the OIC/NCOIC present arms.

4.7.7. Once the OIC/NCOIC presents the flag to the next of kin and leaves the gravesite, the NFP calls **Port, ARMS.** All members go to the position of port arms, the fourth person in the line automatically performs a three count about face after he executes the port arms.

4.7.8. The fourth member marches to and takes a position one pace away from and directly in front of the NFP. The right hand is brought up to the upper hand guard and the weapon is spun 180 degrees while simultaneously pinning the left hand.

4.7.9. The NFP reaches out and takes the weapon at the position of port arms.

4.7.10. When the exchange is complete the NFP gives the firing line the command **Left or Right, FACE,** depending on which way the team's vehicle is. The fourth member also follows this command as does the NFP. (Note: If the family is still by the gravesite, take the longest route so there is no disruption to the family.)

4.7.11. The NFP then marches the line back to the transportation.

4.7.12. The fourth person stays and collects the 14 spent rounds and marches off at attention.

#### **4.8. Standard Honors Funeral.**

4.8.1. The NFP marches the team to a predetermined position and dry fires.

4.8.2. After the weapons are loaded the NFP gives the command **Ground, ARMS,** followed by **Ready, UP.**

4.8.3. The NFP gives the command of **FALLOUT** and the seven members perform a left face while the six team members march off to perform bearer duties. The seventh member remains and takes a position to the left of the NFP.

4.8.4. After team members have completed bearer duties they march back and fall in to their weapons with no facing movements and stand-by at the position of attention.

4.8.5. When all team members are in place the NFP gives the command **Take, ARMS**, the members remove gloves, roll one into the other and with left hand toss the gloves behind them. (Unless wearing black gloves). NFP then calls **Ready, UP**.

4.8.6. The NFP then gives the command **Ceremonial At, EASE** and assumes the position of stand at, ease.

4.8.7. When the funeral director instructs the family to rise for military funeral honors, the NFP starts the firing sequence.

4.8.8. All remaining movements are identical to those performed on a Full Honors Funeral.

4.8.9. When the fourth person collects rounds, gloves are also collected.



**Figure 4.1. (Attention)**



**Figure 4.2. (Ceremonial At Ease)**



**Figure 4.3. (Port Arms)**



**Figure 4.4. (Present Arms)**



**Figure 4.5. (Order Arms)  
(Count 1)**



**Figure 4.6. (Ready Face)  
(Count 1)**



**Figure 4.7. (Ready Face)  
(Count 2)**



**Figure 4.8. (Ready Face)  
(Count 3)**



**Figure 4.9. (Ready Face)  
(Count 4)**



**Figure 4.10. (Ready)  
(Count 1)**



**Figure 4.11. (Ready)  
(Count 2)**



**Figure 4.12. (Ready)  
(Count 4)**

## CHAPTER 5

### Pallbearers

#### 5.1. FULL HONORS FUNERAL

5.1.1. Personnel

5.1.2. Officer in Charge/Non-Commissioned Officer in Charge

5.1.3. Non Commissioned Officer in Charge of Pallbearers (NPB)

5.1.4. Pallbearers (6) Including NPB

5.1.5. Non Commissioned Officer in Charge of Firing Party (NFP)

5.1.6. Firing Party members (7)

5.1.7. Color Team

5.1.8. Bugler

5.1.9. Sequence of Events

5.1.9.1. The pallbearer team begins the ceremony positioned three abreast from each other, facing the graveside.

5.1.9.2. Ensure that there is enough space between the two ranks. A good rule of thumb is to have one arms length plus one hand to satisfy the space requirement.

5.1.9.3. Depending on the direction the hearse enters for the ceremony, the NPB aligns the team appropriately ensuring that the NPB is in the front right of the formation after the team flanks and is facing the back of the hearse.

5.1.9.4. While at attention waiting for the hearse, the command **Stand-at, EASE** is given by the NPB. (Figure 5.11.)

5.1.9.5. The command stand-at-ease is performed from the position of attention. On the first count of the movement, the pallbearers raise the left foot slightly, just enough to feel the knee bend and place the left foot down on the ground approximately shoulder width apart. The right foot does not move.

5.1.9.6. On the next count of the movement, both hands flare together in the front of the body.

5.1.9.7. The hands will be positioned left over right, with the thumbs interlocked.

5.1.9.8. The arms hang down comfortably, fingers are together, and hands lie on top of one another, with the middle fingertips overlapping.

5.1.9.9. When the procession for the funeral begins to near, the NPB then commands, **Beareres, ATTENTION.**

5.1.9.10. The hearse passes the team and stops when the OIC/NCOIC executes an Order, Arms.

5.1.9.11. When the hearse is six paces off the first bearer, salute if there is a flag on the casket. This responsibility always falls on Carry or Hand-off, depending on the direction the hearse approaches. After the hearse passes, drop salute.

5.1.9.12. The pallbearer that saluted the hearse ensures that the procession is halted and there is enough room for the pallbearers to flank out to set-up behind the hearse.

5.1.9.13. After the hearse stops, the NPB gives the command **STEP.** (Figure 5.12)

5.1.9.14. At this time, the pallbearers lift the left leg with the toe completely extended straight and parallel to the ground.

5.1.9.15. Toes are as close to the ground as possible without touching it. Lost balance can be regained by gently placing toe on the ground momentarily.

5.1.9.16. Place the heel where the big toe was; one foot in front of the other. This helps the team to take equal length steps.

5.1.9.17. Continue this same movement for each step.

5.1.9.18. This movement is smooth and ceremonious as if the team was gliding on the pavement. There is no specific count or cadence to the hang-step; the middle person(Crossmark and Mark) sets the cadence.

5.1.9.19. Hands are suspended down while stepping.

5.1.9.20. While hang stepping, the team keeps the appropriate dress, cover, interval, and distance.

#### 5.1.10. Flanking Procedures

5.1.10.1. The NPB starts the three-step command on the heel touching the ground in the direction flanking.

5.1.10.2. Once the first heel touches the ground parallel to the corner of the back bumper of the hearse, the NPB will begin to call the flanking command.

5.1.10.3. The three commands are called on the opposite heels. The NPB calls **Left/Right** on the first available left/right heel. The command is called on the foot of the direction flanking

5.1.10.4. The NPB then calls **Flank** on the next heel.

5.1.10.5. The NPB calls the command of execution **MARCH** on the next heel.

5.1.10.6. Each member then places the toe of the left/right foot in the center of the right/left foot and forms a T. (Figure 5.13.) Next, the right/left foot is raised and turned 90 degrees to the right/left. (Figure 5.14.)

5.1.10.7. Once the team executes the flank, they take three steps and stop. These three steps are used to ensure all members are properly dressed with the hearse.

5.1.10.8. If the OIC/NCOIC is at the position of stand at ease, the NPB gives the command **Stand at, EASE**. If the OIC/NCOIC stays at the position of attention, the bearers will also stay at attention.

5.1.11. Removing the Casket from the Hearse

5.1.11.1. After the casket is prepared for retrieval and the family is in position, the OIC/NCOIC of the ceremony will come to attention first then give the command **SECURE**.

5.1.11.2. The NPB calls **STEP** and the team marches to the rear of the hearse.

5.1.11.3. The NPB calls the command **Mark, TIME**, on consecutive steps initiated with the left foot, two-paces from the back bumper heel.

5.1.11.4. NPB calls, **Bearer, HALT**, called on consecutive lefts.

5.1.11.5. The next set of movements are executed in 6 counts. All members will take one more step and close (counts 1 and 2). All members with the exception of HO will execute a center face, HO will stand fast (counts 3 and 4). All members with the exception of HO will take one side step toward the hearse, HO will take one side step to the right(counts 5-6).

5.1.11.6. With the exception of Hand-off, bearers will make eye contact, then execute a three-second head drop.

5.1.11.7. At this point, Hand-off hang-steps to the rear of the casket.

5.1.11.8. Hand-off stops and executes a three-second head drop.

5.1.11.9. NPB then informs Hand-off of the number of turning-steps the team will execute. (Figure 5.15.)

5.1.11.10.1. This information is given quietly in the form of two numbers and a direction in which to travel.

5.1.11.10.2. For example **6 and 5 to Hand-off**. The 6 tells you how many side steps to take away from the hearse, and 5 tells you how many steps to take during the turning of the casket and the words “to Hand-off” indicates which direction to turn the casket. Handoff is clockwise and Carry is counter-clockwise. (The first number will be no less than 3, no greater than 10)(The second number will always be 5)

5.1.11.11. Hand-off then pulls the casket out of the hearse, lifting the head at the same time. Hand-off quietly repeats the turning instructions while pulling the casket.

5.1.11.12. NPB tells Fold, **Ready, TAKE**; this command is subdued. This ensures NPB and FOLD grab casket simultaneously.

5.1.11.13. NPB then tells Fold, **Ready, LIFT**; this command is subdued. This prevents the casket from dropping loudly onto the rear bumper of the hearse. This command is also called quietly.

5.1.11.14. Cross mark supports the weight of Hand-offs position.

5.1.11.15. The team’s palms are down with the thumbs facing the NPB.

5.1.11.16. When the casket is out, Hand-off steps around to the original position.

5.1.11.17. Hand-off executes a 3 second head drop and calls **Ready**

5.1.11.18. The NPB then calls **STEP**.

5.1.11.19. The team side-steps (without heel clicking), while performing turning-steps it is important to step either forward or backward beginning with the foot farthest from the hearse. (i.e. NPB will initiate with the left foot, Fold side will initiate with the right foot)

5.1.11.20. Mark or Crossmark will always be the pivot points of the turn. These positions must ensure the casket rotates with out drifting.

5.1.11.21. The command, **UP** will be given by the NPB, the team will bring their head up in a three-second count.

5.1.11.22. The NPB calls the command **FACE**; each member faces the gravesite using a 3-second count.

5.1.11.23. The next command is **STEP**, the team steps-off with the left foot and proceed to the gravesite.

5.1.11.24. The casket must remain level during the carry. To accomplish this, every member of the team must extend the arms, roll the wrist, and press toward the casket with the forearm. To ensure safety, we recommend “duckwalking”. (i.e. Pointing the toes outwards while walking to prevent stepping on the persons feet in front of you).

5.1.11.25. If the casket is high on one end, in a low tone of voice say, fold-up or down, front-up or front-down.

5.1.11.26. The NPB guides the casket during the carry to graveside.

5.1.11.27. The NPB slightly pushes or pulls the casket to signal the team to turn the casket in the appropriate direction.

5.1.11.27.1 The team will pick up an automatic mark time march. When in the mark time, the team will turn the casket 90 degrees in the appropriate direction.

5.1.11.28. To carry the casket over an obstacle, such as a tombstone, the NPB calls **Ready, UP**. On the first available left foot **Ready** is called and **UP** is called on the next left foot.

5.1.11.29. When this command is given, every member of the casket team raises the casket slowly, in a three second motion, just enough to clear the obstacle.

5.1.11.30. After the casket has cleared the obstacle, hand-off gives the command, **CLEAR**.

5.1.11.31 The NPB then commands **DOWN** on either foot and the bearer team will lower the casket back down to the regular carrying position, in a three second motion.

5.1.11.32. When the team arrives at the head end of the mock-up, the NPB gives the command, **HALT**. When approaching the mock-up, the NPB will slow the team down.

5.1.11.33. This command is in a loud voice and dragged out. It is called on either foot when the heel of that foot strikes the ground.

5.1.11.34. The bearer team halts, without heel clicks, on the next available foot after the command was called.

5.1.11.35. The next command is **CENTER**.

5.1.11.36. When the NPB gives this command, all the members face in toward the casket in a three-second count.

5.1.11.37. Once the team centers in, they make eye contact, then hands turn palm up , and lower their heads as to focus on the top of the casket. All three movements will be executed in a three second motion, for a total of a nine count movement.

5.1.11.38. The NPB then calls **STEP**.

5.1.11.39. At this time, all team members side step onto the mock-up or next to the gravesite if no mock-up is present.

5.1.11.40. It is important for everyone to carry their weight evenly while keeping their backs as straight as possible.

5.1.11.41. Each set of bearers across from one another should step upon the mock-up at the same time.

5.1.11.42. When the casket is centered on the grave, the NPB commands, **HALT** then **DOWN**.

5.1.11.43. After the command of halt, the four outside bearers release the casket with the outside hand and secure the flag to keep it from getting caught under the casket or touching the ground.

5.1.11.44. After the corners are secure, the NPB will call **DOWN**, the team sets the casket down slowly and evenly, bending at the knees.

5.1.11.45. Once the casket has been placed on the lowering device, all bearers will rise up slowly, going off the center (Crossmark and Mark), with flag in hand making a canoe.

5.1.11.45.1. Canoe: Bearers bring their arms up high enough so that the flag is not touching the casket, therefore forming a “U” shape with the flag. This is done by the people on the corners to pull the flag out away from the middle people.

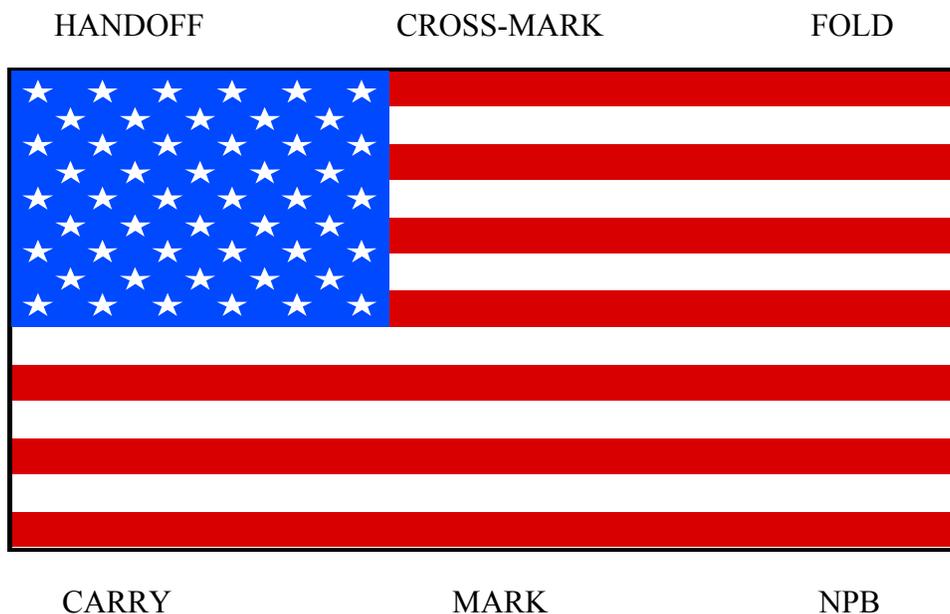
5.1.11.45.2. The positions of NPB and Handoff will give the command of **Ready, STEP** for Fold and Carry in a low tone.

5.1.11.45.3. On the command **Ready, STEP**, NPB and Fold will take one side step towards the outside, and Handoff and Carry will also take one side step to the outside and begin rolling the two and a halves. When rolling the two and a halves, the four corner people are to keep tension on the flag to ensure there is no excess material that is “rolled”. All of this is done with the flag being in the “canoe”.

## **5.2. SIX-PERSON FLAG-FOLDING PROCEDURES.**

### 5.2.1. Full Honors Funeral/Standard Honors Funeral

#### 5.2.1.1. Positions



5.2.1.2.. Once bearer's thumbs are together after rolling the two and a halves, start the first tug.

5.2.1.2.1. The four corner people will have the thumbs together at the corners. Crossmark will have both hands together where the union meets the red stripe at the top of the flag on the Fold's side. Mark will have both hands together directly across from that spot so that everyone is directly across from each other.

5.2.1.2.2. First tug – Simultaneously, NPB, Crossmark, and Handoff will slide left hand down the flag in a three second motion until there hands are approximately shoulder width apart. Fold, Mark, and Carry will simultaneously slide the right hand down the flag in a three second motion until there hands are approximately shoulder width apart. When tugging, NPB's left hand should be approximately 10-12 inches apart, so he will pick up the hand slide when Folds right hand is directly across NPB's left hand to achieve a "mirrored" effect.

5.2.1.2.3. On the second tug, three things will occur at the same time.

- 1 – Bearers will center themselves between their arms.
- 2 – All heads will come up facing the front
- 3 – Flag will be pulled open towards the body at a level position so that the flag has an appearance of a table (called "tabletop")

5.2.1.2.4. When at "tabletop", ensure that the flag stays level, dressing off of Mark and Crossmark.

5.2.1.2.5. This is done by thumb corrections. Each individual is responsible for correcting the person directly across from them. The thumb corrections are as follows:

- (1) To bring someone up, slightly lift the corresponding thumb up from the flag until it is even with the rest of the flag.
- (2) To bring someone down, slightly bend the corresponding thumb down to the flag until it is even with the rest of the flag.
- (3) To make someone regrip the flag, slightly release the corresponding hand from the flag and regrip
- (4) To make someone have tension on the flag, (flag starts to droop), slightly move both thumbs side to side until the corresponding person has tension on the flag.

5.2.1.3. Flag Folding Sequence. NPB tugs the flag for the third time to initiate the folding of the flag. (This is a four count movement)

5.2.1.3.1. COUNT 1: NPB, Fold, Carry, and Handoff slide their inside hand toward the hand holding the outside of the flag. Mark and Cross-Mark slide their farthest hand toward the blue field.

5.2.1.3.2. COUNT 2: NPB and Carry replace their outside hand with the inside while placing two fingers on the end of the flag, cutting the flag in half. Mark pinches the underside of the flag with the left hand approximately in the middle. Fold and Handoff place their inside hand underneath for support. Crossmark does the same as Handoff and places their left hand underneath for support.

5.2.1.3.3. COUNT 3: The bearers on the NPB side throw the flag over toward the blue field with the hand that is closest to them with the palms up, and hands flared. Fold, Crossmark, and Handoff will standfast.

5.2.1.4. COUNT 4: Bearers on the NPB side place their throw-over hand underneath the flag for support so that both hands are approximately shoulder width apart. Fold, Crossmark, and Handoff will bring the hand that was supporting out to grab the flag and set the border.

5.2.1.4.1. The border is approximately halfway of the top stripe, or the top parallel mark on the top row of stars in the union.

5.2.1.5. Once the borders have been set, all members on Fold side will re-grip the flag shoulder width apart. When all movement has stopped, Mark initiates the pulling out of support hands underneath the flag.

5.2.1.6. Once all hands have been placed back in original positions, the flag is centered over the casket. The flag is now at a half fold. This sequence of events is repeated to bring the flag to the quarter fold. (Exception: NPB, Mark, and Carry DO NOT put the hands underneath on count 4, they re-grip the flag approximately shoulder width apart).

5.2.1.7. The NPB and fold start a triangular fold by bringing the striped corner of the folded edge to the open edge. Ensure the outside edge of the fold forms a 45-degree angle.

5.2.1.8. Next, fold the outer point inward, parallel with the open edge, to form a second triangle. Continue to fold the flag in this manner. (Figure 5.10) When folding the flag ensure that NPB and Fold use the “thumb towards/hands away” method of creasing the flag. This prevents excess movement on the flag and ensures the flag is taut.

5.2.1.8.1. Every fold consists of two creases. NPB and Fold each will have one crease, one using the “thumb towards”, the other using the “hand away” method. When a fold consists of a 90 degree angle “pointing” towards NPB or Fold, then that individual will execute both creases.

5.2.1.9. Throughout the flag folding sequence, Mark, Cross-Mark, Carry, and Hand Off feed the flag toward NPB and Fold.

5.2.1.10. Every 2 & 1/2 folds, the team members not folding the flag (Mark, Crossmark, Carry and Handoff) slides their hands toward the other, thus feeding the flag. The members that are across from each other should feed together to achieve a mirrored effect.

5.2.1.11. Once bearers’ hands leave the flag, they resume the position of Attention.

5.2.1.12. When the first fold enters the blue field, Mark and Crossmark will step toward the NPB and Fold. An eyewink may be given by the bearer whose back is to the family to ensure they step at the same time.

*NOTE: The tip of the flag enters the blue union without exceeding the second star. This is a rule of thumb to prevent the flag from being folded long, thus not allowing the flag to be tucked at the end.*

5.2.1.13. The fold continues through the union

5.2.1.14. Cross-Mark ensures all red is properly tucked by pulling out the union to let Fold roll under any red material showing on the flag.

5.2.1.15. At the last fold, the flag tip is approximately six inches from the white edge-band. Mark and Cross-Mark tuck the remaining excess flag into the folded flag. They look for any red or white parts of the flag sticking out of the blue union and tuck them in. NPB secures the flag by gripping the middle of the flag with the right hand and lifting up the “flap” with the left hand. Fold secures the flag by gripping the corner of the flag closest to him with the left hand and lifting up the “flap” with the right hand.

5.2.1.15.1. Mark begins the tucking sequence by folding a 45 degree angle with the material on his side, ensuring that there is enough space to clear the lip of the flag (approximately 1”). Crossmark pinches the flag with the left hand tucks the flag with the right, pushing all the material to the back of the flag.

5.2.2. NPB Flag Dressing Sequence (reference 5.4.3.)

5.2.2.1. NPB renders a hand salute to the flag.

5.2.2.2. The NPB faces in and steps to the original position.

5.2.2.3. The OIC/NCOIC presents the flag to the next of kin and returns to the original position (full honors funeral) or steps back to the original position with the flag secured (standard honors funeral). At that time, the OIC/NCOIC gives a subdued command of **BEARERS POST**.

5.2.2.4. The NPB then gives the command **Face, ME** or **Face, AWAY** and the team departs, either by hang stepping off the mock-up or marching off when there is no mock-up present. If hang-step is used, Hand-off or NPB (whichever is to the rear) calls **STEP** once the bearers have cleared the mock-up.

### **5.3. STANDARD HONORS FUNERAL**

#### 5.3.1. Personnel

5.3.1.1. Officer in Charge/Non-Commissioned Officer in Charge

5.3.1.2. Non Commissioned Officer in Charge of Firing Party (NFP)

5.3.1.3. Honor Guard Members (7)

5.3.1.4 Bugler

#### 5.3.2. Sequence of events

5.3.2.1. The 8 member firing party (NFP and seven dual qualified Honor Guard members) are positioned approximately 50 paces away from gravesite and fire over the head of the casket.

5.3.2.2. The weapons are grounded and the 6 members designated as pallbearers depart the formation to wait at the curbside for the funeral procession (NFP and seventh firing party member remain in the formation to secure the weapons).

5.3.2.3. The OIC/NCOIC and pallbearers are at attention in their predetermined positions as the funeral procession arrives.

5.3.2.4. Pallbearers execute same procedures as outlined in the 6-person pallbearer team. The flag is folded immediately upon arrival at gravesite.

5.3.2.5. Pallbearers hand off flag to NCOIC/OIC and march off with no armswing towards the firing party position and pallbearers execute a “zipper in”. When the command of **STEP** is made, bearers start to march at cadence of quicktime.

5.3.2.6. Pallbearers execute take, arms, and ready, up and are now in position to render 3 volleys (follow sequence outlined in Firing Party)

5.3.2.7. Once the chaplain has completed remarks, the funeral director asks the family to rise for the rendering of military honors, this is the NFP's cue to begin firing party sequence.

5.3.2.8. Once firing party is complete, bugler sounds Taps.

5.3.2.9. NCOIC/OIC hands off flag to next of kin, says the message of condolence, and renders slow salute.

5.3.2.10. Once salute is dropped, and NCOIC/OIC marches off, Honor Guard members depart the funeral site, returning to staging area.

## **5.4. TWO-PERSON FUNERAL**

### **5.4.1. Purpose**

5.4.1.1. The two-person funeral is primarily used for veterans.

5.4.1.2. Provides military representation to present the flag to the next of kin.

### **5.4.2. Sequence**

5.4.2.1. Two qualified Honor Guard members pre-position themselves at curbside awaiting the procession.

5.4.2.2. When the hearse approaches both members execute present, arms.

5.4.2.3. Once the hearse passes both members they execute order, arms.

5.4.2.4. The family designated pallbearers secure the casket and proceed to graveside.

5.4.2.5. Honor Guard members follow the pallbearers to graveside and position themselves at both ends of the casket once it has been lowered.

5.4.2.6. The Honor Guard members wait for cue from the chaplain or funeral representative before folding the flag (see two person flag fold section for detailed instructions.) While the eulogy or sermon is given, the Honor Guard personnel stand at the position of stand at ease, once given their cue they simultaneously move to the position of attention.

5.4.2.7. After the flag is presented, both members execute the appropriate facing movement and depart.

## **5.5. Two-Person Flag Fold.**

### **5.5.1. Procedures and Responsibilities.**

5.5.1.1. Requires two qualified Honor Guard personnel to fold the flag.

5.5.1.2. One Honor Guardsman is positioned at each end of the flag one pace off the casket.

5.5.1.3. The two positions are the folder and NCOIC/OIC.

## 5.5.2. Flag Folding Sequence

5.5.2.1. Each movement is initiated by the folder's eye wink.

5.5.2.2. Both members secure the four corners of the flag over the casket.

5.5.2.3. 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 end of the flag while folding. *Note: Always try to fold the flag in front of the family. If there is not enough room due to obstacles, such as a pile of dirt, family in the way or a lid, then go to a quarter fold over the casket then take side steps over.*

5.5.2.4. Step 1: Bring the two open ends of the flag together, leaving approximately three inches (approximately half the red stripe, and the horizontal portion of the top star) of border from the union side of the flag and the striped edge. This is known as establishing the border; the two open ends do not lie evenly upon each other, there must be a definite margin.

5.5.2.5. Step 2: Bring the hand not securing the established border back to opposite corner. Simultaneously, the NCOIC/OIC flares down with the right hand and secure the other corner with the left hand while the folder flares down with the left hand and secure the opposite corner with the right hand.

5.5.2.6. Step 3: Repeat steps 1 and 2.

5.5.2.7. Step 4: The folder begins by making a triangular fold bringing the striped corner of the folded edge to the open edge. Ensure the outside edge of the fold forms a 90-degree angle. *Note: With your left hand, half the white on the first fold.*

5.5.2.8. Step 5: Fold the outer point inward, parallel with the open edge, to form second triangle.

5.5.2.9. Step 6: Continue folding the flag alternating steps 4 and 5 until the flag reaches the end (approximately 6-10 inches but may vary). This process usually involves 10 folds on the standard internment flag.

5.5.2.10. Step 7: Folder reaches underneath the flag with the right hand, lifting up the flap, cradling it with the left arm. The folder must also pinch the right corner of the flag to ensure the flag is taut.

5.5.2.11. Step 8: The NCOIC/OIC makes a 90-degree fold with the right side of the flag, ensuring the thumb is placed in between the fold and the flag.

5.5.2.12. Step 9: Crease the excess portion of the flag and neatly tuck it in the pocket formed by the folded flag.

5.5.2.13. Inspection of the flag. The folder takes the flag, brings it to the chest with head down and stationary and eyes looking down at the flag. Ensure no red is showing or any white is protruding, flag should be flat. *Note: There is no head movement while inspecting the flag.*

### 5.5.3. Flag Dressing Sequence

5.5.3.1. This movement is executed in 3 second increments in 9 counts.

5.5.3.2. Once inspection of flag is completed, position both hands at the top portion of the flag. (Figure 5.1.)

5.5.3.3. Slowly slide the left hand down at a flare to the extent of the elbow and pause. (Figure 5.2) (count 1)

5.5.3.4. Bring left hand underneath the flag to support the flag against the chest and pause. (Figure 5.3.) (count 2)

5.5.3.5. Repeat this flaring process with the right hand and pause. (Figure 5.4.) (count 3)

5.5.3.6. Bring the right hand across the flag and touch the opposite end of the flag and pause. (Figure 5.5) (count 4)

5.5.3.7. The right hand sweeps across the front of the flag to the top left corner of the flag and pause. (Figure 5.6.) (count 5)

5.5.3.8. Grasp the flag with the right hand, keeping all fingers joined and pause. (Figure 5.7) (count 6)

5.5.3.9. Rotate flag in a clockwise motion with the right hand while simultaneously lifting the flag up and pause. (Figure 5.8) (count 7) **NOTE:** *The rotation is complete once the top tip of the flag is directly in front of the nose and the bottom of the flag is parallel to the ground.*

5.5.3.10. Lower the flag until the upper portion of the flag is at eye level and pause. (count 8)

5.5.3.11. The left hand comes up and joins the right hand, ensuring the fingers are joined and remain together. (Figure 5.9.) (count 9)

5.5.3.12. The dressing sequence is now complete, the folder hands off to the flag to the OIC/NCOIC. The folder then looks at the flag without moving their head and performs a slow salute.

5.5.3.13. The NCOIC/OIC is responsible for holding the opposite end of the flag taut ensuring it stays level while the flag is being folded.

5.5.3.14. The NCOIC/OIC presents the flag to the next of kin and recites the message of condolence, followed by a slow salute to the flag and departure.

5.5.3.15. The message of condolence is; On behalf of the President of the United States, the Department of the Air Force, and a grateful nation, we offer this flag for the faithful and dedicated service of (state service members rank and name).

## **5.6 Cremate Sequence for SHF or FHF**

5.6.1. The sequence is the same as a casket until the command of **SECURE** is given by the NCOIC/OIC.

5.6.2. On the command of **SECURE** NPB calls the team to **ATTENTION**. NPB and Fold step off in the cadence of slow time and suspended armswing

5.6.3. When NPB and Fold are lined up with the rear bumper of the vehicle, they takes three steps and automatically halt.

5.6.4. NPB and Fold automatically execute a three-second-center face.

5.6.5. NPB eye winks to Fold for both members to lower their head into the car to retrieve the flag and urn.

5.6.6. Once the members have the urn and flag in possession, NPB gives a subdued command of ready up for NPB and Fold to raise their heads out of the car.

5.6.7. NPB eye winks to Fold to initiate a three-second face towards the formation and automatically slide step off with the left foot in the cadence of slow time.

5.6.8. Approximately two paces away from the formation NPB gives a subdued command of **HALT** for he and Fold. Both automatically execute a three count about face.

5.6.9. NPB then gives the command of **STEP**, all team members step off with arms suspended in the cadence of slow time. As the team is marching the team marches shoulder to shoulder.

5.6.10. As the team is approaching gravesite, the team splits up and Mark calls **HALT** as he is centered on the stand for the urn.

5.6.11. NPB gives the command of **CENTER**, the team executes a three second center face.

5.6.12. Fold places the urn on the stand and NPB executes a half dress on the flag.

5.6.13. NPB passes the flag to by “shooting” the flag down, the top point is pointing towards Fold. Fold receives the flag with the left hand on top of the flag and right hand on bottom.

5.6.14. Fold passes the flag to Crossmark by simply turning their upper body, Crossmark receives the flag with both hands grabbing the angled sides of the flag with both palms facing down.

5.6.15. Crossmark passes the flag to Handoff by simply turning his upper body 180 degrees to the right, Handoff receives the flag by grabbing the flag with both hands at the two angled sides of the flag with the palms facing down.

5.6.16. Handoff brings the flag to the center of the body so that the top point of the flag is approximately at the sternum, where Handoff begins the half dress of the flag.

5.6.17. Handoff on completion of the half dress shoots the flag down to Carry so that the “tuck” of the flag is parallel to Carry’s body. Carry meets Handoff in the middle so that Carry can begin to untuck the flag.

5.6.18. Carry takes the band of the flag and places it in Handoff’s right hand. Carry begins to unfold the flag.

5.6.19. Handoff supports the flag with the left hand while maintaining a hold of the flag with the right hand. As Carry is unfolding the flag with BOTH hands, one of the two middle bearers eye winks to the other to initiate to go help unfold the flag. Crossmark supports the flag and Mark unfolds the flag with BOTH hands. At this time, Carry is re-gripping the flag so that the left hand is on the corner of the flag, and the right hand is placed approximately shoulder width apart from the left hand but keeping the right hand underneath the flag.

5.6.20. Handoff slides the right hand to the corner of the flag, on their side, then bring the left hand out from underneath to re-grip so that the hands are approximately shoulder width apart.

5.6.21. NPB or Fold eye winks at one another to initiate the two to unfold the flag. Fold brings both hands underneath to support the flag. NPB begins to unfold the flag using BOTH hands. Mark brings the left hand out to re-grip the flag where the union meets the stripes, but keeping the right hand underneath the flag approximately shoulder width apart from the left hand.

5.6.22. Fold re-grips the flag with both hands keeping the left hand at the corner of the flag and placing the right hand approximately shoulder width apart from the left. NPB grips the flag with the right hand at the corresponding corner and then place the left hand underneath the flag approximately shoulder width apart from the right hand.

5.6.23. Upon the completion of the unfolding Mark brings the right hand out from underneath the flag, signaling NPB and Carry to do the same.

5.6.24. Fold has his left index finger underneath the corner “flap” of the flag. Crossmark and Handoff has their right index finger underneath the flap of the flag as well.

5.6.25. NPB “tugs” the flag, all of the following things happen simultaneously:

5.6.25.1. NPB “flares” the left hand and bring it across the flag to Fold’s left hand and grabs the flag

5.6.25.2. Mark “flares” the right hand and brings it across the flag to grab the flag at Crossmark’s right hand.

5.6.25.3. Carry “flares” the right hand and brings it across the flag to grab the flag at Handoff’s right hand

5.6.25.4. Fold simultaneously raises the flag with the left index finger and bring the right hand and forearm underneath the flag for support.

5.6.25.5. Crossmark simultaneously raises the flag with the right index finger and brings the left hand and forearm underneath the flag for support.

5.6.25.6. Handoff simultaneously raises the flag with the right index finger and bring the left hand and forearm underneath the flag for support. *(yes they do the same thing)*

5.6.26. All members grab the flag respectively and begin the six person flag fold as stated in 5.3.



**Figure 5.1. (End of Inspection of Flag)**



**Figure 5.2. (Dressing Sequence)  
Count 1**



**Figure 5.3. (Dressing Sequence)  
Count 2**



**Figure 5.4. (Dressing Sequence)  
Count 3**



**Figure 5.5. (Dressing Sequence)  
Count 4**



**Figure 5.6. (Dressing Sequence)  
Count 5**



**Figure 5.7. (Dressing Sequence)  
Count 6**



**Figure 5.8. (Dressing Sequence)  
Count 7**



**Figure 5.9. (Dressing Sequence)  
Count 9**



**Figure 5.10. (6 Person Flag Fold)**



**Figure 5.11. (Stand At Ease)**



**Figure 5.12. (Step)**



**Figure 5.13. (Left Flank, March)  
Count 1**



**Figure 5.14. (Left Flank, March)  
Count 2**



**Figure 5.15. (Turning Steps)**

## **Chapter 6**

### **Air Force Bugler**

#### **6.1. General Information**

6.1.1. All Air Force funerals have a requirement for the playing of Taps.

6.1.2. During the movement of the casket, the bugler presents arms with the OIC/NCOIC of the ceremony.

6.1.3 As the casket is placed on the lowering device, the bugler orders arms with the OIC/NCOIC of the ceremony

6.1.4. While practicing or “warming up” at the ceremony location, music other than Taps is used and does not distract from other ceremonies in the area.

#### **6.2. Positions**

##### **6.2.1. Attention**

6.2.1.1. To come to attention, bring the feet together smartly and on line. Keep the legs straight without stiffening or locking the knees. The body is erect with hips level, chest lifted, and shoulders square and even. Right arm hangs straight down along side the body and the wrist is not bent. Place the right thumb, which is resting along the first joint of the forefinger, along the seam of the trousers. Hand is cupped (but not clenched as a fist) with palm facing the leg. The left arm is at a 90-degree angle, parallel to the ground, cradling the bugle, 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 requirements.

##### **6.2.2. Stand at, ease**

6.2.2.1. Stand-at-ease is performed from the position of attention. On the first count of the 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 shoulder width apart. The right foot does not move.

6.2.2.2. On the next count of the movement, both hands come together in the front of the body, the left hand holds the bugle vertical at the center of the body, the right hand is flared over the left.

### **6.3. Graveside Service**

6.3.1. Upon arrival at the gravesite, the bugler assumes a position approximately 50 paces from the gravesite, in view of the family.

6.3.1.1. If a firing party is also performing, the bugler is positioned in the opposite line of sight, usually diagonal to the foot end of the casket.

### **6.4. Memorial Service.**

6.4.1. During memorial services, the bugler may be placed indoors or out. If indoors, the acoustics of the area should be such that the sound is not overbearing.

### **6.5. Full Honors Funeral**

6.5.1 After the placement of the casket on the mock-up, the bugler assumes the position of stand at, ease.

6.5.2. At the conclusion of the clergy's remarks, the funeral director asks the family to rise for the rendering of military honors, at this time, the bugler assumes the position of attention.

6.5.3. During the firing of the three volleys, the bugler prepares to play Taps.

6.5.4. Taps is played at the conclusion of the third volley performed by the firing party.

### **6.6. Standard/Modified Honors Funeral**

6.6.1 After the placement of the casket on the mock-up, the bugler remains at the position of attention.

6.6.2. When the flag is presented to the OIC/NCOIC of the ceremony, the bugler assumes the position of stand at, ease.

6.6.3. At the conclusion of the clergy's remarks, the funeral director asks the family to rise for the rendering of military honors. The bugler assumes the position of attention.

6.6.4. During the firing of the three volleys, the bugler prepares to play Taps.

6.6.5. Taps is played at the conclusion of the third volley.

### **6.7. Veteran Funeral**

6.7.1 After the placement of the casket on the mock-up, the bugler assumes the position of stand at, ease.

6.7.2. At the conclusion of the clergy's remarks, the funeral director asks the family to rise for the rendering of military honors, at this time, the bugler assumes the position of attention.

6.7.3. Taps is played after the flag is presented to the OIC/NCOIC but prior to presentation to the family.

## Chapter 7

### FUNERAL SEQUENCES

#### 7.1. Full Honors Funeral

7.1.1. Full honors funerals are conducted for deceased active duty Air Force members and Medal of Honor recipients.

7.1.2. Members of the Air Force Reserve and Air National Guard are also eligible if killed while on active duty status.

7.1.3. Twenty honor guard members are required.

7.1.3.1. Personnel

7.1.3.1.1 Officer in Charge/Non-Commissioned Officer in Charge

7.1.3.1.2. Non Commissioned Officer in Charge of Firing Party (NFP)

7.1.3.1.3. Color Guard (4)

7.1.3.1.4. Pallbearers (6)

7.1.3.1.5. Firing party members (7)

7.1.3.1.6. Bugler/Sound system operator

7.1.4. Sequence

7.1.4.1. The pallbearers and OIC/NCOIC position themselves at the road and await the arrival of the hearse.

7.1.4.2. Colors, Firing Party, and Bugler are pre-posted in their positions.

7.1.4.3. The pallbearers, followed by the OIC/NCOIC bring the casket to gravesite and bring the flag to waist level.

7.1.4.4. The clergy gives the graveside committal service.

7.1.4.5. When the funeral director asks the family to rise for the rendering of military honors, the OIC/NCOIC comes to attention and executes a present arms; which is the cue for the NFP to begin the firing sequence.

7.1.4.6. At the conclusion of the three volleys, the bugler sounds Taps.

7.1.4.7. After Taps, the pallbearers fold the flag and present it to the OIC/NCOIC.

7.1.4.8. The OIC/NCOIC presents the flag to the next of kin.

7.1.4.9. All elements proceed to the assembly point.

## **7.2. Standard Honors Funeral**

7.2.1. Standard honors funerals are conducted for Air Force Retired Members to include those receiving retired pay or members of the Air Force Reserves or Air National Guard (ANG) who have 20 years or more satisfactory service for retirement.

7.2.2. Ten honor guard members are required.

7.2.3. Personnel

7.2.3.1. Officer in Charge/Non-Commissioned Officer in Charge

7.2.3.2. Non Commissioned Officer in Charge of Firing Party (NFP)

7.2.3.3. Dual qualified Pallbearers (6)

7.2.3.4. Firing party member (1)

7.2.3.5. Bugler/Sound system operator

7.2.4. Sequence

7.2.4.1. The NFP positions the firing party members and has them ground arms.

7.2.4.2. All but one firing party member departs for pallbearer duty.

7.2.4.3. The pallbearers and OIC/NCOIC position themselves at the road and await the arrival of the hearse.

7.2.4.4. The pallbearers, followed by the OIC/NCOIC bring the casket to gravesite and begin the flag fold sequence once the family has been seated.

7.2.4.5. The flag is presented to the OIC/NCOIC and the pallbearers depart for firing party duty.

7.2.4.6. The clergy gives the graveside committal service.

7.2.4.7. When the funeral director asks the family to rise for the rendering of military honors, the NFP begins the firing sequence.

7.2.4.8. At the conclusion of the three volleys, the bugler sounds Taps.

7.2.4.9. After Taps, the OIC/NCOIC presents the flag to the next of kin.

7.2.4.10. All members proceed to the assembly point.

### **7.3. Veteran Honors Funeral**

7.3.1. Veteran honors are rendered for former members (veterans) of the Air Force, Army Air Corps or Army Air Forces, and Women's Air Forces, Service Pilots whose last service was honorable, and members of a reserve component not in a duty status.

7.3.2. Three honor guard members are required.

7.3.3.1. Personnel

7.3.3.1.1. Officer in Charge/Non-Commissioned Officer in Charge

7.3.3.1.2. Fold

7.3.3.1.3. Bugler/Sound system operator

7.3.4. Sequence

7.3.4.1. The OIC/NCOIC and Fold position themselves at the road and await the arrival of the hearse.

7.3.4.2. Family designated pallbearers, followed by the OIC/NCOIC and Fold, bring the casket to gravesite.

7.3.4.3. OIC/NCOIC and Fold take their positions at the casket and come to the position of stand at, ease together.

7.3.4.4. The clergy gives the graveside committal service.

7.3.4.5. The funeral director asks the family to rise for the rendering of military honors.

7.3.4.6. The flag is folded and presented to the OIC/NCOIC and Fold takes a predetermined position away from the family.

7.3.4.7. The bugler sounds Taps

7.3.4.8. The OIC/NCOIC presents the flag to the next of kin.

7.3.4.9. OIC/NCOIC steps to Folds position and all members proceed to the assembly point.

## **Chapter 8**

### **RETREAT CEREMONY**

#### **8.1. Personnel.**

- 8.1.1. (1) Non Commissioned Officer-in-Charge (NCOIC)
- 8.1.2. (2),(5) Flag Bearers

#### **8.2. Equipment.**

- 8.2.1. Base or All Purpose flag

#### **8.3. Support Materials.**

- 8.3.1. Job Commitment
- 8.3.2. Security Police for traffic control
- 8.3.3. Band or Installation PA system

#### **8.4. Preparation.**

- 8.4.1. Schedule at least one practice one day prior to the job.
- 8.4.2. The NCOIC ensures the Base Security Forces is notified of the upcoming retreat ceremony in order to provide the necessary traffic control.
- 8.4. Intersections surrounding the flagpole are blocked off 15 minutes prior to retreat time.

#### **8.5. Sequence of Events.**

- 8.5.1. At the appropriate time the NCOIC of the Flag detail commands **Forward, MARCH** and the Honor Guard moves into position:
  - 8.5.1.1. The flag lowering portion of the ceremony is conducted IAW AFMAN 36-2203 Chapter 7.
  - 8.5.2. 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 9

### AIR FORCE RIFLE CORDON

#### 9.1. Formation and Advancement of Cordon.

9.1.1. The cordon is formed in two lines of equal numbers, the NCOIC may be positioned on the outside of either line and centered.

9.1.2. The NCOIC gives the command **Port, ARMS** followed by **Forward, MARCH**. Cordon marches to a predetermined position and picks up an automatic mark time.

9.1.3. The NCOIC gives the command **Cordon, HALT** and **Order, ARMS**.

#### 9.2. Dressing Sequence.

9.2.1. The NCOIC gives the command **Center, FACE** followed by **Dress Center, DRESS**. The cordon drops their heads and adjust to the marks (If marks are not used, members use peripheral vision to adjust). The NCOIC gives the command **Ready, TWO**. The cordon snaps their heads and dress in the direction the official party will proceed. The NCOIC gives the command **Ready, FRONT**. The cordon snaps their heads straight forward.

9.2.2. The NCOIC gives the command **Ceremonial at, EASE**. The cordon awaits the arrival of the official party.

#### 9.3. Arrival.

9.3.1. Upon the arrival of the official party, the NCOIC gives the command **Cordon, ATTENTION** followed by **Present, ARMS**. The official party passes through the cordon.

9.3.2. The NCOIC gives the command **Order, ARMS**.

#### 9.4. Departure.

9.4.1. Upon the departure of the official party, the NCOIC gives the command **Present, ARMS**. The official party departs through the cordon.

9.4.2. The NCOIC gives the command **Order, ARMS**.

#### 9.5. March Off.

9.5.1. The NCOIC gives the command **Ready, FACE**. Both elements of the cordon face the direction that they marched on from.

9.5.2. The NCOIC gives the command **Port, ARMS** then **Forward, MARCH**.

**9.6. Cordon Sizes.**

9.6.1. President/Ex-President, 21 member

9.6.2. Vice-President, 19 member

9.6.3. Secretary of Defense, 19 member

9.6.4. Chairman of the Joint Chiefs of Staff/Chief of Staff, 19 member

9.6.5. 4-Star General, 17 member

9.6.6. 3-Star General, 15 member

9.6.7. 2-Star General, 13 member

9.6.8. 1-Star General, 11 member

## Chapter 10

### SABER AND SWORD MANUALS AND CORDONS

#### 10.1. General.

10.1.1. The saber is worn by officers and the sword is worn by NCO's. Figure 10.1 shows the nomenclature for pertinent parts of the saber, sword, and scabbard.

#### 10.2. Standing Manual of Arms.

10.2.1. **ATTENTION.** This is the position before the command **Draw, SABER (SWORD)** and after the command **Return, SABER (SWORD)**. The hands are behind the trouser seams and the thumbs touch the first joint of the forefingers.

#### 10.2.2. Draw Saber (Sword).

10.2.2.1. At the preparatory command **Draw**, grasp the scabbard with the left hand turning the scabbard clockwise 180 degrees, 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.

10.2.2.2. On the command of execution **SABER (SWORD)**, the saber (sword) is pulled out the scabbard 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.

#### 10.2.3. Carry Saber (Sword).

10.2.3.1. At carry saber (sword), the officer (NCO) 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.

10.2.3.2. The carry saber (sword) position is assumed under the following situations:

10.2.3.2.1. To give commands.

10.2.3.2.2. To change positions.

10.2.3.2.3. By officers when officially addressing, or when officially addressed by, another officer, if the saber is drawn.

10.2.3.2.4. By NCO's when officially addressing an airman, or when officially being addressed by an officer, if the sword is drawn.

10.2.3.2.5. Before returning the saber (sword) to the scabbard.

10.2.3.2.6. At the preparatory command for, and while marching at, quick time.

10.2.3.3. Present saber (sword) may be executed from the carry position when serving in the capacity of commander of troops 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 four inches from the nose so that the tip of the saber (sword) is six inches from the vertical. At the command of execution **ARMS**, the right hand is lowered at the left side of the grip and the tip of the saber (sword) about six inches from the marching surface.

10.2.3.4. On the command **Order, ARMS**, the saber (sword) is returned to the position of carry saber (sword).

10.2.4. **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 10 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. 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.

10.2.5. **Return Saber (Sword).** This movement is executed from carry saber (sword) in three counts.

10.2.5.1. At the preparatory command **Return** of the command **Officers (NCO's), Return, SABER (SWORD)**, the saber (sword) is brought to a vertical position. The forearm (wrist) is held parallel to the marching surface about three inches from the body; the guard is pointed to the left.

10.2.5.2. At the command of execution **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 quickly 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 three inches from the body.

10.2.5.3. At the command of execution **CUT** of the command **Ready, CUT**, the saber (sword) is thrust smartly into the scabbard, the scabbard is rotated so that its tip is forward, and the saber (sword) bearer comes to attention.

### **10.3 Saber (Sword) Cordon.**

10.3.1. Saber (sword) Cordons consist of eight members and an OIC/NCOIC.

10.3.1.1. All nine members bear a saber (sword).

10.3.2. The cordon is formed in two elements four members deep, the OIC/NCOIC is centered outside one of the elements.

10.3.3. The distance between the two elements is dependent on available room, the distance should be at least adequate for those who are walking through the cordon to pass safely.

10.3.4. The distance between the members of each element is at least normal distance.

10.3.4.1. Distance can be adjusted in relationship to the performance area to achieve symmetrical spacing using pre-positioned marks on the floor.

10.3.5. The cordon enters the performance area at the position of carry, saber (sword).

10.3.6. The cordon picks up an automatic mark time on the marks then halted.

10.3.7. The OIC/NCOIC gives the commands **Center, FACE** followed by **Dress Center, DRESS.**

10.3.7.1. On the command **DRESS**, the cordon members execute a head snap down and make small adjustments to center on the mark

10.3.8. The OIC/NCOIC gives the command **Ready, FRONT.**

10.3.8.1. The cordon members snap their heads to the front.

10.3.9. Upon cue or advancement of the honorees, the OIC/NCOIC gives the command **Present, ARCH.**

10.3.9.1. The cordon 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.

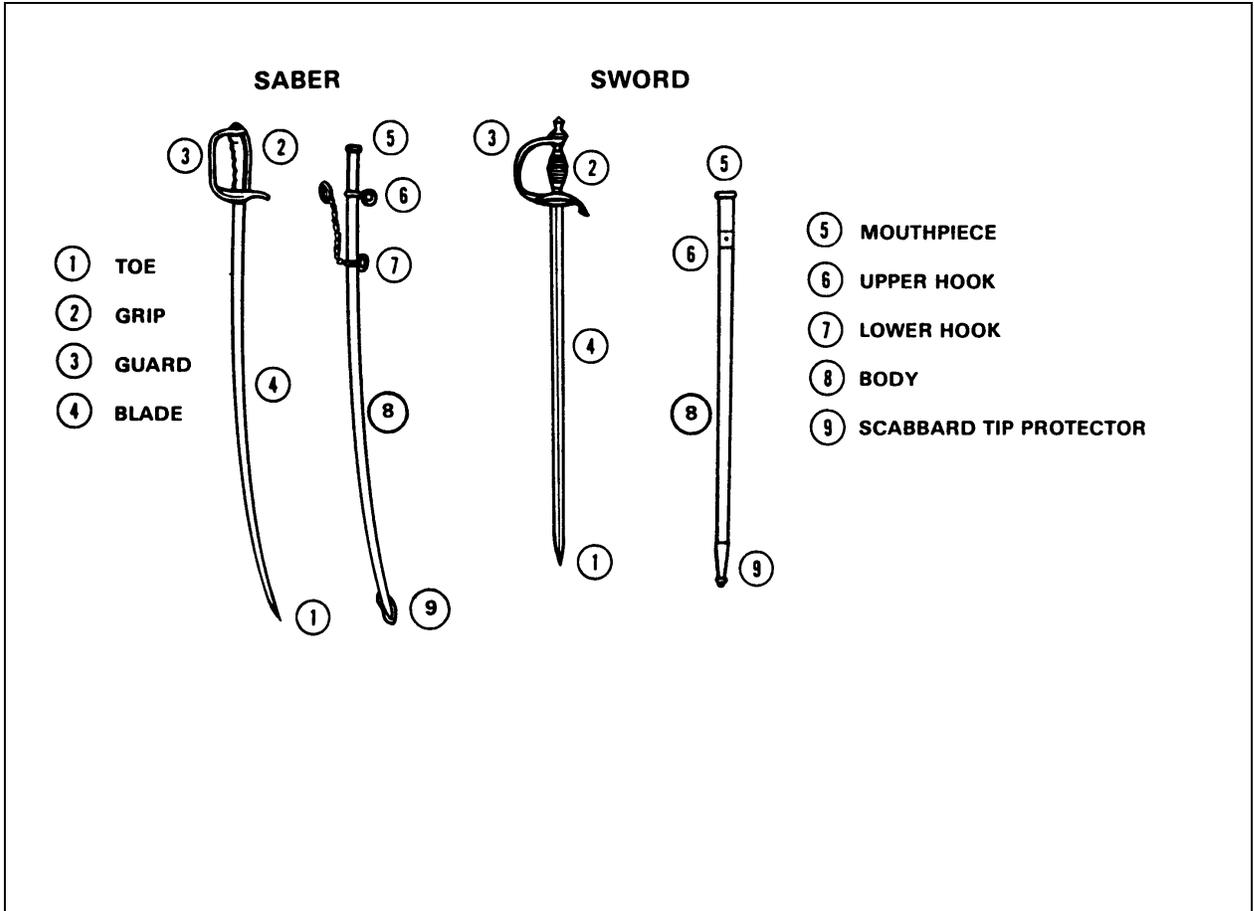
10.3.9.2 Once all honorees have exited the arch, the OIC/NCOIC gives the command **Order, ARCH.**

10.3.9.3 Cordon members return to the position of carry.

10.3.9.4 OIC/NCOIC gives the command **Ready, FACE.** Cordon members face in the direction they entered

10.3.9.5 OIC/NCOIC gives the command **Forward, MARCH .** Members march to a predetermined location.

Figure 10.1. (Saber and Sword Diagrams)



## **Chapter 11**

### **GENERAL INFORMATION AND MAINTENANCE OF THE M1 RIFLE**

#### **11.1. Introduction.**

11.1.1. This chapter provides basic maintenance and general information on the M1 Garand Rifle. A diagram is included to identify each piece of the weapon.

#### **11.2. Disassembly of the weapon.**

11.2.1. Remove the trigger housing from the rifle.

11.2.2. Remove the gas port cylinder assembly. This is accomplished by taking off the screw assembly and then unscrewing the gas chamber lock.

11.2.3. Pull off both the gas cylinder and the upper hand guard.

11.2.4. Remove the follower rod assembly.

11.2.5. The operating rod spring now comes out, along with the follower rod assembly.

11.2.6. Take the shoulder head pin out. Use a small screwdriver.

11.2.7. Remove the bullet guide, catch assembly, follower, and the follower slide.

11.2.8. Remove the operating rod assembly from the bolt assembly.

11.2.9. Once the operating rod assembly is separated from the bolt you are able to slide the bolt out of place.

11.2.10. After following these steps you have a fully broken down M1 Garand .30 cal Rifle.

#### **11.3. Cleaning of the M1 Rifle.**

11.3.1. After disassembling the weapon completely, clean and lubricate each metal piece on the weapon.

11.3.2. When cleaning the barrel, use bore cleaner and patches.

11.3.3. First use a cleaning brush to loosen the excess burned gun powder.

11.3.4. Next, run patches with bore cleaner through the barrel until the patches come out clean.

11.3.5. Once the barrel is clean, apply a small coat of lubricating oil to the entire metal surface of the barrel to reduce the chances of rust and corrosion.

11.3.6. After the barrel is clean move on to the other pieces of the weapon. This includes all metal parts.

11.3.7. You must make sure every piece is clean and free of dirt and oil, leaving a very light coat of oil for lubrication.

#### **11.4. Reassembling the M1 Rifle.**

11.4.1. First, place the bolt in its slide position with the firing pin pointing toward the barrel.

11.4.2. After the bolt is in place, then place the operating rod assembly into place by attaching it to the bolt. Slide the operating rod assembly in leaving it in the forward position.

11.4.3. Take the follower and the follower slide and place it in the appropriate slots so the follower slide is facing toward the bolt. The follower forms a “T”, with the top of the “T” facing the barrel.

11.4.4. The next objective is to place the guide into its proper place.

11.4.5. Put the catch assembly in place by hooking the arm end of the piece under the clip latch.

11.4.6. Put the follower arm onto the other pieces so the end that looks like a small rod has been placed through the arm itself and it is rested on the inside of the follower.

11.4.7. Place the shoulder headed pin into its position so all of the pieces are connected through the pin.

11.4.8. When all of the pieces are in place you can check your work by pushing on the tip of your catch assembly, the clip latch should move in and out.

11.4.9. Place the operating rod spring onto the tip of the follower assembly rod.

11.4.10. Next, place the operating rod spring into the operating assembly rod and place the other end of the follower rod assembly onto the end of the follower arm. The bent end of the follower assembly rod will be facing down towards the barrel.

11.4.11. Place the upper hand guard onto the weapon. After the hand guard is in place, slide the gas cylinder over the barrel and the operating rod assembly with the swivel facing down.

11.4.12. Screw the gas cylinder lock into place.

11.4.13. Screw the screw assembly into the gas cylinder.

11.4.14. Put the stock back on the weapon, and return the trigger housing

11.4.15. The weapon is now completely reassembled.

### **11.5. General Information**

11.5.1. The M1 Garand was a standard issue weapon during WWII and Korea

11.5.2. The M1's primary military function today is to serve as a ceremonial weapon for Drill and Ceremony

11.5.3. The M1 comes in two configurations.

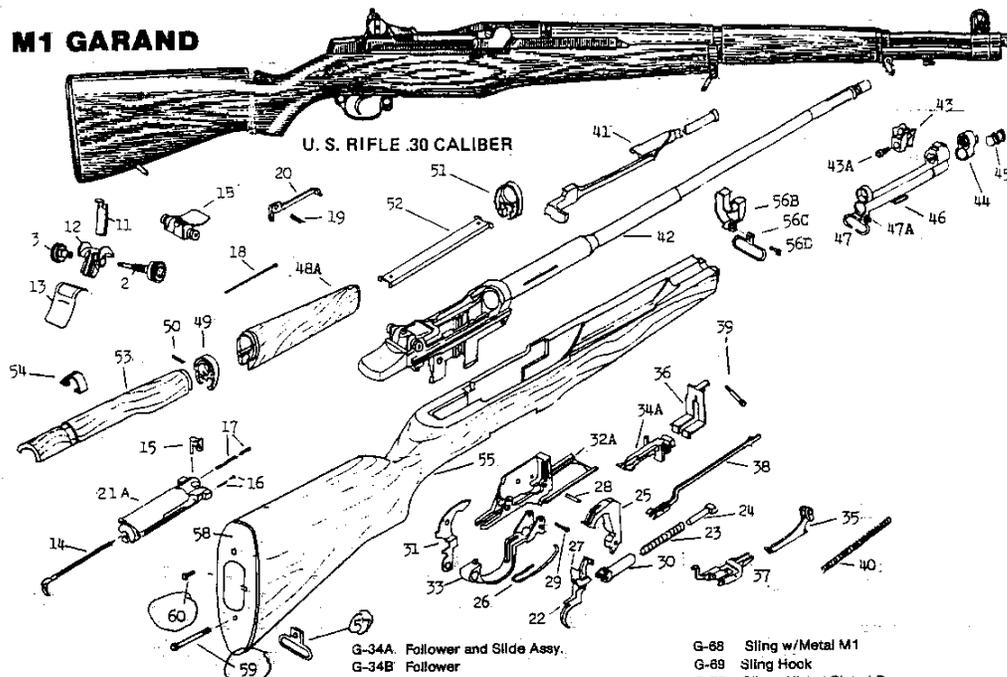
11.5.3.1. The functional M1 is used to fire blank rounds during ceremonies requiring the 21-gun salute. This weapon is also capable of firing live rounds.

11.5.3.2. The inert M1 is used during any Honor Guard ceremony not requiring the 21-gun salute. The inert M1 has been rendered unable to fire any type of round, including blanks. The inert M1 should not be confused with a demilitarized M1, which is completely destroyed.

11.5.4. It is illegal to modify the M1 Garand without prior written approval from Warner Robbins ALC/LKJTMW.

11.5.5. The M1 is stored and transported IAW AFI 31-209.

# M1 GARAND



## PART

### NO. DESCRIPTION

- G-1A R. Sight Comp. (Old Style)
- G-1B R. Sight Comp. (New Style)
- G-2 Elevating Pinion Assy (New Style)
- G-3 Windage Knob (New Style)
- G-4 Elevating Pinion Stripped O.S.
- G-5 Elevating Knob Screw, O.S.
- G-6 Elevating Knob, O.S.
- G-7 Windage Knob (O.S.)
- G-8 Windage Knob Nut Spring
- G-9 Windage Knob Nut Lock
- G-10 Rear Sight Nut
- G-11 Aperture
- G-12 Sight Base
- G-13 Sight Cover
- G-14 Firing Pin
- G-15 Extractor
- G-16 Extractor Plunger & Spring
- G-17 Ejector & Ejector Spring
- G-18 Clip Latch pin
- G-19 Clip Latch Spring
- G-20 Clip Latch
- G-21A Bolt - Stripped
- G-21B Bolt - Complete
- G-22 Trigger - Sear Assy.
- G-23 Hammer Spring
- G-24 Hammer Plunger
- G-25 Hammer
- G-26 Clip Ejector
- G-27 Sear
- G-28 Hammer Pin
- G-29 Trigger Pin
- G-30 Hammer Spring Housing
- G-31 Safety
- G-32A Trigger Housing - Stripped
- G-32B Trigger Housing - Complete
- G-33A Trigger Guard (Milled)
- G-33B Trigger Guard (Stamped)

- G-34A Follower and Slide Assy.
- G-34B Follower
- G-34C Slide
- G-35 Follower Arm
- G-36 Bullet Guide
- G-37 Operating Rod Catch Assy
- G-38 Follower Rod
- G-39 Follower Arm Pin
- G-40 Operating Rod Spring
- G-41 Operating Rod
- G-42 Barrel - New
- G-43 Front Sight
- G-43A Front Sight Lock Screw
- G-44 Gas Cylinder Lock
- G-45A Gas Cyl. Lock Sc. (E. Man.)
- G-45B Gas Cyl. Lock Sc. (L. Man.)
- G-46 Gas Cylinder
- G-47 Stacking Swivel
- G-47A Stacking Swivel Screw
- G-48A Front Handguard Walnut
- G-48B Front Handguard w/ Metal
- G-48C Front handguard w/metal, birch
- G-49 Lower Band
- G-50 Lower Band Pin
- G-51 Front Handguard Ferrule
- G-52 Front Handguard Spacer
- G-53A Rear Handguard w/Ret. Walnut
- G-53B Rear Handguard for M1D
- G-53C Rear handguard, w/ret, birch
- G-54 Rear Handguard Band (Clip)
- G-55B Stock
- G-56A Stock Ferrule & Swivel
- G-56B Stock Ferrule
- G-56C Ferrule Swivel
- G-56D Ferrule Swivel Screw
- G-57 Rear Swivel
- G-58 Butt Plate Assy
- G-59 Butt Plate Screw Long
- G-60 Butt Plate Screw Short
- G-62 Nat'l Match F. Sight
- G-63 Nat'l Match Aper. (O. style)

- G-68 Sling w/Metal M1
- G-69 Sling Hook
- G-70 Oiler - Nickel Plated Brass
- G-71 Oiler - Plastic
- G-72 Oiler Late Style (Short)
- G-74 Comb. Tool w/C. Reamer
- G-75 Replacement C. Brush (New)
- G-76 Combination Screwdriver
- G-77 New-Type Chamber Brush
- G-78 Cleaning Rod Handles
- G-79 Cleaning Rod Segments
- G-80 Cleaning Rod Tips
- G-80A Brass Bore Brush
- G-81 Cleaning Rod Complete
- G-83 Cleaning Thong
- G-84 M5A1 Bayonet w/scabbard
- G-85 M1 Bayonet Replac. Grips pr.
- G-86 M1 Bayonet Hinge Bar
- G-87 M5A1 Grips
- G-88 M5A1 Hinge Bar
- G-89 M5A1 Hinge Bar Rivet
- G-90 Garand Clips 8-Shot
- G-91 Garand Clips 5-Shot
- G-92 Field Timing Device-Issue
- G-93 Broken Shell Extractor
- G-94 M2 Aiming Device-Issue
- G-96 Buttstock Grease Container
- G-97 M-15 Grenade Launch. Sight
- G-98 Above Mount Plate
- G-99 G-97 & G-98 in Canvas Pouch
- G-100 M7 Grenade Launcher
- G-101 Above w/M15 Sight in Pouch
- G-102 Grenade Launcher, M7A1
- G-120 Rifle Practice Grenade
- G-121 Buttstock Accessory Package
- G-122 Buttplate, Early
- G-123 Blank Firing Device
- G-126 M1D Scope Mount (Rings)
- G-127 M-D Scope Mount Base

## Chapter 12

### POW/MIA HAT TABLE CEREMONY

#### **12.1. Personnel.**

12.1.1. (1) NCOIC

12.1.2. (4) Hat Bearers

#### **12.2. Equipment.**

12.2.1. (1) ceremonial Army hat

12.2.2. (1) ceremonial Marine hat

12.2.3. (1) ceremonial Navy hat

12.2.4. (1) ceremonial Air Force hat

12.2.5. (1) ceremonial Coast Guard hat

#### **12.3. Support Materials.**

12.3.1. (1) Bible

12.3.2. (1) red candle

12.3.3. (1) yellow ribbon

12.3.4. (1) slice of lemon on a coaster with a pinch of salt

12.3.5. (1) place setting at an open table

12.3.6. (4) wine glasses

NOTE: All support materials should be supplied by the host.

#### **12.4. Preparation.**

12.4.1. NCOIC meets with host upon arrival at ceremony site to go over specifics:

12.4.1.1. Entrance cue.

12.4.1.2. Entrance and departure area.

12.4.1.3. Make sure that there is enough room around the table for all team members to walk.

12.4.1.4. Proper set-up of the table:

12.4.1.4.1. Yellow ribbon tied around red candle, placed in the middle of the table.

12.4.1.4.2. Bible is placed next to the candle.

12.4.1.4.3. Coaster with slice of lemon and pinch of salt on it is placed next to the Bible and the candle.

12.4.1.4.4. There is only one place setting with plate, silverware, and wineglass.

12.4.1.4.5. The other four wineglasses should be placed evenly around the table in empty place settings.

12.4.1.5. Have team practice at least once prior to the ceremony.

## **12.5. Sequence of Events.**

12.5.1. Fifteen minutes prior to ceremony the team lines up outside of the entrance: holding hats in correct Joint Service order, at waist level, and with the bill of the hat pointing out.

12.5.2. Once the narrator starts reading the POW/MIA HAT TABLE script the team is queued and enters the room headed toward the table.

12.5.3. Upon reaching the table the team circles it once and the NCOIC calls **HALT** when the Air Force hat is in front of the full place setting for the second time.

12.5.4. NCOIC calls **Ready, FACE** and the team faces the table.

12.5.5. The NCOIC starts the movement and at the same time all bearers move their right hands slowly around the front of the bill to the left side of the hat, touching their left hand. Then letting go with the left hand and keeping it in position, turning the hat around 180 degrees. Bearers then bend over and place hats in the place setting.

12.5.6. The bearers let go of the hat, stand up at attention and reach out with their right hand and cup the wineglass. All wineglasses will be lifted out in front of the bearers meeting in the center of the table. Glasses are turned upside down and then lowered back down to the table.

12.5.7. When the glasses are securely on the table the bearers come back to the position of attention.

12.5.8. NCOIC calls **Present, ARMS**. The bearers perform a three second present and a three second order.

12.5.9. Once back at the position of attention the NCOIC calls **Ready, FACE**. All bearers perform a right face, wait one count, and then step off with no arm swing toward the predetermined departure area.

**NOTE:** If the host wishes, after the dinner is over the team may go back in and get the hats. This is performed in the exact opposite order.

12.6. The table you see before you is set for those MIA that cannot be with us tonight.

-The table is smaller than the others...symbolizing the frailty of one prisoner alone against their oppressors.

-The four service hats...symbolizing everyone who has served in all conflicts.

-The white table cloth...represents the purity of their response to our country's call to arms.

-The table is round...to show our concern for them is never ending.

-The bible...is a symbol of our faith in a higher power and the pledge to our country, founded as one nation under God.

-The black napkin...stands for the emptiness these warriors have left in the hearts of their families and friends.

-The single red rose...reminds us of the families and loved ones: ..and the red ribbon represents the love of our country which inspired them to answer our nation's call.

-The yellow candle and its yellow ribbon...symbolizes the everlasting hope for a joyous reunion with those yet accounted for.

-The slice of lemon on the bread plate...reminds us of their bitter fate.

-The salt upon the bread plate...represents the tears of their families.

-The wine glass turned upside down...reminds us our distinguished comrades cannot be with us to drink a toast or join in the festivities this evening.

-The flag is present to mourn the fact that many of them will not return to our shores, and to pay tribute to their passing.

Ladies and Gentlemen, the Table of Honor.

12.6.1. The following is another example of the narration. This has been accepted by the DOD and is on their website.

As you entered the dining area, you may have noticed a table at the front, raised to call your attention to its purpose -- it is reserved to honor our missing loved ones [or missing comrades in arms, for veterans].

Set for six, the empty places represent Americans still [our men] missing from each of the five services -- Army, Navy, Marine Corps, Air Force, Coast Guard -- and civilians. This Honors Ceremony symbolizes that they are with us, here in spirit.

Some [here] in this room were very young when they were sent into combat; however, all Americans should never forget the brave men and women who answered our nation's call [to serve] and served the cause of freedom in a special way.

I would like to ask you to stand, and remain standing for a moment of silent prayer, as the Honor Guard places the five service covers and a civilian cap on each empty plate.

**Honor Guard:** (In silence or with dignified, quiet music as background, the Honor Guard moves into position around the table and simultaneously places the covers of the Army, Navy, Marine Corps, Air Force and Coast Guard, and a civilian hat, on the dinner plate at each table setting. The Honor Guard then departs.)

Please be seated ..... I would like to explain the meaning of the items on this special table.

The table is round -- to show our everlasting concern for our missing men.

The tablecloth is white -- symbolizing the purity of their motives when answering the call to duty.

The single red rose, displayed in a vase, reminds us of the life of each of the missing, and the[ir] loved ones and friends of these Americans who keep the faith, awaiting answers.

The vase is tied with a yellow ribbon, symbol of our continued determination to account for our missing.

A slice of lemon on the bread plate is to remind us of the bitter fate of those captured and missing in a foreign land.

A pinch of salt symbolizes the tears endured by those missing and their families who seek answers.

The Bible represents the strength gained through faith to sustain those lost from our country, founded as one nation under God.

The glass is inverted -- to symbolize their inability to share this evening's [morning's/day's] toast.

The chairs are empty -- they are missing.

Let us now raise our water glasses in a toast to honor America's POW/MIAs and to the success of our efforts to account for them.

Courtesy of NATIONAL LEAGUE OF FAMILIES OF AMERICAN PRISONERS AND MISSING IN SOUTHEAST ASIA

## Chapter 13

### ADVANCED WEAPON HANDLING TECHNIQUES

#### 13.1. Beginning A Team.

13.1.1. The minimum personnel for a drill team is two people. From there, more members may be added. Ensuring each member has a partner for exchanges broadens the range of drill movements to be performed. Example: Start with two people, then add a third and fourth, always add members in two's. Eventually work up to a twelve or sixteen man team.

13.1.2. There is no set time limit to the length of a routine. Allow adequate time for the proper execution of movements and to showcase teamwork. Give the audience a thrill and leave them wanting to see more. Don't be redundant in the drill movements, use variety. A good time limit for a short drill routine with a small number of performers is five to seven minutes and fifteen to twenty minutes for a long routine with a large number of performers.

13.1.3. The routine itself does not have to be technically challenging. Keeping the routine simple helps the performers and gives newer members in the Honor Guard incentive to learn it. Once a drill routine is established, it is best that is not be changed drastically in a year. Making the appropriate changes to a routine at the beginning of a drill season allows consistency throughout the year. Keeping to that routine eliminates guess work to what will be performed.

13.1.4. Practice is the key to the success of any drill team. Each member needs to do the same movement exactly the same way. The individuals and their willingness to put in the time to practice determine the difficulty of your routine.

13.1.5. Ensure every team member receives the proper training. Learning how to use the proper techniques in drill will keep yourself and others from injury.

13.1.6. We recommend not using bayonets. Don't mistake the flash of the chrome and danger with precision. Once the team attains a level of proficiency without the bayonet, the NCOIC of the team may decide to use them. Please understand that greater injury to ones-self and others rises with a bayonet on the rifle. On another note, bayonets are an expensive item. Account for some of the bayonets breaking while training.

13.1.7. A Drill Commander or NCOIC should be established to provide guidance and to enforce standards of excellence and precision. This individual should have drill experience and training.

13.1.8. Once the drill team members are in place, the next step is to decide what they will perform. Keep in mind the routine should be exciting as well as precise. Pick movements in the following segments to put in the routine as well as some movements you already know. Sequencing has two definitions in drill. One definition is placing drill movements one after the other. For example: starting from the position of attention, kick up roll to shoulder, flat order to side standby, throw the side double, then throw into right shoulder, is a drill movement sequence. The other definition of a sequence in drill is making formations and putting them in an order

from start to finish. This is done by using grid paper. Using the X and Y axis, place the performers in the formation they are to look like. For example: If the performers are to look like a “V”, draw the formation on the grid paper. Place the performers in their perspective spots. Now move them to the place they started from. If they started from a 4x4 formation, that is where they return to. Each element is one step from the other. Each rank is one step from the other. An ideal formation would be a sixteen member, 4x4 formation. In this formation each member has a partner with more options to exchange. Work the drill sequence backward to forward. In other words, start on the drawing board at the end of the sequence and then work toward where the sequence starts. Be creative and build sequences that make the team distinctive.

13.1.9. The two things that have potential to destroy a drill routine is cadence and dress. Practice the drill in a slow and steady cadence. When performing, adrenaline naturally tends to speed up the drill. Dress is another important element of the drill. Stress the alignment of the team.

13.1.10. Keep the drill routine in the center of the performance area. For example: If there is a performance at a high school gymnasium, most of the drill is performed at center court. Different areas of the floor may be used, however, the team returns to the center.

13.1.11. Balance the routine by placing the weapon sequences and formation sequences in an order to evenly distribute the exciting areas. An example of this is: In the routine, there are two parts. In the first part there are overhead exchanges with a line sequence. To balance that in the second part, have a walk through and a back to back sequence. Now there are equally exciting movements that balance the two parts and eliminates audience boredom.

13.1.12. When developing the drill routine, keep in mind the amount of space needed to complete the performance. Determine ceiling height, floor space, and distance from the audience to the performers. Always be safe. If certain conditions inhibit the performance, then it's best not to perform.

13.1.13. Avoid modifying or changing the routine at the last minute to fit the occasion. Although some modifications may be necessary, last minute changes can be mixed up by the way the routine is normally performed.

13.1.14. It is wise to check the drill location before performing there. Getting a visual picture of the environment to be performed in eliminates guesswork. Check to see if the location meets the ceiling height, floor space, and distance from the audience criterion. Again, if major modifications to the routine need to be made to accommodate the performance, then it is best not to perform.

## **13.2. Safety and Preparation.**

13.2.1. Before getting into some actual drill movements, let's go over a few safety tips. The use of fiberglass stocks and upper hand guards are recommended for practices. The stock numbers and ordering procedures for the fiberglass stocks can be found in the Base Honor Guard

Ceremonial Equipment Guide. The fiberglass pieces handle more abuse with out breaking. The fiberglass stocks are not much different in weight to the wooden pieces, and when performing, simply exchange the fiberglass for wood. To prevent injury to hands and fingers, remove of the front and rear sights during practices. Since these two pieces are not a permanent part of the weapon, they can become loose while drilling.

13.2.2. When using a bayonet, secure them in the following manner using black electrical tape:

13.2.2.1. Tape from the hand guard to the bottom of the handle.

13.2.2.2. Tape the bottom of the handle to the barrel.

13.2.2.4. Tape the top of the handle to the barrel.

13.2.3. The sling is taped using a white cloth type tape.

13.2.3.1. Four fingers from the top of the upper sling ring.

13.2.3.2. Above the clip.

13.2.3.3. Below the clip \* Above the buckle if necessary to secure excess sling.

13.2.3.4. The sling is as tight as possible. The clip is placed slightly ahead of the small of the stock. The buckle is as close to the hook and ring assembly as possible.

13.2.4. Use silicone on the fingers and palm of the gloves to aid in gripping the weapon.

13.2.5. When performing drill, hats are worn at all times. During performances, the chin-straps are worn down.

### **13.3. Terms**

13.3.1. **Hand flare.** Fingers straight, close together, and thumb tucked along index finger. Weapon remains a fist away from the body.

13.3.2. When at port arms, the band is at chin level, and the upper hand guard is over the left eye.

13.3.3. Feet remain together facing forward.

13.3.4. Head and eyes remain forward while drilling except to look at the weapon while it is in the air.

### **13.4. Tips**

13.4.1. The M1 has two balance points. The first being at the band, and the second at the small of the stock.

13.4.2. The secret of drill is to utilize these balance points while performing the movements. Manipulate the weapon.

### **13.5. Basic Drill Movements.**

Caution: Drilling with the M1 rifle is dangerous. Use extreme care while learning these movements. Ensure that all safety precautions are adhered to

13.5.1. **Ceremonial-at, EASE.** A three count movement starting at the position of attention. The command of execution **EASE**

13.5.1.1. The right hand extends the weapon out while the left foot moves to the left and the left hand goes to the small of the back to the position of parade, rest. The right hand then brings the weapon to the front center of the body, (the weapon rests on it's toe touching the foot). The left hand meets the weapon and the bayonet at the base of the blade resting on the top of the hand guard, the hand is flared and parallel to the bayonet handle.

13.5.1.2. Extend right arm with hand flare and return to gas port underneath left hand. Hands will form a T.

13.5.2. **Team, ATTENTION.** A three count movement starting from the position of Ceremonial-at-ease.

13.5.2.1. Extend right arm fully with hand flare and return to the upper hand guard grasping with a fist.

13.5.2.2. The right hand brings the weapon to the right side of the body so the weapon is touching the right leg. The left hand at a flare, goes to the small of your back making a noise.

13.5.2.3. The feet close together and the left hand pins to the left leg, hand at a fist.

13.5.3. **Port, ARMS.** A two count movement starting at the position of attention.

13.5.3.1. The right hand brings the weapon in front of the body at a slight angle with the right forearm parallel to the ground, while the left hand grabs the weapon at the stock with the middle finger on the lower hand guard retaining band. Note: proper distance of the weapon from your body, and alignment of upper hand guard over left eye, and band at chin level.

13.5.3.2. Extend the right arm with hand flare then bring into small of the stock.

13.5.4. **Order arms.** A two count movement starting at the position of attention. At the command of execution arms:

13.5.4.1. Move the right hand from the small of the stock to the upper hand guard grabbing with a fist, forearm parallel to the ground.

13.5.4.2. Using the right hand, bring the weapon straight down to right side of leg, while the left hand returns to the left leg with a fist. Note: be sure the weapon hits on the heel of the butt. Then toe the weapon.

13.5.5. **Right shoulder.** A four count movement starting at the position of port. At the command of execution shoulder:

13.5.5.1. The left hand at a fist extends no further than the left shoulder width and returns to the stock at the lower hand guard retaining band.

13.5.5.2. The right hand moves to the butt of the weapon and flicks it into the heel of the right hand and moves the weapon aligning it with the right shoulder. The left hand flares at the lower hand guard retaining band.

13.5.5.3. The right hand lifts the weapon allowing it to fall into the right shoulder. The right arm is at a 90 degree angle with the right elbow pinned. The left hand follows the weapon to shoulder at a flare but moves to the rear bolt housing. The index and middle finger touch the housing. The left forearm is at a slight angle.

13.5.5.4. The left hand cuts sharply to pin at left leg.

13.5.6. **Returning to the position of Port arms from right shoulder.** A two count movement starting at right shoulder. At the command of execution arms:

13.5.6.1. Drop the right hand so that the entire weapon is held by the right hand, grasping the butt of the weapon tightly.

13.5.6.2. Move the right hand clockwise to twist the weapon to the port position allowing the weapon to fall to the left, the left hand stops the weapon at the port position on the stock with the middle finger on the lower hand guard band. Note: the weapon should stop directly in front of your left eye.

13.5.7. **Left shoulder.** A three count movement starting at the position of port. At the command of execution shoulder:

13.5.7.1. The right hand remains on the small of the stock moving the weapon aligning it on the left shoulder, the left hand is next to the upper hand guard with the forearm touching the weapon. The upper hand guard is at the left ear.

13.5.7.2. The left hand then moves to the butt of the weapon while the right hand flares at the bolt housing with the index and middle fingers touching the housing. The forearm is at a slight angle.

13.5.7.3. The right hand cuts sharply to pin at right leg.

13.5.8. **Returning to the position of Port arms from left shoulder.** A three count movement starting at the position of left shoulder. At the command of execution arms:

13.5.8.1. Bring the right hand into the small of the stock at a fist.

13.5.8.2. Simultaneously with the right hand bring the weapon in front of the body and pin the left hand.

13.5.8.3. Bring the left hand to the stock at the lower hand guard retaining band, dress the weapon to your eye and chin.

13.5.9. **Flare.** A one count movement from the position of attention.

13.5.9.1. Grab the upper hand guard with the right hand and extend the right arm forward. This positions the weapon at a 45 degree angle with the trigger housing at the right knee.

13.5.10. **High secure.** A two count movement starting from the position of port.

13.5.10.1. Grab the weapon on the lower hand guard with the right hand at the retaining band. The ring and middle finger split the operating rod. Bring the weapon in line with the right shoulder, in the vertical position. As the weapon is being moved, move the left hand to the upper hand guard. Palm facing out, cupped around the upper hand guard, knuckles are on the shoulder.

13.5.10.2. Push forward with the left hand, and bring your right hand up so the weapon is in the horizontal position, sling up. The stock is in the right armpit. The left arm is extended and the hand flared. The index and middle fingers will rest on the tracks of the upper hand guard, not to extend past the stacking swivel. The weapon is at a slight angle upward.

13.5.11. **Back to port.** The left arm lifts approximately three inches and tap the upper hand guard with the left hand.

13.5.11.1. Pin the left hand.

13.5.11.2. Using the right hand holding on to the weapon, bring the weapon back to port, with right arm extended. Catch at port with the left hand.

13.5.11.3. Flare right arm and hand into the small of the stock.

13.5.12. **Single spin.** A four count movement starting from the position of port.

13.5.12.1. Slap the weapon with the left hand at port.

13.5.12.2. Using the right hand, tap underneath the left forearm at a flare.

13.5.12.3. Move the right hand palm up to the weapon at the recess. Pin the left hand. As the weapon starts to fall to the left in a counterclockwise rotation, twist the right wrist to complete one revolution with the weapon.

13.5.12.4. As the weapon completes the spin, stop the upper hand guard with the left hand in front of the left eye. The right hand flares back to the small of the stock.

13.5.13. **Reverse port.** A three count movement starting from the position of right shoulder.

13.5.13.1. Pull the weapon down with the right hand in a counterclockwise twist to the front of the body. Sling facing to the right. As the weapon is dropping, grab the small of the stock with the left hand, and move the right hand to the stock by the lower hand guard retaining band. The weapon is at reverse port.

13.5.13.2. With the right hand, flip the weapon to the left hand in a half twist turn. The left hand catches the weapon on the stock where the right hand was, and the right hand flares at the upper hand guard with the forearm along the weapon.

13.5.13.3. Move the right hand into the small of the stock. The weapon is at port position.

13.5.14. **Rock to shoulder.** A four count movement starting from the position of attention.

13.5.14.1. Grab the upper hand guard with the right hand and extend the right arm forward. The weapon is in the flare position. Left hand pinned.

13.5.14.2. Bring the right hand up and twist the weapon in a half turn clockwise rotation. Keep the same grip on the weapon. The right arm looks as if you are doing a waving motion from left to right. Follow through with the motion by then dropping the right hand so that the weapons barrel is pointing towards the ground. As the butt comes towards the right shoulder, catch it with the left hand at the small of the stock and put the knuckles into your shoulder. The left hand palm facing out. The sling facing forward.

13.5.14.3. Using the right hand guide the weapon into the right shoulder. As this is happening, the right hand moves to the butt of the weapon. As soon as the right hand slaps the butt, flare the left hand at the bolt housing.

13.5.14.4. Cut the left hand to left leg.

## 13.6. Intermediate Drill Movements

13.6.1. **Spin port.** A two count movement starting at the position of attention.

13.6.1.1. With right hand pull the weapon up and across the body. As the right hand gets to about the middle of the chest, turn the wrist in toward you. While still going up, snap the wrist out, the weapon is in the vertical position, spinning clockwise one time. As the weapon

completes the spin, stop the rotation in the right hand on the upper hand guard and catch the weapon in the left hand at the port position.

13.6.1.2. Move the right hand into the small of the stock with a flare.

13.6.2. **Spin Right Order.** A three count movement starting at the position of port.

13.6.2.1. With the right hand, reach up and grab the upper hand guard with a fist. Arm parallel to the ground.

13.6.2.2. Spin the weapon one revolution in the vertical position clockwise using the right hand. While doing this, the weapon will move right. The left hand will guide the weapon and hold it pinned against the right forearm. No height should be lost during the movement.

13.6.2.3. Using the right hand, bring the weapon straight down to the right side of the body, to the position of attention. Use caution to butt slam on the heel of the weapon and not the toe. Pin the left hand to left leg.

13.6.3. **Flat Order.** A six count movement starting from the position of right shoulder.

13.6.3.1. Drop the right hand so the weapon starts to fall forward.

13.6.3.2. Bring the left hand over in front of the body to the front of the right leg. Allow the weapon to fall into the left hand. The body may be turned to the right, however the head and eyes remain forward. The right hand holds the butt of the weapon at ear level.

13.6.3.3. Push the butt of the weapon down with the right hand and pin.

13.6.3.4. The left hand rotates the weapon clockwise one time on the right side of the body.

13.6.3.5. As the weapon completes the spin, stop it with the right hand on the upper hand guard in the vertical position.

13.6.3.6. Drop the weapon to the position of attention using caution to butt slam on the heel of the stock.

13.6.4. **Kick up to side standby.** A three count movement starting at the position of attention.

13.6.4.1. Extend the right foot in front of the toe of the weapon, kick the butt gently back and extend the right hand forward to the flare position.

13.6.4.2. Close the heels of the feet to make the second count and bring the weapon in a half turn clockwise rotation.

13.6.4.3. Turn the right wrist out away from the body and catch the weapon at the small of the stock. The weapon is in the horizontal position at belt level.

13.6.5. **Roll to right shoulder.** A two count movement starting at side standby on the right side of the body. Hand position-- The left hand is near the recess, the right hand is on the upper hand guard.

13.6.5.1. Push down with the right hand and perform a twisting clockwise motion with the left wrist allowing the weapon to rotate to the shoulder, as the weapon starts to land into the shoulder, grab the butt of the weapon with the right hand. As the right hand hits the stock, simultaneously flare the left hand at the bolt housing. Index and middle finger touching the corner. Arm at a slight angle.

13.6.5.2. Cut sharply with your left arm to pin at left leg.

13.6.6. **Roll to left shoulder.** A two count movement starting at side standby on the left side of the body. Hand Position-- The right hand is near the recess, the left hand is on the upper hand guard.

13.6.6.1. Push down with the left hand and perform a twisting counterclockwise motion with the right wrist allowing the weapon to rotate to the shoulder, as the weapon starts to land into the shoulder, grab the butt of the weapon with the left hand. As the left hand hits the stock, simultaneously flare the right hand at the bolt housing. Index and middle fingers touching the corner. Arm at a slight angle.

13.6.6.2. Cut sharply with your right arm to pin at right leg.

13.6.7. **Triple present exchange.** A three count movement starting from the position of port. You need a partner facing you approximately two feet in front and facing you.

13.6.7.1. Slap the weapon at port with the left hand.

13.6.7.2. Slap the weapon with the left hand, then twist the weapon with the right hand clockwise on quarter turn, sling facing away from body.

13.6.7.3. With the right hand, place the weapon in your partners left hand, and receive their weapon with the left hand.

13.6.7.4. With the left hand twist the weapon to the port position.

13.6.8. **Nine tap (firing sequence).** A seventeen count movement starting from the position of right shoulder.

13.6.8.1. Step forward with the left foot one half step.

13.6.8.2. Drop the right hand so that the entire weapon is held by the right hand, grasping the butt of the weapon tightly, as the right foot comes forward.

13.6.8.3. Move the right hand clockwise to twist the weapon to the port position allowing the weapon to fall to the left, the left hand stops the weapon at the port position .

13.6.8.4. Holding the weapon with the left hand, move the right hand towards the butt of the weapon and tap the weapon to the left. The left wrist twists the weapon clockwise.

13.6.8.5. While the weapon is rotating the right hand grabs the upper hand guard.

13.6.8.6. The left hand then moves to support the weapon under the small of the stock. The weapon is horizontal sling facing up.

13.6.8.7. Tap the top side of the upper hand guard with the right hand to start the rotation clockwise. Twist the left wrist.

13.6.8.8. The right hand grabs the weapon at the recess and left hand moves to the upper hand guard and tap down as the weapon comes to the horizontal position and the right wrist twists the weapon back to port counterclockwise.

13.6.8.9. The left hand stops the weapon at port

13.6.8.10. Place the right hand over the trigger housing and place the index finger on the safety.

13.6.8.11. Click the safety off.

13.6.8.12. Move the right hand to the small of the stock to support the weapon.

13.6.8.13. Place the left hand on the operating rod in a fist.

13.6.8.14. Pin the left hand to left leg.

13.6.8.15. Slap back to port with the left hand.

13.6.8.16. Raise the weapon and pull the trigger.

13.6.8.17. Lower the weapon back to port.

13.6.9. **Inspection arms.** A seven count movement starting at the position of attention. On the command of execution arms:

13.6.9.1. Bring the weapon to port

13.6.9.2. Once the right hand flares into the small of the stock, place the left hand on the operating rod.

13.6.9.3. Charge the weapon by pushing down with the left hand. Make sure the bolt stays back.

13.6.9.4. Pin the left hand to the left leg.

13.6.9.5. Slap the weapon at port with the left hand.

13.6.9.6. Supporting the weapon with the left hand, bring the right hand to the side of the recess, fingers flared.

13.6.9.7. Drop the head looking at the chamber, and place the thumb of the right hand in the chamber while holding the operating rod back with heel of the hand.

13.6.9.8. At the command of order arms:

13.6.9.8.1. Simultaneously, release the operating rod with the right hand, making sure the thumb is clear of the chamber, and bring the right hand to a flare straight up. The head snaps back up.

13.6.9.8.2. Bring the right hand back to the small of the stock, and pull the trigger.

13.6.9.8.3. Flare the weapon.

13.6.9.8.4. Cut to the position of attention.

13.6.9.8.5. Spin port

13.6.9.8.6. Fallout

13.6.10. **Neck roll.** A three count movement starting at the position of left shoulder.

13.6.10.1. Move left with the left hand so the weapon is on the back of the neck, and the sling is touching the neck. Grab the upper hand guard with the right hand as the weapon rotates around the neck.

13.6.10.2. Pin the left hand as the right hand continues to rotate the weapon. The weapon stops in the horizontal position, barrel pointing forward, sling up.

13.6.10.3. Bring the right hand down, the weapon flips over the shoulder and catches the weapon with the left hand under the small of the stock. The weapon is at side standby.

13.6.11. **Slaw toss** a four count movement starting at the position of port.

13.6.11.1. Slap at port with the left hand.

13.6.11.2. Rotate the weapon counterclockwise one half rotation. The left hand slaps the stock when the weapons barrel is pointing towards the ground.

13.6.11.3. Using the left hand, rotate the weapon clockwise one time. Right hand pins. As the weapon completes the rotation, use the right hand to stop the weapon in the vertical position on the upper hand guard, palm up. Sling to the right, and barrel pointing down.

13.6.11.4. Using the right hand, in a counterclockwise rotation, flip the weapon one revolution back into port. Catch it with the left hand on the upper portion of the stock and the right hand on the small of the stock.

### 13.7. Advanced Drill Movements

13.7.1. **Double.** A two count movement starting at right side standby. The weapon is parallel to the ground, at belt level, the right hand is holding the upper hand guard, thumb on top, and the left hand is holding the stock at the small of the stock underneath the sling, behind the trigger housing, thumb on top. Head is tilted slightly looking down at the end of the butt on the weapon.

13.7.1.1. To throw the weapon, push down with the right hand allowing the weapon to rotate in a clockwise direction, bring the weapon up with the left hand while twisting with the left wrist. The right and left hand will make an X. Release the weapon as the hands cross. Throw the weapon up simultaneously.

13.7.1.2. Looking at the weapon, after two rotations catch the weapon with the left hand on top of the small of the stock and the right hand underneath the upper hand guard. The head snaps forward once the weapon is caught.

13.7.2. **Vertical flip.** A six count movement starting from the position of right shoulder.

13.7.2.1. Drop the right hand so the weapon starts to fall forward.

13.7.2.2. Bring the left hand over in front of the body to the front of the right leg. Allow the weapon to fall into the left hand. The body maybe turned to the right, however the head and eyes remain forward. The right hand holds onto the butt of the weapon at ear level.

13.7.2.3. Push the butt of the weapon down with the right hand and pin.

13.7.2.4. The left hand rotates the weapon clockwise one and a half times on the right side of the body.

13.7.2.5. As the butt of the weapon comes around, tap the rear sight to cause the weapon to flip up in the same formation. Left hand pins.

13.7.2.6. Catch the weapon on the upper hand guard immediately after the flip. Guide the weapon to the front of the body, belt level, sling facing up. Support the weapon with the left hand underneath the small of the stock.

13.7.3. **Double Spins.** A seven count movement starting at port with the right hand, palm up, just underneath the trigger housing, and left hand on the upper hand guard palm facing away from you.

13.7.3.1. With the left hand pull the weapon down while rotating the weapon with the right hand in a counterclockwise rotation. The left hand pins to the left leg, while the right hand will rotate the weapon twice. The weapon hops in the hand.

13.7.3.2. As the second rotation finishes, the left hand grabs the weapon slightly below the upper sling ring, while the right hand catches the weapon on the stock by the butt. The weapons barrel is facing towards the ground, sling to the right.

13.7.3.3. Now, with the right hand, pull the weapon down to start the rotation and pin to the right leg. With the left hand, rotate the weapon in a clockwise rotation twice. When the weapon finishes the second rotation, the right hand catches the weapon slightly below the trigger housing and the left hand catches the weapon on the upper hand guard. You will now be at the same position you started in. Spreading the hands enables you to control the weapon during the catch. The weapon starts and ends in a vertical position.

13.7.3.4. Upon catching the weapon at the end of the second set of spins, snap the head to the left, then turn your body and complete the spins on the left side.

13.7.3.5. When completed, upon catching the weapon at the end of the second set of spins, snap the head back to center and complete the spins again.

13.7.3.6. When completed, upon catching the weapon at the end of the second set of spins, snap the head to the right, and complete the spins.

13.7.3.7. On the right side, complete one set of spins, then complete two spins with the right hand, at this point the weapons barrel is pointing to the ground. Complete a flat order to the position of attention.

13.7.4. **Double comeback.** A six count movement starting at the position of right shoulder.

13.7.4.1. Drop the right hand, hold tightly to the butt of the weapon, and catch the weapon on the upper hand guard with the left hand, thumb at the band. The left forearm is parallel to the ground.

13.7.4.2. With the right hand, bring the weapon straight up and back slightly, guiding it with the left hand, toss and release the weapon when the right hand is near the right ear. The barrel of the weapon falls forward as the butt of the weapon is thrown. While looking at the weapon, pin the left hand. As the weapon rotates in a one half counterclockwise rotation so the barrel is pointing 45 degrees toward the ground. Catch the weapon with the right hand slightly below the upper sling ring.

13.7.4.3. As soon as your hand makes contact with the weapon, the head snaps back to the forward position. Bring the left hand to the upper hand guard as the weapon is brought into the right armpit. Barrel is facing towards the ground.

13.7.4.4. Using both hands, lift the weapon by the upper hand guard. Let the butt build momentum. Release the weapon when the hands pass the right ear. Pin the left hand. The weapon completes two rotations in a clockwise direction on the right side of the body.

13.7.4.5. Watch the weapon. As it completes the second rotation catch the weapon with the right hand on the upper hand guard. When the weapon is caught, the head snaps back forward.

13.7.4.6. Bring the weapon into port.

13.7.5. **Self toss.** A two count movement starting at the position of attention.

13.7.5.1. Grab the upper hand guard with the right hand, and lift the weapon so that the right forearm is parallel to the ground. Grab the weapon with the left hand at the small of the stock. The weapon is at a slight angle. Head tilts down at a slight angle looking at the toe of the weapon.

13.7.5.2. Looking at the weapon. Push down with the right hand while lifting and twisting the weapon in a clockwise rotation with the left hand. Throw the weapon high enough to catch it on the right hand at the upper hand guard after two rotations. After releasing the weapon from the right hand, pin it at the right leg. As you catch the weapon in the right hand, pin the left hand. Snap head back to front once the weapon is secure.

13.7.5.3. The weapon may be brought to port following the movement.

13.7.5.4. This movement can also be accomplished by starting at the position of attention and kicking the weapon with the right heel to a flare, then bringing the weapon to the standby position before throwing.

13.7.6. **Queen Ann.** A three count movement starting at right shoulder. Performed as one fluid motion.

13.7.6.1. Grasp the weapon firmly with the right hand, move the right hand towards the body until the weapon is in a vertical position, then toss the weapon, using the right hand straight up in the air. The butt of the weapon should rise no higher than the ear.

13.7.6.2. Look at the weapon, simultaneously, as the weapon is dropping, the right hand will catch the weapon at the bolt housing behind the small of the stock. The left hand catches the weapon on the sling side near the upper sling ring. The butt of the weapon is on the outside of the right elbow. The left forearm is along the forehead, the right arm is pinned.

13.7.6.3. With the left hand slap the weapon to start the rotation forward allowing it to rotate using the right hand to grasp it firmly on the small of the stock. The right hand controls the movement, the left hand guides the weapon until the upper hand guard rotates into the right armpit. While this motion is being performed, take a small step forward with the left foot and go down on the right knee. The left leg will make a 90 degree angle, the back will be straight in a vertical position, the weapon is pinned along the right leg, weapon remains in a vertical position

also. When the right knee touches the ground the left hand pins, then move out across the body at flare hitting the chest, then aligning at neck level. Arm is parallel to the ground. Feet remain straight, aligned with the leg. The butt of the weapon remains approximately 3 inches off the ground.

13.7.7. **Wrist breaker.** A six count movement starting at the position of attention. Although broken down in several steps the movement is performed in a fluid motion.

13.7.7.1. Extend the right foot in front of the toe of the weapon, kick the butt gently back and extend the right hand forward to the flare position. Right arm fully extended with the trigger housing at the right knee.

13.7.7.2. While closing the heels of the feet, bring the right hand up and twist the weapon in a half turn clockwise rotation. It is important to bend your arm keeping the elbow pinned. Keep the same grip on the weapon. The right arm looks as if you are doing a waving motion from left to right. Follow through with the motion by then dropping the right hand so that the weapons barrel will be pointing towards the ground and the butt is by your shoulder. The weapon is on the outside of the arm sling facing forward.

13.7.7.3. Using the momentum created by the weapon, allow it to continue to rotate by bringing the right hand up towards the shoulder.

13.7.7.4. Once the right hand reaches the shoulder, release the weapon throwing it into the air. Caution: if you hold onto the weapon, you risk serious injury to your wrist.

13.7.7.5. Allow the weapon to rotate one time, and with the right hand catch the weapon on the upper hand guard. The left hand remains pinned throughout the movement.

13.7.7.6. The weapon may be brought to port following the movement. Note: if the weapon counters during the movement, simply flip the weapon into port similar to a spin port.

13.7.8. **Marine pitch out.** A one count movement starting at the position of right shoulder.

13.7.8.1. Holding tightly to the butt of the weapon with the right hand, bring the right hand towards the chest until the weapon is in a vertical position. Then bring the right hand straight up allowing the weapon to pitch forward slightly, as this occurs, raise the right hand to the right ear and toss the weapon. The weapon rotates a half turn forward. Catch the weapon on the upper hand guard with the right hand, arm parallel to the ground, weapon in the vertical position, sling facing out. The left hand stays pinned throughout the entire movement.

13.7.9. **Air Force Pitch-out.** A four count movement starting a right shoulder.

13.7.9.1. Drop the right hand, hold tightly to the butt of the weapon, and catch the weapon on the upper hand guard with the left hand, thumb at the band. The left forearm is parallel to the ground.

13.7.9.2. With the right hand, bring the weapon straight up and back slightly, guiding it with the left hand, toss and release the weapon when the right hand is near the right ear. The barrel of the weapon will fall forward as the butt of the weapon is thrown. While looking at the weapon, pin the left hand. As the weapon rotates in a one half counterclockwise rotation so the barrel is pointing down. Catch the weapon with the right hand slightly below the upper sling ring.

13.7.9.3. As soon as your hand makes contact with the weapon, the head snaps back to the forward position. Using the momentum of the weapon, complete two rotations in a counterclockwise direction on the right side of the body with the right hand.

13.7.9.4. As the weapon completes the second rotation catch the weapon flat at belt level, the left hand on near the trigger housing on the sling and the right hand on top of the upper hand guard. Head snaps to look at the butt of the weapon.

13.7.10. **Double roll to shoulder.** A five count movement starting from the position of side standby with your right forearm along the top of the weapon with the weapon at a 45 degree angle.

13.7.10.1. Push down with the right hand and pin. Twist the left wrist in a clockwise rotation. Complete two rotations on the right side of the body. Head remains forward.

13.7.10.2. As the weapon completes the second rotation, let it go with the left hand and bring the right hand to the upper hand guard to stop the weapon at the ear. The left hand stops the weapon on the small of the stock. The weapon is at a 45 degree angle.

13.7.10.3. Using the left hand guide the weapon into the right shoulder. As this is happening, the right hand moves to the butt of the weapon.

13.7.10.4. As soon as the right hand slaps the butt, flare the left hand at the bolt housing.

13.7.10.5. Cut the left hand to left leg.

13.7.11. **Sling Inspection Toss.** A two count movement starting at port arms.

13.7.11.1. With the right hand on the small of the stock, twist the weapon in a counterclockwise turn while simultaneously rotating the weapon in a counterclockwise motion so that the barrel is facing the ground and the sling is to the left. The left hand remains on the upper hand guard and twists so that the palm is facing in.

13.7.11.2. Throw the weapon in a clockwise rotation by bringing the left hand up and the right hand down. The weapon rotates one and a half times. Catch the weapon in the vertical position with the left hand on the small of the stock and the right hand on the upper hand guard.

13.7.12. **Front double.** An eight count movement starting at the position of port arms.

13.7.12.1. Slap at port arms with the left hand

13.7.12.2. Flick the butt of the weapon into the heel of the right hand so the sling is facing the body. The left hand flares along the weapon, fingers do not go above the band, forearm is touching the weapon. The weapon remains in front of the body and the right arm is fully extended. The band is at chin level.

13.7.12.3. While holding the weapon in the vertical position, the left hand pins to the left leg.

13.7.12.4. With the right hand, allow the weapon to fall to the left in a counterclockwise rotation. Catch the weapon on the upper hand guard with the left hand. The weapon is again in the vertical position with the barrel facing the ground.

13.7.12.5. Throw the weapon by pulling up with the left hand and pulling down with the right hand. Pin the right hand as soon as you release the weapon.

13.7.12.6. The weapon rotates two times in a clockwise rotation. Catch the weapon flat in front of you at belt level. The left hand is on top of the upper hand guard and the right hand is near the trigger housing, underneath the weapon.

13.7.12.7. Push down with the left hand and twist the right wrist to allow the weapon to rotate counterclockwise to port arms. Pin the left hand as you push down.

13.7.12.8. As the weapon comes to port, stop it with the left hand.

13.7.13. **Front one and a half.** A nine count movement starting at the position of port.

13.7.13.1. Slap the weapon at port.

13.7.13.2. Rotate the weapon counterclockwise one half rotation. The left hand slaps the stock when the weapons barrel is pointing towards the ground.

13.7.13.3. Using the left hand, rotate the weapon clockwise one and a half times and pin the weapon to the left leg, barrel pointing down. Pin the right hand.

13.7.13.4. Rotate the weapon to the horizontal position behind the back and reach around with the right hand to grab the upper hand guard. It is important not to change the grip on the upper hand guard. Now release the weapon from the left hand and allow the butt end of the weapon to fall. Pin the left hand.

13.7.13.5. As the weapon is falling, bring the right hand to front of the body. The weapon swings out approximately one foot to the right.

13.7.13.6. The weapon swings in towards the front of the body, as this happens, the right hand is twisted. Raise the right hand in front of the body and release the weapon approximately at belt level.

13.7.13.7. The weapon rotates clockwise one and a half times.

13.7.13.8. Catch the weapon flat in the horizontal position at belt level. Sling facing down, barrel pointing to the left. The left hand is on the top of the upper hand guard, and the right hand is on the sling side of the small of the stock.

13.7.13.9. Twist the weapon with the right wrist to rotate the weapon back to the position of port. Pin the left hand as it leaves the upper hand guard.

13.7.14. **Back drop.** A three count movement starting from the position of left shoulder.

13.7.14.1. Move left with the left hand so the weapon is on the back of the neck, and the sling is touching the neck.

13.7.14.2. Release the weapon with the left hand and pin. As the weapon drops in the horizontal position, the right hand hooks back and catches it by the upper hand guard.

13.7.14.3. Once secure in the right hand, bring the weapon into the side standby position.

13.7.15. **Back stretch.** A three count movement starting from the position of right shoulder.

13.7.15.1. Bring the right hand to the right ear so the weapon falls over the shoulder.

13.7.15.2. Reach behind with the left hand and grab the upper hand guard.

13.7.15.3. After releasing the butt of the weapon, pin the right hand, and bring the weapon to side standby to the left side. The left hand is on the upper hand guard and the right hand is underneath the small of the stock.

13.7.16. **Butt inspection.** An eight count movement starting from the position of port.

13.7.16.1. Slap at port with the left hand.

13.7.16.2. Move the right hand to the butt of the weapon and flick the butt into the heel of the right hand so the sling is facing you. The weapon is in the vertical position and makes a quarter turn counterclockwise. The left hand flares along the weapon, fingers do not go above the band, and forearm is touching the weapon.

13.7.16.3. While holding the weapon in the vertical position, the left hand pins to the left leg.

13.7.16.4. Allow the weapon to start to fall to the left, as this is happening, the right hand starts to twist the butt in a clockwise rotation. As the weapon drops it makes one turn in the right hand so the sling is facing you. The right hand slides down the stock to the small of the stock and the left hand meets the stock at a flare. Fingers pointing up. At the same time the head snaps down to look at the butt of the weapon.

13.7.16.5. Pin the left hand.

13.7.16.6. Execute a three quarters turn in a clockwise rotation in the vertical position with the right hand. While this is happening, snap the head up, and catch the weapon with the left hand on the lower hand guard at the retaining band. The right hand moves to the left side of the upper hand guard palm up.

13.7.16.7. Lift the right hand to flip the weapon, it makes one and a half rotation counterclockwise to the port position.

13.7.16.8. Catch the weapon at port.

## **13.8. Exchanges**

13.8.1. **Marching set back.** A five count movement starting at the position port. You need a partner to do this move positioned approximately two feet behind you.

13.8.1.1. With the right hand grab the upper hand guard and flare the weapon by the right leg.

13.8.1.2. Cut the left hand to a pin.

13.8.1.3. Stepping off with the left foot, on the next right foot, bring the right hand back setting the weapon on the butt, slightly behind the heel of the right foot.

13.8.1.4. As you step with the next left, release the weapon with the right hand from the upper hand guard. It is important to bring the right hand to the side of the leg and not push the weapon out. Let it fall backwards.

13.8.1.5. The person behind as he/she steps on the next left, receives the weapon in the right hand on the upper hand guard. On the next right step, bring the weapon to port arms.

13.8.2. **Marching toss back.** A six count movement starting from the position of attention. You need a partner behind you approximately two feet. This is done while marching.

13.8.2.1. Stepping off with the left foot, grab the upper hand guard with the right hand and flare the weapon by the right leg.

13.8.2.2. On the next right foot, remain at flare.

13.8.2.3. On the next left foot, remain at flare.

13.8.2.4. On the next right foot, bring the right hand back setting the weapon on the butt, Next to the heel of the right foot.

13.8.2.5. As you step with the next left, lift the weapon with the right hand preparing to throw over the shoulder. Release the weapon with the right hand from the upper hand guard as the right hand passes the ear. The weapon does one revolution clockwise to the individual behind you.

13.8.2.6. The person receiving the weapon catches the weapon on the upper hand guard with the right hand.

13.8.3. **Right shoulder exchange.** A three count movement. starting a right shoulder. You need a partner for this movement positioned two feet in front and facing you. This exchange may be performed in a diamond formation.

13.8.3.1. Holding onto the weapon tightly with the right hand, drop the right hand so the weapon falls forward towards your partners left shoulder. The left hand remains pinned.

13.8.3.2. The person receiving the weapon catches the weapon on the upper hand guard with the left hand. The right hand remains pinned.

13.8.3.3. With the left hand, bring the weapon into reverse port. See the reverse port explanation for movement.

13.8.4. **Triple present exchange.** A three count movement starting from the position of port, arms. You need a partner two feet in front and facing you.

13.8.4.1. Slap the weapon at port, arms with the left hand.

13.8.4.2. Slap the weapon with the left hand, then twist the weapon with the right hand clockwise on quarter turn, sling facing away from body.

13.8.4.3. With the right hand, place the weapon in your partners left hand, and receive their weapon with the left hand.

13.8.4.4. With the left hand twist the weapon to the port, arms position.

13.8.5. **Split exchange at port, arms.** A six count movement starting at the position of port, arms. You need a partner for this, facing you, three steps away. This exchange is executed as members pass one another.

13.8.5.1. Stepping off with the left foot, throw the weapon using your left hand into the right hand. The weapon is in the vertical position sling facing away. Once the weapon is in the right hand, pin the left hand.

13.8.5.2. On the next right foot, keep the weapon in the vertical position, throw the weapon to the left hand, and pin the right hand.

13.8.5.3. On the next left foot, throw the weapon to your partner. Turn slightly to the right to face the receiver.

13.8.5.4. The receiver catches the weapon in the right hand in the vertical position. Left hand pinned.

13.8.5.5. While continuing to march, flip the weapon into port, arms with the right hand. When the left hand catches the weapon, the right hand flares along the upper hand guard, fore arm is along the side of the weapon.

13.8.5.6. Flare the right hand into the port, arms position.

13.8.6. **Underhand toss.** A five count movement starting at the position of attention. You need a partner for this movement approximately positioned five feet in front and facing you.

13.8.6.1. Grab the upper hand guard with the right hand, extend your arm fully allowing it to act as a pendulum, extend the right foot in front of the toe of the weapon, kick the butt back hard enough to allow the weapon to swing behind you approximately two feet.

13.8.6.2. As the weapon swings forward, release for the throw as if you were shaking someone's hand. The weapon makes one full rotation to your partner. After releasing, pin the right hand. The left hand remains pin, until catching your partners weapon.

13.8.6.3. The person receiving the toss catches the weapon slightly below the upper sling ring and rotate the weapon until the barrel is pointing down. Then pin the weapon to the left leg.

13.8.6.4. Using the left hand, move the weapon in a counterclockwise rotation behind the back, so the barrel is pointing to the right, and the sling is facing towards the ground. The right hand catches the weapon on the upper hand guard with a fist.

13.8.6.5. Release the weapon with the left hand and pin, the right hand brings the weapon to the side standby position, bring the left hand to the right side of the body to support the weapon slightly behind the trigger housing.

13.8.7. **Overhead toss.** A four count movement starting at the position of right shoulder. You need a partner for this movement facing you approximately six feet away.

13.8.7.1. Drop the right hand, hold tightly to the butt of the weapon, and catch the weapon on the upper hand guard with the left hand, thumb wrapping around the band. The left forearm is parallel to the ground.

13.8.7.2. With the right hand, bring the weapon straight up and forward slightly, guiding it with the left hand, throw the weapon and release flick the right hand back towards the ear to flip the weapon to your partner. As the weapon rotates once, pin the right hand.

13.8.7.3. The person catching the weapon will do so with the left hand on the upper hand guard.

13.8.7.4. Once the weapon is caught, bring the weapon into the port, arms position.

13.8.8. **Mini under.** A six movement starting at the position of attention. You need a partner facing you approximately two feet in front of you.

13.8.8.1. Grab the upper hand guard with the right hand, extend your arm fully allowing it to act as a pendulum, extend the right foot in front of the toe of the weapon, kick the butt back hard enough to allow the weapon to swing behind you approximately one foot.

13.8.8.2. As the weapon swings forward, raise the right arm slightly. Release for the throw as the right hand is rising past belt level. The weapon makes a half rotation to your partner. After releasing, pin the right hand. The left hand remains pinned, until catching your partners weapon.

13.8.8.3. The person receiving the weapon catches the weapon on the upper hand guard with the left hand. The weapon is in the vertical position, barrel pointing down.

13.8.8.4. Once caught, allow the weapon to fall to the right, sling down, and catch with the right hand near the trigger housing. Weapon is in the horizontal position at belt level.

13.8.8.5. Push down with the left hand and twist the right wrist to allow the weapon to rotate counterclockwise to port arms. Pin the left hand as you push down.

13.8.8.6. As the weapon comes to port, arms, stop it with the left hand.

13.8.9. **Back to back toss.** A one count movement starting at the position of attention. You need a partner. You have your back to your partner and he will be approximately six feet behind you.

13.8.9.1. Grab the upper hand guard with the right hand, extend your arm fully allowing it to act as a pendulum , extend the right foot in front of the toe of the weapon, kick the butt back hard enough to allow the weapon to swing behind you approximately two feet.

13.8.9.2. As the weapon swings forward, lift it keeping your arm extended. Bend the right elbow slightly as you bring the right hand near the right ear. The weapon should be near the vertical position, barrel pointing the ground. Release for the throw as the right hand passes the right ear. Ensure the right hand is turned out so the weapon doesn't go to the inside of the person receiving it. The weapon makes one full rotation to your partner. After releasing, pin the right hand.

13.8.9.3. The person receiving the toss catches the weapon with the right hand on the upper hand guard.

13.8.9.4. Bring the weapon into the port, arms position.

## Chapter 14

### HISTORY AND TRADITIONS

#### 14.1. Flag History

14.1.1. 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.

14.1.2. Both have been represented on standards of nations, from banners of ancient Egypt and Babylon to the 12 starred 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.

14.1.3. 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.

14.1.4. Standardization became necessary as the colonies became closer and the revolution grew.

14.1.5. On December 2, 1775 the Continental Congress approved a flag design to be flown by ships departing to intercept British supply vessels. The flag was first hoisted on the Alfred at Philadelphia by Lt. John Paul Jones. The flag had 13 red and white stripes and a (canton) with the British Union Jack with 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.

14.1.6. 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 and 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.

14.1.7. 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.

14.1.8. 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.

14.1.9. 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 nations flag carries many traditions.

14.1.9.1. White stars on a blue field; the heavens, calm and serene, as it can be filled with stars.

14.1.9.2. The red and white stripes; rays of light reaching down from the sun to gently caress you and I.

14.1.10. The description of the colors of our nation's flag can carry more detail.

14.1.10.1. Red; blood, pain, rage, courage, warning

14.1.10.2. White; purity, hope, life, and color

14.1.10.3. Blue; calm, serene, true, patriotic, uniform

14.1.11. Now that we have discussed a few ideas about the origins and meanings of the color's of our flag. It is safe to assume that **courage** is derived from the red stripes representing the blood of those lives lost to defend and protect our way of life and the rage we all feel when our feeling of freedom is possibly compromised. **Freedom** is derived from the white stars on the blue field representing a sky free from fire, flack, and oppression. **Peace** is derived from the white stripes representing purity in every form that we try to preserve.

## **14.2. Changes in Flags.**

14.2.1. 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. Finally, in 1959 Alaska was admitted into the Union bringing the number to 49. Our present flag came to be in 1960 with the acceptance of Hawaii into the Union, our 50th state. 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.

### **14.3. Flags On Graves.**

14.3.1. The flags on graves we display on Memorial Day was 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.

### **14.4. Flags Covering Caskets.**

14.4.1. 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) or 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. The position of the blue field is reversed to indicate mourning with the blue field on the right as the flag faces the coffin. 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 decedents service in the armed forces of the United States of America.

### **14.5. Flag Position (Open Casket).**

14.5.1. 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. Some interesting trivia pertaining to flags and burials is that it is not improper to bury a war veteran with a small flag or should it be requested, it is proper for a veteran to be buried with his body wrapped in the flag. Additionally, the story of Betsy Ross and the first American Flag is very popular but no where in the history books is it supported by fact.

### **14.6. Folding the Flag.**

14.6.1. Totally, the flag is folded in two parts reminding us of 2 parts of life; our birth and death and our life here and hereafter. The red and white stripes interchange throughout our flag reminding us; in the red, of the blood and hardships of life and in the white, of the purity and goodness of life. Every life has both red and white. The flag is carefully folded into the shape of the tri-cornered hat, reminiscent of the hats worn by the soldiers who fought and won the revolution for American independence. The three fold also reminds Christians of the 3-in-1 of the Trinity: Father, Son, and Holy Spirit. The red and white are soon folded and only blue and the stars are seen, reminding us of heaven. When our life of red and white is over, may only heaven remain?

## **14.7. Disposal of the Flag**

14.7.1. When the National Flag is worn out, it should be disposed of with due reverence. According to approved custom, the union is first cut from the flag then the two pieces, which are no longer forming a flag, are burned privately and without ceremony.

## **14.8. Half Staff or Mast**

14.8.1. Half-staff or mast was and still is a naval custom to (honor) the flag in salute, respect or as a sign of distress. In the early times it was a custom to fly the victors colors over the defeated enemy and to run down the enemy's colors for that purpose. Thus lowering the flag to half-staff during a military funeral symbolizes the victory of the spiritual over the temporal. Where flags cannot be flown at half-staff or mast, they should have a black streamer from the spearhead halfway down the flag. Flags hung horizontally or perpendicular should bear a black bunting border of appropriate width.

## **14.9. Funerals**

14.9.1. Funerals are ceremonies connected with the disposition of the body of a dead person. Military funeral ceremonies are based on a few simple customs and traditions that developed through the years. Some elements of the funeral ceremony are based on old expedients used long ago on the battlefield. The ceremony demonstrated our nations recognition of the debt it owes the services and sacrifices of members of the armed forces.

14.9.2. There are three general classifications for funerals:

14.9.2.1. A funeral service with a chapel service, funeral procession and graveside ceremony.

14.9.2.2. A funeral service without a chapel service but with a procession at the mouth of the cemetery to gravesite and then a graveside ceremony.

14.9.2.3. A funeral service with a graveside ceremony only.

## **14.10 Details within a Funeral**

14.10.1. Pallbearers escort the body of the deceased safely to the place of internment.

14.10.2. Firing Party pay final tribute to the deceased with the firing of three rounds of seven volleys.

14.10.2.1. The firing of the three rounds of seven volleys dates its origins back to the 14th century when firearms began to appear on the battlefield. Mercenary bands (professional soldiers) grew in Switzerland, Italy, and Germany and they accepted contracts to fight for or against anyone. They varied in size from tens to hundreds to thousands. Their symbol of corporate existence was flags or colors. They respected them very much, especially the German bands. We derive our reverence for colors from the Germans who fired three volleys in the name

of the Trinity over the dead. Ancient beliefs say that the three volleys were used to scare away the evil spirits. Other sources say that in the early days of warfare, firing of the three volleys was a custom of opposing armies to declare a truce so that each could clear its dead from the battlefield. Also, the volleys fired three times was a signal that the burial ceremony was finished and it invited the enemy to join in battle once again.

14.10.3. Colors bears the national colors and service colors of the deceased. Colors traces its beginnings back to the early Roman era. The early Roman armies were comprised of approximately 120 men called maniples, meaning handful. They used handfuls of straw tied around the end of a pole as a rallying point in battle. Later, they reorganized themselves into cohorts (three maniples). The straw standard was then replaced by symbols such as bears, globes, and dragons. Each legion had an eagle standard carried by knights and was considered to be sacred. The cohorts eventually evolved into using a square piece of cloth with their own device embroidered on it. At the beginning of the 17th Century, when the regiment system was started. Each regiment had a color. That is when colored standards were used as a means of battlefield identifications. This is the symbolism used for the colors detail bearing the deceased service members national and service colors.

14.10.4. The slow cadence of the modern funerals is dictated by solemn music prescribed for funeral march. The slow march arose from the practice of using heavy artillery wagons to transport the remains of the deceased to the grave. The slow march custom arose during the reign of Henry The VIII. Drummers marched behind the wagons and beat what was known as *Dede Sounde*.

## **14.11. Taps**

14.11.1. 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.

14.11.2. 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.

14.11.3. Taps over the grave today marks the beginning of the long last sleep and expresses hope and confidence in an ultimate reveille to come.

#### 14.11.4. Words for Taps

*Fades the light,  
and afar  
Goeth day  
Cometh night;  
and a star  
Leadeth all,  
Speedeth all  
To their rest.  
Day is done,  
Gone the sun,  
From the hills,  
From the lake,  
From the sky,  
All is well,  
Safely rest,  
God is nigh*

#### 14.12. Salutes

14.12.1. There are several meanings for the origins of the salute. One being that during the days of chivalry, knights in (vail) raised their visors to friends for identification purposes. The junior was required to make the first gesture. Another belief is in the early days in Borgia, assassination by dagger were not uncommon. It was customary for men to approach each other with raised hands, palms to the front to prove that there was no dagger hidden. Lastly, in the younger days of the military organization the junior uncovered when meeting or addressing the senior. Gradually the act of uncovering was simplified by touching the cap and finally our present day salute which means, "I greet you".

14.12.2. Presenting arms with a weapon was a token of submitting your weapon to the person being honored. It has been traced back to 1660, when Charles II returned to England to claim the throne. The sword salute is said to have started back in the days when crusaders kissed the hilt (cross) before battle and lowered the point toward the ground as a symbol of trust in putting down your guard.

#### 14.13. Uniforms

14.13.1. Uniforms have only been worn for the past three hundred years. The oldest uniform in existence is worn by the papal guard of the Vatican, which were said to have been designed by Michael Angelo. The main reason for uniforms are the early years was to identify friend from foe.

14.13.2. The aiguillette was the mark of an aide de camp. The French definition of aiguillette is a metal tipped thong. The aiguillette distinguishes the officer aide and the attaches'. Its origins have several beliefs, one being that it was used as a string to tie the knight's horses up. Another

belief is that the metal tipped thong on the string was used to lace knights into their armor. Finally, the string with pencil on it was used for writing down orders.

14.13.3. The fourragere (foo-ra-zher) is a unit citation. It is a symbol of a hangman's rope and nail. It is believed that a unit was threatened that they would all be hung if they failed to do well in a battle. During, the War of 1870, the jails were emptied so they could defend the city. The convicts wrapped the hangman's rope around their shoulder as part of an improvised insignia. The results of their efforts allowed the men to keep their lives and insignia.

#### **14.14. Medals and Decorations**

14.14.1. One feature of the human anatomy is that by carrying a shield on the left arm, leaving the right hand free for a weapon. The heart is afforded maximum protection by the shield. Southpaws (left-handed) did their best. Considerations for protection led crusaders for protection to wear small decorations over their heart. Could this be why we also wear our military decorations on the left?

#### **14.15. The Pledge of Allegiance**

14.15.1. The Pledge of Allegiance was written by Mr. Francis Bellamy of Rome, New York. It was first published on September 8, 1892. In connection with the National Public Schools celebration of Columbus Day by the Youth's Companion. The first change to the pledge was made on June 14, 1923. It changed the words from my flag to the flag because of the foreign born adults and children. It was belief that they would believe that they were pledging allegiance to the flag of their native land. The second change came on June 14, 1954 when President Dwight D. Eisenhower amended the language by adding the words under God.

14.15.2. Proper hand position during the Pledge of Allegiance is placing the right hand over the heart until the words "to the flag". Then extend the arm with the palm upward toward the flag until the pledge is complete. The salute was discontinued because it resembled the Nazi-Fascist salute. The difference only being that the Nazi-Fascist saluted with the palm facing down. Although it is not directed in the Code and is not considered bad form to omit the right hand being placed over the heart. Many schools prefer the gesture and local procedures should therefore, be observed in this regard. In uniform, it is appropriate to remain silent and render the military salute if outdoors. A male not in uniform should remove any headgear (if worn) and place the right hand over the heart and recite the pledge.

#### **14.16. Base Honor Guard Creed**

**H**andpicked to serve as a member of the (name of base) Honor Guard, my standards of conduct and level of professionalism must be above reproach, for I represent all others in my service.

**O**thers earned the right for me to wear the ceremonial uniform, one that is honored in rich tradition and history. I will honor their memory by wearing it properly and proudly.

**N**ever 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 movement throughout every drill and ceremony.

**O**bligated by my oath I am constantly driven to excel by a deep devotion to duty and a strong sense of dedication.

**R**epresenting 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 15**

### **OIC/NCOIC RESPONSIBILITIES ON FHF/SHF**

#### **15.1. General Information**

- 15.1.1. All FHF/SHF has a requirement for an OIC/NCOIC position.
- 15.1.2. During the movement of the casket, the OIC/NCOIC presents arms.
- 15.1.3. As the casket is placed on the lowering device, the OIC/NCOIC orders arms.
- 15.1.4. Has responsibility of knowledge on all elements and sequence.
- 15.1.5. Presents the folded flag to the next of kin.
- 15.1.6. Overall responsibility of the whole ceremony

#### **15.2. Pre-ceremony**

- 15.2.1. Checks gravesite with NPB/NFP/NCT (approximately one hour before start time).
- 15.2.2. Check with funeral director for route of hearse and ensuring the ceremony is on time.
- 15.2.3. Determine where pallbearers need you to stop the hearse. You will have your back to the gravesite.

#### **15.3. Arrival of Ceremony**

- 15.3.1. From the position determined by pallbearers, remain at the position of stand at ease.
- 15.3.2. Take the command of Bearers, ATTENTION given by the NPB.
- 15.3.3. As hearse approaches salute, when it passes drop salute.
  - 15.3.3.1. Ensure the hearse stops where needed, this ensures the pallbearers have the shortest route possible.
- 15.3.4. Communicate with the funeral director/chaplain etc.
  - 15.3.4.1. Determine who the next of kin or the recipient of the flag will be.
  - 15.3.4.2. Let the funeral director/chaplain etc. know the sequence of events for the ceremony. This should ensure that the ceremony runs smooth without confusion.

15.3.4.3. Tell the funeral director to ask the family to rise for military honors when it is time for honors.

15.3.4.4. Tell the funeral director to let you know when the ceremony can begin so you can signal the pallbearers.

15.3.4.5. If the procession is large, go to the position of stand at ease. This signals the pallbearers to go to stand at, ease.

15.3.4.6. Ensure that the casket is in the hearse properly, flag properly draped etc. If anything is needed to fix, ask the driver of the hearse or funeral director to fix it. **DO NOT TOUCH ANYTHING** unless given permission.

#### **15.4. Ceremony**

15.4.1. When given the cue by the funeral director, give the command of **SECURE** to the pallbearers. When giving the command, remember to come to the position of attention.

15.4.2. When the pallbearers have pulled the casket out render hand salute.

15.4.3. After pallbearers execute “turning steps”, execute a facing movement in the appropriate direction and render a hand salute.

15.4.4. When casket passes, order arms and step off with both arms suspended following the casket. Ensure that you stay in step with the pallbearer team. You should be approximately four to six paces away from the rear of the casket.

15.4.5. Break off of the pallbearers and march to the foot end of the grave. Make sure you leave enough room for the pallbearers to fold the flag at tabletop. Present arms until the casket is set down on the lowering device. Order arms once it is down.

15.4.6. On a SHF, pallbearers will fold the flag immediately upon the seating of the immediate family.

15.4.6.1. Once the Dressing sequence is complete, take a left step towards the NPB. As NPB lowers the flag down to you, retrieve it with the left and on top, right hand on the bottom.

15.4.6.2. After NPB orders arms, bring the flag to your chest, placing both hands on the flag to press it against your chest.

15.4.6.3. Ensure that the left hand is on top of the right hand and the fingertips of the middle fingers overlap.

15.4.6.4. Take one right step simultaneously with the NPB executing a left face. Ensure that you are at the center of the lowering device.

15.4.6.5. Give the subdued command of **Bearers, POST.**

15.4.6.6. Once pallbearers depart, assume the position of stand at ease. This is done by moving the left foot six to eight inches to the left.

15.4.6.7. When the funeral director asks the family to rise, signaling the beginning of the military honors sequence, return to the position of attention, by bringing the left foot back in place.

15.4.6.8. Upon the completion of taps, lower the flag down so that it is parallel to the ground. Walk over to the recipient of the flag, rotate the flag so that the top point is toward you and offer the flag. You have the option of kneeling down on one knee. Refer to 5.5.3.15. for message of condolence.

15.4.6.9. If kneeling, stand up and render hand salute to the flag. Order arms, take one step back, face in the appropriate direction and step off with suspended armswing towards the transportation site.

15.4.7. On a FHF, OIC/NCOIC will go to the position of stand at ease when the pallbearers go to “tabletop”.

15.4.7.1. When the funeral director asks the family to rise, signaling the beginning of the military honors sequence, return to the position of attention. Present arms.

15.4.7.2. Upon the completion of taps, order arms.

15.4.7.3. Upon the completion of the dressing sequence, take one left step to retrieve the flag from the NPB. When receiving the flag ensure that the left hand is on top and the right hand is underneath to support.

15.4.7.4. After the order arms by the NPB, execute a three second facing movement in the appropriate direction toward the recipient of the flag.

15.4.7.5. Walk over to the recipient of the flag, rotate the flag so that the top point is toward you and offer the flag. You have the option of kneeling down on one knee. Refer to 5.5.3.15. for the message of condolence.

15.4.7.6. If kneeling, stand up and present arms. Order arms, take one step back, and face in appropriate direction. Step off with suspended armswing and return to the foot end of the casket.

15.4.7.7. Give the subdued command of **Bearers, POST.**

15.4.7.8. Step off behind the pallbearers with armswing suspended. When pallbearers return to the cadence of quick time, OIC/NCOIC does as well.

15.4.8. At the transportation site, give debrief on how the ceremony went. This helps others learn from possible scenarios and situations.

15.4.8.1. When in the debrief, ensure that all key personnel address the ceremony as well.