BY ORDER OF THE USAF HONOR GUARD COMMANDER

USAF HONOR GUARD MANUAL

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BASE HONOR GUARD PROGRAM

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This Honor Guard Manual (HGM) establishes guidance on drill and ceremony procedures for all Base Honor Guard (BHG) members. The procedures herein are under the guidance of the USAF Honor Guard IAW AFI 34-242. The terms "must," "shall," and "will," as used in this manual, denote mandatory actions. Deviations are NOT authorized without written exception to policy waiver from the USAF Honor Guard BHG Training NCOIC; contact bhg.training@afncr.af.mil if you have any questions. IAW 34-242, the USAF Honor Guard establishes uniform standards for all BHGs. This manual provides detailed instructions for BHG uniform wear. The Ceremonial Uniform is only to be worn by current BHG members during approved Honor Guard ceremonies and functions under all USAF Honor Guard provided guidance. Uniform items must be purchased with unit funds, and worn/maintained IAW AFI 36-2903, Table 3.2. Deviations to the ceremonial uniform (example: ascots, triple soles, chrome helmets) are not authorized; contact bhg.training@afncr.af.mil or the Base Honor Guard Course Supervisor at DSN 754-1748 for clarification/assistance.

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Foreword

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

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

RAYMOND M. POWELL, Lt Col, USAF
Commander, USAF Honor Guard

Chapter 1

APPROPRIATE WEAR OF CEREMONIAL UNIFORM ITEMS

1.1. Ceremonial Hat.

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

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

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

1.1.4. Secure the black patent leather chinstrap into the up position. Chinstrap hook will be supporting the chinstrap. Ensure the pointed tip of chinstrap is folded under the keeper to create a flat edge.

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

1.1.6. The black patent leather chinstrap is only worn when inclement weather dictates it. Usually, very strong winds or driving rainstorms make it necessary to wear the chinstrap down. The chinstrap is designed for these reasons and is used accordingly. Chinstrap will be worn snugly on the tip of the chin.

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

1.1.8. The hat will be worn so the flat bottom part of the hat is parallel to the ground. The hat bill will be formed to fit the wearers head. A properly formed bill will have a curved appearance.

1.2. Ceremonial Blouse.

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

1.2.2. The aiguillette fits snugly along the shoulder seam of the blouse. Ensure that the factory safety pin is removed and aiguillette is sewn back together using white, gray or silver thread. The outside edge of the aiguillette is grounded to the inside of the shoulder seam. Use 5 to 7 large basting pins to secure the aiguillette from inside the blouse. The tassel is pulled down and the spiraled cord is attached (pinned) to the inside of the larger portion of the aiguillette and the blouse itself. The "Hap Arnold" on the tassel will be facing forward.

1.2.3. All accouterments (to include ribbons, occupational badges, US insignia and BHG badge) will be worn on the Ceremonial Blouse. Ribbon racks will be removed if you are wearing a flag harness. Ribbon racks will be worn for pre-ceremony inspection. Full size medals are not authorized for any BHG.

1.3. Ceremonial Blues Shirt.

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

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

1.3.3. Shirt garters are a mandatory item.

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

1.3.5. Short sleeve blue shirt should be worn **Note: If wearing long sleeve blue shirt the sleeves should not be visible at any time.**

1.3.6. The standard AF herringbone tie will be worn with a double Windsor knot. There will be no visible "dimple" in the knot. Clip on ties do not present a ceremonial image and WILL NOT be worn. Males will wear an AF tie-bar and will ensure that it is not visible while wearing the ceremonial blouse. Females will wear the Air Force tie-tab.

1.4. Ceremonial Belt.

1.4.1. The ceremonial belt is worn when it is practical and pertinent to the ceremony. Wear the ceremonial belt when the member does not do an extreme amount of moving (i.e.: marching in parades). Awards bearers, flower bearers, OIC/NCOIC (OIC/NCOIC for MFH will NOT be bloused), color teams, personal colors bearer, NFP etc., wear the ceremonial belt.

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

1.4.3. The belt will be worn between the second and third button (counting downward) of the ceremonial blouse. On the raincoat, wear belt between the second and third button (counting downward), above pockets. On the overcoat, wear belt between the first and second button (counting downward), above the pockets.

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

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

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

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

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

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

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

1.4.5.6. The "blouser" re-checks the ceremonial belt and places the two keepers one thumb width from the chrome belt buckle on both sides of the buckle.

1.5. Ceremonial Trousers/Slacks.

1.5.1. Use an ironing cloth/iron cover when ironing.

1.5.2. Creases will be sewn in even with the bottom of the front pockets on the front and back of the trousers

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

1.6. Ceremonial Shoes.

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

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

1.6.3. Tuck the bows from the shoestrings into the shoe.

1.7. Ceremonial Gloves.

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

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

1.7.3. While performing a Full Honor Funeral, white silicone gloves, or gloves with grip material, **will** be worn while on Firing Party. If it is raining, siliconed gloves should not be worn. **Note: Pallbearers will never wear siliconed gloves while on a flag.**

1.7.4. While performing a Standard Honor Funeral, white siliconed gloves, or gloves with grip material, should be worn with Firing Party. If the gloves DO NOT have any grip material to allow the member to grip the weapon securely, then do not wear the gloves to fire. If it is raining, siliconed gloves should not be worn.

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

1.8.1. The coat is wrinkle free and a crease will be ironed in the top layer of the lapels in case the weather permits members to wear the coat with "flaps-up," there will not be a crease in the underlying layer of the lapel. Lapels will be pinned down by a safety pin from the inside of the coat. The safety pin will not be visible. The coat should be worn whenever precipitation is present or imminent.

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

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

1.8.4. Officers will center metal rank insignia 5/8-inch from the end of epaulet.
Enlisted personnel will wear metal rank insignia centered one inch from bottom of the collar, and parallel to the outer edge (IAW AFI 36-2903).

1.9. Overcoat.

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

1.9.2. The belt and belt loops are removed from the coat for blousing purposes and Scotch Guard may be applied prior to use.

1.9.3. Remove the cuff (wrist) straps. The coat will have the ¾-inch silver braid sewn 3-inches from bottom of sleeve.

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

1.9.5. The coat should have six 1 1/8-inch silver buttons affixed on the overcoat displaying emblems with wingtips up (buttons WILL BE secured with large baby safety pins).

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

1.9.7. The aiguillette will be safety pinned to secure the open-end loop under the epaulet, grounded to the inside of the left shoulder seam. The outside edge of the aiguillette is grounded to the inside of the shoulder seam. The ends of the aiguillette will be grounded to the edge of the epaulet (the aiguillette will not be under the epaulet; the button will be hidden or removed and not used). The "Hap Arnold" on the tassel will be facing forward.

1.9.8. Officers will center metal rank insignia 5/8-inch from the end of epaulet. Enlisted personnel will be uniform in the wearing of metal rank or chevrons. (IAW AFI 36-2903). Joint service rank is also permitted. (NCO's will wear chevrons, AMN will wear metal rank insignia)

1.9.9. Overcoats are recommended when temperatures are **below** 45 degrees.

1.10. Black Scarf.

1.10.1 Scarf must be clean, wrinkle-free and duct-taped leaving a gap, so you can fold it in half long ways, on the underside to give a "flat" appearance.

1.10.2. Scarf is worn with the wearer's left over right when crossing over the chest and the open ends pointing toward the ground.

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

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

1.10.5. Scarves are recommended when temperatures are **below** 45 degrees.

1.11 Extreme cold weather cap (Bunny Cap).

1.11.1 The cold weather cap will be neat, clean and wrinkle free.

1.11.2 The "Hap Arnold" device will be worn on the front of the cap, secured by placing the screw through the pre-made hole and fastening the screws cap tightly from rear.

1.11.3 The cap will always be worn with the earflaps down and chin securely strapped under jaw/chin (secure excess strap by routing it back through the length adjuster).

1.12 Black Earmuffs.

1.12.1 Black earmuffs must be clean and lint free.

1.12.2 Black earmuffs are worn with the overcoat or all weather coats **only**.

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

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

1.13 Summer Dress Uniform.

1.13.1 Proper wear of the summer dress uniform is located in AFI 36-2903, Table 3.2 Distinctive Uniforms. **Note: The summer dress uniform does not present a ceremonial image and should be used only as a last resort.**

1.13.3. The summer dress uniform **WILL NOT** be worn while performing any indoor color teams.

1.14. Ceremonial Lightweight Blue Jacket.

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

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

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

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

1.15. Rain Cap Cover.

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

1.15.2. Roll the rain cap cover underneath the back edge of the ceremonial hat to produce a snug fit and neat appearance.

1.15.3. **ALWAYS** wear rain cap cover when wearing ceremonial light weight blue jacket during transit to and from a ceremony as well as during training.

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

1.16. Base Honor Guard Badge.

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

1.16.2. The multi-colored ceremonial badge is not a morale badge it is a duty badge.

1.16.3. Current members of each individual BHG team are authorized to wear the badge. Former members, no longer assigned to the BHG are **NOT** authorized. If a team operates on a rotation system, member's off-rotation, but still assigned to Base Honor Guard, are considered current members. During AEF rotation/deployment, Base Honor Guard current member status may be suspended at home base but qualification to wear DCU Base Honor Guard badge is from current member status at each deployed BHG. With Installation Commander approval, the subdued patch may be worn on BDUs and DCUs (not the same BDU-color, DCU-colored); this includes Air National Guard and Reserves. *Note: Recommend checking with* **MAJCOM/SVS staff to determine if MAJCOM/CC has set higher headquarters policy on wear of patches on BDUs/DCUs.**

1.16.4. The multi-color badge **must** be worn on the Ceremonial uniform. The badge may also be worn on the Service dress and service uniform. The badge is not authorized in the mess dress uniform IAW AFI 36-2903, Figure 2.2, Note 2. If the "white" in the multi-color badge begins to yellow, it is considered unserviceable and should be replaced.

1.16.5. For standardization purposes with the Ceremonial uniform, males **will** wear badge on the left side an inch and a half down from the top of the welt of the pocket under the ribbons and centered, unless they have a primary badge i.e.: SFS, missile, fire fighter, etc. In this case, wearer should wear the ceremonial badge in same location as females.

1.16.6. Females **will** wear badge on the right side with the bottom part of the badge lined up with the top of the welt of the pocket and centered where the nametag would be if worn in Service dress blues. If another primary badge is worn on the right side i.e.: OSD, etc. then the placement of the ceremonial badge will be moved to the same location as the males.(IAW 36-2903)Note: If members possess an additional duty badge ensure that they are following the guidance for listed in Table 5.3 of AFI 36-2903

1.16.7. Each base optimally should implement criteria for awarding the badge. However they must earn their badge before performing in any ceremony. (ex.: Upon the completion of a one-week course conducted by a BHG).

1.17. Black Honor Guard BDU/Baseball Cap.

1.17.1. Each individual Installation Commander authorizes wear of the black HG baseball cap; this authorization should be maintained in writing by the BHG. However, if authorization is given the following instructions must be abided by. **Note: Black hats are not authorized in ABUs.**

1.17.2. The black hat will be worn with BDUs while performing certain types of functions to include but is not limited to, Change of Commands or Retirements ceremonies. This item is purchased by each BHG.

1.17.3. For standardization, the top of the hat **will** have a "tapered" look. The front of the hat will have a 2-line statement in all caps. (Top line – BASE HONOR GUARD and Second line – NAME OF BASE example: BOLLING AFB).

1.17.4. Caps **WILL NOT** have any additional "titles" (i.e.: "Instructor, "Drill Team", "NCOIC"; "Flight Sergeant", "Team Leader or Chief", etc.). There will only be writing on the front face of the cap. **Note: "To Honor With Dignity" or any other wording is NOT authorized on the back of the black ball cap.**

1.18. Combat Boots.

1.18.1. Boots will be clean and serviceable.

1.18.2. Boots will maintain a high-gloss "spit-shine" at all times. When the boot design permits, the whole boot is shined. For standardization purposes, BDUs are not a useable ceremonial uniform unless each BHG purchases a standardized boot style. For instance, all members of the USAF Honor Guard wear the Corcoran Jump Boot, model 1500. Purchase with a brand name/standardization justification for contracting.

1.18.3. Laces will not be wrapped around top of the boot. Laces will be tucked in.

1.18.4. Black boots will have edge dressing at all times. Taps and cheaters are optional on combat black combat boots. **BHG members are not authorized to wear cheaters on ABU combat boots.**

1.18.5. ABUs will be worn IAW ABU Wear Policy Letter dated September 2007. Additional uniform items, i.e. ascots, brassards, aiguillettes etc. will not be worn unless routed and approved through the appropriate channels. These requests must be routed through the applicable MAJCOM A1 to be forwarded to AF/A1DO. Wing commanders do not have the authority to approve these items; they MUST be approved by AF/A1DO.

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

1.19. Overall Appearance for Ceremonial Uniform.

1.19.1. The ceremonial uniform will be clean, wrinkle and string-free. The ceremonial uniform will **ONLY** be worn to, from, and on official ceremonies. Change out of the ceremonial uniform at the first opportunity following every ceremony.

1.19.2. No jewelry is worn with the ceremonial uniform, i.e.: earrings, bracelets and watches (except a watch for OIC/NCOIC to ensure timeliness). Nametags, wallets, cell phones and sunglasses **will not** be worn with the ceremonial uniform. Sunglasses, to include photosensitive lenses, are ONLY permitted in ceremonial uniform while driving to and from the ceremony. Wedding rings are optional.

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

1.19.4. If any clothing, gloves, flags, flag stands, flag harnesses, etc. are needed, find help locating optional vendors in chapter 15, the BHG Supply listing.

Temperature Categories

(Listed in relative temperature w/ wind chill/heat index adjustments for uniform guidance; this is a suggested guidance, individual bases may adapt their own procedures):

10 degrees Fahrenheit and below:

Recommended uniform items: ceremonial overcoat or ceremonial raincoat with flaps down (up if precipitation is present or imminent), black earmuffs (or cold weather cap), black scarf, and black gloves.

11 degrees Fahrenheit through 44 degrees Fahrenheit:

Recommended uniform items: ceremonial overcoat or ceremonial raincoat with flaps down (up if rain precipitation is present and imminent), black earmuffs (or cold weather cap), black scarf and black gloves.

45 degrees Fahrenheit through 49 degrees Fahrenheit:

Recommended uniform items: ceremonial overcoat with white gloves or ceremonial raincoat with flaps down (up if precipitation is present or imminent) and ceremonial hat.

50 degrees Fahrenheit through 115 degrees Fahrenheit and above:

Recommended uniform items include: ceremonial blouse or ceremonial raincoat, ceremonial hat, and white gloves.

The OIC/NCOIC of the ceremony may authorize wear of the summer dress uniform **ONLY** when temperatures exceed 94 degrees or 90 degrees plus with relative humidity of 60% or higher. **Note: The summer dress uniform does not present a ceremonial image and should only be used as a last resort.**

The BHG OIC/NCOIC should contact local base weather center 2 hours prior to ceremony start time to determine what ceremonial uniform combination will be used. If the OIC/NCOIC is unable to make contact with the base weather center, other options may include searching for a daily forecast online.

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

Chapter 2

STANDING MANUALS (without a weapon)

2.1. Introduction.

2.1.1. This chapter explains the basic movements which must be mastered before attempting to accomplish drill and ceremonies with a weapon. Many of the drill movements resemble those covered in AFM 36-2203, Drill and Ceremonies, and others are unique to the Honor Guard.

2.2. Position of Attention.

2.2.1. The command of execution is **Attention** and will be preceded by a preparatory command (i.e.: Colors, Bearers, Firing Party, Flight, etc). To come to Attention, bring the feet together smartly, the heels and balls of feet are together and 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 alongside the body and wrists are not bent, and knuckles are parallel to the ground. Place middle finger along the seams of the trousers. Hands are cupped with palms facing the leg. Head is erect, neck is vertical with the body, and eyes are facing forward with the line of sight parallel to the ground. The weight of the body rests equally on the heels and balls of both feet, and silence and immobility are required.

2.3. Positions of Rest.

2.3.1. **Parade Rest.**

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

2.3.1.2. As the left foot moves, arms extend behind the body and hang straight down with hands flared properly (palms away from the body and hands flat), right hand and left hand will have middle finger resting over middle finger, right hand inside of the left hand (left hand closest to body) with fingers extended and joined, thumbs interlocked.

2.3.2. **At Ease.**

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

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

2.3.3. **Rest.**

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

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

2.3.4. **Fall out.**

2.3.4.1. The command is **FALL OUT**. From the position of Attention, execute a two count about face (see 2.4.1), step off with the left foot, and leave the formation. Unless told otherwise, remain in the immediate area.

2.4. Facing Movements.

2.4.1. Two-Count About Face.

2.4.1.1. The command for the movement is **About, FACE**. This is a two-count movement executed from the position of Attention. Upon the command of execution **FACE**, lift the right foot just enough to clear the ground and place it perpendicular to and behind the left foot forming a backwards "T" with both feet, arms remain pinned to the side. Head follows the lead/moving foot on each count. This is the first count of the movement. The position of the left foot is not changed. Most of the weight of the body is resting on the ball of the right foot. On the second count, pivot to the right on the *ball* of the right foot while lifting the left foot just enough to clear the ground to meet the right, bringing feet together smartly and resuming the position of Attention 180 degrees from starting position. Keep arms pinned to the side for the entire movement.

2.4.2. Three-Count About Face.

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

2.4.3. **Left (Right) Face.**

2.4.3.1. The command for the movement is **Left (Right), FACE**. This is a two-count movement. To complete count one of the movement, from the position of Attention, lift the left (right) foot and place it down ninety degrees to the right (left) foot forming an "L". The corner of the heel of the left (right) foot should be against the corner of the heel of the right (left) foot. Head follows the lead foot. The rest of the body remains at the position of Attention at app. A 45 degree angle. To complete count two of the movement, distribute the weight of the body to the left (right) foot. Lift the right (left) foot and, with snap, bring it alongside the left (right) foot. Simultaneously the body will finish 90 degrees from the original position. The rest of the body remains at the position of Attention.

2.5. Formation of the Flight.

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

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

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

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

2.6. Present Arms/Order Arms.

2.6.1. The command is **Present, ARMS**. Upon the command of execution **ARMS**, from the position of Attention, raise the right hand up the centerline of the body, start uncupping the hand and extending the fingers and thumb at approximately waist level. Continue to raise the right hand until the upper arm is parallel with the ground and slightly forward of the body (or to the extent of the belt, so that the blouse does not ride up). The line between the middle finger and elbow should be straight (do not bend your wrist or cup your hand) and the palm is slightly tilted toward the face. Touch the middle finger to the right front corner of the brim of the hat, the outer right point of the eyebrow, or the right outer point on the eyeglasses, depending on what is worn. Fingers are extended and joined, thumb along the forefinger. (Do not tuck thumb.)

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

2.7. Forward, MARCH/Flight, HALT.

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

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

2.8. To Align the Flight in Line.

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

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

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

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

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

2.9. Open Ranks, MARCH/Close Ranks, MARCH.

Note: Section 2.9 provides a basic overview of Open and Close Ranks procedures that are unique for the standard three element formation used by AF Honor Guards. Refer to AFMAN 36-2203 for the complete guidance on Open/Close Ranks and inspections.

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

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

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

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

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

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

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

2.10. Mark, TIME.

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

2.10.2. The command for this movement is **Mark, Time, MARCH.** Upon the command of execution lift the left leg and begin marching in place, lifting each foot letting your toes dangle. Lift your feet so your dangling toes are app. 10 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.** Upon the command of execution, take one more 24-inch step and then mark time ensuring you suspend your arms to your side.

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

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

2.11. Right/Left Flank.

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

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

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

Chapter 3

COLORS

3.1. General Information.

3.1.1. Personnel:

*Flag-Bearers (1 or more). The NCOIC of the Color Team (NCT) will be holding the US/National flag and will call commands from this position only.

Rifle Guards (2).

3.1.2. Color Team Location:

3.1.2.1. The Color Team is positioned at a minimum of 10 to 15 paces (depending on obstacles and centered on the foot of the casket during an Active Duty Full Honors Funeral. If possible, the entire family should be able to see the Color Team. Always ensure the next of kin (NOK) can see the Color Team. Additionally, NCT should have a line of sight with the NCOIC/OIC at both roadside and gravesite.

3.2. Equipment.

3.2.1. National Colors. For outdoor ceremonies or those with a high ceiling AND the flags will not be posted, the 4’4’’ X 5’6’’ flag will be used on a 9’2’’ staff. For indoor ceremonies where the flags will be posted in stands the 3’4’’ flag will be used on a 7’5’’ staff.

3.2.2. The Air Force Colors. For outdoor ceremonies or those with a high ceiling AND the flags will not be posted, the 4’4’’ X 5’6’’ flag will be used on a 9’2’’ staff (battle streamers are optional). For indoor ceremonies where the flags will be posted in stands the 3’4’’ flag will be used on a 7’5’’ staff **without** battle streamers.

3.2.3. Additional Colors may be used as appropriate. Follow the same guidance for flag sizes/staff lengths as mentioned in 3.2.1 and 3.2.2 Refer to AFI 34-1201 for further information regarding flags, staffs, guidons, etc.

3.2.4. Staffs of equal lengths and style/design. ALL finials will be the silver spade/warhead design and will NOT be replaced with any other finial, i.e. eagle, ball etc.

3.2.5. Flag harnesses are mandatory uniform items and will be worn even if they are not used. (i.e. ceremonies with low ceilings) ***Note: Ribbons will not be worn when wearing the flag harnesses.***

3.2.6. The whole team will wear their ceremonial belts and chin straps down. The black patent leather chinstrap prevents their hats from being pulled off by the flag. ***Note: Chinstraps will be worn for all indoor color ceremonies. The proper placement of the ceremonial belt is buckled over of the harness.***

3.2.7. White silicone gloves or gloves with the grip material will be worn.

3.2.8. Two rifles with white/black slings. (M-1, M-14, and Springfield 1903 rifles are authorized rifles for BHG Color Teams Replica/mock rifles **should** be avoided. BHGs will make every attempt to acquire and utilize functional weapons, whether inert or operational

3.2.9. In a deployed/forward operating location where no ceremonial weapons are available the M-16 will **ONLY** be used as a last resort, and **ONLY** while performing ceremonies in the BDU, DCU or ABU utility uniforms. .

3.3. General Rules for Colors.

3.3.1. It is the duty of all Color Team members to ensure the safety and security of the colors they are carrying. Every precaution feasible should be taken to ensure this.

3.3.2. NEVER dip the American flag.

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

3.3.4. The NCT does not have to be the highest-ranking member of the team. They should be the most experienced and qualified member to complete the mission successfully. The NCT is responsible for ensuring all members are well versed on their positions and ceremony sequences as well as making sure members are in proper uniform. ***Note: the right rifle guard is the second most experienced and the left rifle guard should be the third most experienced.***

3.3.5. The flags should always be carried and displayed in proper order. The order (from front to rear when in column formation and from left to right as the audience views the team when abreast) is as follows:

1. National Emblems (i.e.: U.S. Flag, any other country flag).
2. State and Territorial Flags.
3. Service Flags (Army, Marines Corp, Navy, Air Force, Coast Guard).
4. Organizational Flags.
5. Personal Color (never part of a color team; pre-posted i.e.: POTUS, VPOTUS, CSAF, VCSAF, Generals' Colors, POW/MIA Flags, etc.)

Note: If the color team is involving a visiting country or to honor another country, the order of display of the National emblems is subject to change. On U.S. soil or U.S. installation in another country, the American flag is always first. If the Color Team is on foreign soil the American flag comes after the country that is being visited.

3.4. Responsibilities.

3.4.1. Bearer of National Colors**.** The bearer of the National Colors is also the NCOIC of the Color Team (NCT). The NCT is responsible for the entire Color Team including Personal Colors. The NCT is responsible for the appearance, conduct, and performance of the Color Team. This includes making sure that (even in the harness cup) the National Flag is never lower than other flags in display; although the flag should not be visibly higher, it should not be visibly lower either. The NCT is responsible for calling the correct command at the right time and in a way that other members of the team can hear the commands clearly and distinctly. This position on the Color Team should be reserved only for the most experienced personnel.

3.4.2. Bearer of Air Force Colors (generally least experienced) is responsible for performing all commands on the NCT's command of execution.

3.4.3. Right and Left Rifle Guards**.** The primary responsibility of the Right and Left Rifle Guards is to safeguard the National and Air Force Colors. The Rifle Guards keep unauthorized personnel from walking between the Colors and other elements. They also assist in the alignment of the Colors and eyes for the NCT when the flag blocks vision during windy days, while marching. Right Rifle Guard has the additional responsibility of placing the team in the pre-determined position when marching in column formation. **Note: Right rifle guard also has the duty of setting the Color Teams cadence, which should remain steady. (Should not be too fast or too slow).Right rifle guard should be equally or second most experienced. Left rifle guard should be third most experienced.**

3.5. Flag Manuals.

3.5.1. **Attention.** For this position the flagstaff should be held in the right hand. The palm of the right hand should be placed on the front of the staff with the fingers and thumb of the right hand grasping the staff tightly. The index finger of the right hand should be extended down the front centerline of the staff. The right arm should be fully extended with the right thumb pinned along the seam of the trousers. The pike of the flagstaff should be placed approximately two inches away from the side of the foot and in-line with the second eyelet on the shoe. The flag should be tightly secured between the flagstaff and right arm. Left hand should be pinned, middle finger along the seam of the trousers with the knuckles parallel to the ground. Feet will remain closed and in-line with each other.

3.5.2. **Stand At, EASE.** This two-count movement is executed when the Colors are at the position of Attention.

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

3.5.2.2. (Count 2): Members will raise their left hand to the "cup" on the harness, grasping it with a fist. Index finger will be rolled and tucked into the thumb; the thumb itself will be tucked under the remaining fingers. Thumb will not go into the "cup". Metal of "cup" will be completely covered by the left hand. Right hand and flagstaff will stay the same throughout the movement. Maintain silence and immobility. **Note: On count one, if the right hand slightly lifts the flagstaff off the ground and moves to the left so the flagstaff will remain straight up and down (adjust accordingly to the individual flag bearer).**

3.5.3. **Stand-by, Colors, ATTENTION.** This two-count movement is executed when members are at **Stand-At, EASE.**

3.5.3.1. (Count 1): On the command of **Colors**, Flag-Bearers will sharply place their left hand into the small of their backs with an audible back slap. Left hand should be flared with fingers fully extended, thumb along the forefingers. Left forearm should be parallel with the ground. **Note: Stand-by is a preparatory command for the rifle guards only.**

3.5.3.2. (Count 2): Upon the command of **ATTENTION**, Flag-Bearers will promptly return to the proper position of Attention with snap and intensity. Maintain silence and immobility.

3.5.4. **Port, ARMS.** (from Attention) This is a three-count movement, utilized to keep the Colors mobile, yet close to the ground.

3.5.4.1. (Count 1): Upon the command of execution, ARMS, the Flag-Bearers will bring their left hand across the mid section of the body and grasp the flagstaff just above the right wrist.

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

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

3.5.5. **Angle Port Arms.** This movement is utilized when the color team encounters extremely low obstacles. The command for this movement is **Bearers, Ready TWO** (three second cadence). This command should always be given in a subdued manner.

3.5.5.1. Upon the command of execution, the flag-bearers will lower their flags to a 45-degree angle. Flag-bearers should grasp the flagstaff at its midsection with their left hand and, while keeping their right arm extended downward, flare their right hand along the lower portion of the flagstaff. Fingers of the right hand should be joined and the thumb should be resting on the top of the flagstaff. Right hand is acting like a counter weight not actually gripping the staff. **Note: Left hand grasps the flag and the flag staff. Adjust accordingly to regain control of the flag if it comes loose.**

3.5.5.2. To go back to straight Port, Arms the command of **Bearers, Ready TWO** will be given again. On the command of execution, flag bearers will slowly raise the flag back to a vertical position (at a three second cadence). Once in the vertical position the flag bearers will slowly bring their hand to the proper flare in front of the flag itself. **Note: the flag staff will return to approximately four to six inches off of the ground.**

3.5.6. **Order, ARMS** (from Port, Arms). This is a two-count movement.

3.5.6.1. (Count 1): Upon the command of execution, flag-bearers will allow the flagstaff to slide through their right hand to the ground. Do not grab the flagstaff with the left hand until the pike is on the ground.

3.5.6.2. (Count 2): Next, the flag-bearers will grasp the mid-section of the flagstaff with their left hand and "tuck" or "throw" the flag under and behind their right armpit using their right hand. The tucking process may take longer for individual flag bearers depending on the situation.

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

3.5.6.4. At this point the command of Ready Cut is given.

3.5.7. **Colors, Ready, CUT** (from Order Arms). this is a two-count movement used to return to the position of Attention *from the Ready Cut Position after Order Arms.*

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

3.5.7.2. (Count 2): Sharply bring left hand down to the position of Attention with knuckles parallel to the ground. **Note: Throughout this manual of Colors, Ready, CUT is assumed as part of their respective Order or Shoulder manual and may not be written/ described thereafter to avoid redundancy.**

3.5.8. **Present, ARMS** (from Port, Arms). This movement is executed with a three second cadence.

3.5.8.1. Upon the command of execution, the flag-bearers will lower their flags to a 45-degree angle. Flag-bearers should grasp the flagstaff at its midsection with their left hand and, while keeping their right arm extended downward, flare their right hand along the lower portion of the flagstaff. Fingers of the right hand should be joined and the thumb should be resting on the top of the flagstaff. Right hand is acting like a counter weight not actually gripping the staff. National flag bearers will remain at Straight Port Arms. **Note: Left hand grasps the flag and the flag staff. Adjust accordingly to regain control of the flag if it comes loose. Flag Bearer <u>MUST</u> regain control of the flag at any and all times (this does mean even during the National Anthem).**

3.5.9. **Port, ARMS** (from Present-Port Arms). This movement is executed with a three second cadence.

3.5.9.1. On the preparatory command of "Port", flag bearers will slowly raise the flag back to a vertical position (at a three second cadence). Once in the vertical position the flag bearers will slowly bring their hand to the proper flare in front of the flag itself (the left hand should be flared at "count 3" of the three second cadence. ***Note: the flag staff will return to approximately four to six inches off of the ground.***

3.5.10. **Right Shoulder, ARMS** (from Attention)**.** This movement is used to carry Colors outdoors, or in an indoor venue with a high enough ceiling to accommodate the colors. **Note: The first and second counts are in cadence; however once the flagstaff is placed back to the ground, the flag-bearer will hold the staff with the left hand and tuck the flag under his or her right arm using the right hand and bring their left hand back to the Ready Cut position at each individual cadence.**

3.5.10.1. On the annunciation of the **"SH"** in **<u>Sh</u>oulder**, flag-bearers will release the flagstaff with their right hand and re-grip so that the thumb is behind the flagstaff and the four fingers are in front of the flagstaff. This is the *"hand-flip".* **Note: The four fingers will be closed and in-line in a modified flared position.**

3.5.10.2. Upon the command of execution, the flag-bearers will "toss" the staff through the right hand, slightly loosening the grip and then re-gripping before the pike of the staff raises past the "cup" of the harness. The flag-bearer's right hand **<u>will</u>** never go above eye level. Simultaneously, once the flagstaff has been tossed up to the harness, the left hand should guide the pike into the "cup" of the harness. **Note: The Flag-Bearers should never look down to find the cup of the harness.**

3.5.10.3. The Flag-Bearer will guide the pike of the flagstaff into the cup on the harness with the left hand. The left hand of the flag-bearer will come to rest at a fist on the "cup" of the harness (still gripping the bottom of the staff). The right hand will come to rest grasping the staff at eye level, with the wrist "cranked" around so that the flag-bearer's first row of knuckles are facing the nose. The right forearm should be at a 45-degree angle. It is imperative that all Flag-Bearers keep their respective flags in a vertical position throughout this movement. **Note: The Flag-Bearer may ensure correct hand positioning by touching the index finger of their right hand to the tip of their nose. (Technique not used on ceremonies)**

3.5.11. **Colors, Ready, CUT** (from Right Shoulder Arms). This is a one-count movement given *from the Ready Cut position at Right Shoulder Arms.* From its position at the cup of the harness, drop the left hand sharply to the position of Attention. A subdued **Bearers, Ready Two** may be given to slowly (three-count) return the left hand to Attention and/or back to the flagstaff/cup if two-handed support is necessary. **Guards, Ready, Cut** will be called if flag bearers will not be removing their hands.

3.5.12. **Order, ARMS** (from Right Shoulder, Arms). This is a two-count movement used to return to the position of Attention.

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

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

3.5.12.3. Once the flag has been secured, the flag-bearers will place their hand in a flared position across the front of their abdomen. Fingers should be fully extended and joined; thumb should be tucked behind the fingers. Hand and forearm should be held parallel to the ground and approximately four inches or a fist length away from the body. This is the **Colors, Ready Cut** position.

3.5.12.4. To finish this movement the NCT will give the command of **Colors, Ready CUT.** The Color Team will proceed to execute the two-count cut away as stated in 3.5.7.

3.5.13. **Present, ARMS** (from Attention). This movement is used to render honors outdoors or when there is a high ceiling. Note: it is important to use this movement as much as possible. Generally when there is a large room, there is a large audience and everyone needs to see the National Flag(s) during the National Anthem(s).

3.5.13.1. Execute the same movements as in **Right Shoulder, ARMS**. However, instead of performing a "hand-flip" on the "SH" of Shoulder, execute the "hand-flip on the **"S"** of **Present.**

3.5.13.2. When the staff has been secured in the harness, automatically execute a "dip" with the right forearm extended to a 45-degree angle keeping the wrist "cranked" and with a 3-second cadence. **Note: "Dip" is not a command. It is the action of lowering flags forward when rendering honors/saluting. The angle of the flagstaff when "dipped" is approximately 45-degrees; however, this is subject to close-proximity obstacles in front of the flag-bearer (i.e. audiences).Staff should be resting on the wrist and forearm using the biceps and shoulder for control and support.**

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

3.5.14. **Present, ARMS** (from Right Shoulder, Arms). This command is used to render honors when already at the position of **Right Shoulder Arms.**

3.5.14.1. On command of execution, **ARMS**, a **"dip"** will be performed for all non-national flags; NEVER dip the American flag or the flag of another nation.

3.5.14.2. Right Shoulder, Arms (from Present Arms). On the annunciation of the **"SH"** in **Sh**oulder, return the flagstaff from the "dipped" salute to Right Shoulder using the same three-second count. **Note: Hand should remain "cranked" at all times**.

3.5.15. **Port, ARMS** (from Right Shoulder Arms). This movement is used to bring the flags from the harness to the position of Port Arms, typically for posting of the Colors.

3.5.15.1.On the command of execution, perform as if going to **Order Arms** sequence as previously noted in 3.5.12., however, keep the pike of the staff four to six inches from the ground and you will not tuck the flag. **Note: The flag will not be tucked and the left hand will remain flared in front of the flag. The command of Colors, Ready CUT will never be called.**

3.5.16. **Port, ARMS** (from Present ARMS). This movement is used to bring the flags from the harness to the position of **Port Arms**, typically for posting of the Colors.

3.5.16.1. On the annunciation of the "**P**" of **Port**, return the flag from the dipped position to the **Right Shoulder Arms** position.

3.5.16.2. On the command of **ARMS** execute the same **Port, ARMS**.

3.6. Weapons Manuals.

3.6.1. **Attention.**

3.6.1.1. Weapon is held on the right side of the body with the stock rocked back on the "heel" of the weapon next to the seam of trousers and even with the toes. The weapon will be grounded to the right side of the footwear.

3.6.1.2. Stand at the position of Attention with the right hand flared with the forefingers extended and adjoined along the same track as the weapon. The thumb will be gripping around the back of the upper hand guard on the opposite side of the stock, pinned along the seam of the trousers and not visible from the front. Maintain control of the weapon at all times.

3.6.1.3. The rest of the body is in the normal position of Attention with the left hand pinned, middle finger along the seam of the trousers, knuckles parallel to the ground, feet closed, and in-line. Maintain silence and immobility (refer to 2.2.).

3.6.2. **Colors, Stand At, EASE.** This is a two-count movement given from the position of Attention only.

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

3.6.2.2. (Count 2): Bring both hands, along with the rifle to the front center line of the body countering the weapon on its "toe" approximately 90-degrees counterclockwise. The sling should be facing to the left. Simultaneously the right hand slides up the hand guard just under the front sight post. Simultaneously the left hand comes across the body, "beasting" the weapon just above the right hand. Weapon remains "toed" and in-line with the right foot. Shoulders will be rolled back, knees slightly bent, and the weapon is approximately a fist or four inches away from the body. Maintain silence and immobility.

3.6.3. **Stand-By Colors, ATTENTION.** This command is a two-count movement and is used to return the team to the position of Attention.

3.6.3.1. When the command of **Stand-By** is given, lower the right hand from the barrel to the upper hand guard where it will be comfortable to the individual at attention.

3.6.3.2. (Count 1): Upon the command, **Colors,** move the left hand to the small of the back with an audible slap. Simultaneously counter the weapon clockwise and forward to a 45-degree angle resting on the "toe" of the rifle. Weapon will be in-line with the right shoulder and arm will be fully extended. **Note: Right shoulder should not be leaning out; it should remain even with the left shoulder.**

3.6.3.3. (Count 2): On the command of **ATTENTION**, sharply return to the position of Attention maintaining silence and immobility (Refer to 3.6.1.).

3.6.4. **Port, ARMS** (from Attention). This movement is executed in two-counts.

3.6.4.1. (Count 1): Lift the rifle with the right hand directly up the front center line of the body going from a flare to a fist with the right hand, simultaneously beast the rifle with the left hand so the middle finger is on the first groove of the hand guard. Spindle valve should be in front of left eye. Right forearm should be at a 45-degree angle, so that the right hand is in front of the left eye. **NOTE: Count 1 of Port Arms is the basic first count movement for all Shoulder and Present Arms movements from the Order Arms position.**

3.6.4.2. (Count 2): Move the right hand from the top of the stock to the small of the stock following the same track of the weapon and grip it with a fist. The rifle should be four inches or a fist length distance away from the sternum. Left eye is covered by the gas port, and the right thigh is covered by the "butt" of the stock. Both arms are hanging naturally to the side relaxed but in control.

Note: Proper port for the M-1 rifle has the stock ferrule swivel (lower band on upper hand guard) at chin level, upper hand guard over left eye, butt of weapon over the right thigh and the left hand gripping the weapon with the middle finger over the lower hand guard retainer band. The same applies to the Springfield 1903 with the exception that the middle finger will be in the groove directly on top of the rear sight assembly. For the M-16 all the same applies except the left hand will be gripping the lower portion of the hand guard and the left eye will be looking through the front sight post.

3.6.4. **Order, ARMS** (from Port Arms). This is a five-count movement.

3.6.4.1. (Count 1): Release the left hand from the hand guard and pin to the left side. Weapon remains at proper Port Arms.

3.6.4.2. (Count 2): Return the left hand to the lower hand guard "beasting" the weapon at Port Arms.

3.6.4.3. (Count 3): Release the small of the stock with the right hand and "beast" the upper hand guard with a fist; forearm is at a 45-degree angle. Weapon remains at proper Port Arms.

3.6.4.4. (Count 4): Sharply lower the weapon to a 45-degree angle next to the right leg. Left hand is flared with thumb tucked; index finger and middle finger tips are splitting the knuckle of the right thumb. Trigger housing of the rifle is directly beside the knee. Both elbows are fully extended with the rifle in line with the right shoulder.

3.6.4.5. (Count 5): Sharply return the rifle to the position of Attention with the right hand going from a fist to a flare along the side of the stock (automatically pinning the middle finger along the seam of the trousers). The left arm/hand simultaneously move to the **Colors, Ready CUT** position. Slowly adjust to ground and "toe" the weapon (do not slam the rifle on the ground). **Note: The Colors, Ready Cut position is the same two-count movement used to return to the position of Attention as described with the flagstaffs**. (Refer to 3.5.7.)

3.6.5. **Present, ARMS** (from Attention). This is a three-count movement.

3.6.5.1. (Count 1): Lift the rifle with the right hand directly up the front center line of the body going from a flare to a fist with the right hand, simultaneously beast the rifle with the left hand so the middle finger is on the first groove of the hand guard. Spindle valve should be in front of left eye. Right forearm should be at a 45-degree angle, so that the right hand is in front of the left eye.

3.6.5.2. (Count 2): Move the right hand from the top of the stock to the small of the stock following the same track of the weapon and grip it with a fist. The rifle should be four inches or a fist length distance away from the sternum. Left eye is covered by the gas port, and the right thigh is covered by the "butt" of the stock. Both arms are hanging naturally to the side relaxed but in control.

3.6.5.3. (Count 3): Rotate the weapon 90 degrees clockwise with the right hand, release left hand to shoulder level with arm at 90 degrees and hand in a fist/"and" count, simultaneously bring the weapon down the front centerline of the body, "beasting" with the left hand once the rotation is complete. The weapon will be approximately a fist or four inches away from and parallel to the body with the front sight post at eye level. The left thumb will now be on the 1st groove of the hand guard. Right hand will remain gripped around the small of the stock (not at a flare) to ensure control of the weapon at all times. The remainder of the body is at attention. Maintain silence and immobility.

3.6.6. **Order, ARMS** (from Present Arms). This is a five-count movement.

3.6.6.1. (Count 1): Rotate the weapon counter-clockwise approximately 90 degrees using the right hand returning it to **Port, ARMS** (left eye covered by the upper hand guard or gas port, right thigh covered by the "butt" of the weapon). Simultaneously pin the left hand to the left side with the knuckles parallel to the ground.

3.6.6.2. (Counts 2): Return the left hand to the lower hand guard "beasting" the weapon at Port Arms.

3.6.6.3. (Count 3): Release the small of the stock with the right hand and "beast" the upper hand guard with a fist; forearm is at a 45-degree angle. Weapon remains at proper Port Arms.

3.6.6.4. (Count 4): Sharply lower the weapon to a 45-degree angle next to the right leg. Left hand is flared with thumb tucked; index finger and middle finger tips are splitting the knuckle of the right thumb. Trigger housing of the rifle is directly beside the knee. Both elbows are fully extended with the rifle in line with the right shoulder.

3.6.6.5. (Count 5): Sharply return the rifle to the position of Attention with the right hand going from a fist to a flare along the side of the stock (automatically pinning the middle finger along the seam of the trousers). The left arm/hand simultaneously move to the **Colors, Ready CUT** position. Slowly adjust to ground and "toe" the weapon (do not slam the rifle on the ground). **Note: The Colors, Ready Cut position is the same two-count movement used to return to the position of Attention as described with the flagstaffs**. (Refer to 3.5.7.)

3.6.7. **Present, ARMS** (from Port Arms). This is a three-count movement.

3.6.7.1. (Count 1): Release the left hand from the hand guard and pin to the left side. Weapon remains at proper Port Arms.

3.6.7.2. (Count 2): Return the left hand to the lower hand guard "beasting" the weapon at Port Arms.

3.6.7.3. **(And):** Remove left hand from weapon clinch into fist in line and at the same height as the left shoulder approximately a fist or four inches away from the left shoulder. Weapon remains at proper Port Arms.

3.6.7.4. (Count 3): Rotate the weapon 90 degrees clockwise with the right hand. Simultaneously bring the weapon down the front centerline of the body, "beasting" with the left hand once the rotation is complete. The weapon will be approximately a fist or four inches away from and parallel to the body with the front sight post at eye level. The left thumb will now be around the lower hand guard retainer band. Right hand will remain gripped around the small of the stock (not at a flare) to ensure control of the weapon at all times. The remainder of the body is at attention. Maintain silence and immobility. **Note: To return to Port Arms from Present Arms the counts will be the same as counts 1 and 2 of order from Present Arm (refer to 3.6.6.1. and 3.6.6.2.).**

3.6.8. **Right Shoulder, ARMS** (from Attention – ***Coming from the Right Shoulder***). This is a three-count movement.

3.6.8.1. (Count 1): Lift the rifle with the right hand directly up the front center line of the body going from a flare to a fist with the right hand, simultaneously beast the rifle with the left hand so the middle finger is on the first groove of the hand guard.. Spindle valve should be in front of left eye. Right forearm should be at a 45-degree angle, so that the right hand is in front of the left eye.

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

3.6.8.3. (Count 2) the Right Rifle Guard "flicks" the rifle approximately 90 degrees counter-clockwise (the sling should be facing inward and the weapon should be in a vertical position directly in front of the right shoulder). Simultaneously bring the left hand to a flare with middle finger at the first groove of the hand guard. Left forearm should be at about a 45-degree angle. Right arm should be fully extended with the right elbow pinned along the side of the body. **Note: The placement of the right hand to the butt of the weapon is not considered as a full count. They are considered as half counts in which these movements are called "AND" counts.**

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

3.6.8.5. To finish this movement the NCT will give the command of **Colors, Ready CUT.** This is a one-count movement given *from the Ready Cut Position after Right Shoulder Arms; f*rom this position drop, the left hand sharply to the position of Attention with the knuckles parallel to the ground. Rifle Guards keep their cut hands at the weapons to match the Flag Bearers cut hands at the harness, when going to the shoulder carry. **Note: On a windy day the command of Guards, Ready CUT may be called so that the flag bearers can maintain control of the flag with both hands.**

3.6.9. **Order, ARMS** (from Right Shoulder Arms – ***Coming from the Right Shoulder***). This is a five-count movement.

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

3.6.9.2. (Count 2): Rotate the rifle 90 degrees clockwise and grasp it with the left hand "beasting" the weapon. Sling should be facing to the left with the weapon at proper Port Arms. Middle finger should be on the first groove of the hand guard. Spindle valve should be in front of the left eye with the "butt" of the weapon over the right thigh. Right hand remains on the "butt" of the weapon. The weapon is at a fist or four inches away from and parallel to the body.

3.6.9.3. (Count 3): Following the same plain of the stock grasp/ "beast" the top of the stock with the right hand at a fist. Right forearm is at a 45-degree angle (weapon remains at proper Port Arms).

3.6.9.4. (Count 4): Sharply lower the weapon to a 45-degree angle next to the right leg. Left hand is flared with thumb tucked; index finger and middle finger tips are splitting the knuckle of the right thumb. Trigger housing of the rifle is directly beside the knee. Both elbows are fully extended with the rifle in line with the right shoulder).

3.6.9.5. (Count 5): Sharply return the rifle to the position of Attention with the right hand going from a fist to a flare along the side of the stock (automatically pinning the thumb along the seam of the trousers). The left arm/hand simultaneously move to the **Colors, Ready CUT** position. Slowly adjust to ground and "toe" the weapon (do not slam the rifle on the ground). **Note: The Colors, Ready Cut position is the same two-count movement used to return to the position of Attention as described with the flagstaffs**. (Refer to 3.5.7.)

3.6.10. **Port, ARMS** (from Right Shoulder Arms – ***Coming from the Right Shoulder***). This is a two-count movement. The third count is a discreet movement.

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

3.6.10.2. (Count 2)**:** Rotate the rifle 90 degrees clockwise and grasp it with the left hand "beasting" the weapon. Sling should be facing to the left with the weapon at proper Port Arms. Middle finger should be on the first groove of the hand guard. Spindle valve should be in front of the left eye with the "butt" of the weapon over the right thigh. Right hand remains on the "butt" of the weapon. The weapon is at a fist or four inches away from and parallel to the body.

3.6.10.3. (And): Discreetly slide the right hand from the butt of the stock to the small of the stock, ending at the proper position of Port Arms.

3.6.10. **Right Shoulder, ARMS** (from Port Arms – ***Going to the Right Shoulder***). This is a five-count movement.

3.6.10.1. (Count 1): Release the left hand from the hand guard and pin to the left side. Weapon remains at proper Port Arms.

3.6.10.2. (Count 2): Return the left hand to the lower hand guard "beasting" the weapon at Port Arms.

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

3.6.10.4. (Count 3) the Right Rifle Guard "flicks" the rifle approximately 90 degrees counter-clockwise (the sling should be facing inward and the weapon should be in a vertical position directly in front of the right shoulder). Simultaneously bring the left hand to a flare with middle finger at the lower hand guard retainer band. Left forearm should be at about a 45-degree angle. Right arm should be fully extended with the right elbow pinned along the side of the body. **Note: The placement of the right hand to the butt of the weapon is not considered as a full count. They are considered as half counts in which these movements are called "AND" counts.**

3.6.10.5. (Count 4): Keeping right elbow pinned to the side, raise forearm so that it is parallel with the ground and the elbow is at an approximate 90 degree angle. Allow the rifle to fall onto the right shoulder. Weapon should rest on shoulder at a 45-degree angle. Simultaneously the left hand repositions itself so that the index finger and middle finger tips are splitting the left corner of the receiver where the serial number is located.

3.6.10.6. (Count 5): Sharply (but in cadence) return the left hand to the left side as if at the position of Attention. **Note: This is an automatic Colors, Ready Cut.**

3.6.11. **Present, ARMS** (from Right Shoulder Arms – ***Coming from the Right Shoulder***). This is a three-count movement.

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

3.6.11.2. (Count 2): Rotate the rifle 90 degrees clockwise and grasp it with the left hand "beasting" the weapon. Sling should be facing to the left with the weapon at proper Port Arms. Middle finger should be on the first groove of the hand guard. Spindle valve should be in front of the left eye with the "butt" of the weapon over the right thigh. Right hand remains on the "butt" of the weapon. The weapon is at a fist or four inches away from and parallel to the body.

3.6.11.3. (And): Place the right hand into the small of the stock, simultaneously releasing the weapon with the left hand forming a fist in-line with the left shoulder and on the same plane as the weapon. Weapon remains at the proper position of Port Arms.

3.6.11.4. (Count 4): Rotate the weapon 90 degrees clockwise with the right hand. Simultaneously bring the weapon down the front centerline of the body, "beasting" with the left hand once the rotation is complete. The weapon will be approximately a fist or four inches away from and parallel to the body with the front sight post at eye level. The left thumb will now be around the lower hand guard retainer band. Right hand will remain gripped around the small of the stock (not at a flare) to ensure control of the weapon at all times. The remainder of the body is at attention. Maintain silence and immobility.

3.6.12. **Right Shoulder, ARMS** (from Present Arms – ***Going to the Right Shoulder***). This is a five-count movement.

3.6.12.1. (Count 1): Rotate the weapon counter-clockwise approximately 90 degrees using the right hand returning it to **Port, ARMS** (left eye covered by the upper hand guard or gas port, right thigh covered by the "butt" of the weapon). Simultaneously pin the left hand to the left side with the knuckles parallel to the ground.

3.6.12.2. (Count 2): Return the left hand to the lower hand guard "beasting" the weapon at Port Arms.

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

3.6.12.4. (Count 3) the Right Rifle Guard "flicks" the rifle approximately 90 degrees counter-clockwise (the sling should be facing inward and the weapon should be in a vertical position directly in front of the right shoulder). Simultaneously bring the left hand to a flare with middle finger at the lower hand guard retainer band. Left forearm should be at about a 45-degree angle. Right arm should be fully extended with the right elbow pinned along the side of the body. **Note: The placement of the right hand to the butt of the weapon is not considered as a full count. They are considered as half counts in which these movements are called "AND" counts.**

3.6.12.5. (Count 4): Keeping right elbow pinned to the side, raise forearm so that it is parallel with the ground and the elbow is at an approximate 90 degree angle. Allow the rifle to fall onto the right shoulder. Weapon should rest on shoulder at a 45-degree angle. Simultaneously the left hand repositions itself so that the index finger and middle finger tips are splitting the left corner of the receiver where the serial number is located.

3.6.12.6. (Count 5): Sharply (but in cadence) return the left hand to the left side as if at the position of Attention. ***Note: this is an automatic Colors, Ready Cut.***

3.6.13. **Left Shoulder, ARMS** (from Attention). This is a three count-movement executed on the command of **Right Shoulder, Arms.**

3.6.13.1. (Count 1): (Lift the rifle with the right hand directly up the front center line of the body going from a flare to a fist with the right hand, simultaneously, beast the rifle with the left hand so the middle finger is on the first groove of the hand guard. Spindle valve should be in front of left eye. Right forearm should be at a 45-degree angle, so that the right hand is in front of the left eye.

3.6.13.2. (And): Bring the right hand off of the upper part of the hand guard down to the small of the stock following the same track of the weapon.

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

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

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

3.6.14. **Order, Arms** (from Left Shoulder Arms). This is a five-count movement.

3.6.14.1. (Count 1): left hand will grasp the "butt" of the weapon, rotate and drop it to proper Port Arms. Left hand automatically pins to the seam of the trousers as if at attention. Simultaneously the right hand reaches up to catch the weapon at the small of the stock. **Note: the entire movement should be made with one smooth motion. The weapon does not slide off the shoulder and the shoulder will not move to push it off.**

3.6.14.2. (Count 2): Return the left hand to the lower hand guard "beasting" the weapon at Port Arms.

3.6.14.3. (Count 3): Following the same plain of the stock grasp/ "beast" the top of the stock with the right hand at a fist. Right forearm is at a 45-degree angle (weapon remains at proper Port Arms).

3.6.14.4. (Count 4): Sharply lower the weapon to a 45-degree angle next to the right leg. Left hand is flared with thumb tucked; index finger and middle finger tips are splitting the knuckle of the right thumb. Trigger housing of the rifle is directly beside the knee. Both elbows are fully extended with the rifle in line with the right shoulder).

3.6.14.5. (Count 5): Sharply return the rifle to the position of Attention with the right hand going from a fist to a flare along the side of the stock (automatically pinning the thumb along the seam of the trousers). The left arm/hand simultaneously move to the **Colors, Ready CUT** position. Slowly adjust to ground and "toe" the weapon (<u>do not</u> slam the rifle on the ground). **Note: The Colors, Ready Cut position is the same two-count movement used to return to the position of Attention as described with the flagstaffs**. (Refer to 3.5.7.)

3.6.15. **Port, Arms** (from Left Shoulder Arms). This is a two-count movement.

3.6.15.1. (Count 1): left hand will grasp the "butt" of the weapon, rotate and drop it to proper Port Arms. Left hand automatically pins to the seam of the trousers as if at attention. Simultaneously the right hand reaches up to catch the weapon at the small of the stock. **Note: the entire movement should be made with one smooth motion. The weapon does not slide off the shoulder and the shoulder will not move to push it off.**

3.6.15.2. (Count 2): Return the left hand to the lower hand guard "beasting" the weapon at Port Arms.

3.6.16. **Left Shoulder, Arms** (from Port Arms). This is a five-count movement executed on the command of **Right Shoulder Arms.**

3.6.16.1. (Count 1): Release the left hand from the hand guard and pin to the left side. Weapon remains at proper Port Arms.

3.6.16.2. (Count 2): Return the left hand to the lower hand guard "beasting" the weapon at Port Arms.).

3.6.16.3. (Count 3): Right arm will bring the weapon across the midsection of the body to a 45-degree angle in front of, but not resting on the left shoulder. Left hand will go to a flare (fingers extended and joined with the thumb along the forefingers) along the outside of the rifle with the base of the left palm on the upper hand guard. Left hand and upper hand guard are directly over the ear. The left thumb will not support the weapon. Left forearm will be pressed tightly against the weapon.

3.6.16.4. (Count 4): Place rifle onto the left shoulder using the right hand, simultaneously lower left hand and grasp/"beast" the "butt" of the rifle. When left hand grasps "butt", right hand should automatically come to a flare, with the right index and middle fingers splitting the right corner of the of the receiver where the serial number is located.. The left forearm should be parallel with the ground, left elbow at approximately a 90 angle, and the right forearm should be at a 45-degree angle.

3.6.16.5. (Count 5): Sharply (but in cadence) return the right hand to the right side as if at the position of Attention. **Note: this is an automatic Colors, Ready Cut.**

3.6.17. **Present, Arms** (from Left Shoulder Arms). This is a three-count movement.

3.6.17.1. (Count 1): left hand will grasp the "butt" of the weapon, rotate and drop it to proper Port Arms. Left hand automatically pins to the seam of the trousers as if at attention. Simultaneously the right hand reaches up to catch the weapon at the small of the stock. **Note: The entire movement should be made with one smooth motion. The weapon does not slide off the shoulder and the shoulder will not move to push it off.**

3.6.17.2. (Count 2): Return the left hand to the lower hand guard "beasting" the weapon at Port Arms.

3.6.17.3. (AND): Left hand releases hand guard forming a fist in-line with the left shoulder and on the same plane as the weapon. Weapon remains at proper Port Arms.

3.6.17.4. (Count 3): Rotate the weapon 90 degrees clockwise with the right hand. Simultaneously bring the weapon down the front centerline of the body, "beasting" with the left hand once the rotation is complete. The weapon will be approximately a fist or four inches away from and parallel to the body with the front sight post at eye level. The left thumb will now be around the lower hand guard retainer band. Right hand will remain gripped around the small of the stock (not at a flare) to ensure control of the weapon at all times. The remainder of the body is at attention. Maintain silence and immobility.

3.6.18. **Left Shoulder, Arms** (from Present Arms). This is a five-count movement.

3.6.18.1. (Count 1): Rotate the weapon counter-clockwise approximately 90 degrees using the right hand returning it to **Port, ARMS** (left eye covered by the upper hand guard or gas port, right thigh covered by the "butt" of the weapon). Simultaneously pin the left hand to the left side with the knuckles parallel to the ground.

3.6.18.2. (Count 2): Return the left hand to the lower hand guard "beasting" the weapon at Port Arms.

3.6.18.3. (Count 3): Right arm will bring the weapon across the midsection of the body to a 45-degree angle in front of, but not resting on the left shoulder. Left hand will go to a flare (fingers extended and joined with the thumb along the forefingers) along the outside of the rifle with the base of the left palm along the upper hand guard. Left hand and upper hand guard are directly over the ear. The left thumb will not support the weapon. Left forearm will be pressed tightly against the weapon.

3.6.18.4. (Count 4): Place rifle onto the left shoulder using the right hand, simultaneously lower left hand and grasp/"beast" the "butt" of the rifle. When left hand grasps "butt", right hand should automatically come to a flare, with the right index and middle fingers splitting the right corner of the receiver where the serial number is located. The left forearm should be parallel with the ground, left elbow at approximately a 90 angle, and the right forearm should be at a 45-degree angle

3.6.18.5. (Count 5): Sharply (but in cadence) return the right hand to the right side as if at the position of Attention. **Note: This is an automatic Colors, Ready Cut.**

3.7. Commands.

3.7.1. The supplementary command of **Colors** will be called for all commands when performing with another element. (i.e.: funerals, etc.) Example: **Colors, Present, ARMS.** During funerals, commands should be called at a moderately subdued level. They should not be disruptive to the family. At all other ceremonies, commands will be called in a manner and volume fitting to command the attention of the audience.

3.7.2. All commands echoed by the NCT are performed on the Commander of Troops (COT) command of execution. Example: If the command **Present, ARMS** is given by the COT, the NCT echoes the command **Present** in between the COT's **Present** and **Arms** and the movement will be executed on the COT's command of **Arms**.

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

3.8. Definition of Terms.

3.8.1. **Colors Turn.** There are two positions in which a Colors Turn is executed: When abreast at the position of Attention and in column/line formation at the position of mark time. When at Attention, the command is **Colors, Colors Turn, MARCH**. Upon the command of execution, the team will begin a mark time with their left foot simultaneously turning **22.5 degrees** to the right on each of the first four steps. On the fifth step the team will automatically Forward March with a natural stepping motion and sliding the left foot to give the whole team a chance to get in step. When at the position of mark time, the command is **Colors,** *(2, 3, 4)* **HALT**. The command of **Colors** will be given on the left heel beat. Immediately upon this command, each team member will begin to rotate 22.5 degrees to the left on each of the next three heel beats. On the fourth heel beat after the command of **Colors**, the command of **HALT** will be given. The team then halts on their right foot and proceed to close with their left. **Note: When the team is in the Mark, Time position each member picks up his or her feet to about the lower portion of calf. Ensure the team moves in closely in a manner that is almost "kneeing" the individual in front. By doing this, it will give the correct distance of a "fist" length distance between each person's shoulder when the turn is completed.**

3.8.2. **Every (Other) Left On/Off.** The Every (Other) Left On movement describes a Colors Team marching **on** to a predetermined position with each member of the team arriving on their spots individually, following the Right Rifle Guard, picking up an automatic Mark Time with the first available left foot. The purpose of the Every (Other) Left On is to ensure that the national flag remain in the position of honor. The movement is necessary when entering from the audience's left side. The Every (Other) Left Off describes the team's departure **off** their positions, one after the other, departing on each subsequent (or next available) left step either *automatically* by the Right Rifle Guard or with the command **Ready, STEP**. This movement is generally used as the reverse approach/departure of the Colors Turn movement. The Every (Other) Left Off is used when departing to the audience's right side or when marching directly down the middle of the room.

3.8.3. **Right/Left Wheel.** This movement can be executed only when the team is abreast and is used to rotate the team 90-degrees to the left/right. This movement should be executed in eight counts for a four-person team and ten counts for a five-person team. The command is **Right/Left Wheel, MARCH**. This command, Right/Left Wheel can be given in the same breath or on each consecutive step depending on the quickness of the wheel. This command can be given from the position of Attention or Mark Time. Upon the command of execution, all team members should begin to rotate the team in a wheeling manner in the appropriate direction. It is very important that Rifle Guards provide enough shoulder and hip pressure to keep the team tight. The pivot point for this movement should be the center of the team. The team should stay in a straight line through the duration of the movement. Upon the completion of the turn, either the command of **Forward, MARCH** or **Colors, HALT** will be given on a left heel beat. ***Note: This command should be called on the foot of the direction the team is turning.***

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

3.8.4.1. The command is **Left About, MARCH**. This command, Left About is given from Mark Time. When executed from Mark Time, the count begins on the foot following the command of execution.

3.8.4.2. Upon the command of execution, all team members should begin to rotate the team in a wheeling manner to the left. It is very important that Rifle Guards provide enough shoulder and hip pressure to keep the team tight. The pivot point for this movement should be the center of the team. The team should stay in a straight line through the duration of the movement and should not "bow" in the middle. Upon the completion of the turn, either the command of **Forward, MARCH or Colors, HALT** will be given on a left heel beat. Ensure there are 3 "dead" steps in between the command of **Colors** and **Halt**; this will enable the team to get a "fist" length distance from shoulder to shoulder.

3.8.5. **Mark Time, MARCH.** The command is given from Attention or while marching and is used to suspend progress. This command can be given in any Colors formation. The command is **Mark Time, MARCH**. When given while marching the command should be called on the left heel beat, and all members will take one twenty-four inch step after the command of execution before suspending forward progress. If called from Attention, all members will begin marching in place beginning with their left foot. **Note: While marching, the command will be Mark, Time (Mark is called on the left foot, Time is called on the right foot). Ensure during Mark Time, the entire team has the same knee height.**

3.8.6. **Dip.** This is not a command. It is the action of lowering the flag to approximately a 45-degree angle, performed upon the command of **Present, ARMS.** A "dip" can be executed from the positions of Port Arms and Right Shoulder Arms. This is done with a three-second cadence. **Note: At port, the flag will remain grasped by the left hand to ensure material is not touching the floor. While at shoulder, the staff will remain at a 45 degree angle with right hand cranked and staff resting on wrist and forearm.**

3.8.7. **Ready, Cut Sequence.** At the position of Right Shoulder, the Ready Cut movement is used to return the Flag-Bearers left hand to the position of Attention. The command is **Colors, Ready, CUT**. On the command of execution, the Flag-Bearer **sharply** returns the left hand to the position of Attention on a one-count cadence.

3.8.7.1 At the position of Attention with the left hand in the flared position, arm is parallel to the ground a fist away with fingers joined and extended and thumb tucked. The Color Team executes a two-count movement. On the first count, the team sharply brings their left hand across the mid section pinning their elbow to their ribs forearm parallel to the ground (elbow at a 90 degree angle) hand goes from a flare to a fist. On the second count, the team cuts their hand straight down to their side at Attention.

3.8.8**. Rippling to Shoulder from Port Arms.** This sequence is used when a Color Team is in a line formation and leaves a low clearance area. This sequence is always performed automatically, while marching, with the individual movements being executed on every other left step.

3.8.8.1. The ripple is started by the Right Rifle Guard. The Right Guard starts the movement after clearing the low clearance area. The Right Guard begins the sequence by going to the shoulder position, starting on the left foot. The NCT continues the sequence, going to the shoulder position on the next left. The USAF bearer and the Left Rifle Guard then follow, completing the sequence. Each flag/rifle manual will be in cadence with the marching steps. **Note: the flag bearers, once secured in the "cup", automatically begin a three second hand cut (Bearers, Ready Two). There is no command for this. The USAF bearer will wait for the National bearer to begin before they start to cut away.**

3.8.9. **Rippling to Port Arms from Shoulder.** This sequence is used when a Color Team (in line formation) approaches a low clearance or an obstruction which would hinder the team's ability to remain at the shoulder position. When marching in a line formation the sequence is automatically started by the Right Rifle Guard with no verbal commands. The movement will begin on the left foot and continue in cadence with the marching steps. All other members of the Color Team will follow on the very next left step after the individual in front of them initiates going to Port Arms. The Flag-Bearers assume the Angle Port position. Warheads are flattened, with the USAF bearer keeping the USAF below the National.

3.9. Implementation.

3.9.1 **Formations.** From front to rear, or right to left, the order will be the Right Rifle Guard, the US National Colors, State Flag (as required), USAF Colors, Organizational (as required), and finally the Left Rifle Guard. Color Team members fall in at the position of Attention in one or two formations either column/ (single file) or Line (single rank/abreast) formation.

3.9.2. **Column** (Single File). Maintain a closer than normal 40-inch distance to the individual in front. It should be about half that distance with the Right Rifle Guard in front.

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

3.10. Posting/Retrieving Colors Sequences.

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

3.10.1.1. Posting/Retrieving Colors Sequences are for ceremonies that include, but are not limited to Air Force Indoor Retirements / Awards Banquets / Luncheons / Promotions / Graduation Ceremonies.

3.10.2. **Posting the Colors Sequence.** The NCT forms the team in a column formation at the designated location ten minutes prior to ceremony time. Upon the announcement of "*Ladies and Gentlemen, Please Rise and Remain standing for the Advancement and the Presentation of the Colors",* the NCT commands, **Stand-by Colors, ATTENTION**. At this point, the NCT commands **Right Shoulder, ARMS; Colors Ready, CUT** or **Port, ARMS**, depending on the clearance of the auditorium/room. Note: If there is enough clearance, Colors Teams WILL go to Right Shoulder, ARMS. Ripple to shoulder and ripple to port should be utilized if necessary. The NCT then commands **Forward, MARCH**. The Right Rifle Guard leads the way for the Color Team and positions the team in the proper location for the presentation of the Colors.

3.10.2.1. Once the team arrives at the pre-determined position, the Right Rifle Guard will pick up an automatic Mark, Time (after giving two dead steps to ensure the entire team has equal distance). The rest of the Colors Team will follow suit. The NCT then commands, **Colors, HALT**. This command is used to turn the team 22.5 degrees to the left and faces the audience (refer to 3.8.1.). **Note: In-between the commands of Colors and Halt are a silent count of "2, 3, 4". This is to ensure the team maintains the 22.5-degree turn together. The numbered cadence is <u>NOT</u> counted aloud.**

3.10.2.2. Next, the NCT commands **Present, ARMS.** Right and Left Rifle Guards will proceed to Present Arms and the Air Force flag will dip to a 45-degree angle while the Anthem is played.

3.10.2.3. After Anthem is complete, NCT commands **Port, ARMS.** On the **"P"** of **Port**, the Air Force flag will return to the original vertical position and on the command of execution, **Arms**, the Rifle Guards will bring the rifles to proper position of Port Arms. **Note: The NCT will not continue with the command of execution until the Air Force flag has returned to the original vertical position.** If the Pledge of Allegiance is to be recited the NCT will command the USAF flag bearer back to Port, ARMS using the subdued command of **Bearers, Ready Two** after the anthem is complete and stand fast until the pledge is complete. Ref: AFI 34-1201 paragraphs 2.22.8 Rifle Guards WILL present arms during the Pledge of Allegiance.

3.10.2.4. The NCT and USAF Bearer will execute a three-count **About Face;** during this sequence (initiated by the Flag-Bearer furthest to the left) the third count is an automatic step-off. All the Flag-Bearers execute the movements simultaneously – using their peripheral vision. **Note: The Rifle Guards stand fast throughout the posting sequence.**

3.10.2.5. The Flag-Bearers take the appropriate amount of steps to their respective stands. These step counts are predetermined prior to ceremony start time. Once in position in front of the stands, simultaneously the flags are placed into the stands and NCT and USAF Bearer will raise their heads and hands to begin the dressing sequence for the flags.

3.10.2.6. NCT and USAF Bearer will dress the flags with the top edge to the right, both hands holding the flag. Place the "fringe" of the flag to the right and the flags should be in a "diamond" or "triangle" shape. **Note: hands will be at shoulder height and width to ensure uniform diamonds. Also, when dressing the flag, always dress towards the audience.**

3.10.2.7. Once the NCT uses his/her peripheral vision to ensure the USAF Bearer has stopped moving, there is a slight tug of the flag given by the NCT. The NCT initiates the team's three-second head raise looking at the warhead. Use the right hand to adjust and "flatten" the warheads to face the audience. **Note: For more than two Flag-Bearers, the middle Flag-Bearer tugs the flag and initiates the head raise.**

3.10.2.8. When all movements have ceased, the NCT slightly tugs the flag to initiate the team's three-second head drop to face forward and re-dress the flags. **Note: For more than two Flag-Bearers, the middle Flag-Bearer tugs the flag and initiates the head drop.**

3.10.2.9. Once the final adjustments are complete, both NCT and USAF Bearer's arms are extended forward, palms down with thumb along the forefingers, parallel to the ground and then brought back to the position of Attention. All the movements are executed in a three-second cadence.

3.10.2.10. The Flag-Bearers take half a step back together (beginning on the left foot), execute a three-count **About Face** or face each other depending on the placement of the stands, and step off taking the appropriate amount of steps to return to the team. **Note: When stepping off to Post the Colors, the amount of steps needed for posting should be the same amount when returning to the team after the Posting is complete.**

3.10.2.11. The NCT commands, **Colors, Colors Turn, MARCH** to depart the performance area. On the command of **MARCH,** the team picks up a **Mark Time** and begins to turn 22.5 degrees to the right. It takes five steps to complete this sequence. On the fifth step all the individuals should slide off on the left foot and then the team will resume marching (refer to 3.8.1).

3.10.3. Retiring the Colors Sequence. Retrieving the flags from stands involves the same fundamental steps as Posting, without the dressing sequence. Once at the stands, the flag bearers will perform a three second head drop, simultaneously bringing their hands forward to grab the flags. The NCT will initiate taking the flags out of the stands. This is performed by bringing the hands, heads, and eyes up at the same time. Once out of the stands, the flags are brought to Port, Arms. Members then return to the team in the same manner as in the posting sequence. **Note: all movements are done in unison.**

3.10.3.1. The Color Team executes the same procedures as in the Posting of the Colors with the exception of the narrator announcement of **Retire the Colors**. Once the flags have been retrieved from the stands and the flag bearers are back in the team, the NCT commands **Present, ARMS**. The **ONLY** members of the team that will execute that command are the Rifle Guards (this present is "to the colors"). The USAF Bearer stands fast. Once the movement is complete, there is a three-second pause, then NCT commands, **Port, ARMS**.

3.10.3.2. To depart the NCT will wait for all movement to stop then commands **Colors**, **Colors Turn, MARCH** to depart the performance area. On the command of **MARCH,** the team picks up a **Mark Time** and begins to turn 22.5 degrees to the right (refer to 3.8.1). It takes five steps to complete this sequence. On the fifth step, all the individuals should slide off on the left foot and then the team will resume to marching.

3.10.3.3**. Colors Fallout, MARCH.** This command is used whenever necessary to halt and dismiss the Colors Team. NCT calls the command on consecutive left feet while marching. Upon the command of execution "**MARCH**", the Colors Team will step one last time with the right foot, halt/close with the left, and execute an automatic "about face". Example: "**Colors**" (left foot), "**FALLOUT**" (left foot), "**MARCH**" (left foot). Note: If the flag bearers are carrying flags they will execute a "left face". The movement is only called while the team is at Port Arms.

3.11. Personal Colors (PC Bearer).

3.11.1. When promoted, personal flags may be furled and the flag of the new rank unfurled. Personal colors will only be cased at the individual's interment.

3.11.1.1. For the purpose of this training manual, PCs describe any flag carried/posted separately from that of the Color Teams. The POW/MIA Flag and General's Flags in some instances are examples of this. As a rule, PCs are **NOT** carried by the Color Team, and when required, are pre-posted. The PC bearer is responsible for checking out all the equipment, to include a flag harness, a flag bearing the rank of the person being honored and a cover for the flag.

3.11.2. The PC Bearer will **Present Arms** by taking the command of the color team or OIC/NCOIC. Once the flag is in the harness for change of commands, promotions, retirements, and POW/MIA events, it will remain there until posted. The PC bearer will remain at Right Shoulder Arms unless commanded to present. To present, the PC Bearer will automatically execute a "dip" with the right forearm extended to a 45-degree angle keeping the wrist "cranked" and with a three-second cadence. To finish this movement, the PC Bearer will execute **Bearers, Ready Two** when movement is complete. The individual will proceed to cut their left hand to the left side in a discreet three-second cadence. Either by dipping or with the left hand extended. Note: as mentioned during a detail the only time a PC Bearer will not be at Right Shoulder Arms is when they are posting or furling/unfurling the flag.

3.11.3. **Furling/Casing Sequence.**

3.11.3.1. Personal colors will only be cased at the individual's interment. The furler is also known as the NCOIC and should be an NCO. For general/flag officer's funerals an Officer should be used to fill the role of OIC. **The Furling/Casing Sequence will NOT be used for General Officer retirements!**

3.11.3.2. The PC Bearer takes his/her cues from the Color Team or OIC/NCOIC of the ceremony. The flag will be in the position of **Right Shoulder.** The PC Bearer will follow behind the OIC/NCOIC with no arm swing when the casket is being carried to the mock-up. Once the Pallbearer team arrives to gravesite, the PC Bearer will post themselves at a predetermined position in full sight of the family. **Note: The PC Bearer will dip the flag at the arrival of the hearse, again at predetermined position while casket is in motion, and during the military honors portion of the funeral (three volleys/TAPS).**

3.11.3.3. The PC bearer takes the position of honor (right of the furler) when the dignitary's flag is displayed. The furler and PC Bearer will furl in full view of the dignitary and audience. Furling the flag is executed from the **Port Arms** position (this means the PC Bearer must go from **Right Shoulder Arms** to **Port Arms** (refer to 3.5.15). On the cue to furl the flag, smartly grasp the flag at the midsection by reaching straight across the body using left hand, and place the staff in the right armpit horizontal and parallel to the ground. Both hands remain together close to the right side of the body. **Note: PC Bearer must be tall enough for the flag to clear the ground when in the furling position.**

3.11.3.4. The furler moves into position to the side of the flag by taking two steps forward, halting and executing an automatic right face all in cadence and with heel clicks. From this position the furler will help to guide the flag as the bearer furls, with the case draped over the furler's left arm, open end inside the arm. Rolling the flagstaff may be done clockwise or counter-clockwise as the situation dictates and to facilitate the assistance of the furling individual (always furl away from the furler). Once the furling is complete, ensure the warhead is flat and is parallel to the ground. The furler removes the case from the arm using the right hand. The case is then slipped over the flag and tied in a single knot, if applicable.

3.11.3.5. Once the casing is complete, smartly return to the **Port Arms** position. It is important that the Flag-Bearer synchronize flagstaff movements with the movements of the furling individual, who assists in keeping the staff parallel with ground and casing the flag. After the flag is at **Port Arms**, the furler will go to right of the PC Bearer. Once the ceremony is complete, both PC Bearer and furler exit in a predetermined path.

3.11.4. **Uncasing/Unfurling Personal Colors**.

3.11.4.1. Uncasing/Unfuling Personal Colors will only be performed for General Officer promotion ceremonies. For further guidance on the appropriate use of Uncasing/Unfurling sequences please refer to AFI 34-1202 and AFPAM 34-1201.

3.11.4.2. PC Bearer and NCOIC stop at predetermined position. Once stopped the PC Bearer lowers the staff until it is parallel to the ground using both hands as in the furling position. **Note: PC Bearer must be tall enough for the flag to clear the ground when in the unfurling position**

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

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

Chapter 4

FIRING PARTY

4.1. General Information.

4.1.1. Personnel:

NCOIC of Firing Party (NFP) (1).

Firing Party members 3 (SHF), 7 (FHF).

4.1.2. Purpose:

The purpose of the Firing Party is to render military funeral honors by executing the 3-volley salute. It should be reserved only for this purpose. Additionally, eligible members should only receive military honors one time. Do not perform the 3-volley salute for a memorial service if honors are to be rendered at a later time. Refer to AFI 34-242 for further guidance. Note: The 3-volley salute is not to be confused with the 21-gun salute which is reserved for the POTUS and equivalent heads of states.

4.1.3. Firing Party Location:

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

4.2. Retiree Funeral Equipment.

4.2.1. Three fully functional and properly maintained M-14 rifles.

4.2.2. Three clean white weapon slings, free of strings, sized and cut to the weapon. If black gloves are worn for cold weather, black slings need to be used instead. Slings will be used if 15-round magazines are used. Slide the sling to the side of the magazine opposite the charging handle.

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

4.2.4. Properly fitted or disposable hearing protection. Hearing protection **must** be utilized.

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

4.2.5.1. Gloves must be removed for Standard Honors Funerals (Retiree) after Pallbearer duties have been accomplished only if the gloves do **not** have silicone on them**. Note: If members have either leather gloves or the white gloves with the grip material then do not take off the gloves after pallbearer duties.**

4.2.5.2. During wear of cold weather gear, black gloves may be worn for both firing party and Pallbearers.

4.2.6. NFP **must** wear the ceremonial belt. No other members of firing line wear the ceremonial belt. Belt must be worn snugly.

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

4.3. Full Honors/Active Duty Funeral Equipment.

4.3.1. Seven fully functional and properly maintained M-14 rifles.

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

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

4.3.4. Properly fitted or disposable hearing protection. Hearing protection **must** be utilized.

4.3.5. White silicone gloves, leather gloves or gloves with the grip material are worn for Full Honors Funerals (Active Duty). If it is raining, do not wear gloves.

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

4.3.6. NFP **must** wear the ceremonial belt. No other members wear the ceremonial belt.

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

4.4 General Rules for Firing Party.

4.4.1 Weapons Safety:

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

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

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

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

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

4.5.2. The NFP will be positioned three paces behind & centered on the firing line.

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

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

4.6 Firing Line.

4.6.1 The firing line consists of three (3) members during Retiree funerals and seven (7) members for Full Honors/Active Duty funerals. The firing line will arrange from left to right, as viewed by the deceased's NOK. The first position (known as *point*) will be the individual that can keep a steady cadence. Do not base the assignment of "point" on height or rank. The person in the *point* position will establish the cadence and lead the team in the firing sequence using audio and visual signals. Less experienced members will be positioned in the firing line alongside individuals with steady cadences. (i.e. 1, 4 and 7 are the most experienced, 2 and 5 are the least experienced, the other members fill in 3 and 6)

4.7 Firing Party Manuals.

4.7.1. **Attention.**

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

4.7.1.2 Stand at the position of Attention with the right hand flared to the right of the barrel along the hand guard. The web of the thumb is along the rear of the spindle valve, thumb along the seam of the trousers.

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

4.7.2. **Carry Arms.**

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

4.7.2.2. STANDARD CARRY ARMS. This is the primary position of **Carry Arms**. For clear weather with no precipitation, carry the weapon by securing the small of the stock (pistol grip) in the right hand with the right thumb along the seam of the trousers. The arm is extended toward the ground with the barrel facing skyward and resting on the front of the right shoulder. The trigger housing is facing forward, away from the body. There will be no arm swing with right arm while marching.

4.7.2.3. INVERTED CARRY ARMS. This is the secondary position of **Carry Arms**. For inclement weather in rain and snow, carry the weapon by securing the upper hand guard in the right hand. The barrel will be pointed toward the ground with the stock resting on the front of the right shoulder. The trigger housing is facing forward, away from the body. There will be no arm swing with right arm while marching.

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

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

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

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

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

4.7.4. **Dress Right, DRESS.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4.7.8.1. On the preparatory command of Firing, PARTY:

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

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

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

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

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

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

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

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

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

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

4.7.10.1. (Count 1): Rotate the weapon counter-clockwise using the right hand, return to the position of **Port Arms**. Simultaneously pin the left hand to the left leg.

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

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

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

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

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

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

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

4.7.11.3. (Count 3): Butt slam the rifle on the ground in a controlled motion, by using the heel portion of the butt plate. This will help to avoid cracking stocks. (Note: If the ground is wet DO NOT butt slam).

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

4.7.11.5. (Count 5): Bring the right hand from the top of the stock directly to grip the small of the stock with ***NO*** flare.

4.7.11.6. (Count 6): Release the left hand from the hand guard and re-position the left hand at a fist with the “meat of the palm” (near the thumb), on the operating rod handle. Ensuring the left forearm is parallel to the ground.

4.7.12. **READY.** This movement is executed in seven counts on the first two volleys and the third volley is executed in six counts from the position of **Ready Face.**

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

4.7.12.2. (Count 2): Release the left hand from the operating rod handle, (ensuring you do not "ride the charging handle up") bringing the left hand out to a flare in front of the left shoulder when the handle has come back completely; palm is facing the body, thumb is along the index finger.

4.7.12.3. (Count 3): Smartly replace the left hand with the pinky on the ring, returning to proper position of **Port Arms**.

4.7.12.4. (Count 4): Throw weapon down to proper position.

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

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

4.7.12.5.1. The right arm is fully extended, down and to the rear, at the same angle as the weapon with the right hand at a fist with the thumb resting on the forefinger. The palm of the fist faces towards point.

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

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

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

4.7.13. **Present, ARMS.** This is a five-count movement executed from the position of **Ready. Note: Once NFP gives the command of Present Arms, he or she will take own command and performs a three count Present Arms (hand salute).**

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

4.7.13.2. (Count 2): Execute count one in accordance with **Left Face** (from Attention). **Note: Head, eyes and rifle will follow lead foot, which is the left foot.**

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

4.7.13.4. **(AND):** Release the weapon with the left hand and form a fist, move the fist directly in front of the left shoulder. Ensure the left hand stays on the same horizontal plane throughout the movement.

4.7.13.5. (Count 4): Slap the weapon with the left hand. When the left hand returns the middle finger should be at the first groove of the hand guard. **Note: The left hand will release the rifle and form a fist not to extend beyond the left shoulder.**

4.7.13.6. **(AND):** Release the weapon with the left hand and form a fist, move the fist directly in front of the left shoulder. Ensure the left hand stays on the same horizontal plane throughout the movement.

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

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

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

4.7.14.2. **(And)** Release the right hand from the weapon extending the right arm into a flare to the extent of the elbow.

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

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

4.7.15.1. The fourth person's left hand will release the rifle and form a fist, not to extend past the left shoulder. Next, once the left hand has returned to the rifle, the right hand is brought up in front and extended around the left side of the hand guard (same as ordering down) and the weapon is rotated 180-degrees clockwise while simultaneously pinning the left hand. **Note: Now the weapon is at proper position of Port Arms for the NFP.**

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

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

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

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

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

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

4.8. Loading the Weapon. *(See figures 4.2, 4.3, 4.3.1)*

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

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

4.8.3. Position the weapon so it is facing away from other individuals with the barrel pointing toward the ground.

4.8.4. With the short angle of the magazine pointed down into the loading assembly, press it down and pull it toward the butt of the weapon until it locks. There will be a loud "click" sound.

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

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

4.8.7. Loaded weapons always remain outside in a person's possession and **must** be carried at the position of **Port Arms**.

4.9. Unloading the Weapon.

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

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

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

4.9.4. The member will then close the chamber and pull the trigger.

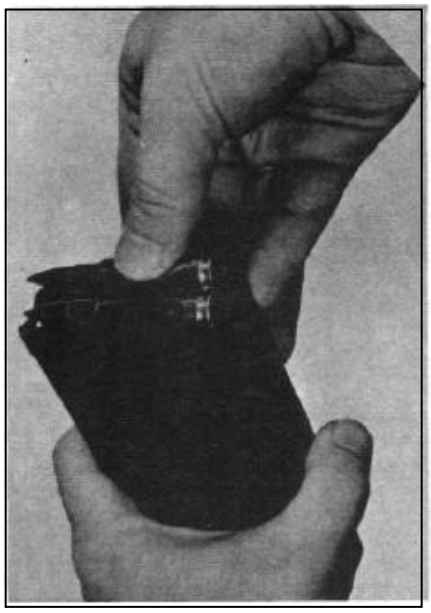


Figure 4.1. Loading rounds into magazine

Figure 4.2. Loading magazine into rifle, step one.

Figure 4.2.1. Loading magazine into rifle, step two.

Chapter 5

GENERAL INFORMATION AND MAINTENANCE OF THE M14 RIFLE

5.1. Introduction.

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

5.2. General Information.

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

5.3. Specifications.

5.3.1. Length: 44.14 inches (112.12 centimeters)

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

5.3.3. Weight with empty magazine: 8.7 pounds (3.95 kilograms

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

5.3.4. Bore diameter: 7.62mm

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

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

5.3.7. Cyclic rate of fire: 750 rounds per minute

5.3.8. Magazine capacity: 20 rounds

5.3.9. Unit Replacement Cost: $576

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

5.4. Disassembly of the M-14.

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

5.5. Disassembly of the Barrel and Receiver Group.

5.5.1. **Removing the Connector Assembly.**

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

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

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

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

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

5.5.2. **Removing the Operating Rod Spring and Operating Rod Spring Guide.**

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

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

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

5.5.3. **Removing the Operating Rod.**

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

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

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

5.5.4. **Removing the Bolt.**

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

5.6. Assembly of the Barrel and Receiver Group.

5.6.1. **Replacing the Bolt.**

5.6.1.1. Place the barrel and receiver on the table, sights up, muzzle pointing away from you.

5.6.1.2. Hold the bolt by the roller and locking lug and place the rear of the bolt on the bridge of the receiver, firing pin tang pointed down.

5.6.1.3. Turn the bolt slightly counterclockwise until the tang of the firing pin clears the bridge.

5.6.1.4. Guide the left locking lug of the bolt into its groove on the left side of the receiver.

5.6.1.5. Lower the right locking lug on its bearing surface and slide the bolt halfway to the rear.

5.6.2. **Replacing the Operating Rod.**

5.6.2.1. Holding the operating rod at the handle, place the front end into the operating rod guide, and position the rod so that the recess in the hump fits over the bolt roller.

5.6.2.2. Turn the operating rod to the left until the guide lug fits into the disassembly notch on the receiver, then move the operating rod forward until the bolt is closed.

5.6.3. **Replacing the Operating Rod Spring and Operating Rod Spring Guide.**

5.6.3.1. Turn the barrel and receiver over so the sights are down and the muzzle is to the left.

5.6.3.2. Place the operating rod spring guide into the operating rod spring, hump up, and feed the loose end of the spring into the operating rod.

5.6.3.3. Grasp the spring and guide with the left hand and compress the spring until the hole in the guide can be aligned with the connector lock.

5.6.3.4. Lower the guide and push the connector lock in with the right thumb.

5.6.4. **Replacing the Connector Assembly.**

5.6.4.1. Place the barrel and receiver on its side with the operating rod handle up, muzzle away from you.

5.6.4.2. Place the elongated hole in the rear of the connector assembly on the elongated stud on the sear release.

5.6.4.3. Place the thumb of the right hand on the rear of the connector assembly, the first finger on the sear release bracket, and the second finger inside the rear of the receiver.

5.6.4.4. Pushing toward the muzzle with the right thumb and with the thumb and first finger of the left hand, turn the front of the connector counterclockwise until it can be snapped onto the connector lock.

5.7. Assembly of the Three Main Groups.

5.7.1. Place the barrel and receiver group on a flat surface, sights down.

5.7.2. Pick up the stock group and engage the stock ferrule in the front band, then lower the stock group onto the barrel and receiver group.

5.7.3. Open the trigger guard and place the firing mechanism straight down into the receiver, making sure that the guide rib on the firing mechanism enters the recess in the receiver.

5.7.4. Place the butt of the weapon on the left thigh, sights to the left, ensuring the trigger guard has cleared the trigger.

5.7.5. With the palm of the right hand strike the trigger guard, fully engaging in to the receiver.

5.8. Cleaning the M-14 Rifle.

5.8.1. Procedures for Cleaning the Chamber and Bore.

5.8.1.1. Assemble four sections of the cleaning rod with the combination tool attached to the back of the rod and the bore cleaning brush attached to the front end.

5.8.1.2. Apply a few drops of Break-Free bore cleaner/lubricant to the bore brush.

5.8.1.3. Insert the brush into the bore, push it through the length of the barrel and then remove.

5.8.1.4. Remove the bore cleaning brush from the front end of the cleaning rod assembly.

5.8.1.5. Gently insert the cleaning rod into the bore all the way.

5.8.1.6. Place two patches into the patch holder along with a few drops of Break-Free.

5.8.1.7. Flare the patches out then insert the patch holder with wet patches into the chamber.

5.8.1.8. Push the threaded end into the chamber until it touches the cleaning rod. Hold it there with one hand,

5.8.1.9. Screw the rod assembly onto the patch holder, with the other hand, until the patches turn with the rod.

5.8.1.10. Pull the patches into the chamber firmly; at the same time turning the rod clockwise by grasping it between the handle and the muzzle of the weapon.

5.8.1.11. Turn the rod several times clockwise, pulling the patches into the chamber firmly, wiping out the chamber thoroughly.

5.8.1.12. Screw the patch holder off the rod.

5.8.1.13. Insert the rod, less the patch holder, gently into the bore; all the way.

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

5.8.1.15. Pull single patch straight and parallel through the bore

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

5.8.2. **Procedures for Cleaning the Gas Cylinder Plug.**

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

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

5.8.3. **Procedures for Cleaning the Gas Cylinder.**

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

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

5.8.3.3. Dry the bore with clean patches.

5.8.4. **Procedures for Cleaning the Gas Piston.**

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

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

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

5.8.4.4. Wipe the piston dry.

5.8.5. **Procedures for cleaning the face of the Bolt.**

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

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

5.8.6. **Procedures for Cleaning the Spindle Valve.**

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

5.8.6.2. Do not disassemble it.

5.8.7. **Procedures for Cleaning the Magazine.**

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

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

5.8.8. **Procedures for Cleaning the Stabilizer Assembly.**

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

5.8.9. **Procedures for Cleaning All Other Parts.**

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

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

5.9. Normal Maintenance.

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

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

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

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

Chapter 6

PALLBEARERS

1.5. **General Information.**

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

6.1.2. Personnel:

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

6.1.3. Pallbearers Location:

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

6.2. Funeral Equipment (SHF, FHF).

6.2.1. Practice Interment flag.

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

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

6.3. General Rules for Pallbearers.

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

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

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

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

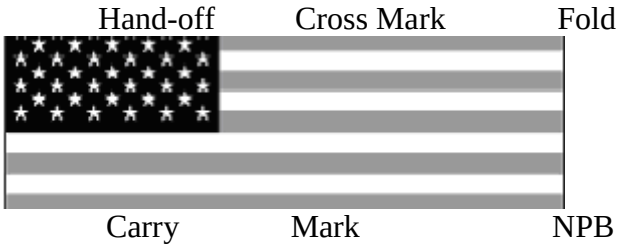
6.3.3.1. One variant of this rule is during an "**UP and FACE**" (Reference paragraph 6.6.2.), at which time the casket will travel head first due to an obstruction to the mock-up, or some other adverse condition, preventing the team from going onto the platform over the head-end of the grave. In this instance, as with a normal "feet first" carry; the team will follow the presiding chaplain.

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

6.3.3.3. The pallbearers consist of six (6) members during Retiree funerals and Full Honors/Active Duty funerals. The pallbearers will be arranged so the strongest members are at the head end.

6.3.4. Six Pallbearers will be used for funerals when a casket or urn is transported. The order when the team is carrying the casket is as follows:

HEAD



6.4 Responsibilities of NCOIC of Pallbearers (NPB).

6.4.1. NPB is responsible for the accountability, conduct, safety, position assignments and performance of the Pallbearers under his/her direction. NPB will be accountable to the OIC/NCOIC of the ceremony for all actions of their team. **Note: NPB and Hand-off <u>does</u> <u>not</u> have to be the highest-ranking member of the team. He/she should be the most experienced and qualified member to complete the mission successfully. During a retiree funeral the NPB will be the OIC/NCOIC.**

6.4.2. Prior to job, check graveside to determine path of travel and casket placement.

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

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

6.5 Pall bearing Manuals.

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

6.5.2 **Bearers, FALL-IN.** Pallbearers will be aligned three abreast in two columns relative to NPB's position. The Pallbearers team is positioned approximately 10 paces from the OIC/NCOIC. NPB ensures team is <u>ALWAYS</u> facing the gravesite, in order that the chosen route of carry will be no greater than ten side steps when the casket is in motion.

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

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

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

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

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

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

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

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

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

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

6.5.12 **FACE.** NPB uses this command for all members of the team to face toward NPB when holding the casket in the "**Center**" position (heads are up) and is executed simultaneously in a three-second cadence. **Note: The Pallbearer must be in the "Center" position, with their heads up before this command can be given. "Face" may also be given when the "Up and Face" is being performed. Where the team faces toward Hand-off instead of NPB.**

6.5.13 **Ready, UP.** NPB will use this command in a conversational tone when something is in the Bearers path of travel while carrying the casket. Members will slowly raise the casket over the obstruction; bearers will maintain normal marching cadence, casket must stay level. **Note: Refer to DOWN 6.5.17. to return casket to normal marching level.**

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

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

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

6.5.15.2. While the team is carrying the casket to gravesite and they are 1 pace or less away from the mock-up. NPB commands **HALT**; all members will close their feet together and continue to face forward waiting for the next command.

6.5.15.3. When the entire team has sidestepped onto the mock-up, NPB commands, "**HALT**". NPB and Hand-off release the casket with their right hands and lift the corner of the flag out away from the casket. Fold and Carry release the casket with their left hands and lift the flag out away from the casket. By lifting the flag out from under the casket, it prevents the flag from touching the ground when the casket is set down.

6.5.16 **CENTER.** All of these movements are executed as three-second synchronized movements. The members on each side of the casket face each other (three seconds), and then they flip their hands over so that their palms are facing up (three seconds). After the hand flip, all members execute a three-second synchronized head drop. Members' eyesight/head should be focused on the "crown" (top) of the casket. **"Center"** is commanded in 1 syllable (center) not 2 syllables (cen-ter)

6.5.17. **DOWN.** There are two different situations where this command applies:

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

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

6.5.17.3. Lowering the casket onto the mock-up (three-second cadence).

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

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

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

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

6.5.20.2. When NPB commands, "**Face, AWAY**"; all Pallbearers will face in the direction of Hand-off in unison, three-second cadence, and automatically step off with suspended arm swing.

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

6.6 Pall bearing Sequences.

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

6.6.1.1. The team halts executes a center face and then takes one side step toward the hearse. (except hand off). **Note: The cadence for the behind the hearse sequence is as follows: "BEARERS, HALT"; step stop, center face, and step down (toward the hearse)**

6.6.1.2. Hand-off will stop and stand fast as the team faces toward each other and as the team side steps towards the hearse; Hand-off takes one side-step right and centers between each file. **Note: The cadence for the behind the hearse sequence for Hand-off is as follows; step stop, dead step, step center.**

6.6.1.3. After steps are complete, the entire team (except for Hand-off) makes eye contact with the person across from them and executes a three-second head drop.

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

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

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

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

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

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

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

6.6.1.7. When the casket is approximately 2/3 of the way out of the hearse NPB will, in a subdued tone, command, "**READY, LIFT**". NPB and Fold will gently raise the casket to prevent it from the striking the hearse's rear bumper. **Note: If the front of the flag is not draped over the front of the casket, NPB must quietly command, "READY, FLARE". Upon the command, NPB and Fold will simultaneously bring their right and left hands (respectively) over the front end of the casket to the top, take hold of the end of the flag and drape it over the end of the casket. Once the motion is complete NPB and Fold will replace their hands on the casket handle.**

6.6.1.8. Once the casket is completely out of the hearse and Hand-off has stopped. Hand-off will reach around to the left rear corner of the casket, and take side steps. The first side step will be a 45-degree step facing the left rear corner of the casket and the next step will be completely around the end facing Carry. Hand-off will ensure that the rear handle of the casket (if applicable) is pushed down and move back to their original position.

6.6.1.9. Once in position, Hand-off will execute a 3-second head drop and command in a normal conversational tone, "**READY**". NPB then commands, "**STEP**". The team performs the pre-designated number of turning steps toward gravesite.

6.6.1.10. After the turning steps are completed, NPB commands, "**UP**". Once the entire team has completed the simultaneous three-second head raises (making eye contact with teammates across the casket), NPB will command "**FACE**". The team will execute a three-second facing movement in the pre-determined direction of travel. NPB then commands "**STEP**", cueing the Chaplain and the team's march toward gravesite. **Note: Mark, Cross-mark, Carry, and Hand-off will walk in a "duck walk" (toes pointed outward) when carrying the casket. NPB and Fold will walk normal. The "duck walk" prevents any member's shoes coming off during the sequence as well as it will help with keeping the whole team in step. DO NOT dig heels into the ground when performing this walk.**

6.6.2. **Up and Face.** This command is given when transporting a Chaplain's casket into a Chapel, when the foot of the casket is nearest the team while in the hearse and may be used at gravesite **only** when it is impossible to gain access to the mock-up over the head-end of the grave. NPB will determine when the scenario calls for the use of this option. NPB shall inform the team prior to the start of the ceremony if this technique will be employed. **Note: This sequence will not be used to ensure a shorter carrying distance.** The sequence for **"Up and Face"** is as follows:

6.6.2.1. While Hand-off is in position at the rear bumper of the hearse to remove the casket; NPB will tell Handoff "**UP and FACE**" instead of the numbers for turning steps. Hand-off will continue to pull the remains out, Hand off will then move back in position and call "**READY**". Team members must also remember to point thumbs in direction of travel of the casket.

6.6.2.2. Next, NPB will command "**UP**". When the team has executed their three-second head raises, NPB calls "**FACE**". The Pallbearers will face away from the hearse in a three-second facing movement. Hand-off will take over as NPB and call "**STEP**". Once the team is within one pace of gravesite at the foot end of the mock-up Hand-off will command "**HALT**", "**CENTER**", "**STEP**" (side step onto mock-up), and "**HALT**".

6.6.2.3. Once the team is in position, with the casket centered on the platform, NPB will take over as team leader and command "**DOWN**" (if doing up and face with head traveling first); (if doing up and face and feet are traveling first hand off will call "**DOWN"**).

6.6.3. **Hearse Loading.** There will be situations when it is necessary to re-load the casket into the hearse. Pallbearers will transport the casket to the back door to the hearse. NPB will command, "**HALT**" followed by "**CENTER**" approximately 1 foot away from the rear bumper of the hearse. **Note: If the front of the flag is draped over the front of the casket, NPB must quietly command "READY, FLARE". Upon the command, NPB and Fold will simultaneously bring their right and left hands (respectively) off the handles to the front end of the casket, take hold of their respective corners of the flag material and drape it over the top of the casket. Once complete, NPB and Fold will simultaneously, re-place their hands on the casket handles. All commands for the "Hearse Loading" sequence are given in a normal conversational tone.**

6.6.3.1. After the team has completed the "**Center**" movement (heads are lowered); Hand-off will reach around the end of the casket and take two side steps to the right (the first side will be a 45-degree step facing the left rear corner of the casket, the next step will be directly behind the casket).

6.6.3.2. Hand-off takes hold of the rear casket handle, palms up (if no handle is present, hold the casket by placing hands under the casket, palms up). Hand-off will command, "**READY, STEP**". The entire team will take one side step toward the hearse. NPB and Fold will gently lower the casket onto the rollers inside the hearse. Hand-off will continue to push the casket into the hearse.

6.6.3.3. As Hand-off passes through the team; each member will release the casket, raise their heads and re-assume the position of "**Attention**".

6.6.3.4. Once the casket is completely in the hearse, Hand-off will back-up two steps, starting with the left foot and pause briefly. Then they will place their left foot in front of the right (toes pointed to the right), step back/right with the right foot followed by the left foot to their original position at "**Attention**".

6.6.4. **Vault Lid Sequence.**

6.6.4.1. The OIC/NCOIC and Pallbearers execute the exact same procedures as a Full/Standard Honors Sequence for the arrival of the Chaplain (if applies), the hearse, behind the hearse sequence, and the carrying of the casket until the team approaches gravesite area.

6.6.4.2. Ensure the flag is "flared up" on foot end. **Note: This can be done at the hearse or at gravesite; NPB gives a subdued command of "READY, FLARE". NPB and Fold then take the outside hand to grab the corner of the flag. Both members simultaneously bring the corners of the flag on the casket. This prevents the flag from being caught underneath the casket.**

6.6.4.3. After the commands **"HALT" and "CENTER"** (3-second head drop) are called at the mock-up, NPB gives command **"POST"**. (The first side will be a 45-degree step facing the left rear corner of the casket; the next step will be directly behind the casket).

6.6.4.4. NPB gives the subdued command of "**Ready, Flare"** for Fold to flare the corner of the flag on top of the casket. **Note: This command is given immediately after the "POST" command. If NPB's side is blocked then NPB will flare his end of the flag on the casket.**

6.6.4.5. Hand-off gives the command of **"STEP".** Upon the command, all members take one side step toward the gravesite with Hand-off bringing head up sharply (head and eyes straight forward). NPB or Fold (whomever is on the opposite end of the lid) continues to step to guide it on the gravesite. The other members continue to guide the casket onto the mock-up until it passes them, when the casket passes them they will return to the position of attention. Hand-off continues to step until NPB give the command of **"HALT"** when the casket is secured on the gravesite. **Note: Side steps will be single count. Example: One step, dead step. One step, dead step.**

6.6.4.6. After the casket is secured on to the gravesite, Hand-off secures the Union side of the flag, while NPB or Fold (whoever stepped to guide the casket) secures the stripes side of flag. **Note: Ensure that "Ready, Flare" command is given (6.6.4.4.) to help NPB/Fold secure flag.**

6.6.4.7. NPB/Fold gives command of **"STEP".** Hand-off and NPB/Fold step back towards the other members, with Hand-off taking single steps back and NPB/Fold taking single side steps toward the team. As the flag approaches, all members secure the flag at their corresponding positions. When Hand-off reaches position across from Carry, take side steps into Hand-off position and complete 3-second head drop.

6.6.4.8. NPB gives command of **"Ready, STEP"**. All members will execute corresponding **"1-3-5 or 2-4-6"** side steps. NPB and Fold will take 1 or 2 side steps away from mockup, Mark and Cross-Mark will take 3 or 4 side steps, and Carry and Hand-off will take 5 or 6 side steps away from mock-up. **Note: "1-3-5" or "2-4-6" will be determined during gravesite check before start of funeral. This procedure is done to ensure team has sufficient clearance of the mock-up or canopy.**

6.6.4.9. Hand-off will click heels at completion of 5th or 6th step. Upon the completion of the side steps, members will complete 2 ½ folds and maintain flag in canoe.

6.6.4.10. The normal six-person flag fold sequence is then executed.

6.6.4.11. NCOIC will follow the casket to the mock up like normal. Then step to the side opposite the family at the head of the casket, facing the family. Once the bearers have pulled the flag off the casket and taken their steps down, NCOIC will step between the flag and the casket and face down the flag. NCOIC will continue with regular ceremony requirements from this point on. If Retiree funeral NPB will execute a right face on the command **"Face, AWAY"** and reposition themselves at the foot of the casket. NPB will take a path so they do not cross between the family and the casket. If military chaplain is present they will stand off to the side of the OIC/NCOIC.

6.7. Flag Handling Sequences.

6.7.1. **Guideline for Flag Folding Responsibilities.**

6.7.1.1. There are two different flag folding sequences utilized by the Air Force BH G. The two flag folding sequences are Two Person & Six Person.

6.7.1.2. All flag folding sequences are based on the 5'x 9.5' U.S. Interment Flag (NSN: 8345-01-334-8825). This is the only flag that Pallbearers will be trained/required to fold during ceremonies, training and demonstrations.

6.7.2. **Two Person Flag Fold**

6.7.2.1. Step 1: Fold the flag in half long ways, leaving half the red stripe, and the horizontal portion of the top star. This is known as establishing the border; the two open ends do not lie evenly upon each other, there must be a definite margin.

6.7.2.2. Step 2: Bring the hand not securing the established border back to the top corner. Simultaneously, the OIC/NCOIC and Fold flare down with the non-gripping hand and secure the bottom corner with that hand. Next rotate the flag 90-degrees to OIC/NCOIC's left and Folds right.

6.7.2.3. Step 3: Repeat steps 1 and 2.

6.7.2.4. Step 4: Next, Fold begins by making a triangular fold bringing the striped corner of the folded edge to the open edge (left hand will make the first triangle fold). Ensure the outside edge of the fold forms a 90-degree angle with edge of flag. **Note: With your fingers, divide the white stripe on the first fold in half.**

6.7.2.5. Step 5: Fold the outer point over, in line with the open edge, to form second triangle. Fold always steps when the "flat" edge of the flag is toward them.

6.7.2.6. It is advised for Fold to use the 1-2-3 method to maintain proper control and tension on the flag.

6.7.2.6.1. (1) Grip the flag in the middle of the closest edge with appropriate hand

6.7.2.6.2. (2) Next, use the other hand to crease down the flag then to grip the flag where the body of the flag will be folded over again.

6.7.2.6.3. (3) Finally, place the hand used in (1) in same location on the other side of the flag. Ensuring you crease the flag as you relocate your hand. **Note: Place pinky fingers on edge of the body of the flag to ensure proper folds.**

6.7.2.7. Step 6: Continue folding the flag alternating steps 4 and 5 until the flag reaches the end (approximately 4-10 inches but may vary). This process usually involves 13 folds on the standard internment flag.

6.7.2.8. Step 7: Fold reaches underneath the flag with the left hand pulling the single flap toward the 90 degree angle on the open end, tucking it into the flag and pinching it against the body of the flag (inside the flag) , slightly lifting up the flap with right hand, cradling it with the left arm.

6.7.2.9. Step 8: The OIC/NCOIC makes a 45-degree fold with the right side of the flag, ensuring a gap equal to a thumbs distance is placed in between the fold and the flag.

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

6.7.3. **6-Person Flag Fold.**

6.7.3.1. Once the flag draped casket has been set down on the mock-up, all pallbearers will grab their respective ends of the flag, and the team will rise to the standing position. The cadence to rise will be off of Mark and Cross Mark.

6.7.3.2. NPB, Fold, Carry and Hand-offs hands will be at that respective end of the flag, their inside hand will be app. 1 foot away from their outside hand. Mark and Cross-mark will center their hands on themselves (app. 1 foot apart). All team members will extend their arms out; no lower than waist level so that the flag forms a "canoe" shape over the casket. **Note: Mark and Cross Mark set flag level throughout the folding sequence. The flag must not touch the casket or urn during any part of the folding sequence.**

6.7.3.3. At this point, either Mark or Cross Mark (whomever's back is toward the family) will say "**READY, STEP**" for the team in a normal conversational tone. NPB, Fold, Carry and Hand-off will take 1 side step towards their respective ends of the flag. Mark and Cross Mark will take one side step towards the union/head end of the flag.

6.7.3.4. Once the side step is complete the entire team will fold the outside of the flag underneath 2 ½ stripes (i.e. fold one red stripe underneath, then one white stripe, and then ½ of a red stripe). As soon as the 2 ½ fold are set all team members (except NPB) will bring their inside hands together with their outside hands (thumbs touching). NPB will maintain a grip on the outer edge of the flag with their outside hand; their inside hand will be positioned app 6-8 inches away from their outside hand. **Note: NPB will tug on the flag to begin different portions of the folding sequence. All movements (with the exception of NPB's tugs) are synchronized and performed simultaneously by each member on the team. These movements have a "mirror-like" effect when performed properly.**

6.7.3.5. Once all movement has stopped and the team member's hands have stopped moving the NPB will tug the flag to signal the team to spread their hand app shoulder width apart in a three second cadence.

6.7.3.6. Once all movement has stopped NPB will tug (2 counts) the flag a second time the bearers will bring the flag to "tabletop". Bringing the flag to tabletop is a two count movement. On the first count each member will step with the appropriate foot to center themselves on their hands. Three things will happen simultaneously on the second count the feet will close at the proper position of **Attention** (no heel clicks), your hands will pull the flag so it is tight and wrinkle free at approximately waist level (remember the flag height will be set off Mark and Cross mark, it will not be resting on the casket), the head will return back to the position of **Attention**.

6.7.3.7. At "table top" position, the desired (optimal) distance between the left and right hands when holding the flag should be shoulder width. All thumbs should be visible on top of the flag at this position with the material pinched between the thumb and index finger. All fingers underneath the flag will be curled like a fist.

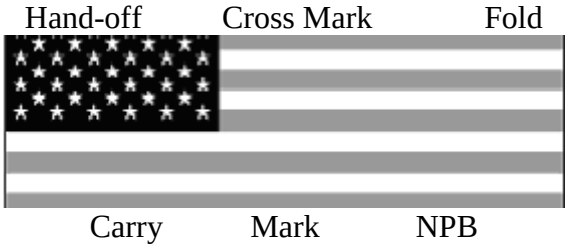


Figure 1

6.7.3.8. Once Military Honors (Firing Party Sequence and Taps) is complete and the OIC/NCOIC orders their hand salute, NPB will tug on the flag to begin the folding sequence.

6.7.3.8.1. (Count 1): All members will simultaneously close their hands together, dropping their heads at a 45 degree angle looking at the flag. Corners will close toward their outside hand, Mark and Cross will close toward the Union. This will make an audible smack. Do not rotate the shoulders when closing the hands together.

6.7.3.8.2. (Count 2): NPB and Carry will use the index, middle finger and thumb (of their outside hand) to cut the flag even with the bottom of the Union simultaneously pulling outward on the flag. Mark will reach under the flag with their left hand and pinch it even with the Union, while gripping it with their right at the same place they brought their hands together. Hand-off and Cross will placer their left hands under the flag to support it. Fold will place their right hand under the flag to support it.

6.7.3.8.3. (Count 3): NPB, Mark and Carry will "throw" (flaring their hand in the process) the edge of the flag toward the person across from them, aiming their flared hand at the person's hand across from them. Hand-off, Cross, and Fold will stand fast.

6.7.3.8.4. (Count 4): Mark and Carry will place their flared right hands, to the wrist, under the flag. NPB will place their flared left hand, to the wrist, under the flag. Fold, Cross and Handoff set the thrown edge of the flag approximately 1 ½ to 2 inches from the under portions edge (half the red stripe and the horizontal portion of the top star). Once the borders are set on the flag, Fold, Cross Mark and Hand-off will re-place their hands to their original positions app. shoulder width apart. NPB and Carry will pull on the underside of the flag by placing their fingers inside the fold they just created and pulling it tight to ensure it is tight and not drooping.

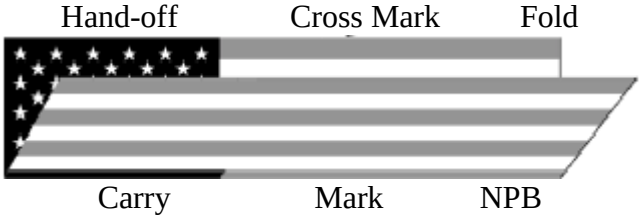


Figure 2

6.7.3.9. Once all movement has ceased NPB, Mark and Carry will pull out their support hands in sync with Mark. Mark will then guide the flag back to center between the two sides of the team. Simultaneously, the entire team will raise their heads looking straight forward. NPB tugs the flag again. Members will re-complete Counts 1-4 with one exception. Once the flag has been thrown over NPB, Mark and Carry will automatically regrip the flag at app. shoulder width.

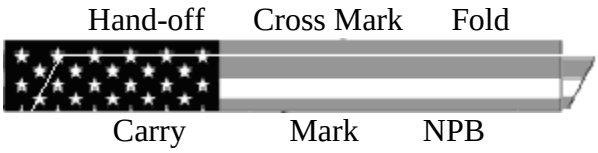


Figure 3

6.7.3.10. Once the borders are set on the flag, NPB moves their left hand up to touch their right hand (thumbs come together) then slide hands apart until their left thumb is approximately 10-12 inches away from their right. Fold's hands should mirror NPB's. This is called "setting the box". Mark will pull (guide) the flag back to center. The flag is now in the "quarter fold" position.

6.7.3.12. NPB makes the first fold using their right hand to put the corner flush with the edge of the flag that is part of the border set by the two tugs, held in the Fold's right hand, to create a triangular effect (NPB must flare their hand when folding the flag over) as shown in ***Figure 4***. NPB creases the edge of the flag towards their position with their right hand (with their thumb on top of the flag "thumb towards"); once NPB has completed their crease, Fold will crease the flag to the right with their right hand (fingers on top of the flag "hands away"). Both members will position their creasing hands appropriately on the edge of the flag, judging by the length/manufacturer of the flag whether or not to "cut" ½ of the white stripe.

Figure 4

6.7.3.13. Fold will rotate their right wrist and fold the flag over, making the flag edge parallel as shown in ***Figure 5***. Simultaneously they will release with their left hand and place it across the flag next to NPB's hands and perform a "thumbs toward" crease. After the "thumbs toward," fold will execute a "hands away". NPB will roll their hands with the fold that fold is making. Then slide their left hand, with the thumb on top, app. 10 inches to the left.

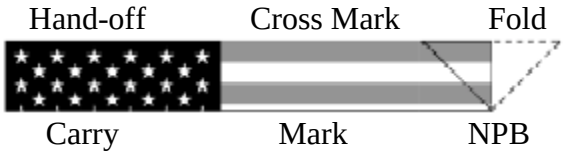


Figure 5

6.7.3.14. Using their left hand, Fold will place the corner flush with the edge of the folded edge of the flag (***Figure 6***), Fold will flare their hand. Fold creases the flag towards their position with their left hand "thumb towards"; NPB then creases the flag towards their left with their left hand "hands away". Both members will stop the crease at the end of the folded part of the flag.

6.7.3.15. Next NPB will rotate their left wrist and fold the flag over, making the flag edge parallel with the folded edge. Simultaneously they will release with their right hand and place it across the flag next to fold's hands and perform a "thumbs toward" crease. After the "thumbs toward" NPB will execute a "hands away". Fold will roll their hands with the fold that NPB is making. Then slide their right hand, with the thumb on top, app. 10 inches to the right.

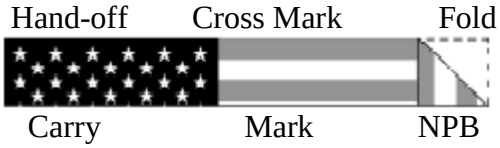


Figure 6

6.7.3.16. Repeat 6.7.3.11. through 6.7.3.15. until the 13th fold is completed.

6.7.3.17. As NPB and Fold will fold the flag, the team members not folding the flag (Mark, Cross Mark, Carry and Hand-off) should be feeding the flag toward NPB and Fold. The members that are across from each other feed together to achieve a "mirror-like" effect. Once a Pallbearer's hands leave the flag, they re-assume the position of Attention. Mark and Cross Mark will not let go of the flag until the flag is completely tucked. **Note: It is NPB and Fold's responsibility to pull the flag in front of them. The flag should be folded in front of NPB and Fold. Tension on the flag while folding is created from Carry/Hand-off and Mark/Cross Mark (upon release by Carry/Hand-off) maintain a firm grip on their respective corners of the flag.**

6.7.3.18. When Mark and Cross Mark's arms are fully extended toward NPB and Fold, Mark or Cross Mark (whomever's back is to the family) will give an eyewink, Mark and Cross will simultaneously step toward the NPB and Fold (not necessarily on the eighth fold), to ensure they step at the same time. **Note: The tip of the flag should enter the Union without exceeding the second star on the eighth fold. This is to prevent the flag from being folded too long, thus not allowing the excess flag to be tucked at the end. Ensure the tip does not land short of the blue, or there will be too much material to tuck in and the flag will look like a "pillow". NOTE: On the 10th fold, Cross Mark will slightly pull out on the blue material (union). Fold rolls all red material on the flag tip using the blue material of the union that has been pulled**.

6.7.3.19. At the last fold (13th fold), with tip approximately 3 inches from the edge of the white band, Mark and Cross Mark are ready to tuck the remaining excess flag into the open edge of the folded flag. NPB will hold the flag open by supporting the flag with their left hand underneath with their thumb on top not pinching the flag. They will slightly open the "flap" with their right hand. Fold secures the flag by holding the corner of the flag closest to them with their left hand and lifting up the "flap" with their right hand.

6.7.3.20. Mark begins the tucking sequence by folding a 45-degree angle with the band material on their side, leaving enough space to clear the lip of the flag (approximately 1 inch or two fingers length). Cross Mark pulls the material tight with their right hand and pinches the left corner of flag with the left hand (index finger inside the opening) ensuring the material is taut and tucks the flag with the right, pushing all the material to the inside of the flag, making sure the metal ring is flat. **Note: Mark and Cross Mark ensure the tucked band lies flat inside of the opening. Any material that is bunching up will be pushed to Mark so Mark can roll it under the backside of the flag.**

6.7.3.21. NPB and Fold will release the "flap" once the band is tucked inside. NPB places both hands palms up (fingers underneath the flag and thumbs above the flag) on the flag, or pins their right hand at attention.

6.7.3.22. When the tucking of the flag is complete Fold, Cross Mark, and Mark will hold the flag at their respective corners with the thumbs together on top of the flag.

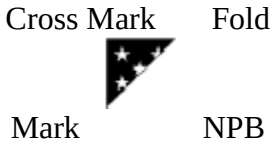


Figure 7

6.7.3.23. NPB then pulls the flag to themselves, and then flips their hands over (fingers together on top, thumbs underneath). Then NPB creases the flag by slowly sliding their hands apart along the edge of the flag (actually crease the flag, this is a chance to make the flag flatter and sharper). NPB takes the flag with both hands by reaching (simultaneously) over to the top apex which is pointing towards Cross Mark (thumbs on top).

6.7.3.24. NPB pulls the flag directly to their chest (the apex of the flag approximately 1 to 2 inches below the chin) then executes the appropriate sequence. **Note: If Military Chaplain is present Hand-off will receive flag through pass down sequence, perform Full Dress, and present flag to Chaplain. Chaplain will then present flag to next of kin.**

6.7.4. **Pass down sequence**

6.7.4.1. Once the urn has been set down on the table and Fold has returned to their position across from NPB, NPB performs the **"Half Dress"** sequence.

6.7.4.2. NPB extends the flag out (arms inverted, flag resting on arms, holding the flag on opposite sides of the apex, palms up and thumbs/fingers together) with the 90-degree angle pointing toward Fold. Fold takes the flag with their left hand on top and the right hand underneath (palm up). Fold makes eye contact with the NPB to signal control of the flag.

6.7.4.3. Fold brings the flag a fist distance of their body, level with the second button of their ceremonial blouse. Fold and Cross Mark slowly turn towards each other (at the hip) and Fold extends the flag out towards Cross Mark. Cross Mark meets Fold half way taking the flag by the two 45-degree angles (horns). Cross Mark thumbs need to be along the side of their hands. Cross Mark makes eye contact with the Fold signaling they have control of the flag.

6.7.4.4. Cross Mark brings the flag within fist distance of their body, (level with the second button of their ceremonial blouse) simultaneously turning toward Hand-off. Cross Mark and Hand-off turn towards each other (at the hip) and Cross Mark extends the flag out. Hand-off secures the flag from Cross Mark by the 90-degree angle with their fingers together on top of the flag (thumbs underneath). Hand-off makes eye contact with Cross Mark signaling control of the flag.

6.7.4.5. Hand-off brings the flag to their chest and performs the **"Full Dress Sequence"** sequence. Hand-off will perform the **"Half Dress"** sequence if they are re-folding the flag or are starting to fold the flag for a cremate sequence.

6.7.5. **Break Down Sequence.**

6.7.5.1. Hand-off extends the flag down to waist level and out toward Carry ("flap" facing carry). After the flag is extended out and the open "flap" (pulling the material down toward the ground) facing Carry with their right hand.

6.7.5.2. Carry raises their hands to meet Hand-off with the flag. Once the flap is open, Carry pulls out the end of the flag (white band w/rings). As Carry pulls out the band, Hand-off turns the open end (flap) to the right. This material will draped over Hand-off's outstretched right arm, placing the folded corner edge in Hand-off's right hand.

6.7.5.3. Carry unfolds the flag toward Mark. Hand-off places their left hand (palm up) under the first portion of the flag unfolded by Carry. Hand-off's left hand will support the flag as it is being unfolded.

6.7.5.4. As Carry continues to unfold the flag Mark or Cross Mark (whomever's back is toward the family) gives an eyewink signaling the other to simultaneously raise their hands to take the flag. Once Mark takes the flag, Carry takes the folded corner edge from Hand-off with their left hand and supports the flag with their right hand underneath (palm up). Hand-off holds the flag with both hands, fingers clasped in fists underneath the flag (palms facing each other), thumbs on top, between the folded edges.

6.7.5.5. Cross Mark supports the flag with both hands underneath (palms up). Mark continues the unfold process from Carry.

6.7.5.6. As Mark continues to unfold the flag NPB or Fold (whomever's back is toward the family) gives an eyewink signaling the other to simultaneously raise their hands to take the flag. Once NPB takes the flag, Mark takes the flag corner edge in their left hand (left hand placed on the edge of the blue field of stars) and supports the flag with their right hand underneath (palm up). Cross Mark holds the flag with both hands, fingers clasped in fists underneath the flag (palms facing each other), thumbs on top, between the folded edges.

6.7.5.7. Fold supports the flag with both hands underneath (palms up) until it is completely unfolded by NPB. Fold takes the end of the flag with their left hand, and the other hand is grasping the flag, and NPB takes the folded corner of the flag with their right hand, placing their left hand underneath the flag (palm up).

6.7.5.8. Fold has their left index finger underneath the corner "flap" of the flag.

6.7.5.9. NPB, Mark, and Carry pull their support hands out (that are underneath the flag) in sync with Mark. *Note: Mark will start to pull their hand out once all movement has stopped*

6.7.5.10. NPB slightly tugs the flag once with their right hand and the Pallbearers perform the following simultaneously:

6.7.5.11. NPB side "flares" the inside hand and brings it across the flag to the outside hand of the person across from them (three-second pace) and grabs the flag.(Mark uses the same hand as Carry) Fold releases folded-over corner of the flag in their left hand to NPB

6.7.6. **Re-Fold Sequence.**

6.7.6.1. **Flag Re-fold Procedures.** The command to re-fold a poorly folded flag is given by Hand-off or NPB. The command to re-fold the flag is, "**Re-Fold".** This command is subdued. If necessary (if NPB calls **"Re-Fold"**) the team will perform the **"Pass Down"** sequence. Then perform the **"Break Down"** sequence. If Hand-off calls **"Re-fold,"** then Hand off will begin the **"Break Down"** sequence. The breakdown of the flag will break down to the **quarter-fold only.** Then complete the Triangle fold sequence to re-fold the flag.

6.7.7. **Dressing Sequences**

6.7.7.1. **"Half Dress" Sequence:** The **"Half Dress"** sequence is performed any time the flag is being passed on to a Pallbearer within the team. This movement is executed in six-counts of two-second increments. **Note: Whenever this sequence is performed, the open side of the flag "flap" will be on the left hand side of the Pallbearer performing the dress.**

6.7.7.1.1. Once the flag is folded, NPB takes the flag with both hands by reaching over to the top apex that is pointing towards the Cross Mark (thumbs on top, fingers together on bottom).

6.7.7.1.2. NPB pulls the flag directly to their chest (the apex of the flag approximately 2 to 4 inches below the chin) looking down at the flag. The **"Half Dress"** sequence is as follows:

6.7.7.1.3. (Count 1): Place the flared left hand under the front/bottom of the flag "cradling" it and pushing it against the chest.

6.7.7.1.4. (Count 2): Move the flared right hand directly to the left corner of the flag (over the left elbow).

6.7.7.1.5. (Count 3): Slide the flared right hand up the left edge, "flap" of the flag to the top corner of the apex.

6.7.7.1.6. (Count 4): Grasp on the left side of the flag with the right hand, keeping all fingers joined.

6.7.7.1.7. (Count 5): Rotate flag up in a clockwise motion with the right hand, keeping the left hand stationary on the front side (palm on flag). **Note: The rotation is complete once the bottom of the flag is rotated to the top at eye level, parallel to the ground and secured with the right and left hands.**

6.7.7.1.8. The **"Half Dress"** is now complete.

6.7.7.2. **"Full Dress" Sequence:** The **"Full Dress"** sequence is performed when the flag is being passed to the OIC/NCOIC or Chaplin who will be presenting the flag to the next of kin. This movement is executed in 9-counts of three-second increments. **Note: Whenever this sequence is performed, the open side of the flag "flap" will be on the left hand side of the Pallbearer performing the dress.**

6.7.7.2.1. Inspect the flag for any red/white material without head movement or "dipping" the outer most corners of the flag to the left or right. Once inspection is complete, position both hands at the top portion of the flag. Hands will be palms down thumbs on the body side with the fingers extended and joined.

6.7.7.2.2. (Count 1): Slowly slide the flared left hand down the open side of the flag "flap", extending the arm out/down, and pause.

6.7.7.2.3. (Count 2): Bring left hand underneath the flag to support the flag against the chest and pause.

6.7.7.2.4. (Count 3): Slowly slide the flared right hand down the right side of the flag, extending the arm out/down and pause.

6.7.7.2.5. (Count 4): Bring the right hand across the flag to the opposite end of the flag (the left point) and pause.

6.7.7.2.6. (Count 5): The right hand sweeps up the edge of the flag to the top corner (the apex) of the flag and pause.

6.7.7.2.7. (Count 6): Grasp a few inches down from the apex on the left side of the flag with the right hand, keeping all fingers joined with thumb behind the flag and pause.

6.7.7.2.8. (Count 7): Rotate the flag in a clockwise motion with the right hand while simultaneously lifting the flag up and pinning the left hand to the left side and pause. **Note: The rotation is complete once the apex of the flag is eye level and the top of the flag is parallel to the ground.**

6.7.7.2.9. (Count 8): Lower the flag until the top of the flag is at eye level and pause.

6.7.7.2.10. (Count 9): The left hand comes up to join the right hand, ensuring the fingers are extended, joined and remain together. Hands will be left over right.

6.7.7.2.11. (Count 10): (SHF) Lower the flag to chin level and pin elbows at side.

6.7.7.2.11.1. (Count 10): (FHF) Execute a Right Face toward NCOIC or Chaplain and lower the flag to them (they should receive it left over right) Keeping head immobile look at the flag and render a three second hand salute.

6.7.7.2.12. The **"Full Dress"** is now complete.

6.7.7.3. **Stars over Stripes.** This sequence is done when the flag is reversed so that the union (blue field of stars) is closest to Carry instead of Hand-off. **Note: This sequence should be completed at the "canoe" position.**

6.7.7.3.1. Any Pallbearer may quietly call "**STARS OVER STRIPES**" in a normal conversational tone. The sequence for **"Stars over Stripes"** is as follows:

6.7.7.3.2. NPB's side slowly raises their side of the flag and extends it towards folds side.

6.7.7.3.3. Simultaneously fold's side slowly lowers their side of the flag and extends it towards NPB's side.

6.7.7.3.4. Fold's side takes the higher edge of the flag with their right hands. NPB's side takes the lower edge of the flag with their right hands.

6.7.7.3.5. The Pallbearers re-assume the "canoe" position and carry on with the "table top" sequence.

6.7.7.3.6. If performing two person flag fold and Stars over Stripes is required; bring hands together grip both edges of flag with one hand then grip stars side with other hand and pull over stripes side.

Chapter 7

Air Force Bugler

7.1. General Information.

7.1.1. In accordance with Public Law (P.L.) 106-65, *National Defense Authorization for Fiscal Year 2000,* Section 578, and Title 10, United States Code, all Veterans will receive a minimum funeral ceremony that includes the folding of the United States Flag, presentation of the flag to the veteran's family, and the playing of "Taps."

7.1.2. Bugler Location:

7.1.3. Bugler is positioned at a minimum 50 paces diagonally from gravesite. If possible, the entire family should be able to see the Bugler. If Firing Party is also performing, the Bugler is positioned in the opposite line of sight, usually diagonal to the foot end of the casket.

7.2. Equipment.

7.2.1. Bugler must wear white gloves. Black gloves for cold weather.

7.3. General Rules for Bugler.

7.3.1. **Note: Every effort will be made to provide Taps via a professional bugler. If a professional bugler is not available, Taps may be provided using the ceremonial bugle, with permission of the family. If neither capability exists (professional musician or the ceremonial bugle), a high quality recorded version of Taps may be played, if the family has been advised.** Ref: AFI 34-242, paragraph 8.4. Test Ceremonial Bugle prior to departing Honor Guard facility and on location to ensure it is functioning properly and to orientate yourself with the operating procedures.
Note: *Ensure an extra set of batteries is available.*

7.3.2. While practicing or "warming up" at the ceremony location, ensure the music cannot be heard from other ceremonies in the area.

7.3.3. During memorial services, the Bugler may be placed indoors or outdoors. If indoors, the acoustics of the area should be such that the sound is not overbearing.

7.4. Manuals

7.4.1. **Position of Attention.**

7.4.1.1. To come to Attention, bring the feet together smartly and on line. Keep the legs straight without locking the knees. The body is erect with hips level, chest lifted, and shoulders square and even. Right arm hangs straight down alongside the body and the wrist is not bent. Place the middle finger along the seam of the trousers. Hand is cupped (but not clenched as a fist) with palm facing the leg. The left arm is at a 90-degree angle, forearm parallel to the ground, cradling the bugle in a "carry" position, which is also parallel to the ground. Head is erect, neck is vertical with the body, and eyes are facing forward with the line of sight parallel to the ground. The weight of the body rests equally on the heels and balls of both feet, and silence and immobility are requirements.

7.4.2 **Parade Rest.**

7.4.2.1. Parade Rest is performed from the position of Attention. This is a one-count movement, the bugler raises the left foot slightly, just enough to feel the knee bend and places the left foot down on the ground approximately six to eight inches apart. The right foot does not move. Simultaneously, extend right arm straight down behind the body, properly flare right hand. Right hand should be flared with fingers fully extended. Right forearm should be parallel with the ground. Left arm at 90-degree angle, forearm parallel to the ground, cradling the bugle in a "carry" position, which is also parallel to the ground.

7.4.2.2. To return to the position of Attention, this is executed in a one-count movement. Bring the left foot smartly to the right foot; simultaneously return the right arm back to the position of Attention.

7.4.3. **Present Arms/Order Arms.**

7.4.3.1. From the position of Attention, raise the right hand up the centerline of the body, uncupping the hand and extending the fingers and thumb at approximately waist level. Continue to raise the right hand until the upper arm is parallel with the ground and slightly forward of the body (or to the extent of the belt, so that the blouse does not ride up). The line between the middle finger and elbow should be straight (do not bend your wrist or cup your hand) and the palm is slightly tilted toward the face. Touch the middle finger to the right front corner of the brim of the hat, the outer right point of the eyebrow, or the right outer point on the eyeglasses, depending on what is worn. Thumb and fingers are extended and joined. (Do not tuck thumb).

7.4.3.2. To return to the position of Attention, simply retrace your steps backward from Present Arms re-cupping your hand at approximately waist level. During Present Arms, silence and immobility are required.

7.4.4. Playing of Taps/Taps complete.

7.4.4.1. **Taps will be played from the position of Attention.**

7.4.4.2. Once the Bugler receives the cue to begin playing Taps the Bugler will reach inside the "bell" with the right hand and press the "Play" button. When the button is pressed, the Bugler has a five second delay before Taps sounds. During that time the Bugler will take the ceremonial bugle with the right hand and bring the instrument near their lips. Pin the left hand during the duration of Taps. The ceremonial bugle must remain parallel to the ground at all times. **Note: Ensure the "On" switch is activated prior to ceremony start time.**

7.4.4.3. Once Taps is complete; the Bugler will bring the ceremonial bugle back to the position of Attention and render a salute. ***Note: DO NOT turn the selector switch to the "Off" position until the Bugler returns to the transportation site.***

7.4.5. **Bugler Ceremonies.**

7.4.5.1. The bugler will take their cues from NCOIC, i.e. when the hearse is arriving bugler will Present Arms (if within 30 yards). When the Casket is being carried to gravesite the bugler will Present Arms, When the NCOIC goes to Stand at Ease the bugler will go to Stand at Ease, when the teams depart back to their transportation site, bugler will follow suit etc.

Chapter 8

OIC/NCOIC RESPONSIBILITIES ON FHF/SHF

8.1. General Information.

8.1.1. All FHF/SHF have a requirement for the position of an OIC/NCOIC.

8.1.2. OIC/NCOIC has overall responsibility of the entire ceremony and knowledge on all elements and sequences.

8.2. General Rules for OIC/NCOIC Duties.

8.2.1. Ensure the casket is in the hearse properly, flag is draped properly, etc. If anything needs to be fixed, ask the driver of the hearse or the funeral director to make adjustments as needed. **Note: Prior to OIC/NCOIC giving the command, "Secure" it is their responsibility to ensure the "stopper" has been removed from the head of the casket.**

8.2.2. Conducts post-ceremony briefing so all members can brief any discrepancies noticed within any of the teams during the ceremony.

8.2.3. Presents the folded flag to the next of kin and delivers the message of condolence.

8.2.4. Sample message of condolence is as follows: "*On behalf of the President of the United States, the Department of the Air Force, and a Grateful Nation we offer our nation's flag for the faithful and honorable service of your loved one".*

8.3. OIC/NCOIC Duties for AD Funeral.

8.3.1. OIC/NCOIC should pre-post approximately, where the hearse must stop (adjacent to the Pallbearers), back facing the gravesite. OIC/NCOIC will be at the position of Stand At Ease.

8.3.2. As the hearse approaches the gravesite, the Pallbearer team will go to Attention. OIC/NCOIC will take the command of NPB, snap to the position of Attention and render a hand salute as the hearse passes. When the salute is dropped, this is the driver's cue to stop the hearse. Pallbearers will step and flank out to position themselves behind the hearse.

8.3.3. OIC/NCOIC will step off and inspect the casket to ensure the casket is in the hearse properly, flag is draped properly, etc. If anything needs to be fixed, ask the driver of the hearse or the funeral director to make adjustments as needed.

8.3.4. Depending on the size of the gathering, the OIC/NCOIC will either stay at Attention or go to Stand At Ease. If they go to Stand At Ease, the Pallbearers should proceed to Stand At Ease. OIC/NCOIC must communicate to the funeral director/chaplain in determining who is the next of kin and the sequence of events for the ceremony. This is to ensure the ceremony runs smoothly without confusion.

8.3.5. When the family is in place (and the cue has been given by the funeral director), the OIC/NCOIC goes to Attention and gives the command of "Secure" to the Pallbearer team. This is the cue for the Pallbearers to march up to the hearse to retrieve the casket.

8.3.6. The Pallbearer team approaches the rear of the hearse and begins to remove the casket from the hearse. Once Handoff takes that first step back with the casket in hand, the OIC/NCOIC will render a salute.

8.3.7. As the Pallbearers execute the proper turning steps, the OIC/NCOIC will drop their salute then, Face the Pallbearer team and immediately render a salute. Once the casket passes, OIC/NCOIC will lower their salute and follow behind the casket approximately four to six paces behind the team. Ensure to stay in step and suspend arm swing.

8.3.8. As the bearers approach the gravesite, OIC/NCOIC breaks off from the team and takes the position at the foot end of the grave. The OIC/NCOIC will render a salute while the casket is placed on the bier or mock-up. Once the casket is down on the bier or mock-up, the salute is lowered.

8.3.9. The Pallbearers will perform the two "tugs" to go to "tabletop". This is the OIC/NCOIC's cue to go to the position of Stand At Ease. The OIC/NCOIC will move to Stand at Ease (two count movement) as the Bearers go to table top (two count movement). The chaplain performs the committal service.

8.3.10. Once the committal service is complete, the funeral director or the OIC/NCOIC asks the family to *"Please rise for the rendering of military honors"*. The OIC/NCOIC immediately assumes the position of Attention and then salutes. This is signaling to the Color team, Firing Party and the Bugler to begin the military funeral honors sequence. Upon the completion of Taps, the OIC/NCOIC drops their salute. This signals the Pallbearers to commence with the flag folding procedures. NPB executes a Full Dress Sequence of the flag and presents it to the OIC/NCOIC. The OIC/NCOIC will take one side step to their left at the same time NPB executes a right face to retrieve the flag. The OIC/NCOIC receives the flag, left hand on top and the right hand on the bottom of the flag.

8.3.11. Once NPB lowers their salute, the OIC/NCOIC performs a three-second facing movement in the appropriate direction of the NOK. The Pallbearers, Colors, Firing Party, and Bugler will all remain at the position of Attention. The OIC/NCOIC then offers the flag to the NOK.

8.3.12. The OIC/NCOIC steps to the NOK, then rotates the flag so that the point of the flag is facing away from the NOK. It is up to the OIC/NCOIC's discretion whether to kneel on one knee while delivering the message of condolence. Upon the completion of the message of condolence, the OIC/NCOIC will return to the position of Attention, take a half a step back, and render a final salute while looking at the flag. They will lower the salute, return to the foot end of the casket and give the command of "Bearers, POST". This signals the dismissal of the Pallbearers. If NPB commands "Face, AWAY" then simultaneously with the Pallbearer team, execute one side step to the opposite side of family to clear the mock-up and stand behind the appropriate team member. If NPB commands, "Face, ME" then execute a three-count About Face and step off in cadence with the team once the last two individuals have cleared the casket.

8.4. OIC/NCOIC Duties for Retiree Funeral.

8.4.1. The NCOIC of the Pallbearers, or NPB, will take the team through their warm-up sequence. After they complete this, the NPB, taking their own commands, will position the Pallbearer team at Stand at Ease ten paces from where the hearse will stop, facing gravesite. Once the team is in place, the NPB will go to Attention and re-position to take the role of NCOIC, with their back to the gravesite, where the hearse will stop.

8.4.2. As the hearse approaches the gravesite, Fold will call the Pallbearer team to Attention. OIC/NCOIC will take the command of Fold, and snap to the position of Attention and render a hand salute as the hearse passes. When the salute is dropped, this is the driver's cue to stop the hearse. OIC/NCOIC must communicate with the funeral director/chaplain to determine the next of kin, and the sequence of events for the ceremony. OIC/NCOIC then removes the stopper and pulls casket out even to the bumper. Ensures the casket is in the hearse correct and flag is draped properly. Upon completion OIC/NCOIC will return to previous position then stand at the position of "Stand at ease" and await the family to gather.

8.4.3. Once this is complete OIC/NCOIC will wait for the head nod from the funeral director and will return to NPB position within the bearer team at the position of attention, Then move to the position of Stand at ease. Once the NPB is at the position of "Stand at, Ease" they call the group to "Attention" and the Pallbearers begin the Behind the Hearse Sequence with the command of "Step." NPB will initiate a Right or Left Flank, depending on the position of the hearse. Once the Flank is complete, the team steps off with the first available left step at a normal marching cadence with coordinated arm swing to the back of the hearse continuing the behind the hearse sequence. Then carry the casket to gravesite, set it down and execute the flag folding sequence.

8.4.4. NPB executes a Full Dress Sequence (SHF) of the flag. NPB then gives command of "Face, Away". Pallbearers will face in the opposite direction from NPB. If possible, NPB will move in same cadence as team to the foot of the casket as the team departs the mock-up. *Note: NPB will always call "Face, Away" so that Mark and Carry do not have to travel around NPB. NPB moves to the foot of the casket. This gives NPB the ability to view the funeral sequence properly, without having their back to the family.*

8.4.5. Once the committal service is complete, the funeral director or the OIC/NCOIC asks the family to *"Please rise for the rendering of military honors"*. The OIC/NCOIC immediately assumes the position of Attention. This is signaling to the Firing Party and the Bugler to begin the military funeral honors sequence. Upon the completion of Taps, the OIC/NCOIC walks over to the NOK, rotates the flag so that the point of the flag is facing away from the NOK. It is up to the OIC/NCOIC whether to kneel on one knee while delivering the message of condolence. Upon the completion of the message of condolence, the OIC/NCOIC will return to the position of Attention, take a half a step back, and render a final salute while looking at the flag. They will lower the salute, depart, and proceed back to transportation site.

Chapter 9

FUNERAL DIAGRAMS, COMMANDS, AND SEQUENCES

9.1. Full Honors/Active Duty Funeral.

9.1.1. Full honors funerals are conducted for deceased active duty Air Force members and Medal of Honor recipients. Members of the Air Force Reserve and Air National Guard are also eligible if killed while on Active Duty status.

9.1.2. **General Information.**

9.1.2.1. **Personnel.**

9.1.2.2. 20 BHG members are required.

9.1.2.3. Officer in Charge/Non-Commissioned Officer in Charge (OIC/NCOIC) (1).

9.1.2.4. Non-Commissioned Officer in Charge of Firing Party (NFP) (1).

9.1.2.5. Color Team (4).

9.1.2.6. Pallbearer Team (6).

9.1.2.7. Firing party members (7).

9.1.2.8. Bugler/Sound system operator (1).

9.2. Full Honors/Active Duty Funeral. (Colors).

9.2.1. **March on Sequence.** Once the NCT ensures the entire team is prepared, they will fall into line formation at Port Arms. The NCT will then command Forward, March and the right rifle guard will lead the team to the predetermined position (previously decided at gravesite check, one hour prior to the ceremony start time).

9.2.2. As soon as the team becomes centered on the foot of the casket, the NCT will call **MARK, TIME**. The Color Team will pick up a Mark Time and use a moment to adjust positioning and distance. Once the NCT is ready, they will call for a Colors Turn. Once halted, the NCT will command Order, Arms then Colors, Ready Cut. Automatically the NCT will then command Colors, Stand at, Ease.

9.2.3. **Gravesite Service.** Colors are positioned approximately 10 to 15 paces (depending on obstructions) away from the foot of the casket. The NCT always take their cues from the OIC/NCOIC.

9.2.4. Upon arrival of the hearse, the NCT commands **Stand by**, **Colors**, **ATTENTION**. Once the hearse has stopped, the OIC/NCOIC will step off to dress the casket, then immediately return to their position and go to **Stand At, EASE**. NCT will then command **Colors, Stand At, EASE**.

9.2.5. Once the funeral director has given the "go ahead" or "head nod" to the OIC/NCOIC they will then go to attention and the NCT will command **Stand by, Colors, ATTENTION.** The Body Bearers will then do the Behind the Hearse sequence and begin to pull the remains out. Once the Body and flag are in motion, the OIC/NCOIC will salute. Upon the salute of the OIC/NCOIC, the NCT commands **Present, ARMS**.

9.2.6. Colors remains at that position until the OIC/NCOIC drops the salute at the gravesite. At this time the NCT will command **Order, ARMS** then **Colors, Ready, CUT.**

9.2.7. The team will wait at attention until the flag is a table top or the OIC/NCOIC goes to Stand at, EASE. Once this is complete, the NCT will then command **Colors, Stand at, EASE** (all are in a normal conversational tone command).

9.2.8. After the committal is complete, the OIC/NCOIC of the ceremony assumes the position of Attention and Presents Arms; the funeral director asks the family to rise for the rendering of military honors. This is the cue for the Colors to Present Arms. The NCT commands: **Stand-by Colors, ATTENTION**; **Present, ARMS** (in a loud enough voice to get the attention of the family).

9.2.9. After Taps is complete, the NCT commands **Order, ARMS**; **Colors Ready, CUT** (two-count Ready Cut) and remains at the position of Attention waiting for the flag to be folded and handed off to the next of kin.

9.2.10. After the flag has been presented to the next of kin, the Pallbearers start their departure sequence, which is when the Pallbearer team turns/faces then steps off. This is the cue for the Colors to leave gravesite. The NCT commands **Port, ARMS**; **Colors, Colors Turn**, **MARCH**, or the team departs using **Every Other Left**, proceed directly to the transportation.

9.2.11. Upon arrival at the transportation, the NCT commands **Colors, Fallout, MARCH**. This command is called on every foot. For example, the command, **"Colors"** will be called on the left foot, **"Fallout"** will be called on the left and **"March"** is called on the left foot. The Colors Team will take one more step and close. The Rifle Guards and **ONLY** the Rifle Guards will execute a two-count About Face. ***Note: The NCT will not call the About Face command for the team.***

9.3. Full Honors/Active Duty Funeral. (Firing Party).

9.3.1. The firing line will fall in as specified by the NFP then march towards the pre-determined location. Firing Party is positioned 50-75 paces from the head of the casket in view of the family and the fourth person in the firing line will be lined up with the corner of the casket. Once the team is lined up with the casket, NFP calls **Mark, TIME**; then in an Honor Guard combined command calls **Firing Party, Left (Right) Face, Order, ARMS. Note: The NFP is positioned three paces away from the fourth person on the firing line.**

9.3.2. Once in position, the NFP will command **Dress Right, DRESS**. When the line is ready the NFP will command, **Ready, FRONT**. **Note: It is the NFP's responsibility to ensure that the team "dry fires" at the minimal of twice before the ceremony begins. This will be performed at the pre-determined area.**

9.3.3. After Firing Party has completed "dry fire" practice, the team will then load the rifles and return to the position of **Attention.** Once all the members are at **Attention,** the NFP gives the subdued commands **Dress Right, Dress**, followed by **Ready Front** and then **Ceremonial, At Ease**. The NFP will execute **Stand At, Ease** on the last two counts of **Ceremonial at Ease**.

9.3.4. Upon the arrival of the hearse, the Color Team will go to the position of Attention. Firing Party will not go to the position of Attention during that time due to the distance between the hearse and the firing line. If the hearse passes within 30 yards of Firing Party, NFP will have the team go to **Attention** and NFP will execute a solo **Present Arms**.

9.3.5. Once the OIC/NCOIC commands, **SECURE**, the Colors Team will go to the position of Attention. The NFP will get their que's from the Colors Team for the rest of the ceremony. NFP will snap to Attention and command in a subdued command, **Firing Party, ATTENTION**. When the casket is in motion, the Colors Team will go to **Present, Arms**. NFP will command **Present, ARMS. Note: The Firing Party will hold their salute up until casket has been placed down on the mock up and Colors has Ordered Arms.**

9.3.6. After the remains are placed at gravesite and the Colors Team **Orders Arms**, the NFP drops their salute first then gives the subdued command to the Firing Line, **Order, Arms**.

9.3.7. When the Pallbearers team goes to tabletop, the OIC/NCOIC and Colors Team will go to the position of **Stand At, Ease**, the NFP then gives the subdued command of **Ceremonial At, EASE** and NFP assumes the position of **Stand At, Ease**. **Note: During this time, family is delivering the eulogy.**

9.3.8. Once the family is done speaking, the funeral director or the OIC/NCOIC will ask the family, *"Please rise for the rendering of Military Honors."* OIC/NCOIC will render a salute. Colors will begin their sequence to **Present Arms**. Once the Air Force flag is completely dipped/stopped moving, the NFP will proceed with the firing sequence. The NFP must call these commands loudly and distinctly. **Firing Party, ATTENTION Ready Face, Ready, Ready, Ready** and **Present, ARMS**.

9.3.9. After Taps is complete, Colors Team will **Order Arms.** NFP will drop their salute first then command the Firing Line in a subdued command to **Order Arms**.

9.3.10. When the flag is handed off to the next of kin, the Pallbearers begin their departure sequence, when the Pallbearer team turns and faces. This is the cue for Colors and Firing Party to depart gravesite. Colors Team will go to **Port Arms** and depart the area.

9.3.11. The NFP will command in a subdued command, **Port, ARMS**.

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

9.3.13. The NFP gives the subdued command of **Forward, MARCH** and marches the line back to their transportation. NFP is still centered on the firing party line. While the line is marching, ensure that the line closes the gap where the fourth member used to be.

9.3.14. The fourth person stays and collects the 14 spent rounds and gloves (if gloves were removed) and proceeds to the vehicle with arm swing. ***Note: Only when asked will spare stop and give a max of three spent rounds to the family.***

9.4. Full Honors/Active Duty Funeral. (Pallbearers)

9.4.1. Pallbearers should pre-position themselves approximately 10 paces from where the hearse is to be stopped (adjacent to the OIC/NCOIC), facing gravesite. The Pallbearers should conduct, "warm-ups" by executing **Stand at Ease** and **Attention**, then the **"Behind the Hearse Sequence"**, and form up at the position of **Stand At, Ease.**

9.4.2. When the Chaplain's vehicle approaches (if one is requested by family). NPB will command **"Bearers, ATTENTION"**. Whichever Pallbearer is closest to the approaching vehicle will render a salute to the Chaplain (only if Chaplain is a military officer). Once the vehicle has passed the team, NPB will give the command **"Stand At, EASE"**.

9.4.3. When someone within the team notices that the procession is arriving, they notify the rest of team using the command, **"FAMILY"**.

9.4.4. When the hearse is app. 10 paces away, the NPB commands "**Bearers, ATTENTION**".

9.4.5. As the hearse passes in front of the team, Carry or Hand-off (whoever is closest to the route of the hearse) will render a three second hand salute. **Note: In case the funeral representative/director does not stop the funeral procession, Hand-off or Carry (whoever is on the corner of the team closest to the approaching vehicles) will use their outside hand to signal the vehicles to stop before they impede the Pallbearers route.**

9.4.6. Once the procession has stopped and the hearse is in park, NPB will command "**STEP**". This initiates the **"Hang Step"** to reposition the team behind the hearse.

9.4.7. Once the team has hang stepped, executed **"Right/Left, Flank, HARCH"** and taken three hang steps towards the hearse and halted (no heel clicks), NPB will command "**Stand At, EASE". Note: "Stand At, EASE" may not be called if the OIC/NCOIC is at the position of Attention. If OIC/NCOIC is at the position of "Stand At, EASE" then NPB will call the team to "Stand At, EASE".**

9.4.8. NPB waits for the OIC/NCOIC to snap to the position of Attention and say, "**SECURE**". Thus indicating the remains are ready to be transferred to gravesite.

9.4.9. NPB commands, "**Bearers, ATTENTION**" then "**STEP**". The team marches towards the back of the hearse with 20-24 inch steps and coordinated arm swing.

9.4.10. Next the Bearer team will perform the **"Behind the Hearse Sequence"**, and carry the casket to gravesite. Upon arrival to gravesite NPB will give the command of **"HALT"**, to stop the bearers when they are less than one pace away from the mock-up. Then NPB will give the command **"CENTER"**, to get the team ready to carry the casket onto the mock-up. Then command **"STEP"**, to side step the casket onto the mock-up.

9.4.11. When the entire team is on the mock-up and the casket is centered on the lowering device, NPB commands, "**HALT**". After the team has halted, NPB and Hand-off take hold of the corner of the flag with their right hand and hold it away from the casket. Simultaneously, Fold and Carry will secure the flag with their left hands and hold it away from the casket. (This is done to prevent the flag from touching the ground and/or being pinned under the casket.)

9.4.12. At this point, Mark & Cross Mark compensate the other team members' weight. NPB commands "**DOWN**". The team extends their arms down, then squat and slowly lower the casket down onto the mock-up. **Note: NPB will allow enough time for team members to grab hold of the corners of the flag before calling command, "Down". Ensure Pallbearers bend at the knees and not at the waist when lowering the casket onto the mock-up.**

9.4.13. Next, the bearers will start the **"6 Person Flag Fold".** Fold the flag only to "table top". Once the Eulogy, Firing Party sequence, the playing of Taps is complete and the OIC/NCOIC **Order, ARMS**; Pallbearers finish the six-person flag folding and appropriate Dressing sequences. **Note: Reference section 6.7.3. for the six-person flag folding sequence and Chapter 8 for OIC/NCOIC and Full Honor Funeral sequence.**

9.4.14. The OIC/NCOIC presents the flag to the next of kin, recites the message of condolence and salutes the flag. An example of the message of condolence is:

On behalf of the President of the United States, the Department of the Air Force, and a grateful Nation, we offer our nation's flag for the faithful and honorable service of your loved one.

9.4.15. After the OIC/NCOIC or Chaplain has presented the flag to the next of kin and has been returned to their position, OIC/NCOIC will command in a normal conversational tone, "**Bearers, POST**".

9.4.16. NPB then commands "**Face, ME**" or "**Face, AWAY**", and the bearers start to march off of the mock-up. As soon as the last person (NPB or Hand-off) clears the mock-up they will call **"STEP"** in a subdued tone. The bearers will take one more step then step off in a normal marching cadence with coordinated arm swing.

9.4.17. Once the team reaches their vehicle, NPB will command, "**Bearers, Fallout, MARCH**". When the team performs the **About, Face** and an OIC was present, the entire Pallbearer team will render a hand salute to the OIC. If no OIC is present an **About, Face** will still be executed, but with no hand salute. Pallbearers will maintain military bearing until they have entered their vehicle and departed from the cemetery.

9.5. Full Honors Funeral Cremate Sequence.

9.5.1. The OIC/NCOIC and Pallbearers execute the exact same procedures as a Full/Standard Honors Sequence for the arrival of the Chaplain (if applies) and the hearse.

9.5.2. As the car passes in front of the team, Carry or Hand-off (whoever is closest to the route of the car) will render a three second hand salute. **Note: In case the funeral representative/director does not stop the funeral procession, Hand-off or Carry (whoever is on the corner of the team closest to the approaching vehicles) will use their outside hand to signal the vehicles to stop before they impede the Pallbearers route.**

9.5.3. Once the procession has stopped and the car is in park, NPB will command "**STEP**". This initiates the **"Hang Step"** to reposition the team behind the car.

9.5.4. Once the team has hang stepped, executed **"Right/Left, Flank, HARCH"** and taken three hang steps towards the hearse and halted (no heel clicks), NPB will command "**Stand At, EASE**". **Note: "Stand At, EASE" may not be called if the OIC/NCOIC is at the position of Attention. If OIC/NCOIC is at the position of "Stand At, EASE" then NPB will call the team to "Stand At, EASE".**

9.5.5. NPB waits for the OIC/NCOIC to snap to the position of Attention and say, "**SECURE**". Thus indicating the remains are ready to be transferred to gravesite.

9.5.6. NPB commands, "**Bearers, ATTENTION**" then "**STEP**". NPB and Fold **ONLY** slide-step off with their left foot (suspended arm swing do not pin hands to sides). NPB will give the subdued command of "**Bumper".** NPB and Fold will then take three steps, close on the fourth, past the rear bumper of the car and halt (no heel clicks) at the open doors to the rear seat.

9.5.7. NPB and Fold slowly turn to center on the car in cadence with one another. NPB gives an eyewink and they bend over at the same cadence to retrieve the urn and flag.

9.5.8. NPB secures the flag against their chest, left hand over right (left middle fingertip over the right). Fold secures the urn with both hands underneath the container (unless the container is an odd shape). **Note: If the urn has an inscription or nameplate, the urn is carried with the inscription/name plate facing out away from Fold so the family may read it. NPB will ensure that the tucked portion of the flag is over the left side of their chest.**

9.5.9. NPB and Fold will quietly confirm that they are both ready to stand upright by saying "**Ready**". Together, they slowly stand back up. Fold holds the urn a fist distance away from their torso with elbows bent at 90-degrees, ensuring the urn is not resting against the body. NPB continues to hold the flag pressed against their chest, left hand over right (left middle fingertip over the right).

9.5.10. NPB gives an eyewink and together with Fold faces toward the Pallbearer team and then automatically slide-steps with their left foot. **Note: All movements are done in 3-second counts.**

9.5.11. NPB quietly commands "**HALT**" one pace from Mark and Cross Mark. Once halted, NPB and Fold automatically execute a slow three-count about face and remain at Attention.

9.5.12. Once the Chaplain is in place to lead the team to gravesite (if applicable), NPB commands "**STEP**". The team steps off in a normal marching cadence (suspended arm swing do not pin hands to sides) at close interval to march shoulder-to-shoulder all the way to gravesite.

9.5.13. Approximately 4 to 6 paces away from the urn table at gravesite, NPB gives Fold a "nudge" with their left arm against Fold's right arm as a signal to split the team around the table (if applicable). NPB will start to slow down their steps to slow down the rest of the team.

9.5.14. If no table is present to separate the team, NPB will "nudge" Fold and begin to set the team at an arm length distance. NPB will start to slow down their steps to slow down the rest of the team.

9.5.15. Mark commands, "**HALT**" once they are centered on the table. **Note: All commands are in a normal conversational tone.**

9.5.16. NPB commands, "**CENTER**". The team will execute a left or right face depending on the side

9.5.17. After the team has centered in facing each other with the table between them, Fold ceremonially takes one step/turn and places the urn on the table. **Note: If the urn has an inscription or nameplate, the urn is placed on the table with the inscription/name plate facing the families seating position.**

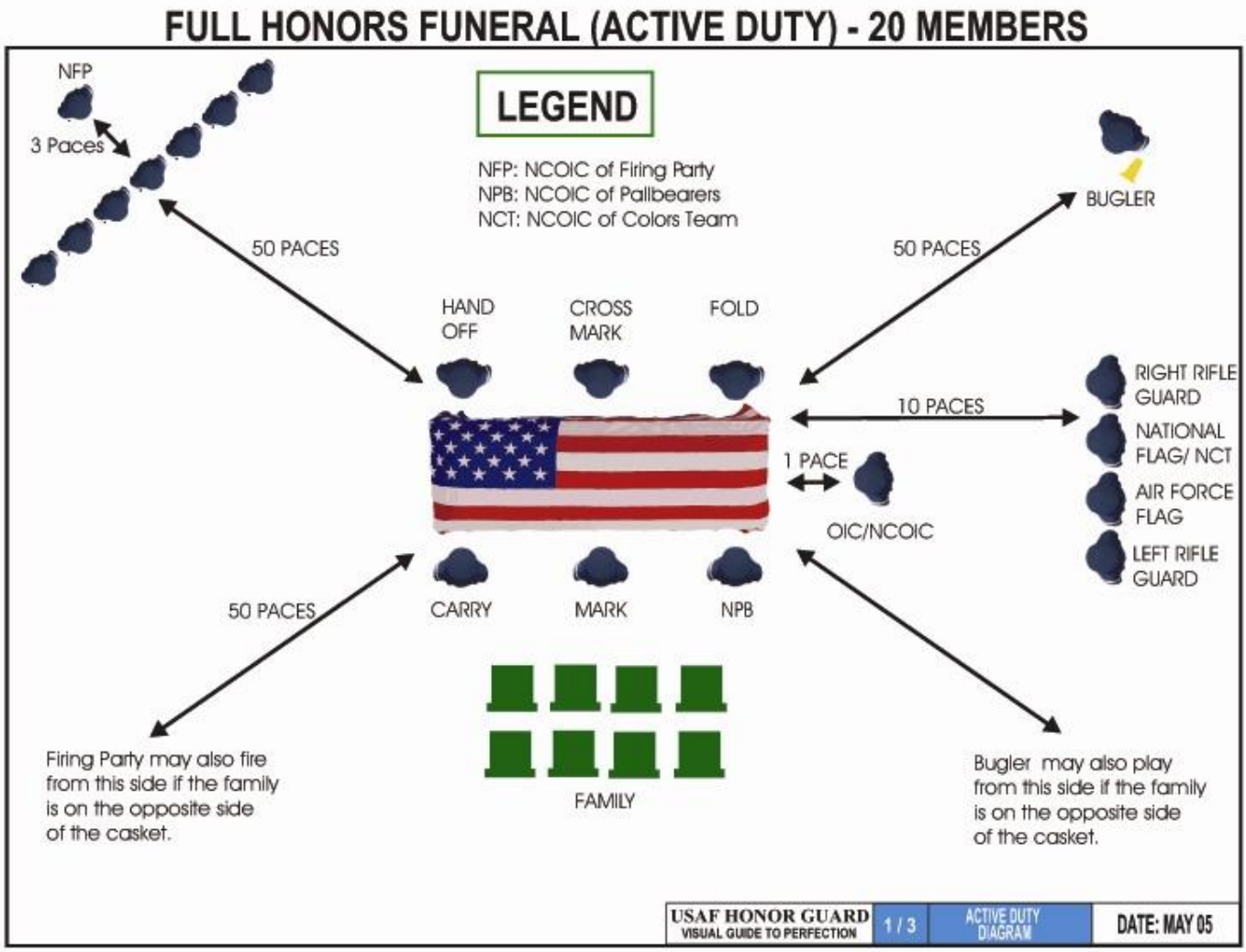
9.5.18. Simultaneously, NPB performs the **"half dress"** sequence. Following the dressing, NPB holds the flag until Fold returns to their original position and execute the **"Pass down"** sequence. Once Hand-off gets the flag they will start the **"Breakdown"** sequence.

9.5.19. Bring the flag to "table top" position. Once Military Honors are complete, Pallbearers perform the **"6-Person flag fold"** and the Appropriate Dressing sequence.

9.5.20. The OIC/NCOIC or Chaplain presents the flag to the next of kin, recites the Message of condolence and salutes the flag. An example of the message of condolence is:

On behalf of the President of the United States, the Department of the Air Force, and a grateful Nation, we offer our nation's flag for the faithful and honorable service of your loved one.

9.5.21. After the OIC/NCOIC or Chaplain has recited condolences to the next of kin and has returned to their position, OIC/NCOIC will quietly command "**Bearers, POST**".
9.5.22. NPB then commands "**Face, ME**" or "**Face, AWAY**"



9.6. Standard Honors/Retiree Funeral Sequence.

9.6.1. General Information.

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

9.6.2. Personnel.

9.6.2.1. 7 BHG members are required.

9.6.2.2. Officer in Charge/Non-Commissioned Officer in Charge (OIC/NCOIC/NPB) (1).

9.6.2.3. Non-Commissioned Officer in Charge of Firing Party (NFP) (1).

9.6.2.4. Dual qualified Pallbearers and Firing Party (3).

9.6.2.5. Pallbearer/Spare (1).

9.6.2.6. Pallbearer/Bugler/Sound system operator (1).

NOTE: THIS SEQUENCE CAN BE PERFORMED HONORS FIRST

9.6.3. **Personnel & Summary:**

9.6.3.1. The team will consist of 7 personnel performing both Pallbearer and Firing Party duties. Six will Pallbearer and 1 (NFP) will stay with the weapons until Pallbearers sequence is completed. Upon completion of the flag folding sequence, three Firing Party members (to be identified prior to the ceremony) will march back to their weapons and fire the three volleys. 1 member will march to the pre-positioned bugle and assume responsibilities of the Bugler. The "Spare" person will march back with the three firing members, split off, and fall in at the predetermined position. **Note: The extra person will be referred to as Spare. Spare is positioned in view of NFP, and able to view OIC/NCOIC to observe the cue to start the firing sequence. Spare is also responsible for retrieving the spent rounds after the completion of the Firing Party sequence.**

9.6.3.2. The bugle will need to be pre-positioned before the Firing Party march on sequence. The bugle will be placed with the ceremonial insert side facing down. **Note: Reference Chapter 7 for duties of Bugler. Pre-positioning the bugle with insert down ensures that Bugler will be able to relocate bugle later in ceremony.**

NOTE: Ensure the entire team knows placement of bugle and Spare during rendering of Military Funeral Honors in the case of "Up and Face" sequence being utilized.

9.6.4. **Equipment:**

9.6.4.1. Three fully functional and properly maintained M-14 rifles.

9.6.4.2. Three clean white weapon slings, sized and cut to the weapon. If black gloves are worn for cold weather, black slings need to be used instead.

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

9.6.4.4. Properly fitted or disposable hearing protection. Hearing protection **must** be utilized.

9.6.4.5. NFP **must** wear the ceremonial belt. No other members wear the ceremonial belt

9.6.4.6. The NFP **will** wear a side arm in a black patent leather holster. Either an inert 9mm or .38-caliber revolver will be worn.

9.6.4.7. Seven pair of white non-silicone gloves.

9.6.4.8. Practice Interment flag.

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

9.6.4.10. Bugle

9.6.5. **Standard Honors/Retiree Funeral. (Firing Party)**

9.6.5.1. The firing line will fall in as specified by the NFP then march towards the pre-determined location. Firing Party is positioned 50-75 paces from the head of the casket in view of the family and the fourth person in the firing line will be lined up with the corner of the casket. Once the team is lined up with the casket, NFP calls **Mark, TIME**; then in an Honor Guard combined (multiple) command calls **Firing Party, Left (Right) Face, Order, ARMS. Note: The NFP is positioned three paces away from the second person on the firing line.**

9.6.5.2. Once in position, the NFP will command **Dress Right, DRESS**. When the line is ready the NFP will command, **Ready, FRONT**. **Note: It is the NFP's responsibility to ensure that the team "dry fires" a minimum of twice before the ceremony begins. This will be performed at the pre-determined area.**

9.6.5.3. After Firing Party has completed "dry fire" practice, the team will then load the rifles. Once the rifles are loaded, the NFP gives the subdued commands **Dress Right, Dress**, next **Ready Front** and **Ground, ARMS**, followed by **Ready, UP**.

9.6.5.4. The NFP gives the command of **FALLOUT** and all the members perform a left face. The three members march off to perform Pallbearer duties. The NFP will stand at the position of **Stand At Ease**.

9.6.5.5. Upon the arrival of the hearse, NFP will not go to the position of Attention during that time due to the distance between the hearse and the NFP. If the hearse passes within 30 yards the NFP will **Present Arms**.

9.6.5.6. Once the casket is in motion the NFP will snap to the position of **Attention** and **Present Arms.**

9.6.5.7. NFP will hold their salute up until casket has been placed down on the mock up.

9.6.5.8. After the team members have completed Pallbearer duties they will march back and fall in to the left of their weapons with no facing movements and stand-by at the position of Attention. Be sure to fall in next to the weapon where you fell out originally.

9.6.5.9. When all team members are in place the NFP gives the subdued command **Take, ARMS**. At this time, the members will remove gloves (if necessary) and place hearing protection in ears. NFP then gives the subdued command **Ready, UP**.

9.6.5.10. The NFP then gives the subdued command **Ceremonial At, EASE** and assumes the position of Stand At Ease. **Note: During this time, family is delivering the eulogy.**

9.6.5.11. Once the family is done speaking, the funeral director or the OIC/NCOIC will ask the family, *"Please rise for the rendering of Military Honors."* OIC/NCOIC will snap to Attention without heel clicking. Then the Spare will snap to **Attention** and **Present Arms.** NFP will then snap to Attention and proceed with the firing sequence. The NFP must call these commands loudly and distinct. **Firing Party, ATTENTION Ready Face, Ready, Ready, Ready** and **Present, ARMS**.

9.6.5.12. After Taps is complete, NFP will drop their salute first then command the firing line in a subdued command to **Order Arms**.

9.6.5.13. When the flag is handed off to the next of kin (flat edge towards NOK), the OIC/NCOIC departs gravesite, this is the cue for Firing Party to depart the site.

9.6.5.14. The NFP will command in a subdued command, **Port, ARMS.** The NFP gives the firing line the subdued command of **Left (Right), FACE,** depending on which way the team's vehicle is. **Note: If the family is still by the gravesite, take a route so there is no disruption to the family.**

9.6.5.15. The NFP gives the subdued command of **Forward, MARCH** and marches the line back to their transportation, still centered on the firing party line. Spare will pick up the spent rounds etc.

9.6.6. **Standard Honors/Retiree Funeral. (Pallbearers)**

9.6.6.1. When the three Firing Party members join the Pallbearer team they will **FALL-IN.**

9.6.6.2. The Pallbearers should conduct, "warm-ups" by executing **Stand at Ease** and **Attention**, then the **"Behind the Hearse Sequence"**, and form up at the position of **Stand At, Ease.**

9.6.6.3. NPB will exit formation before family arrives. NPB will assume NCOIC position facing pallbearer team, standing in predetermined position for hearse to stop. ***Note: NPB will be referred to as NPB/NCOIC from this point.***

9.6.6.4. The first person to see the precession will give command of "**FAMILY"** to signal the rest of the team.

9.6.6.5. When the hearse is 10-paces away from Pallbearer team Fold will give the command of **"Bearers, ATTENTION"** NPB/NCOIC will also take the command.

9.6.6.6. As the hearse passes in front of the team, Hand-off or Carry (whoever is closest to the route of the hearse) will render a hand salute. The cadence of the salute is three-seconds up/down. **Note: In case the funeral representative/director does not stop the funeral procession, Hand-off or Carry (whoever is on the corner of the team closest to the approaching vehicles) will use their outside hand to signal the vehicles to stop before they impede the Pallbearers route.**

9.6.6.7. When hearse has stopped Fold will give the command of "**Stand At, Ease**". Pallbearers will assume position of **"Stand At, Ease"** until NPB/NCOIC returns to the team.

9.6.6.8. NPB/NCOIC will return to the Pallbearer team when OIC/NCOIC responsibilities are completed. ***Note: Hearse door open, flag draped properly on the casket, stopper removed, and cues from funeral director are the primary responsibilities that NPB/NCOIC will assume. Reference Chapter 8 for OIC/NCOIC responsibilities.***

9.6.6.9. NPB/NCOIC will "FALL-IN" with team at the position of "ATTENTION" and then assume position of "Stand At, Ease" on their own. NPB will then give the command of **"Bearers, ATTENTION"**.

9.6.6.10. NPB/NCOIC will give command "**STEP**" to initiate the "**Hang Step".**

9.6.6.11. Once the team has hang stepped, executed **"Right/Left, Flank, HARCH"** the team will step off with normal arm swing on the next available left foot. **Note: From the left flank, you will step off immediately once the heel of left foot hits the ground. From the right flank, one hang step on right foot will be taken, then step off immediately with arm swing.**

9.6.6.12. Next the Bearer team will perform the **"Behind the Hearse Sequence"**, and carry the casket to gravesite. Upon arrival to gravesite NPB will give the command of **"HALT"**, to stop the bearers when they are less than one pace away from the mock-up. Then NPB will give the command **"CENTER"**, to get the team ready to carry the casket onto the mock-up. Then command **"STEP"**, to side step the casket onto the mock-up.

9.6.6.13. When the entire team is on the mock-up and the casket is centered on the lowering device, NPB commands, "**HALT**". After the team has halted, NPB and Hand-off take hold of the corner of the flag with their right hand and hold it away from the casket. Simultaneously, Fold and Carry will secure the flag with their left hands and hold it away from the casket. (This is done to prevent the flag from touching the ground and/or being pinned under the casket.)

9.6.6.14. At this point, Mark & Cross Mark compensate the other team members' weight. NPB commands "**DOWN**". The team extends their arms down, then squat and slowly lower the casket down onto the mock-up. **Note: NPB will allow enough time for team members to grab hold of the corners of the flag before calling command, "Down". Ensure Pallbearers bend at the knees and not at the waist when lowering the casket onto the mock-up.**

9.6.6.15. Next the bearers will perform the **"6 Person Flag Fold"** and **"Full Dress Sequence"**

9.6.6.16. At this time NPB gives command of "**Face, Away**". Pallbearers will face away from NPB. NPB will move to the foot of the casket as the team departs the mock-up. **Note: NPB will always call "Face, Away" so that Mark and Carry do not have to travel around NPB. NPBs' move to the foot of the casket gives NPB the ability to view the funeral sequence properly, without having their back to the family.**

9.6.6.17. The Pallbearers will complete **"Face, Away".** As soon as the last person (NPB or Hand-off) clears the mock-up they will call **"STEP"** in a subdued tone. The bearers will take one more step then step off in a normal marching cadence with coordinated arm swing. All five members will zipper into a line formation when marching back to their predetermined positions. Ensure the three members that are doubling as Firing Party are one in front of the other.

9.6.6.18. After clearing gravesite, the team member assigned Bugler position will split from team and continue to march to pre-positioned bugle.

9.6.6.19. The three Firing Party members will march back and fall in to their weapons.

9.6.6.20. Spare will march back with the three firing members, split off, and fall into predetermined position. **Note: Spare, NPB/NCOIC, and NFP will pick a spot at the cemetery that will allow Spare to be seen by NFP and see NPB/NCOIC.**

9.6.6.21. If committal service is performed after Pallbearer team departs, NCOIC will assume **At, Ease** position with feet 6-8 inches apart. The flag will maintain the same position from the 10th count of the Full Dress (SHF).

9.6.6.22. When the Firing Party sequence and Taps is complete, NPB/NCOIC will face the family and present the flag to the next of kin, recite the message of condolence and salute the flag. An example of the message of condolence is:

On behalf of the President of the United States, the Department of the Air Force, and a grateful Nation, we offer our nation's flag for the faithful and honorable service of your loved one.

9.6.6.23. NPB/NCOIC drops salute (3-seconds), faces away from family (never turning back to family), and departs area heading back to transportation site. This is the cue for Firing Party to depart the area.

9.6.7. **Bugler Sequence:** Bugler is positioned at a minimum 50 paces diagonally from gravesite. If possible, the family should be able to see the Bugler. The Bugler is positioned equal and opposite of Firing Party, usually diagonal to the foot end of the casket.

9.6.7.1. Taps will be played from the position of Attention.

9.6.7.2. The Bugler's cue to begin the playing of Taps is when the NFP gives the final command in the firing sequence, **Present Arms**. On the **"S"** of **Present,** the Bugler will reach inside the "bell" with the right hand and press the "Play" button. When the button is pressed, the Bugler has a five second delay before Taps sounds. During that time the Bugler will take the ceremonial bugle with the right hand and bring the instrument near their lips. Pin the left hand during the duration of Taps. The ceremonial bugle must remain parallel to the ground at all times. **Note: Ensure the "On" switch is activated prior to ceremony start time**.

9.6.7.3. Once Taps is complete; the Bugler will bring the ceremonial bugle back to the position of Attention and render a salute. **Note: DO NOT turn the selector switch to the "Off" position until the Bugler returns to the transportation site.**

9.6.8. **Standard Honors Funeral (Cremate) Sequence.**

9.6.8.1. The pre-ceremony actions will be the same as a regular (casket) SHF, i.e. Firing Party warm ups, falling out to join Pall bearer team etc.

9.6.8.2. NPB will exit formation before family arrives. NPB will assume NCOIC position facing pallbearer team, standing in predetermined position for hearse to stop. **Note: NPB will be referred to as NPB/NCOIC from this point.**

9.6.8.3. The first person to see the precession will give command of "**FAMILY"** to signal the rest of the team.

9.6.8.4. When hearse is 10-paces away from Pallbearer team Fold will give the command of **"Bearers, ATTENTION"** NPB/NCOIC will also take the command.

9.6.8.5. As the car passes in front of the team, Carry or Hand-off (whoever is closest to the route of the car) will render a three second hand salute. **Note: In case the funeral representative/director does not stop the funeral procession, Hand-off or Carry (whoever is on the corner of the team closest to the approaching vehicles) will use their outside hand to signal the vehicles to stop before they impede the Pallbearers route.**

9.6.8.6. When hearse has stopped Fold will give the command of "**Stand At, Ease**". Pallbearers will assume position of **"Stand At, Ease"** until NPB/NCOIC returns to the team.

9.6.8.7. NPB/NCOIC will return to the Pallbearer team when OIC/NCOIC responsibilities are completed. **Note: Car doors open, flag on right side of car, urn on left side of car and cues from funeral director are the primary responsibilities that NPB/NCOIC will assume. Reference Chapter 8 for complete OIC/NCOIC responsibilities.**

9.6.8.8. NPB/NCOIC will "FALL-IN" with team at the position of "ATTENTION" and then assume position of "Stand At, Ease" on their own. NPB will then give the command of **"Bearers, ATTENTION"**.

9.6.8.9. NPB/NCOIC will give command "**STEP**" to initiate the "**Hang Step".**

9.6.8.10. Once the team has hang stepped, executed **"Right/Left, Flank, HARCH"** Mark, Cross-mark, Hand-off and Carry take three more Hang Steps and stop at the position of Attention (no heel clicks) NPB and Fold will execute their Right/Left, Flank, HARCH and then step off (in a slow cadence) on the next available left foot. **Note: From the left flank, you will step off immediately once the heel of left foot hits the ground. From the right flank, one hang step on right foot will be taken, then when left heel hits ground step off immediately with arm swing.**

9.6.8.11. NPB and Fold march up to the car (in a slow cadence with suspended arm swing do not pin hands to sides). When NPB and Fold reach the bumper, NPB will give the subdued command of "**Bumper".** NPB and Fold will then take three steps, close on the fourth, past the rear bumper of the car and halt (no heel clicks) at the open doors to the rear seat.

9.6.8.12. NPB and Fold slowly turn to center on the car in cadence with one another. NPB gives an eyewink and they bend over at the same cadence to retrieve the urn and flag.

9.6.8.13. NPB secures the flag against their chest, left hand over right (left middle fingertip over the right). Fold secures the urn with both hands underneath the container (unless the container is an odd shape). **Note: If the urn has an inscription or nameplate, the urn is carried with the inscription/name plate facing out away from Fold so the family may read it. NPB will ensure that the tucked portion of the flag is over the left side of their chest.**

9.6.8.14 NPB and Fold will quietly confirm that they are both ready to stand upright by saying "**Ready**". Together, they slowly stand back up. Fold holds the urn a fist distance away from their torso with elbows bent at 90-degrees, ensuring the urn is not resting against the body. NPB continues to hold the flag pressed against their chest, left hand over right (left middle fingertip over the right).

9.6.8.15. NPB gives an eyewink and together with Fold faces toward the Pallbearer team and then automatically slide-steps with their left foot. **Note: All movements are done in 3-second counts.**

9.6.8.16. NPB quietly commands "**HALT**" one pace from Mark and Cross Mark. Once halted, NPB and Fold automatically execute a slow three-count about face and remain at Attention.

9.6.8.17. Once the Chaplain is in place to lead the team to gravesite (if applicable), NPB commands "**STEP**". The team steps off in a normal marching cadence (suspended arm swing do not pin hands to sides) at close interval to marching shoulder-to-shoulder all the way to gravesite.

9.6.8.18. Approximately 4 to 6 paces away from the urn table at gravesite, NPB gives Fold a "nudge" with their left arm against Fold's right arm as a signal to split the team around the table (if applicable). NPB will start to slow down their steps to slow down the rest of the team.

9.6.8.19. If no table is present to separate the team, NPB will "nudge" Fold and begin to set the team at an arm's length distance. NPB will start to slow down his/her steps to slow down the rest of the team.

9.6.8.20. Mark commands, "**HALT**" once they are centered on the table. ***Note: All commands are in a normal conversational tone.***

9.6.8.21. NPB commands, "**CENTER**". The team will execute a left or right face depending on the side

9.6.8.22. After the team has centered in facing each other with the table between them, Fold ceremonially takes one step/turn and places the urn on the table. **Note: If the urn has an inscription or nameplate, the urn is placed on the table with the inscription/name plate facing the families seating position.**

9.6.8.23. Simultaneously, NPB performs the **"half dress"** sequence. Following the dressing, NPB holds the flag until Fold returns to their original position and execute the **"Pass down"** sequence. Once Hand-off gets the flag they will start the **"Breakdown"** sequence.

9.6.8.24. Next the bearers will perform the **"6 Person Flag Fold"** and **"Full Dress Sequence"**

9.6.8.25. At this time NPB gives command of "**Face, Away**". Pallbearers will face away from NPB. NPB will take one side/turn step to reposition themselves 90 degrees from their original position and in-line with the urn as the team departs the immediate area. **Note: NPB will always call "Face, Away" so that Mark and Carry do not have to travel around NPB. NPBs' move to the same position referencing the foot of the casket gives NPB/NCOIC the ability to view the funeral sequence properly, without having their back to the family.**

9.6.8.26. The Pallbearers will complete **"Face, Away".** As soon as Fold clears the immediate area they will call **"STEP"** in a subdued tone. The bearers will take one more step then step off in a normal marching cadence with coordinated arm swing. All five members will zipper into a line formation when marching back to their predetermined positions. Ensure the three members that are doubling as Firing Party are one in front of the other.

9.6.8.27. After clearing gravesite, the team member assigned Bugler position will split from team and continue to march to pre-positioned bugle.

9.6.8.28. The three Firing Party members will march back and fall in on their weapons.

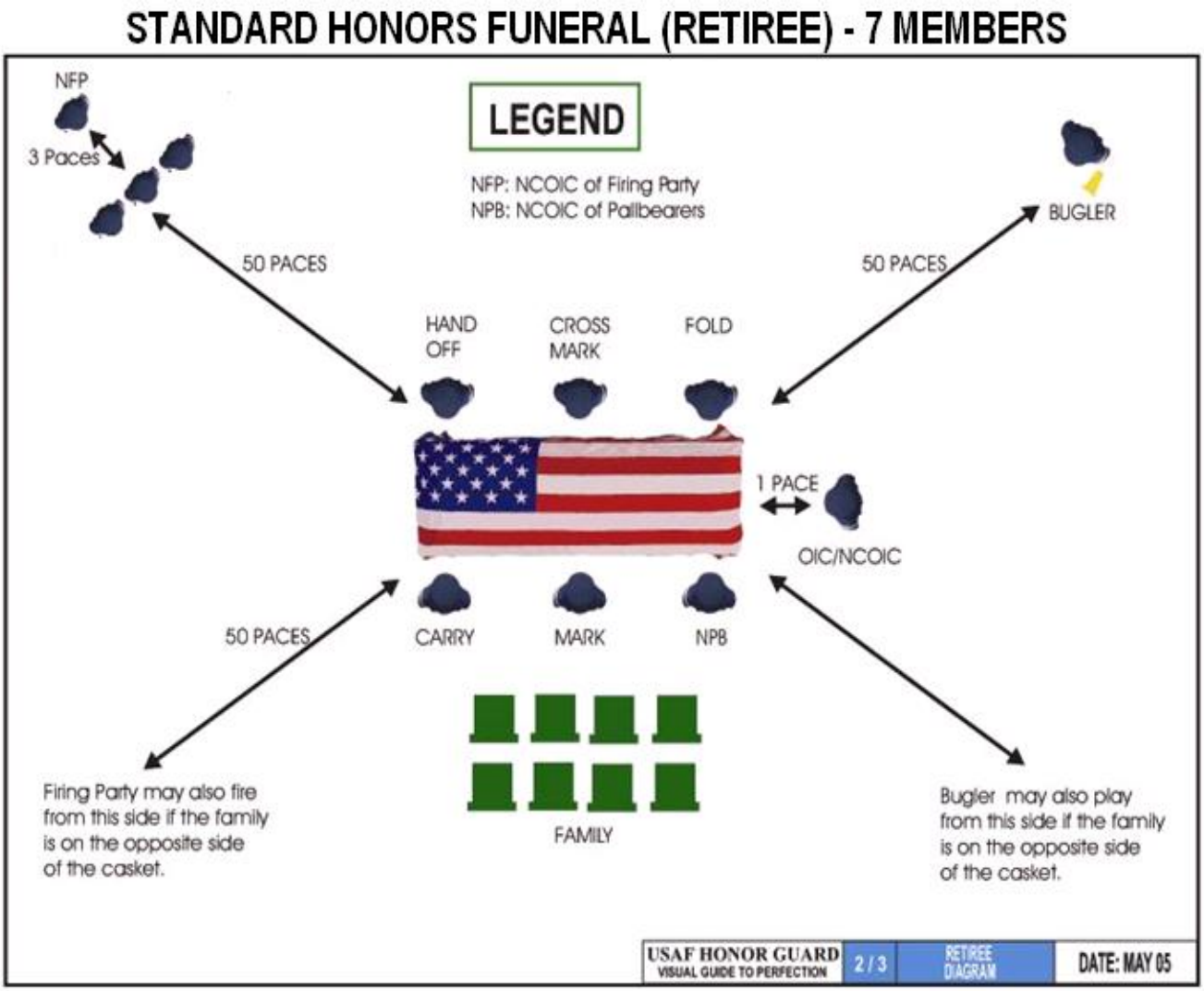
9.6.8.29. Spare will march back with the three firing members, split off, and fall into predetermined position. **Note: Spare, NPB/NCOIC, and NFP will pick a spot at the cemetery that will allow Spare to be seen by NFP and see NPB/NCOIC.**

9.6.8.30. If committal service is performed after Pallbearer team departs, NCOIC will assume **At, Ease** position with feet 6-8 inches apart. The flag will maintain the same position from the 10th count of the Full Dress (SHF). When the committal is complete the NPB/NCOIC will come to attention (without heel click) and ask the family to rise for funeral honors. Spare will come to attention and present arms. This signals NFP and bugle to proceed with honors.

9.6.8.31. When the Firing Party sequence and Taps is complete, NPB/NCOIC will face the family and present the flag to the next of kin, recite the message of condolence and salute the flag. An example of the message of condolence is:

On behalf of the President of the United States, the Department of the Air Force, and a grateful Nation, we offer our nation's flag for the faithful and honorable service of your loved one.

9.6.8.32. NPB/NCOIC drops salute (3-seconds), faces away from family (never turning back to family), and departs area heading back to transportation site. This is the cue for Firing Party to depart the area.



9.7. Pallbearers Commands.

*Note: The raised or lowered portions of the command indicate whether the inflection of your voice should go up, down, or remain level. The letters to the right of the command are called on the appropriate foot; Left **(L)** or Right **(R)**; or Subdued **(S)**.*

1. Stand at, EASE	1. Stand at HEASE
2. Bearers, ATTENTION	2. Bearer Tench HUT
3. Step	3. STEP

	HARCH (L)
	Flank (**L**)
4a. Left, Flank, MARCH	4a. Left (**L**)
	HARCH (**R**)
	Flank (**R**)
4b. Right, Flank, MARCH	4b. Right (**R**)
5. Secure (Commands 6 and 7 refer to numbers 1 and 2)	5. SECURE
8. Mark Time	8. MARK (**L**), TIME (**R**)
9. Bearers, HALT	9. BEARERS (**L**), HALT (**L**)
10. Ready, TAKE	10. READY TAKE (**S**)
11. Read, LIFT	11. READY LIFT (**S**)
12. Ready	12. READY
13. Up	13. UP
14. Face	14. FACE
15. Halt	15. HAAALT
16. Center	16. CENTER
17. Down	17. DOWN
18. Ready, STEP	18. READY STEP (**S**)
19. Face Me	19. FACE ME or FACE AWAY (**S**)
20. Bearers, Fallout, MARCH	20. BEARERS (**L**) FALLOUT (**L**) HARCH (L)

9.8. Colors Commands.

*Note: The raised or lowered portions of the command indicate whether the inflection of your voice should go up, down, or remain level. The letters to the right of the command are called on the appropriate foot; Left **(L)** or Right **(R)**; or Subdued **(S)**.*

1. Forward, MARCH	HARCH Ward 1. For
2. Colors, Stand at, EASE	HEASE 2. Colors, Stand At
3. Stand-by, Colors, ATTENTION	HUT 3. Stand By, Colors TENCH
4. Port, ARMS	HARMS 4. Port
5. Right Shoulder, ARMS	HARMS 5. Right Shoulder,
6. Present, ARMS	HARMS Sent 6. Pre
7. Order, ARMS	HARMS Derp 7. Or
8. Colors, Ready, CUT	CUT 8. Colors, Ready
9. Bearers, Ready, TWO	9. BEARERS READY TWO (**S**)
10. Colors, Colors Turn, MARCH	HARCH 10.Colors, Colors Turn,
11. Colors, Fallout, MARCH	HARCH (**L**) 11. COLORS (**L**), FALLOUT (**L**),

9.9. Firing Party Commands.

Note: The raised or lowered portions of the command indicate whether the inflection of your voice should go up, down, or remain level. The letters to the right of the command are called on the appropriate foot; Left (L), Right (R); or Subdued (S).

1. Forward, MARCH	HARCH Ward 1. For
2. Firing Party, Left (Right) Face, Order, ARMS	HARMS Derp 2. Or
3. Dress Right, DRESS	DRESS Right 3. Dress
4. Ready, FRONT	HUNT 4. Redup
5. Ground, ARMS	HARMS 5. Ground
6. FALLOUT	6. FALLOUT
7. Take, ARMS	HARMS 7. Take (**S**)
8. Ready, UP	UP 8. Ready (**S**)
9. Ceremonial at, EASE	HEASE 9. Ceremonial (**S**) at
10. Firing Party, ATTENTION	HUT 10. Firing Party Tench
11. Ready, FACE	HACE Red up
12. READY (given 3 times)	12. RED UP
13. Present, ARMS	HARMS Sent Pre
14. Order, ARMS (see 2.)	
15. Port, ARMS	HARMS 15. Port (**S**)
16. Left (Right), FACE	HACE 16. Left (**S**)
17. Firing Party, Fallout, MARCH	HARCH (**L**) 17. FIRING PARTY (**L**), FALLOUT (**L**)

9.10. Veteran Funerals.

9.10.1. **General Information.**

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

9.10.2. Personnel:

9.10.2.1. 2or 3 BHG members are required. This depends on the BHG manning.

9.10.2.2. Officer in Charge/Non-Commissioned Officer in Charge (OIC/NCOIC) (1).

9.10.2.3. Fold (1).

9.10.2.4. Bugler/Sound system operator (1).

9.10.3. **Three-Person Veteran Funeral Sequence.**

9.10.3.1. Two qualified Honor Guard members, OIC/NCOIC and Fold pre-position themselves (backs to gravesite) at curbside awaiting the procession. The third position is reserved for the Bugler.

9.10.3.2. The Bugler will be positioned 50 paces diagonally from gravesite, facing the family. **Note: Reference to Chapter 7, Bugler procedures.**

9.10.3.3. Prior to the funeral (if possible), NCOIC will acquire next of kin information from the funeral director.

9.10.3.4. When the family approaches the back of the hearse, OIC/NCOIC will command, **Staff, ATTENTION.** Both OIC/NCOIC and Fold will go to the position of Attention. Once the casket is in motion, OIC/NCOIC will command **Present, ARMS.**

9.10.3.5. Once the hearse passes both members they execute **Order, Arms**. Immediately following the hearse being placed in park, OIC/NCOIC will give the command of **Stand At, EASE.**

9.10.3.6. When the family approaches the back of the hearse, OIC/NCOIC will command, **Staff, ATTENTION.** Both OIC/NCOIC and Fold will go to the position of Attention. Once the casket is in motion, OIC/NCOIC will command **Present, ARMS.**

9.10.3.7. Once the casket passes the OIC/NCOIC and Fold, OIC/NCOIC will command **Order, Arms.** OIC/NCOIC will them command **Right/Left, FACE**, whichever direction the casket is being carried and both member will execute an automatic **Present, Arms.** Once the family passes both members, both will **Order, Arms.** Then members will step off together and come abreast with OIC/NCOIC on the right, and follow the casket to gravesite with suspended arm swing.

9.10.3.8. Honor Guard members follow the pallbearers and position themselves at both ends of the casket once it is placed down on the mock-up. OIC/NCOIC is at the head end, Fold at the feet. Both will go to the position of **Stand At, Ease. Note: There are to be NO commands given while standing at the casket. Any movements will be initiated by eyewink. If either member has to stop and wait for the casket to be set down on the mock up they will render a hand salute.**

9.10.3.9. The Chaplain performs the committal service.

9.10.3.10. When the committal service is complete, the funeral director or OIC/NCOIC asks the family to *"Please rise for the playing of Taps"*. At this time Fold will eyewink at OIC/NCOIC and both will come to the position of Attention simultaneously, with **no** heel click and both will **Present, Arms** simultaneously. This will cue the Bugler to sound taps.

9.10.3.11. Upon the completion of Taps, both members will **Order, Arms.** Immediately following the **Order, Arms**, both members secure the four corners of the flag. **Note: The OIC/NCOIC is responsible for holding the flag taut ensuring it stays level while the flag is being folded.**

9.10.3.12. Two side steps are taken to clear the flag from the casket ensuring enough room is provided to enable the folder to step toward the OIC/NCOIC while folding. **Note: Always try to fold the flag in front of the family. If there is not enough room due to obstacles, such as a pile of dirt, family in the way or some other obstruction, then fold the flag to a quarter fold over the casket then take two side steps toward the family**. **If the family is to close two side steps away is allowed.**

9.10.3.13. Next perform the "**Two Person Flag Fold"**

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

9.10.3.15. Perform the **"Full Dress"** sequence.

9.10.3.16. The dressing sequence is now complete, Fold hands off the flag to the OIC/NCOIC. Fold then looks at the flag without moving his/her head and performs a three-second cadence salute. Once the salute is complete, Fold marches back to the transportation site.

9.10.3.17. The OIC/NCOIC presents the flag to the next of kin and recites the message of condolence, followed by a slow salute to the flag. Always present the flag with the flat edge of the flag toward the next of kin. An example of the message of condolence is:

On behalf of the President of the United States, the Department of the Air Force, and a grateful Nation, we offer our nation's flag for the faithful and honorable service of your loved one.

9.10.3.18. After the flag is presented, The OIC/NCOIC departs gravesite to the transportation site.

9.10.4. **Two-Person Veteran Funeral Sequence.**

9.10.4.1. Two qualified Honor Guard members, OIC/NCOIC and Fold pre-position themselves (backs to gravesite) at curbside awaiting the procession.

9.10.4.2. Prior to the funeral (if possible), NCOIC will acquire next of kin information from the funeral director.

9.10.4.3. When the hearse is 10 paces from OIC/NCOIC and Fold, both members go to **Attention** and execute **Present, Arms.** All commands during this sequence are initiated by OIC/NCOIC and are given in a normal conversational tone.

9.10.4.4. Once the hearse passes both members they execute **Order, Arms**. Immediately following the hearse being placed in park, OIC/NCOIC will give the command of **Stand At, EASE.**

9.10.4.5. When the family approaches the back of the hearse, OIC/NCOIC will command, **Staff, ATTENTION.** Both OIC/NCOIC and Fold will go to the position of Attention. Once the casket is in motion, OIC/NCOIC will command **Present, ARMS.**

9.10.4.6. Once the family passes the OIC/NCOIC and Fold, OIC/NCOIC will command **Order, ARMS.** OIC/NCOIC will then command **Right/Left, FACE**, whichever direction the casket is being carried and both members will execute an automatic **Present, Arms.** Once the family passes both members, both will **Order, Arms** simultaneously. Then members will step off together and come abreast with OIC/NCOIC on the right, and follow the casket to gravesite with suspended arm swing.

9.10.4.7. Honor Guard members follow the pallbearers and position themselves at both ends of the casket once it is placed down on the mock-up. OIC/NCOIC is at the head end, Fold at the feet. Both will go to the position of **Stand At, Ease.** ***Note: There are to be NO commands given while standing at the casket. Any movements will be initiated by eyewink. If either member has to stop and wait for the casket to be set down on the mock up they will render a hand salute.***

9.10.4.8. The Chaplain performs the committal service.

9.10.4.9. When the committal service is complete, One member will wink (predetermined) and both will come to the position of Attention simultaneously. Both members will reach down and grab the corners of the flag and lift it off the casket.

9.10.4.10. Two side steps are taken to clear the flag from the casket ensuring enough room is provided to enable the folder to step toward the OIC/NCOIC while folding. **Note: Always try to fold the flag in front of the family. If there is not enough room due to obstacles, such as a pile of dirt, family in the way or some other obstruction, then fold the flag to a quarter fold over the casket then take two side steps toward the family**, i**f the family is to close two side steps away is allowed**, with no heel clicks and begin the flag folding sequence.

9.10.4.11. Next perform the "**Two Person Flag Fold"**

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

9.10.4.13. Perform the **"Full Dress"** sequence.

9.10.4.14. The dressing sequence is now complete, Fold hands off the flag to the OIC/NCOIC. Fold then looks at the flag without moving his/her head and performs a three-second cadence salute.

9.10.4.15. Once the salute is complete, Fold goes to the predetermined position away from the family to sound Taps. **Note: Both members must wait for the cue from the chaplain or funeral representative before folding the flag.**

9.10.4.16. The funeral director or OIC/NCOIC asks the family to *"Please rise for the playing of Taps".* Fold will sound Taps.

9.10.4.17. At the conclusion of Taps, the OIC/NCOIC presents the flag to the next of kin, recites the message of condolence and salutes the flag. An example of the message of condolence is as follows:

On behalf of the President of the United States, the Department of the Air Force, and a grateful Nation, we offer our nation's flag for the faithful and honorable service of your loved one.

9.10.4.18. After the flag is presented, The OIC/NCOIC departs gravesite to the transportation site.

9.10.5. **Veteran Funeral (Cremate) Sequence.**

9.10.5.1. Two qualified Honor Guard members, OIC/NCOIC and Fold pre-position themselves (backs to gravesite) at curbside awaiting the procession.

9.10.5.2. Prior to the funeral (if possible), NCOIC will acquire next of kin information from the funeral director.

9.10.5.3. When the car is 10 paces from OIC/NCOIC and Fold, both members go to **Attention** and execute **Present, Arms.** All commands during this sequence are initiated by OIC/NCOIC and are given in a normal conversational tone.

9.10.5.4. Once the car passes both members they execute **Order, Arms**. Immediately following the hearse being placed in park, OIC/NCOIC will give the command of **Stand At, EASE.**

9.10.5.5. When the funeral director gives the appropriate signal, OIC/NCOIC will command, **Staff, ATTENTION.** Both OIC/NCOIC and Fold will go to the position of Attention, and step off to march up to the car (in a slow cadence with suspended arm swing do not pin hands to sides). Fold will proceed to the driver side of the car and NCOIC will proceed to the passenger side of the car. Whichever member gets to the car first will stand fast at Attn. in the door ready to retrieve the urn/flag.

9.10.5.6. Once the other member gets to their respective door, NCOIC gives an eyewink and they bend over at the same cadence to retrieve the urn and flag.

9.10.5.7. NCOIC secures the flag against their chest, left hand over right (left middle fingertip over the right). Fold secures the urn with both hands underneath the container (unless the container is an odd shape). **Note: If the urn has an inscription or nameplate, the urn is carried with the inscription/name plate facing out away from Fold so the family may read it. NCOIC will ensure that the tucked portion of the flag is over the left side of their chest.**

9.10.5.8. NCOIC and Fold will quietly confirm that they are both ready to stand upright by saying "**Ready**". Together, they slowly stand back up. Fold holds the urn a fist distance away from their torso with elbows bent at 90-degrees, ensuring the urn is not resting against the body. NCOIC continues to hold the flag pressed against their chest, left hand over right (left middle fingertip over the right).

9.10.5.9. NCOIC gives an eyewink and together with Fold faces toward the rear of the car and then automatically slide-step with their left foot. **Note: All movements are done in 3-second counts.**

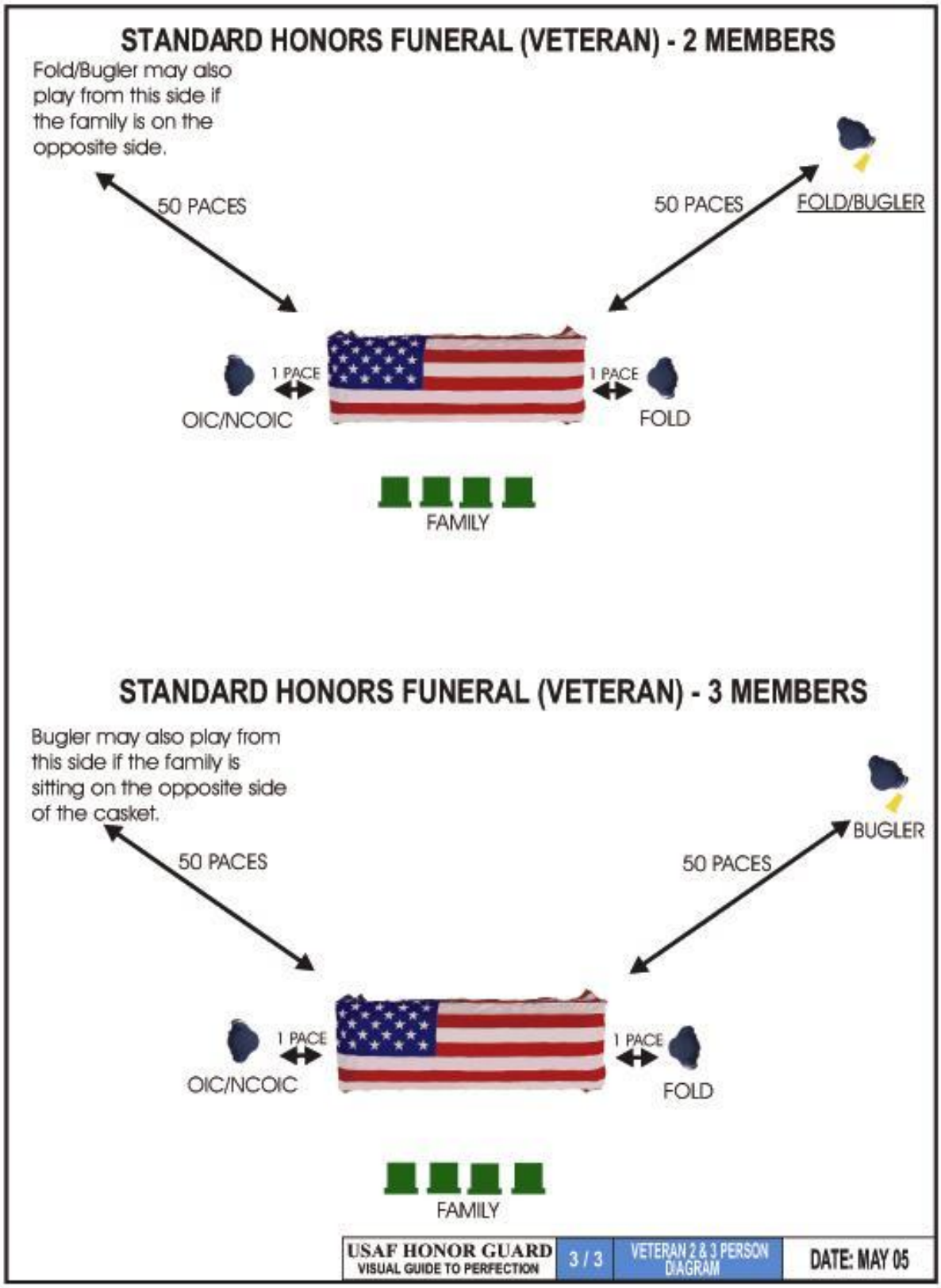
9.10.5.10. NCOIC and Fold will march to gravesite shoulder to shoulder with NCOIC on the right.

9.10.5.11. Upon arrival to the gravesite NCOIC will stop on the left of the urn table (family's point of view) facing the urn table. Fold will stop on the right of the urn table (family's point of view) facing the urn table, and place the urn down on the table. Both members will be app. one pace off the urn table. **Note: If the urn has an inscription or nameplate, the urn is placed on the table with the inscription/name plate facing the families seating position.**

9.10.5.12. Once the urn has been set down both members will slowly move to **"Stand at, EASE"**. NCOIC will not move their hands; they will only spread their feet. **Note: There are to be NO commands given while standing at the casket. Any movements will be initiated by eyewink.**

9.10.5.13. The Chaplain will perform the committal service.

9.10.5.14. From this point forward refer to **Two/Three Person Veteran Funeral Sequence** to complete the ceremony.


STANDARD HONORS FUNERAL (VETERAN) - 2 MEMBERS
Fold/Bugler may also play from this side if the family is on the opposite side.
50 PACES
50 PACES
FOLD/BUGLER
1 PACE
1 PACE
OIC/NCOIC
FOLD
FAMILY
STANDARD HONORS FUNERAL (VETERAN) - 3 MEMBERS
Bugler may also play from this side if the family is sitting on the opposite side of the casket.
BUGLER
50 PACES
50 PACES
1 PACE
1 PACE
OIC/NCOIC
FOLD
FAMILY
USAF HONOR GUARD
VISUAL GUIDE TO PERFECTION
3 / 3
VETERAN 2 & 3 PERSON DIAGRAM
DATE: MAY 05

Chapter 10

RETIREMENT CEREMONY

NOTE: This will **ONLY** be performed by the Honor Guard if they have the manpower to do, and the **APPROVED** script is used. Otherwise two AF personnel in Service Dress will perform in the ceremony.

10.1. Personnel.

10.1.1. Officer-in-Charge (1) or Non-Commissioned Officer-in-Charge (NCOIC) (1).

10.1.2. Fold (1).

10.2. Equipment.

10.2.1. 5’ x 9.5’ Interment or All Purpose flag.

10.2.2. **White gloves (non-siliconed), leather gloves or gloves with the grip material.**

10.2.3. **The ceremonial hat and ceremonial belt will not be worn for this ceremony.**

10.3. Preparation.

10.3.1. Schedule at least one practice one day prior to the ceremony with the Retiring Official and narrator of the ceremony. **Note: Music is not to be played during this ceremony.**

10.4. Sequence of Events.

10.4.1. At the appropriate time the OIC/NCOIC commands **Ready, STEP** in a normal conversational tone. OIC/NCOIC and Fold step off together, shoulder-to-shoulder and Fold will have suspended arm swing. **Note: Ready Step is the only command given by the OIC/NCOIC throughout the ceremony.**

10.4.1.1. OIC/NCOIC will have the flag in hand prior to ceremony start time and the flag will be folded in a triangle shape.

10.4.2. When OIC/NCOIC and Fold approach the pre-designated performance area, they separate in a column formation (OIC/NCOIC walks in front of Fold). Upon arriving to their pre-determined positions, in-between the audience and the retiring member, they will automatically halt.

10.4.3. Once halted, OIC/NCOIC performs a three-count **About Face.** OIC/NCOIC begins to perform the "Half Dress" sequence.

10.4.4. Fold begins to unfold the flag. **Note: See section 10.7. for official authorized Retirement script with Fold and narrator's cues.**

10.4.5. Once the flag is completely unfolded, both members secure the four corners of the flag and bring it to "table top" position only. **Note: Do not tilt and face the flag towards the audience or "pop" the flag open!**

10.4.6. When the flag is folded, Fold will perform a "Full Dress" sequence and hand off the flag to the OIC/NCOIC.

10.4.7. When the flag is secured to the OIC/NCOIC's chest, both OIC/NCOIC and Fold will step off simultaneously. Fold will exit to a pre-determined area out of sight from the ceremony. OIC/NCOIC will proceed to the Retiring Official, hands off the flag and renders a 3-second salute.

10.4.7.1. OIC/NCOIC grasps the flag with the right hand, keeping all fingers joined and pause. Rotate the flag in a clockwise motion with the right hand while simultaneously lifting the flag until the top of the flag is at eye level. The left hand comes up and joins the right hand, ensuring the fingers are joined and remain together.

10.4.8. The Retiring Official will take the flag from OIC/NCOIC, left hand over right. OIC/NCOIC will look at the flag without moving his/her head and perform a 3-second salute. OIC/NCOIC will exit to a pre-determined area out of sight from the ceremony.

10.4.9. The Retiring Official presents the flag to the Retiree and recites a message to the Retiring individual, followed by a slow salute to the flag. **Note: The Retiring Official must rotate the flag so the flat edge is facing the Retiree.**

10.4.9.1. The message is: ***(Rank and Name,) on behalf of our squadron* [or other unit]*, your friends and your family, I present this flag in recognition of your* [number] *years of faithful service with the United States Air Force.***

Retirement Script

(Narrator begins reading when the flag is draped over OIC/NCOIC's arm)

For more than 200 years, the American flag has been the symbol of our nation's unity, as well as a source of pride and inspiration for millions of citizens.

Born on June 14, 1777, the Second Continental Congress determined that the flag of the United States be thirteen stripes, alternating between seven red and six white; and that the union be thirteen stars, white in a blue field representing a new constellation. (1)

(Flag is at "table top" position)

Between 1777 and 1960, the shape and design of the flag evolved into the flag presented before you today. The 13 horizontal stripes represent the original 13 colonies, while the stars represent the 50 states of the Union. The colors of the flag are symbolic as well; red symbolizes hardiness and valor; white signifies purity and innocence; and blue represents vigilance, perseverance and justice. (1)

Traditionally, a symbol of liberty, the American flag has carried the message of freedom, and inspired Americans, both at home and abroad.

(Begin the first triangular fold)

In 1814, Francis Scott Key was so moved at seeing the Stars and Stripes waving after the British shelling of Baltimore's Fort McHenry that he wrote the words to The Star Spangled Banner. (3)

In 1892 the flag inspired Francis Bellamy to write the "Pledge of Allegiance," our most famous flag salute and patriotic oath. (3)

(Flag lands in the union)

In July 1969 the American flag was "flown" in space when Neil Armstrong planted it on the surface of the moon. (3)

Today, our flag flies on constellations of Air Force satellites that circle our globe, and on the fin flash of our aircraft in harm's way in every corner of the world. Indeed, it flies in the heart of every Airman who serves our great Nation. The sun never sets on our US Air Force, nor on the flag we so proudly cherish. (3)

(OIC/NCOIC is tucking the flag)

Since 1776 no generation of Americans has been spared the responsibility of defending freedom… Today's Airmen remain committed to preserving the freedom that others won for us, for generations to come.

By displaying the flag and giving it a distinctive fold we show respect to the flag, and express our gratitude to those individuals who fought, and continue to fight for freedom, at home and abroad.

(OIC/NCOIC has the flag in hand)

Since the dawn of the 20th century, Airmen have proudly flown the flag in every major conflict on lands and skies around the world. It is their responsibility…our responsibility…to continue to protect and preserve the rights, privileges, and freedoms that we, as Americans, enjoy today.

The United States flag represents who we are. It stands for the freedom we all share and the pride and patriotism we feel for our country. We cherish its legacy, as a beacon of hope to one and all. Long may it wave**.**

****The Retiring Official should not say the message of retirement until the narrator completes the reading.***

(1) F*rom a report Secretary of Congress Robert Thompson wrote to define the Seal of our Nation (1777).*

(2) Text from President Woodrow Wilson's Flag Day message (1917).

(3) Based upon historical facts

Chapter 11

RETREAT CEREMONY

11.1. Personnel.

11.1.1. Non-Commissioned Officer-in-Charge (NCOIC) (1).

11.1.2. Flag-bearers (6 individuals for Base Flag); (2 individuals for All Purpose Flag).

11.2. Equipment.

11.2.1. Base or All Purpose flag.

11.3. Support Materials.

11.3.1. Security Police for traffic control.

11.3.2. Band or Installation PA system.

11.4. Preparation.

11.4.1. Schedule at least one practice one day prior to the ceremony.

11.4.2. The NCOIC ensures Security Forces is notified of the upcoming retreat ceremony in order to provide the necessary traffic control.

11.4.3. Intersections surrounding the flagpole are blocked off 15 minutes prior to retreat time.

11.5. Sequence of Events.

11.5.1. At the appropriate time the NCOIC of the Flag-bearers commands **Forward, MARCH** and the BHG moves into position:

11.5.1.1. The flag lowering portion of the ceremony is conducted IAW *AFMAN 36-2203 Drill and Ceremonies, Chapter 7, Sec C-- Raising and Lowering the flag.*

11.5.2. The logistics of each installation will determine a large portion of how the retreat ceremony is conducted. While flexibility is required, great attention must be given to how the National flag is handled. The ultimate result of the ceremony should reflect pride and professionalism while providing the audience with a sense of patriotism.

Chapter 12

AIR FORCE RIFLE CORDON

12.1. **General Information.**

12.1.1. Personnel:

Officer in Charge/Non-Commissioned Officer in Charge (OIC/NCOIC) (1).

Cordon Members.

12.1.2. Purpose:

Air Force Rifle Cordons, or Honor Cordons, are used to greet military and government officials. Some examples of ceremonies that may include cordons are, Air Force Outdoor Retirements for General Officers, Change of Command Ceremonies and Flightline Arrivals. Strict adherence to AFI 34-1201 is MANDATORY for BHGs.

12.3 **Equipment.**

12.3.1 The correct number of weapons for the cordon. M-1s, M-14s, and Springfield 1903s may be used. Replica/mock rifles will be avoided. BHGs will make every attempt to acquire and utilize actual weapons.

12.3.2 All cordon members to include the OIC/NCOIC will be bloused up. Note: It may be required for members to go chinstraps down if performing an arrival cordon on the flightline. Hats WILL be worn.

12.3.3 The OIC/NCOIC **will** wear a side arm in a black patent leather holster, on the right side. Either an inert 9mm or .38-caliber revolver will be worn.

Note: Sabers/Swords will not be used for an Honor Cordon!

12.3. **Cordon Sizes: (**including OIC/NCOIC)

12.3.1. President/Ex-President, 21 members.

12.3.2. Vice-President, 19 members.

12.3.3. Secretary of Defense, Secretary of AF 19 members.

12.3.4. Chairman of the Joint Chiefs of Staff/Chief of Staff, 19 members.

12.3.5. 4-Star General, 17 members.

12.3.6. 3-Star General, 15 members.

12.3.7. 2-Star General, 13 members.

12.3.8. 1-Star General, 11 members

12.3.9. Refer to AFI 34-1201 Attachment 2 for further guidance

12.4. **Cordon Manuals.**

12.4.1. **Attention.**

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

12.4.1.2. Stand at the position of Attention with the right hand flared to the right of the barrel along the hand guard. The web of the thumb is along the rear of the spindle valve. The middle finger will be along the seam of the trousers.

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

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

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

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

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

12.4.2.3. (Count 3): Smartly wrap the right hand around the barrel (making a fist) below the front sight. The front sight of the weapon will be splitting the fists. The front sight post will be hidden. **Note: The flare of the right hand for Cordon weapons movements is not considered a full count. They are considered as half counts, in which these movements are called "AND" counts.**

12.4.3. **Cordon, ATTENTION**. This is a three-count movement executed from the position of Ceremonial At, Ease. Note: Cordon is pronounced in two syllables, i.e. **COR DON**

12.4.3.1. On the preparatory command of **COR, DON**:

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

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

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

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

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

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

(And) Release the right hand from the weapon extending the right arm into a flare to the extent of the elbow.

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

12.4.5. **Order, ARMS** (from Port)

12.4.5.1. (Count 1): Release the small of the stock with the right hand and "beast" the upper hand guard with a fist; forearm is at a 45-degree angle. Weapon remains at proper Port Arms.

12.4.5.2. (Count 2): Lower the weapon until it is along the right side of the body. Do not "flare" weapon. Simultaneously the left hand releases the weapon and is "swept up" until the forearm is parallel to the ground and a fist distance from the body. The fingers will be extended and joined with the thumb along the forefinger. This is known as a "cut hand" Note: The cut hand is identical as the "ready cut" position when executing Colors manuals with the exception of the thumb aligned and joined with the index finger.

12.4.5.3. (Count 3): Cut the left hand back to the left side with no excess movement, return to the position of Attention. **No butt slam**.

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

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

(AND) Release the right hand from the weapon extending the right arm into a flare to the extent of the elbow. Flare along the same plain as the weapon.

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

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

12.4.7. **Order, ARMS.** (from present)

12.4.7.1. (Count 1): Release the small of the stock with the right hand and "beast" the upper hand guard with a fist; forearm is at a 45-degree angle. Weapon remains at proper Present Arms.

12.4.7.2. (Count 2): Lower the weapon until it is along the right side of the body. Do not flare weapon. Simultaneously the left hand releases the weapon and is "swept up" until the forearm is parallel to the ground and a fist distance from the body. The fingers will be extended and joined with the thumb along the forefinger. This is known as a "cut hand" Note: The cut hand is identical as the "ready cut" position when executing Colors manuals with the exception of the thumb aligned and joined with the index finger.

12.4.7.3. (Count 3): Cut the left hand back to the left side with no excess movement, return to the position of Attention. **No butt slam**.

12.4.8 **LEFT/RIGHT, FACE**

12.4.8.1. (Count 1) Keeping the right hand flared along the weapon with no gaps between the fingers lift the weapon just enough to clear the ground. Simultaneously lift the left (right) foot and place it down ninety degrees to the right (left) foot forming an "L". The corner of the heel of the left (right) foot should be against the corner of the heel of the right (left) foot. Head follows the lead foot. The rest of the body remains at the position of Attention.

12.4.8.2. (Count 2) Distribute the weight of the body to the left (right) foot. Lift the right (left) foot and, with snap, bring it alongside the left (right) foot. Simultaneously the body will finish 90 degrees from the original position and weapon will be placed on the ground with no audible butt slam. The rest of the body remains at the position of Attention.

12.5. **Formation and Advancement of Cordon.**

12.5.1. The cordon is formed in two equal lines. Depending on the direction the official party is coming from; the cordon will march in either tall to short or short to tall. The tallest individuals should be positioned closest to official party's starting point so that they are the first cordon members to be seen by the official party. If a cordon consists of members from different services or nations ensure that they are in the proper order. The correct order of precedence for the US Armed Forces is Army, Marines, Navy, Air Force and Coast Guard. If there are service members from other nations' military then the US military branches will take precedence. To form cordons according to precedence begin with the two tallest individuals; from there the next two tallest members will be 2nd in precedence and so forth. **Note: Cordon members will ALWAYS be across from someone of the same service.** The OIC/NCOIC may be positioned on the outside of either line and centered.

12.5.2. The OIC/NCOIC gives the command **Port, ARMS** followed by **Forward, MARCH**. Cordon marches to a predetermined position and picks up an automatic Mark Time.

12.5.3. The OIC/NCOIC gives the command **Cordon, HALT** and **Order, ARMS**.

12.5.4. **Dressing Sequence.**

12.5.5. The OIC/NCOIC gives the command **Center, FACE** followed **by Dress Center,**

12.5.6. **DRESS**. The cordon drops their heads and adjust to the marks (If marks are not used, members use peripheral vision to adjust). The OIC/NCOIC gives the command **Ready, TWO**. The cordon snaps their heads and dress in the direction the official party will proceed; for example, if the cordon marched in short to tall then on the command Ready, TWO all individuals would snap their heads towards the two shortest cordon members. The shortest members would bring their heads back to the position of attention on Ready, TWO and stand fast on the Ready, FRONT command. The OIC/NCOIC gives the command **Ready, FRONT**. The cordon snaps their heads straight forward.

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

12.6. Arrival.

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

12.6.4. The OIC/NCOIC gives the command **Order, ARMS**.

12.7. Departure.

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

12.7.4. The OIC/NCOIC gives the command **Order, ARMS**.

12.8. March Off.

12.8.3. If necessary, t**he OIC/NCOIC** may re-position to the end of the cordon in the direction that they will be traveling.

12.8.4. The OIC/NCOIC gives the command **Ready, FACE**. Both elements of the cordon face in the direction of the OIC/NCOIC and/or the direction they will be departing.

12.8.5. The OIC/NCOIC gives the command **Port, ARMS** then **Forward, MARCH**.

Note: **Appropriate guidance on cordons can be obtained from AFPAM 34-1202**

Chapter 13

SABER AND SWORD MANUALS AND CORDONS

13.1. General Information.

13.1.1. Personnel:

Saber/Sword members (8). All members bear a sword/saber. Note: If there is not enough room to accommodate eight cordon members then the number may be reduced. The number of cordon members will NOT exceed eight.

13.1.2 Purpose:

Saber/sword cordons may be used at official AF awards ceremonies to recognize nominees/winners. Saber/sword cordons should only be used for official AF ceremonies. The location will vary, but typically they are performed indoors. Note: A saber/sword cordon should not be confused with an Honor Cordon and will **never** be used in lieu of.

OIC/NCOIC (1).

13.2. Equipment.

13.2.1. The saber is worn by officers and the sword is worn by enlisted. Figure 13.1 shows the nomenclature for pertinent parts of the saber, sword, and scabbard.

13.2.2. Ceremonial belt.

13.2.3. White silicone gloves, leather gloves or gloves with grip material must be worn.

13.3. General Rules for Saber/Sword Cordons.

13.3.1. The cordon is formed in two equal lines; the OIC/NCOIC may be positioned on the outside of either line and centered. When the cordon enters the performance area the team will be formed up, tallest to shortest.

13.3.2. The distance between the two elements depends on the available room. The distance between the members of each element is at least an arm length distance and should be at least adequate for those who are walking through the cordon to pass safely.

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

13.4. Standing Manual of Arms.

13.4.1. **Attention.** This is the position before the command **Draw, SABER/SWORD.** The command to return the saber/sword to the position of Attention is **Return, SABER/SWORD**. The middle fingers are along the trouser seams and the thumbs touch the first joint of the forefingers

13.4.1.1. **Draw Saber/Sword**.

13.4.1.1.1. At the preparatory command **Draw**, grasp the scabbard with the left hand turning the scabbard clockwise 180-degrees (saber only), tilting it forward to form an angle of 45-degrees with the ground. Take the saber grip in the right hand and pull the saber about 6-inches. The right forearm is now parallel to the ground.

13.4.1.1.2. On the command of execution **SABER/SWORD,** the saber/sword is pulled out of the scabbard and held in the position of Carry saber/sword. The saber/sword is held with the inner blade-edge riding in a vertical position along the forward tip of the right shoulder.

13.4.2. **Carry Saber/Sword.**

13.4.2.1. At Carry saber/sword, the officer/enlisted is at the position of Attention. The saber/sword is held in the right hand; the wrist is as straight as possible with the thumb along the seam of the trouser leg. The point of the blade rests inside the point of the shoulder and not along the arm. The saber/sword is held in this position by the thumb and forefinger grasping the grip and it is steadied with the second finger behind the grip.

13.4.2.2. The Carry saber/sword position is assumed under the following situations:

13.4.2.2.1. To give commands.

13.4.2.2.2. To change positions.

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

13.4.2.2.4. By enlisted when officially addressing an airman, or when officially being addressed by an officer, if the sword is drawn.

13.4.2.2.5. Before returning the saber/sword to the scabbard.

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

13.4.3. **Present Arms/Orders Arms.**

13.4.3.1. Present saber/sword may be executed from the Carry position when serving in the capacity of commander of troops (COT) or serving in a command that is not part of a larger unit. On the preparatory command of **Present,** the saber/sword is brought to a position (at the rate of two counts) approximately 4-inches from the chin so that the tip of the saber/sword is at a 45 degree angle. At the command of execution **ARMS,** the right hand is lowered to the right side of the leg. The blade will be flat and the tip of the saber/sword about 6-inches from the marching surface.

13.4.3.2. On the command **Order,** sword/saber is flicked so the flat of the blade is facing the body and the edge is facing the ground. Stand fast on the command **ARMS.** (if serving as staff)

13.4.4. **Parade Rest/Attention.**

13.4.4.1. **Parade Rest.** This position is assumed without moving the saber/sword from the **Order Arms** position. At the command of execution, the left foot is moved about 6-to 8-inches to the left of the right foot, and the left hand is placed in the small of the back, fingers extended and joined, palm to the rear.

13.4.4.2. At the command of execution **ATTENTION,** the left hand and foot are returned to the position of Attention. **Note: Whenever the saber/sword is at the Order Arms position the saber/sword is straight, not at an angle inward or outward in relationship to the body.**

13.4.5. **Return Saber/Sword.**

13.4.5.1. **Return Saber/Sword.** This three-count movement is executed from the position of Carry saber/sword.

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

13.4.5.1.2. At the command of execution **SABER/SWORD,** three actions take place simultaneously: the saber/sword is pivoted downward toward the guard, at the same time grasp the scabbard with the left hand just above the upper brass ring mounting. Tilt it forward and turn it clockwise 180-degrees (saber only). The scabbard should form a 45-degree angle with the ground, and the saber/sword bearer turns his head to the left and looks down to observe the mouthpiece of the scabbard (the shoulders remain squared to the front and level). As smoothly and as quickly as possible, the saber/sword is inserted into the scabbard and stopped so that about 6-inches of the blade is showing, the right forearm (wrist) is horizontal to the marching surface and 3-inches from the body.

13.4.5.1.3. At the command of execution **CUT** of the command **Ready, CUT,** the saber/ sword is thrust smartly into the scabbard, the scabbard is rotated so that its tip is forward, and the saber/sword bearer comes to Attention.

13.4.6. **Ceremonial at Ease/Attention.**

13.4.6.1. **Ceremonial at Ease.** This three-count movement is executed from the position of carry saber/sword.

13.4.6.1.1. (Count 1): On the preparatory command of **Ceremonial-At,** the officer/enlisted individual will stand fast. On the command of execution, **EASE,** the right hand lowers the saber/sword straight, not an angle inward or outward in relationship to the body, the thumb facing inward and the tip of the saber/sword about 6-inches from the marching surface. Simultaneously, the left foot will leave the right foot 6 to 8-inches apart and the left hand is placed in the small of the back, fingers extended and joined, palm is to the rear.

13.4.6.1.2. (Count 2): The saber/sword is positioned to the front and centered on the body. The tip of the saber/sword is directly between and on-line with the left and right foot. The tip of saber/sword is approximately 1-2 inches from the marching surface. The right thumb closet to the body; remaining fingers extended and joined farthest from the body. The left hand remains in the small of the back.

13.4.6.1.3. (Count 3): The left hand repositions and meets the right hand in front of the body. Left hand (fingers extended and joined) lies on top of right hand and thumb wraps around the wrist. ***Note: Once Count 3 is complete, pause then slowly lower the saber/sword into and gently resting on the marching surface.***

13.4.6.2. **Return to position of Attention.** On the command **Honor, GUARD**, the saber/sword is returned to one of two positions. If personnel are serving in capacity of COT, position to be returned to is *Carry saber/sword.* If personnel are serving in capacity as part of "Staff", position to be returned to is *order saber/sword.*

13.4.6.2.1. If serving as COT, the COT returns to the position of *Carry saber/sword* executed in a four-count movement. If serving as Staff do only the first three counts.

13.4.6.2.1.1. (Count 1): The grip of the saber/sword is grasped securely with the right hand, left hand remains in position.

13.4.6.2.1.2. (Count 2): Assume the position of **Parade Rest.**

13.4.6.2.1.3. (Count 3): Snap to the position of Attention by bringing your feet together and pinning your left hand to your side. Right hand will remain in place. (tip down)

13.4.6.2.1.4. (Count 4): Sharply return the saber/sword to the position of Carry.

13.4.6.2.2. If serving as "Staff", "Staff" returns to the position of *Order saber/sword* executed in a three-count movement.

13.5. Saber/Sword Cordon Sequence.

13.5.1. The cordon enters the performance area, tall to short, and at the position of Carry saber/sword. Note: There WILL be arm swing with the saber/sword. Arm swing will be 6 inches to the front and three inches to the rear IAW AFMAN 36-2203.

13.5.2. The cordon picks up an automatic **Mark Time** on the marks and then halts.

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

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

13.5.3.2. The OIC/NCOIC gives the command **Ready, TWO.** The cordon members snap their head towards the two tallest individuals. **Note: The two taller individuals will snap their heads to the front.**

13.5.3.3. The OIC/NCOIC gives the next command **Ready, FRONT.** The cordon members snap their heads to the front. **Note: The two taller individuals will stand fast.**

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

13.5.4.1. The cordon members form the arch by extending their right arm, forming a straight line with their arm and the saber/sword. The saber/sword is at a 45-degree upward angle.

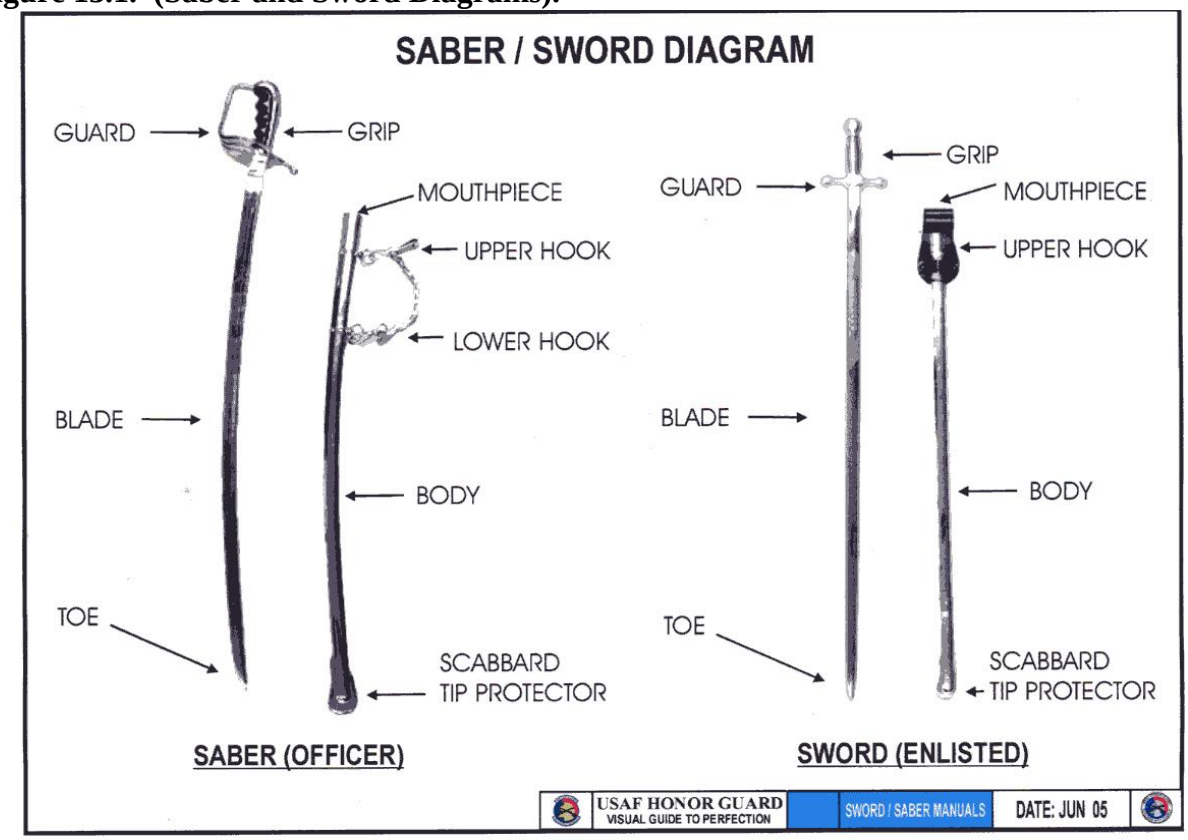
13.5.4.2. Once all honorees have exited the arch, the OIC/NCOIC gives the command **Order, ARMS**.

13.5.4.3. Cordon members return to the position of Carry saber/sword.

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

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

Figure 13.1. (Saber and Sword Diagrams).



Chapter 14

HISTORY AND TRADITIONS

14. Flag History.

14.1. Just as our country received its birthright from people of many lands, so did the stars and stripes rise from several origins. The stars and stripes are symbols of heavens and the divine goal to which man has aspired since the beginning of time. The stripes are symbolic of the rays of light emanating from the sun.

14.1.1. Both have been represented on standards of nations, from banners of ancient Egypt and Babylon, to the 12 star flag of the Spanish Conquistadors under Cortez. Continuing in favor, they spread to striped standards of Holland and West India company in the 17th Century and to the present patterns of stars and stripes on flags of several nations of Europe, Asia, Africa, and the Americas.

14.1.2. Many of the flags created by our forefathers were symbols of their struggles with the wilderness of new lands. Beavers, pine trees, rattlesnakes, and anchors are some examples used on the flags created by our forefathers with mottos such as: hope, liberty, appeals to heaven, or don't tread on me.

14.1.3. Standardization became necessary as the colonies became closer and the revolution grew.

14.1.4. On December 2, 1775 the Continental Congress approved a flag design to be flown by ships departing to intercept British supply vessels. Lt. John Paul Jones first hoisted the flag on the Alfred at Philadelphia. The flag had 13 red and white stripes and a canton with the British Union Jack, the St. George's and St. Andrew crossed on top. It was called the Continental Flag and later the Grand Union. It soon became inappropriate so they thought of a new idea for a flag.

14.1.5. An act of Congress established the Stars and Stripes on June 14, 1777. They stated that the 13 stars represented a "new constellation" on a union of blue. Stars and stripes were added over the years, but would get too big by adding stars and stripes for every added state. So, Capt. Samuel C. Reid, Commander of the General Armstrong in the War of 1812 and Peter Waldone suggested to Congress that they should have a flag with 13 stripes for the 13 original colonies and just add a star for every new state on the blue union. Congress approved the idea on April 18, 1818. The flag would have 13 alternating red and white stripes, 7 red and 6 white, for the 13 original colonies and a new star would be added for each new state on July 4 following its admission. The next flag made after it was passed had twenty stars. Stars were added over the years and the union began to fill. Then on July 4, 1960 we were flying our present flag with the admission of Hawaii as our 50th state.

14.1.6. Traditional customs and practices of displaying our flag and ensuring that it is properly honored were gathered by veterans and other patriotic organizations over 50 years ago. These served as a voluntary guide until World War II when Congress prepared a formal code of flag etiquette to assure uniform practices throughout the nation. In a joint resolution by both Houses in the 77th Congress, the Code became Public Law 829-77 on December 22, (1947). It was a guide for citizens who were not required to conform to the regulations of the armed forces or other branches of the government. The military services and the Department of Defense (DoD) have instructions, regulations, and manuals prescribing the use and display of the flag. Examples include DoD Instruction #1005.6, Half-staffing of the American Flag.

14.1.7. When our flag is raised it should be raised briskly. When lowered, it should be lowered ceremoniously. The same ceremonious respect should be used when folding our flag. By folding our flag with dignity and honor, we not only show our respect to our flag but patriotism to our country.

14.1.8. Webster's dictionary definition of a flag is: A piece of fabric displayed to identify a nation, group of persons, or to serve as a signal. The meaning derived from the design of our nation's flag carries many traditions.

14.2. Changes in Flags.

14.2.1. In 1912, New Mexico and Arizona were admitted to the Union to increase the number of stars to 48, the number remained that way for more than 46 years and two world wars. Finally, in January 1959 Alaska was admitted into the Union bringing the number to 49. From the first flag to our present, 27 changes were made to finalize the combination of 50 white stars on a blue field and 7 red and 6 white stripes.

14.3. Flags on Graves.

14.3.1. The flags on graves we display on Memorial Day were started by Mrs. Laura D. Richardson of Knoxville, Tennessee. Mrs. Richardson was the Chairperson of a committee of 4 women to obtain flowers for decorating the three thousand graves in the national cemetery of Knoxville. Unfortunately, the flowers were unavailable or out-of-season, so a substitute was added. One day she saw some flags in the store window and got an instant idea. She purchased the flags and persuaded the local lumber mill to provide the wood for the tiny flagpoles and on May 30, 1874 we saw the flags in a national cemetery for the first time.

14.4. Flags Covering Caskets.

14.4.1. The custom of covering the casket with a flag believed to have occurred during the pre-Civil War, Civil War days when on the battlefield caskets were not available. The flag was wrapped around the dead soldier's body forming a makeshift pall in which he could be buried. The word pall can mean different things depending on where you look. For example: A cloth often of velvet for spreading over a coffin, bier, or tomb (American College Dictionary) or denotes the flag held at waist level, stretched taunt and kept even at all points while being held. Later, this custom assumed a deeper significance. According the US Flag Code, the union of the flag should always be draped over the left shoulder of the deceased. It may be said that the flag is embracing the deceased who in life has served the flag. Today, the American Flag that covers the casket symbolizes the decedent's service in the armed forces of the United States of America.

14.5. Flag Position (Open Casket).

14.5.1. It is customary to drape the flag on the casket over the part of the cover, which is usually left on the casket during the period that the body is being viewed. The flag is placed in the same position as when it is used to cover the casket (union at the head over the left shoulder) union in full view. The stripes should be folded under so the flag will not hang excessively at the foot.

14.6. Disposal of the Flag.

14.6.1. According to United States Code, Title 4 and Title 36, Chapters 1 and 10, Sections 8 (k) and 176 (k), the flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning. Note: AFPAM 34-1202, paragraph 2.7 provides detailed guidance on flag burning ceremonies.

14.6.2. According to Army Regulation 840-10, 2-12, c. Unserviceable flags of the United States. "…If the unserviceable flag has historic value, a tag containing the historical information should be attached to the flag, and it should be kept as a memento of service by the unit of office to which it belongs…

14.7. Taps.

14.7.1. Originally, the American Army used the *French L'Extinction Des Feux* (Lights Out) for Taps. It was said to be Napoleon's favorite but it did not suit General Daniel Butterfield. Not knowing a note of music, General Butterfield decided to put something together more suited for signaling the end of the day's activity. With the help of the brigade bugler, Oliver W. Norton, General Butterfield created Taps one night in July 1862. Taps was made official throughout the Army in 1932.

14.7.2. Taps was used in connection with military funerals during the same campaign. A soldier

was buried at a time when Capt. Tidball's battery occupied an advanced position concealed in the woods. It was unsafe to fire the customary three volleys over the grave. So, Capt. Tidball thought that Taps would be the most appropriate ceremony that could be substituted. The custom went up through the chain-of-command of the Army and was finally confirmed by orders.

14.7.3. Taps over the grave today marks the beginning of the long last sleep and expresses hope and confidence in an ultimate reveille to come.

14.7.4. Words for Taps:

Fades the light,
and afar
Goeth day
Cometh night;
and a star
Leadeth all,
Speedeth all
To their rest.
Day is done,
Gone the sun,
From the hills,
From the lake,
From the sky,
All is well,
Safely rest,
God is nigh

14.8. Base Honor Guard Charge

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

Others earned the right for me to wear the ceremonial uniform, one that is honored in a rich tradition and history. I will honor their memory by wearing it properly and proudly.

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

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

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

Chapter 15

CEREMONIAL UNIFORMS AND EQUIPMENT CATALOG

MEMO FOR BASE HONOR GUARD OIC/NCOIC

The "Ceremonial Uniforms and Equipment" supply catalog was developed to assist BHG personnel in locating a source of supply for required items to support their mission. This book was devised on the idea to give all Base, Air Force Reserve, and Air National Guard Honor Guard Units the most direct route to obtain the items they may require. For example: An enlisted service blouse may be procured through normal supply channels (Individual Equipment Element) or through AAFES Military Clothing Sales Store. It is known that some units have no access to a Military Clothing Sales Store therefore all the National Stock Numbers, (NSN) for the basic Ceremonial Uniform is provided since at a minimum all base's will have a host Base Supply from which to order mission essential items.

The supply catalog is separated into two sections, which are the Ceremonial Uniform Equipment and Accessories and Armory Equipment. Each item is listed under the suggested source of supply, point of contact and method of payment. Some items will have special notes at the bottom of the page to assist in the ordering process, as some items have a minimum order requirement or specific lettering font. Prices are not listed due to the variation of pricing on the products.

If any questions should arise in your research efforts please feel free to contact the USAF Honor Guard at bhg.training@afncr.af.mil . We will make every effort to assist you anyway possible and ensure that you meet all your mission requirements.

Section 1

15.1

BASE SUPPLY CEREMONIAL UNIFORM & ACCESSORIES

ITEM	NSN
Cap Knit, Black	8405-01-006-1074
Coat All-Weather Size 34S	8405-01-174-5117
Coat All-Weather Size 34R	8405-01-174-5118
Coat All-Weather Size 34L	8405-01-175-2278
Coat All-Weather Size 34XL	8405-01-175-2279
Coat All-Weather Size 36S	8405-01-175-2280
Coat All-Weather Size 36R	8405-01-175-2281
Coat All-Weather Size 36L	8405-01-175-2282
Coat All-Weather Size 36XL	8405-01-175-2283
Coat All-Weather Size 38S	8405-01-175-2284
Coat All-Weather Size 38R	8405-01-175-2285
Coat All-Weather Size 38L	8405-01-175-2286
Coat All-Weather Size 38XL	8405-01-175-2287
Coat All-Weather Size 40S	8405-01-175-2288
Coat All-Weather Size 40R	8405-01-175-2289
Coat All-Weather Size 40L	8405-01-175-2290
Coat All-Weather Size 40XL	8405-01-175-2291
Coat All-Weather Size 42S	8405-01-175-2292
Coat All-Weather Size 42R	8405-01-175-2293
Coat All-Weather Size 42L	8405-01-175-2294
Coat All-Weather Size 42XL	8405-01-175-2295
Coat All-Weather Size 44S	8405-01-175-2296
Coat All-Weather Size 44R	8405-01-175-2297
Coat All-Weather Size 44L	8405-01-175-2298
Coat All-Weather Size 44XL	8405-01-175-2299
Coat All-Weather Size 46S	8405-01-175-2300
Coat All-Weather Size 46R	8405-01-175-2301
Coat All-Weather Size 46L	8405-01-175-2302

Coat All-Weather Size 46XL	8405-01-175-2303
Coat All-Weather Size 48S	8405-01-175-2304
Coat All-Weather Size 48R	8405-01-175-2305
Coat All-Weather Size 48L	8405-01-175-2306
Coat All-Weather Size 48XL	8405-01-175-2307
Gloves, Dress Women’s Size 8	8440-00-310-1172
Gloves, Dress Men’s Small	8440-00-160-0770
Gloves, Dress Men’s Medium	8440-00-160-0874
Gloves, Dress Men’s Large	8440-00-160-0875
Jacket, Lightweight Blue Size 34S	8405-01-298-6881
Jacket, Lightweight Blue Size 34R	8405-01-298-6882
Jacket, Lightweight Blue Size 34L	8405-01-298-6883
Jacket, Lightweight Blue Size 36S	8405-01-298-6884
Jacket, Lightweight Blue Size 36R	8405-01-298-6885
Jacket, Lightweight Blue Size 36L	8405-01-298-6886
Jacket, Lightweight Blue Size 36XLS	8405-01-298-6887
Jacket, Lightweight Blue Size 38S	8405-01-298-6888
Jacket, Lightweight Blue Size 38R	8405-01-298-6889
Jacket, Lightweight Blue Size 38L	8405-01-298-6890
Jacket, Lightweight Blue Size 38XL	8405-01-298-6891
Jacket, Lightweight Blue Size 40S	8405-01-298-6892
Jacket, Lightweight Blue Size 40R	8405-01-298-6893
Jacket, Lightweight Blue Size 40L	8405-01-298-6894
Jacket, Lightweight Blue Size 40XL	8405-01-298-6895
Jacket, Lightweight Blue Size 42S	8405-01-298-6896
Jacket, Lightweight Blue Size 42R	8405-01-298-6897
Jacket, Lightweight Blue Size 42L	8405-01-298-6898
Jacket, Lightweight Blue Size 42XL	8405-01-298-6899
Jacket, Lightweight Blue Size 44S	8405-01-298-6900
Jacket, Lightweight Blue Size 44R	8405-01-298-6901
Jacket, Lightweight Blue Size 44L	8405-01-298-6902
Jacket, Lightweight Blue Size 44XL	8405-01-298-6903
Jacket, Lightweight Blue Size 46S	8405-01-298-6904
Jacket, Lightweight Blue Size 46R	8405-01-298-6905
Jacket, Lightweight Blue Size 46L	8405-01-298-6906
Jacket, Lightweight Blue Size 46XL	8405-01-298-6907
Jacket, Lightweight Blue Size 48R	8405-01-298-6908
Jacket, Lightweight Blue Size 48L	8405-01-298-6909
Jacket, Lightweight Blue Size 48XL	8405-01-298-6910
Jacket, Lightweight Blue Size 50R	8405-01-298-6911

Jacket, Lightweight Blue Size 50L	8405-01-298-6912
Jacket, Lightweight Blue Size 50XL	8405-01-298-6913
Shirt, Men’s Blue Short/Sleeve Size 13 ½	8405-01-262-4534
Shirt, Men’s Blue Short/Sleeve Size 14	8405-01-262-4535
Shirt, Men’s Blue Short/Sleeve Size 14 ½	8405-01-262-4536
Shirt, Men’s Blue Short/Sleeve Size 15	8405-01-262-4537
Shirt, Men’s Blue Short/Sleeve Size 15 ½	8405-01-262-4538
Shirt, Men’s Blue Short/Sleeve Size 16	8405-01-262-4539
Shirt, Men’s Blue Short/Sleeve Size 16 ½	8405-01-262-4540
Shirt, Men’s Blue Short/Sleeve Size 17	8405-01-262-4541
Shirt, Men’s Blue Short/Sleeve Size 17 ½	8405-01-262-4542
Shirt, Men’s Blue Short/Sleeve Size 18	8405-01-262-4543
Shirt, Men’s Blue Short/Sleeve Size 18 ½	8405-01-395-7270
Shirt, Men’s Blue Short/Sleeve Size 19	8405-01-395-7272
Shirt, Men’s Blue Long/Sleeve Size 13 ½ x 29	8405-01-212-7428
Shirt, Men’s Blue Long/Sleeve Size 13 ½ x 30	8405-01-212-7429
Shirt, Men’s Blue Long/Sleeve Size 13 ½ x 31	8405-01-212-7430
Shirt, Men’s Blue Long/Sleeve Size 13 ½ x 32	8405-01-212-7431
Shirt, Men’s Blue Long/Sleeve Size 13 ½ x 33	8405-01-212-7432
Shirt, Men’s Blue Long/Sleeve Size 14 x 29	8405-01-212-7433
Shirt, Men’s Blue Long/Sleeve Size 14 x 30	8405-01-212-7434
Shirt, Men’s Blue Long/Sleeve Size 14 x 31	8405-01-212-7435
Shirt, Men’s Blue Long/Sleeve Size 14 x 32	8405-01-212-7436
Shirt, Men’s Blue Long/Sleeve Size 14 x 33	8405-01-212-7437
Shirt, Men’s Blue Long/Sleeve Size 14 x 34	8405-01-212-7438
Shirt, Men’s Blue Long/Sleeve Size 14 x 35	8405-01-212-7439
Shirt, Men’s Blue Long/Sleeve Size 14 ½ x 29	8405-01-212-7440
Shirt, Men’s Blue Long/Sleeve Size 14 ½ x 30	8405-01-212-7441
Shirt, Men’s Blue Long/Sleeve Size 14 ½ x 31	8405-01-212-7442
Shirt, Men’s Blue Long/Sleeve Size 14 ½ x 32	8405-01-212-7443
Shirt, Men’s Blue Long/Sleeve Size 14 ½ x 33	8405-01-212-7444
Shirt, Men’s Blue Long/Sleeve Size 14 ½ x 34	8405-01-212-7445
Shirt, Men’s Blue Long/Sleeve Size 14 ½ x 35	8405-01-212-7446
Shirt, Men’s Blue Long/Sleeve Size 15 x 30	8405-01-212-7447
Shirt, Men’s Blue Long/Sleeve Size 15 x 31	8405-01-212-7448
Shirt, Men’s Blue Long/Sleeve Size 15 x 32	8405-01-212-7449
Shirt, Men’s Blue Long/Sleeve Size 15 x 33	8405-01-212-7450
Shirt, Men’s Blue Long/Sleeve Size 15 x 34	8405-01-212-7451
Shirt, Men’s Blue Long/Sleeve Size 15 x 35	8405-01-212-7452
Shirt, Men’s Blue Long/Sleeve Size 15 x 36	8405-01-212-7453
Shirt, Men’s Blue Long/Sleeve Size 15 ½ x 30	8405-01-212-7454

Shirt, Men’s Blue Long/Sleeve Size 15 ½ x 31	8405-01-212-7455
Shirt, Men’s Blue Long/Sleeve Size 15 ½ x 32	8405-01-212-7456
Shirt, Men’s Blue Long/Sleeve Size 15 ½ x 33	8405-01-212-7457
Shirt, Men’s Blue Long/Sleeve Size 15 ½ x 34	8405-01-212-7458
Shirt, Men’s Blue Long/Sleeve Size 15 ½ x 35	8405-01-212-7459
Shirt, Men’s Blue Long/Sleeve Size 15 ½ x 36	8405-01-212-7460
Shirt, Men’s Blue Long/Sleeve Size 16 x 31	8405-01-212-7461
Shirt, Men’s Blue Long/Sleeve Size 16 x 32	8405-01-212-7462
Shirt, Men’s Blue Long/Sleeve Size 16 x 33	8405-01-212-7463
Shirt, Men’s Blue Long/Sleeve Size 16 x 34	8405-01-212-7464
Shirt, Men’s Blue Long/Sleeve Size 16 x 35	8405-01-212-7465
Shirt, Men’s Blue Long/Sleeve Size 16 x 36	8405-01-212-7466
Shirt, Men’s Blue Long/Sleeve Size 16 ½ x 31	8405-01-212-7467
Shirt, Men’s Blue Long/Sleeve Size 16 ½ x 32	8405-01-212-7468
Shirt, Men’s Blue Long/Sleeve Size 16 ½ x 33	8405-01-212-7469
Shirt, Men’s Blue Long/Sleeve Size 16 ½ x 34	8405-01-212-7470
Shirt, Men’s Blue Long/Sleeve Size 16 ½ x 35	8405-01-212-7471
Shirt, Men’s Blue Long/Sleeve Size 16 ½ x 36	8405-01-212-7472
Shirt, Men’s Blue Long/Sleeve Size 16 ½ x 37	8405-01-212-7473
Shirt, Men’s Blue Long/Sleeve Size 17 x 32	8405-01-212-7474
Shirt, Men’s Blue Long/Sleeve Size 17 x 33	8405-01-212-7475
Shirt, Men’s Blue Long/Sleeve Size 17 x 34	8405-01-212-7476
Shirt, Men’s Blue Long/Sleeve Size 17 x 35	8405-01-212-7477
Shirt, Men’s Blue Long/Sleeve Size 17 x 36	8405-01-212-7478
Shirt, Men’s Blue Long/Sleeve Size 17 x 37	8405-01-395-7268
Shirt, Men’s Blue Long/Sleeve Size 17 ½ x 32	8405-01-212-7479
Shirt, Men’s Blue Long/Sleeve Size 17 ½ x 33	8405-01-212-7480
Shirt, Men’s Blue Long/Sleeve Size 17 ½ x 34	8405-01-212-7481
Shirt, Men’s Blue Long/Sleeve Size 17 ½ x 35	8405-01-212-7482
Shirt, Men’s Blue Long/Sleeve Size 17 ½ x 37	8405-01-395-7267
Shirt, Men’s Blue Long/Sleeve Size 18 x 35	8405-01-395-7271
Shirt, Men’s Blue Long/Sleeve Size 18 ½ x 35	8405-01-395-7269
Slacks, Women’s 6 Short	8410-01-375-8474
Slacks, Women’s 6 Regular	8410-01-375-8475
Slacks, Women’s 6 Long	8410-01-375-8476
Slacks, Women’s 8 Short	8410-01-375-8477
Slacks, Women’s 8 Regular	8410-01-375-8478
Slacks, Women’s 8 Long	8410-01-375-8479
Slacks, Women’s 10 Short	8410-01-375-8480
Slacks, Women’s 10 Regular	8410-01-375-8481
Slacks, Women’s 10 Long	8410-01-375-8482

Slacks, Women’s 12 Short	8410-01-375-8483
Slacks, Women’s 12 Regular	8410-01-375-8484
Slacks, Women’s 12 Long	8410-01-375-8485
Slacks, Women’s 14 Short	8410-01-375-8486
Slacks, Women’s 14 Regular	8410-01-375-8487
Slacks, Women’s 14 Long	8410-01-375-8489
Slacks, Women’s 16 Short	8410-01-375-8490
Slacks, Women’s 16 Regular	8410-01-375-8491
Slacks, Women’s 16 Long	8410-01-375-8492
Slacks, Women’s 18 Regular	8410-01-375-8493
Slacks, Women’s 18 Long	8410-01-375-8494
Slacks, Women’s 20 Regular	8410-01-375-8495
Slacks, Women’s 20 Long	8410-01-375-8496
Tape, Duct	5640-00-103-2254
Tape, Masking	5970-00-543-1154
Thermals, Men’s Top Size Medium	8415-00-270-2013
Thermals, Men’s Top Size Large	8415-00-270-2014
Thermals, Men’s Top Size X-Large	8415-00-270-2015
Thermals, Men’s Bottom Size Medium	8415-00-782-3227
Thermals, Men’s Bottom Size Large	8415-00-782-3228
Thermals, Men’s Bottom Size X-Large	8415-00-782-3229
Tie, Men’s	8440-01-381-5531
Tie, Tab	8440-01-375-8394
Trousers, Men’s Size 26S	8405-01-378-0011
Trousers, Men’s Size 26R	8405-01-377-9441
Trousers, Men’s Size 26L	8405-01-377-9547
Trousers, Men’s Size 27S	8405-01-377-9590
Trousers, Men’s Size 27R	8405-01-377-9883
Trousers, Men’s Size 27L	8405-01-377-9636
Trousers, Men’s Size 28S	8405-01-377-9667
Trousers, Men’s Size 28R	8405-01-378-0045
Trousers, Men’s Size 28L	8405-01-377-9556
Trousers, Men’s Size 29S	8405-01-377-9605
Trousers, Men’s Size 29R	8405-01-377-9344
Trousers, Men’s Size 29L	8405-01-378-0058
Trousers, Men’s Size 30S	8405-01-377-9748
Trousers, Men’s Size 30R	8405-01-378-0071

Trousers, Men’s Size 30L	8405-01-377-9877
Trousers, Men’s Size 31S	8405-01-377-9891
Trousers, Men’s Size 31R	8405-01-378-0040
Trousers, Men’s Size 31L	8405-01-377-9738
Trousers, Men’s Size 32S	8405-01-377-9784
Trousers, Men’s Size 32R	8405-01-377-9800
Trousers, Men’s Size 32L	8405-01-377-9702
Trousers, Men’s Size 33S	8405-01-377-9665
Trousers, Men’s Size 33R	8405-01-377-9769
Trousers, Men’s Size 33L	8405-01-377-9871
Trousers, Men’s Size 34S	8405-01-377-9811
Trousers, Men’s Size 34R	8405-01-378-0036
Trousers, Men’s Size 34L	8405-01-377-9677
Trousers, Men’s Size 35S	8405-01-377-9332
Trousers, Men’s Size 35R	8405-01-377-9647
Trousers, Men’s Size 35L	8405-01-377-9824
Trousers, Men’s Size 36S	8405-01-377-9687
Trousers, Men’s Size 36R	8405-01-377-9497
Trousers, Men’s Size 36L	8405-01-377-9806
Trousers, Men’s Size 37S	8405-01-377-9535
Trousers, Men’s Size 37R	8405-01-377-9486
Trousers, Men’s Size 37L	8405-01-377-9352
Trousers, Men’s Size 38S	8405-01-377-8089
Trousers, Men’s Size 38R	8405-01-377-8090
Trousers, Men’s Size 38L	8405-01-377-8096
Trousers, Men’s Size 39S	8405-01-377-8102
Trousers, Men’s Size 39R	8405-01-377-8091
Trousers, Men’s Size 39L	8405-01-377-8092
Trousers, Men’s Size 40S	8405-01-377-8093
Trousers, Men’s Size 40R	8405-01-377-8104
Trousers, Men’s Size 40L	8405-01-377-8094
Trousers, Men’s Size 42S	8405-01-377-8095
Trousers, Men’s Size 42R	8405-01-377-8106
Trousers, Men’s Size 42L	8405-01-377-8098
Trousers, Men’s Size 44S	8405-01-377-8107

Trousers, Men’s Size 44R	8405-01-377-8097
Trousers, Men’s Size 44L	8405-01-377-8099

WOMENS SHIRT, LONG SLEEVE TUCK-IN

SIZE	BUST	SLEEVE	NSN
2S	31-1/2	28-3/4	8410-01-378-4004
2R	31-1/2	30-1/4	8410-01-378-2919
2L	31-1/2	32-7/8	8410-01-378-0267
4S	32-1/2	29	8410-01-378-3920
4R	32-1/2	30-1/2	8410-01-378-3972
4L	32-1/2	33-1/8	8410-01-378-3146
6S	33-1/2	29-1/4	8410-01-378-4154
6R	33-1/2	30-3/4	8410-01-378-2994
6L	33-1/2	33-3/8	8410-01-378-0269
8S	34-1/2	39-5/8	8410-01-378-3159
8R	34-1/2	31-1/8	8410-01-378-4167
8L	34-1/2	33-7/8	8410-01-378-4256
10S	36	30	8410-01-378-3985
10R	36	31-1/2	8410-01-378-3811
10L	36	34-1/4	8410-01-378-0270
12S	37-1/2	30-1/4	8410-01-378-3041
12R	37-1/2	31-3/4	8410-01-378-3113
12L	37-1/2	34-1/2	8410-01-378-0271
14S	39	30-1/2	8410-01-378-2963
14R	39	32	8410-01-378-3032
14L	39	34-3/4	8410-01-378-4012
16S	41	30-7/8	8410-01-378-2901
16R	41	32-3/8	8410-01-378-4248
16L	41	35-1/8	8410-01-378-3025
18S	43	31-1/4	8410-01-378-3120
18R	43	32-3/4	8410-01-378-2894
18L	43	35-1/2	8410-01-378-2958
20S	45	31-1/2	8410-01-378-0265
20R	45	33	8410-01-378-3969

20L	45	35-3/4	8410-01-378-4231

SIZE	BUST	NSN
2	31-1/2	8410-01-378-2906
4	32-1/2	8410-01-378-4178
6	33-1/2	8410-01-378-0266
8	34-1/2	8410-01-378-3074
10	36	8410-01-378-3126
12	37-1/2	8410-01-378-4142
14	39	8410-01-378-3833
16	41	8410-01-378-4251
18	43	8410-01-378-3054
20	45	8410-01-378-0268

STRIPES

ITEM	NSN
Amn Blue 3 ½”	8455-01-388-9539
Amn Blue 4”	8455-01-388-8487
Amn Blue Metal Chevron Insignia	8455-01-384-9492
Amn Subdued	8455-01-389-2100
Amn Subdued Metal Chevron Insignia	8455-01-434-0947
A1C Blue 3 ½”	8455-01-388-9548
A1C Blue 4”	8455-01-388-8484
A1C Blue Metal Chevron Insignia	8455-01-384-9490
A1C Subdued	8455-01-389-2098
A1C Subdued Metal Chevron Insignia	8455-01-434-5058
SrA Blue 3 ½”	8455-01-388-9523
SrA Blue 4”	8455-01-388-8152
SrA Blue Metal Chevron Insignia	8455-01-384-9489
SrA Subdued	8455-01-388-9534
SrA Subdued Metal Chevron Insignia	8455-01-434-5720
SSgt Blue 3 ½”	8455-01-388-9536
SSgt Blue 4”	8455-01-388-8092
SSgt Blue Metal Chevron Insignia	8455-01-384-9487

SSgt Subdued	8455-01-388-9519
SSgt Subdued Metal Chevron Insignia	8455-01-434-5725
TSgt Blue 3 ½”	8455-01-388-9530
TSgt Blue 4”	8455-01-388-8180
TSgt Blue Metal Chevron Insignia	8455-01-384-9486
TSgt Subdued	8455-01-388-9524
TSgt Subdued Metal Chevron Insignia	8455-01-434-6797
MSgt Blue 3 ½”	8455-01-388-9522
MSgt Blue 4”	8455-01-388-8219
MSgt Blue Metal Chevron Insignia	8455-01-384-9491
MSgt Subdued	8455-01-388-8485
MSgt Subdued Metal Chevron Insignia	8455-01-434-0949
MSgt Blue 3 ½” 1st Sgt	8455-01-388-9528
MSgt Blue 4” 1st Sgt	8455-01-388-8129
MSgt Blue Metal Chevron Insignia 1st Sgt	8455-01-386-1328
MSgt Subdued 1st Sgt	8455-01-388-8486
MSgt Subdued Metal Chevron Insignia 1st Sgt	8455-01-434-0950
SMSgt Blue 3 ½”	8455-01-388-9517
SMSgt Blue 4”	8455-01-388-8131
SMSgt Blue Metal Chevron Insignia	8455-01-384-9488
SMSgt Subdued	8455-01-388-8488
SMSgt Subdued Metal Chevron Insignia	8455-01-434-6817
SMSgt Blue 3 ½” 1st Sgt	8455-01-389-2155
SMSgt Blue 4” 1st Sgt	8455-01-388-8176
SMSgt Blue Metal Chevron Insignia 1st Sgt	8455-01-386-1440
SMSgt Subdued 1st Sgt	8455-01-388-8483
SMSgt Subdued Metal Chevron Insignia 1st Sgt	8455-01-434-6999
CMSgt Blue 3 ½”	8455-01-388-9537
CMSgt Blue 4”	8455-01-389-4462
CMSgt Blue Metal Chevron Insignia	8455-01-384-9493
CMSgt Subdued	8455-01-389-2094
CMSgt Subdued Metal Chevron Insignia	8455-01-434-0951
CMSgt Blue 3 ½” 1st Sgt	8455-01-388-9542
CMSgt Blue 4” 1st Sgt	8455-01-388-8227
CMSgt Blue Metal Chevron Insignia 1st Sgt	8455-01-386-1398

CMSgt Subdued 1st Sgt	8455-01-388-8489
CMSgt Subdued Metal Chevron Insignia 1st Sgt	8455-01-434-0952

15.2. BERNARD HAT COMPANY

POC: Customer Service

Address: Bernard Cap Company
9800 NW 79 Ave
Hialeah Gardens, FL 33016

Phone: (305) 822-4800
FAX: (305) 825-1681

Website: www.bernardcap.com

Payment: IMPAC Visa Card

ITEM
Hat Ceremonial Enlisted / Company Grade Size 6 ½ - 7 ¾
Hat Ceremonial Field Grade Size 6 ½ - 7 ¾
Cover, Rain cap small

15.3. CLOTHING SALES

POC: Local Military Clothing Sales and Service
AAFES Military Clothing Catalog

Address: Anywhere AFB

Phone: Local
1-800-527-2345

Payment: IMPAC Visa Card

ITEM	PART #	SIZES AVLAILABLE
All-Weather Coat	M504B	34S-48L
Enlisted Blouse	M502A1	36S-50L
Function Badge Mirror Finish		N/A

Glove, Isotoner Black		MED-XLRG
Lightweight Blue Jacket	M504A	34S-48L
Officer Service Blouse	M502A2	36S-50L
Ribbons		N/A
Shoe, Bates Style 942	M505F	6D-14 ½ E
Topcoats Ceremonial	M504C	36S-50L

Note: The shoes are available in half sizes through size 11. Anything above a size 12 cannot be ordered in half sizes.

15.4.

CUSTOM LEATHER CRAFT MANUFACTURING COMPANY, INC.

POC: Customer Service

Address: Custom Leather Craft Manufacturing Company, Inc.
10240 S. Alameda St.
South Gate, CA. 90280

Phone: (212) 752-2221 Extension 144
Fax: (212) 752-9429

Website: www.clccustomleathercraft.com

Payment: Check

ITEM	PART NUMBER
Support Back (Waist Size 22” – 28”)	5900XS
Support Back (Waist Size 28” – 32”)	5900S
Support Back (Waist Size 32” – 38”)	5900M
Support Back (Waist Size 38” – 47”)	5900L
Support Back (Waist Size 47” – 56”)	5900XL

15.5. GLAMOUR GLOVE CORPORATION

POC: Customer Service

Address: 15 W. 28th St. 4th Floor
New York, NY. 10001

Phone: (212) 803-1600

Website: N/A

Payment: Check

ITEM	PART NUMBER
Sensitized, Glove, Saber XSML	8440XS
Sensitized, Glove, Saber SML	8440S
Sensitized, Glove, Saber MED	8440M
Sensitized, Glove, Saber LRG	8440L
Sensitized, Glover, Saber XLRG	8440XL

15.6. KINGFORM CAP COMPANY, INC.

POC: Customer Service

Address: PO Box 230329
184-08 Jamaica Avenue
Hollis, NY. 11423-0329

Phone: (718) 776-7070
Fax: (718) 776-6826

Website: **www.kingformcap.com**

Payment: IMPAC Visa Card

ITEM	PART NUMBER
Cold Weather Cap (Bunny Cap) S-XL	6400
Ceremonial Hat (Enlisted)	1235
Field Grade Ceremonial Hat (Officer)	1245

15.7. OWEN'S SKI AND SPORT

POC: Customer Service

Address: Owen's Ski and Sport
3070 Festival Way
Waldorf, MD. 20601

Phone: (301) 843-9899
FAX: (301) 843-7727

Website: www.owensski910@cs.com

Payment: IMPAC Visa Card

ITEM
Hot Chillys Micro-Elite II Medium
Hot Chillys Micro-Elite II Large
Hot Chillys Micro-Elite II X-Large
Extreme Cold Weather Sock Liner Medium
Extreme Cold Weather Sock Liner Large
Extreme Cold Weather Glove Liner Small
Extreme Cold Weather Glove Liner Large
Warmers, Toe
Warmers, Hand

15.8. SPORTSLINE

POC: Ken King

Address: Sports Line
P.O. Box 1121
Stuarts Draft, VA. 24477

Phone: (540) 337-5068
FAX: (540) 337-5069

Payment: IMPAC Visa Card

ITEM
Job Bag, Blue w/Velcro

15.9. WOLVERINE BATES DIVISION

POC: Pat Teft

Address: Wolverine Bates Division
9345 Courtland Dr.
Rockford, MI. 49351

Phone: 1-800-253-2184
FAX: 1-800-325-8164

Website: www.batesfootwear.com

Payment: IMPAC Visa Card

ITEM
Bates Style 942 Oxford Shoe 6D – 14EEE
Bates Style 157 Double Sole Oxford Shoe 6D – 14EEE **Minimum order of 6 pr**Allow 4-6 months for delivery**

15.10. VANGUARD

POC: Charles Bostwick

Address: Vanguard
172 Azelea Gardens Road
Norfolk, VA. 23502

Phone: 1-800-221-1264
FAX: (718) 706-7678

Website: www.vanguardmil.com

Payment: IMPAC Visa Card

ITEM	PART NUMBER
Aiguillette, Enlisted w/ “Hap Arnold” tip	3710220
Aiguillette, Officer Open Loop w/ “Hap Arnold” tip	3710120
Base Honor Guard Arc	31306

Base Honor Guard Patch Color w/Velcro	31353
Base Honor Guard Patch Subdued	31355
Ceremonial Belt	31308
Ceremonial Belt Brass Set	31450
Ceremonial Belt Keepers	31450A
Chrome Buttons (epaulettes) pkg. of 2ea.	2900808
Chrome Buttons (large) (pkg. of 3ea)	31086
Hat Device	31305
Silver Braid ¾”	31074
Tie Clip Chrome “Hap Arnold”	313311
US National Flag Patch w/Velcro	01935

VANGUARD (cont.)

ITEM #	DESCRIPTION	UNIT	UPC
3056406	DRESS CAP SIZE 6-7/8	EACH	31624
3056407	DRESS CAP SIZE 7	EACH	31626
3056408	DRESS CAP SIZE 7-1/8	EACH	31627
3056409	DRESS CAP SIZE 7-1/4	EACH	31625
3056410	DRESS CAP SIZE 7-3/8	EACH	31628
3056411	DRESS CAP SIZE 7-1/2	EACH	31629
3056412	DRESS CAP SIZE 7-5/8	EACH	31630
3056413	DRESS CAP SIZE 7-3/4	EACH	31631
3020105	HAT INSIGNIA	EACH	31305
3088400	1/2" ALUMINUM CAP STRAP	EACH	30754
2787495	3/4" ALUMINUM BRAID	YARD	30806
3640610	U.S. INSIGNIA MIRROR FINISH	PAIR	30748
2151320	BASE HONOR GUARD ARC	EACH	31306
2500530	DRESS BELT WITH HAP ARNOLD BKLE	EACH	31308
3710220	ENLISTED SVE AIGUILETTE	EACH	31309
3710215	OFFICER AIGUILETTE - OPEN LOOP	EACH	31586
3710120	OFFICER DRESS AIGUILLETTE	EACH	31310
6200582	MF TIE BAR WITH H/A EMBLEM	EACH	31311
2900706	36/L MF H/A BTNS FOR JACKET	SET 3	31086
2900808	25/L MF H/A EPAULET BUTTONS	PAIR	31449
2900806	25/L MF H/A CAP SCREW BUTTONS	PAIR	31424
2522380	HAP ARNOLD EMBLEM BUCKLE	EACH	31450
9400500	HERRINGBONE 4-IN-HAND TIE	EACH	31312
5500155	PATENT LEATHER FLAG CARRIER	EACH	31415
4400206	BASE HONOR GUARD SUBD PATCH	EACH	31574
2150225	BASE HONOR GUARD ENAMEL BADGE	EACH	31732

Section 2

15.11. ARMORY EQUIPMENT AND SUPPLIES ANVIL CASE INC.

POC: Customer Service

Connecticut

Address: Anvil Case
225 Black Rock Ave
Bridgeport, CT. 06605

Phone: (800) 243-5152
FAX: (203) 336-4406

Texas

Address: Anvil Case
2315 Luna RD
Carrolton, TX. 75006

Phone: (800) 852-4983
FAX: (972) 241-3998

California

Address: Anvil Case
15650 Salt Lake Ave.
Industry, CA. 91745

Phone: 1-800-359-2684
FAX: 1-800-733-2684

Website: http://www.anvilcase.com

Payment: IMPAC Visa Card

Item	Part Number
12/1 M-1 Rifle: ¼", 1" foam cutouts, with twist lock guard	01-29450107

30/1 Bayonets: ¼", ATA, 1" foam, cutouts, etha rim, with twist lock guards	01-29450108

15.12. BASE SUPPLY ARMORY EQUIPMENT

NOMENCALTURE	STOCK NUMBER
Case, Flag/Weapon	8345-00-178-8492
Flag, USAF	8345-01-134-1021
Flag, National 4'x5'	8345-00-130-3124
Flag, Internment	8345-01-334-6825
Cover, Internment Flag	8345-00-782-3010
Plugs, Ear	6515-00-137-6345
Noise Deflectors	4240-00-022-2946
Revolver, .38 Cal.	1005-00-835-9773
Rifle, M-1, Operational	1005-00-674-1425
Rifle, M-1, Inert	1005-00-599-3289
Rifle, Springfield 1903	1005-01-008-3251

15.13. BEE-KAY PARADE EQUIPMENT

POC: Customer Service

Address: 176-10 Central Ave.
Farmingdale, NY. 11735

Phone: 1-800-927-0102
FAX: (631) 753-9267

Website: info@beekay.com

Payment: IMPAC Visa Card

ITEM	PART NUMBER
Web Flag Harness, Blue	638
Rifle Sling, White with nickel hardware	176
Rifle Sling, Olive Drab with subdued hardware	180
Rifle Sling, Black with nickel hardware	178

Notes:
1. The White/Black sling is used for ceremonies while dressed in the Ceremonial Uniform.
2. **The Olive, and Blue sling is used for training purposes only**

15.14. BIRCHWOOD SPORTING GOODS

POC: Customer Service

Address: Birchwood Laboratories, Inc.
900 Fuller Road
Eden Praire, MN. 55344

Phone: (952) 937-7933
FAX: (952) 937-7979

Website: www.birchwoodcasey.com

Payment: IMPAC Visa Card

ITEM	SIZE
Tru-Oil (Minimum Order Quantity of 180)	3 oz.
Tru-Oil (Minimum Order Quantity of 180)	16 oz.
Tru-Oil (Minimum Order Quantity of 4)	1 gal.

Note:

1. The 3 oz. Bottle is regularly sold at for 4.95 however if 180 bottles are purchased then the above price is given.
2. The 16 oz. Bottle is regularly sold at for 14.75, however if 180 bottles are purchased then the above price is given.
3. The 1 gallon container is regularly sold at for 44.00, however if 4 gallons are purchased then the above price is given.
4. Base Hazmat requires that no more than a 30 day supply be kept in storage at any one time.

15.15. GENERAL CUTLERY

POC: David Reitz

Address: General Cutlery, Inc.
1918 Country Road 232

Fremont, OH. 43420

Phone: (419) 332-2316
FAX: (419) 334-7119

Website: N/A

Payment: IMPAC Visa Card

ITEM
M-1 Korean Style Bayonet w/handle plated and buffed (9" blade)
M-6 (M-14) Style Bayonet w/handle chrome plated and buffed (6" blade)

15.16. GUN PARTS AND EQUIPMENT

POC: Fred's M-14 Stock…..and more
Address: PO Box 629
Ramseur, NC 27316
Phone: Voice: 919-663-2027
Fax: 336 879 2143

Email: freds@embarqmail.com

POC: Liz Guinn

Address: West Hurley, NY

Phone: (914) 679-2417
FAX: (914) 679-5849

Website: N/A

Payment: IMPAC Visa Card

ITEM	PART NUMBER
Bore Brush	G80A
Cleaning Rod	SBGAR
Bayonet Handle	G85
Bayonet Hinge Bar	G86
M-1 Butt Plate and Swivels	G150

M-1 Stock	New SRA-3E Used SRA-3B
Rear Hand Guard	New G53-A Used G53-D
Front Hand Guard	New G48-B Used G48-C
Springfield 1903 Stock	New SRA-1C Used SRA-1B

15.17. H&W MOLDERS INC.

POC: Richard Brown

Address: H&W Molders, Inc.
1031 W. Tennessee St.
Evansville, IN. 47710-1844

Phone: (812) 423-9340
FAX: (812) 423-9346

Website: N/A

Payment: IMPAC Visa Card

ITEM	PART NUMBER
M-1 Plastic Stock	MK6D96STK
M-1 Front Handcar	MK6D96FHG
M-1 Rear Hand Guard	MK6D96RHG

15.18. NATIONAL CAPITAL FLAG

POC: Claudia Reinsel (ext 203)

Address: National Capital Flag
100 S. Quaker Lane
Alexandria, VA. 22314

Phone: 1-800-368-3524 or (703) 751-2411
FAX: (703) 751-4874

Website: www.natlcapflag.com

Payment: IMPAC Visa Card

ITEM	PART NUMBER
Cover, Personal Colors, Blue	992 case
Disc, Streamer Attachment (Hardware included)--AF Battle Streamers	610SSA (18)
Disc, Streamer Attachment (Hardware included)--Unit Guidon Streamers	G10SSA15
Flag, General Officer (3’ x 5’) – for fringe add 10.00	991GEN
Flag, POW/MIA (3’ x 5’)	6422053D
Flag, Unit Guidon	992GDAE
Flag, US National (4’-4” x 5’-6”) w/fringe	1002123
Flag, US National (3’ x 5’) w/fringe	1002041
Flag, USAF (3’ x 4’) double embroidered	992AF3x4
Flag, USAF (4’-4” x 5’-6”) double embroidered	9927123
Staff, Flag Breakdown (8ft) ash w/chrome	579LTCP2
Staff, Flag Breakdown (9ft) ash w/chrome	577LTCP2
Staff, Flag One-piece (8ft) ash w/chrome	576LTCP1
Staff, Flag One-piece (9ft) ash w/chrome	577LTCP1
Stand, Flag Chrome	5370001
State and Territorial Flag Set (3’ x 5’) w/fringe	2602053T
Streamers, Battle (individual)	991STRMR
United Nations Flag Set (3’ x 5’) PH Plain	4992052
Warhead, Staff Chrome	5180700

15.19. VANGUARD

POC: Charles Bostwick

Address: Norfolk, VA.

Phone: 1-800-221-1264
FAX: (718) 706-7678

Payment: IMPAC Visa Card

ITEM	PART NUMBER

Chrome Saber and Scabbard	89101AR
Metal Saber Chain	8963000
Chrome Sword and Scabbard	22923
Leather Sword Frog	22652
Patent Leather Harness	31415

15.20. EXTRA ITEMS

Downtown Athletic North
(Black ball caps and black t-shirts)
POC: Larry Canard
Address: 7401C Fullerton Road
Springfield, VA 22163
Phone: 703-644-8466 or 8469

Glendale Industries
(M-1 Replicas)
Address: 192 Paris Ave.
Northvale, NJ 07647-2016F
Phone: 1-800-653-5515
Website: **www.glendale.com**

Hearos Inc.
(Flesh color hearing protection)
POC: Douglas Pick
Address: 3800 Benedict Canyon Lane
Sherman Oaks, CA 91423
Phone: 1-818-501-2899
Fax: 1-818-501-2786

180s Black Ear Muffs
Address: 701 E. Pratt Street Suite 180
Baltimore, MD 21022
Phone: 1-410-534-6320
Fax: 1-410-534-6321
Website: **www.180s.com**
Website: **www.dapworld.com**

Military Funeral Honors Training Video/Interment Flags

POC:	Ms. Rosetta Penn	(5’ x 9.5’ Cotton)
Phone:	703-695-7317	Base Supply
Email:	**rosetta.penn@afncr.af.mil**	(NSN: 8345-01-334-8825) or
		Glendale Industries

General Information About The M-14 Rifle
(Weapons handling, storage, maintenance, etc.)
Reference: AFI 36-242, Services Mortuary Affairs Program, Chapter 8, Sec. 8.52, Honor Guard Weapons and Ammunition Acquisition.

Chapter 16

OBTAINING SLOTS FOR IN-RESIDENCE COURSE

L5AZO8G000-0H2A, USAF HONOR GUARD BASIC PROTOCOL, HONORS AND CEREMONIES COURSE

16.1. Course Description.
This course provides training for United States Air Force personnel in the knowledge and skills needed to perform duties as a BHG member. The scope of training includes Military Funeral Honors Sequences, Ceremonial and Battle Dress Uniform (BDU) preparation, Colors, Pallbearer, and Firing Party Sequences; OIC/NCOIC Duties, and Bugler Duties.

16.2. Obtaining a slot.
To request a slot for the In-Residence course, contact your Unit Training Manager. The Unit Training Manager will then contact the MAJCOM TRQI Manager. The TRQI Manager will check the OTA Roster for the course slots. If there are slots available, then the name will be sent to Mrs. Susan Barker at susan.barker@us.af.mil .If there are no slots available, wait 60 days before class start date and Mrs. Barker will assign unfilled slots to your unit. Keep this in mind, the course that is provided are normally for the bases that perform Military Funeral Honors. If you do have individuals that are attending, there is information below that they would need to assist them while they are here.

16.3. Orders.
Students attend this course in TDY status. Send 1 copy of orders to SSgt Krystie Martinezor SrA Justin Baker c/o USAF HG/HGMT at Fax DSN 754-1726 or Commercial 202-404-1726

16.4. Reporting Location and Time.
Information is located on the ETCA which is available on the AF Portal. All students report to USAF Honor Guard Campus, 50 Duncan Ave, Bldg 48, Classroom 1, Bolling AFB, D.C. 20032 at **0730** on class start date. Military personnel need to be in a clean and ironed BDU/ABU uniform. Please direct any questions to the USAF Honor Guard Training Flt at DSN 297-3603 or 202-767-3603.

16.5. Quarters.
Upon approval of your class notification, please contact the Bolling AFB billeting office at 1-888-AF Lodge (235-6343), 202-404-7050 or DSN 754-7050 to ensure a room is reserved for you (let personnel know that you are a student for the USAF/Base HG course, and arrival date). Due to extremely limited availability, confirmations need to be made as early as possible providing the appropriate information to the billeting personnel. Many TDY students stay in commercial lodging. Quarters are also available at Andrews AFB, DSN 858-4614 or Commercial 301-981-4614. Adequate commercial lodging is available in the District of Columbia, Maryland, and Northern Virginia within 5-10 miles of Bolling AFB. The billeting office will issue a Certificate of Non-Availability if the TDY orders read Bolling AFB and a letter if Non-Availability if the orders are for Washington, DC. **Note: Personnel must try to obtain government quarters before seeking commercial lodging**

16.6. **Transportation.**
Students will need to arrangements for travel from the airport to Bolling AFB. Taxis and other forms of transportation are available at all area airports (Reagan-National, BWI, and Dulles). Parking slots are limited at the USAF HG Campus, so it is requested on the class start date that all students park in the parking lot to the left, across from the USAF HG campus parking lot. Students with transportation are encouraged to carpool because parking at the campus is limited. For personnel staying on base without transportation, the HG campus is approximately 7-10 minutes walking time from lodging. **Note: It is highly recommended that students request a rental vehicle (available at area airports) if lodging cannot house students on Bolling AFB. Funding comes out of <u>your unit</u> to obtain a rental car.**

16.7. Meals.
The Dining Facility on Bolling AFB, DC is now closed. Full per diem rates for National Capital region will apply.

16.8. Proficiency Requirements.
Due to the AETC requirement, individuals that attend this course **<u>must</u>** attend *a minimum of* 90% of the course. This class is designed for intermediate students. In-Residence courses are fast paced and are intended to fine tune proficiency. Beginners are highly discouraged. Due to the amount of information exchanged in such a short amount of time, beginners will find it overwhelming and difficult to perform all the aspects of Military Funeral Honors to equal their experience level and could become discouraged. **Note: Beginners attendance in the course must be coordinated through the USAF Honor Guard Training Flt NCOIC (DSN: 767-3603).**

16.9. Other.
Send the name, grade, SSN, organization, class start date, telephone numbers (including DSN), and mailing address for each student nominee to bhg.training@afncr.af.mil as soon as student receives notification.

16.10. **Uniform Requirements.**
The following items are the individual minimum requirements for the In-Residence course. All military personnel attending are **required** to bring BDU/ABUs, Service Dress Uniform, and PT gear listed below. **Note: It is also recommended that students check weather prior to arriving in the Washington DC area to ensure proper cold weather gear is with them for outdoor training (i.e. gortex jacket, black gloves, etc). Do not bring your Ceremonial uniform. Service Dress is required.**

16.10.1. **Clothing Items.**

16.10.1.1. Service Coat with all Accouterments (1 ea.)

16.10.1.2. Light Weight Blue Jacket (1 ea.)

16.10.1.3. Blues Shirt Short or Long Sleeve (2 ea.)

16.10.1.4. Blues Trousers with Belt (1 ea.)

16.10.1.5. Tie with Tie Clip (Males) or Tie Tab (Females) (1 ea.)

16.10.1.6. Flight Cap (1 ea.)

16.10.1.7. Set of Ribbons (1 ea.)

16.10.1.8. Duty Badge (if applicable) (1 ea.)

16.10.1.9. Base Honor Guard Multi-Colored Badge (1 ea.)

16.10.1.10. Low Quarter Shoes (single or double sole) (1 pr.)

16.10.1.11. Duty uniform hat or Base Honor Guard Hat (1 ea.)

16.10.1.12. ABU/BDU Top (1 ea.)

16.10.1.13. ABU/BDU Pants with Belt (1 ea.)

16.10.1.14. T-Shirts (tan or black with no logo) (3 ea.)

16.10.1.15. Socks (3 pr.)

16.10.1.16. BDU/ABU Boots (1 pr.)

16.10.1.17. Gortex* (1 ea.)

16.10.1.18. Thermal Underwear* (1 pr.)

16.10.1.19. PT Shorts and Shirts (AF PT gear) (2 pr.)

16.10.1.20. PT Shoes (1 pr.)

16.10.1.21. Reflector Belt (1 ea.)

16.10.1.22. White Gloves with Silicone or Grip-Like Material (1 ea.)

16.10.1.23. Black (1 ea.)

16.10.1.24. Black Gloves* (1 ea.)

Chapter 17

HOW TO APPLY TO THE USAF HONOR GUARD

17.1. General Duty Information

17.1.1. Performs as a member of the United States Air Force Honor Guard. Symbolizes the United States Air Force to American and foreign dignitaries at public ceremonies in the Washington DC area (National Capitol Region). Members participates in Air Force and joint service arrival and departure ceremonies for the President, foreign heads of state, and other national or international dignitaries. Members perform Military Funeral Honors for AF active duty, retired personnel, and veterans according to prescribing publication.

17.2. Approximate Recruiting Timeline

17.2.1. Generate a special duty application that includes all the necessary documentation (See SPECAT or contact hgrecruiting@afncr.af.mil)

17.2.2. Scan application and email to USAF Honor Guard Recruiting at hgrecruiting@afncr.af.mil.
If unable to scan, mail package to: USAF Honor Guard
Attn: RECRUITING
50 Duncan Ave. Ste 1,
Bolling AFB, DC 20032

17.2.3. Once packages are received by the USAF Honor Guard the routing process begins. All packages are reviewed by the following offices: Unit Security, Recruiting & Admission, Operations, Chief Enlisted Manager, and the unit Commander.

17.2.4. Once the approval process is complete by the hiring authorities your information will be forwarded to AFPC for functional release from your primary AFSC.

17.2.5. Upon approval from the USAF Honor Guard hiring authority, the members Functional Manager (FM) will be notified for release for the special duty assignment. Once the Career Field Manager approves your release from your current AFSC, the USAF Honor Guard leadership is notified and the assignment process begins.

17.2.6. Finally, the applicant will receive a letter from the USAF Honor Guard leadership on your selection for the special duty assignment.

17.2.7. Members local MPF will receive assignment RIP and forward it to your Unit CSS. PCS orders should be generated shortly thereafter.

END OF TRAINING GUIDE