

## **20.1. Dignified Transfer Sequence (Ramp Door)**

### **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. One person serving as OIC/NCOIC will pre-position themselves closest to the aircraft, facing the six-man pallbearer team. OIC should assume the position of **Stand At Ease**. The OIC/NCOIC is responsible for ensuring the remains are moved when ready. Additionally, the OIC/NCOIC will call commands for any military members who may be accompanying OIC/NCOIC to the aircraft. ***Note: Position should be reserved for properly trained officer. If no officer is available, a qualified SNCO will fill role.***

### **20.1.2. Sequence**

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

20.1.2.1.1. Six-man pallbearer team will be prepositioned between the aircraft and the hearse in column formation facing rear of plane. The Pallbearer team will be “inverted” so that NPB is in the back and left of the formation (where Hand-Off is normally positioned). The team will assume the position of **Stand At, Ease**. ***Note: Designated area will be predetermined before the hearse arrives.***

20.1.2.2. When the remains are ready to be moved, NPB will give command, “**BEARERS, ATTENTION**”. DTT will snap to the position of **Attention**. OIC will also snap to the position of Attention.

20.1.2.3. NPB will give command, “**STEP**”. DTT will step off with coordinated arm swing towards the aircraft.

20.1.2.4. Dignified Transfer Team will enter the aircraft at steady cadence at regular interval. As the team approaches the remains, they will split the casket.

20.1.2.5. NPB will give command, “**MARK, TIME.**”

20.1.2.6. NPB will give command, “**BEARERS, HALT**”. **BEARERS and HALT** will be called on consecutive left feet. Entire DTT will then execute **Step-Stop** and **Center Face**.

20.1.2.7. Once DTT has Center-Faced NPB will give the command **SECURE** (conversational tone). Pallbearers will perform a “t-step” toward the casket.

*T-Step* – Members will step forward with their foot furthest away from the door on count 1, forming a “T” with their other foot. Feet do not need to be touching during count 1. Distance will be dictated by the distance needed to cover to get to the casket. On count 2, feet will close at the proper position of Attn., simultaneously member will crouch down to grab the casket handle and lower head. **Note:** *Pallbearers will lower bending at the waist and knees, feet still together.*

20.1.2.8. NPB will give subdued command, “**Ready.**” Bearers heads will rise at a 3 second cadence. NPB will give command “**UP.**” Bearers will stand while bearing the casket and will all be facing the rear of the plane. **Note:** *Bearers will execute a 5 second up.*

20.1.2.9. NPB will give command “**STEP**”. DTT will step off towards hearse. **Note:** *The “S” of the command STEP will be drawn out. Mark, Cross, Hand-Off, and Carry will perform duck walk to ensure that member’s heels are not stepped on.*

20.1.2.10. Upon movement of the casket, OIC/NCOIC will **Present, Arms.** **Note:** *Three second salute will be performed.*

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

20.1.2.11. The remains will be loaded as instructed in the USAF Honor Guard Basic Protocol, Honors, and Ceremonies Training Guide:

20.1.2.11.1. **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:** *All commands for the “Hearse Loading” sequence are given in a normal conversational tone.*

20.1.2.11.2. After the team has completed the “**Center**” movement (heads are lowered); Hand-off will reach around the end of the casket and grip the rear handle with the right hand and take two side steps to the right (the first step will be a 45-degree step facing the left rear corner of the casket, the next step will be directly behind the casket), the left hand will slide to the rear handle as the second step is taken.

20.1.2.11.3. 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.

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

20.1.2.11.5. 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**”.

20.1.2.12. NPB will give command “**Ready, Face**”. The team will face away from the hearse and immediately step off with no arm swing. DTT will stay in column formation.

20.1.2.13. Once team has cleared area, NPB will give command “**STEP**”. DTT will resume normal coordinated arm swing and depart the area. *Note: If team passes the hearse, member closest to hearse will render a salute for the entire team as the team passes the remains. To accomplish this, the member that will render the salute gives the subdued command **READY, PIN**. The member next to the saluting member will pin hands. Once team passes the remains, the salute is ordered, both members pick-up coordinated arm swing. The team will not slow down to perform this movement.*

20.1.2.14. OIC/NCOIC will render a final three-second salute and order before performing an appropriate facing movement and departing the area.

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