

20.1. Dignified Transfer Sequence (Falcon-20)

20.1.1. Personnel and Summary

20.1.1.1. The Dignified Transfer Team (DTT) will consist of **six** qualified pallbearers. The NCOIC of Pallbearers (NPB) will call any required commands for the team. The DTT is responsible for transferring the remains from the aircraft to the awaiting vehicle.

20.1.1.2. The Aircrew will consist of **two** personnel and are responsible for positioning the remains on the air tray, feet first. The aircrew will ensure that the U.S. flag is positioned on the remains (if casket) properly. The aircrew will lower the remains from the aircraft to the ground for transfer.

20.1.1.3. **One** OIC/NCOIC will position themselves closest to the aircraft, facing the six-man pallbearer team. The OIC/NCOIC is responsible for ensuring that the aircrew has positioned the remains on the airlift correctly. Additionally, the OIC/NCOIC will call commands for any official party who may be accompanying OIC/NCOIC to the aircraft. *Note: Position should be reserved for properly trained officer. If no officer is available, qualified SNCO will fill role.*

20.1.2. Sequence

20.1.2.1. Six-man pallbearer team will be preposition in designated area. The team will assume the position of Stand At, Ease. *Note: Designated are will be predetermined before the hearse arrives.*

20.1.2.1.1. Pallbearer team will consist of NPB, Fold, Mark, Cross-Mark, Hand-Off and Carry. *Note: NPB should be most experienced person on team*

20.1.2.2. Aircrew positions the remains on the airlift facing feet first. *Note: Carry will assist Aircrew if necessary to rotate casket onto rollers/airlift.*

20.1.2.3. NPB will give command, "**BEARERS, ATTENTION**". DTT will snap to the position of **Attention**. *Note: Command will be given when airlift is in proper position; centered on aircraft door with the stopper in place.*

20.1.2.4. NPB will give command, "**STEP**". DTT will step off with coordinated arm swing towards the aircraft.

20.1.2.5. Dignified Transfer Team will split to opposite sides of airlift while marching to aircraft.

20.1.2.6. NPB will give command, "**MARK, TIME**" when DTT is at the end of the airlift. DTT will assume normal cadence **Mark, Time**. *Note: Ensure team pick up Mark, Time at end of airlift so that Aircrew member can operate lift properly.*

20.1.2.7. NPB will give command, “**BEARERS, HALT**”. **BEARERS and HALT** will be called on alternating left feet. Entire DTT will then execute **Step-Stop, Center-Face**. There will be no step down towards aircraft and no automatic head drop.

20.1.2.8. Once DTT has Center-Faced, Aircrew will lower the casket. *Note: **Once remains are lowered, Aircrew member steps away from aircraft. DTT will not lower heads as casket is lowered.***

20.1.2.9. NPB will give subdued command, “**Ready, Step**” after casket is lowered. DTT will take one small side step towards the aircraft.

20.1.2.10. NPB will give command “**Ready, Take**”. DTT will make a left/right face (toward feet) and simultaneously grab hold of the handles bending at the knee with head and eyes straight forward. *Note: **Ensure that heads are not dropped as team steps in to grab the casket.***

20.1.2.11. NPB will give command “**Ready, Lift**”. DTT will lift casket in three-second movement to waist level for proper carry. *Note: **Ensure casket remains level as DTT rises.***

20.1.2.12. NPB will give command “**STEP**”. DTT will step off towards hearse. *Note: **The “S” of the command STEP will be drawn out. DTT will perform duck walk to ensure that member’s heels are not stepped on.***

20.1.2.13. Upon movement of the casket, OIC/NCOIC will **Present, Arms**. If official party is accompanying, command of “**PRESENT, ARMS**” will be given. *Note: **Three second salute will be performed.***

20.1.2.13.1. OIC/NCOIC only will lower salute and step off as DTT passes. OIC/NCOIC will march (with no arm swing) three paces from back (head side) of casket. *Note: **This will only be done if the carry to aircraft is a significant distance to warrant OIC/NCOIC following casket to hearse.***

20.1.2.14. When DTT is one to two paces from bumper of hearse, NPB will give drawn-out command “**HALT**”.

20.1.2.14.1. OIC/NCOIC will follow NPB’s command of **HALT** and resume three second salute. *Note: **If applicable in regards to 20.1.2.13.1***

20.1.2.15. NPB will give command “**Center**”. DTT will perform three-second center-face movement. *Note: **Do not perform three second head drop.***

20.1.2.16. Hand-Off will step around to corner of casket and then to the back (head/Union) of casket.

20.1.2.17. Hand-Off will give subdued command “**Ready, Step**”. DTT will take one side step towards hearse and immediately feed the casket into the hearse. Hand-Off will continue to feed casket into back of hearse.

20.1.2.18. Once casket is completely in hearse, Hand-Off will take appropriate steps back to get in proper position.

20.1.2.19. NPB will give command “**Ready, Face**”. DTT will face away from hearse and immediately step off with no arm swing.

20.1.2.20. Once team has cleared area, NPB will give command “**STEP**”. DTT will resume normal coordinated arm swing and return to designated area. *Note: If team circles around to depart area, member closest to hearse will rendering a military salute for the entire team as the team passes the remains. When team has passed the hearse, salute is dropped. The team will not slow down to perform this movement.*

20.1.2.21. OIC/NCOIC will step off after departure of DTT to the rear of the hearse. OIC /NCOIC will render a final three-second “**Present, Arms**” until hearse door is closed. *Note: If OIC/NCOIC has followed step 20.1.2.13.1 & 20.1.2.14.1, then void this procedure.*

20.1.2.22. OIC/NCOIC will drop salute upon closure of hearse door, perform proper facing movement and depart the area.

20.1.2.23. When DTT has returned to predetermined area, NPB will give command “**BEARERS, FALL OUT, HALT**”. DTT will fallout and depart the area.