

CLEARWATER FIRE RESCUE HONOR GUARD

DRILL AND CEREMONIES MANUAL

INTRODUCTION

In the Continental Army, honor guards were used as a protective measure and as a means of showing the improvement in discipline in the newly formed army. They were selected specifically for their size, strength and their proven prowess in combat. Members of the guard are also selected for their soldiery appearance and superior discipline. An honor guard should not be so large as to compromise the exceptional standards required of them.

OUR FLAG

Flags are almost as old as civilization itself. Imperial Egypt as well as the armies of Babylon, Chaldea and Assyria followed the colors of their kings. The Old Testament frequently mentions banners and standards. From the earliest times, warriors used a banner or other symbol to identify specific units and to serve as a rallying point for troops. In medieval days, the standard or banner was used to signal a general assault, which was generated by a cry of "Advance your banners."

Until recent years, the flags that identified nations were usually based on the personal or family heraldry of the reigning monarch or ruling nobleman. As autocracies faded, dynastic colors were no longer popular and today's national flags came into being.

The story of the origin of our National flag parallels the story of the origin of our country. As our country received its birthright from the peoples of many lands who were gathered on these shores to found a new nation, so did the pattern of the Stars and Stripes rise from several origins back in the mists of antiquity to become emblazoned on the standards of our infant Republic.

The star is a symbol of the heavens and the divine goal to which man has aspired from time immemorial; the stripe is symbolic of the rays of light emanating from the sun. Both themes have long been represented on the standards of nations, from the banners of the astral worshippers of ancient Egypt and Babylon to the 12-starred flag of the Spanish Conquistadors under Cortez. Continuing in favor, they spread to the striped standards of Holland and the West India Company in the 17th century and to the present patterns of stars and stripes on the flags of several nations of Europe, Asia, Africa, and the Americas.

The first flags adopted by our colonial forefathers were symbolic of their struggles with the wilderness of a new land. Beavers, pine trees, rattlesnakes, anchors, and various like insignia with mottoes such as “Hope,” “Liberty,” “Appeal to Heaven,” or “Don’t Tread on Me” were affixed to the different banners of Colonial America.

The first flag of the colonists to have any resemblance to the present Stars and Stripes was the Grand Union flag, sometimes referred to as the “Congress Colors.” It consisted of thirteen stripes, alternately red and white, representing the Thirteen Colonies, with a blue field in the upper left-hand corner bearing the crosses of St. George and St. Andrew, signifying union with the mother country. The ships of the Colonial Fleet in the Delaware River first flew this banner in December 1775.

In January 1776, the Grand Union flag became the standard of the Continental Army, which had come into being some months before – in June 1775. It was also carried by American Marines and Bluejackets comprising an expeditionary force to the West Indies in 1776.

The Stars and Stripes, whose birthday we observe on 14 June, was created on that date, in 1777, when the Continental Congress resolved: “That the flag of the thirteen United States be thirteen stripes, alternate red and white: that the union be thirteen stars, white in a blue field, representing a new constellation.”

General Washington, when the Star-Spangled Banner was first flown by the Continental Army, is reputed to have described its symbolism as follows: “We take the stars from heaven, the red from our mother country, separating it by white stripes, thus showing that we have separated from her, and the white stripes shall go down to posterity representing liberty.”

After the admission of Kentucky and Vermont, a resolution was adopted in January 1794, making the flag one of fifteen stars and fifteen stripes.

Realizing that the flag would become unwieldy with a stripe for every new State, Captain Samuel C. Reid, USN, suggested to Congress that the stripes remain thirteen in number to represent the Thirteen Colonies, and that a star be added to the blue field for each new State coming into the Union. A law of 4 April 1818 that resulted requires that a star be added for each new State on the 4th of July after its admission but that the thirteen stripes remain unchanged.

A 48-star flag came with admission of Arizona and New Mexico in 1912. Alaska added a 49th star in 1959, and Hawaii a 50th star in 1960.

There is no fixed order for numbering the stars in the flag, nor are stars assigned to particular States. The stars represent the States collectively, not individually, and no particular star may be designated as representative of any particular State.

The National Flag represents the living country and is considered to be a living thing emblematic of the respect and pride we have for our nation. Our flag is a precious possession. Display it proudly.

There are certain fundamental rules of Heraldry, which, if understood, generally indicate the proper method of displaying the flag. The right arm, which is the sword arm and the point of danger, is the place of honor. Hence, the union of the flag is the place of honor or the honor point.

The National Emblem is a symbol of our great country, our heritage and our place in the world. We owe reverence and respect to our flag.

It represents the highest ideals of individual liberty, justice and equal opportunity for all.

FUNERALS

GENERAL

- a. Funeral services of great magnificence evolved as custom in Christian mourning in the 6th century. To this day, no religious ceremonies are conducted with more pomp than those intended to commemorate the departed.
- b. The funerals of firefighters, more than any other ceremony, have followed an old pattern as the living honor the brave dead.
- c. The first general mourning proclaimed in America was on the death of Benjamin Franklin in 1791 and the next on the death of George Washington in 1799. The deep and widespread grief occasioned by the death of the first President assembled a great number of people for the purpose of paying him a last tribute of respect, and on December 18th, 1799, attended by military honors and the simplest but grandest ceremonies of religion, his body was deposited in the family vault at Mount Vernon, Virginia.
- d. Several military traditions employed today have been brought forward from the past. Today's customary three volleys fired over a grave probably originated as far back as the Roman Empire. The Roman funeral rites of casting dirt three times on the coffin constituted the "burial." It was customary among the Romans to call the dead three times by name, which ended the funeral ceremony, after which the friends and relatives of the deceased pronounced the word "vare" (farewell) three times as they departed from the tomb. In more recent history, three musket volleys were fired to announce that the burial was complete and the burial party was ready for battle again. The custom of using a caisson to carry a coffin most likely had its origins in the

1800's when horse-drawn caissons that pulled artillery pieces also doubled as a conveyance to clear fallen soldiers from the battlefield. In the mid to late 1800's a funeral procession of a mounted officer or enlisted man was accompanied by a riderless horse in mourning comparison followed by a hearse. It was also a custom to have the boots of the deceased thrown over the saddle with heels to the front signifying that his march was ended.

OVERVIEW OF CHAPEL SERVICE

- a. This overview can apply to any venue that the memorial service is held, but for the purpose of this manual we will refer to the venue as a chapel.
- b. Before the beginning of the service, the funeral escort is formed in line facing the chapel.
- c. Members of the immediate family, relatives, and friends of the deceased are requested and escorted into the chapel and seated before the casket is taken in. Members of the immediate family and relatives occupy pews (seats) to the right front of the chapel.
- d. The hearse bearing the remains should arrive in front of the chapel a few moments before the time set for the service to begin. As the hearse approaches, the escort commander commands "Attention" and he salutes until the hearse stops in front of the chapel. When all is in readiness to move the casket into the chapel, the commander of the escort commands "Present, Arms." The band, if applicable, renders the honors followed by a hymn. At the first note of the hymn, the casket is moved from the hearse by the active pallbearers and carried between the ranks of honoraries and into the chapel. The remains are handled in a dignified, reverent and military manner, insuring that the casket is carried level and feet first at all times. As soon as the casket enters the chapel, the band ceases to play and the escort commander commands "Order, Arms" and "Parade, Rest."
- e. When honorary pallbearers are present, they are formed in two ranks, each facing each other, in order of seniority, most senior closest to the hearse, thus forming an aisle from the hearse to the entrance of the chapel. At the first note of the music, and while the casket is being borne between the ranks of honorary pallbearers, they uncover or salute as appropriate. Then they follow the casket in column of twos and occupy pews (seats) to the left front of the chapel.
- f. When the casket has been placed on the church truck, two active pallbearers push the truck to the front of the church while the other active pallbearers move to the vestibule and await the termination of the church service. If there is no church truck, the active pallbearers carry the casket to the front of the church as instructed by the chaplain before the service. When no honorary pallbearers are used, and if the active pallbearers are friends of the family, they may, if desired by the family, occupy the pews (seats) to the left front of the chapel.

- g. After the chapel service, the honorary pallbearers (if present) precede the casket in column of twos as the two active pallbearers push the church truck to the entrance of the chapel. The honorary pallbearers again form an aisle from the entrance of the chapel to the hearse with the senior closest to the chapel. They uncover or salute as prescribed. When the casket has been placed in the hearse, the honorary pallbearers enter their vehicles. When marching, the honorary pallbearers form columns of files on each side of the hearse, the leading member of each column opposite the front wheels of the hearse.
- h. The casket, followed by the family group, is moved to the entrance immediately behind the honorary pallbearers. As soon as the honorary pallbearers have taken their positions, the active pallbearers carry the casket to the hearse and form column of twos behind it if the honorary pallbearers march. If the honorary pallbearers do not march, the active pallbearers form files on each side of the hearse as described above. The family group remains in the chapel entrance until the honorary pallbearers fall out to their vehicles or have taken their position for marching. The members of the family group are then guided to their vehicles.
- i. When the casket appears at the entrance of the chapel at the conclusion of the service, the funeral escort and band repeat the procedure as described for entering the chapel. The band ceases playing and the escort is brought to the order when the casket has been secured into the hearse.

OVERVIEW FOR GRAVESIDE SERVICE

- a. As the procession approaches the grave, the uniformed elements move directly to their predesignated positions. The firing party, if applicable, is positioned so that it fires over the grave, and so it is in view of the next of kin. Volleys should go from foot to head over the grave and carry at an angle over the left shoulder when possible.
- b. Before the hearse is halted, the honorary pallbearers are formed in two ranks, senior closest to the hearse, forming an aisle extending from the hearse toward the grave. When the grave is too near the road to permit this formation, they take their position at the grave before the casket is removed from the hearse.
- c. When all is in readiness to move the casket from the hearse, the escort commander commands "Present, Arms." At the command of execution, the escort salutes and the band renders honors followed by a hymn. At the first note of the hymn, the active pallbearers remove the casket from the hearse.
- d. The chaplain and the funeral director precede the active pallbearers bearing the casket between the ranks of honorary pallbearers. As soon as the casket has passed, the honorary pallbearers face toward the grave and follow the casket in column of

twos, followed by the family and friends. The active pallbearers, on reaching the grave, place the casket on the lowering device (mock up) and remain in place facing the casket. Honorary pallbearers move to a predetermined position near the grave.

- e. When the casket has been placed over the grave, the band ceases playing, and the escort commander commands “Order, Arms” and “Parade, Rest.”
- f. When the escort has been brought to parade rest, the chaplain conducts the graveside service. At the conclusion of the benediction, he moves two steps to the side or rear. If the deceased is entitled to a gun salute, the escort commander commands “Attention” and “Present, Arms.” The salute battery fires appropriate honors at five-second intervals. The firing party fires three volleys of blank cartridges, assumes the position of present arms and remains in this position until the conclusion of “Taps.”
- g. The bugler, positioned near the firing party and in view of the next of kin, sounds “Taps” immediately after the firing party has been brought to present arms. At the first note of taps, and until its last note has sounded, military personnel attending in the individual capacity and honorary pallbearers uncover or salute.
- h. At the conclusion of “Taps”, the active pallbearers holding the flag above the casket fold the flag. The flag, when folded, is passed to a pallbearer who faces at the head of the grave and places the flag at chest level into the hands of the presenter. The pallbearer salutes the flag and then faces to assume his original position. The active pallbearers face left or right together and march away from the grave in column of twos. The officer in charge or presenter, presents the flag to the next of kin.

CREMATED REMAINS

- a. For all phases of the funeral, where the cremated remains are carried by hand, one man is detailed to carry the receptacle (casket) containing the ashes and another is detailed to carry the flag, folded into the shape of a cocked hat. The pallbearer carrying the flag is always positioned to the right of the remains. When the receptacle is carried from the hearse into the chapel and from the chapel to the hearse, these two men are the only participants in the ceremony. During the procession to the gravesite, the receptacle and flag are carried by the two pallbearers followed by four additional pallbearers. When the receptacle has been placed on the gravesite, all six pallbearers unfold the flag and hold it over the grave.
- b. When the receptacle and flag are placed before the chancel of the chapel or transported to gravesite by vehicle, the receptacle and folded flag are placed side by side. If the pallbearers walk to the gravesite, the two bearers who carried the receptacle and the flag join the other four pallbearers already pre-positioned on either side of the hearse.

- c. When no hearse is used, suitable transportation is provided for the receptacle and flag bearers, and the other pallbearers.
- d. When the remains are moved to a crematory and the ashes are to be interred with honors at a later time, the ceremony consists only of the escort to the crematory. All personnel salute as the remains are carried into the crematory. The firing of volleys and the sounding of "Taps" are omitted. When the funeral ceremony is held at the crematory, and when no further honors are anticipated, the volleys are fired and "Taps" is sounded at the discretion of the fire chief, or his appointed designee.

CASKET TEAM GUIDELINES

PURPOSE: The purpose of this section is to set forth guidelines for the casket team members to follow during services.

SCOPE: These guidelines shall apply to all members of the casket team.

DISCUSSION: In a profession such as emergency services, it is imperative that a well-trained casket team be available should the unfortunate death of an agency member occur. A casket team is a necessity in emergency services in order to show the respect and honor that our fellow brothers and sisters deserve. A casket team is a highly visible asset to any agency.

PERSONNEL REQUIRED:

- a. Level one and two honors require a minimum of a six-member casket team, plus additional members to serve as honoraries.
- b. Level three honors require any size casket team.
- c. Cremated remains same as above, except dependent funerals which require one urn Bearer only (with exception).

FORMATIONS:

- a. **Chapel** – Casket team will be formed on sidewalk or designated area not less than 15 minutes prior to ceremony.
- b. **Grave Side** – Casket team will be formed on street or designated area not less than 15 minutes prior to ceremony.

- c. All casket team movements should be fully synchronized; dress and cover, as well as posture, are especially critical in casket teams. Heel clicks on facing movements will not be utilized by casket team members.
- d. Arms are locked to the side during all column and flanking movements.

DEFINITIONS:

- a. **Officer in Charge (OIC)** – Oversees ceremony.
- b. **Casket Team Leader** – In charge of casket team; gives all commands to casket team.
- c. **Folder** – Stands across from team leader.
- d. **Presenter** – Presents flag to OIC; stands at head of casket on fold side.
- e. **Solo** – Pulls casket out of hearse; pushes casket back in. Stands at head end of casket on team side.
- f. **Middle** – Four in total; two on each side of casket, two stand between the casket team leader and solo, and the other two stand between the folder and presenter.
- g. **Honoraries** – Stand on each side of sidewalk leading to the chapel and gravesite. Casket team walks between the honoraries.
- h. **Mock Up** – What casket is set onto at gravesite; type of ladder on each side that covers hole for casket team to step up on.
- i. **Mark Time** – March in position.
- j. **Death Watch/Vigil** – Ceremony to show honor to fallen comrade during viewing, wake, or serious hospital stay (as a result of on-the-job injury).
- k. **Level One Honors (Full Honor Funeral)** – Ceremony performed by casket team, OIC, death watch/vigil, and honorary members for an agency member who is either killed or seriously injured in the performance of his/her duties, or anyone deemed appropriate by staff as being deserving of a full honor ceremony.
- l. **Level Two or Three Honors (Simple Honor/Dependent Funeral)** – Ceremony performed by casket team, OIC, and other personnel deemed appropriate for an agency member who dies while not performing his/her duties, or a family member of any agency member or anyone else deemed appropriate by staff. A family member's service will only consist of honor guard members representing the agency by appearance standards. The members will stand on either side of the doorways

leading into the funeral home, either side of the doorways leading into the service room, and one member standing near the guest log.

The casket team will not serve as a casket team for dependent (family member) funerals, unless specifically requested to perform it.

PROCEDURE:

a. **Casket/Death Watch Posting and Changing**

- There are no commands given during execution of this changing and posting of guard. This is a quiet and somber time and it is important to not draw additional attention to guard movements. The key to initiate movement is just a nod of the OIC's head indicating forward march for the three (OIC and two on-coming) guard members. The halt of the OIC is the key for the off-going guard to begin movement and all the other movements flow continuously until completion of change. Once the three (OIC and two off-going) guard members exit and reach the start/finish point, the OIC gives another nod and the three halt.
- OIC and (2) Honor Guard members enter the isle, depending on the facility and set-up, using appropriate facing and flanking movements.
- OIC comes to a halt approximately 10-15 feet from casket. HGM's continue past the OIC to outside corners of casket, facing casket. This is done without facing movements but by guiding in on the corner.
- If this is the first posting, all members salute (four counts up and four counts down). OIC and on-coming guard face about. OIC marches out and the on-coming guard takes one side step towards the outside corners of the casket and angle inboard as they go to parade rest.
- If this is a relief posting, the off-going guard keys of the OIC. When the OIC comes to a halt entering, the off-going guard comes to attention and faces the center, (each other). They then take one to three steps in towards the center, depending on distance to center of casket. As the on-coming guard reaches the outside corners of the casket, the off-going guard faces the casket. This should leave all four members facing the casket, shoulder to shoulder; at which point all members (including OIC) salute the casket...four count up and four down.
- Following salute, the off going guard does and about face and step off to march out. As they step off, OIC faces about and leads them out, going back out the isle and facing or flanking back to start/finish point. The on-coming guard faces about simultaneously with the off-going guard. They then take one side step to the outside corner and angle inboard as they go to parade rest. Parade rest will be front or back, based on OIC decision per event.
- If this were a final relief (no on-coming guard), the off-going guard would carry out all movements as if there was an on-coming guard.

b. **Chapel Service** (A: Action C: Command)

- A: The hearse will be at the chapel and the casket team will be in a column formation at the side of the chapel, if possible, out of the way of any family members entering the chapel. The casket team will be in a parade rest position. OIC will be near the hearse.
- A: Upon receiving word the casket is ready to be brought into the chapel, OIC will give a head nod to the casket team leader.
- C: The casket team leader will call the casket team to attention by stating, "Bearers attention." After calling the casket team to attention, the casket team leader will command, "Ready, step."
- A: The casket team will execute the appropriate movements to align on and march toward the rear of the hearse with arm swing. When the casket team reaches the rear of the hearse, they will automatically pick up a mark time for not more than four counts.
- C: The casket team leader will command, "Bearers, halt."
- A: The casket team halts.
- C: The casket team leader will command, "Center, face."
- A: The casket team will face center by using the step around method.
- C: OIC will give command, "Present arms", to the honoraries.
- A: The salute is rendered and released, hand should move up at normal speed, hold and be released for a four count. The solo will step forward with his right foot, face towards the hearse and take four steps, closing on the fifth without arm swing. The solo should end up between the team leader and folder.
- C: The casket team leader will command, "Ready, step."
- A: The entire casket team will take one side step toward the hearse at which time the solo will step forward with his/her left foot, while lowering his/her head and draping the flag. The solo will then pull the casket from the hearse while each member of the casket team feeds the casket through their hands, ensuring that the casket is kept level at all times. The second middle on the team side will extend his/her right hand out, palm facing the casket; to assist the solo with the weight of the casket as the solo passes him/her. Once the casket is all the way out of the hearse, the solo will raise his head and take three side steps around the casket, assuming his position at the head of the casket. The second middle will move his right hand back into position after the solo touches his/her hand, letting

him know he is in position. Note: If the flag is bloused on the team leader end, the team leader and folder will undrape it as the casket is removed.

- C: The casket team leader will command, “Side step, March.”
- A: The casket team will lower their heads to a 45-degree angle, focusing on the center of the casket and using a three-second count. The casket team will then take five side steps away from the hearse; after the fifth step, the casket team will raise their heads-again, using a three-second count.
- C: The casket team leader will command, “Ready, face.”
- A: The casket team will face the foot end of the casket.
- C: The casket team leader will command, “Ready, step.”
- A: The casket team will execute a six-point turn toward the chapel with the casket travelling feet first (aligning on chapel doors, if possible). After the sixth step of the six-point turn, the casket team leader and folder will grasp the flag on the leading edge with their outside hand. The casket team leader will then give a slight tug on the flag to signal the folder to fold the flag back onto the casket. When the team leader tugs on the flag, the team leader and folder will fold the flag onto the casket to the approximate edge of the casket, ensuring that the flag will be positioned white on white and red on red.
- C: The casket team leader will command, “Forward March.”
- A: The casket team will step off with their left foot and automatically pick up with a two-hand carry. If there are any steps leading up to the chapel, the team will step up with their left foot first. The casket shall remain level at all times and will not be carried on the hips to avoid swaying. The casket will be carried into the chapel vestibule and centered on the chapel truck.
- C: The casket team leader will command, “Bearers, halt” and “Center, face.”
- A: The casket team will halt and then face center upon each command.
- C: The casket team leader will command, “Ready, down.”
- A: The casket team will lower the casket onto the chapel truck during which the legs are to remain straight with the body bent over at the waist. When the casket is resting on the chapel truck, the handles, if applicable, are pushed down on the casket. The casket team will then place their thumbs together on the top edge of the casket.
- C: The casket team leader will command, “Ready, up.”

- A: The casket team will rise to attention using a three-count movement.
- C: Casket team leader will command, "Ready."
- A: The casket team leader and presenter will take three steps around the casket. When the casket team leader steps around, he will do an "about face", so that he/she will be facing the aisle way and the casket will be behind him/her.
- C: The casket team leader will command, "Secure casket."
- A: The casket team leader will reach up behind him/her and place both hands on either side of the casket while the presenter will reach in front of him/her and place both hands on either side of the casket. The remainder of the casket team will take one step back.
- C: The casket team leader will command, "Ready, step."
- A: The presenter and casket team leader will step off with left foot. The presenter will be pushing the casket and the team leader will be guiding the casket down the aisle way. The casket will be brought down the aisle in a slow manner. Upon reaching the end of the aisle, the team leader will stop the casket. The casket team leader will step off to the left side of the church and proceed to the rear of the church while presenter will step off to the right side and proceed to the rear of the church. The remainder of the casket team will remain quietly in the chapel vestibule.

After the ceremony, the casket team leader and presenter will walk back to the front of the church and assume positions on either end of the casket facing each other (casket team leader at foot end and presenter at the head of the casket). The casket team leader and presenter will then turn the casket around on the chapel truck, utilizing a three-point turn. Once this is completed, the casket team leader will do an "about face" and place his/her hands on either side of the casket; this being done behind his/her back. Once the casket team leader's hands are secure on the casket, the presenter will push the casket, stepping off with his/her left foot. The remainder of the casket team will be in position on opposites as when they came into the chapel. Upon having the casket between the rest of casket team and in position, the team leader will halt, bringing his hands down to this side as will the presenter. The casket team leader will then do an "about face."

- C: The casket team leader will command, "Ready, step."
- A: The casket team leader and presenter will take three side steps back into position, while the rest of the casket team will take one step forward on the third step of the casket team leader and presenter.

- C: The casket team leader will command, “Ready.”
- A: The casket team leader and presenter will secure their hats from the middle and secure them on their heads. Upon securing their hats, the casket team leader and presenter will place their forefinger and thumb on the brim of their hats at which time the team leader will give a “quiet down.” The team leader and presenter will lower their hands to their sides.
- C: The casket team leader will command, “Secure casket”, after OIC commands present arms to the honoraries.
- A: The casket team will bend over, keeping their legs straight, and secure the casket.
- C: The casket team leader will command, “Ready, up.”
- A: The casket team will then lift the casket from the chapel truck.
- C: The casket team leader will command, “Ready, face.”
- A: The casket team will face toward the foot end of the casket. The casket team leader and folder will grasp the flag at the end of the flat, at which time the casket team leader will give a slight tug on the flag and the team leader and folder will fold the flag onto the edge of the casket, while ensuring that the white is on white and red is on red.
- C: The casket team leader will command, “Ready, step.”
- A: The casket team will step off with their left foot first picking up an automatic two-hand carry. The casket team will ensure that the casket remains level at all times. If there are any steps, the casket team will step down with their left foot first. Upon reaching the hearse, the casket team will pick up a “mark time” for no more than four counts.
- C: The casket team leader will command, “Bearers, halt.”
- A: The casket team will halt and after a one second delay, will face center using the step around method. The second middleman on the team side will reach over with his right hand, palm facing casket and touch the solo’s hand. The solo will then take three side steps around the casket, securing the end.
- C: The casket team leader will command, “Ready, step.”
- A: The solo lowers his/her head and steps forward with his/her left foot, while the rest of the team takes a side step toward the hearse. The casket team feeds the

casket through their hands while ensuring that the casket is kept level while placing it back into the hearse. Once the casket is in position in the hearse, the solo executes an about-face and takes five steps (without arm swing) back into position.

C: The casket team leader then commands, "Ready, step."

A: All casket team members, except for the team leader and folder, take one side step away from the hearse.

C: The casket team leader commands, "Ready, face."

A: The casket team then faces away from the hearse.

C: The casket team leader commands, "Ready, step."

A: The casket team steps off left foot first and marches to transportation (with arm swing).

c. **Grave Side Service:** (A: Action C: Command)

A: The casket team leader and OIC look over the area to ascertain the best route to take to the gravesite. The casket team leader advises OIC where he wants the hearse stopped. The casket team then lines up in a line formation. The casket team leader will measure off the number of steps to be taken for automatic flanking movement. When the hearse is approaching, the casket team leader will call the casket team to attention (casket team will be at parade rest). OIC will stop the hearse at a predetermined location. The casket team leader will receive a head nod from OIC when the casket is ready to be removed.

C: The casket team leader will command, "Ready, step."

A: The casket team will take a predetermined amount of steps (with arm swing), make automatic flanking movement (without arm swing), march up to the rear of the hearse (with arm swing), and pick up mark time march for not more than four counts.

C: The casket team leader will command, "Bearers, halt."

A: The casket team will halt.

C: The casket team leader will command, "Center, face."

A: The casket team will face center.

The following moves are made as they were executed at the chapel: The solo steps around, the casket is removed, five side steps, six-point turn, and movement toward the grave.

The team arrives at mock up and will pick up mark time for no more than four counts. The OIC follows the casket to the grave.

C: The casket team leader commands, "Bearers, halt."

A: The casket team halts.

C: The casket team leader commands, "center, face."

A: The casket teams faces center.

C: The casket team leader commands, "ready, down."

A: The casket team will lower their heads (using a three second movement) to a 45-degree angle focusing on the center of the casket. The team then lowers the casket on to the mock up, keying off the team leader and folder. All corners of the casket are to touch at the same time.

When the casket is secure on the mock up, the casket team will either, remain in place or exit the mock up area for a portion of the service.

If exiting;

C: The casket team leader commands, "ready, face."

A: The casket team faces the direction they entered from.

C: The casket team leader commands, "ready, step."

A: The casket team steps off and will march to a predetermined holding area.

When the flag is to be folded, the casket team returns to the mock up area and executes a center face so all members are facing the casket (if they did not remain in place) and secures the flag as detailed below, based on team size. All the flag folding procedures are based on the 7 member casket team with members positioned as follows: Team Leader at the left foot corner, Solo at the left head corner (by the blue field), Folder at the right foot corner, Presenter at the right head corner, Right and Left Middles centered on their respective sides and the Detail Commander at the center head of the casket.

On a silent signal from the team leader, the team will bend in unison to recover the flag. The casket team leader secures the corner of the flag with his left hand, folder with his right hand. Presenter secures a corner with his left hand, solo

with his right hand. Middles secure with both hands, shoulder width apart, fingers tucked underneath and thumbs on top. The team leader, folder, presenter, and solo fold the flag to the other hand. Once the team leader observes this, the team leader will give the folder a silent signal to prepare to stretch the flag out. The casket team leader and the folder then unfold and refold the flag once. Upon unfolding the second time, the team leader, folder, presenter, and solo all take a side step toward the ends of the mock up, simultaneously opening the end folds they just created. Once the side step is completed, the team insures hand placement at shoulder width and gets a “bite”, and sets a rail. The rail is established by the fold side folding the red stripe to the next red stripe and then folding it underneath with their fingers. Once the rails and bite have been established, the casket team, while still in a bent over position, is ready to bring the flag level. The casket team leader tugs on the flag and the team comes up to the position of attention in three counts. The casket team then takes one step to the rear, bringing their elbows to their sides and forearms parallel to the ground. The flag is now level, centered, and tightly stretched over the casket. The Detail Commander is standing at the head of the gravesite.

- C: The detail commander gives the command, “Present, Arms” and is echoed by the OIC of the other uniformed personnel.
- A: All uniformed personnel, with hats, render a hand salute. Any color guards will execute a “present arms.” Taps is played at this time, if applicable. Upon completion of Taps, the flag is to be folded. It is the discretion of the OIC, whether to hold the salute during the flag folding or cut it prior to the flag being folded.

The team leader gives one tug on the flag to inform the team to begin folding. In preparing to make the long fold, all members of the team will perform the following actions in unison:

The folder and solo bring their left hand to their right hand. The middles bring their hands together. The presenter and the team leader bring their right hand to their left hand. The folder slides their right hand to the middle of the end of the flag and grasps it with their index finger as the presenter slides their left hand to the middle of the end of the flag and grasps it with their index finger.

The flag is then passed from right to left. As the flag is being passed, each team member takes one half step toward the casket, left foot first. The right middle and the presenter use their right hand; the folder uses their left hand to pass the flag. The other hand is used to pick up the fold and prepare to make the second fold. The flag is dressed after every fold. Keep the flag in the center of the casket and it should not touch the casket anymore. The team leader tugs the flag again and the second fold is made in the same manner as the first but with no half step.

The flag is dressed and the team leader gives another tug. The presenter, solo and both middles bring their hands along the flag to grasp it with hands shoulder width apart. The folder slides their left index finger along the flag 6" to 10" as the team leader slides their right index finger along the flag 6" to 10". The folder lifts the corner of the flag with their right hand and folds the flag over. The team leader dresses the corner and makes the first fold with his left hand using his right index finger as a pivot. The team leader and the folder take one side step toward the middle as the first fold is being made. The rest of the folds are made in the same way as the flag pivots over the index finger, which is on the head side of the casket. The flag is dressed each time. As each fold is made, the remainder of the team passes the flag to the folder and the team leader. On the fourth fold, the presenter and the solo take one side step toward the middle.

When the folded flag touches the blue field, the solo, the presenter and both middle members take one side step toward the team leader and the folder. The solo and the presenter drop their hands to their sides in unison using no exaggerated movements. The folding continues with the middle members passing the flag toward the team leader and the folder until just before the last fold. The right middle folds his/her corner then rotates the flag toward the folder. Both middle members drop their hands in unison. The team leader supports the flag with both hands as the folder tucks the remaining portion under the blue field. The folder then drops his/her hands to the side. The team leader places his/her right hand on the folded edge of the flag and balancing the flag with his/her left hand while rotating it up to his/her chest with the point facing down. The team leader is holding the flag point down with his thumbs to his chest and his fingers toward the folder in the middle of the flag. The team leader moves both hands out to the end points smoothing the flag. He/she repeats this motion as necessary at no time letting his/her hands leave the flag.

The team leader grasps the flag near the corners, brings it up at a 45-degree angle keeping his/her elbows in and his/her back straight. The team leader then brings the flag down to a 90-degree angle and extends it to the folder to take. The folder takes the flag by placing his/her hands inside those of the team leader. Palms down thumbs on top. The team leader brings his/her hands to the side after the folder takes the flag. The folder brings the flag towards his/her body centered over the casket. The folder turns the flag so that folded edge faces the head of the casket and then passes it to the right middle. The right middle grasps the flag palms down, thumbs on top on the outside of those of the folder keeping the flag centered over the casket. The folder then brings his/her hands to the side after the right middle takes the flag.

The right middle passes the flag to the presenter. The presenter receives the flag by placing his/her left-hand palm up underneath and to the center of the flag. The right hand is placed on top of the flag with the palm down in the center rotating it so the point faces his body. The right middle brings his hands to the side after the presenter takes the flag. The presenter executes a half left face and

the detail commander executes a half right face in unison. The detail commander stretches out his/her hands. The presenter places the flag in the hands of the detail commander, assumes the position of attention and salutes. The hand is brought up in a four count, held for a four count and released in a four count.

The detail commander accepts the flag by placing the left hand on top of the flag palm down placing the right hand on the bottom of the flag palm up. The detail commander executes a half left face and the presenter executes a half right face in unison. The detail commander marches to the recipient with the flag held to his chest point down. The detail commander halts facing the recipient. He/she brings the flag down with the folded edge facing the recipient and with his left hand on the top palm down and the right hand on the bottom palm up.

The detail commander bends down or kneels on his/her right knee and extends the flag saying to the recipient, "Please accept this with our regrets, our gratitude and our love" or "This flag is presented on behalf of a grateful department, as a token of our appreciation for the honorable and faithful service rendered by your loved one." The detail commander then comes to the position of attention and salutes. The hand is brought up in a four count, held for a four count and released in a four count.

The detail commander then returns to the team. The detail commander orders the team to take a half step to the rear. "Ready step." The detail commander orders a "Ready face." The detail faces the direction they entered from. The detail commander retires the team by marching them off. "Ready, step." The detail commander may also retire the team by ordering, "Detail dismissed." OIC will remain at the head of the casket until the next of kin and others attending the services depart.

The **six-member procedure** is performed in the same manner as the seven-member procedure with one exception. There is no detail commander at the center head position. The presenter will present the flag to the recipient.

The **nine-member procedure** is performed in the manner as the seven-member procedure with two exceptions. There is the addition of two middle members, one on each side. No side steps while folding the flag are necessary.

The **eight-member procedure** is performed in the same manner as the nine-member procedure with one exception. There is no detail commander at the center head position. The presenter will present the flag to the recipient.

The **five-member procedure** is performed in the same manner as the seven-member procedure with four exceptions. There are no middle members on either side. The presenter and the solo must extend their hands more than shoulder width apart to help keep the flag from drooping. The team leader and

the folder will take side steps toward the solo and the presenter as the folds are advanced. The presenter and the solo remain stationary. The flag will droop slightly because of the lack of the two middle members. This is permissible as long as the flag does not touch the casket.

The **four-member procedure** is performed in the same manner as the five-member procedure with one exception. There is no detail commander at the center head position. The presenter will present the flag to the recipient.

In the **three-member procedure** there are no middle members, solo or folder. The positions of the detail commander and the presenter will be side by side at the head of the casket with the presenter in the center and the detail commander on the right. The position of the team leader will be at the center foot of the casket. On a silent signal from the team leader, the presenter and the team leader will recover the flag by bending in unison, grasping the flag at the corners. On a silent count of four, the team will come to attention. On another silent signal by the team leader, the team takes a half step back with the left foot followed by the right foot, which brings the flag taut.

The team leader gives one tug to inform the team to begin folding. The team will bring their hands together over their heads to make the first long fold. In unison the team leader will slide his left hand to the fold corner of the flag and the presenter will slide his/her right hand to the fold corner of the flag. The team will bring the flag down to a horizontal position at chest level. The team leader tugs the flag. The team will bring their hands together at face level to make the second long fold.

In unison the team leader will slide his left hand to the fold corner of the flag and the presenter will slide his right hand to the fold corner of the flag. The team will bring the flag down to a horizontal position at chest level. The team leader tugs the flag. The team will take two side steps to the left side of the casket. The team leader will fold the flag stepping toward the presenter as the folds are advanced. The presenter remains stationary. After the last fold, the team leader supports the flag with both hands as the presenter tucks the remaining portion under the blue field.

The team leader places his/her right hand on the folded edge of the flag and balancing the flag with his left hand while rotating up to his chest with the point facing down. The team leader is holding the flag point down with his thumbs to his chest and his fingers toward the presenter in the middle of the flag. The team leader moves both hands out to the end points smoothing the flag. He repeats this motion as necessary at no time letting his hands leave the flag. The team leader grasps the flag near the corners, brings it up at a 45-degree angle keeping his/her elbows in and his/her back straight. The team leader then brings the flag down to a 90-degree and extends it to the presenter.

The presenter receives the flag by placing left-hand palm up underneath and to the center of the flag. The right hand is placed on top of the flag with the palm down in the center rotating it so the point faces his/her body. The team leader brings his/her hands to the side after the presenter takes the flag. The detail commander executes a left face and takes three steps toward the presenter. The presenter executes a right face toward the detail commander. The flag is presented to the detail commander in the same manner as the seven-member procedure. The detail commander presents the flag to the recipient and retires the team in the same manner as the seven-member procedure.

The **two-member procedure** is performed in the same manner as the three-member procedure with one exception. There is no detail commander at the right center of the casket. The presenter will present the flag to the recipient.

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U.S. Marine Corps Drill and Ceremonies Manual (NAVMC 2691)

U.S. Army Drill and Ceremonies Manual (FM 22-5)