



Honor Guard

BUREAU OF LAND MANAGEMENT

Standard Operating Procedures



May 2005

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Introduction

Purpose:

Firefighter safety is the number one priority in all operations; however, fire management and activities do pose inherent risks to employees. Unfortunately, the BLM and our partner federal and state agencies, experience line-of-duty deaths every year, and it is our mission to honor their lives.

An honor guard is a display of appreciation for the ultimate sacrifice the employees made in the line of duty. Guard members can assist with funeral/memorial services according to family wishes. Guard members will also attend the National Fallen Firefighters Foundation memorial service in Emmitsburg, Maryland, each year and act as family liaisons/escorts when a BLM firefighter is honored at the event.

The BLM Honor Guard may also be requested to represent the Bureau at other **national-level** special events throughout the country.

BLM Honor Guard Creed

Handpicked to serve as a member of the Bureau of Land Management 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.

Organizational Structure

The **Administrative Coordinator** is located in Boise, Idaho, at the headquarters for the National Office of Fire and Aviation. The roles and responsibilities of the coordinator are to provide oversight and administrative support to the program. This will include, but is not limited to:

- Serving as a central point of contact for all inquiries about the HG program.
- Making final decisions on appropriate events, other than line-of-duty death funerals, at which the honor guard will participate.
- Keeping Fire and Aviation Directorate informed about honor guard activities and providing program updates.
- Communicating with local agency personnel when honor guard members will be participating in a memorial or other national-level event as requested. For example, when a local FMO requests the presence of the Honor Guard, a courtesy e-mail will be sent to the State FMO and State Director along with the schedule of events (assignment details).
- Working with the **Field Operations Coordinator** to develop the assignment details and distribute as appropriate. Copies should be sent to the following individuals: all participating honor guard members; Chief, External Affairs; Deputy Director, Fire and Aviation; State Director; State FMO; Event Organizer; and other contacts as appropriate.
- Developing communication products and maintaining the web site.
- Overseeing the budget.

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

- Coordinating with the requesting event coordinator to determine scope, event details, number of appropriate honor guard members to participate and any ceremonial props needed, i.e., flags to post, Pulaskis, interment flags, etc.
- Communicating with honor guard members to determine who will participate with the event.
- Working with the Administrative Coordinator to develop the **Assignment Details** (see Appendix A for sample) to include: Event description, event coordinator and contact information, other event points of contact, participating honor guard members and mobile phone numbers, travel details, event location (including directions) event schedule and other pertinent information.
- Coordinating with the Administrative Coordinator to transfer necessary ceremonial props to event location.
- Working with the Administrative Coordinator to update and distribute the Standard Operating Procedures as necessary.

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, participate in memorials and other national-level events as

requested/available and act as ambassadors for the honor guard program. This will include, but is not limited to:

- Keeping the Administrative and Field Operations Coordinators informed of current office, mobile and home phone numbers and make them aware of changes of any contact information.
- Maintaining good condition of all assigned uniform and accessory equipment. Request additional items as needed.
- Serving as **Chief of Party** when requested. This person ensures that the honor guard detail fulfills all appointments and commitments for the event for which they are assigned, which entails: conduct meetings with event organizers as scheduled, ensure adequate rehearsal times and locations, ensure members receive meals and hydration, reserve proper transportation for all travel needs once the detail arrives on scene, ensure there is a proper location for changing into uniforms at event location or other facilities depending on the situation, delegate duties as necessary, etc.

Membership Criteria

The Honor Guard will be composed of a cross-section of the BLM workforce within the fire and aviation program.

Members must attend scheduled training sessions throughout the year. Training sessions will be scheduled well in advance to allow adequate time for travel arrangements.

Members must be in good standing in the Bureau and receive a written recommendation from the local area fire management officer.

A commitment to the program directly impacts fellow members and the ability of the team to function at the highest-level possible. Members will be expected to commit for no less than a one-year period, and not to exceed five years of active duty.

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:

- The hairline 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 to the middle of the ear.
- Jewelry, other than wedding bands or medical accessories, is not acceptable.
- Make up should not detract from the uniform or the situation.

Event Criteria

The priority of the Honor Guard is to appear at funeral and memorial services for fire and aviation employees who die in the line of duty. Other special event requests for Honor Guard participation may be submitted to the Program Coordinator for consideration. Requests should include a national-level event where the presence of the Honor Guard would benefit the agency and improve its relations.

Recruitment Process

The outreach program will be communicated throughout the Bureau with the goal to target front line fire and aviation employees at various levels of the organization.

All candidates must complete an application package to include an application, references and a recommendation from supervisors. An application package may be completed through an interest announcement available via fax, mail or internet from the National Office of Fire and Aviation at NIFC.

Activation and Mobilization

- In the event of a line-of-duty death within the BLM, the Administrative Coordinator will contact either the State Director, or the State FMO to offer Honor Guard services to an agency memorial and/or family memorial services.
- When a request is made, the Administrative Coordinator will gather point-of-contact and other pertinent information, and then contact the Field Operations Coordinator.
- The Field Operations Coordinator will then begin working with the event point of contact to determine the scope, number of appropriate honor guard members and ceremonial props necessary.
- The Field Operations Coordinator (or designee) will be the main point of contact with the family and/or event organizer throughout the event process.
- The Field Operations Coordinator will begin contacting honor guard members and fill the roster with the appropriate number of members to participate.
- Members need to make individual travel plans immediately after receiving notice of honor guard participation. Members are required to have a government credit card.
- It is required that team members have the uniform, (with all accessories,) set aside and ready to travel.
- A “Red Bag” should accompany the uniform and contain enough items for a five-day period. Team members will be required have appropriate attire for a memorial service or other situation where proper attire would be suitable.
- 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. It is suggested that members arrive 24 hours before the services to practice, etc., if possible.

Uniforms

Each member of the HG will be issued a complete ceremonial uniform and will be responsible for the cleaning and maintenance of those items. Each member will be responsible for reporting to each event in a complete, clean and pressed uniform. The

Pagers, cell phones or radios are not allowed to be worn during HG events.

Individualized components will be purchased by members with their BLM credit card (i.e., gloves, belt, name plate, shirt, boots, etc.). Main components of the uniform will be government property; issued to members as they join the program, and returned once they have completed service. Main component items will include: trousers, jacket, cord, hat, badges, etc.

Each member will also be provided with travel and rain gear to include hat protector and garment bags.

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.

Attention

The command is **Attention**. To come to attention, bring the heels together with a 45 degree angle between the toes and on line. Keep the legs straight without stiffening or locking the knees. The body is erect with hips level, chest lifted, and shoulders square and even. Arms hang straight down along side the body and wrists are not bent. Place thumbs, which are resting along the first joint of the forefinger, along the seams of the trousers. Hands are cupped (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.



Ceremonial Pulaski Position of Attention: From a position of rest, at the command of Attention the Pulaski is raised in front of the body with a two-count movement: 1) The heels come together and the Pulaski is raised by the right hand across the body and the left hand grasps the handle about six inches below the head, 2) The right hand then grasps the bottom of the handle about six inches from the end.



Flag Bearer Position of Attention: See section on Flag Presentation Procedures (p. 12)

Positions of Rest

Parade Rest

The command is **Parade, REST**. On the command REST, lift up the left foot and smartly move it to the left six to eight inches. Feet remain at an 45 degree angle, legs are straight but not stiff, and the heels are on line.



As the left foot moves, bring your arms back behind you, bend your elbows, uncup your hands and smartly place your hands into the small of your back, palms facing out, right hand inside of the left hand with fingers extended and joined.

Another position of Parade, REST, is to bring the hands in front of the body with hands interlocked at the thumbs, left over right. The arms are straight, but held at a comfortable angle. This may be a more comfortable position to hold for extended periods of time. You may also alternate between the two positions if the detail is required to stand in formation for a long time.

At Ease

At the command of **At, EAST**, members of the detail may assume a relaxed position, with the left foot in place and remaining in formation. This is a temporary position when awaiting further instructions.

Fall out

The command is **FALL OUT**. From the position of attention, take one step back with the right foot, 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, FACE**. This is a two-count movement. At the command **FACE**, lift up the right foot just enough to clear the ground and place the ball of the right foot behind and two 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 ball of the right foot and the heel of the left. On the second count, pivot 180 degrees to the right on the right foot while lifting the 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 (Right) Face

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

Formation of the Flight

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

Upon the command: The right guide moves to a position so that the formation is three paces away and centered on the Honor Guard (to do this he or 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 Honor Guard members. 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 purpose of this movement is to align Honor Guard in line formation much like the command **COVER** does in column formation.

The commands for this movement are **Dress Right, DRESS**. Upon the command of execution everyone except the first rank will turn their head 45 degrees to the right looking down line to align themselves to the right (left) making sure that they are directly behind the person in front of them. Simultaneously everyone, except the last rank, will bring their left arm up and parallel to the ground, fingers extended and joined, palm facing down. The rest of the body remains at the position of attention. To adjust yourself within the formation, take short choppy steps. The first member must maintain fingertip to shoulder contact. The remaining members can use the "long arm short arm" rule as it applies. Silence is maintained. At the completion of this movement each member should be aligned from the right or left flank of the formation.

To return to the position of attention the command is **Ready, FRONT**. Upon the command of execution bring the head back to the front and the arm down to the side.

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

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

Present Arms/Order Arms

The command is **Present, ARMS**. 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 joined.



To return to the position of attention, the command is **Order, ARMS**. Upon the command of execution simply retrace your steps backward from present arms recapping your hand at belt level. During present arms silence and mobility are required.

Present Arms with Ceremonial Pulaski: This is a one-count movement. 1) From the position of Attention, the Pulaski is turned 45 degrees with the ax pointing out, as it turns perpendicular to the body and then tilted forward at a 45 degree angle from the body. Reverse this order at the command of **Order, ARMS**, and return to a position of Attention.

Present Arms for Flag Bearer: See section on Flag Bearing

“Step”

The command is **Forward, MARCH**. Upon the command of execution step off with the left foot. Pick up coordinated arm swing, six inches to the front and three inches to the rear. March with 30-inch steps as measured between the heels. When marching, place one foot in front of the other as if walking on a line. To aid in maintaining cadence, the individual marching the formation can call cadence.

To halt the command is **Honor Guard, HALT (or just HALT)**. Upon the command of execution, take one more step and return to the position of attention.

Mark Time

The purpose of this movement is to march in place.

The command for this movement is **Mark Time, MARCH**. Upon the command of execution lift the left leg and begin marching in place, lifting each foot six inches off the ground. Keep the arms suspended at your side. The rest of the body remains at the position of attention. From a march, the command is **Mark Time, MARCH**. Upon the command of execution, take one more 24-inch step and then mark time ensuring you suspend your arms to your side.

To halt, the command is **HALT**. Upon the command of execution, take one more step, then bring the feet together and halt at the position of attention.

To pick up a march, the command is **Step:** at which time one more step at mark time is taken then step out with a 24-inch step. Pick up normal arm swing.

Executing Turns in Formation

Angle Turn

The command for this movement is **Angle Left/Right, TURN**. Upon the command, the first person(s) in the column(s) will begin to turn slightly in the direction of the command. The rest of the formation will adjust their cadence to first stay in step with the person in front of them, and second to stay lined up with the person to the side. This turn will allow the formation to easily adjust to obstacles, and may be executed without the command by the heads of the column(s).

Column Turn

The command for this movement is **Column Left/Right, TURN**. Upon the command, the first person in the column(s) will take one step, then pivot turn on their outside foot, bringing the inside foot forward, and continue to march. Those following will queue from the first person and turn at the same location as the lead person. The column will stay in line, and maintain proper spacing.

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

Formation Entry

Flag poles should be resting on the ground next to the carriers right foot.

No Harness Carry Procedures:

The command to prepare to carry the flags is **Carry Colors, CARRY**. The movement on this command is to bring the left arm across the body and grip the flag at about arm pit level. Raise the pole with the left hand, about six inches off the ground, and let it slide through the right hand, which remains straight and in place. Depending on conditions, the left arm either remains in place to stabilize the flag, or it comes back to the side and the carrier is at the position of attention.

With Harness Carry Procedures:

The command to prepare to carry the flags is **Carry Colors, CARRY**. The movement on this command is to bring the left arm across the body while bringing the flag up with the right hand and grasping left over right to lower the flag into the harness cup. 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.

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**. Prepare is the preparatory command on which the carrier will position the flag over the stand and wait for the command to **POST**. 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** 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 ARMS** and **Order ARMS** 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 at a 45 degree angle. 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 of the flag(s) and carried on the outside of the body, but should only be used when the American flag is being presented. In formation, the weapon will be placed on the ground next to the outside foot. At the command of **ATTENTION**, the weapon will be raised and carried diagonally across the body at a 45 degree angle gripped just below the head and at the bottom of the handle. At the command of **Present, ARMS**, the right hand slides up to the neck of the weapon and pushes the weapon forward with straight arms. On the command of **Order, ARMS**, guard will bring the Pulaski to original carrying position.

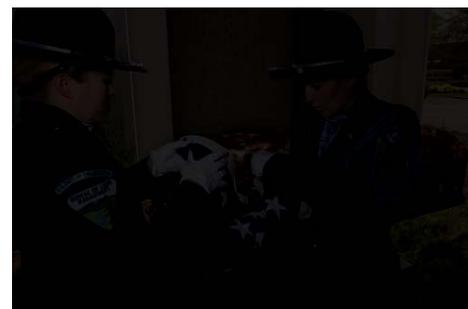
Flag Folding Procedures

Procedures and Responsibilities

- Requires qualified Honor Guard personnel to fold the flag.
- Honor guard members holding the national colors ensure it stays lower than chest level while the flag is being folded.
- Honor guard members holding the national flag when flag is completely folded presents the flag to the next of kin and recites the message of condolence, followed by a slow salute to the flag and departure.
- The message of condolence is; *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).*

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.
- Each movement is initiated by the member holding the union.
- Both members secure the four corners of the flag.
- Two side steps are taken to clear the flag from the casket ensuring enough room is provided to enable Fold to step toward the end of the flag while folding.
- Step 1: Bring the two open ends of the flag together, leaving approximately three inches of border from the union side of the flag and the striped edge. This is known as establishing the border; the two open ends do not lie evenly upon each other, there must be a definite margin.
- Step 2: Bring the hand not securing the established border back to the original position.
- Step 3: Repeat steps 1 and 2.
- Step 4: 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.
- Step 5: Fold the outer point inward, parallel with the open edge, to form second triangle.
- Step 6: continue folding the flag alternating steps 4 and 5 until the flag reaches the end (approximately 6-10 inches but may vary.)
- Step 7: Fold reaches underneath the flag, cradling it with the right arm.
- Step 8: The union holder makes a 45-degree fold with the right side of the flag.
- Step 9: Crease the excess portion of the flag and neatly tuck it in the pocket formed by the folded flag.



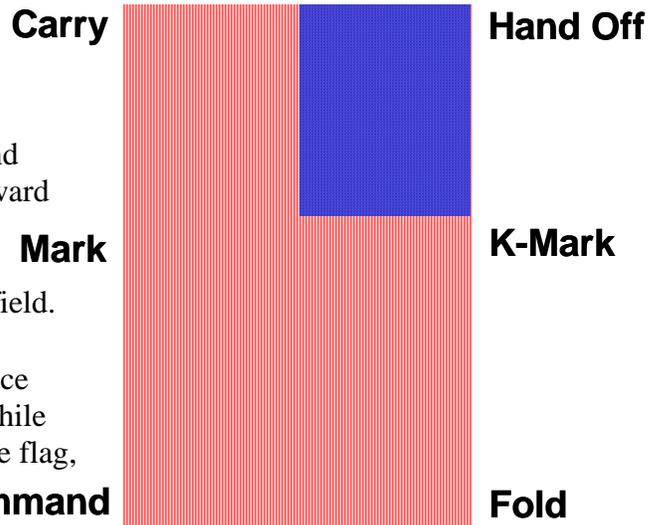
Flag Dressing Sequence

- Step 1: Fold takes the flag, brings it to the chest, and positions both hands at the top portion of the flag. Slowly slide the left hand down and flare out and cut underneath with the left hand. Repeat this flaring process with the right hand, However the right hand sweeps across the front of the flag to the left corner of the flag. Remember to keep head still.
- Step 2: The right hand slowly slides up to the top point of the flag.
- Step 3: 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.
- Lower the flag until the upper portion of the flag is at eye level.
- The left hand comes up and joins the right hand, ensuring the fingers are joined and remain together.
- The dressing sequence is now complete, the FOLD now lowers the flag into the hands of the presenter, renders a hand salute to the flag and assumes appropriate position with the rest of the detail.



6-Person Flag Folding Sequence

- Command tugs the flag to initiate the folding of the flag. (This is a three-count movement).
- Count 1: Command, Fold, Carry, and Hand Off slide their inside hand toward the hand holding the outside of the flag. Mark and Cross-Mark slide their farthest hand toward the blue field.
- Count 2: Command and Carry replace their outside hand with the inside while placing two fingers on the end of the flag, cutting the flag in half. Mark pinches the underside of the flag approximately in the middle. Fold and Handoff place their inside hand underneath for support.
- Count 3: The bearers on the Command side throw the flag over toward the blue field with palms up, and 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.
- 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.
- 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. An eyewink may be given by the bearer whose back is to the family to ensure they step at the same time.
- NOTE: The tip of the flag enters the blue union without exceeding the second star. This is a rule of thumb to prevent the flag from being folded long, thus not allowing the flag to be tucked at the end.
- The fold will continue through the union.
- Cross-Mark ensures all red 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 six inches from the white edge-band. Mark and Cross-Mark tuck the remaining excess flag into the folded flag. They look for any red or white parts of the flag sticking out of the blue union and tuck them in.

Flag Dressing Sequence

- Command takes hold of the flag and pulls it in toward the body.
- Command has both hands at the top portion of the flag. Slowly slide the left hand down and flare out and cup underneath the flag, this is done in three counts.

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 the top point of the flag.
- 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, now on the top, is parallel to the ground.
- Lower the flag until the upper portion of the flag is at eye level.
- The left hand comes up and joins the right hand, ensuring the fingers are together.
- The Command then faces the commander and slowly lowers the flag into the hands of the presenter, then performs a two-up, three-down, count salute to the flag.
- The Command then returns to original position.

Casket Bearing Procedures

Two-Person Casket Bearing

- Two qualified Honor Guard members preposition themselves at curbside awaiting the procession.
- When the hearse approaches both members salute.
- Once the hearse passes both members they execute Order, ARMS.
- The family designated casket bearers secure the casket and proceed to graveside.
- Honor Guard members follow the pallbearers to graveside and position themselves at both ends of the casket once it has been lowered.
- The Honor Guard members wait for cue from the chaplain or funeral representative before folding the flag (see two-person flag fold section for detailed instructions.) While the eulogy or sermon is given, the Honor Guard personnel stand at the position of stand Parade, REST, once given their cue they simultaneously move to the position of Attention.
- After the flag is presented, both members execute the appropriate facing movement and depart.

Six-Person Casket Bearing

- The pallbearer team begins each ceremony position in 2 columns of 3. Ensure that there is enough space between the two columns. A good rule of thumb is to have one arms length plus one hand to satisfy the space requirement.
- Depending on the direction the hearse enters for the ceremony, the Honor Guard Commander aligns the team appropriately ensuring that the Honor Guard Commander is in the front right of the formation after the team flanks and is facing the back of the hearse.
- While at attention waiting for the hearse, the command Parade, REST is given.
- When the procession for the funeral begins to near, the Honor Guard Commander calls the team to Attention.
- The hearse passes the team and stops according to a predetermined location by the Honor Guard Commander. The Honor Guard Commander stops the hearse in the appropriate location.
- The first bearer the hearse passes salutes if there is a flag on the casket. This responsibility always falls on Carry or Hand-off, depending on the direction the hearse approaches.
- The Commander halts the hearse and ensures that the procession is halted and there is enough room for the pallbearers to flank out to set up behind the hearse.
- After the hearse stops, the Honor Guard Commander gives the command STEP.
- March is done with arm swing.
- While marching, the team keeps the appropriate dress, cover, interval, and distance.

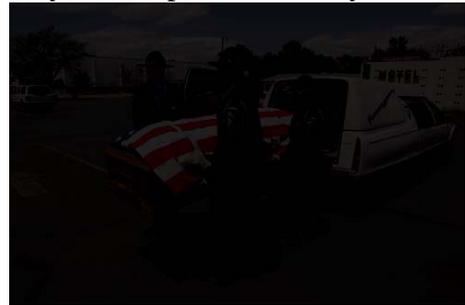
Planking Procedures

- The Honor Guard will make a 90 degree turn when perpendicular to the hearse. The inside column will slow down allowing the outside column to stay in step.
- Once the Honor guard reaches the hearse the Honor Guard Commander will mark time or halt.

Removing the Casket from the Hearse

- The Honor Guard Commander gives the command to FACE, i.e. both columns facing each other.
- At this point, the appointed Honor Guard member steps to the rear of the casket.

- The appointed Honor Guard member then proceeds to pull casket out while other Honor Guard members support sides.
- The Honor Guard Commander tells you how many side steps to take away from the hearse, and tells you how many steps to take during the turning of the casket by giving the command STEP for each step, then HALT.
- If the casket is high on one end, in a low tone of voice say, fold-up or down, front-up or front-down.
- The Honor Guard Commander guides the casket during the carry to graveside.
- The Honor Guard commander slightly pushes or pulls the casket in the appropriate direction.
- When the team arrives at the head end of the mock-up, the Honor Guard Commander gives the command, HALT.
- On the command of FACE, all the members face toward the casket.
- Once the team centers in, they make eye contact and lower their heads as to focus on the top of the casket.
- As they drop their heads, their rear hand turns with the palm up.
- The Honor Guard Commander then calls STEP.
- At this time, all team members side step onto the mock-up or next to the gravesite if no mock-up is present.
- It is important for everyone to carry their weight evenly while keeping their backs as straight as possible.
- Each set of bearers across from one another should step upon the mock-up at the same time.
- When the casket is centered on the grave, the Honor Guard Commander commands, HALT then DOWN.
- At this time, the four outside bearers release the casket with their outside hand and secure the flag to keep it from getting caught under the casket or touching the ground.



- The HG Commander commands FACE, and STEP. The group then marches to a designated location. Commands of FACE and Parade REST are given, and the group remains in this position for the duration of the service.
- Once the service is complete, the HG Commander commands ATTENTION, FACE and STEP. The group returns to the casket and performs a Six-Person Fold and presents it to the family.
- After the flag is presented, the HG Commander commands FACE and STEP. The group then marches to a predesignated area, and then FALLS OUT.

Appendix A: 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 hotsprings) 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 1242

Appendix B: Flag Rules and Regulations

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 against a wall means the other



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



States.

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



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.



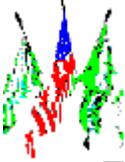
7. When the flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.



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.



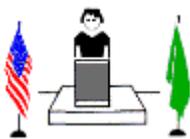
9. That the flag, when carried in a procession with another flag, or flags, should be either on the marching right; that is, the flag's own right, or, if there is a line of other flags, in front of the center of that line.



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).

Flag Rules and Regulations

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 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 C: 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.

Here are some samples of Last Call Suggested Readings

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 comrades 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 comrades 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)****