



BLM HONOR GUARD

Fire and Aviation

BLM
Fire and Aviation



Standard Operating Procedures (SOPs)



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To: Bureau of Land Management Personnel

From: Assistant Director, Fire & Aviation
National Honor Guard Liason

Subject: Fire and Aviation Honor Guard Standard Operating Procedures

This collection of Standard Operating Procedures serves to define the use, formation and role of the BLM Fire and Aviation Honor Guard. This document is intended to give BLM Fire and Aviation personnel a basic understanding of the Honor Guard inner-workings. It is not intended to be all inclusive, nor does it provide guidance for all situations that may occur.

Questions regarding this guide should be referred to the National Honor Guard Liaison or the Honor Guard Coordinator.



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TABLE OF CONTENTS

INTRODUCTION	7
Mission Statement	7
History	7
BLM Honor Guard Creed	7
Event Criteria	8
Activation and Mobilization	8
Organizational Structure	9
Membership Criteria	13
Recruitment Process	13
Separation of Service	14
Appearance	14
Uniforms	14
Duration of Assignment	17
Time Coding and Travel	17
CEREMONY DRILL AND PROCEDURES	18
Formation, Facing and Marching Movements	18
Attention	18
Positions of Rest	19
Facing Movements	20
Formation of the Flight	21
Present Arms/Order Arms	21
Marching Movements	22

Ceremonial Pulaski Use.....	24
Flag Folding Procedures.....	27
Folded Flag Presentation	Error! Bookmark not defined.
Folded Flag Presentation	32
Casket Bearing	33
APPENDIX A: FLAG RULES AND REGULATIONS.....	38
How to Display the Flag	38
Position and Manner of Display.....	40
Respect for the Flag	42
APPENDIX B: LAST CALL BELL SERVICE	44
Bell Service Suggested Reading #1	44
Bell Service Suggested Reading #2	44
APPENDIX C: ASSIGNMENT DETAIL SAMPLE	46
APPENDIX D: HONOR GUARD INVENTORY CHECKLIST	48
Honor Guard Inventory Checklist	48
APPENDIX E: OVERTIME/TIME/PURCHASE CODING.....	58
APPENDIX F: UNIFORM CONFIGURATION.....	62
APPENDIX G: POSSIBLE EVENT LAYOUTS	64
Funeral Service Diagrams	64
Funeral Procession Diagrams.....	69
Cemetery Service	71
APPENDIX H: COOPERATOR TRACKING SHEET	72

INTRODUCTION

MISSION STATEMENT

The Bureau of Land Management (BLM) Fire and Aviation Honor Guard represents the highest ideals of honor, dignity, professionalism and respect in serving the agency, the fire community, and the families, friends and co-workers of those who have lost their lives in the line of duty.

HISTORY

The Honor Guard was created after 14 firefighters perished in the line of duty at the 1994 South Canyon Fire on Colorado's Storm King Mountain. The purpose of this highly trained unit is first and foremost to appropriately pay tribute to and honor the memory of employees who have given the ultimate sacrifice in the line of duty protecting others and our natural resources from wildfire. The Honor Guard also provides leadership in difficult times and comfort to fallen firefighters' families and colleagues. The unit may also provide services at other events of national importance.

BLM HONOR GUARD CREED

Handpicked to serve as a member of the BLM Honor Guard, my standards of conduct and level of professionalism must be above reproach, for I represent all others in my service.

Others earned the right for me to wear the ceremonial uniform. I will honor their memory by wearing it properly and proudly.

Never will I allow my performance to be dictated by the type of ceremony, severity of the temperature, or size of the crowd. I will remain superbly conditioned to perfect all movement throughout every drill and ceremony.

Obligated by my oath, I am constantly driven to excel by a deep devotion to duty and a strong sense of dedication.

Representing every member, past and present, of the BLM, I vow to stand sharp, crisp, and motionless, for I am a ceremonial guardsman.

EVENT CRITERIA

The first priority of the Honor Guard is to appear at funeral and memorial services for BLM fire and aviation employees who lose their life in the line of duty. The secondary priority is to appear at BLM non-fire LODD as well as non-BLM fire and aviation LODD services but only with prior consultation with the national office liaison or his/her acting. Other special event requests for Honor Guard participation may be submitted to the National Honor Guard Liaison for consideration. Requests for the Honor Guard must be made with the utmost discretion and thoughtfulness as these honors are intended for those who perish in the line of duty.

ACTIVATION AND MOBILIZATION

- When a request is made, the [National Honor Guard Liaison](#) will gather point-of-contact and other pertinent information, and then contact the Honor Guard Coordinator.
- The [Honor Guard Coordinator](#) will contact either the State Director, or the State FMO to offer Honor Guard services for an agency memorial and/or family memorial services.
- The Honor Guard Coordinator will designate a Field Operations Coordinator for the mission. This position may be filled by the Honor Guard Coordinator.
- The [Field Operations Coordinator](#) will immediately be dispatched to the location where the agency memorial and/or family memorial services will be held.
- The Field Operations Coordinator will determine the appropriate response, assign details and dispatch Honor Guard members.
- The Field Operations Coordinator will then begin working with the event point of contact/LODD (Line-of-Duty Death) Response Team Commander to gather intelligence on the services planned and what the Honor Guard can provide.
- The Field Operations Coordinator will be the main point of contact with the family and/or event organizer throughout this event process.
- Honor Guard Members need to make individual travel plans immediately after receiving notice of Honor Guard activation. Members are required to have a government credit card with purchase authority.
- Team members are required at all times to have their uniform (with all accessories) set aside and ready to travel.

- The “Travel Bag” should encompass all uniform components and contain enough items for a five-day period (see Appendix D: Honor Guard Inventory). Team members will be required to have appropriate attire for the mission.
- Activation and mobilization may necessitate traveling to areas that do not provide air service. A staging area will be identified so that full team mobilization can occur from that point. Team members are expected to arrive 24 to 48 hours before the services to practice, etc.
- At the completion of every mission, the Field Operations Coordinator is responsible for ensuring the Honor Guard Mobilization Log is updated on the SharePoint site.
- In the event of a prior or current Honor Guard member death, regardless of line-of-duty death or otherwise, Honor Guard mobilization requires no pre-approval prior to initiate planning, coordination, and activation of the entire Honor Guard. Outside of pre-approval to mobilize the Honor Guard, standard protocol will be adhered to.

ORGANIZATIONAL STRUCTURE

National Honor Guard Liaison

The **National Honor Guard Liaison** is located in Boise, Idaho, at the headquarters for the BLM Fire and Aviation Directorate. This position provides Honor Guard programmatic oversight, administrative support, and communication to and with the Assistant Director, Fire and Aviation. This will include, but is not limited to:

- Serves as a central point of contact for all inquiries about the Honor Guard program.
- Conveys Assistant Director’s final decisions on appropriate events, other than line-of-duty death funerals, at which the Honor Guard will participate.
- Updates and informs Assistant Director on Honor Guard activities and provides program updates.
- Communicates with local agency personnel when Honor Guard members will be participating in a memorial or other level event as requested.
- Works with the Honor Guard Coordinator to develop the assignment details and distribute as appropriate. Copies should be sent to all participating Honor Guard

members; Assistant Director, Fire and Aviation Directorate; State Director; State FMO; Unit FMO; Event Organizer; and other contacts as appropriate.

- Oversees the budget.

Honor Guard Coordinator

The **Honor Guard Coordinator** is an active member of the Honor Guard. The roles and responsibilities of the coordinator are to provide logistical support to the Field Operations Coordinator assigned to an event, as well as facilitate training sessions. This will include, but is not limited to:

- Coordinates with the requesting event coordinator to determine scope, event details, number of appropriate Honor Guard members to participate, and any ceremonial props needed; e.g., flags to post, pulaskis, internment flags.
- Communicates with Honor Guard members to determine who will participate with the event.
- Coordinates annual spring training and annual [National Fallen Firefighter Memorial](#) participation.
- Works with the National Honor Guard Liaison to update and distribute the Standard Operating Procedures as necessary.
- Ensures Honor Guard uniforms are provided to team members.
- Ships Honor Guard implements and flags to location where events are occurring.
- Develops communication products and maintaining the [BLM Honor Guard website](#).
- Maintains appropriate supply of ceremonial props.
- Tracks expenses incurred by the Honor Guard.
- Provides annual report summarizing activities.
- Creates and distributes recruitment notices Bureau wide.

Field Operations Coordinator

The **Field Operations Coordinator** is responsible for the overall on-site coordination of the funeral/memorial service. This position is designated on a case-by-case basis by the Honor Guard Coordinator. The Field Operations Coordinator works closely with the Family Liaison and the Funeral Director to ensure that the survivor's wishes are acknowledged and carried out within agency means.

Duties of the Field Operations Coordinator may include, but are not limited to:

- Coordinates honor presentations and Honor Guard Details.
- Coordinates services with church/venue staff, Funeral Home Director, Family Liaison, and agency personnel.
- Collects and secures deceased member's personal items and forwards to the Family Liaison.
- Coordinates all service and post-service meal/reception arrangements with mortuary staff, family, and agency.
- Makes appropriate follow-up contacts when the service arrangements have been made.
- Develops the BLM portion of the service with the approval of the family.
- Provides privacy for family members, if needed.
- Obtains and delivers to the Funeral Home Director burial clothing from the family or from the Department.
- Coordinates viewing/vigil with Funeral Home Director, Family Liaison, and Bureau.
- Coordinates any formal walk-through of uniformed personnel during the period of viewing.
- Coordinates Honor Guard participation.
- Assigns duty hours for Honor Guard members.
- Coordinates pallbearers as requested by the family.
- Assists with arrival and seating of unit employees, visiting departments, dignitaries, friends, and family.
- Assists with coordination of post-service gatherings.

Field Logistics Coordinator

The **Field Logistics Coordinator** is responsible for assisting the Field Operations Coordinator in Honor Guard and dignitary provisions. This position is designated on a case-by-case basis by the Honor Guard Coordinator or the Field Operations Coordinator.

- Establish lodging for locations of assignments for Honor Guard and dignitaries.
- Coordinate transportation needs.
- Track cooperator involvement (see [Appendix H: Cooperator Tracking Sheet](#)).
 - This information includes name of cooperator, approving official for their attendance/participation and services provided.
 - This information will be compiled and submitted to the Honor Guard Coordinator.

Honor Guard Members

The **Honor Guard Members** are from the ranks of the BLM Fire and Aviation Program. The roles and responsibilities of the members are to maintain the Honor Guard standards, participate in mandatory training sessions, and participate in memorials and other events. This will include, but is not limited to:

- Maintains good physical and mental condition of the individual.
- Ensures assigned uniform and accessory equipment is maintained and ready for mobilization. Request additional items from Honor Guard Coordinator as needed.
- Acts as an ambassador for the Honor Guard program.
- Serves as Field Operations Coordinator when requested.
- Keeps the Honor Guard Coordinator informed of current office, mobile and home phone numbers.
- Advises Honor Guard Coordinator of availability status.

MEMBERSHIP CRITERIA

The Honor Guard is comprised of a cross-section of the BLM workforce from within the fire and aviation program. A commitment to the program directly impacts fellow members and the ability of the team to function at the highest-level possible.

Selected members must:

- Be vested in the responsibility to tactfully and professionally place the Honor Guard call-for-duty above home unit obligations and/or fire assignments.
- Commit for no less than a two-year period.
- Maintain availability.
- Remain in good standing in the Bureau.
- Attend required spring and fall training.
- Attend assigned ceremonies or events.
- Remain an Honor Guard member until they can no longer fulfill the commitment or wish to retire from the Honor Guard.
- Maintain satisfactory performance, being subject to a one-year probation period.

RECRUITMENT PROCESS

All candidates must complete an application package to include an application, references, and a recommendation from supervisors. An application package may be submitted via fax, mail, or internet to the National Honor Guard Liaison at the National Interagency Fire Center.

The open recruitment will be communicated throughout the Bureau with the goal to reach fire and aviation employees at various levels of the organization. Open recruitment will only be announced when vacancies exist on the Honor Guard. When vacancies occur, the National Honor Guard Liaison is responsible for facilitating the outreach. Distribution will occur through electronic and paper means Bureau-wide within one month of the vacancy occurring.

The National Honor Guard Liaison will receive and collect all applications until the close period and then forward them onto the Honor Guard Coordinator, who will then distribute them out to the Honor Guard members for review. The National Honor Guard Liaison will then set up

interviews with candidates and Honor Guard members. Selections will be determined by Honor Guard members.

SEPARATION OF SERVICE

Separation of service from the Honor Guard may come for a variety of reasons including retirement, resignation, or removal.

Once a member can no longer fulfill membership requirements of the Honor Guard, all accountable property including uniform components, bags, badges and equipment must be returned to the Honor Guard Coordinator or designee.

Members that leave the Honor Guard may re-apply by following the application and selection procedures outlined in the [Recruitment Process](#).

APPEARANCE

Members must be physically fit, clean-cut, and have a neat appearance that does not detract from the uniform or the situation.

Honor Guard appearance standards include:

- Hair must not touch the collar.
- No facial hair is accepted, other than a neatly-trimmed mustache that ends at the corners of the mouth.
- Side burns must be cut no lower than the middle of the ear.
- Jewelry, body art, and make-up should not detract from the uniform or the situation.
- Watches, cell phones, and other personal accessories shall not be used unless deemed vital to mission completion.

UNIFORMS

Due to the ceremonial nature and mission of the Honor Guard, specific uniforms must be utilized. Each member of the Honor Guard will be issued a Class A (ceremonial uniform) and a Class B uniform. Class A uniforms are required during the ceremonial portions of the mission. Class B uniform components are required when the Honor Guard member is representing the

Guard but is not engaged in a ceremonial aspect. Each member will be responsible for the cleaning and maintenance of those items. If any portion of the uniform becomes damaged, unserviceable or misplaced, Honor Guard members are responsible for informing the Honor Guard Uniform Manager (as designated by the Honor Guard Coordinator) and make arrangements for repair or replacement. Each member will be responsible for reporting to each event in a complete, clean and pressed uniform. **Detailed information regarding components and equipment is described in Appendix D: Honor Guard Inventory.** Class A uniform configuration photos are located in [Appendix F: Uniform Configuration](#).

Class A Components

- Trousers
- Dress Coat
- Patent Leather Footwear
- Shoulder braid
- Gloves (2, consumable item)
- Ascot (2)
- Cover
- Cover Hard Case
- Inclement weather overcoat
- Badge
- Shroud (2, consumable item)
- Name plates (2)
- Lapel pins (2 each, US Flag and Purple Ribbon, consumable items)
- Belt with buckle

Class B Components

- Ball cap
- Inclement weather jacket
- Polo shirts (2)
- Long-sleeve shirts (2)
- Leather Footwear
- Belt with buckle
- Technical under garments (2)
- Cold weather under garments
- Khaki pants (2)
- Wheeled wardrobe

Associated Gear

- Satchel
- Garment Bag
- Tactical Shoulder Pack

Authorization to procure all uniform components is bestowed upon all members upon joining the Honor Guard.

Appropriate attire will be assigned at the mission. Badge shrouds are to be removed during missions not involving a death or otherwise directed by the [Field Operations Coordinator](#). Covers are an official component of the uniform. They shall be worn at all times when in ceremonial uniform, unless directed by the Field Operations Coordinator. If the cover is removed, they shall be held brim down on the left forearm, close to your person. Ball caps are to be removed while indoors.

All uniform components and associated gear will be tracked by the uniform coordinator utilizing DI-105 documentation. When purchases for uniforms and/or gear are made, notification to the Uniform Coordinator will occur in a timely manner. Receipts and an updated DI-105 will be uploaded onto the Honor Guard share point by the purchaser.

GENERAL HONOR GUARD IMPLEMENTS AND EQUIPMENT

This equipment is not assigned to an individual of the Honor Guard, but is required for the successful completion of our mission. The Honor Guard Coordinator and Uniform Coordinator, or their designee, are authorized to purchase equipment in order to maintain the minimum inventory listed here.

- Chromed Pulaski tool (8)
- Flag poles (12)
- Flag toppers (4 eagle, 8 spear tips)
- Flags (4 US, 4 DOI, 1 ea select states AZ, NM, CA, NV, UT, CO, WY, ID, MT, OR, WA, AK, MS, SD)
- Flag Bases (12)
- Carrying cases sufficient to transport gear via parcel carrier or flight. This will vary by available and requirements for durability and anticipated task.

DURATION OF ASSIGNMENT

Honor Guard members are expected to remain assigned until operations have concluded. This time frame includes a period to perform duties assigned such as:

- Return equipment used during the assignment
- Drafting letters of appreciation to cooperators
- Perform an After Action Review
- Ship Honor Guard equipment
- Other business as needed

There is also a time period that can be utilized to address Honor Guard fatigue. This will be determined on a case-by-case basis. Duration of the “decompression” will be determined on a case-specific basis. This time frame will be approved by the Honor Guard Coordinator.

TIME CODING AND TRAVEL

All Honor Guard members are expected to charge their base hours to their home unit while on an Honor Guard mission. During instances when an Honor Guard member is in non-pay status and the home unit cannot fund the member during the mission, it would be appropriate to charge base funding to the National Honor Guard Charge Code or the charge code that is assigned for the mission. Any overtime, per diem and travel accrued is covered by the National Honor Guard Charge Code or the charge code assigned for the mission. This is supported by the documentation in [Appendix E: Overtime/Time/Purchase Coding](#).

When charges for travel, rental cars and miscellaneous expenses are accrued there will be no supply numbers or resource orders produced for supporting documentation. This is also supported by documentation in Appendix E: Overtime/Time/Purchase Coding. Charges will be reconciled against the Honor Guard National Charge Code or the charge code assigned for the mission. If any home unit is not satisfied by the supporting documentation in [Appendix E: Overtime/Time/Purchase Coding](#), then it will be the National Honor Guard Liaison’s responsibility to produce documentation that meets the home unit’s wishes. Honor Guard members will be fiscally responsible and try to save money whenever possible whether making flight arrangements, hotel arrangements, or rental car reservations.

MISSION SPECIFIC PURCHASING

When mission specific purchasing is required, all purchases will be coordinated with the Field Operations Coordinator. When available and prudent, a local purchasing and/or contract officer should be utilized. Should an Honor Guard member need to complete a purchase, all receipts and appropriate documentation will be uploaded to the Honor Guard share point by the purchaser.

CEREMONY DRILL AND PROCEDURES

FORMATION, FACING AND MARCHING MOVEMENTS

This section explains the basic movements which must be mastered before attempting to accomplish drill and ceremony procedures.

A preparatory command is generally given prior to the command of execution. The preparatory command alerts the Honor Guard detail that a command of execution is about to be given, at which point all members will execute the given command in unison. "HONOR GUARD" will be the first preparatory command when calling the detail to assembly, after which traditional preparatory commands will be given; e.g., "READY." In some cases the preparatory and execution may be the same word, distinguished only by syllables or annunciation style; e.g., "ATTEN-TION."

A command of execution will follow the preparatory command. This is the action that is to be carried out; e.g., "FACE."

ATTENTION

The command is ATTEN (prep), TION(exec). To come to attention, bring the heels together with an approximately 30 degree angle between the toes and mid-line. This is commonly referred to as 45 degrees. Keep the legs straight without stiffening or locking the knees. The body is erect with hips level, chest lifted, and shoulders square and even. Arms hang straight down alongside the body in a relaxed manner with a slight bend at the elbow and wrists are not bent. Place thumbs, which are resting along the first joint of the forefinger, along the seams of the trousers, as if pinching the seam between the thumb and forefinger. Hands are cupped (but not clenched as a fist) 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 requirements.

POSITIONS OF REST

Parade Rest

The command is PARADE (prep), REST (exec). On the command of execution REST, move the left foot about 8-10 inches to the left of the right foot. Keep the legs straight without locking the knees, resting the weight of the body equally on the heels and balls of the feet, and keeping feet at a 45° position. Simultaneously, bring the hands together behind the back. Place the hands at the small of the back and centered on the belt. Keep the fingers of both hands extended in the blade formation and joined, interlocking the thumbs so that the palm of the right hand is outward. Keep the head and eyes as in the position of attention. Remain silent and do not move unless otherwise directed.

Ceremonial Parade Rest

The command is CEREMONIAL PARADE (prep), REST (exec). On the command of execution REST, move the left foot about 8-10 inches to the left of the right foot. Keep the legs straight without locking the knees, resting the weight of the body equally on the heels and balls of the feet, and keeping feet at a 45° position. Simultaneously, bring the hands together in front of the body. Place the hands between the navel and the belt and centered on the belt. Keep the fingers of both hands extended in the blade formation and joined, interlocking the thumbs so that the left hand is over the right hand with the back of the left hand facing outward. Keep the head and eyes as in the position of attention. Remain silent and do not move unless otherwise directed. This may be a more comfortable position to hold for extended periods of time. If directed, you may alternate between parade rest and ceremonial parade rest if the detail is required to stand in formation for an extended period of time.

At Ease

At the command of AT (prep), EASE (exec), members of the detail may assume a relaxed position, with the right foot remaining in place and remaining in formation. This is a temporary position when awaiting further instructions.

Fall Out

The command is FALL (prep), OUT (exec). From the position of attention, take one step back leading with the left foot, bring feet together, execute an about face, step off with the left foot, and leave the formation. Unless told otherwise, remain in the immediate area.

FACING MOVEMENTS

Two-Count About Face

The command for the movement is ABOUT (prep), FACE (exec). This is a two-count movement. At the command FACE, lift up the right foot just enough to clear the ground and in a fashion like drawing a "C" on the ground, place the toe of the right foot behind and 2 inches to the left of the left foot. This is the first count of the movement. The position of the left foot is not changed. The weight of the body is resting evenly on the toe of the right foot and the heel of the left. On the second count, pivot 180 degrees to the right on the toe of the right foot and the heel of the left foot while lifting the toe of left foot just enough to clear the ground to meet the right, resuming the position of attention. Keep the arms suspended at the side for the entire movement.

Left Face

The command for the movement is LEFT (prep), FACE (exec). This is a two-count movement. To complete count one of the movement, from the position of attention, lift up the toe of the left foot and the heel of the right foot and rotate 90 degrees to the left. To complete count two of the movement, distribute the weight of the body to the left foot. Lift up the right foot and, with snap, bring it alongside the left foot. The rest of the body remains at the position of attention.

Right Face

The command for the movement is RIGHT (prep), FACE (exec). This is a two-count movement. To complete count one of the movement, from the position of attention, lift up the toe of the right foot and the heel of the left foot and rotate 90 degrees to the right. To complete count two of the movement, distribute the weight of the body to the right foot. Lift up the left foot and, with snap, bring it alongside the right foot. The rest of the body remains at the position of attention.

FORMATION OF THE FLIGHT

The command for the movement is HONOR GUARD (prep), FALL IN (exec).

Upon the command, the designated right guide moves to a position so that the formation is three paces away and centered on the Honor Guard Commander (to do this he/she must take the size of the formation into consideration).

Each succeeding member of the formation falls into a position to the left of the right guide member. Once in position, they will assume 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 member forward.

To Align the Flight in Line

The commands for this movement are DRESS RIGHT (prep), DRESS (exec). Upon the command of execution everyone except the right column will turn their head to the right looking down line to align themselves to the right. Simultaneously everyone, except the furthest left column, will bring their left arm up and parallel to the ground, fingers extended and together, palm facing down. The rest of the body remains at the position of attention. To adjust yourself within the formation, take short choppy steps. Silence is maintained. At the completion of this movement each member should be aligned from the right column of the formation.

To return to the position of attention the command is READY (prep), FRONT (exec). Upon the command of execution bring the head back to the front and the arm down to the side and align yourself with the person in front of you.

This movement can also be executed at close interval. The commands are AT CLOSE INTERVAL, DRESS RIGHT (prep), DRESS (exec).

To execute the movement, everything is the same as a standard DRESS RIGHT except: the left hand slides up to the hip with the palm resting on the hip, fingers extended and together pointing down. The elbow is bent and flared out 45 degrees.

PRESENT ARMS/ORDER ARMS

The command is PRESENT (prep), ARMS (exec). Upon the command of execution, from the position of attention, raise the right hand up the center of the body, uncupping the hand and extending the fingers and thumb at belt level. Continue to raise the right hand until the upper arm is parallel with the ground and slightly forward of the body. The line between the middle

finger and elbow should be straight (do not bend your wrist or cup your hand). 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 together.

To return to the position of attention, the command is ORDER (prep), ARMS (exec). Upon the command of execution, simply retrace your steps backward from present arms recupping your hand at belt level.

Timing and speed of this movement is mission specific. "Slow" movements consist of a three count from initiation to completion; whereas a "fast" movement consists of completing the movement smartly.

MARCHING MOVEMENTS

Forward March

FORWARD (prep), MARCH (command of execution), step off smartly, left foot first, and walk straight ahead. Swing your arms easily in their natural arcs, 6 inches straight to the front and 3 inches to the rear. Do not overdo movements and do not march stiffly, keeping head and shoulders stationary.

Guide Right

Upon the command "GUIDE (prep), RIGHT (exec)" alignment is maintained toward the left until corrected by the command "GUIDE (prep), LEFT (exec)." The intent of this movement is to provide fluid adjustment to the path of travel of the formation.

Guide Left

Upon the command "GUIDE (prep), LEFT (exec)" alignment is maintained toward the left until corrected by the command "GUIDE (prep), RIGHT (exec)." The intent of this movement is to provide fluid adjustment to the path of travel of the formation.

Wheel Right

WHEEL (prep), RIGHT (exec) command is given to pivot the formation to the right. The right guard of the formation will take smaller steps, maintaining cadence while rotating their person

to the right to match the movement of the row. Those in positions to the left will take steps in a fashion to keep the row aligned off the right guard. This will necessitate those further from the right guard to take larger steps than those closer to the right guard. At the completion of the movement the row should be aligned in the same fashion prior to commencement of the movement.

Wheel Left

WHEEL (prep), LEFT (exec) command is given to pivot the formation to the left. The left guard of the formation will take smaller steps, maintaining cadence while rotating their person to the left to match the movement of the row. Those in positions to the right will take steps in a fashion to keep the row aligned off the left guard. This will necessitate those further from the left guard to take larger steps than those closer to the left guard. At the completion of the movement the row should be aligned in the same fashion prior to commencement of the movement.

Halt

The command of READY (prep), HALT (exec) to stop the formation. It is a two-count movement, for marching and marking time, the command of execution shall be given as the left foot strikes the ground. Take one more step after HALT. Bring the rear heel forward against the other.

Marking Time

To begin marking time while halted, MARK TIME (prep), MARCH (exec) begins the movement starting with the left foot alternating and raising each foot so that the ball of the foot is approximately 2 inches and the heel approximately 4 inches from the ground. At the same time, swing your arms naturally as in the marching movements. While marching, on the command MARCH, take one more step as if coming to a halt. This command shall be called as the left foot strikes the ground. Bring your heels together. Begin marking time without loss of cadence with the opposite foot. To resume the march the command is FORWARD (prep), MARCH (exec). This command shall be called as the left foot strikes the ground. On the command MARCH, take one more step in place. Step off with your left foot.

Side Step, Right

The command RIGHT STEP (prep), STEP (exec) is given only when you are at a halt. At the command STEP, move your right foot 12 inches to the right, then place your left foot beside your right. Keep your legs straight, but not stiff. Hold your arms at attention.

Side Step, Left

The command LEFT STEP (prep), STEP (exec) is given only when you are at a halt. At the command STEP, move your left foot 12 inches to the left, then place your right foot beside your left. Keep your legs straight, but not stiff. Hold your arms at attention.

Back Step

The command BACKWARD (prep), STEP (exec) is given only when you are at a halt. At the command STEP, step off to the rear with your left foot. Hold your arms at attention.

CEREMONIAL PULASKI USE

Attention

From a position of Parade/Ceremonial Rest, the command is ATTEN (prep), TION (exec). The aforementioned movement of Attention is followed with the addition of bringing the pulaski to the side of your person. The pulaski should rest with the tool handle touching the ground next to the little toe of the right foot. The head of the pulaski should be grasped by the right hand on the neck of the hoe portion of the tool. The right hand thumb shall be aligned with the seam of the trousers.

Port Arms

From a position of Attention, at the command of PORT (prep), ARMS (exec) the pulaski is raised in front of the body with a two-count movement: 1) The pulaski is raised by the right hand across the body and the left hand grasps the handle where the handle narrows below the head, 2) The right hand then grasps the bottom of the handle about belt level.

Present Arms

This is a one-count movement. The command is PRESENT (prep), ARMS (exec). From the position of Port Arms, the pulaski is presented with the blade portion away from your person. The top of the tool should be level with the mouth of the presenter. Arms should be close to the body, slightly resting against your torso. Reverse this order at the command of ORDER, ARMS, and return to a position of Port Arms. If the intent is to return to a position of attention, then the command of Attention is issued and carried out using the reverse of the method described in Port Arms.

Parade Rest

From a position of Attention, the command is PARADE (prep), REST (exec). The pulaski is then tilted forward away from your person while the pulaski handle end remains stationary. The hand placement on the pulaski remains the same as Attention. The free hand and foot movement remains the same as normal Parade Rest.

Ceremonial Parade Rest

From a position of Attention, the command is CEREMONIAL PARADE (prep), REST (exec). The pulaski is then tilted forward away from your person while the pulaski handle end remains stationary. The hand placement on the pulaski remains the same as Attention. The free hand and foot movement remains the same as normal Ceremonial Parade Rest.

Flag Posting Procedures

Honor Guard flag posting formations will be predetermined based on the type and needs of the ceremony. There could be a number of combinations for flag presentations, and could include any combination of the following:

- American flag
- BLM flag
- DOI flag
- Other participating agency/organization flags
- Chromed pulaskis as flag guards

Care must be taken in regard to respectful display of all flags. While carrying and posting the American flag, if a pole top eagle is present, it must be presented facing forward at all times. All flags must not touch the ground. For additional aspects on flag use and etiquette see [Appendix A: Flag Rules and Regulations](#).

Attention

The aforementioned movement of Attention is followed with the addition of bringing the flag pole to the side of your person. Flag poles should be resting on the ground next to the carriers right foot with the pole aligned with the seam of the trousers. The right hand should be grasping the pole with the fingers wrapped and the thumb pointing to the ground. The flag should be tucked inside the arm as to give access to the pole. At times the flag will be draped outside the arm. The [Field Operations Coordinator](#) will provide guidance.

No Harness Carry Procedures

The command to carry the flags is CARRY COLORS (prep), CARRY (exec). The movement on this command is to bring the left arm across the body and grasp the flag at the level of your navel. Raise the pole with the left hand, about 6 inches off the ground, and let it slide through the right hand, which remains straight and in place.

With Harness Carry Procedures

The command to carry the flags is CARRY COLORS (prep), CARRY (exec). The movement on this command is to 1) bring the left arm across the body grasping the pole at the level of your navel, 2) lift the flag with the left hand above the right hand allowing the pole to slide in the right hand. The right hand will then grasp the pole along the lower portion of the pole, and 3) lowering the flag into the harness cup while sliding your left hand to your chin level. The flag is then carried with the left hand grasping the pole at about chin level and the right hand grasping the pole just above the cup. The elbows shall be close to the body.

Marching with the Flags

Marching and facing commands may be called depending on the details of the ceremony. Once the carrier has approached the location for posting the colors, he/she will MARK TIME until HALT is called. The command for posting the colors is PREPARE TO POST (prep). At the command the carrier will move their left foot forward onto the stand, while positioning the flag

pole over the stand. The carrier will remain in this position for the command to POST (exec). At the command of POST the flag is firmly placed into position.

Upon posting the flag, and without an order, the carrier will dress the flag. Dressing consists of grasping the flag on both sides and creating a diamond shape with the center of the flag facing the audience and the tassels, if attached, will drape down the center. When Dressing is complete, the command of RECOVER (prep and exec) is given for the carrier to assume the position of attention. Carriers of flags other than the American flag will then perform a facing movement, without a command to face the American flag.

The PRESENT (prep), ARMS (exec) and ORDER (prep), ARMS (exec) commands are given as appropriate for all Honor Guard members to salute the American flag. If the flags are not posted in stands, but held by the carriers, on the PRESENT ARMS command, all but the American flag will dip. On the order of ORDER ARMS, all flags will be straightened to original carry position.

Flag Guard Procedures (carrying chromed pulaskis)

Flag guards will be positioned on a designated side(s) of the flag(s) and carried on the outside of the body, but should only be used when the American flag is being presented. See [Ceremonial Pulaski Use](#) for more information.

FLAG FOLDING PROCEDURES

Procedures and Responsibilities

- Honor Guard members holding the national colors ensure it stays lower than chest level while the flag is being folded.

Two-Person Flag Folding Sequence

- One Honor Guardsman is positioned at each end of the flag.
- The primary folder of the flag is called Fold, located at the foot of the casket.
- Each movement is initiated by the member holding the union, called the Command, located at the head of the casket.
- Each member grasps the corners of the flag nearest them.

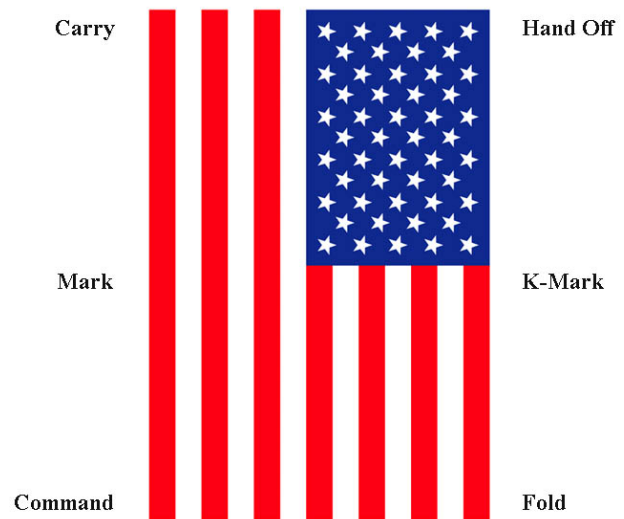
- Command signals to begin the movement to lift the flag straight up off the casket, raising the flag no higher than the chest. The flag must not touch the casket once the movement is initiated. During the entire process, care must be taken to keep the flag from developing sag.
- Command signals two side steps to be taken to clear the flag from the casket ensuring enough room is provided to enable Fold to step toward Command during the flag folding.
- Command signals to “present the flag.” This is accomplished by both members simultaneously tilting the flag towards the audience of honor. Once a pause of three seconds (or as determined; e.g., playing of taps) at 45 degrees has been obtained, the flag will resume its horizontal position.
- Bring the two open ends of the flag together, leaving approximately 1.5 inches of border from the top of the flag and the bottom. This is known as establishing the “cheat.”
- While keeping a hand secured to the portion of the flag where the cheat was established, bring the other, in a blade fashion, down the edge of the flag to the folded edge. The flag is then rotated back to a horizontal position.
- Fold the flag again similar to the previous action, bringing the fold to the cheat, not the top of the flag.
- While keeping a hand secured to the portion of the flag where the cheat was established, bring the other, in a blade fashion, down the edge of the flag to the folded edge. The flag is then rotated back to a horizontal position.
- Fold 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 45-degree angle.
- Fold the outer point inward, parallel with the open edge, to form a second triangle. Fold takes a step leading with their left foot and following with their right, bringing the feet together whenever a square edge faces Fold.
- Continue folding the flag until the flag reaches the end (approximately 6-10 inches will remain, but may vary).
- Fold reaches underneath the flag, cradling it with the right arm.
- Command makes a 45-degree fold with the right side of the flag.

- Crease the excess portion of the flag and neatly tuck it in the pocket formed by the folded flag.
- Command will inspect areas of the flag that are showing without taking the flag from Fold

6-Person Flag Folding Sequence

The following describes one option of many to facilitate the folding of the flag by 6 persons. For a visual reference, view the video on the BLM FA Honor Guard YouTube channel.

- The detail arrives at the casket in their assigned position.
- Upon Command's signal, the detail bends down while keeping eye contact with the detail member across from them and grasps their assigned portion of the flag.
- Upon Command's signal, the detail will rise while maintaining their grasp on the flag.
- Command tugs the flag to initiate the folding of the flag.
- Command, Fold, Carry, and Hand Off slide their inside hand toward the hand holding the outside of the flag. Mark and K-Mark slide their furthest hand (Command being the point of reference) toward the blue field.
- Upon Command's signal, Command and Carry replace their outside hand with the inside while placing, then sliding two fingers toward the middle of the flag, cutting the flag in half. Mark pinches the underside of the flag approximately in the middle. Fold and Hand Off place their inside hand underneath for support.
- Upon Command's signal, the bearers on the Command side throw the flag over toward the blue field with hands flared. Bearers on the Command side place their throw-over hand underneath the flag for support while the bearers on the Fold side set the borders.



- 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.
- If room is available, all detail members take one step toward the flag.
- The Command 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.
- Next, fold the outer point inward, parallel with the open edge, to form a second triangle. Continue to fold the flag in this manner. Throughout the flag folding sequence, Mark, Cross-Mark, Carry and Hand Off, feed the flag toward Command and Fold while keeping it taut and level. Command pulls, and every two folds (with a straight edge), the team slides their hands toward the other, thus feeding the flag.
- Once bearers' hands leave the flag, they resume the position of Attention.
- When the first fold enters the blue field, the two center bearers step toward the Command and Fold. This is accomplished when Command and Fold pull the flag toward themselves.
- **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.
- The fold will continue through the union.
- K-Mark ensures all red on the cheat is properly tucked by pulling out the union and rolling under any red material showing on the flag.
- At the last fold, the flag tip is approximately 6 inches from the white edge-band. Mark and K-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.

Flag Dressing Sequence

Fold brings the flag up to chest height, grasping with both hands each placed on either side of the tip of the flag, point up.

- Command then places hands on either side of the tip of the flag, while Fold continues to hold. Command inspects and addresses any concerns with the flag fold.
- Command takes the flag, by grasping on each side of the tip and brings it to their chest with purpose. Face the audience of honor. Commence with the final inspection and dressing of the flag.
 - Key points to be followed include:
 - Flip each corner upward for visual inspection
 - No red is showing
 - Creases are sharp and crisp
 - Flag is flat, absent of bulges resulting from the folding process
- Slowly slide the left hand down and flare out and cut underneath, ending by cradling the long edge of the flag. Repeat this flaring process with the right hand; however the right hand sweeps across the front of the flag to the left corner. The right hand slowly slides up to the top point of the flag. Remember to keep the head still.
- Rotate the flag in a clockwise motion with the right hand while simultaneously lifting the flag up. 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. The left hand rests to the side of Command.
- If a designated flag presenter is appointed, they will step to Command to receive the flag:
 - Command lowers the flag until the upper portion of the flag is at eye level without extending it away from the body. When the flag reaches the eye level, the presenter brings their hands up to their navel to receive the flag, right under, left on top. Command resumes a position of attention. The flag should now be horizontal with the tip pointing towards Command being held by the presenter.
 - Command lowers their chin and performs a three count salute to the flag.
 - The flag is then horizontally rotated counter-clockwise so that the point is towards the presenter.

- The dressing sequence is now complete; the presenter now proceeds to the Recipient of Honor.
- If the flag is to be presented to the Recipient of Honor by Command,
 - Command lowers the flag until the upper portion of the flag is at eye level without extending it away from the body. When the flag reaches the eye level, Command brings their left hand up to their navel to rest on top of the flag, right under, left on top. The flag should now be horizontal with the tip pointing towards Command.
 - Command proceeds to the Recipient of Honor and proceeds with the flag presentation as the Presenter.

FOLDED FLAG PRESENTATION

- Presenter receives the flag from Command. Hands should be placed left on top, right underneath. Flag is rotated counterclockwise so the point is towards the presenter. Flag is held at the level of the navel and a natural distance from the torso.
- Presenter travels to the pre-arranged Recipient of Honor in a fashion to facilitate efficient and respectful arrival of the flag. The exact movements during travel will be situation dependent requiring the Presenter to adapt as needed.
- Upon arrival at the Recipient of Honor, the Presenter will kneel on the right knee with the left foot forward. The flag is to be extended to the Recipient of Honor without release from the Presenter. The Presenter then recites the remarks of condolence.
 - ***On behalf of the President of the United States, the Department of the Interior, and a grateful nation, we offer this flag for the faithful and dedicated service of (state deceased's name).***
 - This statement is written for a BLM LODD. This statement should be modified to address non-BLM deaths to cite the appropriate references.

- After the address is complete, the Presenter releases the flag to the Recipient of Honor.
- Presenter then stands at attention, performs the final salute by lowering the chin and performing a three-count salute to the flag.
- Presenter then turns and departs the area, with exact movements dependent upon the situation.
- If the flag is not accepted by Recipient of Honor, Presenter withdraws the flag and does not perform the final salute and exits the room.

CASKET BEARING

Receiving the Hearse

- Command pre-marks location where hearse comes to a stop.
- Command predetermines locations of Honor Guard and/or pallbearers.
- When the predetermined trigger point is met, the Honor Guard will be brought to attention by Command.
- Upon arrival of the hearse, Command will order PRESENT ARMS.
- Command will signal with the forearm and fist raised parallel with the ground, and in coordination with the hearse driver, halts the movement of the hearse.
- Command will then call ORDER ARMS and lower the forearm.

Two-Person Casket Escort Detail

- The family-designated casket bearers secure the casket and proceed to graveside.
- Honor Guard members may lead and/or follow the pallbearers to graveside and position themselves at each end of the casket once it has been placed.
- Further actions will be dependent on the situation. See additional sections for further guidance on flag folding and/or casket guarding.

Casket Retrieval Detail

- Detail will be organized at their position. Number of steps, path of travel, and member assignment will be determined prior to the arrival of the hearse.
- Command will call out number of steps to detail while in formation. Detail will echo order.
- Hearse will arrive. See [Receiving the Hearse](#).
- Command is positioned at rear of hearse. Opening of door will be coordinated with funeral director.
- Command orders detail FORWARD MARCH.
- Detail advances into position at the rear of the hearse, marking time upon arrival.
- Command will call HALT. Command will call READY FACE.
- Command will proceed through the detail corridor arriving at the rear of the hearse.
- Command will ensure that locks, rollers and flag band have been attended to. The head of the flag will be bloused. This is to ensure the flag will not become caught in the hearse mechanisms and casket handles are exposed for detail members to grasp.
- Command will begin to pull the casket out. Detail members will grasp casket handles as they become available to them with palms down. Detail will ensure that the casket remains level at all times, this may be facilitated by soft orders given by Command.
- Once the casket is clear and stable, Command unblouses the flag.
- Command orders SIDE STEPS as needed to clear the detail from hearse.
- Once casket is secure and stable Command will order READY FACE. Detail will execute order and change grip to an over/under orientation.

Six-Person Casket Bearing

- Detail should be in formation as described in [Casket Retrieval Detail](#).
- Casket must be oriented to ensure feet first travel, unless the deceased is a Head of State or Clergy.
- March is executed by performing Half Steps, which in nature are quick and choppy.
- While marching, the team keeps the appropriate dress, cover, interval, and distance. It is important for everyone to carry their weight evenly while keeping their backs as straight as possible.
- During marching, Command is strategically located to accomplish the mission and assist in keeping the casket level.
- Prior to arrival and placement of the casket, orientation of the casket must provide for the flag to address the audience of honor in the proper manner (union to the left). To ensure this orientation occurs, preplanned movements and commands will be designed to facilitate efficient and effective placement of detail and casket.
- Due to the multiple possibilities in arrangements and configurations of casket placement inside a building, thought must be taken to preplan the most appropriate actions. Key points to keep in mind include:
 - Detail access and egress
 - Blousing of the flag prior to placement
 - Location on which the casket will be placed; e.g. cart, table

Gravesite Placement of the Casket

- When the detail arrives at the foot of the gravesite, detail will MARK TIME.
- Command gives the order HALT.
- On the command of FACE, all the members face toward the casket and return their hands to palms down orientation.
- The flag is then bloused.
- Command then calls SIDE STEPS to locate the detail along the sides of the grave centered over the mock-up. Each set of bearers across from one another should step upon the mock-up at the same time.
- Upon the order, READY DOWN, detail will lower the casket evenly while keeping eye contact with detail member across from them. Detail members must not squat while lowering the casket.
- Flag is unbloused.
- Command call RECOVER. All detail members stand in unison to the position of attention.
- Command calls READY, FACE.
- Detail will exit or stay as assigned in predetermined plan. Options may include a two- or six-person flag fold, bell ringing, or other requested actions.

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APPENDIX A: FLAG RULES AND REGULATIONS

HOW TO DISPLAY THE FLAG



1. When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street.



2. The flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right [*that means the viewer's left --Webmaster*], and its staff should be in front of the staff of the other flag.



3. The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day. By "half-staff" is meant lowering the flag to one-half the distance between the top and bottom of the staff. Crepe streamers may be affixed to spear heads or flagstaves in a parade only by order of the President of the United States.



4. When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to the right of the flag of the United States.



5. When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out, union first, from the building.



6. When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half-staff.



7. When the flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.



8. When the flag is displayed in a manner other than by being flown from a staff, it should be displayed flat, whether indoors or out. When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window it should be displayed in the same way, that is with the union or blue field to the left of the observer in the street. When festoons, rosettes or drapings are desired, bunting of blue, white and red should be used, but never the flag.



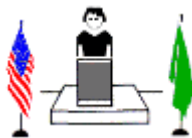
9. That the flag, when carried in a procession with another flag, or flags, should be either on the marching right; that is, the flag's own right, or, if there is a line of other flags, in front of the center of that line.



10. The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs.



11. When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.



12. When displayed from a staff in a church or public auditorium on or off a podium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker (to the right of the audience).

POSITION AND MANNER OF DISPLAY

- a. The flag should not be displayed on a float in a parade except from a staff, or as provided in subsection (i) of this section.
- b. The flag should not be draped over the hood, top, sides, or back of a vehicle or of a railroad train or a boat. When the flag is displayed on a motorcar, the staff shall be fixed firmly to the chassis or clamped to the right fender.
- c. No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America, except during church services conducted by naval chaplains at sea, when the church pennant may be flown above the flag during church services for the personnel of the Navy. No person shall display the flag of the United Nations or any other national or international flag equal, above, or in a position of superior prominence or honor to, or in place of, the flag of the United States at any place within the United States or any Territory or possession thereof: Provided, That nothing in this section shall make unlawful the continuance of the practice heretofore followed of displaying the flag of the United Nations in a position of superior prominence or honor, and other national flags in positions of equal prominence or honor, with that of the flag of the United States at the headquarters of the United Nations.
- d. The flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right, and its staff should be in front of the staff of the other flag.
- e. The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs.
- f. When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to the United States flag's right.
- g. When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.
- h. When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half-staff. When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out, union first, from the building.

- i. When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window, the flag should be displayed in the same way, with the union or blue field to the left of the observer in the street.
- j. When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street.
- k. When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a church or public auditorium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker or to the right of the audience.
- l. The flag should form a distinctive feature of the ceremony of unveiling a statue or monument, but it should never be used as the covering for the statue or monument.
- m. The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day. On Memorial Day the flag should be displayed at half-staff until noon only, then raised to the top of the staff. By order of the President, the flag shall be flown at half-staff upon the death of principal figures of the United States Government and the Governor of a State, territory, or possession, as a mark of respect to their memory. In the event of the death of other officials or foreign dignitaries, the flag is to be displayed at half-staff according to Presidential instructions or orders, or in accordance with recognized customs or practices not inconsistent with law. In the event of the death of a present or former official of the government of any State, territory, or possession of the United States, the Governor of that State, territory, or possession may proclaim that the National flag shall be flown at half-staff. The flag shall be flown at half-staff 30 days from the death of the President or a former President; 10 days from the day of death of the Vice President, the Chief Justice or a retired Chief Justice of the United States, or the Speaker of the House of Representatives; from the day of death until interment of an Associate Justice of the Supreme Court, a Secretary of an executive or military department, a former Vice President, or the Governor of a State, territory, or possession; and on the day of death and the following day for a Member of Congress. The flag shall be flown at half-staff on Peace Officers Memorial Day, unless that day is also Armed Forces Day. As used in this subsection -
 - 1. the term "half-staff" means the position of the flag when it is one-half the distance between the top and bottom of the staff;
 - 2. the term "executive or military department" means any agency listed under sections 101 and 102 of title 5, United States Code; and

3. the term "Member of Congress" means a Senator, a Representative, a Delegate, or the Resident Commissioner from Puerto Rico.
- n. When the flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.
- o. When the flag is suspended across a corridor or lobby in a building with only one main entrance, it should be suspended vertically with the union of the flag to the observer's left upon entering. If the building has more than one main entrance, the flag should be suspended vertically near the center of the corridor or lobby with the union to the north, when entrances are to the east and west or to the east when entrances are to the north and south. If there are entrances in more than two directions, the union should be to the east

RESPECT FOR THE FLAG

No disrespect should be shown to the flag of the United States of America; the flag should not be dipped to any person or thing. Regimental colors, State flags, and organization or institutional flags are to be dipped as a mark of honor.

- a. The flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.
- b. The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.
- c. The flag should never be carried flat or horizontally, but always aloft and free.
- d. The flag should never be used as wearing apparel, bedding, or drapery. It should never be festooned, drawn back, nor up, in folds, but always allowed to fall free. Bunting of blue, white, and red, always arranged with the blue above, the white in the middle, and the red below, should be used for covering a speaker's desk, draping the front of the platform, and for decoration in general.
- e. The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.
- f. The flag should never be used as a covering for a ceiling.
- g. The flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.
- h. The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.

- i. The flag should never be used for advertising purposes in any manner whatsoever. It should not be embroidered on such articles as cushions or handkerchiefs and the like, printed or otherwise impressed on paper napkins or boxes or anything that is designed for temporary use and discard. Advertising signs should not be fastened to a staff or halyard from which the flag is flown.
- j. No part of the flag should ever be used as a costume or athletic uniform. However, a flag patch may be affixed to the uniform of military personnel, firemen, policemen, and members of patriotic organizations. The flag represents a living country and is itself considered a living thing. Therefore, the lapel flag pin being a replica, should be worn on the left lapel near the heart.
- k. The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning

Conduct During Hoisting, Lowering or Passing of Flag

During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in review, all persons present except those in uniform should face the flag and stand at attention with the right hand over the heart. Those present in uniform should render the military salute. When not in uniform, men should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Aliens should stand at attention. The salute to the flag in a moving column should be rendered at the moment the flag passes

Modification of Rules and Customs by President

Any rule or custom pertaining to the display of the flag of the United States of America, set forth herein, may be altered, modified, or repealed, or additional rules with respect thereto may be prescribed, by the Commander in Chief of the Armed Forces of the United States, whenever he deems it to be appropriate or desirable; and any such alteration or additional rule shall be set forth in a proclamation.

APPENDIX B: LAST CALL BELL SERVICE

The last call bell service is a tradition of the structural fire departments. As partners in the fire service the last call tradition is also being done in wildland fire memorial services.

BELL SERVICE SUGGESTED READING #1

During times like these we seek strong symbols to give us a better understanding of our feelings of sadness and as a reflection of the devotion of our comrade had for his/her duty. The sounding of "Taps" is a strong symbol which gives honor and respect to those who have served so well. So also is the sounding of a bell. A special signal of three rings, three times each represents the end of his duties and that he will be returning to quarters. For our comrade his/her last alarm, he is coming home.

BELL SERVICE SUGGESTED READING #2

(This may be shortened and/or excerpts used.)

**** (Sound bell one time) ****

The men and women of today's fire service are confronted with a more dangerous work environment than ever before. We are forced to continually change our strategies and tactics to accomplish our tasks. Our methods may change, but our goals remain the same as they were in the past: TO SAVE LIVES AND TO PROTECT PROPERTY.

Sometimes at a terrible cost.

This is what we do.

This is our chosen profession.

This is the tradition of a firefighter.

The fire service of today is ever changing, but is steeped in traditions 200 years old. One such tradition is the sounding of the bell.

**** (Sound bell one time) ****

In the past, as firefighters began their tour of duty, it was the bell that signaled the beginning of that days' shift. Through the day and night, each alarm was sounded by a bell, which summoned these brave souls to fight fires and to place their lives in jeopardy for the good of

their fellow man. And when the fire was out and the alarm had come to an end, it was the bell that signaled to all, the completion of that call.

When a firefighter had died, it was the mournful toll of the bell that solemnly announced a comrade passing.....

*****(Sound bell one time)*****

We utilize these traditions as symbols which reflect honor and respect on those who have given so much and who have served so well. To symbolize the devotion that these brave souls had for their duty, a special signal of three rings three times each, represents the end of our comrade's duties, and that they will be returning to quarters.

**** *(Sound bell one time)*****

And so to he/she who has selflessly devoted his/her life for the good of her fellow human, his task complete, his duties well done. To our comrade, his/her last alarm, he's/she's going home.

*****(Sound bell three times. Repeat three times. Total of nine rings)*****

APPENDIX C: ASSIGNMENT DETAIL SAMPLE

BLM HONOR GUARD Assignment Details

Full Name of Event and Details

- July 6, 2004 – South Canyon 10-Year Anniversary Remembrance Ceremony
- The Storm King Memorial Committee is planning a low-key, upbeat remembrance event for the 10-year anniversary of the July 6, 1994 fire.
- The family of those lost in that fire, and those in the Glenwood Springs community do not want an overly emotional and somber occasion; nor do they want a large political or media event.
- The BLM and FS Honor Guards (2 members each) will perform a simple flag-posting ceremony to kick off the event at 7:00 p.m. in Two Rivers Park.
- The flags to be posted are: US, Colorado State, BLM and FS

Event Contacts

- Greg Little, Event Coordinator, Storm King Memorial Committee, 970-379-1548 (cell)
- Kristi Ponzoso, White River NF, 970-945-3206 (office), 970-948-8950 (cell)

BLM Honor Guard Members Involved

- Todd Richardson, 970-596-5242
- Pete Briant, 530-604-2000
- Janelle Smith, 208-866-9079

Location

- Two Rivers Park, Glenwood Springs, Colorado

Motel

- Colorado Hotel, 800-544-3998, 526 Pine Street (across the street from hot springs)
Confirmation numbers for three rooms: P28969-00, -01, -02

Schedule

Monday, July 5

- 1645: Pete and Janelle -- Delta flight from Boise arrives Grand Junction at 1945, rent car and drive to Glenwood Springs, meet Todd in Glenwood Springs

Tuesday, July 6

- 1300: Meet with Greg Little and rehearse
- 1900: Event begins with Honor Guard flag posting ceremony

Wednesday, July 7 – travel back

- 0942: Pete and Janelle -- Delta flight from Grand Junction arrives Boise at 1205

APPENDIX D: HONOR GUARD INVENTORY

HONOR GUARD INVENTORY CHECKLIST

The following items are part of your official uniform and should always be in your “Travel Bag.” Honor Guard Members usually travel with extras; do not rely on the availability of extras.

- Class A jacket and pants
- Ascot
- Hat and carrying case
- Hat cover and strap
- Gloves (2 pair)
- American flag pin
- Wildland Fallen Firefighter Foundation (WFFF) purple ribbon
- Name badge
- Honor Guard badge and 2 black elastic covers (shrouds)
- Shoulder cord
- Shoes (1 shiny pair; 1 non-shiny pair)
- Black Honor Guard shirts (2 polo and 2 long-sleeved)
- Black under shirt
- Khaki slacks
- Black dress socks
- Sewing kit
- Black Marmot Honor Guard jacket
- Clothes iron (optional)
- Honor Guard SOP and BLM LODD Guide
- Shoulder pack
- Honor Guard ball cap
- Black belt

As an Honor Guard member, you are expected to be on the road for several days. As a cost-saving measure, the standard is one check-in bag—the “Travel Bag.” Personal items you may want to consider packing include:

- Pair of jeans or pants
- Shorts
- Nice dress shirt for going out
- Extra t-shirts
- Extra undergarments
- Toiletries
- Sandals and/or shoes
- P.T. clothes
- Etc.

BLM FA HONOR GUARD INVENTORY

CLASS A UNIFORM W/ ACCESSORIES



Campaign Cover	F-40 Campaign Style Hat (Black)
	F-40 Campaign Style Hat (Black) = \$136.00
	A continuous purchase due to normal wear and tear, as well as unforeseen wet weather events.
	www.strattonhats.com



Class A Uniform	Class A Uniform
	Class A Uniform (Jacket and Pants)Black = \$820
	BLM Honor Guard Class A Uniform is ordered as needed for new members. This suit follows the individual for the rest of there time with the Honor Guard. Suits are ordered and purchased through Gary Franzen 702-232-9000
	www.garyfranzen.com



Ascot	Ascot, Class A Uniform
	Ascot, Class A Uniform, Light Blue \$32.00 X2 = \$64.00
	Part of the BLM Honor Guard Class A Uniform, the Ascot, individuals are assigned 2. Ordered and purchased through Gary Franzen 702-232-9000
	www.garyfranzen.com



Braid	Braid, Class A Uniform
	Braid, Class A Uniform, Light Blue \$34.25 = \$34.25
	Part of the BLM Honor Guard Class A Uniform, the Braid, individuals are assigned 2.
	www.paradestore.com



Shoe Shiny	Capital - 90022 - Black Shiny Air-Lite Oxford
	Black Shiny Air-Lite Oxford = \$ 89.95
	A continuous purchase due to normal wear and tear, as well as unforeseen wet weather events.
www.uniform.usmadeshoes.com	



Gloves	Honor Guard Gloves, Sure-Grip
	SKU: 1078 Honor Guard Gloves, Sure-Grip \$7.75
	Ongoing purchase due to the color of the glove and the use it gets during a mission.
www.paradestore.com	




Inclement Weather Overcoat	Inclement Weather Overcoat Black Trench Coat
	Black Trench Coat = \$200
	To protect your Class A uniform and provide warmth during inclement weather conditions. Black, double breasted 'Bogart Style' trench coat. Split-raglan shoulder, buttoned epaulets, sleeve straps and loose umbrella-back yoke.
www.lighthouseuniform.com	





Cords	Campaign Cover Cords
	Silver & Black with Silver Acorn = \$8.85
	An accessory for the campaign cover and used as a ceremonial band on the brim portion of the campaign cover.
www.strattonhats.com	




Cover Strap	3-Piece Leather Strap
	3-Piece Leather Strap Black = \$8.60
	An accessory for the campaign cover and used to keep the cover on the individuals head.
www.strattonhats.com	

	WWF and U.S. Pin	Pin – US Flag Pin
		WWF Pin, US Flag Pin = \$
		Part of the Class A uniform component. Currently we have a large amount of pins in stock.
		www.united-states-flag.com www.supplycache.com

	Name Plates	Name Plates X2
		Name Plates Silver/ Honor Guard X2 \$15.75 ea.= \$31.50
		This product is seldom purchased and only as needed.
		Symbol Arts: Jamie Joe Wilson jwillson@symbolarts.com Phone: 801-475-6000 Fax: 801-475-5500

	Badge	Badge
		Badge Silver \$\$
		This product is seldom purchased and only as needed.
		Symbol Arts: Angie or Jamie Joe Wilson jwillson@symbolarts.com Phone: 801-475-6000 Fax: 801-475-5500

CLASS B UNIFORM W/ ACCESSORIES

	Ball Cap	New Era Ball Cap -Class B Uniform
		New Era Stretch Mesh Cap-Embroidered Part#: NE1020 = \$14.58
		Premium Original Flexfit Ultrafibre Mesh Fitted Ball cap can be worn with the traditional BLM Honor Guard Class B uniform. Shelly Lipple 208-395-1200
		shelly@shadow51.com



Black Long Sleeve	Port Authority Long Sleeve Easy Care
	Port Authority Long Sleeve Easy Care Shirt Black Part#: S608 (m)/L608 (w) \$28.98 X2 = \$49.96
	Wrinkle resistant, button down dress shirt. Shelly Lipple 208-395-1200
shelly@shadowsewembroidery.com	



Black Polo	Cornerstone Select Snag-Proof Tactical Polo
	Style Short Sleeve Corporate Approach-Part#: CS410(m)/CS411(w) \$34.98 X2 = \$69.96
	Worn as part of the Class B uniform. Moisture wicking polo shirts, polyester, snag and wrinkle resistance. Shelly Lipple 208-395-1200
shelly@shadowsewembroidery.com	



Trousers	Trousers, Khaki, Service (Male Officers/CPOs) Article 3501.94
	Trousers, Khaki, Service = \$73.70 (12 HG >> 2 pairs each >> 24 Trousers) \$73.70 X 24 = \$1768.8
	Purchasing through the Navy Exchange (Civilian Contracting Officer) we are able to keep our Class B attire uniformed for years to come Having 2 pairs alleviates the worry of stains or becoming soiled that's attributed by the long duration assignments.
	usc.govt@nexweb.org



Shoe No Shine	Capital - 90023 - Black Leather Air-Lite Oxford
	Black Leather Air-Lite Oxford = \$ 94.95
	A continuous purchase due to normal wear and tear, as well as unforeseen wet weather events.
www.uniform.usmadeshoes.com	



Marmot	Marmot Approach Softshell Jacket
	Marmot Approach Softshell Jacket Part# 9059 = \$50.00
	Cold weather jacket. Worn during travel assignments/training and is part of the Bravo portion of the uniform. Marmot Customer #BLM837 POC: Dan 707-541-2107
	www.marmot.com



Belts	Belts, Class A and Class B Uniform
	Belts, Class A and Class B Uniform Black \$32.00 X2 = \$64.00
	Part of the BLM Honor Guard Class A and B uniforms. Individuals are assigned 2. Ordered and purchased through Gary Franzen 702-232-9000
	www.garyfranzen.com

TOOLS, FLAGS, AND ACCESSORIES



Pelican Case	Pelican 1770 Wheeled Case w/ Foam
	Pelican 1770 Wheeled Case w/ Foam = \$471.60 (3 Cases) \$471.60 X 3 = \$1414.80
	One case to replace 3 smaller cases. This case will house: 2 sets of flags, 2 pulaskis, 1 extra flag pole, 2 or 3 flag stands, 2 or 3 shoulder harnesses, 2 internment U.S. flags, 2 BLM flags, and a small gear bag.
	www.gsaadvantage.gov



Pulaski	Chromed Pulaski
	Ceremonial Chromed Pulaski
	Pulaski Axe 36 IN Hickory Handle and chromed finished by a local vendor.
	Procured through local cache



Flag Poles	Two Piece Polished Wood Poles 8' X 1-1/4"
	Two Piece Polished Wood Poles = \$89.00 (5 Pairs) \$89.00 X 5 = \$445.00
	The extra poles would allow us to attach the extra State flag (depending where the memorial/funeral is held). Also, the extra poles would allow us to create an extra set of flags to our existing 2 (3 total). 2 Pairs would go to the existing sets 3 Pairs would go to our extra set of tools/flags case.
	www.paradestore.com



	3'x5' Double Sided BLM Flags = \$199.00 (1 Flag) = \$199.00
	This will augment flag numbers to a total of three sets. This will ensure that we have sufficient sets for multiple deployments and/or back up in case of tears or misplacement.
	www.eventflags.com (Local business in Reno, NV)



BLM Flags	3'x5' SINGLE Reverse BLM Flags Finished with Header and Grommets.
	3'x5' Single Sided BLM Flags = \$150.00 (2 Flag) \$150 X 2 = \$300.00
	BLM flags would be used to give to families during a memorial service or when the immediate family wishes for one.
	www.eventflags.com (Local business in Reno, NV)



Spear Tips	Round Spears Traditional-Fit
	Round Spears Traditional-Fit Chrome 8" = \$46.50 (5 Spear Tip) = \$232.50
	The extra spear tips for the extra flag poles.
	www.paradestore.com



Parade Flag	US Flags: Indoor & Parade Use, Bemberg Rayon 3 x 5
	US Flags: Indoor & Parade Use, Bemberg Rayon= \$245.50 X 2 = \$491.00
	This will augment flag numbers to a total of three sets. This will ensure that we have sufficient sets for multiple deployments and/or back up in case of tears or misplacement.
	www.paradestore.com



U.S. Flag Top	Eagle Ornament: Perfect-Fit Ornament
	Eagle Ornament: Perfect-Fit Ornament \$32.95 (1 Eagle) = \$32.95
	This will augment flag numbers to a total of 3 sets. This will ensure that we have sufficient sets for multiple deployments and/or back up in case they get misplacement.
	www.paradestore.com



Flag	Official U.S. Interment Flag - 5' X 9.5'
	Official U.S. Interment Flag = \$59.99 (5 Flags) $59.99 \times 5 =$ \$299.95
	5 or 6 are the amount of flags we use a year.
	www.usflagstore.com



Stand	CONWAY STAND 15LB CHROME
	Mfr Part No.:5620525 = \$124.12
	This product is seldom purchased and only as needed.
	www.gsaadvantage.gov



Nylon Cover	Nylon Flag Cover
	SKU: 48 Nylon Flag Cover Black = \$25.95
	This product is seldom purchased and only as needed.
	www.paradestore.com



States Flags	State and Territorial Flags: Indoor/Parade Use, Nylon 3 X 5
	State and Territorial Flags \$46.25 (11 Flags) = \$508.75
	Would represent the Western States and would alleviate the need to borrow flags from cooperators in the local area that the missions taking place.
	www.paradestore.com



Hat Trap	Hat Trap
	Hat Trap= \$82.50
	Protects hat from sun and abuse when not in use. This product is seldom purchased and only as needed.
	www.strattonhats.com



Bill Press	Del-Pak Hat-Pak Brim Press
	SKU No: HW810 = \$41.99
	This product is to alleviate the need for continual purchases on campaign covers that when they get wet lose their flat brim structure.
	www.galls.com



Rolling Bag	DELUXE WHEELED GARMENT BAG Baseline, U176
	DELUXE WHEELED GARMENT BAG = \$629.00
	Rolling garment bag/Check in luggage- Embroidery is done by www.creativeembroideryvegas.com Stephanie 702-454-8658
	www.briggs-riley.com



Class A Bag	DELUXE GARMENT BAG Baseline, 370
	DELUXE GARMENT BAG \$419.00
	Soft-sided garment bag/break away for quick transport between mission events. Embroidery is done by www.creativeembroideryvegas.com Stephanie 702-454-8658
	www.briggs-riley.com



Carry On	Large Weekender
	Large Weekender Baseline, 256
	Utilized as a carry on for laptops, small garment items, toiletry, and expands to give more room if needed. Embroidery is done by www.creativeembroideryvegas.com Stephanie 702-454-8658
	www.briggs-riley.com



Rush Moab	Shoulder Pack RUSH MOAB 10
	Shoulder Pack RUSH MOAB 10 \$99.00
	Used to transport laptops, mission materials, etc.
	www.511tactical.com



Velcro Name Tags	Shoulder Pack Velcro Name Tags
	Shoulder Pack Velcro Name Tags = \$7.10
	Velcro name tags are used to identify every BLM Honor Guard members individual shoulder pack. Custom Name Tape with Velcro / Personalized Military Name Tapes / 5 Inches Long.
www.amazon.com	



Cold Weather Compression Garments	Cold Weather Undergarments
	Under Armour Cold Weather Undergarments Shirt \$64.99, Pants \$49.99 = \$114.98
	This compression undergarment provides extra warmth during cold temperatures. Under Armour is not the only vendor to choose from for the Cold Weather Compression Garments needs. Please find a comparable item at a fairer price if possible.
www.underarmour.com	



Fire Bell	Firehouse Bell
	M19 size bell 11 3/4" = \$225.00 ++
	Personalized BLM FA Honor Guard for memorial/funeral presentations.
Unknown Vendor At This Time	

APPENDIX E: OVERTIME/TIME/PURCHASE CODING



United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Fire and Aviation
3833 South Development Avenue
Boise, Idaho 83705-5354



<http://www.nifc.gov>

In Reply, Refer To:

1120 (FA-106)

To: Bureau of Land Management Honor Guard Members, Honor Guard Timekeepers

From: Timothy M. Murphy
Deputy Assistant Director (NIFC), Fire and Aviation

Subject: Coding Honor Guard Duty

When requested to code your Honor Guard duty and overtime to the incident where one or more fatalities occurred, and for which you provided services as a member of the BLM Honor Guard, you have my authorization to do so based on paragraph number 4 of the attached memo.

For additional information, contact Randy Eardley, Bureau of Land Management Honor Guard Coordinator, at the National Interagency Fire Center by email at Randy_Eardley@blm.gov; or by phone, 208-387-5895.

Attachment

Memorandum

To: Personnel Officer, Bureau of Land Management
Personnel Officer, U.S. Fish and Wildlife Service
Personnel Officer, National Parks Service
Personnel Officer, Bureau of Indian Affairs
Personnel Officer, Office of Aircraft Services

From: Carolyn Cohen//original signed//
Director, Office of Personnel Policy

Subject: Overtime Pay and Maximum Earnings Limitation for Employees Engaged in Fire
Suppression Activities

This memorandum provides guidance regarding recent overtime pay legislation applicable to wildland firefighters. This guidance has been coordinated with your bureau's fire director, the Department's Office of the Wildland Fire Coordinator and the United States Forest Service.

Public Law 106-558, signed December 21, 2000, requires employees of the Department of the Interior and the United States Forest Service, whose overtime pay is calculated under rules established in title 5, United States Code, section 5542(a), to be paid at a rate equal to one and one-half times their hourly rate of basic pay when they are engaged in "emergency wildland fire suppression activities." Prior to this law the overtime pay rate was restricted to that calculated at the GS-10, step 1 level. Originally, the new law was to become effective with appropriations authorized on or after January 28, 2001. However, Public Law 107-20, signed July 24, 2001, made the new law retroactively effective to December 21, 2000. Neither of these laws, however, changed the maximum earnings limitation rule that limits an employee's basic and premium pay to the annual salary of the maximum step of the GS-15 grade level, including locality and/or special salary rate pay. However, the conditions under which this overtime rate of pay is authorized does meet the emergency situation described in title 5, Code of Federal Regulations (CFR), section 550.106(a), and for that reason, employees authorized overtime pay under pay code 113, discussed later in this memorandum, will be paid under the annual maximum earnings limitation described in 5 CFR 550.106 (c) instead of under the bi-weekly limitation described in section 550.105(a).

In interpreting and applying the new law, the agencies are guided by discussions between the fire program directors, the Administration, and Congress. Accordingly, the new overtime pay provision will apply only under the following circumstances:

1. Those assigned to emergency wildland fire activities (including wildland fire use) whose overtime work is exempt from coverage under the Fair Labor Standards Act (FLSA).
2. Those involved in the preparation and approval of a Burned Area Emergency Stabilization and Rehabilitation Plan (ESR) whose overtime hours worked are exempt from

coverage under the FLSA. The new overtime provision will apply only until the initial ESR plan is submitted for approval.

3. Those required to augment planned preparedness staffing levels to enhance short suppression response capability, severity activities, accident or after action reviews emergency wildland fire funded prevention activities, whose overtime hours worked are exempt from coverage under FLSA.

4. Those involved in similar wildland fire activities that are approved for coverage on a case-by-case basis by an agency fire director.

5. In order to qualify for the new pay provision, an employee's overtime work must be charged to wildland fire, ESR, severity, or wildland fire suppression funds tied to the support of suppression operations and that overtime work must be recorded on a time sheet approved by an appropriate supervisor.

The new overtime pay provision does not apply to personnel involved in prescribed fire, other fuels management activities, implementation of fire rehabilitation plans, or to overtime incurred in conjunction with any other activity not specified above.

A new pay code, 113 - Fire Fighter Overtime - Regular Unscheduled, was established to record hours that are to be paid under the new overtime pay rules. Earlier guidance on this pay code was disseminated to timekeepers by the National Business Center's Payroll Operations Division. We ask that you disseminate this guidance within your bureau and re-emphasize that pay code 113 may only be used to record overtime hours as provided for in this memorandum. As stated above, use of pay code 113 authorizes employees to be paid under the annual rather than the bi-weekly maximum earnings limitation. We will work with the Payroll Operations Division and the Federal Personnel and Payroll System (FPPS) to create a system change that will automatically effect that change whenever pay code 113 is used. However, until such a system change can be effected, timekeepers must continue to input the code that allows employees to be paid under the annual rather than the bi-weekly maximum earnings limitation.

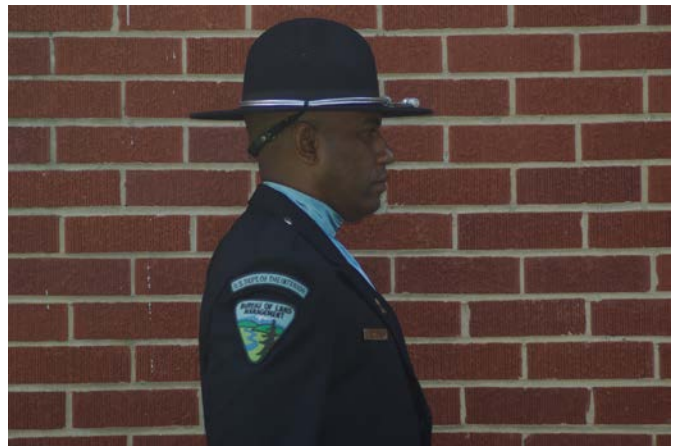
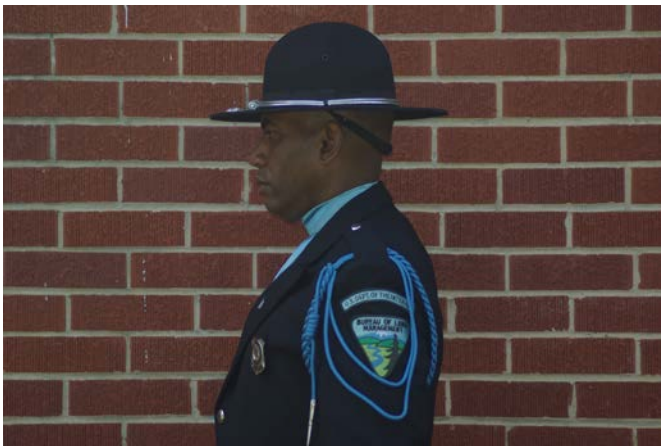
We are currently working with representatives from the bureaus, the National Interagency Fire Center, the Federal Personnel and Payroll System (FPPS) and the Payroll Operations Division to determine the most efficient and effective means to calculate and disburse the retroactive overtime pay. Those discussions are ongoing. More information will be provided once the process is determined.

The Office of Personnel Policy point of contact for this action is Jim Tingwald. He can be reached by telephone at (202) 208-6755 or by email at Jim_Tingwald@ios.doi.gov.

cc: Bureau Directors
Office of the Wildland Fire Coordinator
Chief, Payroll Operations Division

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APPENDIX F: UNIFORM CONFIGURATION

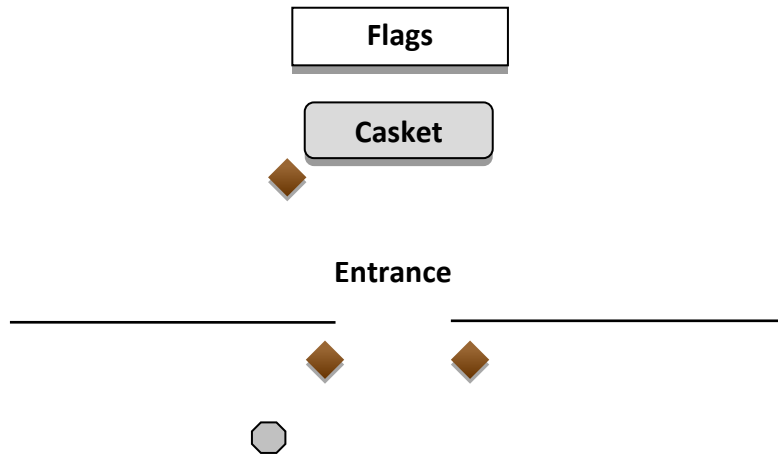



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APPENDIX G: POSSIBLE EVENT LAYOUTS

FUNERAL SERVICE DIAGRAMS

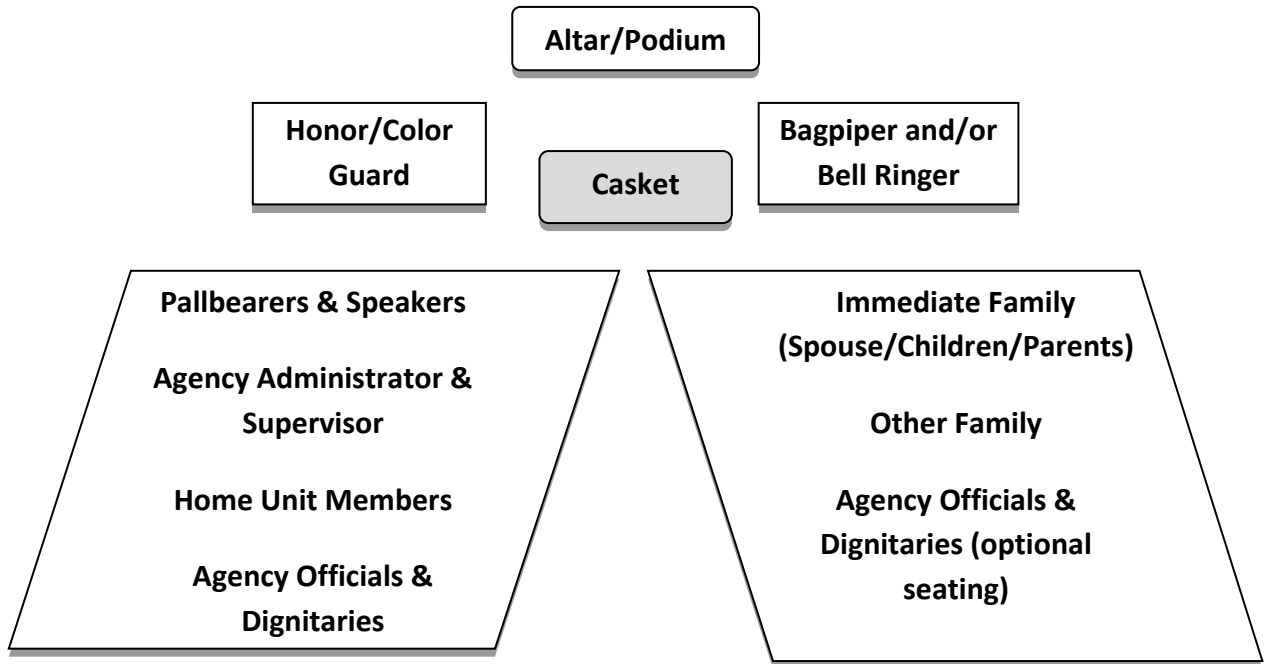
Honor Watch



 Honor Guard member – One member to stand at attention by the foot of the casket during the entire time of visitation and one on each side of the entrance. Rotate individuals every 30-60 minutes.

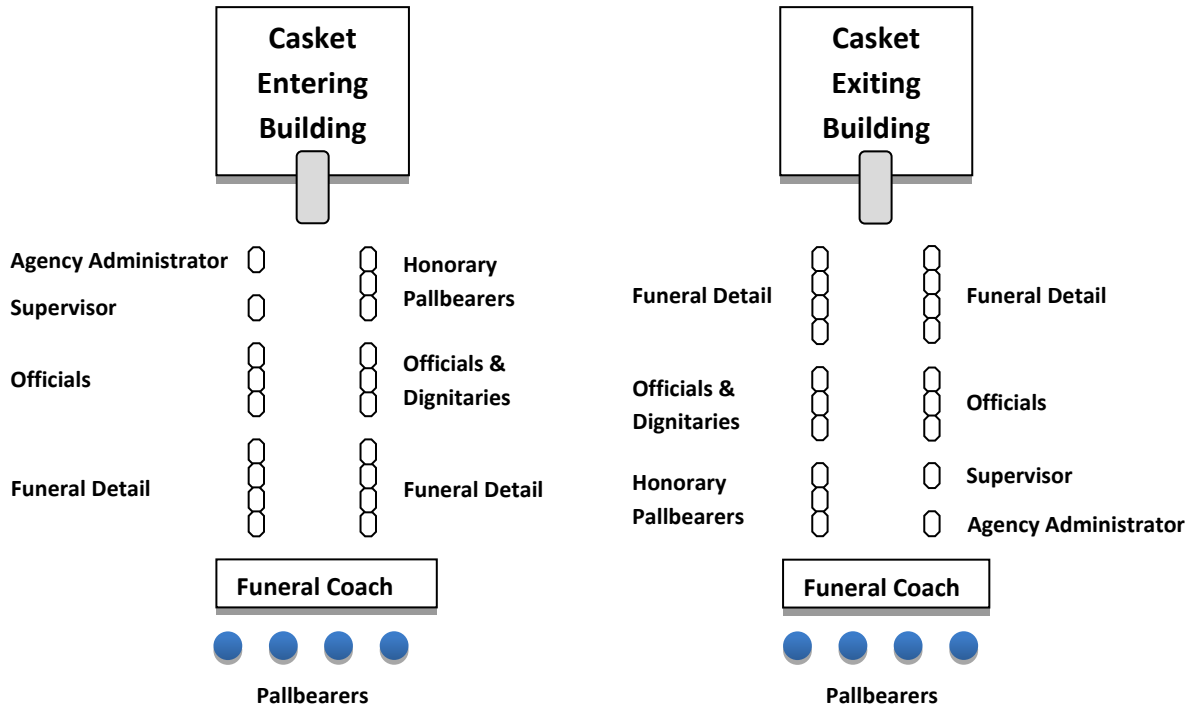
 Agency Administrator or other home unit official

Inside the Church

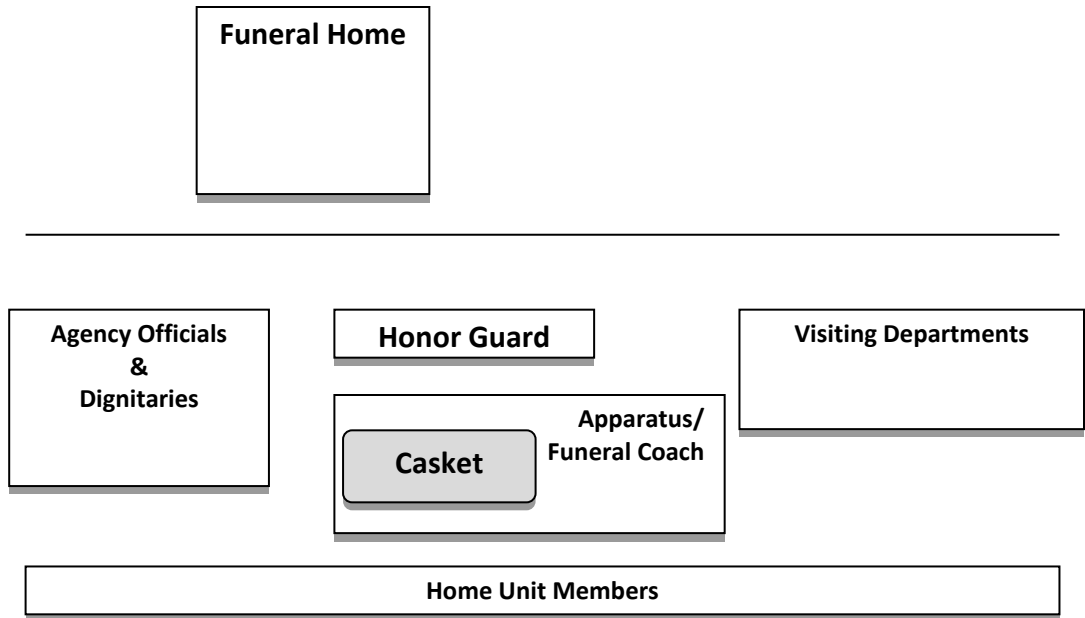


Outside the Church

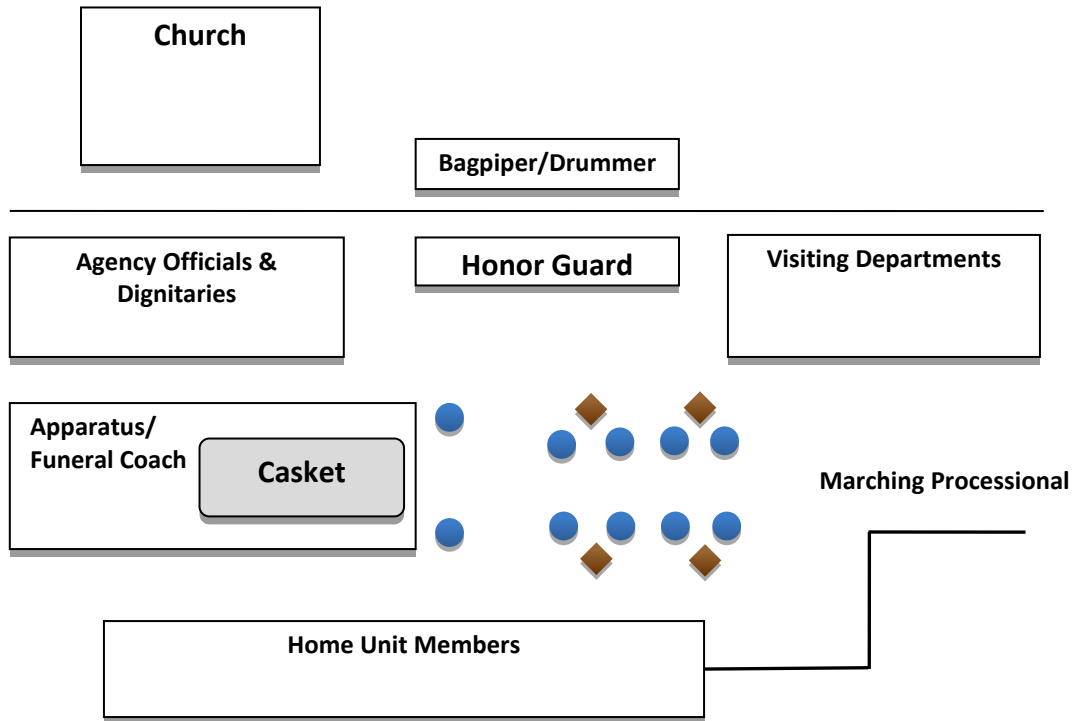
The funeral formation is formed before the casket is moved and the casket is then carried through the formation followed by the family and friends.





Staging Outside the Funeral Home



Outside of Church – Marching

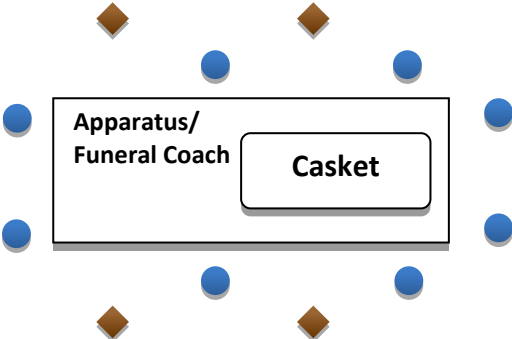


Legend:



-  Pallbearer
-  Honor Guard

FUNERAL PROCESSION DIAGRAMS

Marching Arrangement

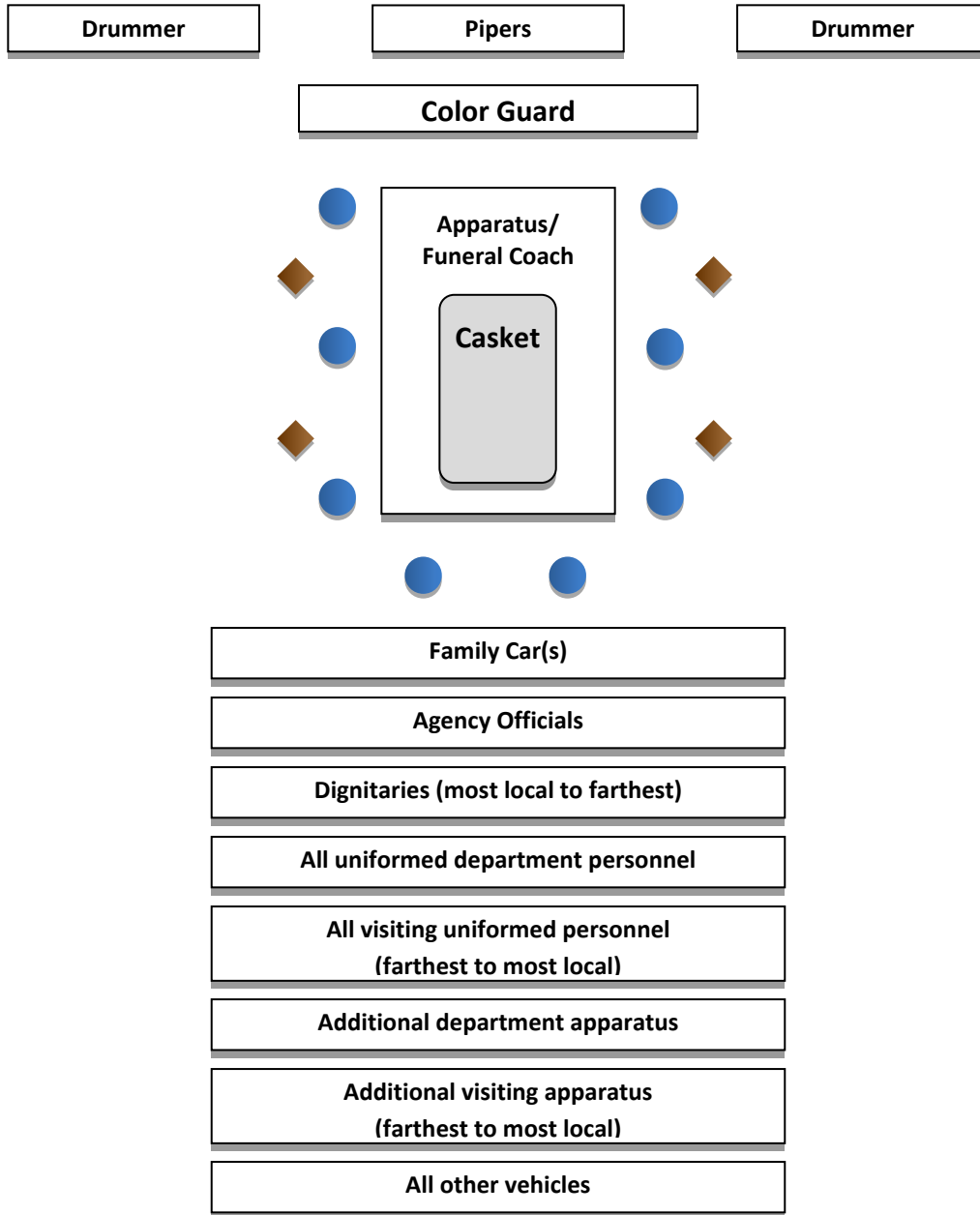


Legend:

-  Pallbearer
-  Honor Guard

Vehicle Processional – Marching

(Conducive to short distances)



CEMETERY SERVICE

■ Bugler/Bagpiper

Friends of the Family

■ Funeral Director

Family Seating

Casket

■ Officiating

■ Associate

Color/Honor Guard

Pallbearers

Agency Officials & Dignitaries

Home Unit Members

Friends of Family & Visitors

Visiting Departments

APPENDIX H: COOPERATOR TRACKING SHEET

Agency	Agency Head	Agency Head Address/Phone	Services Provided (identify individuals providing support)

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