

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**

AIR FORCE MANUAL 34-515

11 AUGUST 2015

Services

USAF HONOR GUARD



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: This publication is available for downloading at www.e-Publishing.af.mil

RELEASABILITY: There are no releasability restrictions on this publication

OPR: USAF HG/CCV

Certified by: HAF/A1S
(Mr. H.L. Larry)

Supersedes: AFHGMAN 34-1 and
AFHGMAN 36-1

Pages: 473

This publication implements Department of Defense Instruction (DODI) 1300.15, *Military Funeral Support*, DOD Directive 1300.22, *Mortuary Affairs Policy*, Joint Publication 4-06, *Mortuary Affairs in Joint Operations*, Air Force Policy Directive (AFPD) 34-5, *Mortuary Affairs*, 34-12, *Air Force (AF) Protocol*, 36-26, *Total Force Development* and AFPD 36-29, *Military Standards*. This document incorporates both AFHGMAN 34-1 and 36-1. AFHGMAN 34-1 and 36-1 have been rescinded. It provides history, guidance and procedures on customs, drill, honors and ceremonies; and dress and appearance standards of Air Force honor guards. It applies to individuals assigned to the USAF Honor Guard. This AF Manual (AFMAN) may be supplemented at any level, but all supplements that directly implement this publication must be routed to USAF HG/CCV for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional change of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed IAW AF Records Disposition Schedule (RDS) located in the AF Records Information Management System (AFRIMS). The use of the name or mark of any specific manufacturer, commercial product, commodity or service in this publication does not imply endorsement by the Air Force.

PART 1.— CUSTOMS AND DRILL	38
Chapter 1— INTRODUCTION	38
Section 1A— Background	38
1.1. Purpose.....	38
1.2. Origin.....	38
1.3. History.....	38
Section 1B— Honor Guards	39
1.4. Purpose.....	39
Figure 1.1. United States Air Force Honor Guard Seal.....	39
1.5. Origin.....	39
1.6. History.....	40
Section 1C— Military Music	40
1.7. Background.....	40
1.8. Reference.....	40
Section 1D— Military Funerals	40
1.9. Background.....	40
Figure 1.2. Presidents John F. Kennedy and Gerald Ford Lay in State in the Capitol Rotunda	41
Figure 1.3. Military Honor Guards Perform Guard of Honor Duty while President Ronald Reagan Lies in State	42
Section 1E— USAF and Base Honor Guard	44
1.10. History.....	44
1.11. Emblem.....	44
Figure 1.4. Evolution of the USAF Honor Guard Squadron Emblem.....	45
1.12. Charges.....	45
Figure 1.5. USAF/Base Honor Guard Charge.....	46
Figure 1.6. Bearers Charge.....	46
Figure 1.7. Colors Charge	47

Figure 1.8.	Firing Party Charge.....	47
Section 1F— Overview		47
1.13.	Scope.....	47
1.14.	Terms.	47
Figure 1.9.	Hand at a Fist (Beast).....	48
Figure 1.10.	Cup Hand.....	48
Figure 1.11.	Flare Hand.....	49
Figure 1.12.	Pin Hand	49
Figure 1.13.	Cut Hand.....	50
1.15.	Drill Instruction.....	50
1.16.	Voice Commands.....	50
Chapter 2— BASIC INSTRUCTION		52
Section 2A— Basic Unarmed Standing Drill		52
2.1.	Position of Attention.....	52
Figure 2.1.	Unarmed Attention	52
2.2.	Rest Positions.....	52
Figure 2.2.	Unarmed Parade Rest.....	53
Figure 2.3.	Unarmed Ceremonial At Ease (Count 1).....	54
Figure 2.4.	Unarmed Ceremonial At Ease (Count 2).....	54
Figure 2.5.	Unarmed Ceremonial At Ease (Count 3).....	55
Figure 2.6.	Returning to Attention from Unarmed Ceremonial At Ease (Count 1)	55
Figure 2.7.	Stand At Ease (Count 1)	56
2.3.	Facing Movements.....	57
Figure 2.8.	Unarmed Right Face (Count 1).....	57
Figure 2.9.	Unarmed Two-count About Face (Count 1)	58
Figure 2.10.	Unarmed Three-count About Face (Count 1)	59

2.4.	Present Arms and Order Arms (Hand Salute).....	59
Figure 2.11.	Hand Salute.....	60
Section 2B— Basic Unarmed Marching Drill.		60
2.5.	Forward March.	60
2.6.	Mark Time March.	60
Figure 2.12.	Mark Time March.....	61
2.7.	Honor Guard Flanking Movement.....	61
Figure 2.13.	Right (Left) Flank.....	62
Section 2C— Drill of the Flight, Squadron, Group and Wing.		62
2.8.	Reference.	62
2.9.	Sizing the Flight.....	62
2.10.	Aligning the Flight.....	62
2.11.	Alignment Procedures.....	63
2.12.	Guide, Flight Commander/Sergeant and First Sergeant Repositioning.	63
Section 2D— Basic Armed Standing Drill		63
2.13.	General.....	63
Figure 2.14.	M14 Rifle Nomenclature	64
2.14.	Position of Attention (Order).....	64
Figure 2.15.	Armed Attention	64
2.15.	Trail Arms.....	64
Figure 2.16.	Trail Arms (Method 1).....	65
2.16.	Ground and Take Arms.....	65
Figure 2.17.	Ground Arms	66
Figure 2.18.	Ready, Up	66
2.17.	Fix and Unfix Bayonets.	67
Figure 2.19.	Fix Bayonets (Count 1).....	67

Figure 2.20.	Fix Bayonets (Count 2).....	68
Figure 2.21.	Fix Bayonets (And).....	68
Figure 2.22.	Fix Bayonets (Count 3).....	69
Figure 2.23.	Unfix Bayonets (Count 2).....	70
Figure 2.24.	Unfix Bayonets (Count 3).....	70
Figure 2.25.	Unfix Bayonets (Attention)	71
2.18.	Facing Movements.....	71
Figure 2.26.	Armed Right (Left) Face.....	71
Figure 2.27.	Armed Two-count About Face (Count 1).....	72
Figure 2.28.	Armed Three-count About Face (Count 1).....	73
Figure 2.29.	Armed Three-count About Face (Count 2).....	73
2.19.	Rest Positions.....	73
Figure 2.30.	Armed Parade Rest	74
Figure 2.31.	Armed Ceremonial At Ease (Count 2).....	75
Figure 2.32.	Armed Ceremonial At Ease (And).....	75
Figure 2.33.	Armed Ceremonial At Ease (Count 3).....	76
2.20.	Sling Inspection [From Order].....	76
Figure 2.34.	Sling Inspection [From Order] (Count 1)	77
Figure 2.35.	Sling Inspection [From Order] (Count 2).	77
Figure 2.36.	Sling Inspection [From Order] (Count 3)	78
Figure 2.37.	Order Arms [From Sling Inspection] (Count 3).....	79
Figure 2.38.	Order Arms [From Sling Inspection] (Count 3) (Method 2)	79
2.21.	Manual of Arms.	80
Figure 2.39.	Port Arms [From Order] (And).....	80
Figure 2.40.	Port Arms [From Order] (Count 2).....	81
Figure 2.41.	Present Arms [From Order] (And).....	82

Figure 2.42.	Present Arms [From Order] (Count 3).....	83
Figure 2.43.	Order Arms [From Present] (Count 1).....	83
Figure 2.44.	Right Shoulder Arms [From Order] (And)	84
Figure 2.45.	Right Shoulder Arms [From Order] (Count 2)	85
Figure 2.46.	Right Shoulder Arms [From Order] (Count 3)	85
Figure 2.47.	Right Shoulder Arms [From Order] (Count 4)	86
Figure 2.48.	Order Arms [From Right Shoulder] (Count 1)	86
Figure 2.49.	Order Arms [From Right Shoulder] (Count 2)	87
Figure 2.50.	Left Shoulder Arms [From Order] (Count 2).....	88
Figure 2.51.	Left Shoulder Arms [From Order] (Count 3).....	88
Figure 2.52.	Left Shoulder Arms [From Order] (Count 4).....	89
Figure 2.53.	Order Arms [From Left Shoulder] (And)	89
Figure 2.54.	Order Arms [From Left Shoulder] (Count 1)	90
	Section 2E— Basic Armed Marching Drill.	90
	2.22. General.....	90
	2.23. Right Shoulder Arms [From Port].	90
Figure 2.55.	Right Shoulder Arms [From Port] (1st And)	91
Figure 2.56.	Right Shoulder Arms [From Port] (Count 1).....	91
Figure 2.57.	Right Shoulder Arms [From Port] (2nd And).....	92
Figure 2.58.	Right Shoulder Arms [From Port] (Count 2).....	92
Figure 2.59.	Right Shoulder Arms [From Port] (Count 3).....	93
Figure 2.60.	Right Shoulder Arms [From Port] (Count 4).....	93
	2.24. Port Arms [From Right Shoulder].	93
Figure 2.61.	Port Arms [From Right Shoulder] (Count 1).....	94
Figure 2.62.	Port Arms [From Right Shoulder] (Count 2).....	94
Figure 2.63.	Port Arms [From Right Shoulder] (And).....	95

Figure 2.64.	Port Arms [From Right Shoulder] (Count 3).....	95
2.25.	Left Shoulder Arms [From Port].....	95
Figure 2.65.	Left Shoulder Arms [From Port] (Count 1)	96
Figure 2.66.	Left Shoulder Arms [From Port] (Count 2)	96
Figure 2.67.	Left Shoulder Arms [From Port] (Count 3)	97
2.26.	Port Arms [From Left Shoulder].....	97
Figure 2.68.	Port Arms [From Left Shoulder] (1st And)	97
Figure 2.69.	Port Arms [From Left Shoulder] (Count 1)	98
Figure 2.70.	Port Arms [From Left Shoulder] (2nd And)	98
Figure 2.71.	Port Arms [From Left Shoulder] (Count 2)	99
2.27.	Left Shoulder Arms [From Right Shoulder].....	99
2.28.	Right Shoulder Arms [From Left Shoulder].....	99
Figure 2.72.	Right Shoulder Arms [From Left Shoulder] (1st And).....	100
Figure 2.73.	Right Shoulder Arms [From Left Shoulder] (Count 1).....	100
Figure 2.74.	Right Shoulder Arms [From Left Shoulder] (2nd And)	101
Figure 2.75.	Right Shoulder Arms [From Left Shoulder] (Count 2).....	101
2.29.	Basic Combined Manuals.	102
Figure 2.76.	Secure Eyes Right [From Right Shoulder] (Count 1).....	102
Figure 2.77.	Secure Eyes Right [From Right Shoulder] (Count 2).....	103
Figure 2.78.	Secure Eyes Right [From Right Shoulder] (And).....	103
Figure 2.79.	Secure Eyes Right [From Right Shoulder] (Count 3).....	104
Figure 2.80.	Secure Eyes Right [From Right Shoulder] (Count 4).....	104
Figure 2.81.	Ready, Front [From Secure Eyes Right] (And)	105
Figure 2.82.	Ready, Front [From Secure Eyes Right] (Count 1)	105
Figure 2.83.	Trail Port Arms [From Port] (Count 1).....	106
Figure 2.84.	Trail Port Arms [From Port] (Count 2).....	106

Figure 2.85.	Trail Port Arms [From Port] (Count 3).....	107
Figure 2.86.	Trail Port Arms [From Port] (Count 4).....	107
Figure 2.87.	Trail Port Arms [From Port] (Count 5).....	108
Chapter 3— INTERMEDIATE INSTRUCTION		109
Section 3A— Intermediate Standing Drill		109
3.1.	Introduction.....	109
3.2.	Carry Arms [From Order].....	109
Figure 3.1.	Carry Arms [From Order] (Count 1)	110
Figure 3.2.	Carry Arms [From Order] (Count 2)	110
Figure 3.3.	Carry Arms [From Order] (Count 3)	111
3.3.	Order Arms [From Carry].....	111
Figure 3.4.	Order Arms [From Carry] (Count 1)	111
Figure 3.5.	Order Arms [From Carry] (Count 2)	112
3.4.	Inverted Carry Arms [From Order].....	112
Figure 3.6.	Inverted Carry Arms [From Order] (Count 2)	113
Figure 3.7.	Inverted Carry Arms [From Order] (Count 3)	113
3.5.	Order Arms [From Inverted Carry].....	113
3.6.	Rock to Shoulder [From Order].....	114
3.7.	Standing Manuals.	114
Figure 3.8.	Manual Arms (Count 11).....	116
Figure 3.9.	Manual Arms (Count 12).....	116
Figure 3.10.	Manual Arms (Count 13).....	117
Figure 3.11.	Manual Arms (Count 14).....	117
Figure 3.12.	Manual Arms (Count 15).....	118
Figure 3.13.	8-Count Manual Arms (Count 2).....	119
Figure 3.14.	8-Count Manual Arms (Count 3).....	120

Figure 3.15.	8-Count Manual Arms (1st And)	120
Figure 3.16.	8-Count Manual Arms (Count 4).....	121
Figure 3.17.	8-Count Manual Arms (2nd And).....	121
Figure 3.18.	8-Count Manual Arms (Count 5).....	122
Figure 3.19.	8-Count Manual Arms (Count 6).....	122
Figure 3.20.	8-Count Manual Arms (3rd And)	123
Figure 3.21.	8-Count Manual Arms (Count 7).....	123
Figure 3.22.	Connie’s Manual [From Port] (Count 1)	124
Figure 3.23.	Connie’s Manual [From Port] (1st And).....	124
Figure 3.24.	Connie’s Manual [From Port] (Count 2)	125
Figure 3.25.	Connie’s Manual [From Port] (2nd And)	125
Figure 3.26.	Connie’s Manual [From Port] (Count 3)	126
Figure 3.27.	Connie’s Manual [From Port] (Count 5)	126
Figure 3.28.	Connie’s Manual [From Port] (4th And)	127
Figure 3.29.	Connie’s Manual [From Port] (Count 6)	127
Section 3B— Intermediate Marching Drill		127
3.8.	Additional Information.	127
3.9.	Trail Arms (From Port).....	128
3.10.	Carry Arms (From Port).	128
3.11.	Secure Arms [From Port].....	129
3.12.	Inverted Carry Arms [From Port].	129
3.13.	Marching Manual Sequences.....	129
Figure 3.30.	Marching Manual (Count 11)	130
Figure 3.31.	Marching Manual (Count 12)	131
Figure 3.32.	With Spin Manual (Count 3).....	132
Figure 3.33.	With Spin Manual (Count 4).....	133

3.14.	Combining Manuals.....	136
Chapter 4— ADVANCED INSTRUCTION		138
Section 4A— Advanced Weapons Techniques		138
4.1.	General.....	138
Figure 4.1.	M1 Garand Rifle Nomenclature.....	138
4.2.	Definitions.	138
4.3.	Nine Taps (Firing Sequence).	139
4.4.	Nine Taps (Non-firing Sequence).	140
Chapter 5— SABER AND SWORD INSTRUCTION		142
Section 5A— Introduction		142
5.1.	General.....	142
5.2.	Terms, Wear and Use.....	142
Figure 5.1.	Saber and Sword Nomenclature.....	143
Figure 5.2.	Proper Wear of the Saber and Sword with Scabbards	143
Section 5B— Saber and Sword Standing Drill		143
5.3.	Positions of Attention.	143
Figure 5.3.	Carry Saber (Sword).....	144
Figure 5.4.	Position of Order.....	145
5.4.	Positions of Rest.	145
Figure 5.5.	Parade Rest	146
Figure 5.6.	Ceremonial At Ease Count 2.....	147
Figure 5.7.	Ceremonial At Ease (Count 3).....	147
Figure 5.8.	Honor Guard or Escort (Count 1)	148
5.5.	Present Arms/Order Arms.....	148
Figure 5.9.	Present Arms (“S”)	149
Figure 5.10.	Present Arms (“ARMS”)	149

5.6.	Draw/Return Saber (Sword)	150
Figure 5.11.	Draw Saber (“Draw”)	150
Figure 5.12.	Draw Sword (“Draw”)	151
Figure 5.13.	Draw Saber (Sword) (Count 1)	151
Figure 5.14.	Return Saber (Sword) (“Return”)	152
Figure 5.15.	Return Saber (“SABER”)	153
Figure 5.16.	Return Sword (“SWORD”)	153
Section 5C— Saber and Sword Marching Drill		153
5.7.	General.....	154
5.8.	Port Arms.....	154
Figure 5.17.	Port Arms.....	154
5.9.	Eyes Right (Left)/Ready Front.....	154
Figure 5.18.	Eyes Right (“Eyes”).....	155
Figure 5.19.	Eyes Right (“RIGHT”)	155
Figure 5.20.	Ready Front (Order Position).....	156
Figure 5.21.	Ready Front (Carry Position).....	156
Chapter 6— GUIDON BEARER		157
Section 6A— General Information		157
6.1.	Responsibilities.....	157
6.2.	Positioning.....	157
6.3.	Automatic Sequences.....	157
6.4.	Cadence.....	157
6.5.	Uniform Requirements.....	157
Section 6B— Guidon Standing Drill		157
6.6.	Attention (Order).....	157
Figure 6.1.	Attention	158

	6.7.	Parade Rest.	158
Figure	6.2.	Parade Rest (Count 1).....	158
Figure	6.3.	Parade Rest (Count 2).....	159
	6.8.	Ceremonial At Ease.	159
Figure	6.4.	Ceremonial at Ease (Count 3).....	160
Figure	6.5.	Ceremonial At Ease (Count 4).....	160
Figure	6.6.	Attention from Ceremonial At Ease (Count 1).....	161
	6.9.	Port Arms [From Order].	161
Figure	6.7.	Port Arms (Count 1)	162
Figure	6.8.	Port Arms (Count 2)	162
Figure	6.9.	Port Arms (Count 3)	163
Figure	6.10.	Port Arms (Count 4).	163
	6.10.	Right Shoulder Arms [From Order].....	163
	6.11.	Order Arms [From Port and Right Shoulder].	164
Figure	6.11.	Order Arms [From Port and Right Shoulder]	164
Figure	6.12.	Colors, Ready, Cut [Count 1]	165
	6.12.	Present Arms.....	165
Figure	6.13.	Present Arms [Hand-Flip].....	165
Figure	6.14.	Present Arms (“P”)	166
Figure	6.15.	Present Arms (“S”)	166
Figure	6.16.	Present Arms (Counts 1 and 2).....	167
Figure	6.17.	Present Arms (Count 3)	167
	6.13.	Order Arms [From Present].	167
	6.14.	Right Shoulder Arms [From Present].	168
	6.15.	Port Arms [From Present].	168
	6.16.	Present Arms [Hand Present].....	168

Figure 6.18.	Present Arms [Hand Present] (Count 3)	169
6.17.	Order Arms [From Hand Present].....	169
Section 6C— Guidon Marching Drill		169
6.18.	Forward March.	169
Figure 6.19.	Forward March (Count 2).....	170
Figure 6.20.	Forward March (Counts 3 and 4).....	170
6.19.	Angle Port.....	170
Figure 6.21.	Angle Port.....	171
6.20.	Eyes Right (Left)/Ready Front.....	171
Figure 6.22.	Eyes Right (Left) (Hand-Flip)	172
Figure 6.23.	Eyes Right (Left) (Eyes).....	172
Figure 6.24.	Eyes Right (Left) (Count 1 and 2)	173
Figure 6.25.	Eyes Right (Left)	173
Figure 6.26.	Ready Front (Ready).....	174
PART 2.— CEREMONIES		175
Chapter 7— COLORS		175
Section 7A— General Information		175
7.1.	Background.....	175
7.2.	Protocol.....	175
7.3.	Requirements.	175
7.4.	Composition and Formation.	176
Figure 7.1.	Column (Single File)	177
Figure 7.2.	Line (Single Rank/Abreast)	177
7.5.	Responsibilities.....	177
7.6.	Equipment.....	178
Figure 7.3.	Flag Harness	179

Figure 7.4.	Flag Staff Nomenclature	180
Figure 7.5.	Springfield 1903 Rifle Nomenclature	180
7.7.	Uniform Requirements.	181
7.8.	Commands.	181
Section 7B— Standing Flagstaff Manuals		182
7.9.	Position of Attention	182
Figure 7.6.	Attention	182
7.10.	Parade Rest.	182
Figure 7.7.	Parade Rest	183
7.11.	Stand At Ease.....	183
Figure 7.8.	Stand At Ease (Count 1)	183
Figure 7.9.	Stand At Ease (Count 2)	184
7.12.	Port Arms [From Attention].....	184
Figure 7.10.	Port Arms (Count 1)	185
Figure 7.11.	Port Arms (Count 2)	185
Figure 7.12.	Port Arms (Count 3)	186
7.13.	Angle Port Arms.	186
Figure 7.13.	Angle Port Arms	187
7.14.	Order Arms [From Port].	187
Figure 7.14.	Order Arms [From Port] (Count 1).....	188
Figure 7.15.	Flag “Tuck/Throw” [From Order]	188
7.15.	Ready Cut [From Order].....	189
Figure 7.16.	Ready Cut (Count 1).....	189
7.16.	Present Arms [From Port].....	189
7.17.	Right Shoulder Arms [From Attention].....	190
Figure 7.17.	Right Shoulder Arms [From Attention] (Hand-Flip).....	190

Figure 7.18.	Right Shoulder Arms [From Attention]	191
Figure 7.19.	Colors Ready Cut [From Right Shoulder]	192
	7.18. Present Arms [From Right Shoulder].	192
Figure 7.20.	Present Arms [From Right Shoulder]	192
	7.19. Present Arms [From Attention].	193
	7.20. Order Arms [From Right Shoulder].....	193
Figure 7.21.	Order Arms [From Right Shoulder] (Count 1)	193
	7.21. Port Arms [From Right Shoulder].	194
Figure 7.22.	Port Arms [From Right Shoulder]	194
Section 7C— Marching Flagstaff Manuals		195
	7.22. Right Shoulder Arms [From Angle Port].....	195
Figure 7.23.	Right Shoulder Arms [From Angle Port].....	195
Figure 7.24.	Rippled Right Shoulder Arms (Column Formation).....	196
	7.23. Angle Port Arms [From Right Shoulder Arms].....	196
Figure 7.25.	Angle Port Arms [From Right Shoulder Arms].....	197
Figure 7.26.	Ripple Port Arms (Column Formation)	198
Section 7D— Standing Rifle Manuals		198
	7.24. General.....	198
	7.25. Position of Attention.....	198
Figure 7.27.	Position of Attention.....	199
	7.26. Parade Rest.	199
Figure 7.28.	Parade Rest	199
	7.27. Stand At Ease.....	199
Figure 7.29.	Stand At Ease (Count 1)	200
Figure 7.30.	Stand At Ease (Count 2)	201
	7.28. Port Arms [From Attention].....	201

Figure 7.31.	Port Arms [From Attention] (Count 1).....	202
Figure 7.32.	Port Arms [From Attention] (Count 2).....	202
	7.29. Order Arms [From Port].	203
Figure 7.33.	Order Arms [From Port] (Count 1).....	203
Figure 7.34.	Order Arms [From Port] (Count 4).....	204
Figure 7.35.	Order Arms [From Port] (Count 5).....	204
	7.30. Present Arms [From Attention].	204
Figure 7.36.	Present Arms [From Attention] (And).....	205
Figure 7.37.	Present Arms [From Attention] (Count 3).....	206
	7.31. Order Arms [From Present].	206
	7.32. Present Arms [From Port].....	206
	7.33. Port Arms [From Present].....	207
	7.34. Right Rifle Guard.....	207
Figure 7.38.	Right Shoulder Arms [From Attention] (And)	207
Figure 7.39.	Right Shoulder Arms [From Attention] (Count 2).....	208
Figure 7.40.	Right Shoulder Arms [From Attention] (Count 3).....	208
Figure 7.41.	Colors, Ready, Cut [From Right Shoulder]	209
Figure 7.42.	Order Arms [From Right Shoulder] (Count 1)	209
Figure 7.43.	Order Arms [From Right Shoulder] (Count 2)	210
	7.35. Left Rifle Guard.....	211
Figure 7.44.	Left Shoulder Arms [From Attention] (Count 2).....	212
Figure 7.45.	Left Shoulder Arms [From Attention] (Count 3).....	213
Figure 7.46.	Colors, Ready, Cut [From Left Shoulder Arms].....	213
Section 7E— Marching Rifle Manuals		215
	7.36. Right Shoulder Arms [From Port].	215
	7.37. Port Arms [From Right Shoulder Arms].	215

Section 7F— Advanced Rifle Manuals	216
7.38. General.....	216
Section 7G— Control and Movement of the Color Team	216
7.39. Forward March.	216
7.40. Mark Time.	216
7.41. Colors Turn.....	216
Figure 7.47. Colors Turn On	217
Figure 7.48. Colors Turn Off	217
7.42. Every (Other) Left On/Off.....	217
Figure 7.49. Every (Other) Left On.....	218
Figure 7.50. Every (Other) Left Off.....	218
7.43. Right/Left Turn.	218
7.44. Right/Left Wheel.	219
7.45. Left About.....	219
7.46. Eyes Right (Left).	219
Figure 7.51. Eyes Right.....	220
7.47. Position Adjustments.....	220
7.48. Dress Center Dress.....	220
Section 7H— Implementation	220
7.49. General Ceremony Components.....	220
7.50. Posting/Retrieving In/From Stands.....	221
Figure 7.52. Posting In Stands	222
Figure 7.53. Retrieving From Stands	223
7.51. Positional/Personal Colors (PC Bearer).....	223
Figure 7.54. PC Bearer Combination Movement.....	224
7.52. Furling and Casing Personal Colors at Military Funerals.....	224

Figure 7.55.	Furling and Casing Personal Colors (Count 1).....	225
Figure 7.56.	Furling and Casing Personal Colors (Count 2).....	225
Figure 7.57.	Furling and Casing Personal Colors (Count 3).....	226
Figure 7.58.	Furling and Casing Personal Colors (Flag Furling).....	226
Figure 7.59.	Furling and Casing Personal Colors (Flag Casing).....	227
Figure 7.60.	Furling and Casing Personal Colors (Hand-Flips).....	227
Figure 7.61.	Furling and Casing Personal Colors (Arm Extension).....	228
Figure 7.62.	Furling and Casing Personal Colors (Pin).....	228
Figure 7.63.	Furling and Casing Personal Colors (Return to Port).....	228
7.53.	Uncasing/Unfurling Personal Colors for Ceremonies other than Military Funerals.....	229
7.54.	Colonel to Brigadier General Promotion.....	229
Figure 7.64.	PC Bearer and Furler at Predetermined Position.....	229
Figure 7.65.	Uncasing Personal Colors (Count 1).....	229
Figure 7.66.	Uncasing Personal Colors (Count 2).....	230
Figure 7.67.	Uncasing Personal Colors (Count 3).....	230
Figure 7.68.	Furler Removes Case and Departs.....	231
Figure 7.69.	PC Bearer Unfurls Flag.....	231
7.55.	Promotions to Major General and Above.....	231
Figure 7.70.	PC Bearers and Furler at Predetermined Position.....	231
Figure 7.71.	Uncasing Personal Colors (Double PC Bearer).....	232
Figure 7.72.	Unfurling and Furling Personal Colors.....	232
Figure 7.73.	PC Bearers Return to Straight Port.....	233
7.56.	Joint Service Color Teams.....	233
Figure 7.74.	Joint Service Color Team.....	233
Figure 7.75.	Joint Service Color Team Performing Inside the National Cathedral.....	234
Figure 7.76.	Joint Service Presidential Escort Color Team.....	234

Figure 7.77.	Navy and Air Force Joint Color Team.....	235
7.57.	Flag Folding for Retirement Ceremonies.	235
7.58.	Raising and Lowering the Flag.	236
Chapter 8— FIRING PARTY		238
Section 8A— General Information		238
8.1.	Background.....	238
8.2.	Protocol.....	238
8.3.	Requirements.	238
8.4.	Composition and Formation.	238
Figure 8.1.	Three and Seven Person Firing Lines.	239
8.5.	Responsibilities.....	239
8.6.	Equipment.....	240
Figure 8.2.	Proper Wear of the Sidearm in Holster.....	241
8.7.	Weapons.....	241
Figure 8.3.	Proper Loading of M1 Rifle.....	242
Figure 8.4.	Unloading After Ceremony.....	243
8.8.	Uniform Requirements.	243
8.9.	Commands.	243
Section 8B— Firing Party Rifle Manuals		244
8.10.	Attention.	244
8.11.	Ground Arms.	244
8.12.	Take Arms.....	244
Figure 8.5.	Ground and Take Arms.....	244
8.13.	Parade Rest.	244
8.14.	Ceremonial At Ease.	244
Figure 8.6.	Ceremonial At Ease.	245

	8.15.	Carry Arms.	245
Figure	8.7.	Carry Arms.	245
	8.16.	Inverted Carry Arms.	245
Figure	8.8.	Inverted Carry Arms	246
	8.17.	Port Arms.	246
	8.18.	Order Arms [From Port].	246
	8.19.	Present Arms.	246
	8.20.	Order Arms [From Present].	246
Figure	8.9.	Order Arms [From Present] (Count 1).	247
Figure	8.10.	Order Arms [From Present] (Count 2).	247
Figure	8.11.	Order Arms [From Present] (Count 3).	248
Figure	8.12.	Order Arms [From Present] (Count 4).	248
Figure	8.13.	Order Arms [From Present] (Count 5).	249
	8.21.	Ready Face Sequence.	249
Figure	8.14.	Ready Face Sequence (Count 1).	249
Figure	8.15.	Ready Face Sequence (Count 2).	250
Figure	8.16.	Ready Face Sequence (Count 3)	250
Figure	8.17.	Ready Face Sequence (Count 4).	251
Figure	8.18.	Ready Face Sequence (Count 5).	251
Figure	8.19.	Ready Face Sequence (Count 6).	252
	8.22.	Firing Sequence.	252
Figure	8.20.	Firing Sequence (Count 1)	252
Figure	8.21.	Firing Sequence (Count 2)	253
Figure	8.22.	Firing Sequence (Count 3).	253
Figure	8.23.	Firing Sequence (Count 4).	254
Figure	8.24.	Firing Sequence (Count 5).	255

Figure 8.25.	Firing Sequence (Count 6).....	255
Figure 8.26.	Firing Sequence (Count 7).....	256
8.23.	Present Arms [After Firing].	256
Figure 8.27.	Present Arms [After Firing] (Count 1).....	257
Figure 8.28.	Present Arms [After Firing] (Count 2).....	257
Figure 8.29.	Present Arms [After Firing] (Count 3).....	258
Figure 8.30.	Present Arms [After Firing] (1st And).....	258
Figure 8.31.	Present Arms [After Firing] (Count 4).....	259
Figure 8.32.	Present Arms [After Firing] (2nd And).	259
Figure 8.33.	Present Arms [After Firing] (Count 5).....	260
Section 8C— Movement and Control of the Firing Line		260
8.24.	General.....	260
8.25.	NFP.	260
8.26.	Dress Right Dress.	260
Section 8D— Implementation		261
8.27.	Pre-ceremony Preparation.....	261
Figure 8.34.	Firing Party Performing Warm-ups Prior to the Ceremony.....	261
8.28.	March to Gravesite.....	261
8.29.	Departure and Casings Retrieval.	261
Figure 8.35.	Departure and Casings Retrieval (Count 1).....	262
Figure 8.36.	Departure and Casings Retrieval (Count 2).....	262
Chapter 9— PALLBEARERS		263
Section 9A— General Information		263
9.1.	Background.....	263
9.2.	Protocol.....	263
Figure 9.1.	Dignified Arrival and Dignified Transfer.	264

9.3.	Requirements.	264
9.4.	Composition and Formation.	265
9.5.	Responsibilities.	266
9.6.	Equipment.	267
9.7.	Uniform Requirements.	267
9.8.	Commands.	267
Section 9B— Pallbearer Manuals		267
9.9.	General.	267
9.10.	Hang Step.	267
Figure 9.2.	Hang Step.	268
Figure 9.3.	Flanking Movement.	268
9.11.	Head Drops.	268
Figure 9.4.	Head Drops.	269
Section 9C— Carrying Interred (Casketed) Remains		269
9.12.	Basics.	269
Figure 9.5.	Hand Positions	269
Figure 9.6.	Pallbearer Teams Carrying Repatriated Remains.	270
9.13.	Turning Steps.	270
Figure 9.7.	Turning Steps.	271
9.14.	Centering in on the Casket.	271
Figure 9.8.	Centering in on the Casket.	272
9.15.	Stepping onto a Lowering Device on Raised Platform.	272
Figure 9.9.	Ready-Up.	272
Figure 9.10.	Stepping onto a Lowering Device on Raised Platform (Ready, UP; STEP).	273
Figure 9.11.	Stepping onto a Lowering Device on Raised Platform (STEP).	274
9.16.	Lowering the Casket.	274

Figure 9.12.	Lowering the Casket.	275
	9.17. Facing to March with the Casket.	275
Figure 9.13.	Facing to March with the Casket	276
	9.18. Halting the Team.	276
Figure 9.14.	Halting the Team.	276
	9.19. Up.	276
	9.20. Right/Left Wheel.	276
Figure 9.15.	Right/Left Wheel.	277
	9.21. Clearing Obstacles.	277
Figure 9.16.	Clearing Obstacles (Ready, Up).	277
Figure 9.17.	Clearing Obstacles (Ready, SHOULDER).	278
	9.22. Casket Corrections and Control.	278
	9.23. Carrying the Casket Head First.	278
	9.24. Hearse Unloading/Loading.	279
Figure 9.18.	Behind the Hearse (Casket Removal).	279
Figure 9.19.	3-Second Head Drops.	280
Figure 9.20.	Handoff Hang Steps.	280
Figure 9.21.	Handoff Undresses Flag (Count 1).	281
Figure 9.22.	Handoff Undresses Flag (Count 2).	281
Figure 9.23.	Handoff Undresses Flag (Count 3).	282
Figure 9.24.	Handoff Undresses Flag (Count 4).	282
Figure 9.25.	Hearse Unloading (Ready, TAKE).	283
Figure 9.26.	Hearse Unloading (Ready, FLARE).	284
Figure 9.27.	Hearse Unloading (Handoff Repositions).	284
Figure 9.28.	Hearse Unloading (READY).	285
Figure 9.29.	Hearse Loading (Ready, STEP).	286

Figure 9.30.	Hearse Loading (Handoff Repositions).	286
9.25.	Caisson Loading/Unloading.....	286
Figure 9.31.	Caisson Loading (Guide Step).	287
Figure 9.32.	Caisson Loading (STEP).	288
Figure 9.33.	Caisson Loading (Stand-by Position).	288
Figure 9.34.	Caisson Loading (Ready, FLARE).	289
Figure 9.35.	Caisson Loading(Ready, CUT).....	289
Figure 9.36.	Securing the Casket to the Caisson (Team Repositions).	290
Figure 9.37.	Securing the Casket to the Caisson (NPB Blouses Flag).	291
Figure 9.38.	Securing the Casket to the Caisson (Handoff Folds Under the White Band).	292
Figure 9.39.	Securing the Casket to the Caisson (Take, STRAPS).....	293
Figure 9.40.	Securing the Casket to the Caisson (Pass, STRAPS).....	293
Figure 9.41.	Securing the Casket to the Caisson (Ready, BUCKLE).	294
Figure 9.42.	Securing the Casket to the Caisson (Handoff Blouses Flag).	294
Table 9.1.	6-Person Caisson Loading Sequence.	296
Table 9.2.	8-Person Caisson Loading Sequence.	298
Figure 9.43.	Prepping the Casket for Removal from the Caisson (Release. BUCKLES).....	301
Figure 9.44.	Prepping the Casket for Removal from the Caisson (Take, STRAPS).....	301
Table 9.3.	6-Person Caisson Unloading Sequence.	303
Table 9.4.	8-Person Caisson Unloading Sequence.	304
9.26.	Lifting the Casket from a Church Truck, Bier, Lowering or Similar Device.	305
Figure 9.45.	Lifting the Casket from a Church Truck.....	305
9.27.	Aircraft Loading/Unloading.....	305
Section 9D—	Carrying Inurned (Cremated) Remains (Cremains)	306
9.28.	Basics.	306
Figure 9.46.	Carrying Inurned Remains.	306

9.29.	Multiple Urns.....	306
Figure 9.47.	Carrying Multiple Urns.....	307
9.30.	Remains Retrieval and Placement.	307
Figure 9.48.	Remains Retrieval and Placement (Ready, SPLIT).....	308
Figure 9.49.	Remains Retrieval and Placement (Urn and Flag Placement).....	308
Figure 9.50.	Remains Retrieval and Placement (Ready, DRAWER).	309
Figure 9.51.	Remains Retrieval and Placement (Ready, PUSH).	309
Figure 9.52.	Remains Retrieval and Placement (Ready, STEP).....	310
Section 9E— Flag Handling and Folding		311
9.31.	General.....	311
9.32.	Stars over Stripes.	312
9.33.	Thumb Signals.	312
9.34.	Two Person Flag Fold.....	312
9.35.	Six and Eight Person Flag Fold.	313
Figure 9.53.	Six and Eight Person Flag Fold (“Canoe”).....	314
Figure 9.54.	Six and Eight Person Flag Fold (1st Flag Tug).....	315
Figure 9.55.	Six and Eight Person Flag Fold (2nd Flag Tug/Tabletop).....	315
Figure 9.56.	Six and Eight Person Flag Fold (Flag Tug/Count 1).	316
Figure 9.57.	Six and Eight Person Flag Fold (Count 2).....	317
Figure 9.58.	Six and Eight Person Flag Fold (Count 3).....	317
Figure 9.59.	Six and Eight Person Flag Fold (Count 4).....	318
Figure 9.60.	Six and Eight Person Flag Fold (Count 5).....	318
Figure 9.61.	Six and Eight Person Flag Fold (Setting Quarter Fold).....	319
Figure 9.62.	Six and Eight Person Flag Fold (STEP 2).	319
Figure 9.63.	Six and Eight Person Flag Fold (Step 3; 1st Fold).....	320
Figure 9.64.	Six and Eight Person Flag Fold (Step 3; 2nd Fold).....	320

Figure 9.65.	Six and Eight Person Flag Fold (Step 3; 3rd Fold).....	321
Figure 9.66.	Six and Eight Person Flag Fold (Step 4).....	322
Figure 9.67.	Six and Eight Person Flag Fold (Step 5).....	323
Figure 9.68.	Six and Eight Person Flag Fold (Step 5; 13th Fold).	324
Figure 9.69.	Six and Eight Person Flag Fold (Step 6).....	324
Figure 9.70.	Six and Eight Person Flag Fold (Step 8).....	325
Figure 9.71.	Six and Eight Person Flag Fold (Step 9).....	326
Table 9.5.	Six and Eight Person Flag Folding Sequence	326
	9.36. Dressing Sequences.	326
Figure 9.72.	Half Dress (Count 1).....	327
Figure 9.73.	Half Dress (Count 2).....	327
Figure 9.74.	Half Dress (Count 3).....	328
Figure 9.75.	Half Dress (Count 4).....	328
Figure 9.76.	Half Dress (Count 5).....	329
Figure 9.77.	Full Dress (Inspection).....	330
Figure 9.78.	Full Dress (Count 1).	330
Figure 9.79.	Full Dress (Count 2).	331
Figure 9.80.	Full Dress (Count 3).	331
Figure 9.81.	Full Dress (Count 4).	332
Figure 9.82.	Full Dress (Count 5).	332
Figure 9.83.	Full Dress (Count 6).	333
Figure 9.84.	Full Dress (Count 7).	333
Figure 9.85.	Full Dress (Count 8).	334
Figure 9.86.	Full Dress (Count 9).	334
Figure 9.87.	Flag Handoff.....	335
	9.37. Passing the flag from NPB to Handoff.	335

Figure 9.88.	Passing the Flag from NPB to Handoff (Step 1).....	336
Figure 9.89.	Passing the Flag from NPB to Handoff (Step 2).....	336
Figure 9.90.	Passing the Flag from NPB to Handoff (Step 3).....	337
9.38.	Flag Break Down (Unfolding) Sequence.....	337
Figure 9.91.	Handoff Extends Flag.	338
Figure 9.92.	Carry Unfolds Flag.	338
Figure 9.93.	Mark Unfolds Flag.....	339
Figure 9.94.	Flag Unfolded.	340
9.39.	Re-Fold.	340
9.40.	Presenting the Flag to the NOK.....	340
9.41.	Presenting Multiple Flags.	341
Section 9F— Movement and Control of the Pallbearer Team		341
9.42.	Marching and Halting the Team.	341
Section 9G— Implementation		341
9.43.	Pre-ceremony Preparation.....	341
9.44.	Procession Arrival.....	342
Figure 9.95.	Procession Arrival.....	342
9.45.	Escort to Gravesite during a Full Honors Funeral in ANC.....	343
Figure 9.96.	Escort to Gravesite.....	343
9.46.	Gravesite Departure.	344
Figure 9.97.	Gravesite Departure.	344
Figure 9.98.	Tap Step.	344
9.47.	Grave Site with a Vault Lid.	345
9.48.	Joint Service Pallbearer Teams.	346
Figure 9.99.	Joint Service Pallbearer Teams.	347

Chapter 10— HONOR CORDONS	348
Section 10A— General Information	348
10.1. Background.....	348
10.2. Protocol.....	348
10.3. Requirements.....	348
10.4. Composition and Formation.....	349
Figure 10.1. Air Force Cordon.....	349
Figure 10.2. Joint Service Cordons at the Pentagon.....	350
10.5. Responsibilities.....	350
10.6. Equipment.....	351
10.7. Weapons.....	351
Figure 10.3. Joint Service Cordon inside the National Cathedral.....	351
10.8. Uniform Requirements.....	352
10.9. Commands.....	352
Section 10B— Cordon Rifle Manuals	352
10.10. Attention.....	352
10.11. Ceremonial At Ease.....	352
10.12. Facing Movements.....	352
10.13. Port Arms.....	352
10.14. Order Arms [From Port].....	352
10.15. Present Arms.....	352
10.16. Order Arms [From Present].....	352
Section 10C— Movement and Control of the Cordon	352
10.17. General.....	353
10.18. O/NCOR.....	353
10.19. Center Face.....	353

10.20.	Ready Face.....	353
10.21.	Dressing Sequence.....	353
Section 10D— Implementation		353
10.22.	Pre-ceremony Preparation.....	353
10.23.	March On.....	354
10.24.	Arrival of Distinguished Person.....	354
10.25.	Departure of Distinguished Person.....	354
10.26.	March Off.....	354
Chapter 11— SABER AND SWORD ARCHES		355
Section 11A— General Information		355
11.1.	Background.....	355
Figure 11.1.	Sword Arch.....	355
11.2.	Protocol.....	355
11.3.	Requirements.....	355
11.4.	Composition and Formation.....	356
Figure 11.2.	Sword Cordon.....	356
11.5.	Responsibilities.....	356
11.6.	Equipment.....	357
11.7.	Weapons.....	357
11.8.	Uniform Requirements.....	357
11.9.	Commands.....	357
Section 11B— Saber and Sword Arch Manuals		357
11.10.	General.....	357
11.11.	Forming the Arch.....	358
Figure 11.3.	Forming the Arch.....	358
11.12.	Returning to the position of Carry/Attention.....	358

Section 11C— Movement and Control	358
11.13. General.....	358
11.14. OIC/NCOIC.....	358
11.15. Center Face.....	358
11.16. Ready Face.....	358
11.17. Dressing Sequence.....	358
Section 11D— Implementation	358
11.18. Pre-ceremony Preparation.....	359
11.19. March On.....	359
Figure 11.4. Team Awaits Honorees.....	359
11.20. Arrival of the Honoree(s).....	359
11.21. Departure of the Honoree(s).....	359
11.22. March Off.....	359
Chapter 12— BUGLER	360
Section 12A— General Information	360
12.1. Background.....	360
12.2. Protocol.....	360
12.3. Requirements.....	360
12.4. Composition and Formation.....	360
12.5. Responsibilities.....	360
12.6. Equipment.....	361
Figure 12.1. Ceremonial Bugle Operating Diagram.....	361
12.7. Uniform Requirements.....	361
Section 12B— Manual of the Bugle	361
12.8. Position of Attention.....	361
Figure 12.2. Position of Attention.....	362

12.9.	Parade Rest.	362
Figure 12.3.	Parade Rest.	362
12.10.	Present Arms/Order Arms.....	362
Figure 12.4.	Present/Order Arms.	363
12.11.	Playing of Taps/Taps complete.....	363
Figure 12.5.	Playing of Taps.	363
Figure 12.6.	Taps Complete.	364
Section 12C— Movement and Control		364
12.12.	Procession Arrival.....	364
12.13.	Movement of Remains.....	364
Section 12D— Implementation		364
12.14.	Ceremony Sequences and Gravesite Setup.....	364
12.15.	Advanced Movements and Ceremonies other than Military Funerals.....	364
Chapter 13— PROFFERS		365
Section 13A— General Information		365
13.1.	Background.....	365
13.2.	Protocol.....	365
13.3.	Requirements.	365
Figure 13.1.	Award Bearer.....	366
Figure 13.2.	Flower Bearer.	366
Figure 13.3.	Wreath Bearer.....	367
13.4.	Responsibilities.....	367
13.5.	Equipment.....	367
13.6.	Uniform Requirements.	367
Section 13B— Implementation		367
13.7.	Awards Bearer Pre-ceremony Procedures.	368

13.8.	Awards Bearer Ceremony Procedures.....	368
13.9.	Awards Bearer Post Ceremony Procedures.....	369
13.10.	Flower Bearer Pre-Ceremony Procedures.....	369
13.11.	Flower Bearer Ceremony Procedures.....	369
13.12.	Flower Bearer Post Ceremony Procedures.....	370
13.13.	Wreath Bearer Pre Ceremony Procedures.....	370
13.14.	Wreath Bearer Ceremony Procedures.....	370
Figure 13.4.	Wreath Bearer Places Wreath at the Tomb of the Unknowns.....	371
13.15.	Wreath Bearer Post Ceremony Procedures.....	371
Chapter 14— USHERS		372
Section 14A— General Information		372
14.1.	Background.....	372
14.2.	Protocol.....	372
14.3.	Requirements.....	372
Figure 14.1.	Guest Escort.....	373
Figure 14.2.	Guest in the Position of Honor.....	373
Figure 14.3.	Escorting the Official Party to their Seats during an “Outdoor” Ceremony.....	374
Figure 14.4.	Traffic Pointing the Direction of Travel for the COT at a FHF.....	375
14.4.	Responsibilities.....	375
14.5.	Equipment.....	376
14.6.	Uniform Requirements.....	376
Section 14B— Implementation		377
14.7.	Usher Pre-ceremony Procedures.....	377
14.8.	Usher Ceremony Procedures.....	377
14.9.	Usher Post Ceremony Procedures.....	377

PART 3.— DRESS AND APPEARANCE 378

Chapter 15— GROOMING AND APPEARANCE STANDARDS 378

Section 15A— General Information 378

15.1. Basic Philosophy..... 378

15.2. Enforceability..... 378

Section 15B— Hair Grooming Standards 379

15.3. General..... 379

15.4. Females..... 379

Figure 15.1. Properly Groomed Hair for Honor Guard Females. 379

15.5. Males..... 379

15.6. Beards, Mustaches, and Goatees..... 380

Figure 15.2. Properly Groomed Hair for Honor Guard Males. 380

15.7. Fingernails. 380

Section 15C— Equipment, Accessories and Miscellaneous Standards 380

15.8. Body Piercings..... 380

15.9. Tattoos/Brands..... 381

15.10. Cosmetics..... 381

15.11. Tobacco and Alcohol Use in Uniform..... 381

15.12. Hearing Protection..... 381

15.13. Wear of Glasses in Uniform..... 381

15.14. Wear of Jewelry..... 381

15.15. Rifle Stocks..... 381

15.16. Rifle Slings..... 382

Figure 15.3. Rifle Slings Properly Affixed to Sling Swivels. 382

15.17. Transitioning Personnel..... 383

15.18. Administrative DNIC (duties not including ceremonies). 383

15.19.	Members in Formation.....	383
Chapter 16— CEREMONIAL UNIFORMS		384
Section 16A— General Information		384
16.1.	General.....	384
16.2.	Ironing the Ceremonial Uniform.	384
16.3.	Official Photos.	384
Section 16B— Proper Wear and Maintenance of the Ceremonial Uniform		384
16.4.	White/Blue Shirt.	384
16.5.	Ceremonial Trousers.....	385
Figure 16.1.	Honor Guard Member “Rolling” Trousers.	385
16.6.	Ceremonial Blouse.....	385
Figure 16.2.	Full Size Medal Arrangement Diagram.	388
16.7.	Ceremonial Cap.	388
Figure 16.3.	Officers’ Ceremonial Cap Device.....	389
Figure 16.4.	Proper Wear and Appearance of the Ceremonial Cap.	390
16.8.	Rain cap cover.	390
Figure 16.5.	Proper Wear and Appearance of the Rain Cap Cover.	391
16.9.	Ceremonial Belt.	391
Figure 16.6.	Blousing.	392
Figure 16.7.	Enlisted and Officer Ceremonial Belts.	393
16.10.	Ceremonial Gloves.	393
16.11.	Footwear/Ceremonial Shoes.	394
Figure 16.8.	USAF Honor Guard Men’s Ceremonial Uniform.....	395
Figure 16.9.	USAF Honor Guard Women’s Ceremonial Uniform.	396
Figure 16.10.	Base Honor Guard Men’s Ceremonial Uniform.	396
Figure 16.11.	Base Honor Guard Women’s Ceremonial Uniform.....	397

16.12.	Ceremonial Lightweight Blue Jacket.....	397
Figure 16.12.	Honor Guard Ceremonial Uniform with Ceremonial Lightweight Blue Jacket	398
16.13.	Ceremonial Overcoat.	398
Figure 16.13.	Honor Guard Ceremonial Uniform with Overcoat	399
16.14.	Ceremonial All-Weather Coat.	399
Figure 16.14.	Honor Guard Ceremonial Uniform with All-weather Coat	400
16.15.	Black Wool Scarves.....	400
Figure 16.15.	Proper Wear and Appearance of the Black Wool Scarf.....	401
16.16.	Blue Winter Cap (Bunny Cap).....	401
Figure 16.16.	Proper Wear and Appearance of the Blue Winter Cap	402
16.17.	Earmuffs.....	402
Figure 16.17.	Proper Wear and Appearance of Earmuffs	403
Figure 16.18.	Honor Guard Ceremonial Uniform with Overcoat and Authorized Cold Weather Items	403
Figure 16.19.	Honor Guard Ceremonial Uniform with All-weather Coat and Authorized Cold Weather Items	404
Figure 16.20.	Honor Guard Ceremonial Uniform with Blue Winter Cap.....	404
16.18.	Summer Ceremonial Uniform.....	404
Figure 16.21.	Base Honor Guard Summer Ceremonial Uniform.....	405
16.19.	USAF Honor Guard Drill Team Ascot.	405
16.20.	Temperature Categories.....	406
Chapter 17— SERVICE UNIFORMS		407
Section 17A— General Information		407
17.1.	Basic Information.	407
Section 17B— Proper Wear and Maintenance of Dress Uniforms		407
17.2.	Accoutrements.	407
17.3.	Service Dress Uniform (Class A).	407

17.4.	Service Uniform (Class B).....	407
17.5.	Joint Service (JS) Training Uniform.....	407
17.6.	Footwear.....	408
Chapter 18— UTILITY UNIFORMS		409
Section 18A— General Information		409
18.1.	Basic Information Applicable to All Honor Guards.....	409
Section 18B— Proper Wear and Maintenance of the ABU.		409
18.2.	General.....	409
18.3.	Sand Colored T-Shirt.....	409
18.4.	Head Gear.....	409
18.5.	Footwear.....	410
18.6.	Cheaters.....	410
Figure 18.1.	Proper Wear and Appearance of Boots Affixed with “Cheaters.”.....	411
18.7.	Sage Knit Cap.....	411
18.8.	Black Ear Muffs.....	411
18.9.	Black/Sage Gloves.....	411
18.10.	Air Force All-Purpose Environmental Camouflage System (APECS).....	411
18.11.	Sage Green Fleece Jacket.....	411
Chapter 19— TRAVEL UNIFORMS		412
Section 19A— General Information		412
19.1.	General.....	412
Section 19B— Proper Wear and Maintenance of the Informal Uniform		412
19.2.	Informal Uniform.....	412
Figure 19.1.	USAF Honor Guard Monogrammed Functional Identifier.....	413
Section 19C— Proper Wear and Maintenance of the Black Jumpsuit		413
19.3.	Black Jumpsuit.....	413

AFMAN34-515 11 AUGUST 2015	37
Chapter 20— PHYSICAL TRAINING UNIFORMS	415
Section 20A— General Information	415
20.1. Basic Information.	415
Section 20B— Proper Wear and Maintenance of the Physical Training Uniform/Improved Physical Training Uniform	415
20.2. Guidance.	415
Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	416
Attachment 2— INFLECTION CHARTS	420
Attachment 3— CEREMONY SEQUENCE CHARTS	434
Attachment 4— FUNERAL DIAGRAMS	466
Attachment 5— FLAG FOLDING SCRIPT	473

PART 1.

CUSTOMS AND DRILL

Chapter 1

INTRODUCTION

Section 1A—Background

1.1. Purpose. The purpose of drill is to enable an Officer or NCO to move his unit from one place to another in an orderly manner, to aid in disciplinary training by instilling habits of precision and response to the leader's orders; and to provide for the development of all Airmen in the practice of leading troops.

1.2. Origin. The origins of drill can be traced back to Greek times when their armies were the first to group their men into compact formations, known as phalanxes. The phalanxes enabled the Greeks to use a synergistic method of fighting, allowing them to bear the maximum amount of force at the appropriate time of the battle. This method of fighting proved to be so successful that by the 18th century all military units around the world used some form of drill.

1.3. History. Drill in the United States can be traced to the Revolutionary War, when leaders of this country were confronted with the problem of not only establishing a government but also organizing an army that was already engaged in conflict. For the first three years of fighting, Revolutionary forces endured many hardships and suffered loss after loss to the superior British forces. These hardships and losses mostly stemmed from the lack of military atmosphere in country. Thus, an army was created with little or no organization, control, discipline, or teamwork.

1.3.1. Recognizing the crisis, General Washington, through Benjamin Franklin, the American Ambassador to France, enlisted the aid of a Prussian officer, Baron Friedrich von Steuben. Upon his arrival at Valley Forge on 23 February 1778, von Steuben, a former staff officer with Frederick the Great, met an army of several thousand half-starved, wretched men in rags. He commented that a European army could not be kept together in such a state. To correct the conditions that prevailed, he set to work immediately and wrote drill movements and regulations at night and taught them the following day to a model company of 100 men selected from the line.

1.3.2. Discipline became a part of military life for these selected individuals as they learned to respond to command without hesitation. This new discipline instilled in the individual a sense of alertness, urgency, and attention to detail. Confidence in himself and his weapon grew as each man perfected the fifteen 1-second movements required to load and fire his musket. As the Americans mastered the art of drill, they began to work as a team and to develop a sense of pride in themselves and in their unit.

1.3.3. Watching this model company drill, observers were amazed to see how quickly and orderly the troops could be massed and maneuvered into different battle formations. Officers observed that organization, chain of command, and control were improved as each man had a specific place and task within the formation. Later, the members of the model company were

distributed throughout the Army to teach drill. Through drill, they improved the overall effectiveness and efficiency of the Army.

1.3.4. To ensure continuity and uniformity, von Steuben, by then a major general and the Army Inspector General, wrote the first Army field manual in 1779, *The Regulations for the Order and Discipline of the Troops of the United States*, commonly referred to as the Blue Book. The drill procedures initiated at Valley Forge were not changed for 85 years, until the American Civil War, and many of the drill terms and procedures are still in effect today.

1.3.5. Drill commands are about the same as at the time of the War of 1812, except that then the officers and noncommissioned officers began them by saying, “Take care to face to the right, right, face.” Also, during the American revolutionary period, troops marched at a cadence of 76 steps a minute instead of the current cadence of 120 steps. Then units performed precise movement on the battlefield, and the army that could perform them best was often able to get behind the enemy, or on his flank, and thus beat him. Speed spoiled the winning exactness. Also, firearms did not shoot far or accurately in 1776, so troop formations could take more time to approach the enemy.

1.3.6. As armament and weaponry improved, drill had to adapt to new tactical concepts. Although the procedures taught in drill today are not normally employed on the battlefield, the objectives accomplished by drill—professionalism, teamwork, confidence, pride, alertness, attention to detail, esprit de corps, and discipline—are just as important to the modern military as they were to the Continental Army.

Section 1B—Honor Guards

1.4. Purpose. Honor guards are simply guards assigned to ceremonial duty, specifically to escort the deceased during a military funeral. They represent an organization in ceremonial functions and are charged with representing all members, both past and present, of that organization. Honor guards are usually experts in military drill, ceremonies and protocol. To ensure success and remain an “icon of excellence,” Air Force honor guards must promote the mission, protect the standards, perfect the image and preserve the heritage. The primary missions of the USAF and Base level honor guard programs are to employ, equip, and train Air Force members to provide professional military funeral honors for active duty, retired members, and veterans of the United States Air Force.

Figure 1.1. United States Air Force Honor Guard Seal



1.5. Origin. From the earliest periods of human history, man has fought in battles, conflicts and wars. No matter how small the army, society or tribe, each had leaders who required extra

protection. It is out of these leaders need for security that the first honor guard was created. Because they desired protection they screened and selected their best soldiers to be their personal guards. Most notable of these elite protectorates is the Praetorian Guard. Considered the original honor guard of the western world, these elite members of the Roman Army were assigned as the personal body guards of several Roman Emperors beginning with Julius Caesar.

1.6. History. In order to demonstrate the drill proficiency and new found discipline in the Continental Army, select units made up of the best soldiers were formed. It is believed that these men were selected due to their size, strength and their proven combat abilities. These handpicked units were the first honor guards in the U.S. Today, honor guards are selected for their military appearance, professionalism, superior discipline and records of outstanding performance.

Section 1C—Military Music

1.7. Background. The earliest surviving pictorial, sculptured, and written records show musical or quasi-musical instruments employed in connection with military activity for signaling during encampments, parades, and combat. Because the sounds were produced in the open air, the instruments tended to be brass and percussion types. Oriental, Egyptian, Greek, Roman, and American Indian chronicles and pictorial remains show trumpets and drums of many varieties allied to soldiers and battles.

1.8. Reference. Ceremonial music plays an important role in today's military. Please refer to AFMAN 35-106, Ceremonial Music, for guidance on Air Force Bands, ceremonies, and how music is used to signal honor guards to perform certain manuals and movements.

Section 1D—Military Funerals

1.9. Background. Since prehistoric times, man has honored the dead with some type of ceremony. Various rituals have evolved throughout history to become part of the modern day funeral.

1.9.1. Funeral Types. There are several types of funerals. Traditional, Memorial, Combined, Graveside and Non-commemorative funerals.

1.9.1.1. Traditional Services. These services usually include one or more visitations where the mourners gather, with the body present, to express condolences. A service to commemorate the life of the deceased is held typically at a funeral home chapel, place of worship, cemetery chapel, graveside or at a home. A procession to the cemetery may also take place.

1.9.1.2. Memorial Services. These services are used to commemorate the life of the deceased when the body is not present. They can be performed before and/or after the body is interred (burial) or inured (cremate).

1.9.1.3. Combined Services. These combine both traditional and memorial services. An example of this is when memorial services are held by mourners living in other cities where the burial is not taking place.

1.9.1.4. Graveside Services. These commemorative services are held beside the grave immediately prior to burial.

1.9.1.5. Non-commemorative Funerals. These are also known as direct dispositions. There is no formal service to remember the life that has passed.

1.9.2. **Visitation (Wake).** Visitation periods (Wake) have their roots in ancient times when it was customary to watch over the deceased for varying lengths of time before burial. The custom of continuously watching arose because there was hope that the deceased might regain consciousness, as well as concern about someone being buried alive. The practice also fulfilled a psychological need by gradually conditioning family and friends to the reality of the death. Today, visitations are typically held at a funeral home that provides the facilities, seating and staff to accommodate a viewing and a gathering of people. During visiting hours, mourners come to offer their condolences to the family and pay their respects to the deceased. The casket may be open or closed and is usually displayed with floral arrangements that have been received and memorial presentations, if any. The number and length of visitation periods varies depending upon religious or cultural customs and personal preference. A typical visitation of 2 to 4 hours can be held prior to the funeral on the same day or the day before. Full day visitations can also be held one or more days preceding the funeral. There are differing views on the role of an open casket. Many feel it is an unbecoming and uncomfortable practice, preferring to remember the deceased as he or she was in life, not in death. However, many experts on grief and mourning believe that viewing the body is an important step in beginning to heal because it causes mourners to confront the reality of death. Of course, religious customs also dictate whether or not there should be an open casket. In Armed Forces Funerals, the term wake is replaced with lying in repose or to “lying in state” if the visitation period takes place in a principal government building. Here, honor guards perform Guard of Honor duty 24 hours a day for the duration of time the individual is to lay in repose.

Figure 1.2. Presidents John F. Kennedy and Gerald Ford Lay in State in the Capitol Rotunda



Figure 1.3. Military Honor Guards Perform Guard of Honor Duty while President Ronald Reagan Lies in State



1.9.3. Special Ceremonies (Rites). Some organizations have their own unique rites for members who have died. The rites can be conducted separately or included in traditional services. Examples are Free & Accepted Masons, American Legion, Knights of Columbus, Elks, Moose and of course the U.S. Military.

1.9.4. Military Funeral Honors (MFH). Services rendered during a military funeral are referred to as honors. A military funeral can consist of a variety of honors in many different combinations. Refer to AFI 34-242, Chapter 8 for guidance regarding MFH entitlements and requirements. DODI 1300.15 provides additional guidance; Air Force honor guards must be thoroughly familiar with these instructions. Eligibility for burial in Arlington National Cemetery (ANC) is covered by 32 CFR 553 and Army Regulation 290-5. Flyovers, Personal Colors Bearers (PC), an Air Force Chaplain and other elements may be added to all of the below categories as required. Air Force funeral honors are categorized as follows:

1.9.4.1. Dependent Funerals. Dependents of military veterans, members and retirees are authorized honor guard pallbearers during funerals in ANC. Honor guards will not support dependent funerals outside of ANC.

1.9.4.2. Minimum Honors Funerals. This category entails the minimum honors mandated by congress. The Air Force uses the 2 or 3-person funeral sequence for all military members who did not retire with 20 or more years of service. These sequences are not performed in ANC. Installation honor guards are permitted to use this sequence for retired military members if manning and mission dictate.

1.9.4.2.1. Honors consist of a flag fold and the playing of Taps. For inurned remains, the detail will also act as pallbearers. See Figure A4.1. for gravesite layout.

1.9.4.3. Standard Honors Funerals (SHF). This category entails the standard funeral honors performed by the Air Force. Retired members that are not eligible for a Full Honors Funeral (FHF) receive these honors. A color team is added if the member was Active Duty (AD), Repatriated or a Medal of Honor Recipient. The sequence may be modified based on the manning available. All SHFs performed outside of ANC are Modified SHFs. The approved modified sequence consists of seven ceremonial guardsmen and is performed across the Air Force for retired Air Force members.

Historically, modified SHFs have also been performed using a 5 or 10-person team, however these sequences are no longer authorized. See Figure A4.2. and A4.3. for gravesite layouts.

1.9.4.3.1. In most cases honors consist of a pallbearer team, the firing of volleys, flag fold and the playing of Taps.

1.9.4.3.2. For AD deaths, repatriations or Medal of Honor Recipients, within ANC, a color team will be added to the standard honors. See Figure A4.4. for gravesite layout.

1.9.4.4. Full Honors Funeral. The FHF consist of the maximum honors that honor guards may perform. All AD Deaths, Repatriations and Medal of Honor Recipients will receive the full honors allotted outside ANC. (See Figure A4.4).. For the USAF Honor Guard, FHF's are only performed within ANC and offer additional honors such as an Arlington Lady who represents the CSAF, an escort for the Arlington Lady, the USAF Band, Caisson transfer/procession, and military escort/formation. For additional information regarding ANC requirements and honors provided refer to <http://www.arlingtoncemetery.mil>.

1.9.4.4.1. Honors consist of a color team, pallbearer team, the firing of volleys, flag fold and the playing of Taps.

1.9.4.4.2. For a FHF, a caisson is used during the procession and escorted by the USAF Band and an honor guard formation. The formation varies in size depending on the rank of the individual and manning available. The standard size flight is eighteen Airman but has occasionally been reduced to fifteen or even twelve. Funerals for General Officers are entitled to two formations. Flight size can be adjusted depending on the rank of the General. The largest formation consists of two 27-person flights and is authorized for former CSAFs. See Figure A4.5. for gravesite layout.

1.9.5. Armed Forces Honors (Joint Service Funerals). These unique funerals represent the highest honors an American may receive from the Armed Services. These missions require a large number of personnel and resources. Army Pamphlet 1-1 and AFDWI 34-101, Ceremonial Resource Support provides instructions and authorized honors for these funeral types.

1.9.5.1. Special Military Funeral. The SECDEF, Deputy SECDEF, Former SECDEF, Secretary of the Army, Navy or Air Force, Chairman of the Joint Chiefs of Staff, Five Star Generals and Fleet Admirals, Chief of Staff of the Army, Chief of Naval Operations, CSAF, Commandant of the Marine Corps and Commandant of the Coast Guard are entitled to a Special Military Funeral. In addition, other individuals designated by the SECDEF and foreign military personnel designated by the POTUS are eligible.

1.9.5.2. Official Funeral. The VPOTUS, Chief Justice of the US Supreme Court and Cabinet Members are entitled to an Official Funeral. In addition, other Government officials when specifically designated by the POTUS and foreign civil dignitaries when specifically designated by the POTUS.

1.9.5.3. State Funeral. The POTUS, a former POTUS, or POTUS-elect are entitled to a state funeral. Any other person specifically designated by the POTUS may be given these honors.

Section 1E—USAF and Base Honor Guard

1.10. History. The USAF Honor Guard traces its beginning to May 1948 when Headquarters Command, USAF developed plans for an elite ceremonial unit comparable to those of the other Armed Services. As a result, a ceremonial unit was activated within the Air Police Squadron in September, 1948 with an authorized strength of 98 airmen and 2 officers. However, because of transfers and personnel attrition, it wasn't until March 1949 that sufficient personnel were assigned to enable the unit to function. The ceremonial detachment continued to be assigned to the Air Police Squadron, which in the course of several re-designations eventually evolved into the 1100th Security Police Squadron, until December 1971. On 1 January 1972, the USAF Honor Guard came into its own as a separate unit and was authorized 147 airmen and 3 officers.

1.10.1. The unit was constituted "USAF Honor Guard" on 26 July 1971 and activated on 1 January 1972.

1.10.2. The Base Honor Guard can trace its origins from this same history. The unit that was activated within the 1100th Air Police Squadron was, essentially, the first Air Force Base Honor Guard. The remaining installations across the Air Force utilized security forces personnel, volunteers and the "Base Detail" system to fill ceremony requirements. This led to little or no standardization across the service as each base evolved and developed its own procedures.

1.10.3. On 10 November 1989 the Air Force approved AFR 900-37 which provided planning, training and use of installation honor guards. This regulation provided a structure similar to what is in place today by giving oversight of the installation honor guard to the installation commander and aligning the program under the Services squadron. This restructure opened the door for future standardization and program improvements. The guidance was updated on 19 July 1994 and renamed AFI 34-503, USAF Base Honor Guard Program. Later it was rescinded and incorporated into AFI 34-242, AF Mortuary Affairs.

1.10.4. On 1 October 1996, the USAF Honor Guard officially formalized its training program when it created the USAF Honor Guard Technical Training School located on the honor guard campus at Bolling AFB. As part of this formalization the Base Honor Guard Training Program was stood up and two formal courses were developed in order to standardize all honor guards throughout the Air Force. The goal is for all Airmen performing honor guard duties to perform ceremonies to the same standard, in the same manner, following the same procedures and to meet the same dress/appearance requirements regardless of location.

1.10.5. The first Mobile Training Course was conducted in 1999 at Hickam AFB, HI providing training to Base Honor Guard members from several Pacific Air Forces installations.

1.11. Emblem. SMSgt Malcolm Haynes, former superintendent of the USAF Honor Guard, was the first to design and draft the USAF Honor Guard emblem. Under the guidance of Captain Marcel Mayer, former Commander, SrA Scott Stuart designed the final version of the emblem

and it was approved on 4 October 1976. The emblem is composed of crossed rifles silhouetted over a silver gray Roman helmet, complete with a scarlet red horsehair festoon, on a field of ultramarine blue with the attached organizational motto. The color of the lettering and the border of the design are Air Force yellow. The roman helmet is symbolic of the Praetorian Guard of the western world. The red festoon denotes courage and valor. The silver gray of the helmet proper is for excellence desired of the honor guard personnel. The crossed rifles denote the USAF Honor Guard's primary weapon. The ultramarine blue background symbolizes the primary theater of Air Force operations; the sky and beyond. The attached motto, "To Honor With Dignity," best represents the mission of the USAF Honor Guard.

Figure 1.4. Evolution of the USAF Honor Guard Squadron Emblem.



1.11.1. The emblem was revised on 23 February 2011 to meet the requirements outlined in AFI 84-105.

1.11.2. The Base Honor Guard, due to being a program and not a numbered or named squadron does not have an approved/official Air Force emblem.

1.11.3. The honor guard duty badges' designs are based off this emblem.

1.12. Charges. Like many organizations the members of the honor guard utilize charges to epitomize the pride and ethos of their profession. Charges in the Air Force are synonymous with creeds.

1.12.1. **USAF (Base Honor Guard) Charge.** All honor guard members must learn, memorize and be able to recite verbatim the honor guard Charge. The "creed" as it was previously known was revised in 1999. The original version read as follows:

1.12.2. I am a proud member of the United States Air Force honor guard. My standards of conduct and high level of professionalism place me above all others in my service. I have earned the right to wear the ceremonial uniform; one of which is honored in a rich tradition and history. I am superbly conditioned to perfect all movements throughout every drill and ceremony. The level at which I perform will never be dictated by the type of ceremony, severity of temperature, nor the size of the crowd. I am constantly driven to excel by a strong sense of dedication that runs deeper than patriotism. While on ceremonies I stand sharp and crisp, motionless by choice, for I have voluntarily chosen to represent every member past and present of the United States Air Force. I am a ceremonial guardsman!

Figure 1.5. USAF/Base Honor Guard Charge.

Handpicked to serve as a member of the United States Air Force Honor Guard(*see Note*), 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!

***NOTE:** Installation honor guards will recite the first line of the Honor Guard Charge as follows: "...member of the (Installation Name) Base Honor Guard." For example, "...member of the Elmendorf Base Honor Guard, my standards..."*

1.12.3. **Flight/Element Charges.** Charges also exist for the three primary performance elements of the honor guard; bearers, colors and firing party.

Figure 1.6. Bearers Charge

Body bearing is an art, one which encompasses heart, knowledge, strength and dedication.

Every movement is crisp, precise and well-rehearsed, for we are a team and together we are one.

Apppearance is important, for not only do we represent ourselves, but also each member, past and present of the United States Air Force.

Regardless of the weight of the casket or the distance of the carry, the casket will remain level.

Effortless is our expression shown on every job, for we are prepared for the task at hand.

Reliable - we will be the last to let you down.

Second to none, except for the one above!

Figure 1.7. Colors Charge

Confident and proud, we carry the emblems of our freedom and liberty.

Outstanding performances are the hallmark of our dedication and devotion to duty.

Loyal troops we strive to be; to our nation, to our service, to our guard, and to each other.

Observantly we learn from those who have gone before; we seek to make their perfection our own.

Respectively we honor the traditions that have made us what we are; we embrace them with a vigorous spirit.

Superbly we fulfill our mission; to present and protect the Colors with the utmost in reverence and pride.

Figure 1.8. Firing Party Charge

We, a party of seven, gathered as one, to render honors unto those who have passed on. Standing in the distance, ready to fire, in memory of one who has served with honor. Three volleys are fired, clearing a way, for the soul to follow on this final day. Planting another flower in the garden of stone, seven shots in unison, a farewell to our own. A final salute to our uniformed member, this lifetime of service we'll always remember. Firing party, a job with pride, always to be seen, firing party, we are a team!

Section 1F—Overview

1.13. Scope. This manual covers the basic terms, instruction techniques, drill and ceremonies that are unique to Air Force honor guards. Honor guards will adhere to all drill movements and procedures described in AFI 34-1201, AFMAN 36-2203 and AFPAM 34-1202 unless instructed otherwise by this manual.

1.13.1. When used with the above Air Force level publications, this manual should meet most of the honor guard's needs, however it does not cover every situation that may arise. For unique situations, knowing and understanding the purpose and history of a movement, tradition or procedure can usually provide the solution.

1.14. Terms. The following terms are unique to Air Force honor guards:

1.14.1. **Beast.** The act of creating a distinct, audible sound by gripping, hitting or tapping the weapon during a drill movement. NOTE: Whenever the hand leaves the weapon at a fist in order to beast it will be clenched with the thumb wrapped around; touching and perpendicular to the index and middle finger (Refer to Figure 1.8.). The angle of the arm will always be at the same angle required upon completion of the beast. For example, during present arms the left arm is at a 90-degree angle upon completion of the movement so during the "and" count the left arm will move to a 90-degree angle when brought off the weapon to beast.

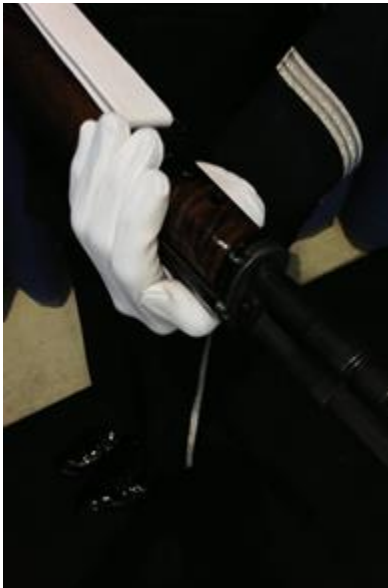
Figure 1.9. Hand at a Fist (Beast)



1.14.2. **Butt Slam.** The act of slamming the weapon to the ground on the heel of the butt stock. This is required for many basic, intermediate and advanced rifle drill manuals. **NOTE:** *Never butt slam at the gravesite portion of a funeral, while on grass, wet surfaces or when otherwise directed by either a subdued command or other method.*

1.14.3. **Cup Hand.** The technique of gripping and/or manipulating the weapon with the palm and fingers forming a “C” by placing the thumb along the index finger. The thumb is not used to grip or wrap around the weapon.

Figure 1.10. Cup Hand



1.14.4. **Dead Step.** A pause during a sequence, usually a marching manual, in which no movement is executed.

1.14.5. **Flare Hand.** A “knife” hand in which the fingers are extended and joined with the thumb along the forefinger.

Figure 1.11. Flare Hand



1.14.6. **Lock On.** The act of at least two individuals performing a weapons manual in sync with one another.

1.14.7. **Mark(s).** The spot in which an individual must suspend forward progress and/or be placed for the duration of a ceremony. Marks are predetermined and usually indicated by a “T” placed on the marching surface, using either chalk or tape.

1.14.8. **Pin Hand.** The act of returning the hand to the side as if at the position of attention or the position of the hand at the position of attention.

Figure 1.12. Pin Hand



1.14.9. **Cut Hand.** The position of the hand when at a flare in front of the body, flared and the thumb tucked behind the fingers with the forearm parallel to the ground or the act of sharply returning the hand to the position of attention from a flared position.

Figure 1.13. Cut Hand.



1.15. Drill Instruction. All instruction will be executed IAW AFMAN 36-2203, paragraph 1.5. with the following additions:

1.15.1. When using the **BY THE NUMBERS** technique, students will vocalize the number corresponding to the count they have executed.

1.15.2. **IN CADENCE** is the method in which the cadence of precision movements with two or more counts are demonstrated, practiced, and learned—one count at a time, while vocalizing each count of the movement.

1.15.3. This method enables the student to practice the cadence of a movement after they have learned using the “BY THE NUMBERS” method. The instructor commands **IN CADENCE** before giving commands for the movement. On the command of execution, the member will execute all counts of the movement in the same manner as “WITHOUT THE NUMBERS” but will verbalize the number of each count as it is executed.

1.16. Voice Commands. Informational commands listed in this manual will be in all capital letters. All other commands will be in bold print. Commands of execution will be noted in bold print and all capital letters.

1.16.1. Honor guards will adhere to AFMAN 36-2203 when giving commands with the following clarification and exceptions:

1.16.2. When commanding a formation to fall in, attention or halt the appropriate preparatory command for that formation will be given, i.e. pallbearers, cordon, escort, etc. ***NOTE:** The preparatory command of **Escort** will only be used during military funerals in which a military escort is present (e.g. FHF in Arlington National Cemetery).*

1.16.3. While marching, all movements will be executed on the heel beat following the command of execution, this includes eyes right (left).

1.16.4. Preparatory commands may be combined (multi-part commands) to enable the formation to perform several movements in succession using only one command of execution. For example, while the formation is at mark time the commander calls **Flight, Left, Parade, REST**. The preparatory commands of flight, left and parade tell the formation to halt, perform a left face and execute parade rest. The formation will perform all movements in the order they are given and the commander will give the appropriate command of execution that coincides with the last preparatory command in the sequence.

There is no limit to the number or combinations that can be executed. Combining preparatory commands/manuals promotes confidence, esprit de corps and is highly recommended to vary the training environment and push members to be the best they can be.

1.16.5. Commands corresponding to a direction/side, such as columns, flanks, eyes, right/left shoulder etc. will always be called on the foot matching the direction the person will turn, look, or the shoulder they'll be placing the weapon on.

1.16.6. The command **Ready, FACE** or **Center, FACE** may be used when members are facing opposite directions and it is desired for the members to face the commander. The commander must position himself in the location that they require the members to face. Members should face in the direction that the command is coming from.

1.16.7. The command **MARCH** may be used to command a formation to execute a series of preparatory commands and/or combined commands. An example would be **Flight, Fall Out, MARCH**. The command **FALL OUT** is a combined command however in this instance the command is being used as a preparatory command while the formation is marching.

1.16.8. Subdued commands are commands given in a low quiet tone only loud enough for the individual(s) that are being directed to hear.

1.16.9. Refer to Attachment 2 for proper inflection and distinctness of commands.

Chapter 2

BASIC INSTRUCTION

Section 2A—Basic Unarmed Standing Drill

2.1. Position of Attention. The command of execution is **ATTENTION** and will be preceded by a preparatory command (i.e. colors, pallbearers, firing party, flight, etc.). To come to the position of attention, bring the feet together smartly, the heels and balls of feet are together and touching. Keep the legs straight without stiffening or locking the knees. The body is erect with hips level, chest lifted, and shoulders square and even. The chin is parallel to the ground. Arms hang straight down alongside the body, wrists are not bent, and knuckles are parallel to the ground. Place middle finger along the seams of the trousers. The thumbs must not protrude past the index fingers and there will be no visible space between the knuckle of the thumbs and the hands (*Figure 1.11.*). 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.

Figure 2.1. Unarmed Attention



2.2. Rest Positions. There are six positions of rest for Air Force honor guards. All positions of rest are executed from a halt, only from the position of attention and IAW AFMAN 36-2203 except for the following:

2.2.1. Parade Rest. 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.

2.2.1.1. 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 over

the left hand with middle finger tips overlapping with fingers extended and joined, thumbs interlocked.

Figure 2.2. Unarmed Parade Rest



2.2.2. Ceremonial At Ease. The command is **Ceremonial At, EASE**. This is a three-count movement executed from the position of attention. This movement is only used when the member is unarmed or carrying a side arm and is part of an armed (with rifles) formation. The member will only execute ceremonial at ease if they are given the command to do so (e.g. member will never take their own command and perform this movement). The movement will only be performed simultaneously with members with rifles and never as a solitary member.

2.2.2.1. (Count 1) . Upon the command of execution **EASE**, 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.

2.2.2.2. As the left foot moves, arms extend behind the body and move to the small of the back to a flared position (palms away from the body and hands flat), right hand over the left hand. Both hands will “slap” the lower back with an audible sound. The back of the right hand should be in the palm of the left with thumb tips touching and fingers parallel to the ground.

Figure 2.3. Unarmed Ceremonial At Ease (Count 1)



2.2.2.3. **(Count 2)** . Bring properly flared right hand directly in front and centered on the body.

Figure 2.4. Unarmed Ceremonial At Ease (Count 2)



2.2.2.4. **(Count 3)** . Bring properly flared left hand in front of and centered on the body resting it directly on top of the right hand. Middle fingers will be touching.

Figure 2.5. Unarmed Ceremonial At Ease (Count 3)

2.2.2.5. To return to attention. The command is **Honor Guard or Escort** (given as two syllables, i.e. “Es-CORT”) **ATTENTION**. On the preparatory command of **Honor Guard (Escort)**, move to the position of modified parade rest.

2.2.2.6. **(Count 1)** . Flare both hands and arms approximately four inches to sides at a 45-degree angle from the body.

Figure 2.6. Returning to Attention from Unarmed Ceremonial At Ease (Count 1)

2.2.2.7. **(Count 2)** . Return both hands to the small of the back with an audible back slap (*Refer to paragraphs 2.2.2.1 and 2.2.2.2. and figure 2.3.*).

2.2.2.8. On the command of **ATTENTION**, return to the position of attention.

2.2.3. **Stand At Ease.** The command for this movement is **Stand At, EASE**. This is a two-count movement executed from the position of attention. This movement is used when the positions of parade rest and ceremonial at ease are not appropriate. Stand at ease is typically used by members with side arms that are in charge of formations with members carrying rifles.

2.2.3.1. **(Count 1)** . Upon the command of execution **EASE**, 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.

Figure 2.7. Stand At Ease (Count 1)



2.2.3.2. **(Count 2)** . Bring both hands together in front of and centered on the body. The left hand will rest directly on top of the right hand with middle fingers touching (*figure 2.5.*). The left hand will rest directly on top of the right hand with the middle fingers touching, hands properly flared. **NOTE:** *If commanding a formation with rifles to perform ceremonial at ease (frequently required by NCOICs of Cordons and NCOICs of firing parties), the commander will execute counts one and two of stand at ease on counts 2 and 3 of the formation. The commander will stay in cadence with the formation.*

2.2.4. **Fall Out.** The command is **FALL OUT**. From the position of attention, execute a two-count about face (*see 2.3.2.*), step off with the left foot, and leave the formation. Unless told otherwise, remain in the immediate area. **NOTES:** **1.** *When in formation with a rifle, execute port arms prior to performing an about face.* **2.** *When in a formation with armed and unarmed personnel, the informational command of **Weapons In Formation** will be given prior to the command of **FALL OUT**. On the command, members with rifles will execute port arms then perform an about face. Members without rifles will wait two counts then perform an about face in cadence with the armed members of the formation.* **EXCEPTION:** *After grounding arms, while carrying a flag, while at the position carry or on a surface that prevents you from completing an about face then on the command of execution; execute a left face instead.*

2.3. Facing Movements. Execute facing movements from a halt and at the position of attention. When the command **Ready, FACE** is used, members should face in the direction of the command (*paragraph 1.13.8.*).

2.3.1. Right (Left) Face. The command for the movement is **Right (Left), FACE**. This is a two-count movement.

2.3.1.1. (Count 1) . From the position of attention, lift the right (left) foot and place it down 90-degrees to the left (right) foot forming an "L". The corner of the heel of the right (left) foot should be against the corner of the heel of the left (right) foot. The head is perpendicular to the shoulders throughout the movement (head and shoulders will follow the foot that is turning). The rest of the body remains at the position of attention at a 45-degree angle.

Figure 2.8. Unarmed Right Face (Count 1)



2.3.1.2. (Count 2) . Distribute the weight of the body to the right (left) foot. Lift the left (right) foot and, with snap, bring it alongside the right (left) foot. Simultaneously the body will finish 90-degrees from the original position. The rest of the body remains at the position of attention (*figure 2.1.*).

2.3.2. Two-count About Face. The command for the movement is **About, FACE**. This is a two-count movement executed from the position of attention.

2.3.2.1. (Count 1) . 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. The head is perpendicular to the shoulders throughout the movement (Head and shoulders will follow the foot that is turning). 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.

Figure 2.9. Unarmed Two-count About Face (Count 1)



2.3.2.2. **(Count 2)** . 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 (*figure 2.1.*).

2.3.3. **Three-count About Face.** There is no command for this movement. This movement is only performed while moving as a solitary member from the position of attention, if you cannot perform a two-count about face (i.e. grass, carpet), or if the sequence or ceremony requires it (i.e. certain pallbearer and joint service movements). This is a three-count movement executed from the position of attention. **NOTE:** *For training purposes and as mission dictates, THREE COUNT will be given as an informational command, followed by About, FACE.*

2.3.3.1. **(Count 1)** . 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.

Figure 2.10. Unarmed Three-count About Face (Count 1)

2.3.3.2. **(Count 2)** . 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") (*figure 2.8.*).

2.3.3.3. **(Count 3)** . Bring the left foot smartly to the right foot, resuming the position of attention. Keep the arms pinned at the side for the entire movement. The head is perpendicular to the shoulders throughout the movement (Head and shoulders will follow the foot that is turning) (*figure 2.1.*).

2.4. Present Arms and Order Arms (Hand Salute). This movement is usually completed at the individuals own cadence, which is typically a sharp, one-count movement. The exception to this is when the member is performing the movement within a formation using rifles. In this scenario, both present and order arms will be completed as three-count movements. They will also be completed as three-count movements as mission dictates, for example upon completion of a flag fold and handing off the flag during a ceremony. In addition AFI 34-2101, AFPAM 34-1202 and AFMAN 36-2203 all provide guidance on when to render the hand salute. To clarify procedures outlined in AFMAN 36-2203, as a rule of thumb, Airmen will salute anytime they are transferring/relieving/giving command of a formation to another Airman.

2.4.1. 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 waist level. Continue to raise the right hand until the bicep is parallel with the ground and slightly forward of the body. The line between the middle finger and elbow should be straight (do not bend your wrist or cup your hand) 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. **NOTE:** *When wearing the ceremonial belt ("bloused"), the bicep will be at a 45-degree angle as opposed to being parallel to prevent wearers blouse from rising.*

Figure 2.11. Hand Salute

2.4.1.1. To return to the position of attention, the command is **Order, ARMS**. Upon the command of execution **ARMS**, simply retrace your steps backward from the hand salute, re-cupping your hand at waist level. During present arms, silence and immobility are required.

Section 2B—Basic Unarmed Marching Drill.

2.5. Forward March. 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. Ensure that wrist remains straight during arm swing. The arm should swing straight forward and straight back. To ensure that the hands do not cross in front of or behind the body, all four fingers should graze past the thigh (slightly contacting) during both the forward and rear swing. When marching, place one foot in front of the other, in a straight line versus toes pointing inward or outward. To assist with this technique, imagine you are walking on a balance beam or tight rope. While marching, the outside of the members heel should strike the ground first and members will “roll” their feet, following all the way through the front, inside of the large toe, enabling the entire foot to come in contact with the marching surface.

2.5.1. Cadence should not be called. If necessary, the commands **LEFT, RIGHT, LEFT** will be given in order to bring the formation back in cadence with each other. Once the formation is in step, the commander will cease calling cadence.

2.5.2. The command of **HALT** is always given on the left foot.

2.6. Mark Time March. The purpose of this movement is to march in place. This movement is executed from the position of attention and quick time.

2.6.1. 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 hang freely. Lift your feet so your toes are pointed downward and are approximately 4-6 inches off

the ground. Keep the arms suspended at your side. The rest of the body remains at the position of attention.

2.6.2. From a march, the command is **Mark, TIME**. The preparatory command of **Mark** will be called on the left foot and the command or execution, **TIME**, will be given on the right. Upon the command of execution, immediately pick up a mark time beginning with the left leg and suspend arm swing.

Figure 2.12. Mark Time March



2.6.3. 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.

2.6.4. 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. *NOTE: When members have a designated mark in which to suspend forward progress, the command **Mark, TIME** will not be given. Members will pick up a mark time automatically when they have reached their mark.*

2.7. Honor Guard Flanking Movement. When performing as a guide, flight commander/sergeant, first sergeant or spare and required to take a new position in the flight, members will perform an honor guard style flanking movement in order to face 90-degrees during the march to new position. These flanking movements may also be utilized by the Commander of Troops (COT) as required to position and halt a formation.

2.7.1. **Right (Left) Flank.** There is no command for this movement, unless stated otherwise in this manual.

2.7.2. Suspend arm swing, place the toe of the trailing foot (right foot if turning left, left foot if turning right) 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, continue coordinated arm swing once forward motion has resumed.

Figure 2.13. Right (Left) Flank



Section 2C—Drill of the Flight, Squadron, Group and Wing.

2.8. Reference. Please refer to AFMAN 36-2203, Drill and Ceremonies, for guidance on Flight, Squadron, Group and Wing drills and formations.

2.8.1. Honor guards must adhere to AFMAN 36-2203, paragraph 1.5.1.

2.9. Sizing the Flight. When flight members are instructed to move forward if they are taller (shorter) than the Airmen in front of them, they will do so in the following manner:

2.9.1. If you are taller and need to replace the Airmen in front of you. Using the right hand, tap the member in front on their right shoulder, and then resume the position of attention.

2.9.1.1. Take one step forward and 45-degrees to the right using the right foot bring feet together at the position of attention.

2.9.1.2. Take another step forward and 45-degrees to the left using the left foot bring feet together at the position of attention.

2.9.2. If you are shorter and were tapped on the shoulder. Take one step backwards at a 45-degree angle to the left using the left foot, bring feet together at the position of attention.

2.9.2.1. Take another step backwards at a 45-degree angle to the right using the right foot; bring feet together at the position of attention.

2.10. Aligning the Flight. Honor guards will use the following additional techniques and procedures to dress their flights.

2.10.1. **Dress Center Dress.** The command is **Dress Center, DRESS** and **Ready, FRONT.** On the command **DRESS**, everyone will look down at their mark and reposition so that their toes are in line with and splitting the “T.”

2.10.2. Once all members are positioned on their marks, the command **Ready, FRONT** will be given. On the command of execution all members will look up, returning to the position of attention. *NOTE: While repositioning, members will deliberately reposition, avoiding excessive, unnecessary movements and refrain from “heel clicks.”*

2.11. Alignment Procedures. All requirements outlined in AFMAN 36-2203 will be adhered to as mission and manning dictates. The following additional procedures are required by Air Force honor guards.

2.11.1. After aligning the last element, the flight commander/sergeant will perform a right (left) face.

2.12. Guide, Flight Commander/Sergeant and First Sergeant Repositioning. When repositioning, these positions will always step off with the foot closest to the formation in order to execute honor guard flanking movements correctly. Individuals can also be taught to always step off with the foot correlating to the direction that was commanded. For example, if the command for right face is given, then the individual will step off with the right foot and vice versa. *EXCEPTION: When the command **Guide, LEFT (RIGHT)** is given both guide and flight commanders/sergeants will step off with the left foot.*

2.12.1. Flight commanders/sergeants and guides will all face the appropriate direction simultaneously. This is accomplished by the “trailing” member providing a loud and distinct heel click upon halting. Both members will face, in cadence, on the heel click. In occasions where a heel click is not appropriate, in a low tone give the command **Ready, FACE.**

2.12.2. Flight Sergeants and First Sergeants, commonly but incorrectly referred to as “Spares” may be positioned 3-paces behind and centered on the flight when necessary, e.g. formations in Arlington National Cemetery.

Section 2D—Basic Armed Standing Drill

2.13. General. This section contains the basic rifle drill movements used by honors guards in Air Force formations. Individuals must master the basic standing and marching drill movements outlined in sections 2A through 2C prior to learning to drill with a weapon.

2.13.1. All movements described in this section are performed using the M14 rifle. However honor guards can utilize the Springfield 1903, M1 Garand, M4 or M16 as mission and location dictates. All the same guidance applies and hand and weapon placement will be in the same relative position for each rifle.

Figure 2.14. M14 Rifle Nomenclature

2.14. Position of Attention (Order). All requirements outlined in paragraph 2.1. will be adhered to with the following exceptions: 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.

2.14.1. 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. The web of the thumb is along the rear of the spindle valve. If bayonet is fixed, it will remain parallel with the body and tuck under the arm. Maintain control of the weapon at all times.

Figure 2.15. Armed Attention

2.15. Trail Arms. There is no command for this movement while at the position of order. The movement is executed automatically in one count, simultaneously with the first count of the movement commanded. It is used to move short distances or to perform facing movements. There are two methods of performing trail arms.

2.15.1. **(Method 1)** . In one count, extend weapon in right hand gripping the upper portion of the hand guard at a fist. The trigger housing will be at the knee and the weapon will be at

a 45-degree angle pointed straight forward and parallel with the feet. This can also be referred to as “flaring” the weapon.

Figure 2.16. Trail Arms (Method 1)



2.15.2. **(Method 2)** . In one count, slightly lift the weapon 1-2 inches off the ground while keeping weapon pinned to trousers. *NOTE: Arm swing will be suspended while moving or marching at trail arms.*

2.16. Ground and Take Arms.

2.16.1. **Ground Arms.** The command for this movement is **Ground, ARMS.** This is a one-count movement executed over three seconds from the position of order.

2.16.1.1. On the command of execution, 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.

2.16.1.2. 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 one inch off of the ground. Right heel stays on the ground.

Figure 2.17. Ground Arms

2.16.1.3. Keeping the right foot planted the right leg is straight and head is up with eyes facing forward.

2.16.1.4. Once the member's head is raised the command **Ready, UP** will be called. On the command of execution, leave the weapon on the ground and bring the body up to the position of attention, maintaining balance.

Figure 2.18. Ready, Up

2.16.2. **Take Arms.** The command for this movement is **Take, ARMS.** This is a one-count movement executed over three seconds from the position of order.

2.16.2.1. On the command of execution, 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.

2.16.2.2. Flare right hand to the right of the barrel next to upper hand guard, one inch off of the ground, with head and eyes up, facing forward when ready (*figure 2.17.*).

2.16.2.3. 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 (*figure 2.15.*).

2.17. Fix and Unfix Bayonets.

2.17.1. **Fix Bayonets.** This is a three count movement completed by the numbers from the position of order. **Fix Bayonets** is the preparatory command.

2.17.1.1. (**Count 1**) . On the command **Ready, ONE** bring the weapon four inches in front of and centered on the body with the right hand at a fist around the upper portion of the hand guard.

2.17.1.2. Simultaneously, with left hand place ring of the bayonet over the flash suppressor. Raise the bayonet so the fastener is immediately over the bayonet stud. Do not lock the bayonet onto the stud.

2.17.1.3. Simultaneously, 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.

2.17.1.4. Upon completion of count one, the left hand is flared with fingers on the front of the handle resting over the hilt, and thumb behind the handle closest to the body.

Figure 2.19. Fix Bayonets (Count 1)



2.17.1.5. (**Count 2**) . On the command of **Ready, TWO** secure the bayonet to weapon by pushing down with the left hand. Ensure the bayonet is secured.

Figure 2.20. Fix Bayonets (Count 2)

2.17.1.6. **(And)** . On the command of **Ready, THREE** flare the right hand to the extent of the elbow with fingers extended and thumb aligned and joined along forefinger. Ensure to flare the hand four inches from and on the same plane as the weapon.

Figure 2.21. Fix Bayonets (And)

2.17.1.7. **(Count 3)** . Bring the right hand back to grasp the weapon around the upper portion of the hand guard.

2.17.1.8. Counter the weapon 90-degrees clockwise and extend right arm out away from body. The weapon will be at a 45-degree angle and toed. The right hand is gripping at a fist and the wrist will not be bent.

2.17.1.9. Simultaneously, return the left hand to the small of the back at a flare with an audible back slap.

2.17.1.10. Simultaneously, look up, returning head and eyes straight forward with the chin parallel to the ground.

Figure 2.22. Fix Bayonets (Count 3)



2.17.1.11. (**Attention**) . On the command **Flight, ATTENTION** return to the position of attention (*figure 2.15.*).

2.17.2. **Unfix Bayonets.** This is a three count movement completed by the numbers from the position of order. **Unfix Bayonets** is the preparatory command.

2.17.2.1. (**Count 1**) . On the command **Ready, ONE** bring the weapon four inches in front of and centered on the body with the right hand at a fist around the upper portion of the hand guard (*figure 2.20.*).

2.17.2.2. Simultaneously meet weapon at center of body with left hand, place left thumb behind the blade on top of the hilt and curl fingers under the hilt. With the index finger, depress the release button then apply pressure to the barrel with the thumb to force bayonet off of the stud.

2.17.2.3. Flare left hand with fingers parallel to the ground on the front of the blade under the hilt, and thumb behind the blade closest to the body.

2.17.2.4. Simultaneously drop head at a 45-degree angle.

2.17.2.5. Simultaneously, 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.

2.17.2.6. (**Count 2**) . Raise bayonet, grasping it at a fist, up towards face four inches from the body and two to three inches above the barrel of the weapon.

Figure 2.23. Unfix Bayonets (Count 2).



2.17.2.7. **(Count 3)** . Pin left hand to the side as if at attention, with the bayonet parallel to the ground.

2.17.2.8. Counter the weapon 90-degrees clockwise and extend right arm out away from body. The weapon will be at a 45-degree angle and toed. The right hand is gripping at a fist and the wrist will not be bent.

Figure 2.24. Unfix Bayonets (Count 3)



2.17.2.9. **(Attention)** . On the command **Flight, ATTENTION** return to the position of attention.

Figure 2.25. Unfix Bayonets (Attention)

2.18. Facing Movements. Execute facing movements from a halt and at the position of attention.

2.18.1. **Right (Left) Face.** The command for the movement is **Right (Left), FACE**. This is a three-count movement.

2.18.1.1. **(Count 1)** . All requirements outlined in paragraph 2.3.1. will be adhered to. In addition:

2.18.1.2. Simultaneously extend weapon in right hand gripping the upper portion of the hand guard at a fist. The trigger housing will be at the knee and the weapon will be at a 45-degree angle pointed in the direction of travel, parallel with the lead foot.

Figure 2.26. Armed Right (Left) Face

2.18.1.3. **(Count 2)** . Complete count two as described in paragraph 2.3.1.2. (*figure 2.16.*)

2.18.1.4. **(Count 3)** . Return weapon to the seam of the trousers with “butt slam” on the heel of the weapon. Ensure body and weapon is at the proper position of attention (*figure 2.15.*)

2.18.2. **Two-count About Face.** This movement is completed in the same manner as outlined in paragraph 2.3.2.

2.18.2.1. **(Count 1)** . Execute as outlined in paragraph 2.3.2.1. while simultaneously lifting the weapon 1-2 inches off the ground. Keep weapon pinned to trousers.

Figure 2.27. Armed Two-count About Face (Count 1)



2.18.2.2. **(Count 2)** . Execute as outlined in paragraph 2.3.2.2. Upon completion of count two, slowly lower the butt of the weapon to the ground.

2.18.3. **Three-count About Face.** This movement is completed in the same manner as outlined in paragraph 2.3.3. **NOTE:** *For training purposes and as mission dictates, **Three Count** will be given as an informational command, followed by **About, FACE.***

2.18.3.1. **(Count 1)** . Execute as outlined in paragraph 2.3.3.1. while simultaneously lifting the weapon 1-2 inches off the ground. Keep weapon pinned to trousers.

Figure 2.28. Armed Three-count About Face (Count 1)

2.18.3.2. **(Count 2)** . Execute as outlined in paragraph 2.3.3.2. Weapon remains at trail arms.

Figure 2.29. Armed Three-count About Face (Count 2)

2.18.3.3. **(Count 3)** . Execute as outlined in paragraph 2.3.3.3. Upon completion of count three, slowly lower the butt of the weapon to the ground (*figure 2.15.*).

2.19. Rest Positions. Refer to paragraph 2.2. for additional guidance.

2.19.1. **Parade Rest.** The command for this movement is **Parade, REST**. This is a one count movement executed from the position of order.

2.19.1.1. 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.

2.19.1.2. Simultaneously, fully extend right arm, elbow straight and locked with the right hand at a fist grasping the upper portion of the hand guard with the webbing of the thumb resting on the rear of the spindle valve.

2.19.1.3. Simultaneously, bring the left hand behind the buttocks at a flare pointed straight down the center of the body with the palm facing out.

Figure 2.30. Armed Parade Rest



NOTE: Paragraph 2.19.1.3. will only be performed during open ranks inspections or pre/post ceremony formations. If parade rest is performed during a ceremony (I.e. certain troop review/parade sequences) then proper armed parade rest will be performed. In place of paragraph 2.19.1.3 members will bring the left hand to the small of the back with audible slap. Left forearm will be parallel to the ground and the fingers of the left hand will be extended with the thumb aligned and joined with the forefinger (figure 2.30.).

2.19.2. **Ceremonial At Ease.** The command is **Ceremonial At, EASE.** This is a three-count movement executed from the position of order.

2.19.2.1. **(Count 1)** . Upon the command of execution **EASE**, move the left foot 6 to 8 inches to the left keeping it in-line and parallel (*figure 2.30.*).

2.19.2.2. Simultaneously, fully extend right arm, elbow straight and locked with the right hand at a fist grasping the upper portion of the hand guard with the webbing of the right thumb resting on the rear of the spindle valve.

2.19.2.3. Simultaneously, bring the left hand to the small of the back with audible slap. Left forearm will be parallel to the ground and the fingers of the left hand will be extended with the thumb aligned and joined with the forefinger.

2.19.2.4. **(Count 2)** . Turn weapon 90-degrees counter-clockwise and move it to the center of the body, four inches away. At the same time the left hand meet at the bayonet at a fist, grabbing the blade, or the flash suppressor if there is no bayonet, with the thumb

behind and fingers wrapped around the blade. The butt of the weapon will be grounded to the right foot and in-line with the toes.

Figure 2.31. Armed Ceremonial At Ease (Count 2)



2.19.2.5. **(And)** . Keeping the weapon secured with the left hand, extend the right arm out to the extent of the elbow to a flared position on the same plane as the weapon and four inches away. The fingers will be extended with the thumb aligned and joined to the forefinger. Wrist will be straight.

Figure 2.32. Armed Ceremonial At Ease (And)



2.19.2.6. **(Count 3)** . Bring the right hand back to grasp the bayonet hilt and weapon barrel with the index and middle finger splitting the hilt of the bayonet. If there is no bayonet then the wrap around the barrel at a fist, below the front site (the front site will

be hidden). The thumbs will not be visible. These grips will be used for all weapon types. Never place both hands above the hilt of the bayonet.

Figure 2.33. Armed Ceremonial At Ease (Count 3)



2.19.2.7. To return to attention. The command is **Honor Guard, ATTENTION** or **Escort, ATTENTION**. On the preparatory command of **Honor Guard (Escort)**, move to the position of modified parade rest. *NOTE: The preparatory commands of **Firing Party** or **Cordon** are used when performing in those capacities.*

2.19.2.8. (**And**) . On the preparatory command, keep the weapon secured with the left hand, extend the right arm out to the extent of the elbow to a flared position on the same plane as the weapon and four inches away. The fingers will be extended with the thumb aligned and joined to the forefinger. Wrist will be straight (*figure 2.32.*).

2.19.2.9. (**Count 1**) . Bring the right hand back to grasp the upper portion of the hand guard (*figure 2.31.*).

2.19.2.10. (**Count 2**) . Counter the weapon 90-degrees clockwise and extend right arm out away from body. The weapon will be at a 45-degree angle and toed. The right hand is gripping at a fist and the wrist will not be bent (*figure 2.30.*).

2.19.2.11. On the command of **ATTENTION**, return to the position of attention (*figure 2.15.*).

2.20. Sling Inspection [From Order]. There is no formal command for this movement. The movement is performed individually during formal inspections when the inspector asks to see the individual's sling. *NOTE: For all movements listed in this manual, the rifle will be four inches or a fist length distance away from the body (typically measured at the waist), when the weapon is placed in front of the body (i.e. port, present, etc.).*

2.20.1. (**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.

Figure 2.34. Sling Inspection [From Order] (Count 1)



2.20.2. **(Count 2)** . Lower the right hand to the butt of the weapon, gripping at the toe with the palm towards the body.

Figure 2.35. Sling Inspection [From Order] (Count 2).



2.20.3. **(Count 3)** . Release weapon with left hand and lower arm to a 90-degree angle, hand open, palm up, with the thumb along the forefinger.

2.20.4. Simultaneously rotate weapon 180-degrees clockwise as it drops from proper port down to waist level.

2.20.5. Catch the weapon with the left hand where the spindle valve and hand guard meet. Upon completion of the movement, the weapon will be parallel to the ground, four inches from body and centered.

Figure 2.36. Sling Inspection [From Order] (Count 3)



2.20.6. **Order Arms [From Sling Inspection].** There is no formal command for this movement. The movement is performed individually during formal inspections when the inspector asks the individual to order down after inspecting their sling.

2.20.7. **(Count 1)** . Rotate right hand 180-degrees while guiding the weapon back up to proper port and firmly re-grip the weapon with the left hand (*figure 2.35.*).

2.20.8. **(Count 2)** . Grasp the upper hand guard at a fist; forearm is at a 45-degree angle. Weapon remains at proper port arms (*figure 2.34.*).

2.20.9. **(Count 3)** . Lower the weapon to a 45-degree angle 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 with the rifle in-line with the right shoulder.

Figure 2.37. Order Arms [From Sling Inspection] (Count 3)

2.20.10. **(Count 4)** . Return weapon to the seam of the trousers without “butting” the weapon on the ground. At the same time, pin the left hand to the side. Ensure body and weapon is at the proper position of attention (*figure 2.15.*). **NOTE:** *If the inspector is too close to perform counts 3 and 4 correctly then member will perform counts 3 and 4 in the following manner:*

2.20.11. **(Count 3)** . Lower the weapon until it is along the right side of the body, thumb on the seam of the trousers. 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.

Figure 2.38. Order Arms [From Sling Inspection] (Count 3) (Method 2)

2.20.12. **(Count 4)** . Sharply move the left hand to the position of attention with the knuckles parallel to the ground. Do not “butt” the weapon (*figure 2.15.*).

2.21. Manual of Arms.

2.21.1. **Port Arms [From Order]**. The command for this movement is **Port, ARMS**. This is a two count movement when executed from the position of order.

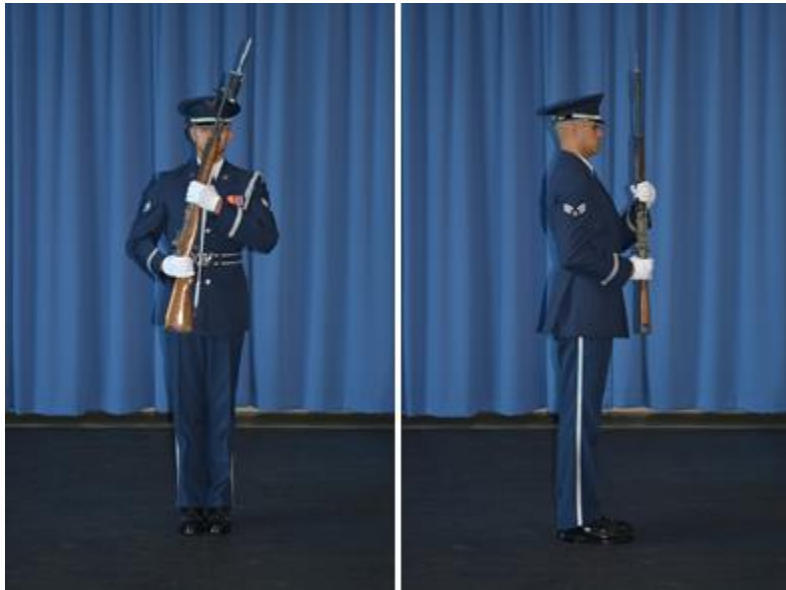
2.21.1.1. **(Count 1)** . Lift the rifle with the right hand to the centerline, four inches away from the body. The left eye should be lined up in-between the gap of the barrel and gas cylinder and the butt of the weapon is over the right thigh. Simultaneously grasp the rifle with the left hand so the left middle finger is on the first groove of the hand guard. Right forearm should be at a 45-degree angle to the rifle (*figure 2.34.*).

2.21.1.2. **(And)** . Release the right hand from the weapon extending the right arm into a flare to the extent of the elbow four inches from the stock on the same plane as the weapon.

Figure 2.39. Port Arms [From Order] (And)



2.21.1.3. **(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.

Figure 2.40. Port Arms [From Order] (Count 2)

2.21.2. Order Arms [From Port]. The command for this movement is **Order, ARMS.** This is a three count movement when executed from the position of port.

2.21.2.1. **(Count 1)** . Release the small of the stock with the right hand and grasp the upper hand guard at a fist; forearm is at a 45-degree angle. Weapon remains at proper port arms (*figure 2.34.*).

2.21.2.2. **(Count 2)** . Lower the weapon to a 45-degree angle 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 with the rifle in-line with the right shoulder (*figure 2.37.*).

2.21.2.3. **(Count 3)** . Return weapon to the seam of the trousers with “butt slam” on the heel of the weapon. At the same time, pin the left hand to the side. Ensure body and weapon is at the proper position of attention (*figure 2.15.*).

2.21.3. Present Arms [From Order]. The command for this movement is **Present, ARMS.** This is a three count movement when executed from the position of port.

2.21.3.1. **(Count 1)** . Execute count one of port arms [from order] (*paragraph 2.21.1.1. and figure 2.34.*).

2.21.3.2. **(Count 2)** . Execute count two of port arms [from order] (*paragraph 2.21.1.2. and 2.21.1.3. and figures 2.39. and 2.40.*).

2.21.3.3. **(And)** . Remove left hand from weapon clench into fist with the thumb wrapped around; touching and perpendicular to the index and middle finger. The left hand is in line with the left shoulder, the arm is at a 90-degree angle and left forearm parallel to the ground. weapon remains at proper port.

Figure 2.41. Present Arms [From Order] (And)



2.21.3.4. **(Count 3)** . Rotate the weapon 90-degrees clockwise with the right hand. Simultaneously bring the weapon down the front centerline of the body, gripping 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.

2.21.3.5. The sling will be facing forward and the front sight will be at eye level. The left thumb will now be around 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.

2.21.3.6. Right hand should be flared along the same angle as the small of the stock with thumb tucked. The remainder of the body is at attention. Maintain silence and immobility.

Figure 2.42. Present Arms [From Order] (Count 3)

2.21.4. **Order Arms [From Present].** The command for this movement is **Order, ARMS.** This is a three count movement when executed from the position of present.

2.21.4.1. **(Count 1)** . Without moving the weapon, grab the upper portion of the hand guard with right hand.

Figure 2.43. Order Arms [From Present] (Count 1)

2.21.4.2. **(Count 2)** . Execute count two of order arms [from port] (*paragraph 2.21.2.2. and figure 2.37.*).

2.21.4.3. **(Count 3)** . Execute count three of order arms [from port] (*paragraph 2.21.2.3. and figure 2.15.*).

2.21.5. **Right Shoulder Arms [From Order].** The command for this movement is **Right Shoulder, ARMS.** This is a four count movement when executed from the position of order.

2.21.5.1. **(Count 1)** . Execute count one of port arms [from order] (*paragraph 2.20.1.1. and figure 2.34.*).

2.21.5.2. **(And)** . Lower right hand down the same track as the weapon and grip the heel of the butt plate between the first two fingers of the right hand. The thumb will be on the side between the member and the stock. The fingers will be on the side furthest from the member.

Figure 2.44. Right Shoulder Arms [From Order] (And)



2.21.5.3. **(Count 2)** . “Flick” the rifle approximately 90-degrees counter-clockwise by closing your thumb and fingers around the stock (the sling should be facing inward and the weapon should be in a vertical position directly in front of the right shoulder).

2.21.5.4. 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.

2.21.5.5. Right arm should be fully extended with the right elbow pinned along the side of the body.

Figure 2.45. Right Shoulder Arms [From Order] (Count 2)

2.21.5.6. **(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.

Figure 2.46. Right Shoulder Arms [From Order] (Count 3)

2.21.5.7. **(Count 4)** . Sharply move the left hand to the position of attention with the knuckles parallel to the ground.

Figure 2.47. Right Shoulder Arms [From Order] (Count 4)



2.21.6. **Order Arms [From Right Shoulder].** The command for this movement is **Order, ARMS.** This is a five count movement when executed from the position of right shoulder.

2.21.6.1. **(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.

Figure 2.48. Order Arms [From Right Shoulder] (Count 1)



2.21.6.2. **(Count 2)** . Rotate the rifle 90-degrees clockwise and grasp it with the left hand. Sling should be facing to the left with the weapon at proper port arms. The 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

Figure 2.49. Order Arms [From Right Shoulder] (Count 2)

2.21.6.3. **(Count 3)** . Move the right hand from the butt of the weapon and grasp the upper hand guard at a fist; forearm is at a 45-degree angle. Weapon remains at proper Port Arms (*figure 2.34.*).

2.21.6.4. **(Count 4)** . Execute count two of order arms [from port] (*paragraph 2.21.2.2. and figure 2.37.*).

2.21.6.5. **(Count 5)** . Execute count three of order arms [from port] (*paragraph 2.21.2.3. and figure 2.15.*).

2.21.7. Left Shoulder Arms [From Order]. The command for this movement is **Left Shoulder, ARMS.** This is a four count movement when executed from the position of order.

2.21.7.1. **(Count 1)** . Execute count one of port arms [from order] (*paragraph 2.21.1.1. and figure 2.34.*).

2.21.7.2. **(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 (*figure 2.40.*).

2.21.7.3. **(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 along the outside of the rifle with the base of the left palm on the upper hand guard. Fingers will not extend past the 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.

Figure 2.50. Left Shoulder Arms [From Order] (Count 2)



2.21.7.4. (Count 3) . Place rifle onto the left shoulder using the right hand, simultaneously lower left hand and grasp 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 a 90 angle, and the right forearm should be at a 45-degree angle.

Figure 2.51. Left Shoulder Arms [From Order] (Count 3)



2.21.7.5. (Count 4) . Sharply move the right hand to the position of attention with the knuckles parallel to the ground.

Figure 2.52. Left Shoulder Arms [From Order] (Count 4)

2.21.8. **Order Arms [From Left Shoulder]**. The command for this movement is **Order, ARMS**. This is a five count movement when executed from the position of left shoulder.

2.21.8.1. **(And)** . Grab small of the stock with right hand at a fist and forearm parallel to the ground.

Figure 2.53. Order Arms [From Left Shoulder] (And)

2.21.8.2. **(Count 1)** . Bring weapon off shoulder down to the proper position of port.

Figure 2.54. Order Arms [From Left Shoulder] (Count 1)



2.21.8.3. **(Count 2)** . Bring left hand to weapon and grip at proper port arms (*figure 2.40.*).

2.21.8.4. **(Count 3)** . Execute count one of order arms [from port] (*paragraph 2.21.2.1.and figure 2.34.*).

2.21.8.5. **(Count 4)** . Execute count two of order arms [from port] (*paragraph 2.21.2.2. and figure 2.37.*).

2.21.8.6. **(Count 5)** . Execute count three of order arms [from port] (*paragraph 2.21.2.3. and figure 2.15.*).

Section 2E—Basic Armed Marching Drill.

2.22. General. The first count of all marching drill movements will begin on the next heel beat after the command of execution. Each count will be executed on a heel beat.

2.22.1. Arm swing is suspended during the execution of marching manuals with a weapon. Upon completion of the manual(s) resume arm swing on the next available step.

2.23. Right Shoulder Arms [From Port]. The command for this movement is **Right Shoulder, ARMS** and is called on the right foot while marching at quick time.

2.23.1. **(And)** . Remove left hand from weapon clench into fist with the thumb wrapped around; touching and perpendicular to the index and middle finger. The left hand is in line with the left shoulder, the arm is at a 45-degree angle. Weapon remains at proper Port Arms.

Figure 2.55. Right Shoulder Arms [From Port] (1st And)



2.23.2. **(Count 1)** . Beast the weapon at proper port.

Figure 2.56. Right Shoulder Arms [From Port] (Count 1)



2.23.3. **(And)** . Execute “and” count of right shoulder arms [from order] (*paragraph 2.21.5.2.*).

Figure 2.57. Right Shoulder Arms [From Port] (2nd And)



2.23.4. **(Count 2)** . Execute count two of right shoulder arms [from order] (*paragraph 2.21.5.3.*).

Figure 2.58. Right Shoulder Arms [From Port] (Count 2)



2.23.5. **(Count 3)** . Execute count three of right shoulder arms [from order] (*paragraph 2.21.5.6.*).

Figure 2.59. Right Shoulder Arms [From Port] (Count 3)



2.23.6. **(Count 4)** . Execute count four of right shoulder arms [from order] (*paragraph 2.21.5.7.*).

Figure 2.60. Right Shoulder Arms [From Port] (Count 4)



2.24. Port Arms [From Right Shoulder]. The command for this movement is **Port, ARMS** and is called on the left foot while marching at quick time.

2.24.1. **(Count 1)** . Execute count one of order arms [from right shoulder] (*paragraph 2.21.6.1.*).

Figure 2.61. Port Arms [From Right Shoulder] (Count 1)



2.24.2. **(Count 2)** . Execute count two of order arms [from right shoulder] (*paragraph 2.21.6.2.*).

Figure 2.62. Port Arms [From Right Shoulder] (Count 2)



2.24.3. **(And)** . Release the right hand from the weapon extending the right arm into a flare to the extent of the elbow four inches from the stock on the same plane as the weapon.

Figure 2.63. Port Arms [From Right Shoulder] (And)



2.24.4. **(Count 3)** . Smartly return the right hand to the small of the stock. The rifle should be four inches away and parallel to the body.

Figure 2.64. Port Arms [From Right Shoulder] (Count 3)



2.25. Left Shoulder Arms [From Port]. The command for this movement is **Left Shoulder, ARMS** and is called on the left foot while marching at quick time.

2.25.1. **(Count 1)** . Execute count two of left shoulder arms [from order] (*paragraph 2.21.7.3.*).

Figure 2.65. Left Shoulder Arms [From Port] (Count 1)



2.25.2. **(Count 2)** . Execute count three of left shoulder arms [from order] (*paragraph 2.21.7.4.*).

Figure 2.66. Left Shoulder Arms [From Port] (Count 2)



2.25.3. **(Count 3)** . Execute count four of left shoulder arms [from order] (*paragraph 2.21.7.5.*).

Figure 2.67. Left Shoulder Arms [From Port] (Count 3)



2.26. Port Arms [From Left Shoulder]. The command for this movement is **Port, ARMS** and is called on the left foot while marching at quick time.

2.26.1. **(And)** . Bring right hand to a flare, approximately four inches from the thigh.

Figure 2.68. Port Arms [From Left Shoulder] (1st And)



2.26.2. **(Count 1)** . Tap the right thigh with middle finger pointed down the seam of the trousers and wrist straight.

Figure 2.69. Port Arms [From Left Shoulder] (Count 1)



2.26.3. **(And)** . Execute “and” count of order arms [from left shoulder] (*paragraph 2.21.8.1.*).

Figure 2.70. Port Arms [From Left Shoulder] (2nd And)



2.26.4. **(Count 2)** . Execute count one of order arms [from left shoulder] (*paragraph 2.21.8.2.*).

Figure 2.71. Port Arms [From Left Shoulder] (Count 2)

2.26.5. **(Count 3)** . Execute count two of order arms [from left shoulder] (*paragraph 2.21.8.3. and figure 2.64.*).

2.27. Left Shoulder Arms [From Right Shoulder]. The command for this movement is **Left Shoulder, ARMS** and is called on the left foot while marching at quick time.

2.27.1. **(Count 1)** . Execute count one of order arms [from right shoulder] (*paragraph 2.21.6.1. and figure 2.61.*).

2.27.2. **(Count 2)** . Execute count two of order arms [from right shoulder] (*paragraph 2.21.6.2. and figure 2.62.*).

2.27.3. **(And)** . Execute “and” count of left shoulder arms [from order] (*paragraph 2.21.7.2. and figure 2.56.*).

2.27.4. **(Count 3)** . Execute count two of left shoulder arms [from order] (*paragraph 2.21.7.3. and figure 2.65.*).

2.27.5. **(Count 4)** . Execute count three of left shoulder arms [from order] (*paragraph 2.21.7.4. and figure 2.66.*).

2.27.6. **(Count 5)** . Execute count four of left shoulder arms [from order] (*paragraph 2.21.7.5. and figure 2.67.*) *NOTE: This manual provides the member with their first look into the principals behind multi-part commands and combining/stringing together movements into one sequence. To explain: In order to move to left shoulder the member must first execute port arms, however in this case the final count of port arms (from right shoulder) (paragraph 2.24.3.) is eliminated from the movement. This allows the member to move straight to the “and” count of left shoulder arms, essentially connecting the two movements into one.*

2.28. Right Shoulder Arms [From Left Shoulder]. The command for this movement is **Right Shoulder, ARMS** and is called on the right foot while marching at quick time.

2.28.1. **(And)** . Execute “and” count of port arms [from left shoulder] (*paragraph 2.26.1.*).

Figure 2.72. Right Shoulder Arms [From Left Shoulder] (1st And)



2.28.2. **(Count 1)** . Execute count one of port arms [from left shoulder] (*paragraph 2.26.2.*).

Figure 2.73. Right Shoulder Arms [From Left Shoulder] (Count 1)



2.28.3. **(And)** . Execute “and” count of order arms [from left shoulder] (*paragraph 2.21.8.1.*).

Figure 2.74. Right Shoulder Arms [From Left Shoulder] (2nd And)

2.28.4. **(Count 2)** . Execute count one of order arms [from left shoulder] (*paragraph 2.21.8.2.*).

Figure 2.75. Right Shoulder Arms [From Left Shoulder] (Count 2)

2.28.5. **(Count 3)** . Execute count two of order arms [from left shoulder] (*paragraph 2.21.8.3. and figure 2.56.*).

2.28.6. **(And)** . Execute “and” count of right shoulder arms [from order] (*paragraph 2.21.5.2. and figure 2.57.*).

2.28.7. **(Count 4)** . Execute count two of right shoulder arms [from order] (*paragraph 2.21.5.3. through 2.21.5.4. and figure 2.58.*).

2.28.8. **(Count 5)** . Execute count three of right shoulder arms [from order] (*paragraph 2.21.5.6. and figure 2.59.*).

2.28.9. **(Count 6)** . Execute count four of right shoulder arms [from order] (*paragraph 2.21.5.7. and figure 2.60.*) *NOTE: This manual gives the member their second lesson regarding the principals behind multi-part commands and combining/stringing together movements into one sequence. In this example, the first count of right shoulder arms [from port] (paragraph 2.23.2.) is eliminated. .*

2.29. Basic Combined Manuals.

2.29.1. **General.** This paragraph covers the two basic combined manuals required. For information regarding the individual movements please review Chapter 3: Intermediate Instruction.

2.29.2. **Secure Eyes Right [From Right Shoulder].** The command is **Secure, Eyes, RIGHT** and is called on the right foot while marching at quick time. This manual is used during a Pass in Review to demonstrate the drill proficiency and state of readiness of the Air Force. In this situation the manual is always performed by the ripple, from the front to the rear. The first rank will execute the movement on the left heel beat after the command of execution; the second rank will begin the movement on the first available left after the first rank has started the movement, followed by the 3rd, 4th etc.

2.29.2.1. **(Count 1)** . Execute count one of order arms [from right shoulder] (*paragraph 2.21.6.1.*).

Figure 2.76. Secure Eyes Right [From Right Shoulder] (Count 1)



2.29.2.2. **(Count 2)** . Execute count two of order arms [from right shoulder] (*paragraph 2.21.6.2.*).

Figure 2.77. Secure Eyes Right [From Right Shoulder] (Count 2)



2.29.2.3. **(And)** . Move right hand up and grip at charging handle, splitting it with the middle and ring fingers. The thumb is adjoined with the index finger.

Figure 2.78. Secure Eyes Right [From Right Shoulder] (And)



2.29.2.4. **(Count 3)** . Rotate weapon 90-degrees counter-clockwise bringing the weapon into the right side, parallel with the body and at the same time reposition left hand tightly into right shoulder with palm facing out gripped around the gas port. The left hand is not visible above the right shoulder

Figure 2.79. Secure Eyes Right [From Right Shoulder] (Count 3)



2.29.2.5. **(Count 4)** . Snap the weapon down so it is parallel with the marching surface and left hand is at a flare with the index and middle finger resting on the spindle valve.

Figure 2.80. Secure Eyes Right [From Right Shoulder] (Count 4)



2.29.2.6. Simultaneously, snap head to the right at a 45-degree angle.

2.29.3. **Ready, Front [From Secure Eyes Right]**. This combined manual is actually Ready Port Arms; however for ceremonial purposes the command used during Pass in Reviews will be **Ready, FRONT**. This manual, like secure eyes right is always performed by the ripple.

2.29.3.1. **(And)** . Raise the left hand 3-6 inches off the weapon.

Figure 2.81. Ready, Front [From Secure Eyes Right] (And)

2.29.3.2. **(Count 1)** . Follow a course down to the seam of the trousers, pinning the left hand as if at attention. At the same time (at an “and” count) rotate the weapon with the right wrist and bring it back to the vertical position and in-line with the right shoulder.

Figure 2.82. Ready, Front [From Secure Eyes Right] (Count 1)

2.29.3.3. **(Count 2)** . Using the right hand bring the weapon back to the position of port arms, into the left hand. The head will follow the weapon back (*figure 2.78.*).

2.29.3.4. **(And)** . Execute the “and” count of port arms [from right shoulder] (*paragraph 2.24.3. and figure 2.63.*).

2.29.3.5. **(Count 3)** . Execute count three of port arms [from right shoulder] (*paragraph 2.24.4. and figure 2.64.*).

2.29.4. **Trail Port Arms [From Port]**. The command is **Trail, Port, ARMS** and is called on the left foot while marching at quick time. This manual is used for training purposes and can be performed during parades and drill demonstrations.

2.29.4.1. **(Count 1)** . Bring the right hand approximately two to three inches away from the small of the stock then tap the small of the stock.

Figure 2.83. Trail Port Arms [From Port] (Count 1)



2.29.4.2. **(Count 2)** . Grasp the upper hand guard at a fist; forearm is at a 45-degree angle. Weapon remains at proper port arms.

Figure 2.84. Trail Port Arms [From Port] (Count 2)



2.29.4.3. **(Count 3)** . Lower the weapon to a 45-degree angle 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 with the rifle in-line with the right shoulder.

Figure 2.85. Trail Port Arms [From Port] (Count 3)



2.29.4.4. **(Count 4)** . Sharply move the left hand to the position of attention with the knuckles parallel to the ground.

Figure 2.86. Trail Port Arms [From Port] (Count 4)



2.29.4.5. **(Count 5)** . “Butt” the weapon by bringing the right hand to the seam of the trousers and on the heel beat, strike the marching surface with the heel of the weapon.

Figure 2.87. Trail Port Arms [From Port] (Count 5)



NOTE: This count (the “butt”) will always be executed on a right step/heel beat. If necessary, individuals will take a dead step with the left foot then butt slam on the first available right step.

2.29.4.6. **(Count 6)** . Execute count one of port arms [from order] (*paragraph 2.21.1.1. and figure 2.84.*).

2.29.4.7. **(Count 7)** . Execute count two of port arms [from order] (*paragraph 2.21.1.2. and 2.21.1.3. and figures 2.63. and 2.64.*).

Chapter 3

INTERMEDIATE INSTRUCTION

Section 3A—Intermediate Standing Drill

3.1. Introduction. This chapter provides guidance on intermediate weapons handling techniques. Individuals must master the movements in Chapter 2 prior to attempting or progressing to the intermediate level of drill. This level of drill contains many movements and techniques that have gone beyond their tactical purpose and can be utilized during exhibitions and drill demonstrations.

3.1.1. All movements described in this section are performed using the M14 rifle. However honor guards can utilize the Springfield 1903, M1 Garand, M4 or M16 as mission and location dictates. The M4 or M16 are only used in forward operating/deployed environments and only while wearing a utility uniform. All the same guidance applies, and hand and weapon placement will be in the same relative position for each rifle.

3.1.2. The manuals described in this chapter are designed to give the honor guardsman a thorough understanding of Air Force armed drill and act as a stepping stone to progress into more advanced sequences and combinations. This is only a small glimpse into the possibilities that exist at this level of drill proficiency. Every movement detailed in this chapter can be executed from any position, in any combination of movements.

3.1.3. Members are encouraged to develop new techniques and manuals so long as they adhere to the principals and guidelines described in this chapter. At this level of drill proficiency, at least one hand will be in control of the weapon at all times. Individuals will never throw or allow the weapon to leave both hands. Some advanced manuals meet these criteria and can be performed by intermediate level marching units; some examples are the Nine Taps firing sequence, Inspection Arms, Neck Roll and the Back Stretch.

3.2. Carry Arms [From Order]. The command for this movement is **Carry, ARMS**. This is a three count movement performed from the position of order. This position is usually used during pre-ceremony positioning or training and in most situations is the preferred method for carrying the weapon.

3.2.1. When a member is carrying a rifle and placed in command of a flight they will assume the position of carry arms prior to giving any commands.

3.2.2. Carry arms is used in the same manner as sling arms and replaces the sling arms for Air Force honor guards.

3.2.3. **(Count 1)** . On the command of execution, lift the weapon up in-line with the right shoulder along forearm and at the same time grip the weapon with the left hand on the sling with the middle finger at the first groove.

3.2.4. **(Count 1)** . The weapon is parallel to the body, right arm is at a 45-degree angle and the left forearm is parallel to the ground.

Figure 3.1. Carry Arms [From Order] (Count 1)



3.2.5. **(Count 2)** . Grip the small of the stock with the right hand while placing the weapon along the right arm.

Figure 3.2. Carry Arms [From Order] (Count 2)



3.2.6. **(Count 3)** . Sharply move the left hand to the position of attention with the knuckles parallel to the ground. NOTE: In order to execute a salute while at carry bring the flared left hand, with palm facing the ground across and in front of the abdomen. Left arm will be parallel to the ground and four inches away from the body.

Figure 3.3. Carry Arms [From Order] (Count 3)



3.3. Order Arms [From Carry]. The command is **Order, ARMS.** This is a four count movement from the position of carry.

3.3.1. **(Count 1)** . Bring the left hand across the body so that the forearm is parallel to the ground. At the same time, let the weapon fall into the palm of the hand at a 45-degree angle. The weapon should stay in-line with the right shoulder; left thumb is adjoined with the forefinger with the middle finger at the first groove.

Figure 3.4. Order Arms [From Carry] (Count 1)



3.3.2. **(Count 2)** . Using the left hand bring the weapon to the vertical position while at the same time moving the right hand to the upper portion of the hand guard gripping it at a fist.

Figure 3.5. Order Arms [From Carry] (Count 2)



3.3.3. **(Count 3)** . Lower the weapon to a 45-degree angle 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 with the rifle in-line with the right shoulder (*figure 2.37.*).

3.3.4. **(Count 4)** . Execute count 3 of order arms [from port] (*paragraph 2.21.2.3. and figure 2.15.*).

3.4. Inverted Carry Arms [From Order]. The command for this movement is **INVERTED, Carry, ARMS**. This is a three count movement from the position of order. This movement serves the same purpose as carry arms however it is only used during precipitation.

3.4.1. **(Count 1)** . Execute trail arms using method one (*paragraph 2.15.1. and figure 2.16.*).

3.4.2. **(Count 2)** . With right hand rotate weapon clockwise twisting the wrist so the sling is facing forward and bring the butt of the weapon towards your right shoulder.

3.4.3. Simultaneously, raise the left hand and grab the small of the stock when the weapon meets the right shoulder. The palm of the left hand will be facing out with the thumb behind the trigger housing and the back of the hand tight against the shoulder.

3.4.4. The right hand will stay on the upper hand guard for the duration of the movement and end at the right thigh.

Figure 3.6. Inverted Carry Arms [From Order] (Count 2)

3.4.5. (Count 3) . Sharply move the left hand to the position of attention with the knuckles parallel to the ground.

Figure 3.7. Inverted Carry Arms [From Order] (Count 3)

NOTE: In order to execute a salute while at inverted carry bring the flared left hand, with palm facing the ground across and in front of the abdomen. Left arm will be parallel to the ground and four inches away from the body.

3.5. Order Arms [From Inverted Carry]. The command for this movement is **Order, ARMS.** It is a seven count movement from the position of inverted carry.

3.5.1. **(Count 1)** . Bring the left hand to the small of the stock, palm facing out, and grip (*figure 3.6.*).

3.5.2. **(Count 2)** . Using the left hand lift the weapon along the outside of body, taking the most direct route and place on right shoulder.

3.5.3. Simultaneously grasp the butt of the weapon at the proper position of right shoulder. The left hand will automatically flare, splitting the corner of the receiver (*paragraph 2.21.5.5. and figure 2.46.*).

3.5.4. **(Count 3)** . Execute count one of order arms [from right shoulder] (*paragraph 2.21.6.1. and figure 2.48.*) while simultaneously returning the left hand to the side as if at attention.

3.5.5. **(Count 4)** . Execute count two of order arms [from right shoulder] (*paragraph 2.21.6.2. and figure 2.49.*).

3.5.6. **(Count 5)** . Execute count three of order arms [from right shoulder] (*paragraph 2.21.6.3. and figure 2.34.*).

3.5.7. **(Count 6)** . Execute count two of order arms [from port] (*paragraph 2.21.2.2. and figure 2.37.*).

3.5.8. **(Count 7)** . Execute count three of order arms [from port] (*paragraph 2.21.2.3. and figure 2.15.*).

3.6. Rock to Shoulder [From Order]. There is no command for this movement. The individual will state **ROCK TO SHOULDER. Ready, MOVE.**

3.6.1. **(Count 1)** . Execute trail arms using method one (*paragraph 2.15.1. and figure 2.16.*).

3.6.2. **(Count 2)** . Execute count two of inverted carry arms [from order] (*paragraph 3.4.2. and 3.4.3. and figure 3.6.*).

3.6.3. **(Count 3)** . Execute count two of order arms [from inverted carry] (*paragraph 3.5.2. and 3.5.3. and figure 2.46.*).

3.6.4. **(Count 4)** . Execute count three of inverted carry arms [from order] (*paragraph 3.4.5. and figure 2.47.*).

3.7. Standing Manuals.

3.7.1. **Manual Arms.** The command for this manual is **Manual, ARMS.** This is a 27-count manual and is only performed from the position of order. The sequence for this manual is right shoulder, left shoulder, secure arms, left shoulder, right shoulder and order.

3.7.1.1. This manual and its purpose can trace its origins to the revolutionary war when commanding officers traditionally established control over his command by giving them the manual of arms or some facings.

3.7.1.2. The Army equivalent is **15-count Manual, ARMS** and any experienced soldier should be able to complete the manual. The 15 counts contain all the basic drill movements necessary for one to be a functioning member of a formation.

- 3.7.1.3. Both of these manuals can be linked to the original 15 one second movements needed for an early American soldier to load and fire a musket.
- 3.7.1.4. This history and heritage live on today when NCOs use this manual to demonstrate the troops state of readiness during a ceremony in which command of the flight will be given to an Officer (i.e. Tattoo ceremonies).
- 3.7.1.5. **(Count 1)** . Execute count one of port arms [from order] (*paragraph 2.21.1.1. and figure 2.34.*).
- 3.7.1.6. **(Count 2)** . Execute count two of right shoulder arms [from order] (*paragraph 2.21.5.2. through 2.21.5.4. and figure 2.44. and 2.45.*).
- 3.7.1.7. **(Count 3)** . Execute count three of right shoulder arms [from order] (*paragraph 2.21.5.5. and figure 2.46.*).
- 3.7.1.8. **(Count 4)** . Execute count four of right shoulder arms [from order] and count 1 of order arms [from right shoulder] at the same time (*paragraphs 2.21.5.6. and 2.21.6.1. and figure 2.48.*).
- 3.7.1.9. **(Count 5)** . Execute count two of order arms [from right shoulder] (*paragraph 2.21.6.2. and figure 2.49.*).
- 3.7.1.10. **(Count 6)** . Execute count two of left shoulder arms [from order] (*paragraph 2.21.7.3. and figures 2.40. and 2.50.*).
- 3.7.1.11. **(Count 7)** . Execute count three of left shoulder arms [from order] (*paragraph 2.21.7.4. and figure 2.51.*).
- 3.7.1.12. **(Count 8)** . Execute count four of left shoulder arms [from order] (*paragraph 2.21.7.5. and figure 2.52.*).
- 3.7.1.13. **(Count 9)** . Execute count one of order arms [from left shoulder] (*paragraph 2.21.8.1. and 2.21.8.2. and figures 2.53. and 2.54.*).
- 3.7.1.14. **(Count 10)** . Execute count two of order arms [from left shoulder] (*paragraph 2.21.8.3. and figure 2.40.*).
- 3.7.1.15. **(Count 11)** . Perform secure arms by executing count three of secure eyes right (*paragraph 2.29.2.4.*).

Figure 3.8. Manual Arms (Count 11)



3.7.1.16. **(Count 12)** . Execute count four of secure eyes right (*paragraph 2.29.2.5.*).
NOTE: Do not snap head to right or left. Head and eyes remain straight forward.

Figure 3.9. Manual Arms (Count 12)



3.7.1.17. **(Count 13)** . Sharply slap flared left hand on thigh with middle finger pointed straight down the seam of the trousers.

Figure 3.10. Manual Arms (Count 13)

3.1.7.18. **(Count 14)** . Move left hand off thigh, approximately four inches, then slap thigh again in cadence.

Figure 3.11. Manual Arms (Count 14)

3.1.7.19. **(Count 15)** . Execute count two of ready front [from secure eyes right] (*paragraph 2.29.3.3.*).

Figure 3.12. Manual Arms (Count 15)

3.7.1.20. **(Count 16)** . Execute count two of left shoulder arms [from order] (*paragraph 2.21.7.3. and figure 2.40. and 2.50.*).

3.7.1.21. **(Count 17)** . Execute count three of left shoulder arms [from order] (*paragraph 2.21.7.4. and figure 2.51.*).

3.7.1.22. **(Count 18)** . Execute count four of left shoulder arms [from order] (*paragraph 2.21.7.4. and figure 2.52.*).

3.7.1.23. **(Count 19)** . Execute count one of order arms [from left shoulder] (*paragraph 2.21.8.1. and 2.21.8.2. and figures 2.53. and 2.54.*).

3.7.1.24. **(Count 20)** . Execute count two of order arms [from left shoulder] (*paragraph 2.21.8.3. and figure 2.40.*).

3.7.1.25. **(Count 21)** . Execute count two of right shoulder arms [from order] (*paragraph 2.21.5.2. through 2.21.5.4. and figures 2.44. and 2.45.*).

3.7.1.26. **(Count 22)** . Execute count three of right shoulder arms [from order] (*paragraph 2.21.5.5. and figure 2.46.*).

3.7.1.27. **(Count 23)** . Execute count four of right shoulder arms [from order] and count 1 of order arms (from right shoulder) at the same time (*paragraph 2.21.5.6. and 2.21.6.1. and figure 2.48.*).

3.7.1.28. **(Count 24)** . Execute count two of order arms [from right shoulder] (*paragraph 2.21.6.2. and figure 2.49.*).

3.7.1.29. **(Count 25)** . Execute count three of order arms [from right shoulder] (*paragraph 2.21.6.3. and figure 2.34.*).

3.7.1.30. **(Count 26)** . Execute count two of order arms [from port] (*paragraph 2.21.2.2. and figure 2.37.*).

3.7.1.31. **(Count 27)** . Execute count three of order arms [from port] (*paragraph 2.21.2.3. and figure 2.15.*).

3.7.2. **8-Count Manual Arms.** The command for this movement is **8-Count, Manual, ARMS.** This is an eight count movement and is performed from the position of right shoulder.

3.7.2.1. **(Count 1)** . Execute count one of order arms [from right shoulder] (*paragraph 2.21.6.1. and figure 2.48.*).

3.7.2.2. **(Count 2)** . With right hand rotate weapon counter-clockwise 90-degrees and simultaneously bring the left hand to the small of the stock and grip.

3.7.2.3. The right eye should be lined up in-between the gap of the barrel and gas cylinder and the butt of the weapon is over the left thigh.

Figure 3.13. 8-Count Manual Arms (Count 2)



3.7.2.4. **(Count 3)** . Release the weapon with the right hand and while using the left to manipulate the weapon, let it fall into the right hand at waist level.

Figure 3.14. 8-Count Manual Arms (Count 3)



3.7.2.5. **(And)** . Using the right hand rotate the weapon 270-degrees clockwise while simultaneously pinning the left at the position of attention.

Figure 3.15. 8-Count Manual Arms (1st And)



3.7.2.6. **(Count 4)** . Grip the weapon with the left hand. Thumb and middle finger will be at the first groove of the hand guard.

Figure 3.16. 8-Count Manual Arms (Count 4)

3.7.2.7. **(And)** . Move right hand below the left hand and grip with a cupped hand.

Figure 3.17. 8-Count Manual Arms (2nd And)

3.7.2.8. **(Count 5)** . Rotate the weapon 90-degrees counter clockwise with the right hand while simultaneously lifting the weapon four inches upward.

3.7.2.9. Simultaneously, left hand is cupped and placed below the right hand.

Figure 3.18. 8-Count Manual Arms (Count 5)



3.7.2.10. **(Count 6)** . Using left hand, rotate weapon 90-degrees clockwise while at the same time turning the weapon's angle 90-degrees counter clockwise.

3.7.2.11. Simultaneously right hand catches the weapon, gripping it under the trigger housing on the sling.

Figure 3.19. 8-Count Manual Arms (Count 6)



3.7.2.12. **(And)** . Using right hand, rotate weapon 270-degrees counter clockwise while simultaneously pinning the left at the position of attention.

Figure 3.20. 8-Count Manual Arms (3rd And)

3.7.2.13. **(Count 7)** . Return the left hand to the proper position of port.

Figure 3.21. 8-Count Manual Arms (Count 7)

3.7.2.14. **(And)** . Release the right hand from the weapon extending the right arm into a flare to the extent of the elbow four inches from the stock on the same plane as the weapon (*figure 2.39.*).

3.7.2.15. **(Count 8)** . Smartly return the right hand to the small of the stock. The rifle should be four inches away and parallel to the body (*figure 2.40.*).

3.7.3. Connie's Manual [From Port]. The command for this movement is **Connie's Manual, ARMS**. This is a seven count movement performed from the position of port. **NOTE:** *This manual can be modified and performed as an eight count movement depending*

on the experience level and needs of the unit. Typically, this is accomplished by holding count three for one count before executing count four.

3.7.3.1. **(Count 1)** . Beat the weapon by completing count one of marching right shoulder arms [from port] (*paragraph 2.23.1. and 2.23.2.*).

Figure 3.22. Connie's Manual [From Port] (Count 1)



3.7.3.2. **(And)** . Bring the right hand off the small of the stock; pull back to side of body with the fist closed as if at the position of attention. Keep elbow pinned to side. The wrist should be bent back so the palm is open and facing the weapon.

Figure 3.23. Connie's Manual [From Port] (1st And)



3.7.3.3. **(Count 2)** . Keeping the right hand closed at a fist, hit the heel of the weapon with the base of the palm.

Figure 3.24. Connie's Manual [From Port] (Count 2)

3.7.3.4. **(And)** . Pin right hand at the position of attention while spinning the weapon clockwise 180-degrees and rotating the butt of weapon at a 45-degree angle away from body.

Figure 3.25. Connie's Manual [From Port] (2nd And)

3.7.3.5. **(Count 3)** . The right hand grips the weapon at the upper portion of the hand guard with the palm facing up. The butt of the weapon is in front of the left eye and the gas port is in front of the right thigh.

Figure 3.26. Connie's Manual [From Port] (Count 3)

3.7.3.6. **(And)** . Pin the left hand while at the same time using the right hand to spin the weapon counter clockwise 360-degrees (*figure 3.15.*).

3.7.3.7. **(Count 4)** . Left hand meets the weapon with the left thumb and middle finger on the first groove of the hand guard upon completion of the rotation (*figure 3.16.*).

3.7.3.8. **(Count 5)** . Bring the right hand off the upper hand guard and perform count two of Connie's manual [from port] (*paragraph 3.7.3.2. and 3.7.3.3.*) except that the right hand will be hitting the right side of the upper portion of the hand guard.

Figure 3.27. Connie's Manual [From Port] (Count 5)

3.7.3.9. **(And)** . Pin right hand at the position of attention while spinning the weapon clockwise 180-degrees and rotating the butt of weapon at a 45-degree angle away from body.

Figure 3.28. Connie's Manual [From Port] (4th And)

3.7.3.9. **(Count 6)** . With the weapon at proper port grip the small of the stock with the right hand.

Figure 3.29. Connie's Manual [From Port] (Count 6)

3.7.3.11. **(And)** . Pin left hand at the position of attention (*figure 2.54.*).

3.7.3.12. **(Count 7)** . Return left hand to proper port (*figure 2.40.*).

Section 3B—Intermediate Marching Drill

3.8. Additional Information. Marching armed drill is designed, in most cases, so the first count of each manual is different for each movement. One advantage in doing this is that it allows the individual to know what movement to perform even if they cannot hear the command.

3.8.1. Beasts (see paragraph 1.13.1.) are used throughout rifle drill to establish cadence and lock on with other members of the formation.

3.8.2. When it is desired of the flight to perform movements by the ripple use the informational command **BY THE RIPPLE** followed by the direction of the rippled movement. The informational commands indicating the direction of the ripple are **LEFT TO RIGHT**, **RIGHT TO LEFT**, **FRONT TO REAR** or **REAR TO FRONT**. These commands may also be combined to enable the flight to ripple the movements in two directions simultaneously, moving the ripple along at a diagonal. **NOTE:** *During ceremonies, specifically street parades, keep informational and multi-part preparatory commands to a minimum. This allows the focus to stay on the troops rather than the flight commander/sergeant. Too many commands, or wordy informational/multi-part commands distracts from the focal point of the parade.*

3.9. Trail Arms (From Port). The command for this movement is **Trail, ARMS** and it is called on the left foot while marching at quick time.

3.9.1. **(Count 1)** . Execute count one of trail port arms [from port] (*paragraph 2.29.4.1. and figure 2.83.*).

3.9.2. **(Count 2)** . Execute count two of trail port arms [from port] (*paragraph 2.29.4.2. and figure 2.84.*).

3.9.3. **(Count 3)** . Execute count three of trail port arms [from port] (*paragraph 2.29.4.3. and figure 2.85.*).

3.9.4. **(Count 4)** . Execute count four of trail port arms [from port] (*paragraph 2.29.4.4. and figure 2.86.*).

3.9.5. In order to return to a shoulder, port etc. on the command of execution individuals will complete counts five and six of trail port arms [from port] (*paragraph 2.29.4.5. and 2.29.4.6.*) then continue on with the counts associated with the movement that was commanded.

3.10. Carry Arms (From Port). The command for this movement is **Carry, ARMS** and it is called on the left foot while marching at quick time.

3.10.1. **(Count 1)** . Beast the weapon by completing count one of marching right shoulder arms (from port) (*paragraph 2.23.1. and 2.23.2. and figure 2.56.*).

3.10.2. **(Count 2)** . Using the left hand and readjusting the grip of the right hand, position the weapon to the side in the same manner as count two of carry arms [from order] (*paragraph 3.2.5 and figure 3.2.*)

3.10.3. **(Count 3)** . Execute count three of carry arms [from order] (*paragraph 3.2.6. and figure 3.3.*).

3.10.4. In order to return to a shoulder, port etc. on the command of execution individuals will complete counts 1, 2 and 3 of order arms [from carry] (*paragraphs 3.3.1. through 3.3.3.*) then perform counts 4, 5 and 6 of trail port arms [from port] (*paragraph 2.29.4.4. and 2.29.4.6.*) then continue on with the counts associated with the movement that was commanded.

3.11. Secure Arms [From Port]. The command for this movement is **Secure, ARMS** and it is called on the left foot while marching at quick time.

3.11.1. The original purpose of this movement was to secure the weapon from wet weather and protect it from water damage. Its purpose has evolved and is now mainly used by the Air Force to demonstrate the drill proficiency and precision of the USAF.

3.11.2. **(Count 1)** . Execute count three of secure eyes right (from right shoulder) (*paragraphs 2.29.2.3. and 2.29.2.4. and figure 2.78. and 2.79.*).

3.11.3. **(Count 2)** . Execute count four of secure eyes right (from right shoulder) (*paragraph 2.29.2.5. and figure 2.80.*).

3.11.4. In order to return to a shoulder, port etc. on the command of execution individuals will complete counts one and two of ready front (from secure eyes right) (*paragraphs 2.29.3.1 through 2.29.3.3.*) then continue on with the counts associated with the movement that was commanded.

3.12. Inverted Carry Arms [From Port]. The command for this movement is **INVERTED, Carry, ARMS** and it is called on the left foot while marching at quick time.

3.12.1. **(Count 1)** . Execute count two of trail port arms [from port] (*paragraph 2.29.4.2. and figure 2.84.*).

3.12.2. **(Count 2)** . Execute count three of trail port arms [from port] (*paragraph 2.29.4.3. and figure 2.85.*).

3.12.3. **(Count 3)** . Execute count two of inverted carry arms [from order] (*paragraphs 3.4.2 through 3.4.4. and figure 3.6.*).

3.12.4. **(Count 4)** . Execute count three of inverted carry arms [from order] (*paragraph 3.4.5. and figure 3.7.*).

3.12.5. In order to return to a shoulder, port etc. on the command of execution individuals will complete counts one and two of order arms [from inverted carry] (*paragraphs 3.5.1. through 3.5.3.*) then continue on with the counts associated with the movement that was commanded.

3.13. Marching Manual Sequences. With the exception of Connie's manual, the counts for all marching manual sequences begin from right shoulder. If the command for a marching manual is given from a position other than right shoulder, the formation will execute the steps necessary to get to right shoulder and then immediately begin the marching manual.

3.13.1. **Marching Manual.** The command for this manual is **Marching Manual, ARMS** and it is called on the left foot from the position of right shoulder while marching at quick time. This manual is 20 counts. The sequence for this manual is left shoulder, secure arms, left shoulder and right shoulder. This is the most basic marching manual/sequence performed by Air Force honor guards and all ceremonial guardsmen assigned to the USAF Honor Guard are expected to be proficient in this manual. It contains all the basic movements an honor guardsmen needs to know in order to be a functioning member of a marching unit.

3.13.1.1. **(Count 1)** . Execute count one of order arms [from right shoulder] (*paragraph 2.21.6.1. and figure 2.61.*).

- 3.13.1.2. **(Count 2)** . Execute count two of order arms [from right shoulder] (*paragraph 2.21.6.2. and figure 2.62.*).
- 3.13.1.3. **(Count 3)** . Execute count two of left shoulder arms [from order] (*paragraph 2.21.7.3. and figure 2.66.*).
- 3.13.1.4. **(Count 4)** . Execute count three of left shoulder arms [from order] (*paragraph 2.21.7.4. and figure 2.67.*).
- 3.13.1.5. **(Count 5)** . Execute count one of marching port arms [from left shoulder] (*paragraph 2.26.2. and figure 2.69.*). *NOTE: On count 5 the right hand will sharply slap the right thigh with middle finger pointed straight down the seam of the trousers. The wrist and hand will be straight.*
- 3.13.1.6. **(Count 6)** . Execute count one of order arms [from left shoulder] (*paragraph 2.21.8.1. and 2.21.8.2 and figures 2.53. and 2.54.*).
- 3.13.1.7. **(Count 7)** . Execute count two of order arms [from left shoulder] (*paragraph 2.21.8.3. and figure 2.62.*).
- 3.13.1.8. **(Count 8)** . Perform secure arms by executing count 3 of secure eyes right (*paragraph 2.29.2.4. and figures 2.78. and 2.79.*).
- 3.13.1.9. **(Count 9)** . Execute count 4 of secure eyes right (*paragraph 2.29.2.5. and figure 2.80.*) *NOTE: Do not snap head to right or left. Head and eyes remain straight forward.*
- 3.13.1.10. **(Count 10)** . Sharply slap flared left hand on thigh with middle finger pointed straight down the seam of the trousers.
- 3.13.1.11. **(Count 11)** . Move left hand off thigh approximately four inches from the thigh then slap thigh again on the heel beat.

Figure 3.30. Marching Manual (Count 11)



3.13.1.12. **(Count 12)** . On an “and” count rotate the weapon with the right wrist and bring it back to the vertical position and in-line with the right shoulder, then execute count 2 of ready front [from secure eyes right] (*paragraph 2.29.3.3.*).

Figure 3.31. Marching Manual (Count 12)



3.13.1.13. **(Count 13)** . Execute count two of left shoulder arms [from order] (*paragraph 2.21.7.3. and figure 2.65.*).

3.13.1.14. **(Count 14)** . Execute count three of left shoulder arms [from order] (*paragraph 2.21.7.4. and figure 2.66.*).

3.13.1.15. **(Count 15)** . Execute count one of marching port arms [from left shoulder] (*paragraph 2.26.2. and figure 2.69.*). *NOTE: On count 5 the right hand will sharply slap the right thigh with middle finger pointed straight down the seam of the trousers. The wrist and hand will be straight.*

3.13.1.16. **(Count 16)** . Execute count one of order arms [from left shoulder] (*paragraph 2.21.8.1. and 2.21.8.2. and figure 2.70. and 2.71.*).

3.13.1.17. **(Count 17)** . Execute count two of order arms [from left shoulder] (*paragraph 2.21.8.3. and figure 2.64.*).

3.13.1.18. **(Count 18)** . Execute count two of right shoulder arms [from order] (*paragraph 2.21.5.2. through 2.21.5.4. and figure 2.57. and 2.58.*).

3.13.1.19. **(Count 19)** . Execute count three of right shoulder arms [from order] (*paragraph 2.21.5.6. and figure 2.59.*).

3.13.1.20. **(Count 20)** . Execute count four of right shoulder arms [from order] (*paragraph 2.21.5.7. and figure 2.60.*).

3.13.2. **With Spin Manual.** The command for this manual is **With Spin Manual, ARMS** and it is called on the left foot from the position of right shoulder while marching at quick time. This manual is 26 counts. The sequence for this manual is single spin, left shoulder, secure arms, single spin, left shoulder, single spin, and right shoulder. The manual introduces

the single spin to intermediate weapons handlers and builds confidence. This manual is typically used in parades and community relations events. NOTE: If performed while standing the manual begins and ends at the position of order.

3.13.2.1. **(Count 1)** . Execute count one of order arms [from right shoulder] (*paragraph 2.21.6.1. and figure 2.61.*).

3.13.2.2. **(Count 2)** . Execute count two of order arms [from right shoulder] (*paragraph 2.21.6.2. and figure 2.62.*).

3.13.2.3. **(Count 3)** . Place the right hand above the trigger housing gripping the weapon at the balance. Spin the weapon counter clockwise while pinning the left hand on the heel beat.

Figure 3.32. With Spin Manual (Count 3)



3.13.2.4. **(Count 4)** . Complete rotation, stopping the weapon at proper port with the left hand.

Figure 3.33. With Spin Manual (Count 4)

3.13.2.5. **(Count 5)** . Execute count two of left shoulder arms [from order] (*paragraph 2.21.7.3. and figure 2.65.*).

3.13.2.6. **(Count 6)** . Execute count three of left shoulder arms [from order] (*paragraph 2.21.7.4. and figure 2.66.*).

3.13.2.7. **(Count 7)** . Execute count one of marching port arms [from left shoulder] (*paragraph 2.26.2. and figure 2.69.*). *NOTE: On count 5 the right hand will sharply slap the right thigh with middle finger pointed straight down the seam of the trousers. The wrist and hand will be straight.*

3.13.2.8. **(Count 8)** . Execute count one of order arms [from left shoulder] (*paragraph 2.21.8.1. and 2.21.8.2. and figures 2.70. and 2.71.*).

3.13.2.9. **(Count 9)** . Execute count two of order arms [from left shoulder] (*paragraph 2.21.8.3. and figure 2.64.*).

3.13.2.10. **(Count 10)** . Perform secure arms by executing count 3 of secure eyes right (*paragraph 2.29.2.4. and figures 2.78. and 2.79.*).

3.13.2.11. **(Count 11)** . Execute count four of secure eyes right (*paragraph 2.29.2.5. and figure 2.80.*). *NOTE: Do not snap head to right or left. Head and eyes remain straight forward.*

3.13.2.12. **(Count 12)** . Sharply slap flared left hand on thigh with middle finger pointed straight down the seam of the trousers.

3.13.2.13. **(Count 13)** . Move left hand off thigh approximately four inches from the thigh then slap thigh again on the heel beat (*figure 3.11.*).

3.13.2.14. **(Count 14)** . On an “and” count rotate the weapon with the right wrist and bring it back to the vertical position and in-line with the right shoulder, then execute count 2 of ready front (from secure eyes right) (*paragraph 2.29.3.3. and figure 3.30.*).

3.13.2.15. **(Count 15)** . Execute count three of with spin manual (*paragraph 3.13.2.3. and figure 3.31.*).

3.13.2.16. **(Count 16)** . Execute count four of with spin manual (*paragraph 3.13.2.4. and figure 3.32.*).

3.13.2.17. **(Count 17)** . Execute count two of left shoulder arms [from order] (*paragraph 2.21.7.3. and figure 2.50.*).

3.13.2.18. **(Count 18)** . Execute count three of left shoulder arms [from order] (*paragraph 2.21.7.4. and figure 2.51.*).

3.13.2.19. **(Count 19)** . Execute count one of marching port arms [from left shoulder] (*paragraph 2.26.2. and figure 2.69.*). *NOTE: On count five the right hand will sharply slap the right thigh with middle finger pointed straight down the seam of the trousers. The wrist and hand will be straight.*

3.13.2.20. **(Count 20)** . Execute count one of order arms [from left shoulder] (*paragraph 2.21.8.1. and 2.21.8.2. and figures 2.70. and 2.71.*).

3.13.2.21. **(Count 21)** . Execute count two of order arms [from left shoulder] (*paragraph 2.21.8.3. and figure 2.64.*).

3.13.2.22. **(Count 22)** . Execute count three of with spin manual (*paragraph 3.13.2.3. and figure 3.31.*).

3.13.2.23. **(Count 23)** . Execute count four of with spin manual (*paragraph 3.13.2.4. and figure 3.32.*).

3.13.2.24. **(Count 24)** . Execute count two of right shoulder arms [from order] (*paragraph 2.21.5.2. through 2.21.5.5. and figures 2.57. and 2.58.*).

3.13.2.25. **(Count 25)** . Execute count three of right shoulder arms [from order] (*paragraph 2.21.5.6. and figure 2.59.*).

3.13.2.26. **(Count 26)** . Execute count four of right shoulder arms [from order] (*paragraph 2.21.5.7. and figure 2.60.*).

3.13.3. Delayed Manual. The command for this manual is **Delayed Manual, ARMS** and it is called on the left foot from the position of right shoulder while marching at quick time. This manual is 33 counts. The sequence for this manual is port, left shoulder, port, secure arms, port, left shoulder, port and right shoulder. The manual is used for training purposes to increase individuals' understanding of honor guard drill with a weapon. *NOTE: If performed while standing the manual begins and ends at the position of order. After completing an individual movement within the sequence members will pause for one count prior to executing the next movement in the sequence.*

3.13.3.1. **(Count 1)** . Execute count one of marching port arms [from right shoulder] (*paragraph 2.24.1. and figure 2.61.*).

3.13.3.2. **(Count 2)** . Execute count two of marching port arms [from right shoulder] (*paragraph 2.24.2. and figure 2.62.*).

3.13.3.3. **(Count 3)** . Execute count three of marching port arms [from right shoulder] (*paragraphs 2.24.3. and 2.24.4. and figure 2.63. and 2.64.*).

- 3.13.3.4. **(Count 4)** . Take a dead step.
- 3.13.3.5. **(Count 5)** . Execute count one of marching left shoulder arms [from port] (*paragraph 2.25.1. and figure 2.65.*).
- 3.13.3.6. **(Count 6)** . Execute count two of marching left shoulder arms [from port] (*paragraph 2.25.2. and figure 2.66.*).
- 3.13.3.7. **(Count 7)** . Execute count three of marching left shoulder arms [from port] (*paragraph 2.25.3. and figure 2.67.*).
- 3.13.3.8. **(Count 8)** . Take a dead step.
- 3.13.3.9. **(Count 9)** . Execute count one of marching port arms [from left shoulder] (*paragraphs 2.26.1 and 2.26.2. and figures 2.68. and 2.69.*).
- 3.13.3.10. **(Count 10)** . Execute count two of marching port arms [from left shoulder] (*paragraphs 2.26.3. and 2.26.4. and figures 2.70. and 2.71.*).
- 3.13.3.11. **(Count 11)** . Execute count three of marching port arms [from left shoulder] (*paragraph 2.26.5. and figure 2.64.*).
- 3.13.3.12. **(Count 12)** . Take a dead step.
- 3.13.3.13. **(Count 13)** . Take a dead step.
- 3.13.3.14. **(Count 14)** . Execute count one of secure arms [from port] (*paragraph 3.11.2. and figures 2.78. and 2.79.*).
- 3.13.3.15. **(Count 15)** . Execute count two of secure arms [from port] (*paragraph 3.11.3. and figure 2.80.*).
- 3.13.3.16. **(Count 16)** . Take a dead step.
- 3.13.3.17. **(Count 17)** . Execute count one of ready front [from secure eyes right] (*paragraphs 2.29.3.1. and 2.29.3.2. and figures 2.81. and 2.82.*).
- 3.13.3.18. **(Count 18)** . Execute count two of ready front [from secure eyes right] (*paragraph 2.29.3.3. and figure 2.78.*).
- 3.13.3.19. **(Count 19)** . Execute count three of ready front [from secure eyes right] (*paragraphs 2.29.3.4. and 2.29.3.5. and figures 2.63. and 2.64.*).
- 3.13.3.20. **(Count 20)** . Take a dead step.
- 3.13.3.21. **(Count 21)** . Execute count one of marching left shoulder arms [from port] (*paragraph 2.25.1. and figure 2.65.*).
- 3.13.3.22. **(Count 22)** . Execute count two of marching left shoulder arms [from port] (*paragraph 2.25.2. and figure 2.66.*).
- 3.13.3.23. **(Count 23)** . Execute count three of marching left shoulder arms [from port] (*paragraph 2.25.3. and figure 2.67.*).
- 3.13.3.24. **(Count 24)** . Take a dead step.
- 3.13.3.25. **(Count 25)** . Execute count one of marching port arms [from left shoulder] (*paragraph 2.26.1 and 2.26.2. and figures 2.68. and 2.69.*).

3.13.3.26. **(Count 26)** . Execute count two of marching port arms [from left shoulder] (*paragraph 2.26.3. and 2.26.4. and figures 2.70. and 2.71.*).

3.13.3.27. **(Count 27)** . Execute count three of marching port arms [from left shoulder] (*paragraph 2.26.5 and figure 2.64.*).

3.13.3.28. **(Count 28)** . Take a dead step.

3.13.3.29. **(Count 29)** . Take a dead step.

3.13.3.30. **(Count 30)** . Execute count one of marching right shoulder [from port] (*paragraphs 2.23.1. and 2.23.2. and figures 2.55. and 2.56.*).

3.13.3.31. **(Count 31)** . Execute count two of marching right shoulder [from port] (*paragraphs 2.23.3. and 2.23.4. and figures 2.57. and 2.58.*).

3.13.3.32. **(Count 32)** . Execute count three of marching right shoulder [from port] (*paragraph 2.23.5. and figure 2.59.*).

3.13.3.33. **(Count 33)** . Execute count four of marching right shoulder [from port] (*paragraph 2.23.6. and figure 2.60.*).

3.13.4. **8-Count Manual Arms.** The command for this manual is **8-Count Manual, ARMS** and it is called on the left foot from the position of right shoulder while marching at quick time.

3.13.4.1. The procedures for the 8-count manual arms are identical to the procedures outlined in paragraph 3.7.2.

3.13.5. **Connie's Manual.** The command for this manual is **Connie's Manual, ARMS** and it is called on the left foot from the position of port while marching at quick time.

3.13.5.1. The procedures for Connie's manual are identical to the procedures outlined in paragraph 3.7.3. NOTE: This manual can be modified and performed as an eight count movement depending on the experience level and needs of the unit. Typically, this is accomplished by taking a dead step after completing count three and before executing count four.

3.14. Combining Manuals. As stated previously in this manual the combination of movements that can be combined into complex manuals and sequences is limited only by one's imagination. Nearly every movement can be "connected" to another by giving multi-part commands. The three examples below are the first combined manuals that an honor guard should learn. If an individual masters the techniques used in these manuals then they can combine and perform any combination of movements.

3.14.1. **Right Shoulder Port Arms [From Port].** The command for this movement is **Right Shoulder, Port, ARMS** and it is called on the right foot from the position of port while marching at quick time.

3.14.1.1. **(Count 1)** . Execute count one of marching right shoulder [from port] (*paragraphs 2.23.1. and 2.23.2. and figures 2.55. and 2.56.*).

3.14.1.2. **(Count 2)** . Execute count two of marching right shoulder [from port] (*paragraphs 2.23.3. and 2.23.4. and figures 2.57. and 2.58.*).

3.14.1.3. **(Count 3)** . Execute count three of marching right shoulder [from port] (*paragraph 2.23.5. and figure 2.59.*).

3.14.1.4. **(Count 4)** . Execute count four of the with spin manual arms (*paragraph 3.7.1.8. and figure 2.61.*).

3.14.1.5. **(Count 5)** . Execute count two of marching port arms [from right shoulder] (*paragraph 2.24.2. and figure 2.62.*).

3.14.1.6. **(Count 6)** . Execute count three of marching port arms [from right shoulder] (*paragraphs 2.24.3. and 2.24.4. and figures 2.63. and 2.64.*).

3.14.2. **Left Shoulder Port Arms [From Port]**. The command for this movement is **Left Shoulder, Port, ARMS** and it is called on the left foot from the position of port while marching at quick time.

3.14.2.1. **(Count 1)** . Execute count one of marching left shoulder arms [from port] (*paragraph 2.25.1. and figure 2.65.*).

3.14.2.2. **(Count 2)** . Execute count two of marching left shoulder arms [from port] (*paragraph 2.25.2. and figure 2.66.*).

3.14.2.3. **(Count 3)** . Execute count five of the 20-count marching manual (*paragraph 3.13.1.5. and figure 2.69.*)

3.14.2.4. **(Count 4)** . Execute count two of marching port arms [from left shoulder] (*paragraphs 2.26.3. and 2.26.4. and figures 2.70. and 2.71.*).

3.14.2.5. **(Count 5)** . Execute count three of marching port arms [from left shoulder] (*paragraph 2.26.5 and figure 2.64.*).

3.14.3. **Trail Arms [From Right Shoulder]**. The command for this movement is **Trail, ARMS** and it is called on the left foot from the position of right shoulder while marching at quick time.

3.14.3.1. **(Count 1)** . Execute count one of marching port arms [from right shoulder] (*paragraph 2.24.1. and figure 2.61.*).

3.14.3.2. **(Count 2)** . Execute count two of marching port arms (from right shoulder) (*paragraph 2.24.2. and figure 2.62.*).

3.14.3.3. **(Count 3)** . Execute count two of trail port arms [from port] (*paragraph 2.29.4.2. and figure 2.84.*).

3.14.3.4. **(Count 4)** . Execute count three of trail port arms [from port] (*paragraph 2.29.4.3. and figure 2.85.*).

3.14.3.5. **(Count 5)** . Execute count four of trail port arms [from port] (*paragraph 2.29.4.4. and figure 2.86.*).

Chapter 4

ADVANCED INSTRUCTION

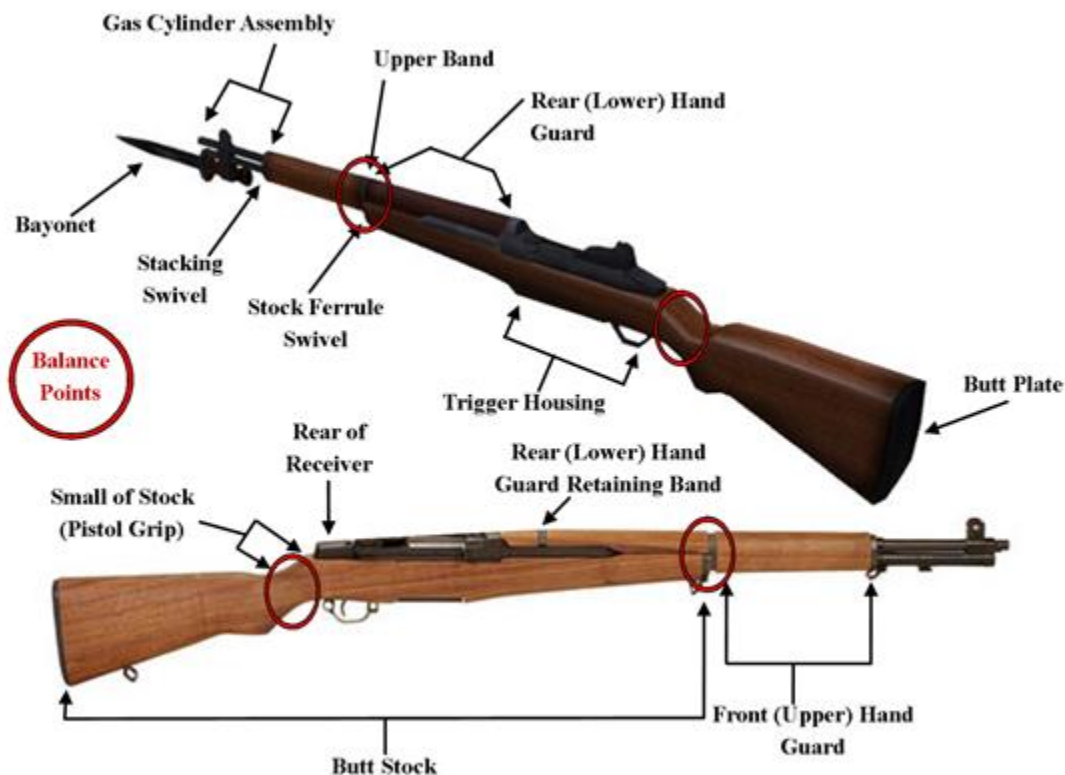
Section 4A—Advanced Weapons Techniques

4.1. General. This chapter provides guidance on advanced weapons handling techniques. Individuals must master the movements in Chapter 2 and Chapter 3 prior to attempting or progressing to the advanced level of drill

4.1.1. All movements described in this section are performed using the M1 rifle. At no time will any of these movements be performed using any other rifle.

4.1.2. The manuals described in this chapter represent a higher level of drill proficiency. These manuals are for demonstration and exhibition purposes only. At this level of drill, members will execute the majority of sequences and manuals without the use of verbal commands.

Figure 4.1. M1 Garand Rifle Nomenclature



4.2. Definitions.

4.2.1. **Cadence:** All weapons drills are performed to the cadence of the team.

4.2.2. **Balance Points.** The M1 has two primary balance points. The first being at the band, and the second at the small of the stock (*figure 4.1.*). The key to effective drill is to utilize these balance points while performing the movements to manipulate the weapon.

4.2.3. **Looking at or through the Weapon.** While performing, individuals should always remain at the position of attention with the head and eyes straight forward. The only exception to this is when the weapon is above the shoulder or head. In all other cases, unless specified otherwise, members will look through the weapon while executing the movements.

4.2.4. **Standing Movements.** Safety takes priority and a good rule of thumb is to provide extra precautions for movements that are performed in the horizontal position.

4.2.5. **Tapping.** Any time it is required to tap the weapon, do so with just enough effort to ensure the weapon moves to the next count.

4.3. Nine Taps (Firing Sequence).

4.3.1. **Nine Taps (Firing Sequence).** A fifteen count movement starting from the position of right shoulder.

4.3.1.1. **(One)** Step forward with the left foot one half step.

4.3.1.2. **(Two)** Drop the right hand so that the entire weapon is held by the right hand, grasping the butt of the weapon tightly, as the right foot comes forward. Places the member back at the position of attention.

4.3.1.3. **(Three)** Move the right hand clockwise to twist the weapon to the port position allowing the weapon to fall to the left, the left hand stops the weapon at the port position.

4.3.1.4. **(Four)** Holding the weapon with the left hand, move the right hand towards the butt of the weapon and tap the weapon to the left. The left wrist twists the weapon clockwise.

4.3.1.5. **(And)** While the weapon is rotating the right hand grabs the upper hand guard.

4.3.1.6. **(Five)** The left hand then moves to support the weapon under the small of the stock. The weapon is horizontal sling facing up. Arms bent at 90 degrees.

4.3.1.7. **(Six)** Tap the top side of the upper hand guard with the right hand to start the rotation clockwise. Twist the left wrist.

4.3.1.8. **(And)** The right hand grabs the weapon at the recess.

4.3.1.9. **(Seven)** The left hand moves to the upper hand guard and tap down as the weapon comes to the horizontal position and the right wrist twists the weapon back to port counter-clockwise.

4.3.1.10. **(And)** Pin the left hand.

4.3.1.11. **(Eight)** The left hand stops the weapon at port.

4.3.1.12. **(Nine)** Place the right hand at a flare over the trigger housing and place the index finger on the safety.

4.3.1.13. **(Ten)** Unsafe the weapon.

4.3.1.14. **(Eleven)** Move the right hand to the small of the stock to support the weapon as if at port.

4.3.1.14. **(Twelve)** Pin the left hand to left leg as if at attention.

4.3.1.15. **(Thirteen)** Return left hand to proper port.

4.3.1.16. **(Fourteen)** Raise the weapon 4-6 inches while lowering the head to a 45 degree angle. The right hand will go to a fist with the index finger on the trigger and with the thumb along the index finger .

4.3.1.17. **(Fifteen)** Pull the trigger and flare the right hand with the right arm straight as if executing the 'And' count of Port Arms.

4.3.1.18. **(Sixteen)** Lower the weapon back to port while raising the head back up to the position of attention.

4.3.2. **Inspection Arms.** The command for this movement is Inspection, ARMS. A seven count movement starting at the position of attention. This movement is used to clear the weapon after firing.

4.3.2.1. Bring the weapon to port.

4.3.2.2. Once the right hand flares into the small of the stock, place the left hand on the operating rod.

4.3.2.3. Charge the weapon by pushing down with the left hand. Make sure the bolt stays back.

4.3.2.4. Pin the left hand to the left leg.

4.3.2.5. Slap the weapon at port with the left hand.

4.3.2.6. Supporting the weapon with the left hand, bring the right hand to the side of the recess, fingers flared.

4.3.2.7. Drop the head looking at the chamber, and place the thumb of the right hand in the chamber while holding the operating rod back with heel of the hand.

4.3.3. **Order Arms [From Inspection].** This is a seven count movement from the position of inspection.

4.3.3.1. Simultaneously, release the operating rod with the right hand, making sure the thumb is clear of the chamber, and bring the right hand to a flare straight up. The head snaps back up.

4.3.3.2. Bring the right hand back to the small of the stock, and pull the trigger.

4.3.3.3. Flare the weapon.

4.3.3.4. Cut to the position of attention.

4.3.3.5. Spin port.

4.3.3.6. Fall out.

4.4. Nine Taps (Non-firing Sequence). A twelve count movement starting at the position of right shoulder.

4.4.1. **(One)** Step forward with the left foot one half step.

4.4.2. **(Two)** Drop the right hand so that the entire weapon is held by the right hand, grasping the butt of the weapon tightly, as the right foot comes forward. Places the member back at the position of attention.

- 4.4.3. **(Three)** Move the right hand clockwise to twist the weapon to the port position allowing the weapon to fall to the left, the left hand stops the weapon at the port position.
- 4.4.4. **(Four)** Holding the weapon with the left hand, move the right hand towards the butt of the weapon and tap the weapon to the left. The left wrist twists the weapon clockwise.
- 4.4.5. **(And)** While the weapon is rotating, the right hand grabs the upper hand guard.
- 4.4.6. **(Five)** The left hand then moves to support the weapon under the small of the stock. The weapon is horizontal sling facing up, with arms bent at ninety degrees.
- 4.4.7. **(Six)** Tap the top side of the upper hand guard with the right hand to start the rotation clockwise. Twist the left wrist.
- 4.4.8. **(And)** The right hand grabs the weapon at the recess.
- 4.4.9. **(Seven)** Left hand moves to the upper hand guard, tap down as the weapon comes to the horizontal position and the right wrist twists the weapon back to port counter-clockwise.
- 4.4.10. **(And)** Pin the left hand
- 4.4.11. **(Eight)** The left hand stops the weapon at port
- 4.4.12. **(Nine)** Bring the right hand back to the small of the stock.
- 4.4.13. **(Ten)** Tap the operating rod with the left hand and at the same time lower the head to a 45-degree angle.
- 4.4.14. **(Eleven)** Pin the left hand.
- 4.4.15. **(Twelve)** Slap weapon with left hand at proper port and simultaneously snap head up.

Chapter 5

SABER AND SWORD INSTRUCTION

Section 5A—Introduction

5.1. General. Tradition dictates that Officers will carry sabers and Noncommissioned Officers (NCO) will carry swords. This requirement has been outlined in every U.S. drill manual going back to the “Blue Book.” Both weapons are a symbol of rank.

5.1.1. All sabers and swords are considered weapons. Airmen are considered to be under arms when wearing the scabbard with saber or sword whether sheathed or unsheathed. In most cases the scabbard, along with headgear, will always be worn when armed with a saber or sword. However there will be instances/situations that call for different protocol. Examples are:

5.1.1.1. Do not wear headgear or the scabbard when carrying the Air Force or MAJCOM Sword during an Order of the Sword ceremony.

5.1.1.2. Do not wear headgear or the scabbard when carrying/using a sword during the cake cutting ceremony at an Air Force Ball.

5.1.1.3. During saber or sword arch ceremonies the team members will not wear the ceremonial belt and scabbard.

5.1.1.4. Sabers and swords can be worn inside a place of worship however they will never be unsheathed and headgear will not be worn.

5.2. Terms, Wear and Use.

5.2.1. **Saber.** A cavalry sword with a slightly curved blade and a hand guard. The blade of a cavalry sword must be curved in order to remove the blade from the scabbard while on horseback. Since officers in early American history were required to ride on horseback, their swords became known only as sabers. The Air Force inherited this history from the U.S. Army and carries on many of its traditions.

5.2.1.1. Air Force personnel will refer to any sword with a curved blade as a saber.

5.2.1.2. Officers will wear the saber while participating in ceremonies with troops under arms, or as directed.

5.2.1.3. The scabbard is carried on the left side of the body attached to the belt by the scabbard chain and leather saber guard with the saber’s hand guard to the rear.

5.2.2. **Sword.** Any weapon with a long, straight blade will be referred to as a sword.

5.2.2.1. Only NCOs and Air Force Academy Cadets will carry swords.

5.2.2.2. Noncommissioned Officers will wear the sword while participating in ceremonies as flight sergeants, first sergeants, the COT with troops under arms, or as directed.

5.2.2.3. It is carried on the left side of the body attached using the leather frog with the guard to the front.

Figure 5.1. Saber and Sword Nomenclature

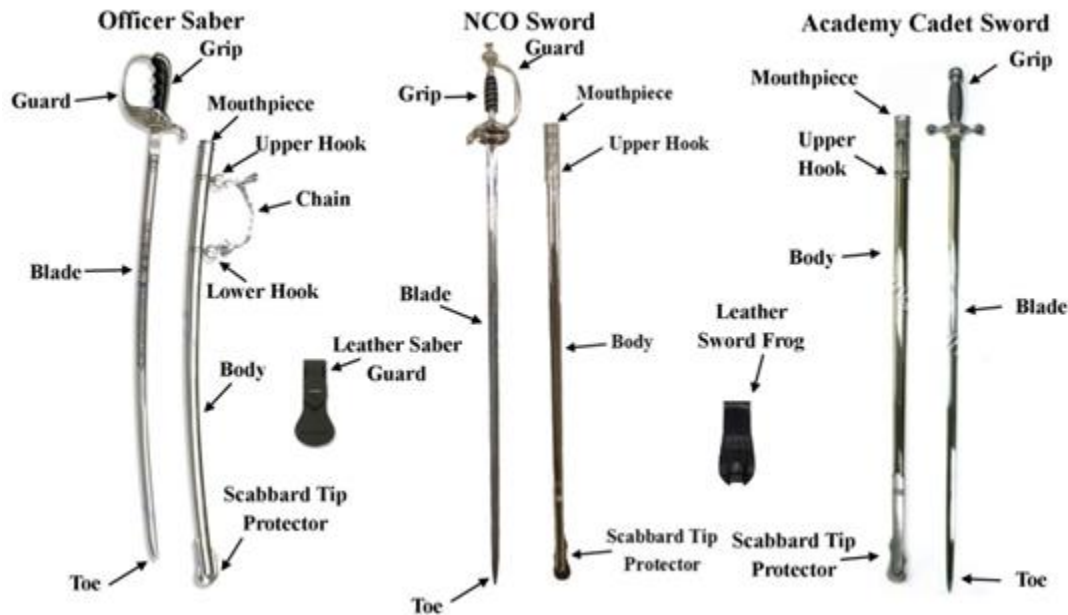


Figure 5.2. Proper Wear of the Saber and Sword with Scabbards



Section 5B—Saber and Sword Standing Drill

5.3. Positions of Attention.

5.3.1. **Attention.** This is the position before the command **Draw, SABER (SWORD)** and after the command **Return, SABER (SWORD)**. The position is identical to the procedures outlined in paragraph 2.1.

5.3.2. **Carry Saber (Sword).** At this position the officer/NCO 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 trousers. The point of the blade rests inside the point of the

shoulder and not along the arm. The tip of the saber (sword) will not extend past the top of the ear and will be no lower than the lowest point of the ear orifice. The optimal saber (sword) length places the tip of the blade directly in the middle of the ear. 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. The remaining fingers are joined in a natural curl behind the end of the hilt as if holding a pen or pencil.

Figure 5.3. Carry Saber (Sword)



5.3.2.1. The carry saber (sword) position is assumed under the following situations:

5.3.2.2. To give commands.

5.3.2.3. To change positions.

5.3.2.4. By officers when officially addressing (or when officially addressed by) another officer, if the saber is drawn.

5.3.2.5. By NCOs when officially addressing an airman, or when officially addressed by an officer, if the sword is drawn.

5.3.2.6. Before returning the saber (sword) to the scabbard.

5.3.2.7. At the preparatory command for (and while marching at) quick time and any preparatory command directing the Officer/NCO to face or march. **EXAMPLE:** *On the preparatory command of **Forward, MARCH**, return saber (sword) to carry from order on the 'W' of "For-Ward."*

5.3.3. Position of Order. This position refers to the position of attention when serving in a staff or flight sergeant position.

5.3.3.1. At the position of order the saber (sword) is held in the right hand with the thumb at the seam of the trousers and the tip of the blade six inches above the marching surface.

5.3.3.2. The saber (sword) is straight and not at an angle inward or outward in relationship to the body.

5.3.3.3. The rest of the body is at the position of attention (*paragraph 2.1.*).

Figure 5.4. Position of Order



5.4. Positions of Rest.

5.4.1. **Parade Rest.** The command for this movement is **Parade, REST.** This is a one count movement executed from the position of attention.

5.4.1.1. 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.

5.4.1.2. If at the position of carry, then let the saber (sword) fall to the order position.

5.4.1.3. If at the position of order, then the saber (sword) will not move.

Figure 5.5. Parade Rest

5.4.1.4. To return to the position of attention:

5.4.1.5. On the command of **ATTENTION**, the left hand and foot are returned to the position of attention.

5.4.2. **Ceremonial At Ease.** The command for this movement is **Ceremonial At, EASE.** This is a three count movement starting from the position of attention.

5.4.2.1. **(Count 1)** . Execute parade rest (*paragraph 5.4.1. and figure 5.5.*).

5.4.2.2. **(Count 2)** . Move the saber (sword) across the body, at waist level, directly in front and centered on the body. The tip of the saber (sword) is directly between and on-line with the left and the right foot. The tip of the sword is about 1-2 inches from the marching surface. The right thumb closest to the body; remaining fingers extended and joined farthest from the body. The left hand remains in the small of the back.

Figure 5.6. Ceremonial At Ease Count 2

5.4.2.3. **(Count 3)** . Reposition the left hand to meet the right hand in front of the body. Left hand (fingers extended and joined) lies on top of right hand; thumb wraps around the wrist with middle figure at the wrist bone.

5.4.2.4. Upon completion of the third count, slowly lower the saber (sword) to gently rest on the marching surface.

Figure 5.7. Ceremonial At Ease (Count 3)

5.4.2.5. To return to the position of attention:

5.4.2.6. The command is **Honor Guard, ATTENTION** or **Escort, ATTENTION**. This is a three count movement. On the preparatory command of **Honor Guard (Escort)**, move to the position of parade rest.

5.4.2.7. **(Count 1)** . The grip of the saber (sword) is grasped securely with the right hand. The left hand and the saber (sword) remain in position.

Figure 5.8. Honor Guard or Escort (Count 1)



5.4.2.8. **(Count 2)** . Assume the position of parade rest (*figure 5.5.*).

5.4.2.9. **(Count 3)** . On the command of **ATTENTION**, the left hand and foot are returned to the position of attention (*figure 5.4.*).

5.4.2.10. If returning to carry, simultaneously return the saber (sword) to the position of carry (*figure 5.3.*). **NOTE:** *If performing as COT or a solitary member in charge of a formation, then the individual will return to the position of carry after completing count 3, making this a four count movement. Whenever an individual is returning to the position of attention with the saber (sword) at carry, at the same time as other members in a formation, then they will snap to attention and return to carry in the same count.*

5.4.2.11. If returning to order, the saber (sword) does not move after count 2.

5.5. Present Arms/Order Arms.

5.5.1. **Present Arms.** The command is **Present, ARMS.**

5.5.1.1. On the “S” of **Present** bring the saber (sword) up (at a rate of two counts) so that the bottom of the grip is approximately four inches from the chin. The saber (sword) will rotate so that the guard is to the left.

5.5.1.2. The saber (sword) will be at a 45-degree angle (or six inches from the vertical position).

Figure 5.9. Present Arms (“S”)

5.5.1.3. On the command **ARMS**, the right hand is lowered (at the rate of three counts) with the flat of the blade upward, and the tip of the saber (sword) six inches from the marching surface. The thumb will “on top” and in-line with the blade.

Figure 5.10. Present Arms (“ARMS”)

5.5.2. **Order Arms.** The command is **Order, ARMS**. This is a two-count movement if returning to the position of carry. It is a one count movement if remaining at the position of order.

5.5.2.1. On the command **ARMS** return the saber (sword) to the position of order (*figure 5.4.*).

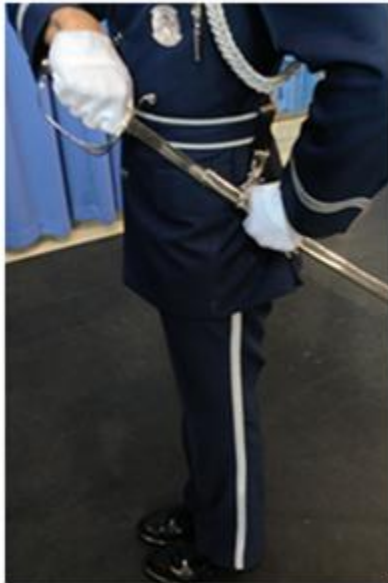
5.5.2.2. If returning to carry, return the saber (sword) to the position of carry (*figure 5.3.*).

5.6. Draw/Return Saber (Sword).

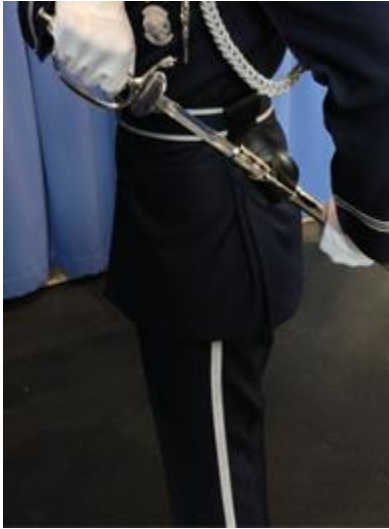
5.6.1. **Draw Saber (Sword).** The command for this movement is **Draw, SABER (SWORD).**

5.6.1.1. On the preparatory command **Draw**, grasp the scabbard with the left hand turning the scabbard clockwise 180-degrees, tilting it forward to form an angle of 45-degrees with the ground. Take the saber (sword) grip in the right hand and pull the saber (sword) about 6 inches from the scabbard. The right forearm should now be roughly parallel to the ground.

Figure 5.11. Draw Saber (“Draw”)



NOTE: While wearing the sword it is not possible to turn the scabbard due to the attachment method (leather sword frog without chain). NCOs must ensure that the sword is positioned with the guard facing forward when the sword is sheathed.

Figure 5.12. Draw Sword (“Draw”)

5.6.1.2. On the command of execution **SABER (SWORD)**, the saber (sword) is pulled out of the scabbard in a two-count movement and held in the position of *carry saber (sword)*.

5.6.1.3. **(Count 1)** . Draw the saber (sword) smartly, raising the right arm to its full extent, directly to the front at an angle of about 45-degrees, the sword in a straight line with the arm, guard is facing away from the body; pin the left hand (*figure 5.13*).

Figure 5.13. Draw Saber (Sword) (Count 1)

5.6.1.4. **(Count 2)** . Bring the sword to the position of carry by bringing the right hand straight down with the thumb on the seam of the trousers with the inner blade-edge riding in a vertical position along the forward tip of the right shoulder (*figure 5.3*).

5.6.2. **Return Saber (Sword)**. The command is **Officers (Noncommissioned officers), Return, SABER (SWORD)**. This is a three count movement starting from the position of

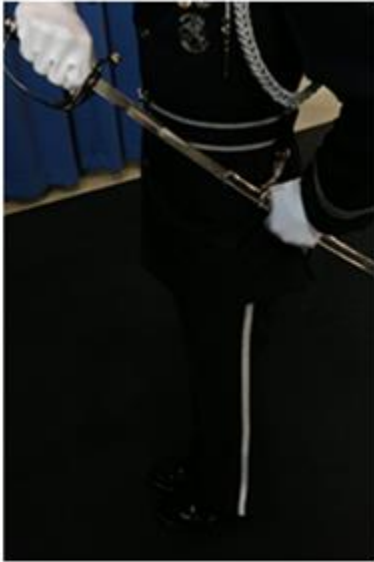
carry. If at the position of order, member will move to the carry position on the preparatory command of **Officers (Noncommissioned officers)**. The saber (sword) will be returned to the scabbard when inspecting troops and may be returned when at ease, rest, route step or at ease march.

5.6.2.1. On the preparatory command **Return** the saber (sword) is brought to a vertical position. The forearm (wrist) is held parallel to the marching surface about four inches from the body; the guard is pointed to the left.

Figure 5.14. Return Saber (Sword) (“Return”)



5.6.3. On the command **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. 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 quick as possible, the saber (sword) is inserted into the scabbard and stopped so that about 12 inches of the blade is showing; the right forearm (wrist) is horizontal to the marching surface and four inches from the body.

Figure 5.15. Return Saber (“SABER”)

NOTE: While wearing the sword it is not possible to turn the scabbard due to the attachment method (leather sword frog without chain). NCOs must ensure that the sword is positioned with the guard facing forward when the sword is sheathed.

Figure 5.16. Return Sword (“SWORD”)

5.6.3.1. Next the command **Ready, CUT** is given. On the command **CUT** thrust the saber (sword) smartly into the scabbard; Officers will rotate the scabbard so the tip is forward, and snap to attention (*figure 2.1.*).

Section 5C—Saber and Sword Marching Drill

5.7. General. Individuals marching with a saber (sword) will never suspend arm swing, except when picking up a mark time or if stated in this manual.

5.8. Port Arms. Is executed on the command **Double Time, MARCH.** The position is assumed only from the position of carry.

5.8.1. On the command **Double Time,** swing the right arm naturally across and four inches in front of the body while canting the saber (sword) 45-degrees from the vertical position with the guard facing to the left.

5.8.2. Grasp the scabbard with the left hand.

Figure 5.17. Port Arms



5.9. Eyes Right (Left)/Ready Front.

5.9.1. **Eyes Right (Left).** The command is **Ready, Eyes, RIGHT (LEFT).**

5.9.1.1. On the right (left) foot; the command **Ready** is given and no action is taken. *NOTE: The initial preparatory command **Ready** is only used when marching with a guidon bearer.*

5.9.1.2. On the next right (left) step; the command **Eyes** is given and the saber (sword) is brought up to the first count of present arms. At the same time, arm swing is suspended.

Figure 5.18. Eyes Right (“Eyes”)

5.9.1.3. On the next right (left) step; no action is taken.

5.9.1.4. On the fourth right (left) step the command **RIGHT (LEFT)** is given.

5.9.1.5. On the very next step, turn the head sharply to the right (left) at a 45-degree angle, and the saber (sword) is brought downward, six inches from the marching surface, completing present arms.

5.9.1.6. Resume coordinated arm swing upon completion of the movement. The right arm is swung naturally, flexing the wrist to keep the tip of the blade level (about six inches) above the marching surface. This requires extending the wrist on the forward movement and elevating the wrist on the rearward movement.

Figure 5.19. Eyes Right (“RIGHT”)

5.9.2. **Ready Front.** The command is **Ready, FRONT.**

5.9.2.1. On the left (right) foot; the command **Ready** is given and no action is taken.

5.9.2.2. On the second left (right) foot return the saber (sword) to the order position.

Figure 5.20. Ready Front (Order Position)



5.9.2.3. On the third left (right) foot; the command **FRONT** is given.

5.9.2.4. On the very next step, turn the head sharply to the front and return the saber (sword) to the carry position.

Figure 5.21. Ready Front (Carry Position)



NOTE: Maintain arm swing throughout the duration of the movement.

Chapter 6

GUIDON BEARER

Section 6A—General Information

6.1. Responsibilities. The guidon bearer during ceremonies with honor guard participation is responsible for assisting and ensuring the correct execution of ceremonial sequences by the COT. The guidon bearer must have a thorough and complete knowledge of the ceremony being performed.

6.2. Positioning. The guidon bearer is positioned one pace to the left and one pace to the rear of the COT. Take the position one pace to the rear and one pace to the left of the COT. When marching, adjust flanking movements to maintain this position. **Left Flank, MARCH** is followed by two-count **Mark, TIME** and the **Right Flank, MARCH** is a two-step half-right flank followed by another half-right, all movements are generally given by the COT, however there are ceremonies that call for pre-determined, synchronous movements and for the guidon bearer to be temporarily out of the proper position.

6.2.1. Facing commands are given without direction as the COT (facing the guidon bearer) executes an opposite facing movement. Be mindful of the direction of travel when the command **Guidon, Ready, FACE** is given. During short-distance carries, the guidon bearer may not be afforded the formal port or right shoulder position. In this case, discreetly lift the staff enough to clear the ground and execute the facing/marching movement.

6.2.2. Again, during ceremonies, when marching with the COT, the guidon bearer executes order arms after halting in conjunction with the COT's movements. For example, execute count one of order arms automatically upon halting and execute count two on the third count of the COT's three-count About Face.

6.3. Automatic Sequences. As outlined in this chapter, the guidon bearer is "linked" with the color team and the COT during ceremonies. This means there are areas in the guidon manuals that are executed or finished in cadence with either the COT or the color team. This general guideline applies when working solely with the COT, movements are executed/finished with COT's movements and when the color team is present, movements are executed/finished with the color team.

6.4. Cadence. The guidon bearer will execute all movements in cadence with the formation, color team and COT.

6.5. Uniform Requirements. The guidon bearer will not wear the ceremonial belt. The chinstrap will only be worn in the down position when required. Refer to paragraph 16.7. for proper wear of the ceremonial hat and chinstrap. The left glove should not be silicone.

Section 6B—Guidon Standing Drill

6.6. Attention (Order). The flagstaff will be held in the right hand, palm on the front of the staff, fingers and thumb grasping the staff tightly. The right index finger is extended down the centerline of the staff. The right arm is fully extended with the right thumb pinned along the

seam of the trousers. The pike of the staff is grounded approximately two inches from the side of the foot or so the staff is perpendicular to the ground.

Figure 6.1. Attention



6.7. Parade Rest. The command is **Parade, REST.** This is a two-count movement executed from the position of order.

6.7.1. **(Count 1)** . On the preparatory command of **Parade**, release the right hand from the staff and re-grip the staff directly above the right shoulder.

Figure 6.2. Parade Rest (Count 1)



6.7.2. **(Count 2)** . On the command of execution, slap the left hand sharply in the small of the back, palm out, fingers joined and extended. Simultaneously and briskly move the left foot six to eight inches to the left, extending the guidon forward to a 45-degree angle keeping the pike in the same position with the right arm fully extended and parallel to ground.

Figure 6.3. Parade Rest (Count 2)

6.8. Ceremonial At Ease. The command is **Ceremonial At, EASE**. This is a four-count movement executed from the position of order.

6.8.1. **(Count 1)** . On the preparatory command of **Ceremonial**, execute count one of parade rest (*paragraph 6.7.1. and Figure 6.2.*).

6.8.2. **(Count 2)** . Execute count two of parade rest (*paragraph 6.7.2. and Figure 6.3.*).

6.8.3. **(Count 3)** . Move the staff across the body and grasp with the left hand at directly in front of the chest just below the chin. Staff should be directly over the left eye. Simultaneously extend the right arm fully parallel to the staff and flaring the right hand with thumb tucked.

Figure 6.4. Ceremonial at Ease (Count 3)

6.8.4. **(Count 4)** . Smartly place the right hand directly under your left, both hands maintaining contact with none of the staff visible between the hands. Simultaneously toe the pike against the foot while placing the right hand.

Figure 6.5. Ceremonial At Ease (Count 4)

6.8.5. To return to attention:

6.8.6. **(Count 1)** . On the preparatory command of **Guidon, Honor Guard or Escort**, release the staff with the right hand and re-grip above the left hand. Emphasize the “half” count, by suspending the right fist in front of the left (without touching the left hand) before re-grasping the guidon.

Figure 6.6. Attention from Ceremonial At Ease (Count 1)

6.8.7. **(Count 2)** . Move to the completed position of Parade Rest (*paragraph 6.7.2. and Figure 6.2.*)

6.8.8. **(Count 3)** . On the command of execution, snap back to the position of Attention (*paragraph 6.6. and Figure 6.1.*)

6.9. Port Arms [From Order]. This is a four-count movement used to carry the guidon.

6.9.1. **(Count 1)** . On the command of execution, grasp the guidon approximately six inches below the midsection of the staff with the left hand.

Figure 6.7. Port Arms (Count 1)

6.9.2. **(Count 2)** . Lift the staff four to six inches off the ground with the left hand until the left forearm is parallel to the ground, keeping the right arm fully extended, sliding the staff through the right hand's grip.

Figure 6.8. Port Arms (Count 2)

6.9.3. **(Count 3)** . Flare the left hand in front of the guidon, fingers fully extended and joined, thumb tucked behind the fingers. Hand and forearm are parallel to the ground, across the abdomen, approximately four inches (one fist's distance) from the body.

Figure 6.9. Port Arms (Count 3)

6.9.4. **(Count 4)** . Cut the left hand straight down and back to the position of attention. Keep the guidon staff perpendicular to the ground throughout this manual. NOTE: In ceremonies, the command of Port Arms taken from NCT and executed with the color team.

Figure 6.10. Port Arms (Count 4).

6.10. Right Shoulder Arms [From Order]. This is a four-count movement used to carry the Guidon. It is the same movement as Port Arms (from attention) except that it is performed on the command **Right Shoulder, ARMS** and the guidon bearer will stop at count three. Count four will be executed on the command **Colors, Ready, CUT.** (Figure 6.7., 6.8., 6.9., 6.10.)

6.11. Order Arms [From Port and Right Shoulder]. This is a one count movement used to return to the position of attention.

6.11.1. On command of execution, drop the staff to the ground through the right hand allowing pike to hit no more than once.

6.11.2. Simultaneously flare the left hand in front of the flag, fingers fully extended and joined, thumb tucked behind the fingers. Hand and forearm are parallel to the ground, across the abdomen, and approximately four inches (one fist distance) from the body. This is the Ready Cut position.

Figure 6.11. Order Arms [From Port and Right Shoulder]



6.11.3. On the command of **Colors, Ready, CUT**, sharply bring the left forearm to the left side, parallel to the ground, elbow pulled straight back and touching the torso, and hand in a fist as if at the position of attention (*Count One*). Then, sharply bring down to the position of attention. (*Count 2*) (*Figure 6.1.*).

Figure 6.12. Colors, Ready, Cut [Count 1]

NOTE: In ceremonies, when marching with the COT, the counts are executed in conjunction with the COT's movements. For example, execute count one automatically upon halting (i.e. when the COT and guidon bearer are marching together), and execute count two on the third count of the COT's Three-Count About Face.

6.12. Present Arms. This is a three-count movement, used to salute with the guidon when rendering honors.

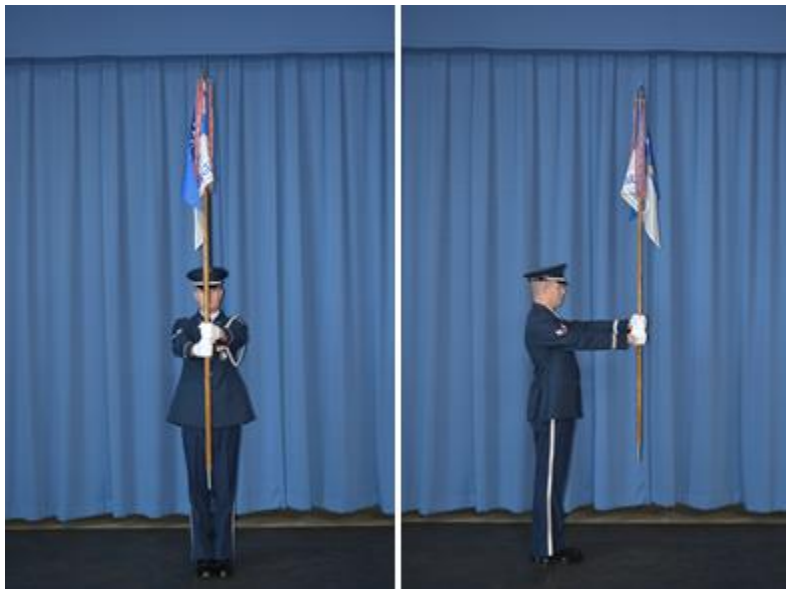
6.12.1. Automatically release the flagstaff with the right hand and smartly re-grip the staff so that the thumb is behind the flagstaff and the four fingers are in front of the flagstaff, fingers are flared, knuckles facing forward. This is called a “*hand-flip*.” The hand-flip signals the COT to give the command of **Present, ARMS**.

Figure 6.13. Present Arms [Hand-Flip]

6.12.2. On the “P” of **Present**; using the right hand, raise the staff vertically in front of the right shoulder, with right arm fully extended straight forward parallel to ground, simultaneously extend the left arm straight forward in the same fashion.

Figure 6.14. Present Arms (“P”)

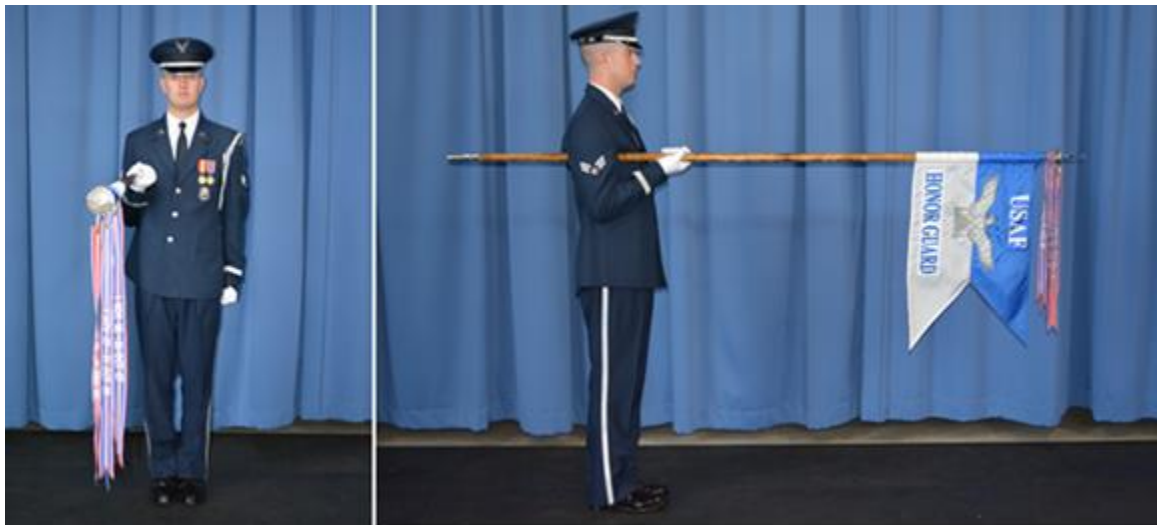
6.12.3. On the “S” of Present; grasp the staff, left hand over right, maintaining contact. Ensure none of the staff is visible between the right and left hands.

Figure 6.15. Present Arms (“S”)

6.12.4. (**Counts 1 and 2**) . On the command of execution, keeping the left arm extended forward and parallel to ground, smoothly slide the staff through the left hand until either the right hand is pinned to the side or the left hand makes contact with the banner, whichever comes first. Moving the guidon to this 45-degree angle is done in a two-count movement. NOTE: It is necessary to slightly loosen grip of left hand to allow staff to slide smoothly.

Figure 6.16. Present Arms (Counts 1 and 2)

6.12.5. **(Count 3)** . Smartly place the staff into the right armpit horizontal and parallel with the ground. Simultaneously move the left hand back to the position of attention. The right arm is bent, holding the staff comfortably.

Figure 6.17. Present Arms (Count 3)

6.12.6. Discreetly “flatten” the spade.

6.13. Order Arms [From Present]. This is a three count movement.

6.13.1. On the “O” and “D” of **Order** execute the preparatory counts of present arms (from attention) (*paragraphs 6.12.2. through 6.12.3. using only arm motion and keeping upper body motionless. (Figures 6.14. and 6.15.)*)

6.13.2. **(Count 1)** . On command of execution, guide the staff to the “count three” position of port arms (from order) (*paragraph 6.9.3. and figure 6.9.*).

6.13.3. **(Count 2)** . Stand-fast at the position of port. (*figure 6.9.*)

6.13.4. **(Count 3)** . Drop the staff to the ground sliding it through the right hand, keeping the left hand at the ready cut position with flagstaff at order. (*figure 6.11.*)

6.13.5. Execute the “two-count ready cut” on the command of **Colors, Ready, CUT** to complete the movement (*paragraph 6.11.3. and figures 6.12. and 6.1.*)

6.14. Right Shoulder Arms [From Present]. This is a five count movement.

6.14.1. In ceremonies, this command serves primarily to synchronize the guidon bearer with the color team. The guidon bearer will hold their cut hand for count two, three, and four, and cut on the fifth count with the color team also returning to right shoulder.

6.14.2. On the “O” and “D” of **Order** execute the preparatory counts of present arms (from attention) (*paragraphs 6.12.2. through 6.12.3.*)(*figures 6.14. and 6.15.*)

6.14.3. **(Count 1)** . On command of execution, guide the staff to the “count three” position of port arms (from order) (*paragraph 6.9.3. and figure 6.9.*)

6.14.4. **(Count 2)** . Stand-fast at the position of port.

6.14.5. **(Count 3)** . Stand-fast at the position of port.

6.14.6. **(Count 4)** . Stand-fast at the position of port.

6.14.7. **(Count 5)** . Cut the left hand straight down and back to the “count 4” position of right shoulder arms (*figure 6.10.*)

6.15. Port Arms [From Present]. This is a two-count movement.

6.15.1. On the “P” and “T” of **Port**, or “O” and “D” of **Order** execute the preparatory counts of present arms (from attention) (*paragraphs 6.12.2. through 6.12.3. and figures 6.14. and 6.15.*)

6.15.2. **(Count 1)** . On command of execution, guide the staff to the “count three” position of port arms (from order) (*paragraph 6.9.3. and figure 6.9.*)

6.15.3. **(Count 2)** . Cut the left hand straight down and back to the “count 4” position of port (*figure 6.10.*)

6.16. Present Arms [Hand Present]. This is a three count movement

6.16.1. Refer to paragraph 6.12.1. and figure 6.13.

6.16.2. On the “S” of **Present**; re-grasp the staff to the proper position of attention.

6.16.3. **(Count 1)** . On the command of **ARMS** bring the left hand up to the “ready cut” position (*paragraph 6.11. and figure 6.11.*)

6.16.4. **(Count 2)** . Stand-fast.

6.16.5. **(Count 3)** . Flip the hand so the palm is facing down and at the same time position the thumb along the forefinger creating a proper flared hand.

Figure 6.18. Present Arms [Hand Present] (Count 3)

6.17. Order Arms [From Hand Present]. This is a five count movement.

6.17.1. **(Count 1)** . On the command of execution, stand-fast.

6.17.2. **(Count 2)** . Stand-fast.

6.17.3. **(Count 3)** . Stand-fast.

6.17.4. **(Count 4)** . Stand-fast.

6.17.5. **(Count 5)** . Bring the left hand up to the “ready cut” position (*paragraph 6.11. and figure 6.11.*).

Section 6C—Guidon Marching Drill

6.18. Forward March. This is a four count movement.

6.18.1. Automatically perform the hand-flip (*paragraph 6.12.1. and figure 6.13.*). The hand-flip signals the COT to give the command of **Forward, MARCH.**

6.18.2. On the “F” and “W” of **Forward** execute the preparatory counts of present arms [from attention] (*paragraphs 6.12.2. through 6.12.3. and figures 6.14. and 6.15.*).

6.18.3. **(Count 1)** . On command of execution, execute count one of right shoulder arms [from present arms] (*paragraph 6.14.3.*), simultaneously stepping off with the left foot.

Figure 6.19. Forward March (Count 2)

6.18.4. (Count 2) . Dead step on first right step.

6.18.5. (Counts 3 and 4) . Execute the “two-count ready cut” to complete the movement (*paragraph 6.11.3.*).

Figure 6.20. Forward March (Counts 3 and 4)

6.18.6. Resume coordinated arm swing on the next left step.

6.19. Angle Port. This one-count movement is used when the guidon bearer encounters low overhead clearance or obstacles. This movement is executed from the position of port and right shoulder, at the discretion of the guidon bearer, without any commands.

6.19.1. Move the guidon in front of the body and grasp with the left hand at chest height, right hand flared and aligned along the staff at the right thigh level. The guidon is angled so

that the staff is in front of the left shoulder but may be adjusted accordingly to clear the obstacle.

Figure 6.21. Angle Port



6.19.2. To return to a straight port, move the guidon back to the position of port/right shoulder with an opposite one-count movement, cutting the left hand with a two-count ready cut on the next available left foot (*figures 6.19 and 6.20.*). Upon completion of the movement, resume normal arm swing.

6.20. Eyes Right (Left)/Ready Front.

6.20.1. Eyes Right (Left).

6.20.1.1. The command for this movement is **Ready Eyes, RIGHT (LEFT)**. The movement is executed in the same manner as present arms (*paragraph 6.12.*).

6.20.1.2. On the right (left) foot; the command **Ready** is given and the guidon bearer will execute the hand-flip. Momentarily hold the staff with the left hand to execute hand-flip then return left hand suspending arm swing.

Figure 6.22. Eyes Right (Left) (Hand-Flip)



6.20.1.3. On the next right (left) step; on command **Eyes** execute the preparatory counts of present arms (from attention) (*paragraphs 6.12.2. through 6.12.3.*).

Figure 6.23. Eyes Right (Left) (Eyes)



6.20.1.4. On the next right (left) step; fluidly execute counts one and two of present arms (*paragraph 6.12.4.*) completing the movement during the “dead-count” of the third right step.

Figure 6.24. Eyes Right (Left) (Count 1 and 2)

6.20.1.5. On the fourth right (left) step; on the command **RIGHT (LEFT)** execute count three of present arms (*paragraph 6.12.5.*), simultaneously turning the head 45-degrees to the right (left) with snap, on the immediate/following left step while ensuring suspended arm swing.

Figure 6.25. Eyes Right (Left)

6.20.1.6. **Ready Front.** The command is **Ready, FRONT.**

6.20.1.7. On the left (right) foot; the command **Ready** is given and the guidon bearer will execute the preparatory counts of present arms [from attention] (*paragraphs 6.12.2. through 6.12.3.*).

Figure 6.26. Ready Front (Ready)

6.20.1.8. On the second left (right) foot perform a dead step.

6.20.1.9. On the third left (right) foot; on the command **FRONT**, guide the staff to the “count three” position of port arms [from order] while simultaneously returning the head forward (*paragraph 6.9.3. and figure 6.19.*).

6.20.1.10. Cut the left hand on the next available left heel beat in cadence with the march, resuming arm swing (*figure 6.20.*).

PART 2.**CEREMONIES****Chapter 7****COLORS*****Section 7A—General Information***

7.1. Background. Throughout history, the Colors, otherwise known as flags, standards, banners, and pennants, were used to represent countries, distinguished governmental subdivisions, agencies, military units, officials, and functioned as forms of signaling devices. In times of battle, the position of flagbearer was awarded to those who possessed supreme levels of bravery, confidence, and loyalty. The flagbearer's mission was to carry the Colors, rally the forces, lead the charge, and protect the flags with their lives, if necessary. Armed guardsmen were often assigned a position flanking the flagbearer to ensure the defense of the flag, forming a color guard. Today, these color teams serve a significant ceremonial purpose and forever hold a place in America's history, traditions, and protocol.

7.2. Protocol. Title 36, United States Code Chapter 10, governs flag etiquette and protocol. This law is intended to always maintain the U.S. National Flag in the position of honor, whenever exhibited. Military tradition has added its own customs in addition to that outlined in the U.S. Code.

7.2.1. Individuals will utilize AFI 34-1201, Chapter 2 and AFPAM 34-1202, Chapter 2 for all flag protocol and guidance.

7.2.2. For guidance regarding flag requirements to include Personal Colors (PC) refer to Attachment 2, Table of Honors, in AFI 34-1201.

7.3. Requirements. 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.

7.3.1. Never dip the National flag.

7.3.2. Only dip non-national flags at the appropriate times, i.e. during the playing of national anthems, muffled ruffles, Taps etc. Refer to AFI 34-1201, paragraph 2.22.9. for specifics on dipping the USAF Departmental Flag. NOTE: If the Pledge of Allegiance is given after the playing of the National Anthem then the NCT will give the subdued command Bearers, Ready, TWO to return the USAF Flag to port or right shoulder. The USAF Flag will not be dipped during the Pledge of Allegiance.

7.3.3. Never allow a flag to touch the ground. Take care when handling flags/flag staffs around doors, ceilings, people and other obstacles.

7.3.4. 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 rank and experience level). As a guide line, there should never be more than two inches between the tallest and shortest individuals on the team.

7.3.5. The NCOIC of the color team (NCT) will be holding the U.S. or National flag and will call commands from this position only.

7.3.6. 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.

7.3.7. The right rifle guard is the second most experienced and the left rifle guard should be the third most experienced. NOTE: Honor guards should make every effort to assign the flagbearer duties to NCOs. The rifle guards should be experienced Junior Enlisted Airmen.

7.3.8. The flags should always be carried and displayed in proper order. IAW AFI 34-1201, paragraph 2.11. the order (from front to rear when in column formation and from left to right as the audience views the team when in line formation) is as follows:

7.3.8.1. National Emblems (i.e.: U.S. Flag, any other country flag).

7.3.8.2. President of the United States (POTUS).

7.3.8.3. State and Territorial Flags.

7.3.8.4. Service Flags (Army, Marines Corp, Navy, Air Force, Coast Guard).

7.3.8.5. Organizational Flags.

7.3.8.6. Personal Color (never part of a color team; pre-posted i.e.: 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 flags is subject to change. Refer to AFI 34-1201, paragraph 2.10.5. for guidance on the proper display of National flags.

7.3.9. For all Air Force ceremonies, funerals and community relations events the color team will, at a minimum, consist of the U.S. and USAF Colors.

7.4. Composition and Formation. From front to rear, or right to left, the order will be the right rifle guard, the U.S. National Flag, 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.

7.4.1. **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.

Figure 7.1. Column (Single File)

7.4.2. **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. NOTE: It is not recommended to have more than six flags (eight-person team), as this would render the team difficult to maneuver.

Figure 7.2. Line (Single Rank/Abreast)

7.4.3. **Location.** If performing a military funeral without an armed escort and the USAF Band (i.e. SHF for AD deaths, MOH recipients and repatriations) then the color team is positioned at a minimum of 10 to 15 paces (depending on obstacles) and centered on the foot of the casket. 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.

7.5. Responsibilities. Each honor guard color team consist of at least one flagbearer and two rifle guards.

7.5.1. **National Flagbearer.** The bearer of the U.S. flag is also the NCT. The NCT is responsible for the entire color team including PC. The NCT is responsible for the appearance, conduct, and performance of the color team. They must ensure all members are well versed on their positions and ceremony sequences. 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, without detracting from the ceremony. This position on the color team should be reserved only for the most experienced personnel. The NCT should be an NCO.

7.5.2. USAF Flagbearer. Is generally the least experienced on the team and is responsible for performing all commands on the NCT's command of execution.

7.5.3. 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 team's 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.*

7.6. Equipment.

7.6.1. Air Force Outdoor Ceremonies or Indoors with High Ceiling and Flags Will Not Be Posted:

7.6.1.1. U.S. National Colors (4'4" X 5'6").

7.6.1.2. USAF Colors (4'4" X 5'6' with campaign streamers). *NOTE: Remove streamers during inclement weather.*

7.6.1.3. Staffs of equal length (9') and design; silver spade finial.

7.6.1.4. Additional Colors as appropriate (i.e. state/territorial and organizational).

7.6.1.5. Flag harnesses (black leather with high-gloss finish).

7.6.1.6. Two rifles with white/black slings.

7.6.1.7. White/black siliconed gloves.

7.6.1.8. Ceremonial belts.

7.6.1.9. PC with blue ceremonial case (as required).

7.6.2. Air Force Indoor Ceremonies in which Flags Will Be Posted and/or with Low Ceiling:

7.6.2.1. U.S. National Colors (3'x4').

7.6.2.2. USAF Colors (3'x4').

7.6.2.3. Staffs of equal length (7' is recommended/8' is an option) and design; silver spade finial.

7.6.2.4. Flag harnesses (black leather with high-gloss finish).

7.6.2.5. Two rifles with white slings.

7.6.2.6. White siliconed gloves.

7.6.2.7. Ceremonial belts.

7.6.2.8. Flag stands (chrome, pipe shaft on disc base).

7.6.2.9. PC Colors with blue ceremonial case (as required).

7.6.3. Joint Service (JS) Ceremonies (Indoor and Outdoor):

7.6.3.1. USAF Colors (4'4"x5'6" with campaign streamers).

7.6.3.2. Staff length of 9' with silver spade finial.

7.6.3.3. Flag harness (black leather with high-gloss finish, see Figure 7.3.).

7.6.3.4. White siliconed gloves.

7.6.3.5. Ceremonial belts. **NOTES:** *1. The two primary sizes of flags used are 3'x4' and 4'4"x5'6". Generally, the smaller flag is used for indoor ceremonies involving posting of the colors. All flags within a color team will be the same size and style (ceremonial with fringe). 2. The length of the staff is dependent on the flag's size. All staffs within a color team will be the same length, color and be affixed with the silver spade type finial. Refer to AFI 34-1201, Chapter 2. 3. IAW AFI 34-1201, flagstaffs will be ash in color. Ash is a light/blonde craft wood from Ash trees and is best known as the wood of choice for baseball bats. Its appearance, elasticity, strength to weight ratio and durability make it ideal for flagstaffs.*

Figure 7.3. Flag Harness



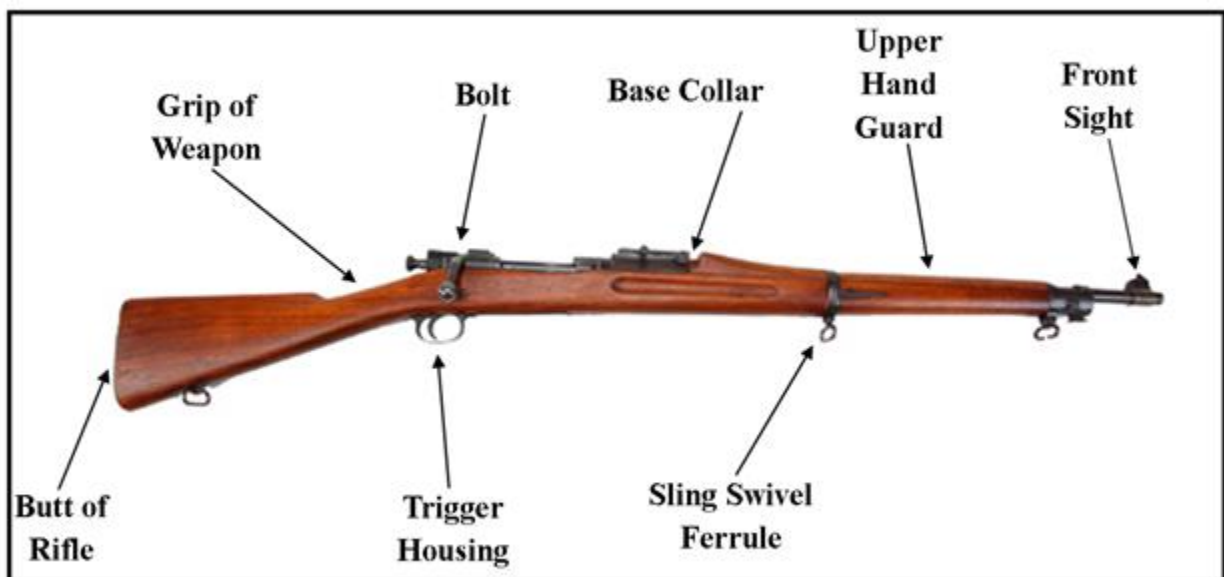
Figure 7.4. Flag Staff Nomenclature



7.6.4. Weapons. M1, M14, and Springfield 1903 rifles are authorized rifles for Air Force Color Teams. Replica/mock rifles should be avoided. Honor guards will make every attempt to acquire and utilize functional weapons, whether inert or operational. See figures 2.14. and 4.1. for M14 and M1 rifle nomenclature.

7.6.4.1. All USAF Honor Guard Color Teams will be armed with the Springfield 1903 rifle.

Figure 7.5. Springfield 1903 Rifle Nomenclature



7.6.4.2. In a deployed/forward operating location where no ceremonial weapons are available the M4 or M16 will only be used as a last resort, as mission dictates and only while performing ceremonies in the prescribed utility uniforms.

7.6.4.3. Rifle guards are authorized to carry a sidearm (i.e. M9 pistol or .38 caliber revolver) in a black patent leather holster if no rifles are available (*figure 8.2.*).

7.6.4.4. Weapons will not be carried on color teams taking place inside a church or place of worship.

7.6.4.5. USAF Color Team will never be armed with sabers/swords.

7.6.4.6. Weapons will never be fixed with bayonets.

7.7. Uniform Requirements. Flag harnesses and the ceremonial belt will be worn for all color teams, regardless of whether or not the harness will be used. The belt will be worn over the harness. The harness will be worn under the epaulets in all uniforms. The left shoulder strap of the harness will be worn over and on top of the right strap when viewed from the rear, see Figure 7.3. Chinstraps will always be worn in the down position.

7.7.1. Hats will not be worn indoors if the color team is not under arms, i.e. inside a church or place of worship. **EXCEPTION:** *When performing as a flagbearer during an indoor event and an armed color team is present during any portion of the event then the flagbearer will wear the proper headgear in order to maintain uniformity with the color team throughout the ceremony.* **NOTE:** *When performing color teams in the Service Dress uniform the harness is only worn if being utilized during the ceremony. Airmen must adhere to AFI 36-2903 at all times. This means, white gloves are not authorized in Service Dress and will not be worn by the color team when they are wearing the service uniform or service dress. Although not a requirement, the Service Cap should be worn in these situations.*

7.8. Commands. The supplementary command of **Colors** will be called for all commands when performing with another element (i.e. funerals when marching as part of the escort, during parades, 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, without being disruptive, obnoxious or disrespectful.

7.8.1. All commands echoed by the NCT are performed on the COT's 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**.

7.8.2. All commands given or echoed by the NCT while marching are given and executed on the left foot, except **Right Shoulder, ARMS, Eyes, RIGHT** and **Ready, FRONT** (from eyes left only).

7.8.3. Whenever it is necessary for either the flagbearers or rifle guards to perform movements independently from each other, than the preparatory command of **Bearers**, for the flagbearers, or **Guards**, for the rifle guards, will be called. The preparatory command of **Colors** is used to command the color team, both flagbearers and rifle guards. **NOTE:** *This is the reason that the preparatory command of Colors always precedes Ready, CUT when*

moving to right shoulder regardless of whether or not the team is performing with another element.

7.8.4. NCT will call all commands from the same position as the rest of the team and will execute the movement on their own command of execution.

7.8.5. At all other times, NCTs will follow the guidance dictated in Chapter 2 of AFMAN 36-2203.

Section 7B—Standing Flagstaff Manuals

7.9. Position of Attention. The flagstaff will be held in the right hand, palm on the front of the staff, fingers and thumb grasping the staff tightly. The right index finger is extended down the centerline of the staff. The right arm is fully extended with the right thumb pinned along the seam of the trousers. The pike of the staff is grounded approximately two inches from the side of the foot and in-line with the second eyelet on the shoe so the staff is perpendicular to the ground. The flag is secured between the flagstaff and right arm. All other applicable requirements outlined in paragraph 2.1. will be adhered to.

Figure 7.6. Attention



7.10. Parade Rest. The command for this movement is **Parade, REST**. This is a one-count movement performed from the position of attention. On the command of execution, slap the left hand sharply in the small of the back, palm out, fingers joined and extended. Simultaneously and briskly move the left foot six to eight inches to the left in stomping motion. The flagstaff remains at the position of attention.

Figure 7.7. Parade Rest

7.11. Stand At Ease. The command for this movement is **Stand At, EASE.** This is a two-count movement performed from the position of attention.

7.11.1. **(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.

Figure 7.8. Stand At Ease (Count 1)

7.11.2. **(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.

Figure 7.9. Stand At Ease (Count 2)



NOTES:

1. On count one, 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 flagbearer).

*2. If it becomes necessary to re-secure the flag between the flagstaff and the right arm the NCT will give the subdued command **Bearers, Ready, TWO**. On the command of execution the flagbearers will grasp the midsection of the staff at a fist, with the left forearm parallel to the ground and then re-secure the flag with the right hand. After the flags have been secured, NCT will command **Bearers, Ready, TWO** again to return the left hand to the cup.*

7.11.3. To return to attention. The command is **Stand-by, Colors, ATTENTION**. This is a two-count movement performed from the position of stand at ease.

7.11.4. On the preparatory command of **Colors** return to the position of parade rest (*paragraph 7.10. and figure 7.7.*).

7.11.5. On the command of execution, sharply return to the position of attention (*paragraph 7.9. and figure 7.6.*).

7.12. Port Arms [From Attention]. The command for this movement is **Port, ARMS**. This is a three-count movement, utilized to keep the colors mobile, yet close to the ground. It is used during the posting sequence and if there is low overhead clearance, whether indoors or outdoors.

7.12.1. **(Count 1)** . Upon the command of execution, **ARMS**, the flagbearers will bring their left hand across the mid-section of the body and grasp the flagstaff approximately six inches below the midsection of the staff (left hand will be closer to the right at or below waist level) with the left hand.

Figure 7.10. Port Arms (Count 1)

7.12.2. **(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.

Figure 7.11. Port Arms (Count 2)

7.12.3. **(Count 3)** . For the final count, the flagbearers will place their hand the cut hand (*figure 1.12.*) 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:** *Flared hand will always be in front of the flag.*

Figure 7.12. Port Arms (Count 3)



7.13. Angle Port Arms. The command for this movement is **Bearerers, Ready, TWO**. This command should always be given in a subdued manner. The flag is lowered at a three second cadence. This is the only authorized period where the U.S. National Flag is dipped. Ensure subordinate flags are not angled higher. This position is a fundamental starting/ending point when marching with flagstuffs. When marching at port arms or when ready to move the flag to the harness, angle port is necessary.

7.13.1. Upon the command of execution, the flagbearers will lower their flags to a 45-degree angle. Flagbearers 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 with the natural gap of the thumb and index figure resting on the top of the flagstaff. Thumb of the Right hand will not be visible and will not be grasping the staff. 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.*

Figure 7.13. Angle Port Arms

7.13.2. To go back to (straight) port arms the command of **Bearerers, Ready TWO** will be given again. On the command of execution, flagbearers will slowly raise the flag back to a vertical position (at a three second cadence) and ensure that the flag is four to six inches of the ground. Once in the vertical position the flagbearers will slowly bring their hand to the proper flare in front of the flag itself (*Figure 7.12.*).

7.14. Order Arms [From Port]. The command for this movement is **Order, ARMS**. This is a two-count movement performed from the position of port.

7.14.1. **(Count 1)** . Upon the command of execution, flagbearers will allow the flagstaff to slide through their right hand to the ground allowing the pike to impact the marching surface no more than once. Do not grab the flagstaff with the left hand until the pike is on the ground.

Figure 7.14. Order Arms [From Port] (Count 1)

7.14.2. Next, the flagbearers 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 flagbearers depending on the situation. Ensure to keep the torso and head facing forward while securing the flag.

Figure 7.15. Flag “Tuck/Throw” [From Order]

7.14.3. Once the flag has been secured, the flagbearers 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 ready cut position (*Figure 7.14.*).

7.14.4. At this point the command of **Ready, CUT** is given.

7.15. Ready Cut [From Order]. The command for this movement is **Ready, CUT**. This is a two-count movement used to return to the position of attention after completing order arms from port.

7.15.1. (**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 (hand is closed as if at the position of attention). Left elbow is now at a 90-degree angle with the forearm parallel to the ground.

Figure 7.16. Ready Cut (Count 1)



7.15.2. (**Count 2**) . Sharply bring left hand down to the position of attention with knuckles parallel to the ground (*Figure 7.6.*). **NOTE:** Throughout the movement of ready cut is assumed as part of their respective order or shoulder movement and may not be written/described thereafter to avoid redundancy.

7.16. Present Arms [From Port]. The command for this movement is **Present, ARMS**. This is a dip executed at a three second cadence.

7.16.1. Upon the command of execution, the flagbearers will lower their flags to a 45-degree angle. Flagbearers 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 flagbearers will remain at port (*Figure 7.13.*). **NOTE:** Left hand grasps the flag and the flag staff. Adjust accordingly to regain control of the flag if it comes loose. Flagbearer must regain control of the flag at any and all times (this does mean even during the National Anthem).

7.16.2. To return to port. The command is **Port, ARMS**.

7.16.3. On the “P” of the preparatory command **Port**, flagbearers will slowly raise the flag back to a vertical position (at a three second cadence) and ensure that the flag is four to six inches of the ground. Once in the vertical position the flagbearers 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 (*Figure 7.12.*).

7.16.4. To move to the order position. The command is **Order, ARMS.**

7.16.5. On the “D” of the preparatory command **Order**, return the flag to port arms following the procedure outlined in paragraph 7.16.3. Next perform order arms from port (*paragraphs 7.14. and 7.15. and figures 7.12. and 7.14.*).

7.17. Right Shoulder Arms [From Attention]. The command for this movement is **Right Shoulder, ARMS.** This movement is used to carry colors outdoors, or in an indoor venue with a high enough ceiling to accommodate the Colors.

7.17.1. On the annunciation of the “Sh” in **Shoulder**, flagbearers 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. The four fingers will be closed and in-line in a modified flared position. This is the “hand-flip.”

Figure 7.17. Right Shoulder Arms [From Attention] (Hand-Flip)



7.17.2. Upon the command of execution, the flagbearers 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 flagbearer’s right hand will 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. Flagbearers should never look down to find the cup of the harness.

7.17.3. The flagbearer will guide the pike of the flagstaff into the cup on the harness with the left hand. The left hand of the flagbearer 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 flagbearer’s first row of

knuckles are facing the nose. The right forearm should be at a 45-degree angle. It is imperative that all flagbearers keep their respective flags in a vertical position throughout this movement.

Figure 7.18. Right Shoulder Arms [From Attention]



NOTE: The flagbearer may ensure correct hand positioning by touching the index finger of their right hand to the tip of their nose. Do not use this technique on ceremonies.

7.17.4. Colors Ready Cut [From Right Shoulder]. The command for this movement is **Colors, Ready, CUT.** This is a one-count movement given from the ready cut position at right shoulder. 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 (at a three second cadence) 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 flagbearers will not be removing their hands.

Figure 7.19. Colors Ready Cut [From Right Shoulder]



7.18. Present Arms [From Right Shoulder]. The command is **Present, ARMS.** This movement is used to render honors when already at the position of right shoulder.

7.18.1. On command of execution, dip the flag to a 45-degree angle with right hand cranked and staff resting on wrist and forearm. Use the biceps and shoulder to control and support the flag. This dip will be performed for all non-national flags; never dip the American flag or the flag of another nation. **CAUTION:** *Be aware of the proximity to the audience and/or other obstacles when dipping the flag. If need be the angle of the dip can be less than 45-degrees.*

Figure 7.20. Present Arms [From Right Shoulder]



7.18.2. To return to right shoulder. On the annunciation of the “Sh” in **Shoulder**, return the flagstaff from the “dipped” salute to right shoulder using the same three-second count. The right hand should remain “cranked” at all times.

7.19. Present Arms [From Attention]. The command is **Present, ARMS.** 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). **NOTE:** *If there is insufficient overhead clearance (i.e. team is under a tree), the NCT will instruct the flagbearers that present arms will be executed from the position of port. On the command of execution move to port then present arms (paragraphs 7.12. and 7.16.).*

7.19.1. Move to right shoulder in the same manner as outlined in paragraph 7.17. except that the “hand-flip” will be performed on the “S” of **Present** (*figure 7.17.*).

7.19.2. When the staff has been secured in the harness, complete present arms as outlined in paragraph 7.18.

7.19.3. 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 (*figure 7.20.*).

7.20. Order Arms [From Right Shoulder]. The command for this movement is **Order, ARMS.** This is a two-count movement used to return to the position of attention.

7.20.1. (**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.

Figure 7.21. Order Arms [From Right Shoulder] (Count 1)



7.20.2. 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. Be careful not to impact the pike of the staff on the floor/ground, known as “piking.” (*figure 7.11.*). **NOTE:** *The first and second*

counts are in cadence; however once the flagstaff is placed back to the ground, the flagbearer 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.

7.20.3. Complete order arms as outlined in paragraph 7.15. (*figures 7.14. through 7.16.*)

7.20.4. To order arms from present (from attention). The command for this movement is **Order, ARMS**. On the “D” of **Order** return the flagstaff from the “dipped” salute to right shoulder using the same three-second count (*figure 7.19.*). The right hand should remain “cranked” at all times. Complete order arms (from right shoulder) as outlined in paragraph 7.20.1. through 7.20.3 (*figures 7.21.; 7.11.; 7.14 through 7.16.*).

7.21. Port Arms [From Right Shoulder]. The command is **Port, ARMS**. This is a two-count movement used to bring the flags from the harness to the position of port, typically for posting the flags in flag stands.

7.21.1. On the command of execution, perform order arms (from right shoulder) (*paragraphs 7.20.1 and 7.20.2. and figure 7.21.*) However, keep the pike of the staff four to six inches from the ground and do not tuck the flag. The left hand will remain flared in front of the flag. Do not call the “ready cut” command.

Figure 7.22. Port Arms [From Right Shoulder]



7.21.2. To move to port arms from present [from attention]. The command for this movement is **Port, ARMS**. On the “P” of **Port** return the flagstaff from the “dipped” salute to right shoulder using the same three-second count (*figure 7.19.*). The right hand should remain “cranked” at all times. Complete port arms [from right shoulder] as outlined in paragraph 7.21.1. (*figures 7.21. and 7.22 .*).

Section 7C— Marching Flagstaff Manuals

7.22. Right Shoulder Arms [From Angle Port]. The command for this movement is **Split it, Shoulder, ARMS.** It is used to bring the flags up into the harness while marching. The command is only called when the team is marching in line formation. **NOTE:** *While marching, right shoulder arms will never be performed from (straight) port. Flagbearers will always start at angle port prior to performing right shoulder arms.*

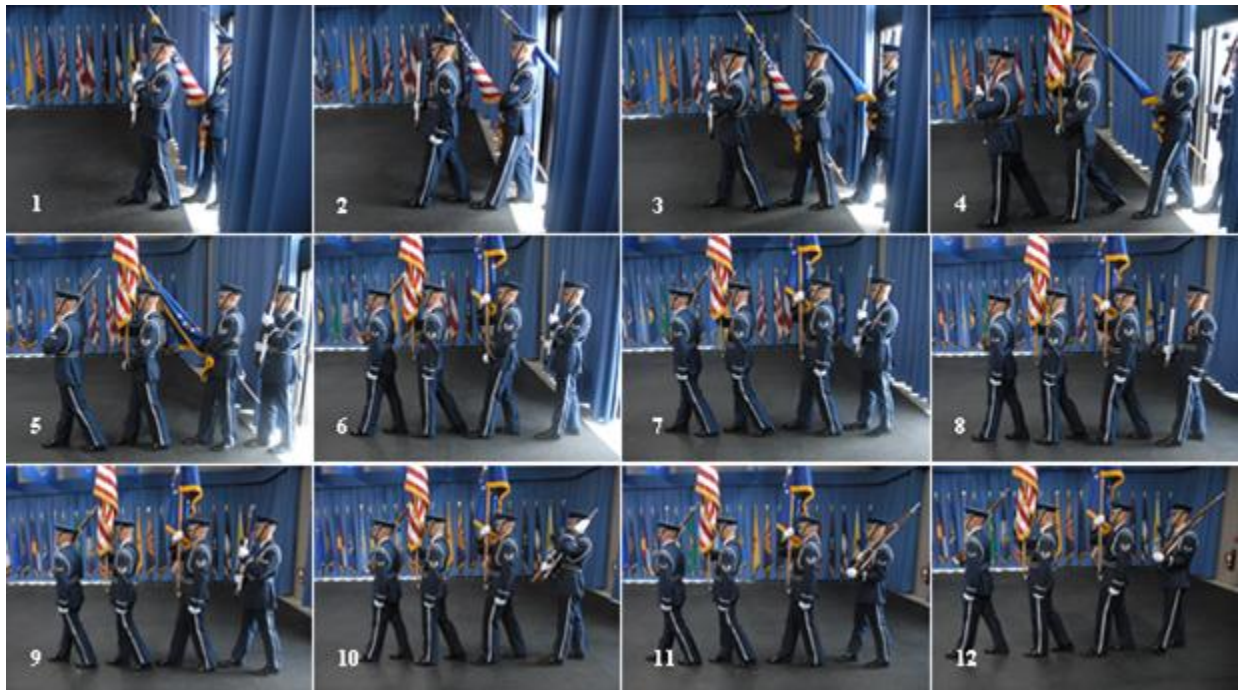
7.22.1. On the command **Split it** individuals will break shoulder contact and move to a close interval distance (four inches).

7.22.2. Given on the right foot, on the command of **ARMS**, execute Right Shoulder Arms in the same manner as the standing movement (*paragraph 7.17.*) on the next available step. There is no need for a “hand-flip” as the right hand grip is in the proper angle port position. Upon completion, the multi-purpose **Bearers, Ready, TWO** is given to slowly (three-count) return the left hand to the position of attention.

Figure 7.23. Right Shoulder Arms [From Angle Port]



7.22.3. When in column formation flagbearers will move to right shoulder by the ripple. There will be no command called. The movement will start with the lead rifle guard beginning on the left foot. Each member will begin the movement on the next left step after the individual in front of them begins the movement. Bring the flagstaff to the harness in the same manner as described in paragraph 7.20.2. Each flagbearer will discreetly (three-count) cut their left hands from the flag harness cup on their own cadence.

Figure 7.24. Rippled Right Shoulder Arms (Column Formation)

7.23. Angle Port Arms [From Right Shoulder Arms]. The command for this movement is **Split It, Port, ARMS**. It is used to remove the flags from the harness while marching, usually due to an overhead obstacle. *NOTE: While marching, flagbearers will always assume the position of angle port when bringing the flag out of the harness.*

7.23.1. On the command **Split It** individuals will break shoulder contact and move to a close interval distance (four inches).

7.23.2. Given from the left foot, on the command of **ARMS**, execute Port Arms in the same manner as the standing movement (*paragraph 7.21.*) on the next available step. On count 2, drop the flagstaff to the angle port position.

Figure 7.25. Angle Port Arms [From Right Shoulder Arms]

7.23.3. When in column formation flagbearers will move to port by the ripple. There will be no command called. The movement will start with the lead rifle guard beginning on the left foot. Each member will begin the movement on the next left step after the individual in front of them begins the movement. Bring the flagstaff to angle port in the same manner as described in paragraph 7.21.1.

Figure 7.26. Ripple Port Arms (Column Formation)

NOTE: *Rippling down the U.S. National Colors before the subordinate USAF and/or Organizational Colors is the only authorized period whereupon the National Flag is carried briefly lower than subordinate flags.*

Section 7D—Standing Rifle Manuals

7.24. General. All movements described in this section are performed using the Springfield 1903 rifle. Information that is specific to the M14 rifle is contained in parenthesis. Honor guards can utilize the M1 Garand, M4 or M16 as mission and location dictates. All the same guidance applies and hand and weapon placement will be in the same relative position for each rifle.

7.25. Position of Attention. Refer to paragraph 2.14 and figure 7.27.

Figure 7.27. Position of Attention

7.26. Parade Rest. The command for this movement is **Parade, REST.** This one-count movement is executed from the position of attention.

7.26.1. On the command of execution, slap the left hand sharply in the small of the back, palm out, fingers joined and extended. Simultaneously and briskly move the left foot six to eight inches to the left, extending the weapon forward to a 45-degree angle resting on the “toe” of the butt gripping the top of the upper hand guard in a fist.

Figure 7.28. Parade Rest

7.27. Stand At Ease. The command for this movement is **Stand At, EASE.** This is a two-count movement given from the position of attention.

7.27.1. **(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).

Figure 7.29. Stand At Ease (Count 1)



7.27.2. **(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 counter-clockwise. 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, gripping the weapon with a fist just above the right hand. Do not wrap the fingers around the thumb as with other positions of rest with the rifle. The thumb is around the fingers and exposed at a fist. This is done in order to maintain uniformity with the flag bearers. 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.

Figure 7.30. Stand At Ease (Count 2)

7.27.3. To return to attention. The command is **STAND-BY, Colors, ATTENTION**. The command **STAND-BY** is given in a conversational tone, only loud enough for the entire team to hear. *NOTE: If using the M14, lower the right hand from the barrel to the upper hand guard on the command of **STAND-BY**. This will allow the member to move to parade rest correctly. Do not move the hand if using an M1 or Springfield 1903.*

7.27.4. On the command **Colors**, move to the position of parade rest (*paragraph 7.26. and figure 7.28.*).

7.27.5. On the command of execution, sharply return to the position of attention (*paragraph 2.14 and figure 7.27.*).

7.28. Port Arms [From Attention]. The command for this movement is **Port, ARMS**. This is a two-count movement performed from the position of attention.

7.28.1. **(Count 1)** . Lift the rifle with the right hand to the centerline of the body. Grasp the rifle with the left hand, middle finger at the base collar (first groove). Sling swivel ferrule is at chin level (spindle valve will be in front of left eye with left eye looking through the gap between the barrel and the gas cylinder). Right forearm is at a 45-degree angle, with the upper hand guard in front of the left eye.

Figure 7.31. Port Arms [From Attention] (Count 1)



7.28.2. **(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. Left eye is covered by the upper hand guard (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.

Figure 7.32. Port Arms [From Attention] (Count 2)



NOTE: Proper port for the M1 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 M4 or M16 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.

7.29. Order Arms [From Port]. The command for this movement is **Order, ARMS.** This is a five count movement performed from the position of port.

7.29.1. **(Count 1)** . Release the left hand from the hand guard and pin to the left side.

Figure 7.33. Order Arms [From Port] (Count 1)



7.29.2. **(Count 2)** . Return the left hand to the base collar (hand guard). (*figure 7.32.*)

7.29.3. **(Count 3)** . Grasp the upper hand guard (upper portion of the hand guard) with the right hand, forearm at a 45-degree angle (*figure 7.31.*).

7.29.4. **(Count 4)** . Lower the weapon to a 45-degree angle next to the right leg. Left hand is flared, thumb tucked, fingertips resting on the knuckle of the right thumb. Trigger housing of the rifle is at knee level. Both elbows are fully extended with the rifle in line with the right shoulder.

Figure 7.34. Order Arms [From Port] (Count 4)



7.29.5. **(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, ensuring the thumb is at the seam of the trousers. The left arm/hand simultaneously move to the ready cut position. Slowly adjust rifle to ground and “toe” the weapon. Do not butt slam the rifle.

Figure 7.35. Order Arms [From Port] (Count 5)



*NOTE: The ready cut position is the same two-count movement used to return to the position of attention as described with the flagstuffs (paragraph 7.15.). The command to complete the movement is **Ready, CUT** (paragraph 7.15. and figure 7.16.).*

7.30. Present Arms [From Attention]. The command for this movement is **Present, ARMS.** This is a three count movement from the position of attention.

7.30.1. **(Count 1)** . Complete count one of port arms [from attention] (*paragraph 7.28.1. and figure 7.31.*).

7.30.2. **(Count 2)** . Complete count two of port arms [from attention] (*paragraph 7.28.2. and figure 7.32.*).

7.30.3. **(And)** . Remove left hand from weapon clench into fist with the thumb wrapped around; touching and perpendicular to the index and middle finger. The left hand is in line with the left shoulder, the arm is at a 90-degree angle and left forearm parallel to the ground. weapon remains at proper port.

Figure 7.36. Present Arms [From Attention] (And)



7.30.4. **(Count 3)** . Rotate the weapon 90-degrees clockwise with the right hand. Simultaneously bring the weapon down the front centerline of the body, gripping 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.

Figure 7.37. Present Arms [From Attention] (Count 3)

7.30.5. Right hand will remain gripped around the small of the stock (not at a flare) to ensure control of the weapon at all times.

7.31. Order Arms [From Present].

7.31.1. **(Count 1)** . Rotate the weapon counter-clockwise approximately 90-degrees using the right hand returning it to proper port (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 (*figure 7.33.*).

7.31.2. **(Count 2)** . Complete count two of order arms [from port] (*paragraph 7.29.2. and figure 7.32.*).

7.31.3. **(Count 3)** . Complete count three of order arms [from port] (*paragraph 7.29.3. and figure 7.31.*).

7.31.4. **(Count 4)** . Complete count four of order arms [from port] (*paragraph 7.29.4. and figure 7.34.*).

7.31.5. **(Count 5)** . Complete count five of order arms [from port] (*paragraph 7.29.5. and figure 7.35.*).

7.32. Present Arms [From Port].

7.32.1. **(Count 1)** . Complete count one of order arms [from port] (*paragraph 7.29.1. and figure 7.33.*).

7.32.2. **(Count 2)** . Complete count two of order arms [from port] (*paragraph 7.29.2. and 7.33. and figure 7.32.*).

7.32.3. **(And)** . Complete “and” count of present arms [from attention] *paragraph 7.30.3. and figure 7.36.*

7.32.4. **(Count 3)** . Complete count three of present arms [from attention] (*paragraphs 7.30.3 through 7.30.5. and figure 7.33.*).

7.33. Port Arms [From Present].

7.33.1. **(Count 1)** . Complete count one of order arms [from present] (*paragraph 7.31.1. and figure 7.33.*).

7.33.2. **(Count 2)** . Complete count two of order arms [from present] (*paragraph 7.31.2. and figure 7.32.*).

7.34. Right Rifle Guard. The following movements are only performed by the right (lead) rifle guard. The right rifle guard will move to right shoulder when the flags are in the carried in the harnesses.

7.34.1. **Right Shoulder Arms [From Attention].** The command is **Right Shoulder, ARMS.** This is a three count movement performed from the position of attention.

7.34.1.1. **(Count 1)** . Complete count one of port arms [from attention] (*paragraph 7.28.1. and figure 7.31.*).

7.34.1.2. **(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.

Figure 7.38. Right Shoulder Arms [From Attention] (And)



7.34.1.3. **(Count 2)** . “Flick” 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 base collar (first groove of the hand guard). Left forearm will be at about a 45-degree angle. Right arm should be fully extended with the right elbow pinned along the side of the body.

Figure 7.39. Right Shoulder Arms [From Attention] (Count 2)



7.34.1.4. **(Count 3)** . Keeping right elbow pinned to the side, raise forearm so that it is parallel with the ground and the elbow is at a 90-degree angle. Allow the rifle to fall onto the right shoulder. Weapon will 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 bolt (left corner of the receiver where the serial number is located). The thumb is tucked behind the fingers.

Figure 7.40. Right Shoulder Arms [From Attention] (Count 3)



7.34.1.5. 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. From 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 flagbearers 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 flagbearers can maintain control of the flag with both hands.

Figure 7.41. Colors, Ready, Cut [From Right Shoulder]

7.34.2. **Order Arms [From Right Shoulder]**. The command is **Order, ARMS**. This is a five count movement performed from the position of right shoulder.

7.34.2.1. **(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 and the upper sling swivel at chin level.

Figure 7.42. Order Arms [From Right Shoulder] (Count 1)

7.34.2.2. **(Count 2)** . Rotate the rifle 90-degrees clockwise and grasp it with the left hand. Sling should be facing to the left with the weapon at proper port. Middle finger should be on the base collar (first groove of the hand guard). Upper 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.

Figure 7.43. Order Arms [From Right Shoulder] (Count 2)



7.34.2.3. **(Count 3)** . Complete count three of order arms [from port] (*paragraph 7.29.3. and figure 7.31.*).

7.34.2.4. **(Count 4)** . Complete count four of order arms [from port] (*paragraph 7.29.4. and figure 7.34.*).

7.34.2.5. **(Count 5)** . Complete count five of order arms [from port] (*paragraph 7.29.5. and figure 7.35.*).

7.34.3. Right Shoulder Arms [From Port]. The command is **Right Shoulder, ARMS.** This is a five count movement performed from the position of port.

7.34.3.1. **(Count 1)** . Complete count one of order arms [from port] (*paragraph 7.29.1. and figure 7.33.*).

7.34.3.2. **(Count 2)** . Complete count two of order arms [from port] (*paragraph 7.29.2. and figure 7.32.*).

7.34.3.3. **(Count 3)** . Complete count two of right shoulder arms [from attention] (*paragraphs 7.34.1.2. through 7.34.1.3. and figures 7.38. and 7.39.*).

7.34.3.4. **(Count 4)** . Complete count three of right shoulder arms [from attention] (*paragraph 7.34.1.4. and figure 7.40.*).

7.34.3.5. **(Count 5)** . Sharply move the left hand to the position of attention with the knuckles parallel to the ground (*figure 7.41.*).

7.34.4. Port Arms [From Right Shoulder]. The command is **Port, ARMS.** This is a two-count movement performed from the position of attention.

7.34.4.1. **(Count 1)** . Complete count one of order arms [from right shoulder] (*paragraph 7.34.2.1. and figure 7.42.*).

7.34.4.2. **(Count 2)** . Complete count two of order arms [from right shoulder] (*paragraph 7.34.2.2. and figure 7.43.*).

7.34.4.3. **(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 (*figure 7.32.*).

7.34.5. **Present Arms [From Right Shoulder]**. The command is **Present, ARMS**. This is a three count movement performed from the position of right shoulder.

7.34.5.1. **(Count 1)** . Complete count one of order arms [from right shoulder] (*paragraph 7.34.2.1. and figure 7.42.*).

7.34.5.2. **(Count 2)** . Complete count two of order arms [from right shoulder] (*paragraph 7.34.2.2. and figure 7.43.*).

7.34.5.3. **(And)** . Simultaneously bring right hand to the hand grip while executing present arms [from attention] (*paragraph 7.30.3. and figure 7.36.*).

7.34.5.4. **(Count 3)** . Complete count three of present arms [from attention] (*paragraphs 7.30.3 through 7.30.5. and figure 7.37.*).

7.34.6. **Right Shoulder Arms [From Present]**. The command is **Right Shoulder, ARMS**. This is a five count movement performed from the position of present.

7.34.6.1. **(Count 1)** . Complete count one of order arms [from present] (*paragraph 7.31.1. and figure 7.33.*).

7.34.6.2. **(Count 2)** . Complete count two of order arms [from present] (*paragraph 7.31.2. and figure 7.32.*).

7.34.6.3. **(Count 3)** . Complete count two of right shoulder arms [from attention] (*paragraphs 7.34.1.2. through 7.34.1.3. and figures 7.38. and 7.39.*).

7.34.6.4. **(Count 4)** . Complete count three of right shoulder arms [from attention] (*paragraph 7.34.1.4. and figure 7.40.*).

7.34.6.5. **(Count 5)** . Complete count five of right shoulder arms [from port] (*paragraph 7.34.3.5. and figure 7.41.*).

7.35. Left Rifle Guard. The following movements are only performed by the left (trailing) rifle guard. The left rifle guard will move to left shoulder when the flags are carried in the harnesses.

7.35.1. **Left Shoulder Arms [From Attention]**. The command is **Right Shoulder, ARMS**. This is a three count movement performed from the position of attention.

7.35.1.1. **(Count 1)** . Complete count one of port arms [from attention] (*paragraph 7.28.1. and figure 7.31.*).

7.35.1.2. **(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 (*figure 7.32.*).

7.35.1.3. **(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 along the outside of the rifle with the base of the left palm on the upper hand guard. Left hand and upper (upper portion) hand guard are directly over the ear. The left thumb will not support the weapon and the fingers will not extend past the hand guard. Left forearm will be pressed tightly against the weapon.

Figure 7.44. Left Shoulder Arms [From Attention] (Count 2)



7.35.1.4. (Count 3) . Place rifle onto the left shoulder using the right hand, simultaneously lower left hand and grasp the butt of the rifle. When left hand grasps stock, right hand should automatically come to a flare, with the right index and middle fingers splitting the bolt (right corner of the receiver where the serial number is located). The thumb is tucked behind the fingers. 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.

Figure 7.45. Left Shoulder Arms [From Attention] (Count 3)

7.35.1.5. 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.

Figure 7.46. Colors, Ready, Cut [From Left Shoulder Arms]

7.35.2. **Order Arms [From Left Shoulder]**. The command is **Order, ARMS**. This is a five count movement performed from the position of attention.

7.35.2.1. **(Count 1)** . Drop the rifle from shoulder to the centerline of the body and simultaneously grasp the grip of the stock, with the right hand. Simultaneously pin the left hand to the left side (*figure 7.33.*).

7.35.2.2. **(Count 2)** . Complete count two of order arms [from port] (*paragraph 7.29.2 and figure 7.32.*).

7.35.2.3. **(Count 3)** . Complete count three of order arms [from port] (*paragraph 7.29.3. and figure 7.31.*).

7.35.2.4. **(Count 4)** . Complete count four of order arms [from port] (*paragraph 7.29.4. and figure 7.34.*).

7.35.2.5. **(Count 5)** . Complete count five of order arms [from port] (*paragraph 7.29.5. and figure 7.35.*).

7.35.3. Left Shoulder Arms [From Port]. The command is **Right Shoulder, ARMS.** This is a five count movement performed from the position of port.

7.35.3.1. **(Count 1)** . Complete count one of order arms [from port] (*paragraph 7.29.1. and figure 7.33.*).

7.35.3.2. **(Count 2)** . Complete count two of order arms [from port] (*paragraph 7.29.2. and figure 7.32.*).

7.35.3.3. **(Count 3)** . Complete count three of left shoulder arms (from attention) (*paragraph 7.35.1.4. and figure 7.44.*).

7.35.3.4. **(Count 4)** . Complete count four of left shoulder arms (from attention) (*paragraph 7.35.1.5. and figure 7.45.*).

7.35.3.5. **(Count 5)** . Sharply move the right hand to the position of attention with the knuckles parallel to the ground (*figure 7.46.*).

7.35.4. Port Arms [From Left Shoulder]. The command is **Port, ARMS.** This is a two-count movement performed from the position of port.

7.35.4.1. **(Count 1)** . Complete count one of order arms [from left shoulder] (*paragraph 7.35.2.1. and figure 7.33.*).

7.35.4.2. **(Count 2)** . Complete count two of order arms [from port] (*paragraph 7.29.2 and figure 7.32.*).

7.35.5. Present Arms [From Left Shoulder]. The command is **Present, ARMS.** This is a three count movement performed from the position of left shoulder.

7.35.5.1. **(Count 1)** . Complete count one of order arms [from left shoulder] (*paragraph 7.35.2.1. and figure 7.33.*).

7.35.5.2. **(Count 2)** . Complete count two of order arms [from port] (*paragraph 7.29.2. and figure 7.32.*).

7.35.5.2. **(Count 3)** . Complete count three of present arms [from attention] (*paragraphs 7.30.3 through 7.30.5 and figures 7.36. and 7.37.*).

7.35.6. Left Shoulder Arms [From Present]. The command is **Right Shoulder, ARMS.** This is a five count movement performed from the position of present.

7.35.6.1. **(Count 1)** . Complete count one of order arms [from port] (*paragraph 7.29.1. and figure 7.33.*).

7.35.6.2. **(Count 2)** . Complete count two of order arms [from port] (*paragraph 7.29.2. and figure 7.32.*).

7.35.6.3. **(Count 3)** . Complete count two of left shoulder arms [from attention] (*paragraph 7.35.1.3. and figure 7.44.*).

7.35.6.4. **(Count 4)** . Complete count three of left shoulder arms [from attention] (*paragraph 7.35.1.4. and figure 7.45.*).

7.35.6.5. **(Count 5)** . Complete count five of left shoulder arms [from port] (*paragraph 7.35.3.5. and figure 7.46.*).

Section 7E—Marching Rifle Manuals

7.36. Right Shoulder Arms [From Port]. The command for this movement is **Split It, Shoulder, ARMS**. The command is only called when the team is marching in line formation.

7.36.1. On the command **Split It** individuals will break shoulder contact and move to a close interval distance (four inches) (*figure 7.23.*).

7.36.2. Given on the right foot, on the command of **ARMS**, execute Right Shoulder Arms in the same manner as the standing movement (*paragraph 7.34.3.*) on the next available step (*figure 7.23.*).

7.36.3. When in column formation rifle guards will execute right shoulder by the ripple. The movement will be initiated by the right rifle guard, and is intended to raise the Colors immediately after overhead obstacles (i.e. doorways or ceilings). Perform the marching manual in the same manner described in paragraphs 7.34.3 and 7.35.3. starting with the right (lead) rifle guard, and continuing down the team on each subsequent left foot (*figure 7.24.*).

7.37. Port Arms [From Right Shoulder Arms]. The command for this movement is **Split it, Port, ARMS**. It is used to remove the flags from the harness while marching, usually due to an overhead obstacle.

7.37.1. On the command **Split it** individuals will break shoulder contact and move to a close interval distance (four inches) (*figure 7.25.*).

7.37.2. Given from the left foot, on the command of **ARMS**, execute port arms in the same manner as paragraphs 7.34.4. and 7.35.4. on the next available step (*figure 7.25.*).

7.37.3. When in column formation rifle guards will execute port by the ripple. The manual will be initiated by the right rifle guard, and is intended to lower the Colors immediately before an overhead obstacle (i.e. doorways or ceilings). Perform the marching manual in the same manner described in paragraphs 7.34.4. and 7.35.4. starting with the right (lead) rifle guard, and continuing down the team on each subsequent left foot (*figure 7.26.*)NOTE: Ripple to port is also accomplished when dismissing or retiring the Colors after the completion of a ceremony when the color team is part of a larger formation. The team will perform a “colors turn” after ordered to dismiss/retire the Colors, upon completion of the turn, the right rifle guard will initiate the ripple on the fifth step.

Section 7F—Advanced Rifle Manuals

7.38. General. Advanced drill rifle manuals are not permitted within color teams. This type of drill detracts from the dignity and singular importance of the Colors. The only advanced rifle movement utilized by the colors flight is the Single Count Present Arms reserved specifically for the 3-person Foreign National (FN) Teams executed on the Air Force Full Honors Wreath-Laying Ceremony at the Tomb of the Unknowns (TUS). Defined simply, it is the movement of “dropping” the rifle from right (or left) shoulder and “catching” it at present arms in one count. The movement is executed on the same count as the halt (heel click).

Section 7G—Control and Movement of the Color Team

7.39. Forward March. The command is **Forward, MARCH** and is used to advance the color team in unison from either formation. From the halted abreast formation, begin closing to “shoulder-to-shoulder” interval upon the first step. At times, marching movements (forward, mark time, or ready-steps) are done without commands. This is traditionally accomplished by a drumbeat known as Four Flams; a four-count drum beat with the color team stepping off on the fifth beat. Conversely, the team may be halted using the seven-count drumbeat. The command of **Ready, STEP** will be used to advance the team individually, each member after the other.

7.39.1. **Color Team Interval While Marching.** In a column formation normal 40-inch distance (or about half that, if necessary) will be maintained. When marching abreast, the team will maintain shoulder contact. In the event the “shoulder-to-shoulder” interval needs to be expanded, the NCT has the discretion of using the discreet **Split-It** command or the team may “split” automatically, using three dead-step counts during the command of **Colors, HALT**.

7.39.2. To split the team: In between the command of **Colors and HALT** NCT (or the center flagbearer) will maintain their current position as the other flagbearer(s) and rifle guards move away to obtain a fist distance away from each other. As a rule of thumb the team should always split if any manuals are to be performed after the halt. If the team will immediately step off without performing any rifle drill movements then **Colors, HALT** will be called normally and the team will not split.

7.39.3. The majority colors turns, halts and mark times may be accomplished without commands using the Four-Flams or the Seven-Count Drum Beat.

7.40. Mark Time. The command is given from the position of attention or while marching and is used to suspend progress. This command can be given in any colors formation. All color teams will follow the guidance outlined in paragraph 2.6.

7.41. Colors Turn. There are two positions in which a colors turn is executed: When in line formation at the position of attention and in column formation at the position of mark time.

7.41.1. From a Halt. The command is **Colors, Colors Turn, MARCH**. This movement is also referred to as a colors turn off because it is used as a method of departure after positioning the color team.

7.41.1.1. 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.

Figure 7.47. Colors Turn On



7.41.2. From a Mark Time. The command of **Colors** will be given on the left heel beat. This movement is also referred to as a colors turn on because it is used as a method of positioning the color team at a predetermined location. This movement is also used after dismissing or retiring the Colors from a formation/ceremony

7.41.2.1. 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 at a mark time 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.

Figure 7.48. Colors Turn Off



7.42. Every (Other) Left On/Off. There are two positions in which a left on/off is executed: When in line formation at the position of attention and in column formation while marching.

7.42.1. On. The Every (Other) Left On movement describes a color 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.

Figure 7.49. Every (Other) Left On



7.42.2. Off. 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 subdued 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. NOTE: The command Ready, STEP is only used when absolutely necessary. The right rifle guard should be experienced enough to complete the mission without the use of the command and NCT will ensure that there is enough practice time to ensure the right rifle guard is able to perform as required. Use of this command by a color team puts the team's abilities and competence in question. Remedial training may be required if a team does not gain the proficiency required to perform this movement without the use of commands.

Figure 7.50. Every (Other) Left Off



7.43. Right/Left Turn. This movement describes the rotation of the team to the right or left in a sweeping 90-degree arc using the left or right rifle guard as the pivot. It is generally executed while marching forward in the line formation.

7.43.1. The command **Right/Left Turn, MARCH** is called on the same foot as the direction of the turn. This command is given while the team is marching. As a rule, six steps are used for a four-person team, adding two additional steps for each additional team member. Resume forward march upon completion of the turn.

7.44. 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.

7.44.1. 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: As with all commands that correspond to a direction (i.e. eyes left, column right etc.); this command will be called on the foot of the direction the team is turning.*

7.45. Left About. This movement can be executed only when the team is in line formation. This movement is used to rotate the 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.

7.45.1. 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.

7.45.2. 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 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.

7.46. Eyes Right (Left). The command is **Eyes, Right (Left)**. This command takes six heel beats to perform. On the preparatory command of **Eyes**, given on the right foot, six paces before the honoree, all non-national flagbearers dip their flags. On the fifth heel beat the command of execution of **RIGHT (LEFT)** is given. On the sixth heel beat all members of the team excluding the right (left) rifle guard sharply snap their heads 45-degrees to the right; dressing to the right (left) rifle guard.

Figure 7.51. Eyes Right

7.46.1. **Ready Front.** The command is **Ready, FRONT.** It takes six heel beats to perform. On the preparatory command of **Ready**, given on the left (right) foot, six paces after passing the honoree, flags are returned to the shoulder position. On the fifth heel beat the command of execution is given on the left (right) foot. On the sixth heel beat all members of the team return their heads to the forward position.

7.47. Position Adjustments. Use the following discreet/subdued commands to make minor adjustments to the color team positions. **Shift LEFT/RIGHT** (side stepping while marking time) and **Up** (moving forward while marking time or advising the cut hand is at the ready cut position). **Ready, STEP** or **Ready, MOVE** (used to close/open ranks and stabilize the team during extremely windy conditions especially at present arms).

7.47.1. Within the color team, the flag oftentimes hampers vision. This especially affects the team, especially when the NCT is “blinded” from obstacles or direction of travel. Discreet and limited conversation is permitted regarding any needed adjustments.

7.48. Dress Center Dress. Color teams will follow the guidance outlined in paragraph 2.10.1. except that all movements will be completed in a three second cadence. NOTE: If the team does not have designated marks (T’s) then the team will dress to either the right or left rifle guard depending on the situation.

Section 7H—Implementation

7.49. General Ceremony Components.

7.49.1. **Pre-ceremony.** The color team falls in out of sight of the audience or behind the troop formation no-later-than 10 minutes prior to the start of the ceremony. If the ceremony is a funeral without an escort (an armed flight and the USAF Band) then the team will be pre-posted at gravesite 15 minutes prior to the start of the ceremony.

7.49.2. **Advancement (Receiving the Colors).** On cue or by command, the color team formally marches into position, in front and centered on the audience or troop formation. (The advancement and initial presentation to the troop formation is informally referred to as “taking colors”).

7.49.3. **Presentation.** The formal presentation of the US National Colors to the audience or command and the rendering of honors during the playing of the *National Anthem*, *To the Colors*, recitation of the *Pledge of Allegiance* or similar tribute. Generally, the rifle guards will assume present arms to cue the tribute. During Change of Command ceremonies or

similar events, the Colors will face towards the command (official party). Do not face towards the troop formation or audience.

7.49.4. **Posting** (if necessary). Posting the Colors in stands is accomplished when the Colors are required for static display in certain ceremonies. The color team itself may also display the Colors by carrying them throughout the duration of a ceremony.

7.49.5. **Retrieval** (if necessary). Retrieving the Colors from stands is accomplished when formal retirement of posted (in stands) Colors is required for certain ceremonies.

7.49.6. **Dismissal and Retirement**. Dismissal of the Colors occurs with every ceremony. It describes the Colors' departure from the forefront and return to the pre-ceremony area for fallout. Formal retirement of the Colors occurs within the context of the ceremony and describes the honors rendered to the flags before they are dismissed and secured.

7.50. Posting/Retrieving In/From Stands. The following sequences can be performed during ceremonies that include, but are not limited to Air Force Indoor Retirements, Awards Banquets, Luncheons, Promotions and Graduation Ceremonies. Posting the Colors in stands is common for indoor ceremonies and is usually not performed outdoors. Retrieving the Colors is at the discretion of the POC and is not necessary.

7.50.1. **Posting.** There are ten segments to the posting sequence, beginning at port arms and facing the audience after the presentation of the Colors.

7.50.2. The first segment is executed by performing a three-count about face; during this sequence (initiated by the flagbearer furthest to the left) the third count is a step-off. All flagbearers execute the movement simultaneously—using their peripheral vision.

7.50.3. Next, the flagbearers take the appropriate amount of steps to their respective stands, moving with the NCT. These step counts are predetermined.

7.50.4. Once in position in front of the stands, each flagbearer's head will drop as the Colors are centered above the stand and simultaneously slid within the stand in a slow fluid motion. The flagbearers then raise their heads and hands to begin the dressing sequence.

7.50.5. Dress the flags with the top edge to the right, both hands holding the flag at equal height between each flagbearer. Place the "fringe" of the flag to the right and the flags should be in a "diamond" or "triangle" shape. Dress the flags towards the audience.

7.50.6. Slightly tugging the flag, the NCT initiates a three-second head raise looking at the spade. NOTE: For more than two flagbearers, the middle bearer tugs the flag to initiate the head-raise.

7.50.7. Immediately after the flagbearers raise their heads, they will bring their right hand behind the flag in a three-second cadence, and grasp the staff while maintaining their grip on the flag. Use the right hand to adjust and "flatten" the spades towards the audience

7.50.8. When all movements have ceased, flagbearers will return their right hands in a three-second cadence to the dress position.

7.50.9. The NCT slightly tugs the flag to initiate the team's three-second head-drop to face forward and re-dress the flags.

7.50.10. When all movements have ceased, both arms are extended forward, palms down, parallel to the ground with a three-second count, hands flared and brought back to the position of attention, with another three-second count.

7.50.11. The flagbearers take half a step back together and execute a three-count about face, or face each other depending on the placement of the stands, and return to the team without closing the feet, stepping off and taking the appropriate amount of steps to return to the team. NOTES: 1. 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. 2. The rifle guards stand fast throughout the posting sequence. The NCT always waits for the other flagbearers to complete their movements before beginning the next step.

7.50.12. Retrieving. Retrieving flags from stands involves the same fundamental steps as posting, without the dressing sequence. The flags are removed from the stands in and brought back to the color team in unison.

7.50.13. Once the flags have been retrieved from the stands and held at straight port the flagbearers will take half a step back with the left foot, execute a three-count about face, or face each other depending on the placement of the stands, and return to the team.

Figure 7.52. Posting In Stands



Figure 7.53. Retrieving From Stands

7.51. Positional/Personal Colors (PC Bearer). 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 Personal and Positional Colors in some instances are examples of this. As a rule, PCs are not carried by the color team, and when required, are pre-posted when indoors.

7.51.1. PC bearer must be tall enough for the flag to clear the ground when in the unfurling and furling positions. To perform as a PC bearer, honor guards will only use members under six feet tall as a last resort.

7.51.2. 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.

7.51.3. 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 unless commanded to present. To present, the PC bearer will follow the same procedures as in Section 7B. **EXCEPTION:** To salute while at straight port the PC bearer will bring the flared left hand, with palm facing the ground across and in front of the abdomen. Left arm will be parallel to the ground and four inches away from the body.

7.51.4. The only time a PC bearer will not be at Right Shoulder Arms is when they are posting or furling/unfurling the flag.

7.51.5. There may be situations in which the PC bearer must combine multiple flagstaff manuals in order to adhere to protocol requirements. An example is when the PC bearer is

positioned near an Honor Cordon at attention and must quickly step off to proceed through the cordon.

7.51.5.1. Once the official has passed the PC bearer, the PC bearer will immediately drop the hand present (pinning it to the left leg), if applicable, while simultaneously performing a hand-flip with the right hand, bring the flagstaff to right shoulder and step off with the left foot.

Figure 7.54. PC Bearer Combination Movement.



7.52. Furling and Casing Personal Colors at Military Funerals. Refer to both AFI 34-1201 and AFPAM 34-1202 for detailed guidance regarding furling/casing of PCs.

7.52.1. PC will only be cased at the individual's interment. The furler (the individual that is feeding the flag into itself as its being furled after the flag is thrown down into the furling position) is also known as the NCOIC and will be an NCO. For general/flag officer's funerals an Officer should be used to fill the role of OIC. For proper PC bearer placement at gravesite refer to Figure A4.5. The Furling/Casing Sequence absolutely will not be used for General Officer retirements; there are no exceptions to this.

7.52.2. 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 ceremony and audience.

7.52.3. Furling/Casing the flag will be executed from right shoulder.

7.52.4. 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. The furler will complete the facing movement on the final count of the PC bearer's movement.

7.52.4.1. **(Count 1)** . On the furler's first heel click after taking two steps forward, execute count 1 of order arms from right shoulder.

Figure 7.55. Furling and Casing Personal Colors (Count 1).



7.52.4.2. **(Count 2)** . On the furler's first count of right face, smartly grasp the flag at the midsection.

Figure 7.56. Furling and Casing Personal Colors (Count 2).



7.52.4.3. **(Count 3)** . On the furler's final count of right face, with snap, place the staff into the right armpit horizontal and parallel with the ground.

Figure 7.57. Furling and Casing Personal Colors (Count 3).



7.52.5. 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.

7.52.6. 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 spade is flat and is parallel to the ground.

Figure 7.58. Furling and Casing Personal Colors (Flag Furling).



7.52.7. 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.

Figure 7.59. Furling and Casing Personal Colors (Flag Casing).

7.52.8. After casing the flag, the furler will place both hands on top of the flag in a flared position with index fingers touching. At the same time the PC bearer will flip the left hand on top of the flagstaff at a flare.

Figure 7.60. Furling and Casing Personal Colors (Hand-Flips).

7.52.9. The next movement is initiated by the furler. The furler will extend both arms out just past shoulder width. Simultaneously, the PC bearer will extend the left arm forward along the flag staff, matching the same rate of speed as the furler, until both members finger tips come in contact.

Figure 7.61. Furling and Casing Personal Colors (Arm Extension).



7.52.10. Next the furler will return to the position of attention and at the same time the PC bearer will pin the left hand.

Figure 7.62. Furling and Casing Personal Colors (Pin).



7.52.11. Using a flared left hand the PC bearer will firmly hit the flagstaff from underneath, sharply returning the flagstaff to straight port.

Figure 7.63. Furling and Casing Personal Colors (Return to Port).



7.52.12. After PC bearer assumes port the furler will then take the position of honor next to the PC bearer.

7.53. Uncasing/Unfurling Personal Colors for Ceremonies other than Military Funerals. Refer to both AFI 34-1201 and AFPAM 34-1202 for additional guidance regarding uncasing/unfurling of PCs.

7.53.1. Uncasing/Unfurling PCs will only be performed for General Officer promotion ceremonies.

7.53.2. The PC bearer will only carry the flag at port arms for these types of ceremonies.

7.54. Colonel to Brigadier General Promotion. PC bearer and furler stop at predetermined position.

Figure 7.64. PC Bearer and Furler at Predetermined Position.



7.54.1. Once stopped the furler moves into position to the side of the flag by taking two steps forward, halting and executing an automatic left face all in cadence and with heel clicks. The furler will complete the facing movement on the final count of the PC bearer's movement.

7.54.1.1. **(Count 1)** . On the furler's first heel click after taking two steps forward, the PC bearer will pin the left hand.

Figure 7.65. Uncasing Personal Colors (Count 1).



7.54.1.2. (Count 2) . On the furler's first count of left face, smartly grasp the flag at the midsection.

Figure 7.66. Uncasing Personal Colors (Count 2).

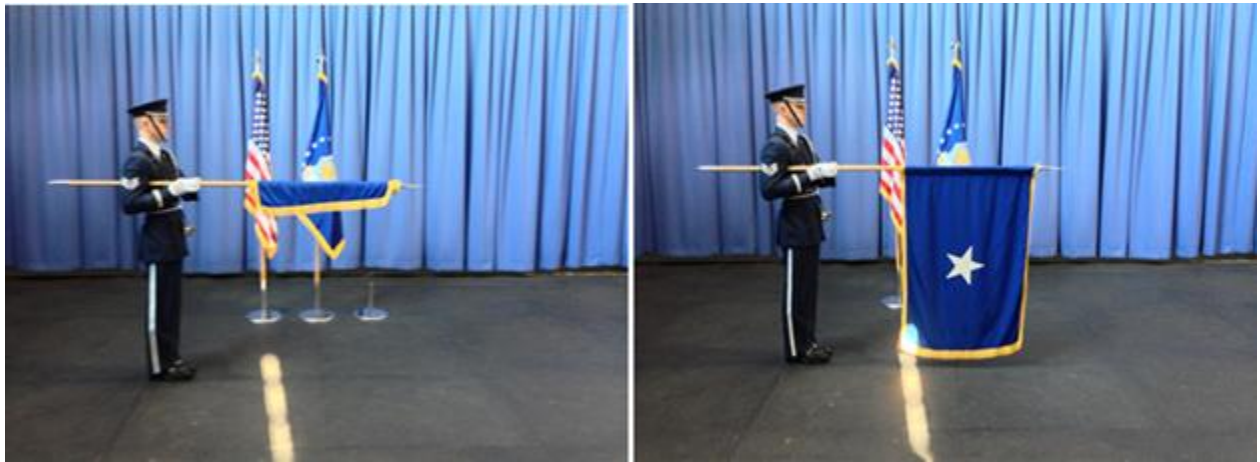


7.54.1.3. (Count 3) . On the furler's final count of left face, with snap, place the staff into the right armpit horizontal and parallel with the ground.

Figure 7.67. Uncasing Personal Colors (Count 3).



7.54.2. When the flag is in position, the furler unties the case, if applicable, slips it off, and places it over the left arm. The furler then performs the appropriate facing movement and proceeds to the departure area. The flag is unfurled and stopped with the spade parallel to the ground. Using a flared left hand the PC bearer will firmly hit the flagstaff from underneath, sharply returning the flagstaff to straight port (*paragraphs 7.52.10. and 7.52.11.*). The PC bearer continues with predetermined route to post the flag or exit.

Figure 7.68. Furler Removes Case and Departs.**Figure 7.69. PC Bearer Unfurls Flag.**

7.55. Promotions to Major General and Above. After one of the PC bearers has retrieved the old rank they will march to the predetermined position, meeting the PC bearer holding the new rank and the furler at the center of the room. The PC bearer with the new rank and the furler will always be positioned so that the furler is closest to and on the side of the audience. All three members will meet at the center of the room and halt at the same time.

Figure 7.70. PC Bearers and Furler at Predetermined Position.

7.55.1. Upon halting the furler and both PC bearers will perform the movements described in paragraphs 7.54.1.1 through 7.54.1.3.

Figure 7.71. Uncasing Personal Colors (Double PC Bearer).



7.55.2. When the flags are in position, the furler unties the case, if applicable, slips it off, and places it over the left arm. The furler then performs the appropriate facing movement and proceeds to the departure area.

7.55.3. Once the furler has departed, both PC bearers will proceed to unfurl and furl the flags simultaneously. The PC bearer holding the new rank will initiate the movement by giving an eye wink using the eye away from the audience.

Figure 7.72. Unfurling and Furling Personal Colors.



7.55.4. Once the old rank has been furled and the new rank is unfurled both PC bearers will pause for about 3 seconds for any photo opportunities before returning to straight port. The PC bearer with the new rank will again initiate the movement with an eye wink. Both PC bearers will return to straight port as described in paragraph 7.54.2.

Figure 7.73. PC Bearers Return to Straight Port.

7.55.5. The PC bearer holding the old rank will proceed to the departure area. The PC bearer holding the new rank will continue with predetermined route to post the flag or exit with the other PC bearer, with new rank leading.

7.56. Joint Service Color Teams. Joint Service Color Teams will only be used for official joint ceremonies. An official joint ceremony is one that is performed within a joint command under an individual(s) that command members from two or more services. An Air Force ceremony taking place on a “Joint Base,” usually, does not fit this criterion. Furthermore, an Air Force ceremony with members from other services in attendance is not considered a joint ceremony either.

7.56.1. Occasions in which Base Honor Guard members participate in a joint color team should be rare and limited only to those requests approved by all services participating in the event.

7.56.2. When performing in a joint color team all service members will wear the equivalent uniform (Class As or Bs, Utilities etc.) and Air Force members will adhere to all Air Force guidance.

7.56.3. Refer to AFI 34-1201, paragraph 2.11.7.19. for proper setup of a joint color team. For teams not including a member from all five branches, follow the guidance outlined in the following paragraphs:

Figure 7.74. Joint Service Color Team.

Figure 7.75. Joint Service Color Team Performing Inside the National Cathedral.



7.56.4. The senior service will always be in charge of the color team, carry the U.S. flag and perform as NCT.

7.56.5. The senior service will, in most cases perform as the right/lead rifle guard. Exceptions to this are based on the number and types of flags being carried by the team.

7.56.6. The service subordinate (usually 2nd in precedence) to the right/lead rifle guard will perform as the left/trailing rifle guard.

7.56.7. All service members will carry their respective service flag. Higher precedent flags will be carried by the more senior services.

7.56.8. Both rifle guards will carry the same type of rifle regardless of the circumstances or service's customs.

Figure 7.76. Joint Service Presidential Escort Color Team.



7.56.9. The manuals, movements and position of the hands at attention that are shown in figures 7.74. through 7.77. are under the guidance of the Military District of Washington and the 3rd Infantry Division (The Old Guard) and are unique to service level honor guards assigned to the National Capitol Region. All installation level teams' rifle and flagstaff manuals; and ceremony procedures will be done IAW the senior services' standard regulations.

Figure 7.77. Navy and Air Force Joint Color Team.



7.57. Flag Folding for Retirement Ceremonies. The flag folding ceremony is not an official part of the Air Force retirement ceremony. If manning permits, honor guards may perform flag folds as “special presentations.” Only the two-person flag fold will be performed during individual retirement ceremonies. The ceremonial uniform will not be worn while performing this ceremony.

7.57.1. Music will not be played during the flag fold.

7.57.2. Flag folding will be performed IAW paragraphs 9.33. and 9.35. of this manual; as well as AFI 34-1202, paragraph 2.15.

7.57.3. At the appropriate time the NCOIC commands **Ready, STEP** in a normal conversational tone. This is the only command given by the NCOIC throughout the ceremony. NCOIC and Fold step off together, shoulder-to-shoulder and Fold will have suspended arm swing.

7.57.4. NCOIC will have the flag in hand prior to ceremony start time and the flag will be folded in a triangle shape.

7.57.5. When NCOIC and Fold approach the pre-designated performance area, they separate in a column formation (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.

7.57.6. Once halted, NCOIC performs a three-count about face. NCOIC begins to perform the “Half Dress” sequence (refer to paragraphs 9.36.1. and 9.38.1.).

7.57.7. Fold begins to unfold the flag. See AFPAM 34-1201, Figure A4.2 for the official flag folding script. Figure A of this manual provides the honor guard's cues for the flag fold while the script is being read.

7.57.8. Once the flag is completely unfolded, both members secure the four corners of the flag and bring it to “table top” position only. Do not tilt and face the flag towards the audience or “pop” the flag open.

7.57.9. When the flag is folded, Fold will perform a “Full Dress” sequence (refer to paragraph 9.36.2.) and handoff the flag to the NCOIC.

7.57.10. When the flag is secured to the NCOIC’s chest, both NCOIC and Fold will step off simultaneously. Fold will exit to a pre-determined area out of sight from the ceremony. NCOIC will proceed to the Retiree.

7.57.11. To present the flag to the Retiree, 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.

7.57.12. The Retiree will take the flag from NCOIC, left hand over right. NCOIC will recite a message to the Retiring individual, followed by a slow salute to the flag. NCOIC will exit to a pre-determined area out of sight from the ceremony.

7.57.13. 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.*

7.58. Raising and Lowering the Flag. Flag raising and lowering, and Reveille and Retreat ceremonies will be performed IAW AFMAN 36-2203, Section 7C with the following exceptions. These exceptions are based on Air Force honor guard traditions that evolved at Bolling AFB. They also serve to provide consistency among drills and ceremonies performed by the honor guard and to minimize the number of personnel required to perform these details.

7.58.1. Personnel Required. The same personnel are required for both raising and lowering the flag. One NCOIC and two Airmen for the all-purpose flag and One NCOIC and five Airmen for the base flag. The NCOIC will be an NCO.

7.58.2. Equipment.

7.58.2.1. White/black gloves.

7.58.2.2. Ceremonial belts.

7.58.2.3. All-purpose or base flag.

7.58.2.4. The correct number of .38 caliber revolvers or M9 pistols, inert or operational (*figure 8.2.*).

7.58.3. Uniform Requirements. All Airmen should wear the ceremonial belt with a side arm in a black patent leather holster on the right side of the body. If the detail does not possess enough side arms then only the NCOIC will be armed. If it is required to wear Service Dress then none of the exceptions or guidance listed in paragraph 9.41. of this manual shall be followed.

7.58.4. Drill movements. The detail will use **Honor Guard** for all preparatory commands and stand at ease for all positions of rest.

7.58.5. 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 8

FIRING PARTY

Section 8A—General Information

8.1. Background. The tradition of firing three rounds, or volleys, over graves can be traced to the European dynastic wars. During this period armies had to halt fighting during certain points of the battle in order to remove the dead and wounded from the battle field. After removing the casualties, three volleys were fired into the air to signal the armies to resume fighting. This practice continued through the American Civil War. Today, the firing of the three volleys makes up the “Military Honors” portion of a military funeral or memorial.

8.2. Protocol. The firing of rifle volleys will only be reserved for the purpose of military funeral honors. In addition, eligible members should only receive military honors one time. Do not fire volleys at a memorial service if honors are to be rendered at a later time. Refer to AFI 34-242 for further guidance. NOTE: The firing of rifle volleys at a military funeral/memorial service is not to be confused with the 21-gun salute which is reserved for the POTUS and equivalent heads of states. A firing line can consist of any number of riflemen and the total number of rounds fired does not have to equal “21.” Historically, prior to the First World War most firing lines at funerals consisted of eight riflemen and one commander.

8.3. Requirements.

8.3.1. Honor guards will only fire volleys during military funerals and memorials (only when volleys will not be fired at a later time) and only once per individuals.

8.3.2. Do not fire volleys for competitions, unveilings, and shows, Pearl Harbor Remembrance Day Ceremonies, Independence Day Ceremonies, POW/MIA ceremonies and any other events/ceremonies other than a military funeral/memorial.

8.3.3. The firing of volleys will never be referred to as “the 3-volley salute” or a 21-gun salute. It is not a 21-gun salute or a salute of any kind.

8.3.4. Firing parties will only, and always, fire three volleys in unison. Never fire in ripple.

8.3.5. Weapons safety and security comes first.

8.3.6. Hearing protection while firing is mandatory.

8.3.7. Family of the deceased may be provided expended rounds of ammunition only upon request. Spent casings/shells 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).

8.4. Composition and Formation.

8.4.1. **Firing Line.** Honor guard firing lines will consist of three or seven individuals depending on the type of funeral.

8.4.2. The firing line should be arranged from left to right, tallest to shortest, as viewed by the deceased’s next of kin (NOK). The first position (known as *point*) will be the most

experienced individual that can keep a steady cadence. Do not base the assignment of “point” on height or rank; however NFP will take care in ensuring that the team is aesthetically pleasing. NOTE: Less experienced members can 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, and the other members fill in 3 and 6).

8.4.3. Each firing line will have one NCOIC of firing party (NFP) who is in charge of and responsible for the team. The NFP will be positioned three paces behind & centered on the firing line during military funerals.

Figure 8.1. Three and Seven Person Firing Lines.



8.4.4. **Location.** Firing party is positioned 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 “head on” or parallel to the casket. Always ensure the attending procession (NOK, family and guests) are able to see the entire firing line. Never fire over the feet.

8.4.5. **Distances.** The firing line will be positioned at the following distances based on the type of funeral.

8.4.5.1. All SHFs. 50-75 paces.

8.4.5.2. FHF in ANC. 75-100 paces. NOTE: If using “crimped” ammunition the firing line will be posted 100-125 paces away for all SHFs and 125-150 paces away for a FHF in ANC.

8.5. Responsibilities.

8.5.1. **Members.** Each member of the firing line is responsible for meeting and maintaining the prescribed standards outlined in this manual and all applicable standards of safety and conduct.

8.5.1.1. Members must maintain a high level of knowledge and proficiency.

8.5.2. **Point.** Establish the cadence and lead the team in the firing sequence using audio and visual signals.

8.5.2.1. Take control and responsibility of the team when the NFP is unavailable.

8.5.3. **NFP.** Leads the firing party and calls all the commands for the team. The NFP should be an NCO.

8.5.3.1. Ensure all personnel are prepared to execute pre-ceremony (warm-up and dry-fire), inspection and ceremony procedures.

8.5.3.2. Possess extensive knowledge of element procedures and the firing sequences.

8.5.3.3. Ensure the best possible placement of the firing line personnel based on experience and height factors.

8.5.3.4. Obtain and safeguard the correct number of magazines and ammunition for the type of funeral being performed.

8.5.3.5. Due to the uniform limitations, the NFP may carry loaded magazines for female firing line personnel from transportation drop off location to the predetermined firing line position.

8.5.3.6. The NFP is responsible for ensuring all expended rounds of ammunition are removed from the weapons before the weapons enter the fallout area. The individual in charge of the detail must also ensure all weapons are clear of any rounds and/or magazines prior to transport.

8.5.3.7. Ensure blank ammunition and expended blank ammunition are retrieved, accounted for, and turned in to the armory upon return from all details.

8.5.3.8. In the event of long distance travel requirements when there is an extended period allocated for travel from base to the ceremony destination, the NFP will ensure all weapons are prepared for service and accounted for prior to departure.

8.5.3.9. Will perform gravesite checks and attend post ceremony briefs.

8.6. Equipment.

8.6.1. Three Person Firing Line.

8.6.1.1. Three fully operational and properly maintained M14 rifles with white/black slings.

8.6.1.2. White/black gloves.

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

8.6.1.4. Hearing protection. Refer to paragraph 15.12. for additional guidance.

8.6.1.5. One .38 caliber revolver or M9 pistol; inert or operational and holster (*figure 8.2.*).

8.6.1.6. One ceremonial belt.

8.6.2. Seven Person Firing Line.

8.6.2.1. Seven fully operational and properly maintained M14 rifles with white/black slings.

8.6.2.2. White/black siliconed gloves.

- 8.6.2.3. The NFP draws twenty-one rounds of ammunition for each ceremony along with seven magazines.
- 8.6.2.4. Hearing protection. Refer to paragraph 15.12. for additional guidance.
- 8.6.2.5. One .38 caliber revolver or M9 pistol; inert or operational (*figure 8.2.*).
- 8.6.2.6. One ceremonial belt.

Figure 8.2. Proper Wear of the Sidearm in Holster.



8.7. Weapons. The M14 is the only authorized weapon to be used for firing parties. NOTE: If a situation occurs that requires an honor guard to fire with a weapon other than the M14 contact the USAF Honor Guard Standardization & Evaluations section for approval and procedures.

8.7.1. Weapons will never be fixed with bayonets.

8.7.2. NFP will never carry a saber or sword.

8.7.3. Weapons Safety, Security and Maintenance. It is the duty of all firing party members to adhere to all weapons safety and security procedures. Every precaution feasible should be taken to ensure this. Refer to AFMANs 31-229, Attachment 13, and 91-201 for further guidance.

8.7.3.1. 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 or port) or directly at the ground (inverted carry). Never point the weapon at people, buildings, vehicles, etc. Do not participate in or promote any form of horseplay with weapons.

8.7.3.2. Do not handle or carry loaded weapons indoors or while onboard vehicles. Always carry loaded weapons in the port arms position. You will never march in to a ceremony already loaded.

8.7.3.3. All weapons will be cleaned after firing, prior to turning in.

8.7.3.4. For cleaning procedures refer to the M14 Technical Manual (Department of the Army Technical Manual, TM 9-1005-223-20) available through <https://www.mortuary.af.mil>

8.7.4. Loading Prior to Ceremony.

8.7.4.1. Under the supervision of the NFP, the firing party locks and loads one magazine with three rounds into the weapons in the following manner: (See Figure 8.3)

Figure 8.3. Proper Loading of M1 Rifle



Weapon Must Not Be on Fire When Loading.

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

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

8.7.4.4. With the short angle of the magazine pointed down into the magazine well, press it down and pull it toward the butt of the weapon until it locks. There will be a loud, audible “click” sound. NOTE: When loading a 20 round magazine, the weapon’s sling will be routed on the Outside of the magazine, furthest from the operating rod handle.

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

8.7.4.6. All loading is done outside.

8.7.4.7. Always remove gloves prior to loading weapon to ensure gloves remain as clean as possible prior to the ceremony.

8.7.4.8. Loaded weapons always remain outside in a person's possession and must be carried at the position of port.

8.7.5. Unloading After Ceremony.

8.7.5.1. 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.

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

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

8.7.5.4. The member will then close the chamber and pull the trigger while still aimed at ground.

8.7.5.5. All unloading is done outside.

8.7.5.6. Always remove gloves prior to unloading weapon.

Figure 8.4. Unloading After Ceremony.



8.7.6. **Issue, Clearing and Turn-in Procedures.** Refer to AFMAN 31-229, Attachment 13.

8.8. Uniform Requirements. The firing line will not wear the ceremonial belt. The NFP will wear the belt with a side arm in a black patent leather holster on the right side of the body.

8.8.1. Gloves may be removed only if they have no grip at all and the member is performing a dual role as pallbearer and firing party during a modified SHF (5, 7 or 10-person funeral). If gloves are to be removed, then NFP will not wear gloves either.

8.8.2. Only flesh colored, transparent or blue earplugs will be worn. All members in the formation must wear the same style and color of earplugs.

8.9. Commands. All commands will be given IAW AFMAN 36-2203 and the instructions outlined in this manual.

8.9.1. The preparatory command of **Firing Party** is given in the same fashion as **Honor Guard** (*paragraphs 1.12.3. and 2.2.2.5*).

Section 8B—Firing Party Rifle Manuals

8.10. Attention. Refer to paragraph 2.14.

8.11. Ground Arms. Refer to paragraph 2.16. NOTE: If required, earplugs are pre-positioned to the left of the barrel; or if it is a windy day, they can be placed in the gap between the gas cylinder and barrel.

8.12. Take Arms. Refer to paragraph 2.16. NOTE: If the ceremony/situation requires the firing line to remove their gloves prior to firing then bring left hand back to front, remove gloves, roll one into the other and with left hand, gently toss the gloves 4-5 feet behind the right leg then return the left hand to a flare in the small of the back, ensuring the forearm is parallel to the waist. If wearing siliconed/gloves with grip or black gloves, do not remove.

Figure 8.5. Ground and Take Arms.



8.12.1. If required, insert hearing protection (after gloves have been removed).

8.13. Parade Rest. There will be situations in which the firing party performs parade rest, i.e. during Special Military, Official and State Funerals. Refer to paragraph 2.19.1. and figure 2.30.

8.14. Ceremonial At Ease. Refer to paragraph 2.19.2.

Figure 8.6. Ceremonial At Ease.

8.14.1. To return to attention. The command is **Firing Party, ATTENTION**. Perform the movement as described in paragraph 2.19.2.7..

8.15. Carry Arms. 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. Right arm carrying the weapon is suspended, while the left arm maintains coordinated arm swing. For additional guidance refer to paragraph 3.2.

Figure 8.7. Carry Arms.

8.15.1. **Order Arms [From Carry]**. Refer to paragraph 3.3.

8.16. Inverted 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. When marching the right arm carrying the weapon is suspended, while left arm maintains coordinated arm swing.

Figure 8.8. Inverted Carry Arms



NOTE: When part of a firing line, members will only perform the rifle manuals necessary to accomplish and perform the mission. Intermediate and advanced drill manuals are prohibited.

8.17. Port Arms. Refer to paragraph 2.21.1

8.18. Order Arms [From Port]. Refer to paragraph 2.21.2.

8.19. Present Arms. Refer to paragraph 2.21.3.

8.20. Order Arms [From Present]. The command for this movement is **Order, ARMS**. This is a five count movement performed from the position of present.

8.20.1. **(Count 1)** . Rotate the weapon counter-clockwise approximately 90-degrees using the right hand returning it to proper port (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.

Figure 8.9. Order Arms [From Present] (Count 1).



8.20.2. (Count 2) . Return the left hand to the hand guard; middle finger on the first groove.

Figure 8.10. Order Arms [From Present] (Count 2).



8.20.3. (Count 3) . Complete count one of order arms [from port] (*paragraph 2.21.2.1.*).

Figure 8.11. Order Arms [From Present] (Count 3).



8.20.4. **(Count 4)** . Complete count two of order arms [from port] (*paragraph 2.21.2.2.*).

Figure 8.12. Order Arms [From Present] (Count 4).



8.20.5. **(Count 5)** . Complete count three of order arms [from port] (*paragraph 2.21.2.3.*).

Figure 8.13. Order Arms [From Present] (Count 5).



8.21. Ready Face Sequence. The command for this sequence is **Ready, FACE.** This is a six count movement performed from the position of attention. This sequence is performed in order to ready the firing line for firing.

8.21.1. **(Count 1)** . Complete count one of right face (*paragraph 2.18.1.1. and 2.18.1.2.*).

Figure 8.14. Ready Face Sequence (Count 1).



8.21.2. **(Count 2)** : Complete count two of right face (*paragraph 2.18.1.3.*).

Figure 8.15. Ready Face Sequence (Count 2).



8.21.3. (Count 3) : Butt slam the rifle on the ground in a controlled “tapping” motion, by using the heel portion of the butt plate. This will help to avoid cracking stocks.

Figure 8.16. Ready Face Sequence (Count 3)



NOTE: If the ground is wet do not butt slam

8.21.4. (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. Middle finger meets the weapons at the first groove of the hand guard.

Figure 8.17. Ready Face Sequence (Count 4).

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

Figure 8.18. Ready Face Sequence (Count 5).

8.21.6. (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), approximately 4 inches above the operating rod handle (in line with the first groove). Ensure the left forearm is parallel to the ground.

Figure 8.19. Ready Face Sequence (Count 6).



8.22. Firing Sequence. The command for this sequence is **READY**. This is a seven count movement when firing the first and second volleys. It is a six count movement when firing the third and final volley.

8.22.1. **(Count 1)** . On the command of execution, depress 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. Do not rest the weapon on the body.

Figure 8.20. Firing Sequence (Count 1)



8.22.2. **(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.

Figure 8.21. Firing Sequence (Count 2)

NOTE: From the middle finger tip to elbow should make a straight line.

8.22.3. **(Count 3)** . Smartly replace the left hand with the middle finger on the first groove of the hand guard, returning to proper position of port.

Figure 8.22. Firing Sequence (Count 3).

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

Figure 8.23. Firing Sequence (Count 4).



8.22.5. 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 (as if at the position of attention). The weapon will be at a 45-degree angle with the front sights level with the firing line member's eyes (ultimately dressing the weapon 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. NOTE: The stock will be located in the center between the arm pit and hip. Do not put the weapon up into the arm pit or below the hip.

8.22.6. The balance of the rifle will rest in the palm of the left hand with the middle finger on the first groove of the hand guard. Simultaneously turn head and eyes 90-degrees so that you are looking straight towards the direction of fire. Torso should follow the head leaving the shoulders at a 45-degree angle to the direction of fire. Ensure your feet stay planted.

8.22.7. **(Count 5)** . The right hand's index finger rips through the trigger using the entire arm; all is done in one fluid motion.

Figure 8.24. Firing Sequence (Count 5).

8.22.8. 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 (as if at the position of attention). The palm of the right hand faces towards the front of the firing line (point position). Ensure arm does not extend behind or in front of body, only extend in-line with the body.

8.22.9. **(Count 6)** . Return the rifle back to the position of port. The head, right arm, rifle, and upper body should return with a “snap”. Your head and eyes follow weapon.

Figure 8.25. Firing Sequence (Count 6).

8.22.10. **(Count 7)** . Release the left hand from the rifle and return it to the operating rod handle back to the position of “ready.”

Figure 8.26. Firing Sequence (Count 7)



NOTES:

1. Do not execute count seven if you are firing the third and final volley.
2. 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.

8.23. Present Arms [After Firing]. The command is **Present, ARMS**. This is a five count movement performed after firing three volleys. The purpose of the movement is to bring the firing line back into position to salute during the playing of Taps.

8.23.1. **(Count 1)** . The left foot will close with the right foot bringing the feet together at the position of attention.

Figure 8.27. Present Arms [After Firing] (Count 1).



8.23.2. **(Count 2)** . Complete count one of left face (*paragraph 2.3.1.1.*).

Figure 8.28. Present Arms [After Firing] (Count 2).



8.23.3. **(Count 3)** : Complete count two of left face (*paragraph 2.3.1.2.*).

Figure 8.29. Present Arms [After Firing] (Count 3).



8.23.4. **(And)** . Release the weapon with the left hand and form a fist, move the fist directly in front of the left shoulder, with the forearm remaining at 45-degree angle. Ensure the left hand stays on the same horizontal plane throughout the movement.

Figure 8.30. Present Arms [After Firing] (1st And).



8.24.5. **(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.

Figure 8.31. Present Arms [After Firing] (Count 4).

8.23.6. **(And)** . Release the weapon with the left hand and form a fist, move the fist directly in front of the left shoulder. This time the left forearm should be parallel to the ground and the arm at a 90-degree angle. Ensure the left hand stays on the same horizontal plane throughout the movement.

Figure 8.32. Present Arms [After Firing] (2nd And).

8.23.7. **(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.

Figure 8.33. Present Arms [After Firing] (Count 5).



Section 8C—Movement and Control of the Firing Line

8.24. General. The firing line and NFP will follow and adhere to all basic drill requirements outlined in AFMAN 36-2203 and Sections 2A through 2C of this manual, unless specified otherwise in this chapter.

8.25. NFP. Will call all commands from the position of attention.

8.26.1. Do not call commands while other commands are being call during the ceremony.

8.26.2. In the event of an echo, the NFP will wait until the echo is complete before proceeding with the next command.

8.26.3. During the firing sequence the NFP will time the cadence of the command **READY** so that the volleys are approximately three to five seconds apart.

8.26.4. Will perform stand at ease IAW paragraph 2.2.3. The NFP will never go to ceremonial at ease or parade rest.

8.26. Dress Right Dress. The command is **Dress Right, DRESS**. The movement is the same as outlined in AFMAN 36-2203 with the following exceptions:

8.27.1. Members will obtain an arm and a hands length interval.

8.27.2. If the last person sees someone in the firing 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. If time allows, the NFP also has the option of dressing the line IAW AFMAN 36-2203.

*Section 8D—Implementation***8.27. Pre-ceremony Preparation.**

8.27.1. Members will report 45 minutes prior to the scheduled fallout time for the day's missions. During this time rifles will be lubricated (if necessary), inspected and the pre-ceremony live-fire will take place.

8.27.2. If conditions or resources do not permit a morning live-fire then the firing line will execute a pre-departure dry fire instead.

8.27.3. NFP will inspect the gravesite location 45 minutes prior to ceremony start time (or when determined by OIC/NCOIC) and determine the positioning of the firing line.

8.27.4. Once in position at gravesite, another dry fire will be accomplished. At least two run-throughs will be accomplished.

Figure 8.34. Firing Party Performing Warm-ups Prior to the Ceremony.



8.27.5. The firing line will be in position no later than 20 minutes prior to the arrival of the deceased's family and procession and will assume the position of ceremonial at ease when the procession is visible.

8.28. March to Gravesite. The firing line will fall in as specified by the NFP then march towards the pre-determined location. Once the team is lined up with the lowering device, bier or table (the fourth person should be in line with the corner) NFP calls **Mark, TIME**; then combines the necessary movements to position the team by giving the command **Firing Party, Left (Right), Order, Dress Right, DRESS**.

8.29. Departure and Casings Retrieval. Upon completion of the ceremony after the firing line moves to port arms, the fourth person will execute a three-count about face then step off halting one pace away from and directly in front of the NFP.

8.29.1. **(Count 1)** . Bring the right hand up in front and extended around the left side of the hand guard.

Figure 8.35. Departure and Casings Retrieval (Count 1).



8.29.2. (**Count 2**) . Rotate the weapon 180-degrees clockwise while simultaneously pinning the left hand. The weapon is at proper position of port for the NFP.

Figure 8.36. Departure and Casings Retrieval (Count 2).



8.29.3. The NFP reaches out and takes the weapon with both hands and assumes the position of port.

8.29.4. The fourth person will take NFP's command of **Right (Left), FACE and Forward, MARCH.**

8.29.5. The fourth person will stay behind and pick up the casings. Then return to the vehicle(s). NOTES: 1. Remove gloves prior to picking up casings. 2. Only when asked will the member stop and give a max of three spent rounds to the family.

Chapter 9

PALLBEARERS

Section 9A—General Information

9.1. Background. The pallbearer is a necessary component of any funeral and its origins are as old as antiquity. The word “pall” originates from the Latin word “pallium.” A pallium was a piece of cloth wrapped around the body of ancient Greeks and Romans as an outer garment. Pall, in itself has now come to mean a couple things. The most common and simplest definition is *a cloth used to cover a casket, bier or tomb*. While some traditions and organizations use the terms pallbearer, casket bearer and body bearer to differentiate between the roles one may play during the escort of the deceased, for the Air Force the terms pallbearer and body bearer are synonymous. Furthermore, the term “honorary pallbearers” refers to individuals who move the casket using a church truck (gurney), cot or carriage and do not actual lift/carry the casket. In addition, individuals selected to follow behind the casket are honorary pallbearers. There is no limit to the number of honorary pallbearers.

9.1.1. Many of the traditions and rituals witnessed during a military funeral can trace its origins to the American Civil War. Many believe that the tradition of covering the casket with a flag occurred during this time when caskets were not available on the battlefield. The flag was wrapped around the soldier’s body forming a makeshift pall in which he could be buried. In addition, the use of the caisson in ANC also finds its beginnings on the battlefield. During the war the horse-drawn caissons that pulled artillery pieces also doubled as a conveyance to clear fallen soldiers from the battlefield.

9.2. Protocol. Refer to Title 36, United States Code Chapter 10, AFI 34-1201 and AFPAM 34-1202 regarding proper flag handling etiquette and protocol. Refer to AFI 34-242 for military funeral honors eligibility.

9.2.1. USAF and Base Honor Guard Pallbearers will only be utilized in funerals for Air Force retirees, Active Duty deaths, repatriations, Medal of Honor recipients or as directed by MDW for Special Military, Official and State Funerals. They may be utilized for all funeral types in ANC.

9.2.2. Honor guards may also be tasked to perform Dignified Arrivals and Dignified Transfers. Dignified Arrivals and Transfers are used to move remains from an aircraft to a hearse or other mode of transportation. Both follow, essentially, the same sequence and procedures. Refer to AFPAM 34-504 for information regarding the escort of deceased Airmen.

9.2.2.1. Dignified Arrivals. These are performed for all Airmen who are entitled to mortuary services. A Dignified Arrival is performed only at the final destination airport when the remains have been transported by aircraft. Do not perform at any other time.

9.2.2.2. Dignified Transfers. These are only performed by the USAF Honor Guard for Active Duty deaths arriving at Dover or Andrews AFB through Port Mortuary from OCONUS. Do not perform at any other time. Installation honor guards do not perform Dignified Transfers.

Figure 9.1. Dignified Arrival and Dignified Transfer.



9.2.3. See paragraph 8.3.7 regarding use of the flag to carry spent casings at a funeral.

9.2.4. Saluting the Flag. AFI 34-2101, AFPAM 34-1202 and AFMAN 36-2203 all provide guidance on when to salute the U.S. flag. Airmen must also adhere to the following guidance, clarification and exceptions:

9.2.4.1. When marching past a flag draped casket, or if the flag draped casket is passing the individual, a salute is required. These rules apply when the casket is in the hearse as well. Flags draped on caskets are not considered “cased.”

9.2.4.2. A cased/folded flag is saluted following the same rules as stated in (paragraph 9.2.2.1.) when it is accompanied with the remains of a service member prior to and during a military funeral whether inside or outside of a vehicle.

9.2.4.3. Cased flags are also saluted upon completion of the fold and inspection/simulated inspection of the flag. The third and last exception for saluting cased flags is when the flag is presented to an individual for the final time (at a military funeral or retirement) and will never be un-cased/un-folded again.

9.2.5. The only two occasions that the U.S. Flag is not aloft, free and traveling blue field first are during a military funeral when the flag is used as a pall. During the transportation of remains the flag will travel stripes first and during the committal service the flag may be held parallel to the ground.

9.2.6. Message of Condolence: *“On behalf of the President of the United States, the United States Air Force, and a grateful Nation, please accept this flag as a symbol of our appreciation for your loved one’s honorable and faithful service.”*

9.2.7. PC bearer. The PC bearer will follow directly behind the remains (in front of OIC/NCOIC) on the march to gravesite.

9.3. Requirements.

9.3.1. The casket will always be carried parallel to the ground and level.

9.3.2. The casket will always travel feet first. EXCEPTIONS: 1. Obstruction in the path of travel or an adverse condition that prohibits the team from carrying feet first. 2. The funeral for a Military Chaplain. In this instance, 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. 3. When the casket is secured in a fixed wing aircraft for transportation. The casket will be positioned with the head towards the nose of the aircraft and travel this way for the duration of the flight, from take-off till landing. 4. During the transfer of a casket from the hearse and onto a caisson.

9.3.3. When saluting while marching, both the individual rendering the salute and the bearer marching beside them will suspend arm swing.

9.3.4. When in formation the pallbearer closest to the individual, flag or remains will render the hand salute. All other team members will remain at attention.

9.3.5. OIC/NCOIC will only “heel click” when performing movements with the bearers team. They will never heel click when executing movements as a solitary member or with a Chaplain.

9.3.6. The lowering of the OIC/NCOIC’s hand salute signals the hearse and/or caisson to stop.

9.3.7. OIC/NCOIC will only move to inspect the casket/hearse if it is absolutely necessary. The NPB should be experienced enough to handle any situation regarding the transfer or carry of remains.

9.3.8. OIC/NCOIC will only turn their head to look for the funeral director or ceremony representative if it is absolutely necessary.

9.3.9. OIC/NCOIC will execute all movements in the same manner as the pallbearer team and as outlined in this chapter.

9.4. Composition and Formation. Air Force pallbearer teams will consist of six members. Ensure the height of the team is as closely matched as possible. Teams with drastic height differences place members safety in jeopardy as carrying heavier caskets may be more difficult as the shorter and/or taller individuals may be placed in a less than optimum carrying position. EXCEPTION: The USAF Honor Guard will utilize eight pallbearers for all funerals, unless dictated otherwise, with casketed remains in ANC. Base Honor Guards may utilize eight pallbearers only when manning allows it and only during SHFs. Never use eight pallbearers for a modified SHF (7-person), or Dignified Arrivals.

9.4.1. Each pallbearer team will have an NCOIC of Pallbearers (NPB) who is the most experienced team member. The second most experienced member will fill the position of Handoff.

9.4.2. Prior to the ceremony the team will always be positioned facing the gravesite approximately 10 paces from the OIC/NCOIC. For FHF’s in ANC, the team will always be facing the formation at the transfer point. For Minimum Honors Funerals the team will be positioned with their backs to the gravesite.

9.4.3. The team will be aligned three (four) abreast for a six (eight) person team in two columns relative to NPB’s position. NPB will be positioned so that they are closest to the hearse when it is stopped. When facing the back of the hearse, the NPB will always be in the front right.

9.4.4. The OIC/NCOIC will pre-post approximately where the Caisson must stop (adjacent to the pallbearer team) with their back to the gravesite. OIC/NCOIC will be at the position of stand at ease.

9.4.5. At gravesite the OIC/NCOIC will be positioned at the foot end of the grave one to two paces away from the pallbearer team.

9.5. Responsibilities.

9.5.1. **Members.** All pallbearers must be strong enough to carry their share of weight on the casket and support their teammates. All members will be thoroughly familiar with all positions on the team and must possess the ability to perform as Fold, Mark, Dead Mark, Cross-mark, Dead Cross-mark, Carry or Handoff if required to. Each team member's responsibilities vary throughout each sequence and type of ceremony. Carry and Handoff should be the strongest members on the team. 7-person funeral: Fold will also perform as Bugler. Handoff, Carry and Mark will perform as the firing party. Cross-mark will perform as spare/traffic.

9.5.2. **Handoff.** Is the second most experience person on the team and is responsible for taking control and responsibility of the team when NPB is unavailable or the situation dictates it.

9.5.3. **NPB.** The most experienced person on the team and 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. During a 7-person funeral the NPB has the dual role of NCOIC. The NPB should be an NCO.

9.5.3.1. Ensure all personnel are prepared to execute pre-ceremony (warm-ups), inspection and ceremony procedures.

9.5.3.2. Possess extensive knowledge of element procedures and the pallbearer sequences.

9.5.3.3. In most cases will insure 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.

9.5.3.4. Will perform gravesite checks and attend post ceremony briefs.

9.5.4. **OIC/NCOIC.** Should be the ranking individual on the funeral and has overall responsibility of the entire ceremony. The OIC/NCOIC will be an Officer or NCO.

9.5.4.1. They will have knowledge on all elements and sequences.

9.5.4.2. In certain situations, may need to insure 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.

9.5.4.3. Will present the flag and deliver the message of condolence to the Next of Kin (NOK) in the absence of a military chaplain.

9.5.4.4. Responsible for coordinating gravesite checks and post ceremony briefs.

9.6. Equipment.

- 9.6.1. Practice internment flag.
- 9.6.2. White/black non-siliconed gloves.
- 9.6.3. Safety back-belts (recommended).

9.7. Uniform Requirements. The pallbearer team will not wear the ceremonial belt. Safety belts, if used, will be worn underneath outer garments to aid in the support of the back and abdominal region while carrying caskets.

- 9.7.1. Never wear siliconed gloves while folding the flag.
- 9.7.2. If the team transports remains from indoors to outdoors, as it may for funerals that include a chapel service, then the team should not remove their hats. If the entire service is indoors, then hats will not be worn. Do not develop a sequence to remove/put on hats in a ceremonial fashion.
- 9.7.3. When performing a two-person flag fold during individual retirement ceremonies, or any flag fold outside of a military funeral, the ceremonial uniform must not be worn. Members will wear the Service Dress uniform.

9.8. Commands. Pallbearers and OIC/NCOIC will call all commands from the same position as the rest of the team (Chaplain) and will execute the movement on their own command of execution.

- 9.8.1. The command **STEP** is used in lieu of **Forward, MARCH** and is used, in many cases, to command the team to perform a rehearsed sequence of movements. This is due to the unique requirements placed on the team to enable the pallbearers to perform the ceremony. For example, when pallbearers are required to step to the side, one file must perform a right step while the other performs a left. Attempting to give the command **Right (Left) Step, MARCH** would not be feasible. So for consistency and ceremonial purposes the commands **Forward, MARCH, Right (Left Step, MARCH** and **...Steps Backward, MARCH** are not used.
- 9.8.2. At all other times, pallbearers will follow the guidance dictated in Chapter 2 of AFMAN 36-2203.
- 9.8.3. All commands given by the OIC/NCOIC are subdued, except for **SECURE**.

Section 9B—Pallbearer Manuals

9.9. General. Pallbearers perform the following drill movements and all IAW Chapter 2 of this manual: attention (*paragraph 2.14.*), stand at ease (*paragraph 2.2.3.*), present/order (*paragraph 2.4.*), halt (*paragraph 2.5.2.*) and mark time (*paragraph 2.6.*). Right (left) face will always be completed in a three second cadence. All hand salutes performed during pallbearer sequences will be done so in a three second cadence.

9.10. Hang Step. Hang steps are executed after the command of **STEP** or as a solitary member during some situations (i.e. as Handoff when positioning to remove a casket from a hearse). Arms will be suspended but not pinned to side. Sharply place the left foot in front of the right, letting it “hang” approximately 1-2” off the ground. After the pause, glide forward keeping the

elevated foot level and parallel to the ground, placing the heel in about the same spot the toe was. Sharply place the right foot directly in front of the left, letting it “hang” slightly off the ground. Repeat as necessary until given the command is given to flank right or left.

Figure 9.2. Hang Step.



9.10.1. Flanking Movement. Flanking movements are executed while hang steps in order to position the team directly behind the hearse. The command is **Right (Left) Flank, MARCH**. The preparatory command **Right (Left)** will be given on the right (left) foot. 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 command. These commands should be called once the foot strikes the ground. Immediately after **MARCH** execute the flank IAW paragraph 2.7.2 of this manual.

9.10.2. Guide Steps. When guide steps are needed NPB and Fold will initiate the first guide step followed by the second set of four team members on the second step (two for six man team) and ending with the final two team members guiding on the third step so the entire team is dressed and covered to the vehicle.

Figure 9.3. Flanking Movement.



9.11. Head Drops. A “head drop” describes the three second lowering of the head to a 45-degree angle looking down.

Figure 9.4. Head Drops.**Section 9C—Carrying Interred (Casketed) Remains**

9.12. Basics. Hand positions, posture, and footing are important to properly carry the casket. NPB's side (Mark, *Dead 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, *Dead Cross-mark* and Handoff) carries the casket with their right palm facing down on the carrying handle and left palm facing up. During an 8-person carry, NPB may give the subdued command of **Ready, FLARE** to signal Fold to release the casket with their forward hand and flare that hand in front of the flag and casket. NPB will do the same. This technique is only used during an 8-person carry when the casket is light in weight (i.e. during repatriations), and/or the casket is not long enough to allow all members to correctly position their hands on the casket handles.

Figure 9.5. Hand Positions

NOTE: The hand positions will be reversed in the event that the casket travels in the opposite direction.

9.12.1. The proper posture while carrying caskets is body straight up and down, shoulders rolled back, and head and eyes straightforward. 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. Do not let the casket rest on the hip or side of the body.

9.12.2. The OIC/NCOIC will follow behind and centered on the team, approximately four to six paces, with suspended arm swing. Stay in step with the pallbearers.

Figure 9.6. Pallbearer Teams Carrying Repatriated Remains.



9.13. Turning Steps. Turning steps are executed after the remains are removed from the hearse or the caisson. 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 Handoff (clock-wise). Alternately, if gravesite is located behind Fold, the turn will be toward Carry (counter clock-wise). Example: "5 and 5 to Handoff".

Figure 9.7. Turning Steps

***NOTE:** When performing turning steps, you turn with the foot you stepped down with. NPB's side will step away from the hearse with their left foot; therefore they will turn with their left foot. Fold side steps away with the right foot and executes the turning steps with the right foot.*

9.13.1. The command for the behind the hearse sequence is given by NPB to Handoff loud enough only for them to hear. Handoff will repeat the command to each member of the team as they remove the casket from the hearse.

9.13.2. During the caisson sequence, the number of steps away from the caisson will be determined by the stopping point of the caisson relative to the pre-determined route of travel for the casket to gravesite. NPB will command **HALT** and **DOWN** once the team is aligned with the path. The next command will be **STEP**, which will initiate the five turning steps.

9.13.3. The OIC/NCOIC will salute once the remains are in motion (on Handoff's first step backwards to remove the casket). They will hold the salute until the team has completed the turning steps. At this point they will face the team and salute. Once the casket passes, OIC/NCOIC will lower their salute and follow the team.

9.14. Centering in on the Casket. On the command of **CENTER**, the members on each side of the casket face each other. When performing the facing movement create a "T" similar to a two-count about face rather than a proper right (left) face. This will enable the team to maintain the proper distance from the casket and reposition comfortably without injury or excess casket movement. Then the NPB side flips their left hand over so that their palms are facing up. While Fold's side is doing the same thing with their right hands (this is a 3-second simultaneous movement). All members execute a three-second synchronized head drop after the hand-flip. Members' eyesight should be focused on the "crown" (top) of the casket.

Figure 9.8. Centering in on the Casket.



9.15. Stepping onto a Lowering Device on Raised Platform. With the team halted one pace away from the lowering device and centered in on the casket, NPB will call **Ready, UP**. The pallbearers lift the casket at a three second cadence, stopping once the casket handles are approximately at eye level.

Figure 9.9. Ready-Up.



9.15.1. In order to keep the casket safely balanced, each pallbearer shall lift the casket using their upper-body muscle groups only. Typically, without rocking back/forth and without squatting or bending the knees. This accomplished by rolling the back of the forearms against the base of the casket, gently pushing against it and lifting the casket straight up. As the casket rises up so should the heads of the team members until they are looking straight ahead at the handles. **CAUTION:** Do not lean in toward the casket when lifting it up. This may off-balance the casket and other pallbearers, and risks injury.

9.15.2. NPB will pause for a dead count ensuring all the pallbearers are set, and then he/she calls **STEP**. The team begins side stepping onto the raised platforms.

Figure 9.10. Stepping onto a Lowering Device on Raised Platform (Ready, UP; STEP).



9.15.3. When stepping on to a raised platform every member of the teams' head will be looking straight forward at the casket only their eyes will be looking down at the person's feet across from them watching to see that they are ready to step up onto the raised platform. When a member hits his foot on the side of the ladder supports they are signaling that they are ready to step up, on the next step both members will step up simultaneously.

9.15.4. If the "Ready, Up" is not possible due to low overhead clearance such as a tree, tent, awning etc, or the pallbearers are not strong enough, then after the team centers on the casket NPB will call **STEP**. The team will side step until their foot hits the side of the ladder support. When this happens and the member is ready to step up onto the platforms, they will leave their head up and make eye contact with the person across from them. As soon as the two members step onto the platforms they will lower their head back down.

Figure 9.11. Stepping onto a Lowering Device on Raised Platform (STEP).



9.15.5. When the entire team is on the platforms and the casket is centered on the lowering device, NPB commands **HALT** then **DOWN**.

9.15.6. OIC/NCOIC Procedures. 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 lowering device. Once the casket is down on the bier or lowering device, the salute is lowered.

9.15.7. If the casket was carried to the grave site head first (“Up and Face” was performed; *paragraph 9.23.*), then the OIC/NCOIC will halt with the pallbearer team and render a salute. Hold the salute until the remains have been placed at gravesite, then lower salute and move the appropriate number of steps forward to the foot of the grave.

9.16. Lowering the Casket. The command is **DOWN**. There are five different situations where this command applies.

9.16.1. Placing the casket onto a church truck for transportation inside a chapel or to another location. (3 second cadence).

9.16.1.1. When the casket has been placed on the church truck, all hands flare downward towards the casket (left middle fingertip over the right, thumbs crossed). Mark and Cross-mark initiate a slow rise up from the casket handles, all pallbearers keep their heads down. NPB gives the subdued command **Ready, CUT** and each pallbearer comes to attention by raising their heads (looking straight ahead), pinning their hands to their sides and take one step back away from the casket beginning with the foot closest to the entrance (NPB’s side with the left foot and Fold’s side with the right foot). If the casket was transported head first then this is reversed (Handoff’s side with the left foot and Carry’s side with the right foot).

9.16.2. Lowering the casket after removal from the caisson during FHF’s in ANC (3 second cadence). When lowering the casket from this position all heads will follow the casket down and will terminate at a 45-degree angle looking down.

9.16.3. Lowering the casket after it has cleared a tombstone. (3 second cadence).

9.16.4. Lowering the casket onto the lowering device at gravesite. (8 second cadence).

9.16.4.1. When the casket is lowered at the gravesite NPB and Handoff release the casket with their right hands and lift 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.

9.16.4.2. If there is no flag on the casket (for example during a Dependent Funeral at ANC), all pallbearers' hands will flare downward towards the casket (left middle fingertip over the right, thumbs crossed). Mark and Cross-mark initiate a slow rise up from the casket handles, all pallbearers keep their heads down. NPB commands, **Ready, CUT** and each pallbearer comes to attention by raising their heads (looking straight ahead) and pinning their hands to their sides.

Figure 9.12. Lowering the Casket.



9.17. Facing to March with the Casket. NPB gives the command **FACE** for all members of the team to face toward NPB when holding the casket in the “Center” position with heads up and completed in unison at a three second cadence.

9.17.1. NPB's side will turn their right foot followed by the left toward the right.

9.17.2. Fold's side will turn their left foot, followed by the right to the left.

9.17.3. When performing the facing movement, if necessary, create a “T” similar to a two-count about face rather than a proper right (left) face. This will enable the team to maintain the proper distance from the casket and reposition comfortably without injury or excess casket movement.

Figure 9.13. Facing to March with the Casket

NOTE: The pallbearers must be in the "Center" position, with their heads up and hands positioned correctly before this command can be given.

9.18. Halting the Team. This command is drawn out (i.e. **H-A-A-A-ALT**) and given on the right or left heel, halfway through the stride. The entire team halts closing the trailing foot beside the lead foot. There are no heel clicks (two-count movement).

Figure 9.14. Halting the Team.

9.19. Up. The command **UP** is 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 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.

9.20. Right/Left Wheel. Used to turn the team either right or left. NPB initiates this movement by slightly tugging on the casket. The team will start the wheel by marking time and guiding/turning in the direction of the hearse/caisson/lowering device. While marking time, the team will raise their outside knee higher than their inside leg. Once aligned in the desired direction of travel, Handoff (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.

Figure 9.15. Right/Left Wheel.

9.21. Clearing Obstacles. The command **Ready, UP** is used when transporting a casket over tombstones. The command is given on sequential left feet. The preparatory command **Ready** is given on the left foot; dead-step with the right foot and **UP** is called on the next left foot. The entire team lifts the casket up to a termination point slightly lower than shoulder level or as high as necessary to clear the obstacle. The casket shall remain level at this height until Handoff says CLEAR. The command **DOWN** is given by NPB.

Figure 9.16. Clearing Obstacles (Ready, Up).

9.21.1. For rare and extreme situations where the team cannot clear the obstacle then NPB may give the command **Ready, SHOULDER**. This is performed in the same manner as

Ready, UP except upon completion of the movement the team will flip their rear hand (NPB's side will change grip with the left hand and Fold's side of the casket will change grip with the right hand) so the palm is facing away from the casket. After changing grip the team is then able to lift the casket above the shoulder if needed. **NOTE:** Only use this movement as a last resort after all other alternatives have been exhausted. **CAUTION:** Do not perform this movement if the team is not strong enough or has not been given adequate training and instruction to execute.

Figure 9.17. Clearing Obstacles (Ready, SHOULDER).



9.22. Casket Corrections and Control. Communication during the carry is essential to a smooth and level carry. Pallbearers may give the following corrections during the carry to ensure the casket is level: **FOLD SIDE UP/DOWN, NPB SIDE UP/DOWN, FRONT UP/DOWN.** Give corrections only loud enough for the pallbearers to hear.

9.22.1. Pallbearers may state quietly **Step, It, OUT** to instruct the team to increase the cadence of the march in order to reach the gravesite quicker due to the weight of the casket or distance to the lowering device or bier.

9.22.2. Handoff or Carry may give a subdued command **Ready, FLARE** to reposition their "rear" hands to the bottom of the casket to grant them more leverage and increase control on a heavy casket.

9.22.3. When carrying upstairs or to step onto a curb, the pallbearers on NPB's side of the casket will state which foot they will step up with prior to reaching the first step. For example, NPB calls **LEFT** as the right foot hits the ground and on the next step (left foot) NPB and Fold step up on the left foot. Mark and Carry will do the same and the commands will basically ripple to the rear on every other step.

9.23. Carrying the Casket Head First. See paragraph 9.3.2. and its exceptions.

9.23.1. 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.

9.23.2. While Handoff is in position at the rear bumper of the hearse to remove the casket; NPB will direct "up and face" instead of the numbers for turning steps. Pallbearers must ensure their hands are positioned correctly (thumbs towards Handoff) Refer to paragraph 9.24. for instructions on transferring the casket to a caisson.

9.23.3. After Handoff has commanded **READY** (refer to paragraph 9.24. for hearse unloading), NPB will command **UP**. When the team has executed their 3-second head raises, NPB calls **FACE**. Handoff will take over as the team leader and call **STEP**. From this point forward Handoff will call all the necessary commands for the team.

9.23.4. Once the team is has halted, and the casket is in position to be lowered, NPB will take over as team leader and command **DOWN**. At this point, NPB is in command of the team for the duration of the ceremony.

9.24. Hearse Unloading/Loading. The following sequences and techniques are used to unload and load a casket from and into the hearse.

9.24.1. **Behind the Hearse (Casket Removal).** The team marches up to the back of the hearse with NPB in the front right of the team. NPB commands **Mark, TIME** and allows 4-6 steps for the team to dress, followed by **Bearers, HALT**. The team halts and NPB's side executes a left face and then takes one right step toward the hearse. Fold, Cross-mark and *Dead* Cross-mark execute a right face and then take one left step. Handoff will pause for one count as team faces toward each other and as the team steps toward the hearse; Handoff takes one right step and centers between each file. After steps are complete the entire team (except for Handoff) makes eye contact with the person across from them (creating a one second pause) and executes a three-second head drop.

Figure 9.18. Behind the Hearse (Casket Removal).



Figure 9.19. 3-Second Head Drops.



9.24.1.1. After the team has completed their three second head drops, Handoff takes two (6-person team) or three (8-person team) hang steps to the back bumper of the hearse. Handoff then executes a three second head drop.

Figure 9.20. Handoff Hang Steps.



9.24.1.2. If necessary, Handoff will undress the flag over the casket. The following counts are executed with a three second cadence.

9.24.1.3. **(Count 1)** . Handoff will bring their hands up in a fist, as if at attention, in front of their shoulders (palms inward).

Figure 9.21. Handoff Undresses Flag (Count 1).



9.24.1.4. **(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.

Figure 9.22. Handoff Undresses Flag (Count 2).



9.24.1.5. **(Count 3)** . Slide hands apart along the white band. Keep both hands flared.

Figure 9.23. Handoff Undresses Flag (Count 3).



9.24.1.6. (Count 4) . Grab the flag and pull it over the end of the casket. Handoff secures the casket handle with both hands (palms facing up).

Figure 9.24. Handoff Undresses Flag (Count 4).



9.24.1.7. Once Handoff is in position to remove the casket from the hearse, the NPB will quietly give the number of turning steps or **UP** and **FACE** (*paragraph 9.23.*), if necessary. Handoff will repeat this number to NPB for verification, twice. Handoff will step back with their left foot with the casket in tow. Handoff'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 with palms/thumbs in the correct direction (*paragraph 9.12.*). Handoff 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.

Figure 9.25. Hearse Unloading (Ready, TAKE).



9.24.1.8. When the casket is approximately 2/3 of the way out of the hearse NPB will, give the subdued command, **Ready, LIFT**. NPB and Fold will gently raise the casket to prevent it from striking the hearse's rear bumper.

9.24.1.9. 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 re-place their hands on the casket handle.

Figure 9.26. Hearse Unloading (Ready, FLARE).



9.24.1.10. Once the casket is out of the hearse, Handoff should ensure that the rear handle of the casket, if applicable is pushed down, and then return to their proper position on the casket.

9.24.1.11. To return to position Handoff will take two side steps. The first step will be a 45-degree step facing the left rear corner of the casket. If the weight of the casket and the strength of the team allow it, Handoff may release the handle with both hands and return to the position of attention. After releasing the handle bring both hands up in the same manner as paragraph 9.23.1.10. then in the same three second cadence return both arms to the side at attention.

Figure 9.27. Hearse Unloading (Handoff Repositions).



9.24.1.12. Once in position Handoff will execute a three second head drop and call **READY**.

Figure 9.28. Hearse Unloading (READY).



9.24.2. **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 of the hearse. NPB will command **HALT** followed by **CENTER** approximately one pace away from the rear bumper.

9.24.2.1. 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.

9.24.2.2. After the team has centered in on the casket and heads are lowered; Handoff will release the casket (if weight of casket and strength of team allow it) 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).

9.24.2.3. Handoff 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). Handoff 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. Handoff will continue to push the casket into the hearse.

9.24.2.4. As Handoff passes through the team; each member will release the casket, raise their heads and re-assume the position of attention.

Figure 9.29. Hearse Loading (Ready, STEP).



9.24.2.5. Once the casket is completely in the hearse, Handoff will back-up two steps (6-person team) or three steps (8-person team), 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.

Figure 9.30. Hearse Loading (Handoff Repositions).



9.25. Caisson Loading/Unloading. The following sequences and techniques are used only by the USAF Honor Guard during FHF in ANC.

9.25.1. **Casket Transfer and Caisson Loading.** The caisson will always be prepositioned to the right (on the right side of the road) of the pre-determined parking location of the hearse. OIC/NCOIC ensures the correct positioning of the caisson. They will perform the caisson preparation by positioning the straps on the sides of the caisson and ensure they are not tangled or will be caught under the casket when the caisson is being loaded. Ensure the adjustable bier pin is removed and the non-adjustable bier pin is positioned in the second or third hole from the front of the caisson.

9.25.1.1. While Handoff is in position at the rear bumper of the hearse to remove the casket; NPB will direct “transfer, no head drops” instead of the numbers for turning steps or “up and face.” Pallbearers must ensure their hands are positioned correctly (thumbs towards Handoff).

9.25.1.2. After Handoff has commanded **READY** (refer to paragraph 9.24. for hearse unloading), NPB will command **UP**. When the team has executed their 3-second head raises, NPB calls **FACE** and then **STEP**.

9.25.1.3. The team will step off and guide to the left, with each left step (the right step will be straight in front, do not cross over with your right foot to guide), until the casket is in line with the caisson.

Figure 9.31. Caisson Loading (Guide Step).



9.25.1.4. After the team is behind the caisson is aligned with it, NPB commands **HALT** followed by **CENTER**. Once the entire team has completed the facing movement to center (without simultaneous 3-second head drops), all members will reposition their hands with thumbs pointed towards NPB. This is accomplished in two 3-second movements. NPB’s side of the casket will release the casket with their right hand and re-grip with their palm facing up. Next they will release the casket with their left hand and re-grip the handle with their palm facing down. Fold’s side of the casket will do the opposite and all members of the team perform the movements simultaneously. Next NPB commands **FACE**. The team will execute a 3-second facing movement in the direction of the caisson. NPB then commands **STEP** and the team to marches toward the caisson.

9.25.1.5. When NPB is approximately one pace away from the caisson, he/she will command, **HALT** followed by **CENTER**.

9.25.1.6. NPB commands **Ready, UP**. The team raises the casket 6 to 8 inches higher than the caisson at a three second cadence using the same techniques described in paragraph 9.16. As the top of the casket rises past their chins, the team members will raise their heads to normal level. When the casket is sufficiently high enough to clear the caisson, NPB commands **STEP** initiating the side steps to place the casket on the caisson.

As each team member passes the end of the caisson they will gently lower the casket onto the caisson then turn their hands over (palms down) one at a time.

Figure 9.32. Caisson Loading (STEP).



9.25.1.7. NPB commands **HALT** when the foot end of the casket is approximately 6 inches from the non-adjustable bier pin on the caisson. Each pallbearer will press down the casket handles (if applicable) and gently dress the flag along the base of the casket to ensure there is an even amount on each side. All pallbearers will keep their arms extended and parallel to the ground closing their hands at a fist, as if at attention, with palms facing each other and hands touching. Do not rest your forearms on the caisson. This is the caisson stand-by position.

Figure 9.33. Caisson Loading (Stand-by Position).



9.25.1.8. NPB will flare their right hand out at the bottom corner of the casket signaling Fold to simultaneously bring their left hand up over the front end of the casket to the top, take hold of the end of the flag material and drape it over the casket. Once the motion is complete NPB and Fold will re-place their hands at the base of the casket.

9.25.1.9. NPB gives the command **Ready, FLARE**. All pallbearer's hands are slowly raised up, palms down, arms straight out with hands together (side by side), and pointed at the top of the casket.

Figure 9.34. Caisson Loading (Ready, FLARE).



9.25.1.10. Once all hands are in the flared position, NPB commands, **Ready, CUT**. All members bring their closed hands from the casket, in front of their shoulders in a three second cadence, pause and then lower their hands to the position of attention in a three second cadence. NPB/Fold and Carry/Handoff will mirror each other. All other pallbearers will perform the movements in sync with them.

Figure 9.35. Caisson Loading(Ready, CUT).



9.25.2. **Securing the Casket to the Caisson.** With the team at attention NPB clicks their heel together to initiate the “step-arounds” which will reposition the team and enable them to secure the casket to the caisson.

9.25.2.1. NPB and Handoff take two side steps to their right to their respective ends of the caisson with a three second pause between each step.

9.25.2.2. **(8-Person Team)** : Fold and Carry take two side steps to their left to their respective ends of the caisson with a three second pause between each step. (6-Person Team): Fold and Cross-mark take one side step to their right and align themselves with the buckles on their side of the caisson. There will be a pause during NPB and Handoff’s first step and step on the second step.

9.25.2.3. **(8-Person Team)** : Mark and Dead Cross-mark take one side step to their right and align themselves with the strap/buckle on their respective sides of the caisson. There will be a pause during NPB, Fold, Carry and Handoffs’ first step and step on the second step. (6-Person Team): Mark and Carry take one side step to their right and align themselves with the straps on their side of the caisson. There will be a pause during NPB and Handoffs’ first step and step on the second step.

9.25.2.4. **(8-Person Team)** : Cross-mark and Dead Mark take one side step to their left and align themselves with the strap/buckle on their respective sides of the caisson. There will be a pause during NPB, Fold, Carry and Handoffs’ first step and step on the second step.

Figure 9.36. Securing the Casket to the Caisson (Team Repositions).



9.25.2.5. NPB gives the command **Ready, UP** and each designated pallbearer will bring their closed hands from the position of attention, bent at the elbow, up in front of their shoulders in a three second movement and pause for one count. They will then extend their arms up/out with their hands flared (index fingers aligned side-by-side, thumbs tucked) toward the top edge of the casket in another three second movement. Finally, they will lower their arms to the caisson stand-by position (*paragraph 9.25.1.8.*).

9.25.2.6. **(8-Person Team)** : NPB, Fold, Carry, and Handoff fold the four corners of the flag into “hospital corners”, left side over right. (6-Person Team): NPB and Handoff fold the four corners of the flag into “hospital corners”, star side over stripes.

9.25.2.7. **(8-Person Team)** : NPB pulls the left corner of the flag out away from the casket. Mark, with their right hand, will pinch/hold the flag together at corner of the base of the casket. NPB folds the corner against the front of the casket (over Fold’s corner). (6-Person Team): NPB pulls the right corner of the flag out away from the casket. Fold, with their left hand, will pinch/hold the flag together at corner of the base of the casket. NPB places the corner against the front of the casket.

9.25.2.8. **(8-Person Team)** : Fold pulls the right corner of the flag out away from the casket. Cross-mark, with their left hand, will pinch/hold the flag together at corner of the base of the casket. Fold places the corner against the front of the casket (under NPB’s corner). (6-Person Team): NPB pulls the left corner of the flag out away from the casket. Mark, with their right hand, will pinch/hold the flag together at corner of the base of the casket. NPB folds the corner against the front of the casket, over the right corner.

Figure 9.37. Securing the Casket to the Caisson (NPB Blouses Flag).



9.25.2.9. **(8-Person Team)** : Carry and Handoff ensure the white band of the flag is folded under the material. (6-Person Team): Handoff ensures the white band of the flag is folded under the material.

Figure 9.38. Securing the Casket to the Caisson (Handoff Folds Under the White Band).



9.25.2.10. **(8-Person Team)** : Handoff pulls the left corner of the flag out away from the casket. Dead Cross-mark, with their right hand, will pinch/hold the flag together at corner of the base of the casket. Handoff folds the corner against the front of the casket, over Carry's corner. (6-Person Team): Handoff pulls the right corner of the flag out away from the casket. Carry, with their left hand, will pinch/hold the flag together at corner of the base of the casket. Handoff places the corner against the casket.

9.25.2.11. **(8-Person Team)** : Carry pulls the right corner of the flag out away from the casket. Dead Mark, with their left hand, will pinch/hold the flag together at corner of the base of the casket. Carry places the corner against the front of the casket (under Handoff's corner). (6-Person Team): Handoff pulls the left corner of the flag out away from the casket. Cross-mark, with their right hand, will pinch/hold the flag together at corner of the base of the casket. Handoff folds the corner against the casket, over the right corner. NOTE: When blousing the flag, ensure enough material traps between the bier pin and the casket to prevent it from coming loose.

9.25.2.12. **(8-Person Team)** : Once NPB and Fold have completed blousing their end of the flag; NPB gives an eyewink to Carry signaling that the casket can now be pushed forward. (6-Person Team): Once NPB has completed blousing their end of the flag, NPB commands **Ready, PUSH** to Handoff (conversational tone). Handoff pushes the casket against the non-adjustable bier pin.

9.25.2.13. **(8-Person Team)** : Carry whispers **Ready, PUSH** to Handoff. Carry and Handoff push the casket against the non-adjustable bier pin.

9.25.2.14. **(8-Person Team)** : Mark commands **Take, STRAPS**. Mark and Dead Mark take the straps with their right and left hand, respectively, and ensure the straps are not twisted. (6-Person Team): Mark and Carry take the straps with their right and left hand, respectively, and ensure the straps are not twisted.

Figure 9.39. Securing the Casket to the Caisson (Take, STRAPS).

9.25.2.15. **(8-Person Team)** : Upon hearing Mark's command, Cross-mark commands **Take, BUCKLES**. Cross-mark and Dead Cross-mark take the buckles with their left and right hand, respectively, ensuring the straps are not twisted and there is enough slack. (6-Person Team): Upon hearing Mark's command, Fold commands **Take, BUCKLES**. Fold and Cross-mark take the buckles with their left and right hand, respectively, ensuring the straps are not twisted and there is enough slack.

9.25.2.16. **(8-Person Team)** : Mark commands **Pass, STRAPS**. NPB, Fold, Carry, and Handoff assist by taking the straps with their outside hands passing them over to Cross-mark and Dead Cross-mark. (6-Person Team): Mark commands **Pass, STRAPS**. NPB and Handoff assist by taking the straps with their left and right hands, respectively, passing them over to Fold and Cross-mark.

Figure 9.40. Securing the Casket to the Caisson (Pass, STRAPS).

9.25.2.17. **(8-Person Team)** : Mark and Dead Mark take the straps with their outside hand and pass them to NPB and Carry (respectively). (6-Person Team): Mark and Carry take the straps with their outside hand and pass them to NPB and Handoff, respectively.

9.25.2.18. **(8-Person Team)** : NPB and Carry pass the straps to Fold and Handoff, respectively. (6-Person Team): NPB and Handoff pass the straps to Fold and Cross-mark, respectively.

9.25.2.19. **(8-Person Team)** : Fold and Handoff pass the straps to Cross-mark and Dead Cross-mark, respectively.

9.25.2.20. **(8-Person Team)** : Once Cross-mark and Dead Cross-mark have the straps, Cross-mark commands **Ready, BUCKLE**, the buckle are secured simultaneously. (6-Person Team): Once Fold and Cross-mark have the straps; Fold commands **Ready, BUCKLE**, the buckle are secured simultaneously. NOTE: Pull excess buckle strap to tighten the straps.

Figure 9.41. Securing the Casket to the Caisson (Ready, BUCKLE).



9.25.2.21. **(8-Person Team)** : Carry secures the casket on the caisson by placing the adjustable bier pin into the roller frame and tightening the crank. (6-Person Team): Handoff secures the casket on the caisson by placing the adjustable bier pin into the roller frame and tightening the crank. NOTE: Handoff holds the “hospital corners” in place until Carry secures the adjustable bier pin.

Figure 9.42. Securing the Casket to the Caisson (Handoff Blouses Flag).



9.25.2.22. **(8-Person Team)** : While Carry secures the adjustable bier pin; NPB informs Fold and Mark whether they will face towards the front of the caisson using regular or modified procedures. They pass this information to the next person and so on to Carry and Handoff. (6-Person Team): While Handoff secures the adjustable bier pin, NPB informs Fold and Mark whether they will face towards the front of the caisson using

regular or modified procedures. They pass this information to the next person and so on to Handoff.

9.25.2.23. Once the casket/flag are secure, Handoff commands **Ready, FLARE** in a conversational tone.

9.25.2.24. NPB commands **Ready, CUT**.

9.25.2.25. NPB performs a loud heel click.

9.25.2.26. NPB and Handoff take two side steps to their left to their respective corners of the caisson with a three second pause between each step.

9.25.2.27. **(8-Person Team)** : Fold and Carry take two side steps to their right to their respective corners of the caisson with a three second pause between each step. **(6-Person Team)**: Fold and Cross-mark take one side step to their left to their original positions. There will be a pause during NPB and Handoffs' first step and step on the second step.

9.25.2.28. **(8-Person Team)** : Mark and Dead Cross-mark take one side step to their left. (Pause during NPB, Fold, Carry and Handoffs' first step and step on the second step). **(6-Person Team)**: Mark and Carry take one side step to their right. There will be a pause during NPB and Handoffs' first step and step on the second step.

9.25.2.29. **(8-Person Team)** : Cross-mark and Dead Mark take one side step to their right. There will be a pause during NPB, Fold, Carry and Handoffs' first step and step on the second step.

9.25.2.30. Once the team is back in their original positions, NPB gives the command **Ready, HOOVES** directing the team to face towards the horses. The purpose is to move the team away from the caisson and into position for the march to gravesite. Each side performs the movements simultaneously.

9.25.2.31. Regular Procedures. Upon the command of execution, NPB's side executes a right face, side steps once to the right and automatically moves to the position of stand at ease. Fold's side executes a left face, side steps once to the left and automatically moves to the position of stand at ease.

9.25.2.32. Modified Procedures. Upon the command of execution, NPB's side executes a right face and automatically moves to the position of stand at ease. Fold's side executes a left face and automatically moves to the position of stand at ease.

Table 9.1. 6-Person Caisson Loading Sequence.

FOLD	NPB
<p>1STHEEL CLICK: FIRST COUNT: Stand fast. SECOND COUNT: Wait 3-seconds after 1stcount, side step to the right (right foot followed by left) standing directly in front of buckle, facing the carriage. READY, UP:NPB commandsReady, UP. BLOUSE FLAG:Assist NPB. TAKE BUCKLES:Command CM, “Take, BUCKLES”. Pick-up buckle with right hand. TAKE STRAP:Use left hand to take strap from NPB (palm down). READY BUCKLE:Command DCM,Ready, BUCKLE. READY, FLARE:Handoff commandsReady, FLARE. READY, CUT:NPB commandsReady, CUT.</p>	<p>1STHEEL CLICK:<i>Slightly rise up onto toe and click heels together.</i> FIRST COUNT: Wait 3-seconds after click and side step to the right (right foot followed by left), facing the caisson at a 45-degree angle.<i>(Drag right heel plate to help team stay in unison)</i> SECOND COUNT: Wait 3-seconds after 1stcount, side step to the right (right foot followed by left) standing directly in front of/facing the carriage.<i>(Drag right heel plate)</i> READY, UP:Command team,Ready, UP. BLOUSE FLAG:Quietly command HandoffReady, PUSHwhen blousing is completed, to push the casket forward. PASS STRAP:Pass strap from Mark to Fold (palm down). READY, FLARE:Handoff commandsReady, FLARE. READY, CUT:Command team,Ready, CUT.</p>
CROSS-MARK	MARK
<p>1STHEEL CLICK: FIRST COUNT: Stand fast. SECOND COUNT: Wait 3-seconds after 1stcount, side step to the right (right foot followed by left) standing directly in front of buckle, facing the carriage. READY, UP:NPB commandsReady, UP. BLOUSE FLAG:Assist Handoff. TAKE BUCKLES:On Fold’s command, pick-up buckle with left hand. TAKE STRAP:Use right hand to take strap from Handoff (palm down). READY BUCKLE:Fold commandsReady, BUCKLE. READY, FLARE:Handoff commandsReady, FLARE. READY, CUT:NPB commands,Ready, CUT.</p>	<p>1STHEEL CLICK: FIRST COUNT: Stand fast. SECOND COUNT: Wait 3-seconds after 1stcount, side step to the right (right foot followed by left) standing directly in front of strap, facing the carriage. READY, UP:NPB commandsReady, UP. BLOUSE FLAG:Assist NPB. TAKE STRAPS:Command,Take, STRAPS. Take strap in right hand. PASS STRAPS:Command,Pass,STRAPS. Pass to NPB with right hand. READY, FLARE:Handoff commandsReady, FLARE. READY, CUT:NPB commands,Ready, CUT.</p>
HANDOFF	CARRY
<p>1STHEEL CLICK: FIRST COUNT: Wait 3-seconds after click and side step to the right (right foot followed by left), facing the caisson at a 45-degree angle. SECOND COUNT: Wait 3-seconds after 1stcount, side step to the right (right foot followed by left) standing directly to the rear of/facing the carriage. READY, UP:NPB commandsReady, UP. BLOUSE FLAG <i>On NPB’s command, push casket forward.</i> PASS STRAP:Pass strap from Carry to Cross-mark. READY, FLARE:Command team,Ready,</p>	<p>1STHEEL CLICK: FIRST COUNT: Stand-fast. SECOND COUNT: Wait 3-seconds after 1stcount, side step to the right (right foot followed by left) standing directly in front of rear strap, facing the carriage. READY, UP:NPB commandsReady, UP. BLOUSE FLAG:Assist Handoff. TAKE STRAPS:On Mark’s command, take strap in left hand. PASS STRAPS:On Mark’s command, pass strap to Handoff with left hand. READY, FLARE:Handoff commandsReady, FLARE.</p>

<p>FLARE. READY, CUT:NPB commandsReady, CUT.</p>	<p>READY, CUT:NPB commands,Ready, CUT.</p>
<p>FOLD</p> <p>2ndHEEL CLICK: FIRST COUNT: Stand fast. SECOND COUNT: Wait 3-seconds after 1stcount, side step to the left (left foot followed by right) facing the carriage. READY, HOOVES:NPB commandsReady, HOOVES. ATTENTION:NPB commands,Bearers, ATTENTION. STEP:NPB commands,STEP.</p>	<p>NPB</p> <p>2nd HEEL CLICK:<i>Slightly rise up onto toe and click heels together.</i> FIRST COUNT: Wait 3-seconds after click and side step to the left (left foot followed by right), facing the corner of the caisson at a 45-degree angle.<i>(Drag right heel plate to help H.O. stay in unison)</i> SECOND COUNT: Wait 3-seconds after 1stcount, side step to the right (right foot followed by left) standing next to/facing the carriage.<i>(Drag right heel plate)</i> READY, HOOVES:Command team,Ready, HOOVES. Caisson commander:Caisson, Forward HOE ATTENTION:Command team,BEARERS, ATTENTION. STEP:Command team,STEP.</p>
<p>CROSS-MARK</p> <p>2ndHEEL CLICK: FIRST COUNT: Stand-fast. SECOND COUNT: Wait 3-seconds after 1stcount, side step to the left (left foot followed by right) facing the carriage. READY, HOOVES:NPB commandsReady, HOOVES. ATTENTION:NPB commands,Bearers, ATTENTION. STEP:NPB commands,STEP.</p>	<p>MARK</p> <p>2ndHEEL CLICK: FIRST COUNT: Stand-fast. SECOND COUNT: Wait 3-seconds after 1stcount, side step to the left (left foot followed by right) next to/facing the carriage. READY, HOOVES:NPB commandsReady, HOOVES. ATTENTION:NPB commands,Bearers, ATTENTION. STEP:NPB commands,STEP.</p>
<p>HANDOFF</p> <p>2ndHEEL CLICK: FIRST COUNT: Wait 3-seconds after click and side step to the left (left foot followed by right), facing the corner of the caisson at a 45-degree angle. SECOND COUNT: Wait 3-seconds after 1stcount, side step to the left (left foot followed by right) standing next to/facing the carriage. READY, HOOVES:NPB commandsReady, HOOVES. ATTENTION:NPB commands,Bearers, ATTENTION. STEP:NPB commands,STEP.</p>	<p>CARRY</p> <p>2ndHEEL CLICK: FIRST COUNT: Stand fast. SECOND COUNT: Wait 3-seconds after 1stcount, side step to the left (left foot followed by right) next to/facing the carriage. READY, HOOVES:NPB commandsReady, HOOVES. ATTENTION:NPB commands,Bearers, ATTENTION. STEP:NPB commands,STEP.</p>

Table 9.2. 8-Person Caisson Loading Sequence.

FOLD	NPB
<p>1STHEEL CLICK: FIRST COUNT: Wait 3-seconds after click and side step to the left (left foot followed by right), facing the caisson at a 45-degree angle. SECOND COUNT: Wait 3-seconds after 1stcount, side step to the left (left foot followed by right) standing directly in front of/facing the carriage. READY, UP:NPB commandsReady, UP. BLOUSE FLAG PASS STRAP:Use right hand to pass strap from NPB to Cross-mark (palm down). READY, FLARE:Handoff commandsReady, FLARE. READY, CUT:NPB commandsReady, CUT.</p>	<p>1STHEEL CLICK:<i>Slightly rise up onto toe and click heels together.</i> FIRST COUNT: Wait 3-seconds after click and side step to the right (right foot followed by left), facing the caisson at a 45-degree angle.<i>(Drag right heel plate to help team stay in unison)</i> SECOND COUNT: Wait 3-seconds after 1stcount, side step to the right (right foot followed by left) standing directly in front of/facing the carriage.<i>(Drag right heel plate)</i> READY, UP:Command team,Ready, UP. BLOUSE FLAG:Wink to Carry when blousing is completed to push the casket forward. PASS STRAP:Use left hand to pass strap from Mark to Fold (palm down). READY, FLARE:Handoff commandsReady, FLARE. READY, CUT:Command team,Ready, CUT.</p>
CROSS-MARK	MARK
<p>1STHEEL CLICK: FIRST COUNT: Stand-fast. SECOND COUNT: Wait 3-seconds after 1stcount, side step to the left (left foot followed by right) standing directly in front of buckle, facing the carriage. READY, UP:NPB commandsReady, UP. BLOUSE FLAG:Assist Fold. TAKE BUCKLES:Command DCM,Take, BUCKLES. Pick-up buckle with right hand. TAKE STRAP:Use left hand to take strap from Fold (palm down). READY BUCKLE:Command DCM,Ready, BUCKLE. READY, FLARE:Handoff commandsReady, FLARE. READY, CUT:NPB commands,Ready, CUT.</p>	<p>1STHEEL CLICK: FIRST COUNT: Stand-fast. SECOND COUNT: Wait 3-seconds after 1stcount, side step to the right (right foot followed by left) standing directly in front of strap, facing the carriage. READY, UP:NPB commandsReady, UP. BLOUSE FLAG:Assist NPB. TAKE STRAPS:Command,Take, STRAPS. Take strap in right hand. PASS STRAPS:Command,Pass, STRAPS. Pass to NPB with right hand. READY, FLARE:Handoff commandsReady, FLARE. READY, CUT:NPB commands,Ready, CUT.</p>
DEAD CROSS-MARK (DCM)	DEAD MARK (DM)
<p>1STHEEL CLICK: FIRST COUNT: Stand fast. SECOND COUNT: Wait 3-seconds after 1stcount, side step to the right (right foot followed by left) standing directly in front of strap, facing the carriage. READY, UP:NPB commandsReady, UP. BLOUSE FLAG:Assist Handoff. TAKE BUCKLES:On CM's command, pick-up buckle with left hand. TAKE STRAP:Use left hand to take strap from Handoff (palm down). READY BUCKLE:Command DCM,Ready, BUCKLE. READY, FLARE:Handoff commandsReady,</p>	<p>1STHEEL CLICK: FIRST COUNT: Stand fast. SECOND COUNT: Wait 3-seconds after 1stcount, side step to the left (left foot followed by right) standing directly in front of rear strap, facing the carriage. READY, UP:NPB commandsReady, UP. BLOUSE FLAG:Assist Carry. TAKE STRAPS:On Mark's command, take strap in left hand. PASS STRAPS:On Mark's command, pass strap to Carry with left hand. READY, FLARE:Handoff commandsReady, FLARE. READY, CUT:NPB commands,Ready, CUT.</p>

<p>FLARE. READY, CUT:NPB commands,Ready, CUT.</p>	
<p>HANDOFF 1STHEEL CLICK: FIRST COUNT: Wait 3-seconds after click and side step to the right (right foot followed by left), facing the caisson at a 45-degree angle. SECOND COUNT: Wait 3-seconds after 1stcount, side step to the right (right foot followed by left) standing directly to the rear of/facing the carriage. READY, UP:NPB commandsReady, UP. BLOUSE FLAG:On Carry's command, push casket forward. PASS STRAP:Use left hand to pass strap from Carry to DCM. READY, FLARE:Command team,Ready, FLARE. READY, CUT:NPB commandsReady, CUT.</p>	<p>CARRY 1STHEEL CLICK: FIRST COUNT: Wait 3-seconds after click and side step to the left (left foot followed by right), facing the caisson at a 45-degree angle. SECOND COUNT: Wait 3-seconds after 1stcount, side step to the left (left foot followed by right) standing to the rear of/facing the carriage. READY, UP:NPB commandsReady, UP. BLOUSE FLAG:NPB winks when blousing is completed. Quietly command Handoff,Ready, PUSH. PASS STRAP:Use right hand to pass strap from Dead Mark to Handoff. READY, FLARE:Handoff commandsReady, FLARE. READY, CUT:NPB commandsReady, CUT.</p>
<p>FOLD 2NDHEEL CLICK: FIRST COUNT: Wait 3-seconds after click and side step to the right (right foot followed by left), facing the front left corner of the caisson at a 45-degree angle. SECOND COUNT: Wait 3-seconds after 1stcount, side step to the right (right foot followed by left) standing next to/facing the carriage. READY, HOOVES:NPB commandsReady, HOOVES. ATTENTION:NPB commands,Bearer, ATTENTION. STEP:NPB commands,STEP.</p>	<p>NPB 2NDHEEL CLICK:<i>Slightly rise up onto toe and click heels together.</i> FIRST COUNT: Wait 3-seconds after click and side step to the left (left foot followed by right), facing the caisson at a 45-degree angle.<i>(Drag right heel plate to help team stay in unison)</i> SECOND COUNT: Wait 3-seconds after 1stcount, side step to the left (left foot followed by right) standing directly in front of/facing the carriage.<i>(Drag right heel plate)</i> READY, HOOVES:Command team,Ready, HOOVES. Caisson commander:"Caisson, Forward HOE" ATTENTION:Command team,Bearer, ATTENTION. STEP:Command team,STEP.</p>
<p>CROSS-MARK 2NDHEEL CLICK: FIRST COUNT: Stand fast. SECOND COUNT: Wait 3-seconds after 1stcount, side step to the right (right foot followed by left) standing next to/facing the carriage. READY, HOOVES:NPB commandsReady, HOOVES. ATTENTION:NPB commands,Bearer, ATTENTION. STEP:NPB commands,STEP.</p>	<p>MARK 2NDHEEL CLICK: FIRST COUNT: Stand fast. SECOND COUNT: Wait 3-seconds after 1stcount, side step to the left (left foot followed by right) standing next to/facing the carriage. READY, HOOVES:NPB commandsReady, HOOVES. ATTENTION:NPB commands,Bearer, ATTENTION. STEP:NPB commands,STEP.</p>

DEAD CROSS-MARK	DEAD MARK
2ndHEEL CLICK: FIRST COUNT: Stand fast. SECOND COUNT: Wait 3-seconds after 1 st count, side step to the left (left foot followed by right) standing next to/facing the carriage. READY, HOOVES: NPB commands Ready, HOOVES. ATTENTION: NPB commands, Bearers, ATTENTION. STEP: NPB commands, STEP.	2ndHEEL CLICK: FIRST COUNT: Stand fast. SECOND COUNT: Wait 3-seconds after 1 st count, side step to the right (right foot followed by left) standing next to/facing the carriage. READY, HOOVES: NPB commands Ready, HOOVES. ATTENTION: NPB commands, Bearers, ATTENTION. STEP: NPB commands, STEP.
HANDOFF	CARRY
2ndHEEL CLICK: FIRST COUNT: Wait 3-seconds after click and side step to the left (left foot followed by right), facing the left rear corner of the caisson at a 45-degree angle. SECOND COUNT: Wait 3-seconds after 1 st count, side step to the left (left foot followed by right) standing next to/facing the carriage. READY, HOOVES: NPB commands Ready, HOOVES. ATTENTION: NPB commands, Bearers, ATTENTION. STEP: NPB commands, STEP	2ndHEEL CLICK: FIRST COUNT: Wait 3-seconds after click and side step to the right (right foot followed by left), facing the rear right corner of the caisson at a 45-degree angle. SECOND COUNT: Wait 3-seconds after 1 st count, side step to the right (right foot followed by left) standing next to/facing the carriage. READY, HOOVES: NPB commands Ready, HOOVES. ATTENTION: NPB commands, Bearers, ATTENTION. STEP: NPB commands, STEP

9.25.3. Prepping the Casket for Removal from the Caisson. As the team approaches the caisson halted at the pre-determined position near gravesite, NPB quietly commands **Fold Ready, SPLIT**. NPB and Fold split up and lead the team down their respective sides of the caisson.

9.25.3.1. Handoff marches to the back of the caisson, directly in front of the adjustable bier pin.

9.25.3.2. Handoff commands **Mark, TIME, Bearers, HALT**.

9.25.3.3. **(8-Person Team)** : Handoff commands **Ready, UP** and all pallbearers except, NPB, Fold and Carry, will move up to the caisson stand-by position as described in paragraph 9.25.2.5. **(6-Person Team):** all pallbearers except, NPB will move up to the caisson stand-by position as described in paragraph 9.25.2.5.

9.25.3.4. Handoff releases the adjustable bier pin on the rear of the caisson by turning the crank counter-clockwise. The adjustable bier pin is placed against the bottom of the caisson.

9.25.3.5. **(8-Person Team)** : Cross-mark commands **Release, BUCKLES**. Cross-mark and Dead Cross-mark un-buckle the straps and stretch the strap out flat to the right and then set them down quietly. **(6-Person Team):** Fold commands **Release, BUCKLES**. Fold and Cross-mark un-buckle the straps and stretch the strap out flat to the right and then set them down quietly.

Figure 9.43. Prepping the Casket for Removal from the Caisson (Release. BUCKLES)

9.25.3.6. **(8-Person Team)** : Mark commands **Take, STRAPS**. Mark and Dead Mark pull the straps with their left hands, then take the strap with their right, then left again, securing the buckles with their right hands. Using their left hand they stretch the strap out flat then set them down quietly. **(6-Person Team)**: Mark commands **Take, STRAPS**. Mark and Carry pull the straps with their left hands, then take the strap with their right, then left again, securing the buckles with their right hands. Using their left hand they stretch the strap out flat then set them down quietly. **NOTE**: The buckles and straps will be pointing towards the horses when laid on the caisson.

Figure 9.44. Prepping the Casket for Removal from the Caisson (Take, STRAPS).

9.25.3.7. Handoff commands **Ready, FLARE** and **Ready, CUT**.

9.25.3.8. Handoff takes two side steps to the left back to their position in the team. Once in position, Handoff commands **Ready, STEP**.

9.25.3.9. **(8-Person Team)** : On the command of execution NPB, Mark, Handoff and Dead Cross-mark will take one left step. Fold, Cross-mark, Carry and Dead Mark will take one right step. All members will then move to the position of stand at ease. (6-Person Team: On the command of execution all pallbearers take one right step then moves to the position of stand at ease. (6-Person Team):

9.25.4. **Caisson Unloading.** From the position of attention NPB commands **Take, HOLD** and all pallbearers move up as described in paragraph 9.25.2.5. Instead of moving to the caisson stand-by position, all members will grip the handles of the casket at a fist with palms facing down.

9.25.4.1. NPB commands **STEP** and the team begins to side step, pulling the casket along the casket rollers off the caisson. As each team member passes the end of the caisson they will turn their hands over (palms up) one at a time. Ensure to keep the casket level as it is coming off the caisson, NPB and Fold must take care to not let the casket drop as it reaches the last casket roller.

9.25.4.2. The team will continue side stepping until they have moved far enough away from the caisson and have reach the predetermined path to the gravesite.

9.25.4.3. NPB commands **HALT** and **DOWN** (*paragraph 9.16.2.*). In a three second movement all pallbearers will re-grip the handle in the direction of NPB. NPB's side will re-grip with the left hand so the palm is facing down and Fold's side will re-grip with the right hand.

9.25.4.4. NPB will command **STEP** and the team will perform the five turning steps.

Table 9.3. 6-Person Caisson Unloading Sequence.

FOLD	NPB
<p>READY, SPLIT:On NPB's command,Ready, SPLIT, guide to the left, around the corner and down the side of the caisson.</p> <p>MARK TIME:On Handoff's command, mark time next to front buckle.</p> <p>BEARERS, HALT:On Handoff's command, halt and face the carriage.</p> <p>READY, UP:Handoff commandsReady, UP.</p> <p>RELEASE BUCKLES:Command Cross-mark to release buckles.</p> <p>READY, FLARE</p> <p>READY, CUT; READY, STEP</p>	<p>READY, SPLIT:Quietly command Fold,Ready, SPLIT. Guide to the right, around the corner and down the side of the caisson.</p> <p>MARK TIME:On Handoff's command, mark time next to front right corner.</p> <p>BEARERS, HALT:On Handoff's command, halt and face the carriage.</p> <p>READY, UP:Stand-fast</p> <p>READY, STEP</p>
CROSS-MARK	MARK
<p>READY, SPLIT:On NPB's command,Ready, SPLIT, follow Fold to the left, around the corner and down the side of the caisson.</p> <p>MARK TIME:On Handoff's command, mark time next to rear buckle.</p> <p>BEARERS, HALT:On Handoff's command, halt and face the carriage.</p> <p>READY, UP:Handoff commandsReady, UP.</p> <p>RELEASE BUCKLES:Release buckle.</p> <p>READY, FLARE:Handoff commandsReady, FLARE.</p> <p>READY, CUT; READY, STEP</p>	<p>READY, SPLIT:On NPB's command,Ready, SPLIT, follow NPB to the right, around the corner and down the side of the caisson.</p> <p>MARK TIME:On Handoff's command, mark time next to the front strap.</p> <p>BEARERS, HALT:On Handoff's command, halt and face the carriage.</p> <p>READY, UP:Handoff commandsReady, UP.</p> <p>TAKE STRAPS:Command CarryTake, STRAPS</p> <p>READY, FLARE</p> <p>READY, CUT</p> <p>READY, STEP</p>
HANDOFF	CARRY
<p>READY, SPLIT:On NPB's command, march directly up to the rear of the caisson (centered on the chrome stopper).</p> <p>MARK TIME:Command team,Mark, TIME.</p> <p>BEARERS, HALT:Command team,Bearers, HALT.</p> <p>READY, UP:Command team,READY, UP.</p> <p><i>Turn crank counter-clockwise to release stopper and place it against the base of the caisson.</i></p> <p>READY FLARE:Command team,Ready, FLARE.</p> <p>READY, CUT:Command team,READY, CUT.</p> <p>READY, STEP</p>	<p>READY, SPLIT:On NPB's command,Ready, SPLIT, follow NPB to the right, around the corner and down the side of the caisson.</p> <p>MARK TIME:On Handoff's command, mark time next to the rear strap.</p> <p>BEARERS, HALT:On Handoff's command, halt and face the carriage.</p> <p>READY, UP:Handoff commandsReady, UP.</p> <p>TAKE STRAPS:Take straps on Mark's command.</p> <p>READY, FLARE</p> <p>READY, CUT</p> <p>READY, STEP</p>

Table 9.4. 8-Person Caisson Unloading Sequence.

FOLD	NPB
<p>READY, SPLIT:On NPB's command,Ready, SPLIT, guide to the left, around the corner and down the side of the caisson.</p> <p>MARK TIME:On Handoff's command, mark time next to front left corner.</p> <p>HALT:On Handoff's command, halt and face the carriage.</p> <p>READY, UP:Stand-fast.</p> <p>READY, STEP</p>	<p>READY, SPLIT:Quietly command Fold,Ready, SPLIT. Guide to the right, around the corner and down the side of the caisson.</p> <p>MARK TIME:On Handoff's command, mark time next to front right corner.</p> <p>HALT:On Handoff's command, halt and face the carriage.</p> <p>READY, UP:Stand-fast.</p> <p>READY, STEP</p>
CROSS-MARK	MARK
<p>READY, SPLIT:On NPB's command,Ready, SPLIT, follow Fold to the left, around the corner and down the side of the caisson.</p> <p>MARK TIME:On Handoff's command, mark time next to front buckle.</p> <p>HALT:On Handoff's command, halt and face the carriage.</p> <p>READY, UP</p> <p>RELEASE BUCKLES:CommandRelease, BUCKLES.</p> <p>READY, FLARE</p> <p>READY, CUT</p> <p>READY, STEP</p>	<p>READY, SPLIT:On NPB's command,Ready, SPLIT, follow NPB to the right, around the corner and down the side of the caisson.</p> <p>MARK TIME:On Handoff's command, mark time next to the front strap.</p> <p>HALT:On Handoff's command, halt and face the carriage.</p> <p>READY, UP</p> <p>TAKE STRAPS:Command Dead Mark,Take, STRAPS.</p> <p>READY, FLARE</p> <p>READY, CUT</p> <p>READY, STEP</p>
DEAD CROSS-MARK	DEAD MARK
<p>READY, SPLIT:On NPB's command,Ready, SPLIT, follow Fold to the left, around the corner and down the side of the caisson.</p> <p>MARK TIME:On Handoff's command, mark time next to rear buckle.</p> <p>HALT:On Handoff's command, halt and face the carriage.</p> <p>READY, UP</p> <p>RELEASE BUCKLES:Release buckle on Cross-mark's command.</p> <p>READY, FLARE</p> <p>READY, CUT</p> <p>READY, STEP</p>	<p>READY, SPLIT:On NPB's command,Ready, SPLIT, follow NPB to the right, around the corner and down the side of the caisson.</p> <p>MARK TIME:On Handoff's command, mark time next to the rear strap.</p> <p>HALT:On Handoff's command, halt and face the carriage.</p> <p>READY, UP</p> <p>TAKE STRAPS:Take straps on Mark's command.</p> <p>READY, FLARE</p> <p>READY, CUT</p> <p>READY, STEP</p>
HANDOFF	CARRY
<p>READY, SPLIT:On NPB's command, march directly up to the rear of the caisson (centered on the chrome stopper).</p> <p>MARK TIME:Command team,Mark, TIME.</p> <p>HALT:Command team,Bearers, HALT.</p> <p>READY, UP:Command team,Ready, UP.</p> <p>RELEASE STOPPER:Turn crank counter-clockwise to release stopper and place it against the base of the caisson.</p> <p>READY FLARE:Command team,Ready, FLARE.</p> <p>READY, CUT:Command team,Ready, CUT.</p> <p>READY, STEP:Command team,Ready, STEP</p>	<p>READY, SPLIT:On NPB's command,Ready, SPLIT, follow NPB to the right, around the corner and down the side of the caisson.</p> <p>MARK TIME:On Handoff's command, mark time next to the right rear corner.</p> <p>HALT:On Handoff's command, halt and face the carriage.</p> <p>READY, UP:Stand-fast.</p> <p>READY, STEP</p>

9.26. Lifting the Casket from a Church Truck, Bier, Lowering or Similar Device. Whenever it is required to remove the casket from a church truck/gurney, bier or similar device the pallbearer team will begin and/or position themselves so that they are facing the casket. NOTE: If the team is required to remove or place the casket from/on a catafalque then procedures may need to be adjusted. NPB should use their knowledge and experience to incorporate the best technique for casket removal/placement, for example maybe following the techniques utilized during caisson loading/unloading or perhaps the vault lid sequence may work best.

9.26.1. NPB will command **SECURE** to direct the team to take hold of the casket. On the command of execution, NPB's side will step toward the casket with their left foot forming a "T" and placing it parallel with the casket. Bend over with heads down, secure the casket handles and move the right foot next to the left foot without heel clicks. Fold's side will step toward the casket with their right foot again forming a "T" and placing it parallel with the casket. Bend over with heads down, secure the casket handles and move the left foot next to the right foot without heel clicks.

Figure 9.45. Lifting the Casket from a Church Truck.



9.26.2. NPB will command **Ready** and each pallbearer will raise their heads up at a three second cadence. NPB will then command **UP** and the pallbearers will stand up, lifting the casket off the gurney.

9.26.3. There may also be occasions where it will be necessary to take hold of a casket on a lowering device if the casket needs to be re-positioned or moved to another location. In this case, NPB will command **SECURE** and the pallbearers will simply squat down and secure the casket handles with their heads down. When securing the handles, ensure to position your hands in the direction of travel. NPB then gives the command **Ready, UP**. The pallbearers stand up with the casket. NPB will then give the appropriate series of commands depended on the situation (either **UP** and **FACE** or **STEP, HALT, UP** and **FACE**).

9.27. Aircraft Loading/Unloading. Aircraft loading and unloading will follow and utilize the same manuals and principles outlined throughout this chapter. In most situations, use the procedures outlined in paragraph 9.25. to lift and retrieve the remains. Refer to Table A3.2. for sequence procedures.

Section 9D—Carrying Inurned (Cremated) Remains (Cremains)

9.28. Basics. When transporting an urn (cremate container), pallbearers walk with suspended arm swing. NPB will always carry the flag and Fold will carry the urn.

9.28.1. When carrying an urn both hands will be positioned underneath the container with arms at 90-degree angles and the container four inches from the body. If the urn is an odd shape then the pallbearer may adjust. For containers with a small base, such as a vase, and during windy conditions the pallbearer may hold the container with the left hand flared on top, palm down and the right hand flared on the bottom with the palm up.

Figure 9.46. Carrying Inurned Remains.



9.28.2. 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.

9.28.3. NPB will halt the team using the same method described in paragraph 9.18.

9.28.4. The team will carry upstairs or step up onto curbs using the same method described in paragraph 9.22.

9.28.5. The OIC/NCOIC will follow behind and centered on the team, approximately four to six paces, with suspended arm swing. Stay in step with the pallbearers.

9.29. Multiple Urns. In the case of multiple urns, Cross-mark will carry the second urn. If more urns are present, the funeral director/representative should preposition those at the gravesite. When urns are at gravesite ensure the ranking or military member's remains are to the right of other urns (furthest left from the family's view).

Figure 9.47. Carrying Multiple Urns.

9.30. Creains Retrieval and Placement. This paragraph outlines the general guidelines and principles for removing creains from a vehicle, modified casket/caisson, placing them in the modified casket/caisson and setting them down. These procedures will be followed for all funerals and sequences involving creains.

9.30.1. Retrieval from a Vehicle. NPB and Fold (Cross-mark if there is a second urn) march up to the car (in a slow cadence with suspended arm swing. When NPB and Fold pass the rear wheel of the car NPB gives the command of “One” in a low tone signaling that they will take two more steps and close on the third step. NOTE: The command “Two” may also be used indicating that the members will only take one more step and close. Repeating a number is another method that may be used to recover from a mistake or in abnormal situations. This command is designed for this purpose.

9.30.1.1. NPB and Fold (Cross-mark if there is a second urn), will automatically face the vehicle then retrieve the urn and flag. (Multiple Urns): Fold will secure the dependent or additional urn first and hand to Cross-mark with both members rotating at the waist to give/receive the container.

9.30.1.2. NPB and Fold will quietly confirm that they are both ready to stand upright by saying “Ready”. Together, they slowly stand back up.

9.30.1.3. Both (and Cross-mark if there is a second urn) simultaneously face toward the pallbearer team and then automatically step off with their left foot.

9.30.1.4. To place remains in a vehicle follow the same procedures outlined in paragraph 9.30.

9.30.2. Transfer to and Placement in the Modified Casket/Caisson. Prior to conducting this sequence OIC/NCOIC must ensure the caisson is prepped. OIC/NCOIC will prep the caisson upon pre-positioning, prior to the ceremony. The caisson is prepped as follows: remove the adjustable bier pin, fold the flag neatly on top of the casket, pull the drawer all the way out and ensure there is no debris or obstructions.

9.30.2.1. After retrieving the creains from the vehicle, NPB commands **Ready, FACE** and the team executes a right face, takes five steps then executes an honor guard style flanking movement to align behind the caisson.

9.30.2.2. After the team left flanks behind the caisson and aligned with it, Handoff, Carry, Mark and Cross-mark will halt. NPB and Fold will continue to march toward the caisson, shoulder-to-shoulder. Approximately 3 to 4 paces away from the caisson, NPB gives the command **Ready**,

9.30.2.3. **SPLIT** in a low tone.

Figure 9.48. Cremains Retrieval and Placement (Ready, SPLIT).



9.30.2.4. Fold and NPB will split the drawer of the cremate casket on the caisson, taking three steps and closing on the fourth approximately one pace away from the caisson. After halting behind the caisson NPB and fold perform a three second head drop. NOTE: Once stopped at the rear of the caisson NPB and Fold should be facing the cremate casket at a 45-degree angle.

9.30.2.5. Fold lifts up the urn and places it into the left side of the drawer. NPB performs the “half-dress” sequence and places the flag into the right side of the drawer. NOTE: The urn is always placed into the drawer first.

Figure 9.49. Cremains Retrieval and Placement (Urn and Flag Placement).



9.30.2.6. NPB commands **Ready, DRAWER**, NPB and Fold place their inside hands on their ends of the drawer handle.

Figure 9.50. Cremains Retrieval and Placement (Ready, DRAWER).



9.30.2.7. NPB commands **Ready, PUSH**, they slowly push the drawer closed. NOTE: NPB ensures that the tip of the flag inside the drawer is not protruding from the drawer as it is closed.

Figure 9.51. Cremains Retrieval and Placement (Ready, PUSH).



9.30.2.8. NPB commands **Ready, FLAG**. NPB and Fold secure the flag by the ring portions of the white-edged band with their outside hands with their inside hands still on the drawer handle.

9.30.2.9. NPB quietly commands **Ready, STEP**. Simultaneously, NPB and Fold take one side step toward each other and pull the flag, draping it over the mock-casket.

Figure 9.52. Cremains Retrieval and Placement (Ready, STEP).



9.30.2.10. NPB and Fold perform the flag blousing.

9.30.2.11. NPB pulls the right corner of the flag out away from the casket. With their left hand, pinch/hold the flag together at corner of the base of the casket. NPB places the corner against the casket.

9.30.2.12. Fold pulls the left corner of the flag out away from the casket. With their right hand, pinch/hold the flag together at corner of the base of the casket, and folds the corner against the casket over NPB's corner. NOTE: When blousing the flag, ensure enough material traps between the bier pin and the casket to prevent it from coming loose.

9.30.2.13. Once NPB and Fold have completed blousing the flag, NPB secures the casket on the caisson by placing the rear adjustable bier pin into the roller frame and tightening the crank. NOTE: Fold holds the "hospital corners" in place until NPB secures the adjustable bier pin.

9.30.2.14. NPB quietly commands **Ready, FLARE** and **Ready, CUT**.

9.30.2.15. NPB commands **Ready, STEP**. NPB and Fold take one step back with their left foot; execute a 3-count about face and step off on the third count.

9.30.2.16. NPB quietly commands **HALT** one pace from Mark and Cross-mark. Once halted, NPB and Fold automatically execute a slow 3-count about face and remain at attention.

9.30.2.17. NPB commands **Stand at EASE**.

9.30.3. **Retrieval from the Caisson.** OIC/NCOIC stops the caisson at the pre-designated location. He/she will step off and remove the adjustable bier pin, neatly fold the flag on top of the casket, pull the drawer all the way out and then position the flag for the pallbearers to

retrieve. NPB commands **Mark, TIME** once the team is adjacent to the pre-determined route to gravesite and **HALT**'s the team. Team executes an automatic Stand at Ease.

9.30.3.1. NPB and Fold step off with their left foot, suspended arm swing and are shoulder to shoulder.

9.30.3.2. NPB quietly commands **Ready, SPLIT** three to four paces away from the caisson. NPB and Fold split apart slightly and approach opposite sides of the casket drawer at 45-degree angles.

9.30.3.3. NPB quietly commands **Ready, UP**. NPB extracts the flag from the drawer and secures the flag. Fold removes the urn.

9.30.3.4. NPB closes the drawer with their left hand.

9.30.3.5. NPB quietly commands **Ready STEP**. NPB and Fold take one side step towards each other.

9.30.3.6. NPB will re-install the adjustable bier pin with his left hand. The pin does not have to be tightened.

9.30.3.7. NPB commands **Ready, STEP**. NPB and Fold take one step back with their left foot; execute a 3-count about face and slide-step off back to the rest of the team.

9.30.3.8. NPB quietly commands **HALT** one pace from Mark and Cross-mark. Once halted, NPB and Fold automatically execute a slow 3-count about face and remain at attention.

9.30.4. **Transferring Double Urns to Gravesite.**

9.30.4.1. If multiple urns are present, Cross-Mark will hand the cremains to Fold prior to performing the 3-count about face.

9.30.4.2. If Fold is required to hold an urn, the bearers will not perform an automatic Stand at Ease, and remain at the position of attention.

9.30.4.3. Upon the command **SECURE**, Fold will execute a 3-count about face and transfer the cremains to Cross-Mark. Once Cross-Mark has control of the cremains, Fold will execute another 3-count about face and slide-step to the caisson. NPB will step off with Fold at the same time.

Section 9E—Flag Handling and Folding

9.31. General. There are three different flag folding sequences utilized by the Air Force. The three flag folding sequences are Two-person, Six-person and Eight-person.

9.30.1. All flag folding sequences are based on the 5'x 9.5' U.S. Interment Flag (NSN: 8345-01-334-8825). Except for Retreat ceremonies, this is the only flag that Air Force honor guards will be required to fold during ceremonies. When NPB carries the flag during a funeral with cremated remains, he/she will carry the flag with it pressed against the chest, left hand on top of the right with the middle fingers touching. Thumbs will be aligned and joined with the forefingers and there will be no space visible space in between any of the fingers.

9.32. 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 Handoff. NOTE: This sequence should be completed at the “canoe” position.

9.32.1. Any pallbearer may quietly call **STARS OVER STRIPES**. The procedures are as follows:

9.32.2. NPB’s side slowly raises their side of the flag and extends it towards folds side.

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

9.32.4. 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.

9.32.5. The pallbearers re-assume the “canoe” position and carry on with the “table top” sequence.

9.32.6. If performing a 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.

9.33. Thumb Signals. While at the “table top” position during a six or eight person flag fold, thumb signals are used to ensure a level and taut flag. Mark and Cross-mark set the level of the flag (the level will be set at the second button on the ceremonial blouse, no lower than waist level). The team member directly across from the person needing to make adjustments will give the thumb signals. All pallbearers are responsible for correcting the person directly across from them. Thumb signals are as follows:

9.33.1. To signal someone to bring the flag up slightly lift the corresponding thumb up from the flag across from the position where the correction is needed until it is raised even with the rest of the flag.

9.33.2. To signal someone to bring the flag down slightly bend the corresponding thumb down to the flag across from the position where the correction is needed until it is lowered even with the rest of the flag.

9.33.3. To signal someone to release wrinkled flag material, slightly release the corresponding hand from the flag and re-grip.

9.33.4. To signal someone to pull tension on the flag, (flag material starts to sink/droop), slightly move both thumbs side to side until the corresponding person has added tension on the flag. NOTE: All pallbearers must be constantly aware of the level and tightness of the flag throughout the entire funeral ceremony. Thumb corrections should be given slowly and ceremoniously; not quickly so as to detract from the funeral and not during taps.

9.34. Two Person Flag Fold. Two person flag folds are conducted during funerals, retirements and Retreat ceremonies.

9.34.1. (**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.

9.34.2. **(Step 2)** . Bring the hand not securing the established border back to the top corner. Simultaneously, the 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 NCOIC's left and Folds right.

9.34.3. **(Step 3)** . Repeat steps 1 and 2.

9.34.4. **(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.

9.34.5. **(Step 5)** . With your fingers, divide the white stripe on the first fold in half. 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.

9.34.6. When folding use the method described below to maintain proper control and tension on the flag.

9.34.7. **(1)** . After making the initial fold, maintain tension on the flag by pulling back with the right hand. Move the left hand to the corner nearest the right hand with the palm facing towards the ground.

9.34.8. **(2)** . Next, using the left hand, crease down the flag then to where the body of the flag will be folded over again.

9.34.9. **(3)** . In a quick movement, move the right hand up to grip the flag parallel to the left hand with both palms facing towards the ground. Continue folding alternating which hand creases and maintains tension. Fold always creases the flag when the "angle" is toward them. NOTE: Place pinky fingers on edge of the body of the flag to ensure proper folds.

9.34.10. **(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.

9.34.11. **(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.

9.34.12. **(Step 8)** . The NCOIC makes a 45-degree fold with the right side of the flag, ensuring a gap of approximately one inch distance is placed in between the fold and the flag.

9.34.13. **(Step 9)** . Crease the excess portion of the flag and neatly tuck it in the pocket formed by the folded flag.

9.35. Six and Eight Person Flag Fold. The following describes the instructions for the six person flag fold. Procedures that are unique to the eight person flag fold will be stated; otherwise all the same instructions will be followed.

9.35.1. Once the flag draped casket has been set down at gravesite (*paragraph 9.16.4.1.*), 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.

9.35.2. NPB, Fold, Carry and Handoff's hands will be at that respective end of the flag, their inside hand will be approximately in line with their inside shoulder. Mark and Cross-mark will center their hands approximately shoulder width 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. This level will be set off of Mark and Cross-Mark. Heads will be looking down at a 45 degree angle. NOTE: NPB, Fold, Carry, Handoff may use their outside hand to secure the flag ends before the casket is set down on the lowering device or similar platform.

Figure 9.53. Six and Eight Person Flag Fold ("Canoe").



9.35.3. 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 Handoff will take one 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. (8-person): Mark and Cross-mark take one side step towards the foot end of the flag (NPB/Fold). Dead Mark and Dead Cross-mark take one side step toward the union/head end of the flag (Carry/Handoff).

9.35.4. 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 so their 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.

9.35.5. Cross-mark hands are together where the "Union" (blue field with stars) meets the stripes. Mark's hands are directly across from Cross-mark's. 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.

9.35.6. 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.

Figure 9.54. Six and Eight Person Flag Fold (1st Flag Tug).

9.35.7. Once all movement has stopped NPB will tug (2 counts) the flag a second time and the bearers will bring the flag to the tabletop position. Bringing the flag to tabletop is performed in two counts. 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 without 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 and it will not be resting on the casket), and the head will return back to the position of attention. Do not yank or pop the flag, moving to table top is a deliberate yet smooth movement. The OIC/NCOIC will move to stand at ease in cadence with the pallbearer's movement to tabletop.

9.35.8. At the table top position, the 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 9.55. Six and Eight Person Flag Fold (2nd Flag Tug/Tabletop).

9.35.9. Once it is time to fold the flag, NPB will tug on the flag to begin the folding sequence.

9.35.10. **(Step 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-mark will close toward the union. This will make an audible smack. Do not rotate the shoulders when closing the hands together. (8-person): Mark and Cross-mark will close towards NPB. Dead Mark and Dead Cross-mark will close toward the Union. As a rule of thumb, the middle pallbearers will always mirror the outside corners they are closest to.

Figure 9.56. Six and Eight Person Flag Fold (Flag Tug/Count 1).



9.35.11. **(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. Handoff and Cross-mark will place their left hands under the flag to support it. Fold will place their right hand under the flag to support it. (8-person): Dead 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. Mark will reach under the flag with their right hand and pinch it even with the bottom of the union, while gripping it with their left hand at the same place they brought their hands together. As a rule of thumb, the middle pallbearers will always mirror the outside corners they are closest to.

Figure 9.57. Six and Eight Person Flag Fold (Count 2).

9.35.12. **(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. Handoff, Cross-mark, and Fold will stand fast.

Figure 9.58. Six and Eight Person Flag Fold (Count 3).

9.35.13. **(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. NOTE: During exceptionally windy conditions NPB, Mark and Carry will all hold the hand they used to “throw” at a flare until Fold’s side has gained control of the flag. On “count 5” they will place their hands under the flag as described in paragraph 9.35.14.

Figure 9.59. Six and Eight Person Flag Fold (Count 4).

9.35.14. **(Count 5)** . 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 Handoff will replace their hands to their original positions approximately 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 9.60. Six and Eight Person Flag Fold (Count 5).

9.35.15. 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 Step 1, Counts 1-5 with one exception. Once the flag has been thrown over NPB, Mark and Carry will automatically re-grip the flag at approximately shoulder width.

Figure 9.61. Six and Eight Person Flag Fold (Setting Quarter Fold).

9.35.16. **(Step 2)** . 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.

Figure 9.62. Six and Eight Person Flag Fold (STEP 2).

9.35.17. **(Step 3)** . 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). 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 9.63. Six and Eight Person Flag Fold (Step 3; 1st Fold).



9.35.18. Fold will rotate their right wrist and fold the flag over, making the flag edge parallel as shown in Figure 9.64. 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, approximately 10 inches to the left.

Figure 9.64. Six and Eight Person Flag Fold (Step 3; 2nd Fold).



9.35.19. Using their left hand, Fold will place the corner flush with the edge of the folded edge of the flag, 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.

Figure 9.65. Six and Eight Person Flag Fold (Step 3; 3rd Fold).



9.35.20. **(Step 4)** . 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, approximately 10 inches to the right.

Figure 9.66. Six and Eight Person Flag Fold (Step 4).



9.35.21. Repeat the steps outlined in paragraphs 9.35.17. through 9.35.20. until the 13th fold is completed.

9.35.22. **(Step 5)** . As NPB and Fold will fold the flag, the team members not folding the flag (Mark, Cross-mark, Carry and Handoff) 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/Handoff and Mark/ Cross-mark (upon release by Carry/Handoff) maintain a firm grip on their respective corners of the flag.

9.35.23. 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-mark will simultaneously step toward the NPB and Fold (not necessarily on the eighth fold), to ensure they step at the same time. (8-person): Mark and Cross-mark do not step towards NPB.

9.35.24. 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”. 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.

Figure 9.67. Six and Eight Person Flag Fold (Step 5).



9.35.25. At the last fold (usually the 13th fold); with tip approximately three 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 right hand underneath with their thumb on top not pinching the flag. They will slightly open the “flap” with their left 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.

Figure 9.68. Six and Eight Person Flag Fold (Step 5; 13th Fold).



9.35.26. **(Step 6)** . Mark begins the tucking sequence by folding a 45-degree angle with the band material on their side, leaving approximately a one inch space to clear the lip of the flag. Cross-mark pulls the material tight with their right hand and pinches the left corner of flag with the left hand (index and/or thumb 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.

Figure 9.69. Six and Eight Person Flag Fold (Step 6)



9.35.27. **(Step 7)** . 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.

9.35.28. **(Step 8)** . 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 9.70. Six and Eight Person Flag Fold (Step 8).



9.35.29. **(Step 9)** . NPB then pulls the flag to themselves, and then flips their hands over (fingers together on top, thumbs underneath). 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).

Figure 9.71. Six and Eight Person Flag Fold (Step 9).

9.35.30. (Step 10). NPB pulls the flag directly to their chest with the apex of the flag just below the sternum and then executes the appropriate sequence. NOTE: If a Military Chaplain is present Handoff will receive flag through pass down sequence, perform Full Dress, and present flag to Chaplain. Chaplain will then present flag to NOK.

Table 9.5. Six and Eight Person Flag Folding Sequence

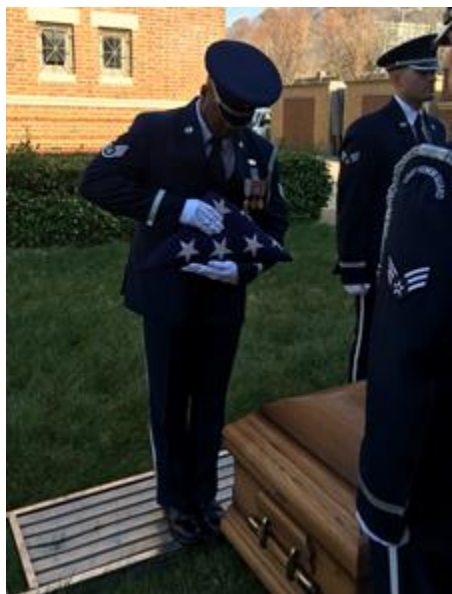
9.36. Dressing Sequences.

9.36.1. **Half Dress.** The Half Dress is performed any time the flag is being passed on to a pallbearer within the team and the flag must be unfolded. The Half Dress is a simulated inspection to prepare the flag to be uncased. This movement is executed in five-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.

9.36.1.1. 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).

9.36.1.2. NPB pulls the flag directly to their chest (the apex of the flag just below the sternum) looking down at the flag (*figure 9.77.*). The Half Dress sequence is as follows:

9.36.1.3. **(Count 1)** . Place the flared left hand under the front/bottom of the flag “cradling” it and pushing it against the chest.

Figure 9.72. Half Dress (Count 1).

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

Figure 9.73. Half Dress (Count 2).

9.36.1.5. **(Count 3)** . Slide the flared right hand up the left edge, “flap” of the flag to the top corner of the apex.

Figure 9.74. Half Dress (Count 3).



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

Figure 9.75. Half Dress (Count 4).



9.36.1.7. **(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).

Figure 9.76. Half Dress (Count 5).

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.

9.36.2. **Full Dress.** The Full Dress sequence is performed upon completion of folding the flag. It simulates inspecting the flag and acts as a ceremonious “final look” upon casing the flag. For funerals it is performed prior to and when the flag is being passed to the OIC/NCOIC or Chaplin who will be presenting the flag to the NOK. 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.

9.36.2.1. 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.

Figure 9.77. Full Dress (Inspection).



9.36.2.2. **(Count 1)** . Slowly slide the flared left hand down the open side of the flag “flap”, extending the arm out/down, and pause.

Figure 9.78. Full Dress (Count 1).



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

Figure 9.79. Full Dress (Count 2).

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

Figure 9.80. Full Dress (Count 3).

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

Figure 9.81. Full Dress (Count 4).



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

Figure 9.82. Full Dress (Count 5).



9.36.2.7. **(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.

Figure 9.83. Full Dress (Count 6).

9.36.2.8. **(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.

Figure 9.84. Full Dress (Count 7).

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.

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

Figure 9.85. Full Dress (Count 8).



9.36.2.10. **(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.

Figure 9.86. Full Dress (Count 9).



9.36.2.11. **(Handoff)** : Execute a Right Face toward NCOIC or Chaplain and lower the flag to them (they will receive it with the left hand over right) Keeping head immobile look at the flag and render a three second hand salute. (7-Person Funeral): Lower the flag to chin level and pin elbows at side.

Figure 9.87. Flag Handoff.**9.37. Passing the flag from NPB to Handoff.**

9.37.1. Once the urn has been set down on the table and Fold has returned to their position across from NPB or upon completion of the flag fold and a military chaplain is present, NPB performs the Half Dress sequence.

9.37.2. **(Step 1)** . 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. (8-person): NPB places their right hand on the side of the flag facing them (palm on flag). Simultaneously, NPB turns the flag over (left hand over right hand) and lowers it to Fold (straight edge facing Fold). Fold takes the flag by the two 45-degree angles (horns) palms down fingers/thumbs closed together.

Figure 9.88. Passing the Flag from NPB to Handoff (Step 1).



9.37.3. **(Step 2)** . 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. (8-person): Fold slowly turns to Cross-mark and extends the flag out. Cross-mark takes the flag with their left hand on top and the right hand underneath (palm up). Cross-mark slowly turns to Dead Cross-mark and extends the flag out. Dead Cross-mark takes the flag by the two 45-degree angles (horns) palms down fingers/thumbs closed together.

Figure 9.89. Passing the Flag from NPB to Handoff (Step 2).



9.37.4. **(Step 3)** . Cross-mark brings the flag within fist distance of their body, (level with the second button of their ceremonial blouse) simultaneously turning toward Handoff. Cross-

mark and Handoff turn towards each other (at the hip) and Cross-mark extends the flag out. Handoff secures the flag from Cross-mark by the 90-degree angle with their fingers together on top of the flag (thumbs underneath). Handoff makes eye contact with Cross-mark signaling control of the flag. (8-person): Dead Cross-mark slowly turns to Handoff and extends the flag out. Handoff secures the flag as by the 90-degree angle with their fingers together on top of the flag (thumbs underneath).

Figure 9.90. Passing the Flag from NPB to Handoff (Step 3).



9.37.5. Handoff brings the flag to their body and performs the Full Dress Sequence. Handoff will perform the Half Dress sequence if they are re-folding the flag or are starting to fold the flag for a cremate sequence.

9.38. Flag Break Down (Unfolding) Sequence.

9.38.1. (Step 1) . Handoff 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. (two-person flag fold): NCOIC extends the flag down to waist level and out toward Fold (“flap” facing Fold). After the flag is extended out and the open “flap” (pulling the material down toward the ground) facing Fold with their right hand.

Figure 9.91. Handoff Extends Flag.



9.38.2. Carry raises their hands to meet Handoff 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, Handoff turns the open end (flap) to the right. This material will drape over Handoff's outstretched right arm, placing the folded corner edge in Handoff's right hand. (two-person flag fold): Fold raises their hands to meet NCOIC with the flag. Once the flap is open, Fold pulls out the end of the flag (white band w/rings). As Fold pulls out the band, NCOIC turns the open end (flap) to the right. This material will be draped over NCOIC's outstretched right arm, placing the folded corner edge in NCOIC's right hand.

Figure 9.92. Carry Unfolds Flag.



9.38.3. **(Step 2)** . Carry unfolds the flag toward Mark. Handoff places their left hand (palm up) under the first portion of the flag unfolded by Carry. Handoff's left hand will support the flag as it is being unfolded. (two-person flag fold): Fold begins unfolding the flag retracing the same steps described in paragraph 9.33.

Figure 9.93. Mark Unfolds Flag.

9.38.4. 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 Handoff with their left hand and supports the flag with their right hand underneath (palm up). Handoff holds the flag with both hands, fingers clasped in fists underneath the flag (palms facing each other), thumbs on top, between the folded edges.

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

9.38.6. 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.

9.38.7. **(Step 3)** . 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).

Figure 9.94. Flag Unfolded.

9.38.8. Fold has their left index finger underneath the corner “flap” of the flag.

9.38.9. 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. The flag is now at a “Quarter fold”

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

9.38.11. All heads drop to a 45 degree angle. NPB side “flares” the inside hand and brings it across the flag to the outside hand of the person across from them (three-second place) and grabs the flag.(Mark uses the same hand as Carry) Fold side releases folded-over corner of the flag to NPB side and supports the flag with the inside hand until the flag has been secured by those on the NPB side.

9.39. Re-Fold. The command to re-fold a poorly folded flag is given by Handoff or NPB (or OIC/NCOIC). The command to re-fold the flag is, **RE-FOLD**. This command is subdued. If necessary (if NPB calls for a Re-Fold) the team will perform the Pass Down sequence. Then perform the Break Down sequence. If Handoff calls “**Re-fold,**” then Handoff 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.

9.39.1. A poorly folded flag is defined as any red/white showing, the white band exposed, or an overall unacceptable appearance.

9.40. Presenting the Flag to the NOK. If there is no military chaplain, 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.

9.40.1. Once NPB lowers their salute, the OIC/NCOIC performs a three-second facing movement in the appropriate direction of the NOK and then rotates the flag so that the point of the flag is facing towards them (point away from NOK). All funeral elements remain at the position of attention. The OIC/NCOIC then offers the flag to the NOK.

9.40.2. The OIC/NCOIC steps to the NOK. It is up to the OIC/NCOIC’s discretion whether to kneel on one knee while delivering the message of condolence, however they should

always be at eye level to the NOK. 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**.

9.41. Presenting Multiple Flags. The Duncan Hunter National Authorization Act for FY '09, signed by President Bush on 14 October 2008, increased the number of authorized flag recipients at military funerals. The act authorized each child of the deceased member to receive a flag. Multiple flag presentations are only performed during funerals for the death of an AD member and group burials.

9.41.1. Active Duty Deaths. During these funerals, each flag to be handed off represents the individual being laid to rest. Only one flag will be folded and only one full dress will be performed. The flagbearers will not salute the flag when handing it over to the OIC/NCOIC or Military Chaplain to present to the next recipient. Refer to Figure A4.6. for sequence procedures and gravesite layout.

9.41.2. Group Burials. During group burials there are times where only one flag will be folded, however each flag representing each individual will at some point have touched the casket (this can be accomplished prior to the funeral service), will be full dressed and saluted after handing the flag to the OIC/NCOIC or Military Chaplain. Refer to Figure A4.8. for sequence procedures and gravesite layout.

Section 9F—Movement and Control of the Pallbearer Team

9.42. Marching and Halting the Team. Whenever the team is marching, NPB will be in command of the team regardless whether they are positioned in the front right or rear left (inverted). NOTE: When saluting is necessary. NPB/Handoff, whoever is leading, will command “Ready Pin” on sequential feet starting on the right or left foot. The foot on which the movement starts on does not matter. Ready pinning, is to be executed in a “three count movement performed on sequential steps, “Ready, Pin, Execute.”. Of NPB/Fold or Handoff/Carry, the member closest to the item/person requiring the salute, will temporarily suspend arm swing and perform an individual salute. . Once ordered, both members will assume normal arm swing.

9.42.1. During pre-ceremony positioning, NPB will always call **Mark, TIME** first and then **Bearers, HALT**. On **HALT** the team will perform an automatic facing movement towards the gravesite, hearse or COT, whatever is appropriate.

Section 9G—Implementation

9.43. Pre-ceremony Preparation.

9.43.1. NPB will inspect the gravesite location 30-45 minutes prior to ceremony start time (or when determined by OIC/NCOIC) and determine the positioning of the hearse/caisson and the path of travel by the pallbearers.

9.43.2. The pallbearer team will be in place at the gravesite or transfer point 20 minutes prior to the ceremony start time. Pallbearers will conduct warm-ups by running through the behind the hearse sequence, cremains retrieval and/or caisson sequences.

9.43.3. OIC/NCOIC will ensure that all time lines are met and pre-ceremony preparation is completed prior to the ceremony.

9.43.4. OIC/NCOIC ensure proper and appropriate placement of buses, firing party and band/escort, if applicable.

9.44. Procession Arrival. Pallbearers are repositioned at stand at ease, awaiting the funeral procession.

Figure 9.95. Procession Arrival.



9.44.1. When the Chaplain's vehicle approaches (if one is requested by family). NPB will command **Bearer, 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**.

9.44.2. When someone within the team notices that the procession is arriving, they notify the rest of team using the command, **FAMILY**.

9.44.3. When the hearse is approximately 10 paces away, the NPB commands **Bearer, ATTENTION**. If there is no Chaplain present then OIC/NCOIC will take NPB's command. If there is a military Chaplain then, OIC/NCOIC will command **Staff, ATTENTION**, only loud enough for the Chaplain to hear. For the 2/3 person funeral NCOIC will use the command **Staff, ATTENTION** to command him/herself and Fold to attention.

9.44.4. As the hearse passes in front of the team, Carry or Handoff (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, Handoff 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.

9.44.5. OIC/NCOIC will salute then lower the salute to signal the vehicle to stop.

9.44.6. Once the procession has stopped and the hearse or vehicle is in park, NPB will command **STEP**. This initiates the hang step to reposition the team behind the hearse. If the hearse or vehicle is too close to the front three pallbearers then NPB will not give the command to flank, instead prior to the command of **STEP** they will command **S-t-a-n-d-B-y-y-y, STEP**. The team will hang step forward and on the first right (left) foot NPB will command **MARCH** and the team will complete the proper flank to the right (left).

9.44.7. Once the team has hang stepped, NPB will call **Right (Left) Flank, MARCH** at the appropriate time in order to position the team directly behind and in line with the hearse or vehicle. After the flank the team will take three additional hang steps towards the hearse and halt with no heel clicks. If the hearse or vehicle stops too close to the team (NPB and Fold) then NPB will inform the team they will only take one hang step after the flank and stop. This is accomplished by stating “one step and stop,” in a quiet tone. The rest of the team will echo quietly. After the team flanks they will only take one more hang step, instead of three, and close. NPB will command **Stand At, EASE**. (7-person funeral): After the flanking movement, the team will step off automatically with coordinated arm swing and proceed to perform the behind the hearse sequence. For cremains retrieval, only NPB and Fold will step off automatically, the rest of the team will perform the normal three hand steps and stops. NPB and Fold will begin marching forward with suspended on the left foot, so if the flank was to the right then NPB and Fold will complete the hang step, extend the left foot and then begin marching towards the hearse. 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.

9.44.8. 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.

9.45. Escort to Gravesite during a Full Honors Funeral in ANC.

9.45.1. When the Caisson Sgt. calls **Caisson, Forward HO**, NPB commands **Bearers, ATTENTION**. When the caisson is approximately 10 to 12 paces away, NPB commands **STEP** to initiate the pallbearers' march to gravesite. The team will close into a close interval formation, breaking the formation only when necessary to avoid horse droppings.

9.45.2. All members will maintain the strictest military bearing during the march out of respect for the deceased honoree and their family. Regardless of whether or not the family is following the team on foot or in their vehicles, conversations must be related to the funeral, quiet and kept to a minimum.

9.45.3. During the march, uniform corrections (i.e. hat, gloves, blouse etc.) may be executed discretely without NPB's permission. To make corrections, pallbearers use their hand to the inside of the formation, suspending the outside arm (resume normal arm swing once correction is completed). Be aware of the surroundings before making corrections (i.e. cameras, tourists etc.).

Figure 9.96. Escort to Gravesite.



9.46. Gravesite Departure. After the OIC/NCOIC or Chaplain has recited condolences to the NOK and has returned to their position, OIC/NCOIC will quietly command **Bearerers, POST**. In ANC the OIC/NCOIC will wait till after the Arlington Lady has presented her items to the NOK.

9.46.1. NPB gives the command **Face, ME** or **Face, AWAY**. **NOTE: During the 7-person funeral only Face, AWAY will be called so that Mark and Carry do not have to travel around NPB/NCOIC. NPB/NCOIC's move to the foot of the casket gives NPB/NCOIC the ability to view the funeral sequence properly, without having their back to the family.**

Figure 9.97. Gravesite Departure.



9.46.2. The team will face towards or away from NPB.

9.46.3. Automatically, step off with the left foot in a slow cadence with suspended arm swing.

Figure 9.98. Tap Step.



9.46.4. Once the team has cleared the gravesite, Handoff or NPB, whoever is in the rear of the team will command **STEP** and the entire team will take one more slow step with suspended arm swing and on the next available step will pick up a normal marching cadence with coordinated arm swing.

9.46.5. If on a platform the pallbearers will immediately begin a “tap step” to the edge of the platform. The tap step is performed similar to a hang step; the team will tap the toe of the foot then place the heel down slightly forward of its original placement. Lengthen or shorten steps to ensure proper distance and dress is maintained. Once you reach the edge of the platform extend your leg out over the marching surface to signal the other pallbearer to step off the platform. Only leave the platform when both members have “kicked out.” Ensure to maintain a slow cadence and gently tap the toe onto the platform making as little noise as possible. To the untrained eye this movement should look the same as the hang step performed earlier in the ceremony.

9.46.6. Once the last two members are off the platform, Handoff or NPB, whoever is in the rear of the formation, will command **STEP** as their heel contacts the ground. The team will take one more step then begin a normal march with coordinated arm swing.

9.46.7. If on a platform and the pallbearer team is performing the 7-person modified funeral then on the command **AWAY** they will exaggerate the first count of the appropriate facing movement and step off the side of their respective platform. The team will automatically step off with suspended arm swing and leave gravesite IAW paragraph 9.48.3.-9.48.4.

9.46.8. On **ME** and after the pallbearers have passed the OIC/NCOIC, he/she will execute a three-count about face, stepping off on the third count rather than closing, in step with the pallbearers.

9.46.9. On **AWAY**, the OIC/NCOIC will take a side step away from the family and step off in step with the pallbearers. If the team is on a platform, the OIC/NCOIC will pause until the team has stepped off the platforms, then he/she will march off with the pallbearers.

9.47. Grave Site with a Vault Lid. 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.

9.47.1. Ensure the flag is “flared up” on foot end. NOTE: This can be done at the hearse or at gravesite.

9.47.2. After the commands **HALT** and **CENTER** are called at the gravesite, NPB gives command **POST** and Handoff moves into position taking two side steps. The first side step will be a 45-degree step facing the left rear corner of the casket; the next step will be directly behind the casket.

9.47.3. 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.

9.47.4. Handoff gives the command of **STEP**. Upon the command, all members take one side step toward the gravesite with Handoff 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 lowering device until it passes them, when the casket passes them they will return to the position of attention. Handoff 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.

9.47.5. After the casket is secured on to the gravesite, Handoff 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 the Ready, FLARE command is given to help NPB/Fold secure flag.

9.47.6. NPB/Fold gives command of **STEP**. Handoff and NPB/Fold step back towards the other members, with Handoff 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 Handoff reaches position across from Carry, take side steps into Handoff position and complete 3-second head drop.

9.47.7. 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 lowering device, Mark and Cross-mark will take 3 or 4 side steps, and Carry and Handoff will take 5 or 6 side steps away from the lowering device. 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 lowering device or canopy.

9.47.8. Handoff 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.

9.47.9. The normal six person flag fold sequence is then executed.

9.47.10. OIC/NCOIC will follow the casket to gravesite like normal. Then step to the side opposite the family at the head of the casket, facing the family. Once the pallbearers have pulled the flag off the casket and taken their steps down, OIC/NCOIC will step between the flag and the casket and face down the flag. OIC/NCOIC will continue with regular ceremony requirements from this point on. (7-person 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.

9.48. Joint Service Pallbearer Teams. Joint service pallbearer teams will only be used during Special Military, Official and State Funerals or other missions dictated by the Military District of Washington or DoD. If a situation arises requiring a Base Honor Guard to assemble a joint pallbearer team then they must contact the USAF Honor Guard Standardization & Evaluation section prior to conducting any training or assignment of positions.

Figure 9.99. Joint Service Pallbearer Teams.



Chapter 10

HONOR CORDONS

Section 10A—General Information

10.1. Background. A cordon refers to any line of troops, ships etc., that are enclosing or guarding an area to prevent passage. They have existed in some form or another as long as man has fought battles and waged wars. The more important the target, resource or leader was then the larger the cordon to protect it. Honor Cordons, originated from this military necessity. The modern day requirements for cordons are based off Gun Salutes (*AFPAM 34-1202, Chapter 8*).

10.2. Protocol. 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 Flight line Arrivals. Strict adherence to AFI 34-1201 is mandatory for all Airmen. In order to give the appropriate respect and honors to the individual, cordon members must render the hand salute or present arms with a rifle. Swords and sabers cannot be used. NOTE: Honor Cordons for visiting dignitaries are not authorized unless it is part of the Air Force CSAF's Counterpart Program taking place in Washington DC. Installations must be ordered by the HAF/CVAI to conduct an arrival ceremony for visiting foreign dignitaries. EXCEPTION: During a wreath laying in honor of a late POTUS an honor cordon of 21 members is still authorized.

10.2.1. Cordon Sizes (including commander):

10.2.1.1. POTUS/Former POTUS, 21 members.

10.2.1.2. Vice-President, Secretary of Defense, Secretary of the Air Force, Chairman of the Joint Chiefs of Staff/ Air Force Chief of Staff, 19 members.

10.2.1.3. 4-Star General, 17 members.

10.2.1.4. 3-Star General, 15 members.

10.2.1.5. 2-Star General, 13 members.

10.2.1.6. 1-Star General, 11 members.

10.2.1.7. Refer to AFI 34-1201 Attachment 2 for further guidance

10.3. Requirements.

10.3.1. Cordons will only be used when required by the ceremony and if manning can be supported. Refer to AFPAM 34-1202, paragraph 12.5.4. and AFI 34-1201, paragraphs 11.23., Chapter 12 and Attachment 2.

10.3.2. Honor guards and/or Wings/MAJCOMs should develop guidance/policy on the use of cordons/honors for distinguished persons. For example the Air Force District of Washington dictates that the USAF Honor Guard may only perform honor cordons for General/Admiral (1-star) officers and above.

10.3.3. Sabers or swords will never be used for an honor cordon and the commander of the cordon will not carry a saber/sword.

10.3.4. Honor cordons will never be used for individuals not authorized the honor. Examples include but are not limited to, any enlisted person, aides/representatives of individuals authorized honors, award nominees, groups of individuals.

10.3.5. Honors will only be accorded to an individual.

10.3.6. Never provide more or less cordon members then what is required. **EXCEPTION:** In extremely rare circumstances it may be necessary to reduce the number of personnel due to logistics. Currently, the only situation that this is authorized is during an Air Force Full Honors Wreath Laying at the TUS. Never increase the number of personnel beyond what is authorized for the individual.

10.3.7. Honor cordons for arrival/departure ceremonies are not performed between Retreat and Reveille, on Sundays, or on national holidays (except Armed Forces and Independence Day), unless the officer directing the honors believes the occasion requires an exception (*AFPAM 34-1202, paragraph 12.5.4.2.*). **EXCEPTION:** *The POTUS is always accorded full honors.*

10.3.8. The height of the team members will be as closely matched as possible. As a rule of thumb there should not be more than a four inch height difference between the shortest and tallest members. Smaller cordons may require an even smaller height disparity.

10.3.9. The cordon's dress and cover will be perfect from the distinguished person's viewpoints.

10.3.10. Objects, personnel, rifles will never be placed in between the cordon as to create a potential tripping hazard for distinguished visitors. This is another reason why cordon members cannot be armed with sabers/swords; if a proper salute is executed with a saber/sword it would place the blade in the distinguished visitor's path of travel. Do not use method one of trail arms (*paragraph 2.15.1.*) when performing facing movements or returning to the position of attention.

10.3.11. All Airmen must adhere to the guidance outlined in this chapter.

10.3.12. Cordon members will hold their salute until the distinguished person and their PC, if applicable; have passed completely through the cordon.

10.4. Composition and Formation. The cordon is formed in two equal lines.

Figure 10.1. Air Force Cordon.



10.4.1. The tallest individuals will be positioned closest to distinguished person's starting point so that they are the first cordon members to be seen by the distinguished person.

10.4.2. 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 U.S. Armed Forces is Army, Marines, Navy, Air Force and Coast Guard. If there are service members from other nations' military then place members using the same guidance that applies to the flags of the countries participating in the ceremony. 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. Cordon members will always be across from someone of the same service.

Figure 10.2. Joint Service Cordons at the Pentagon.



10.4.3. The two files should be far enough apart so at least two individuals walking side by side can pass through comfortably. Intervals between members are situational. Commanders will use their best judgment taking into account aesthetics, team members' abilities to lock on and/or hear the commands given.

10.4.4. The Commander of the Cordon is called the OIC or NCOIC of Cordon (O/NCOR) and should be positioned on the outside of either file and centered.

10.5. Responsibilities.

10.5.1. **Members.** Each member of the cordon is responsible for meeting and maintaining the prescribed standards in this manual and all applicable standards of safety and conduct.

10.5.1.1. Members must maintain a high level of rifle drill proficiency. Members should have a basic understanding of the purpose and use of honor cordons.

10.5.2. **O/NCOR.** Leads the cordon and is responsible for the accountability, conduct, safety and performance of the cordon under his/her direction. The O/NCOR will be an NCO.

10.5.2.1. Possess extensive drill, ceremony and protocol knowledge.

10.5.2.2. Replace any Cordon member if they do not possess the necessary training to perform assigned duties.

10.5.2.3. Ensure the correct placement and spacing of the cordon.

10.5.2.4. Ensure the correct number of individuals is assigned to the cordon and that honors are accorded correctly/appropriately.

10.5.2.5. Place marks using tape or chalk at the appropriate locations prior to the ceremony.

10.5.2.6. Ensure the cordon is dressed and covered properly.

10.6. Equipment.

10.6.1. The correct number of bayonets, if applicable, and rifles with white/black slings.

10.6.2. White/black gloves.

10.6.3. Ceremonial belts.

10.6.4. One .38 caliber revolver or M9 pistol; inert or operational and holster (*figure 8.2.*).

10.7. Weapons. M1, M14, and Springfield 1903 rifles are authorized rifles for honor cordons. Replica/mock rifles should be avoided. Honor guards will make every attempt to acquire and utilize functional weapons, whether inert or operational. Refer to figures 2.14., 4.1. and 7.5. for rifle nomenclatures.

10.7.1. In a deployed/forward operating location where no ceremonial weapons are available the M4 or M16 will only be used as a last resort, and only while performing ceremonies in the prescribed utility uniforms.

10.7.2. Cordon members are authorized to carry a sidearm (i.e. M9 pistol or .38 caliber revolver) in a black patent leather holster if no rifles are available. It is also authorized for cordon members to be unarmed.

10.7.3. Weapons will not be carried on cordons taking place inside a church or place of worship or as directed by leadership based on unique situations/circumstances.

10.7.4. Cordon members will never be armed with sabers/swords.

10.7.5. If the resources are available, weapons will be fixed with bayonets.

10.7.6. If the cordon consists of members from multiple services or nations then each service/nation may carry the standard rifle for their respective service/country.

Figure 10.3. Joint Service Cordon inside the National Cathedral.



10.8. Uniform Requirements. All cordon members will wear the ceremonial belt. The O/NCOR will wear the belt with a side arm in a black patent leather holster on the right side of the body.

10.8.1. Hats will always be worn for flight line arrival ceremonies with chin straps down.

10.8.2. If necessary, hearing protection may be worn during flight line arrival ceremonies. Refer to 15.12. for additional guidance.

10.9. Commands. All commands will be given IAW AFMAN 36-2203 and the instructions outlined in this manual.

10.9.1. The preparatory command of **Cordon** is given as two syllables in the same fashion as **Honor Guard**.

Section 10B—Cordon Rifle Manuals

10.10. Attention. Refer to paragraph 2.14.

10.11. Ceremonial At Ease. Refer to paragraph 2.19.2.

10.11.1. To return to attention. The command is **Cordon, ATTENTION**. Perform the movement as described in 2.19.2.7.

10.12. Facing Movements. All facing movements will be performed using method two of trail arms and IAW this manual. Refer to paragraphs 2.3.1. and 2.15.2. for guidance.

10.13. Port Arms. Refer to paragraph 2.21.1.

10.14. Order Arms [From Port].

10.14.1. **(Count 1)** . Perform count one of order arms [from port] (*paragraph 2.21.2.1.*).

10.14.2. **(Count 2)** . Lower the weapon until it is along the right side of the body, thumb on the seam of the trousers. Do not flare weapon at the knee. 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.

10.14.3. **(Count 3)** . Return the left hand back to the left side with no excess movement, return to the position of attention. No butt slam.

10.15. Present Arms. Refer to paragraph 2.21.3.

10.16. Order Arms [From Present].

10.16.1. **(Count 1)** . Perform count one of order arms [from present] (*paragraph 2.21.4.1.*).

10.16.2. **(Count 2)** . Perform count two of order arms [from port] (*paragraph 10.14.2.*).

10.16.3. **(Count 3)** . Perform count three of order arms [from port] (*paragraph 10.14.3.*).

Section 10C—Movement and Control of the Cordon

10.17. General. The cordon and O/NCOR will follow and adhere to all basic drill requirements outlined in AFMAN 36-2203 and Sections 2A through 2C of this manual unless specified otherwise in this chapter.

10.17.1. When performing honor cordons without rifles, members will perform stand at ease rather than parade rest. Parade rest will be utilized if wearing Service Dress.

10.18. O/NCOR. Will call all commands from the position of attention.

10.18.1. Will position on the side of the cordon appropriate for the ceremony. Take into account of other elements in the ceremony and whether or not they need to hear your commands as a cue.

10.18.2. Will perform stand at ease IAW paragraph 2.2.3. The O/NCOR will never go to ceremonial at ease.

10.18.3. If necessary, the O/NCOR may re-position to the end of the cordon in the direction that they will be traveling.

10.19. Center Face. The command is **Center, FACE** and is used to command the two files to perform a left and right face towards, and facing, each other.

10.20. Ready Face. The command is **Ready, FACE** and is used to command the two files to perform a left and right face away from each other facing in the direction they will depart. The cordon should always leave their marks in the same direction they marched on. If this isn't possible then the O/NCOR should reposition prior to calling **Ready, FACE** (*paragraph 1.13.8.*).

10.21. Dressing Sequence. To perform the cordon dressing sequence, the O/NCOR will command **Dress Center, DRESS, Ready, TWO** and **Ready, FRONT**. The cordon dressing sequence will be performed each time the cordon is positioned at the designated location. If marks are not used, as may be the case for some flight line arrival ceremonies, members will use their peripheral vision to obtain proper DCID with the other members of the cordon.

10.21.1. On the command **DRESS**, cordon members will dress center as outlined in paragraph 2.10.

10.21.2. On the command **TWO**, the cordon snaps their heads and dress in the direction the official party will proceed; which will always be the two tallest individuals. The tallest members bring their heads back to the position of attention on **Ready, TWO**. EXCEPTION: For cordons taking place at the TUS on the plaza, cordons will dress to the tomb. This is accomplished using the command On, TOMB in lieu of Dress Center, DRESS. On Ready, TWO the cordon will snap their head towards the tomb (the shortest members will raise their heads back to the position of attention).

10.21.3. On the command **FRONT**, the tallest members stand fast and the rest of the cordon returns their heads and eyes back to the position of attention.

Section 10D—Implementation

10.22. Pre-ceremony Preparation.

10.22.1. A site check to include the placement of marks will be performed as early as possible. Take into account, distractions you may cause as well as the method used to place marks.

10.22.2. O/NCOR will review the script and/or order of events at least one day prior to the ceremony.

10.22.3. Perform warm-ups and lock on.

10.22.4. Practice march on/off using actual marks.

10.23. March On. The cordon will be at the position of port and march to the designated location either shortest to tallest or tallest to shortest, based on the direction the official party is entering. Typically the cordon will march into position 20 minutes prior to the ceremony start time. The members will pick up their marks (see Note to paragraph 2.6.) and halt.

10.23.1. In the following order the cordon will order arms, center face and perform the dressing sequence. Do not face while at the position of port.

10.23.2. If applicable to the ceremony, the cordon will stand by at ceremonial at ease, awaiting the arrival of the distinguished person.

10.24. Arrival of Distinguished Person. Upon the arrival, the distinguished person should stand by at the base of the cordon, signaling the cordon to come to attention. After the cordon has come to attention and saluted the distinguished person passes through the cordon.

10.25. Departure of Distinguished Person. The departure is performed in the same fashion as the arrival.

10.26. March Off. The O/NCOR gives the command **Ready, FACE**. Both elements of the cordon face in the direction of the O/NCOR and/or the direction they will be departing.

10.26.1. The O/NCOR gives the command **Port, ARMS** then **Forward, MARCH**.

Chapter 11

SABER AND SWORD ARCHES

Section 11A—General Information

11.1. Background. Sword and saber arches (*figure 11.1.*) are unique ceremonies that originated in England, although are mostly an American custom. The ceremonies evolved beginning with either the Army or Marine Corps and are most commonly associated with military weddings. The Air Force procedures are loosely based on the Army's traditions. The arches performed during weddings are a symbolic pledge of loyalty to the newly married couple from their Air Force family.

Figure 11.1. Sword Arch.



11.2. Protocol. The intent of a saber/sword arch falls in line with the Air Force's purpose and definition of "ceremonies" and is outlined AFMAN 36-2203 section 7.1. In addition the saber/sword arch is designed to add military professionalism and décor to an event. Saber/sword arches can be used for a variety of ceremonies that recognize multiple individuals equally who are typically not authorized a cordon. Some examples of ceremonies where it is appropriate to use a saber/sword arch are PME graduations, awards banquets and weddings, although weddings are not considered official Air Force ceremonies.

11.2.1. Saber/sword arches may also be used to honor an individual that is not authorized an honor cordon or military honors.

11.2.2. Only Officers and NCOs are authorized a saber/sword arch at their wedding.

11.2.3. During weddings, only the newly married couple is allowed to pass under the arch.

11.2.4. Junior enlisted personnel are not authorized saber/sword arches unless they are being recognized with a group of individuals, i.e. graduations and awards ceremonies.

11.3. Requirements.

11.3.1. Although a saber/sword arch is essentially a cordon it should not be confused with an Honor Cordon and will never be used in lieu of. Forming the saber/sword arch and/or

extending the arm and saber/sword upward at a 45-degree angle is not a salute of any kind and should never be used when a salute is more appropriate.

11.3.2. All saber/sword movements and requirements outlined in Chapter 5 of this manual will be adhered to at all times.

11.3.3. The cordon's dress and cover will be perfect from the honorees' viewpoints.

11.3.4. Objects, personnel, sabers/swords will never be placed in between the two files as to create a potential tripping hazard for distinguished visitors.

11.3.5. All Airmen must adhere to the guidance outlined in this chapter.

11.3.6. Team members will hold the arch until the honoree has passed completely through the cordon.

11.4. Composition and Formation. The team will be comprised of either nine Officers or nine NCOs and will be formed in two equal lines. If space is limited then the number of personnel utilized will be reduced. The size of the team will never exceed nine (including the OIC/NCOIC) (*figure 11.2.*).

11.4.1. The tallest individuals will be positioned closest to honorees' starting point so that they are the first members to be seen.

11.4.2. The team will only be comprised of members of the Air Force due to the differences in service customs and the intent of the ceremony.

11.4.3. 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

11.4.4. The OIC/NCOIC should be positioned on the outside of either file and centered (*figure 11.2.*).

Figure 11.2. Sword Cordon.



11.5. Responsibilities.

11.5.1. **Members.** Each member of the team is responsible for meeting and maintaining the prescribed standards in this manual and all applicable standards of safety and conduct.

11.5.1.1. Members must maintain a high level of saber/sword drill proficiency. Members should have a basic understanding of the purpose and use of saber/sword arches.

11.5.2. **OIC/NCOIC.** Leads the team and is responsible for the accountability, conduct, safety and performance of the team under his/her direction.

11.5.2.1. Possess extensive drill, ceremony and protocol knowledge.

11.5.2.2. Replace any team member if they do not possess the necessary training to perform assigned duties.

11.5.2.3. Ensure the correct placement and spacing of the team.

11.5.2.4. Ensure the saber/sword arch is not used in lieu of an Honor Cordon or used improperly.

11.5.2.5. Place marks using tape or chalk at the appropriate locations prior to the ceremony.

11.5.2.6. Ensure the team is dressed and covered properly.

11.6. Equipment.

11.6.1. The correct number of sabers or swords.

11.6.2. White/black gloves.

11.7. Weapons. Refer to paragraph 5.1.1.

11.7.1. NCOs will utilize the Air Force Academy Cadet Sword for sword arch teams.

11.7.2. All swords will be the same length.

11.7.3. All members of the team will carry a saber or sword, to include the OIC/NCOIC.

11.8. Uniform Requirements. Team members will not wear the ceremonial belt. The OIC/NCOIC will wear the ceremonial belt with scabbard IAW paragraphs 5.1. and 5.2. of this manual.

11.8.1. Weddings are not considered official Air Force ceremonies and as such the ceremonial uniform must not be worn. NOTE: Airmen must adhere to AFI 36-2903 at all times. This means, white gloves are not authorized in Service Dress, Semi-Formal Uniform or Mess Dress and will not be worn by the team when they are wearing any of the mentioned combinations. Although not a requirement, the Service Cap should be worn when performing in Service Dress.

11.9. Commands. All commands will be given IAW AFMAN 36-2203 and the instructions outlined in this manual.

11.9.1. Saber and sword arch teams will use the preparatory command of **Cordon**. Refer to paragraph 10.9.1.

Section 11B—Saber and Sword Arch Manuals

11.10. General. All movements performed by the saber/sword team will be executed IAW Chapter 5 of this manual with the following exceptions/manuals:

11.10.1. Team members will always be at the position of carry, regardless of whether they are in charge of the team or not. Members will never move to the position of order (*paragraphs 5.3.3. and 11.3.4.*).

11.11. Forming the Arch. The command is **Form, ARCH**. On the command of execution the team will form the arch by extending their right arm in a one count movement, forming a straight line with their arm and the saber/sword. The saber/sword is at a 45-degree upward angle (*figure 11.3.*).

Figure 11.3. Forming the Arch.



11.12. Returning to the position of Carry/Attention. The command is **Order, ARCH**. On the command of execution the team will sharply, in a one count movement, return to the position of carry by bringing the hand straight down to the proper position of carry (*figure 11.1.*).

Section 11C—Movement and Control

11.13. General. The OIC/NCOIC will follow and adhere to all basic drill requirements outlined in AFMAN 36-2203 and Sections 2A through 2C, and Chapter 5 of this manual unless specified otherwise in this chapter.

11.14. OIC/NCOIC. Will call all commands from the position of attention.

11.14.1. Will position on the side of the team appropriate for the ceremony. Take into account of other elements in the ceremony and whether or not they need to hear your commands as a cue.

11.14.2. When giving the command **Ceremonial at, EASE** or **Parade, REST** the OIC/NCOIC will take their own command of execution and perform the movement with the rest of the team.

11.14.3. If necessary, the OIC/NCOIC may re-position to the end of the cordon in the direction that they will be traveling.

11.15. Center Face. Refer to paragraph 10.19.

11.16. Ready Face. Refer to paragraph 10.20.

11.17. Dressing Sequence. Refer to paragraph 10.21.

Section 11D—Implementation

11.18. Pre-ceremony Preparation.

11.18.1. A site check to include the placement of marks will be performed as early as possible. Take into account, distractions you may cause as well as the method used to place marks.

11.18.2. OIC/NCOIC will review the script and/or order of events at least one day prior to the ceremony.

11.18.3. Perform warm-ups and lock on movements.

11.18.4. Practice march on/off using actual marks.

11.19. March On. The team will be at the position of carry and march to the designated location either shortest to tallest or tallest to shortest, based on the direction the official party is entering. The members will pick up their marks (see Note to paragraph 2.6.) and halt.

11.19.1. In the following order the team will center face and perform the dressing sequence.

11.19.2. If applicable to the ceremony, the cordon will stand by at ceremonial at ease, awaiting the arrival of the distinguished person and/or honorees.

Figure 11.4. Team Awaits Honorees.



11.20. Arrival of the Honoree(s). Upon the arrival, the honoree should stand by at the base of the cordon, signaling the team to come to attention. After the team has come to attention and formed the arch the honoree(s) passes through the cordon.

11.21. Departure of the Honoree(s). The departure is performed in the same fashion as the arrival.

11.22. March Off. The OIC/NCOIC gives the command **Ready, FACE**. Both elements of the team face in the direction of the OIC/NCOIC and/or the direction they will be departing.

11.22.1. The OIC/NCOIC gives the command **Forward, MARCH**.

Chapter 12

BUGLER

Section 12A—General Information

12.1. Background. 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. The bugler is a necessary and crucial component to military funerals as well as other Air Force ceremonies.

12.2. Protocol. Honor guard and band members will adhere to all guidance outlined in AFMAN 35-106.

12.2.1. Strict adherence to AFMAN 35-106, Chapter 6 is mandatory for all Airmen.

12.3. Requirements. 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), then a high quality recorded version of Taps may be played, if the family has been advised. Ref: AFI 34-242, paragraph 8.4.

12.3.1. 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.

12.3.2. Ensure an extra set of batteries is available.

12.3.3. While practicing or "warming up" at the ceremony location, ensure the music cannot be heard from other ceremonies in the area. Make every effort to play practice music other than Taps.

12.3.4. If indoors, the acoustics of the area should be such that the sound is not overbearing.

12.4. Composition and Formation. Honor guard members will only perform as a bugler outside of ANC and will perform as a solitary member. During the 2 and 7-person funeral sequences, the position of Fold on the pallbearer team will perform as Bugler.

12.4.1. **Location.** 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.

12.5. Responsibilities. The bugler will ensure that they have all the equipment needed to play Taps.

12.5.1. Buglers will only play the authorized version of Taps. Refer to paragraph 6.2.5.5. in AFMAN 35-106.

12.5.2. Will ensure they are positioned in the correct location during the ceremony.

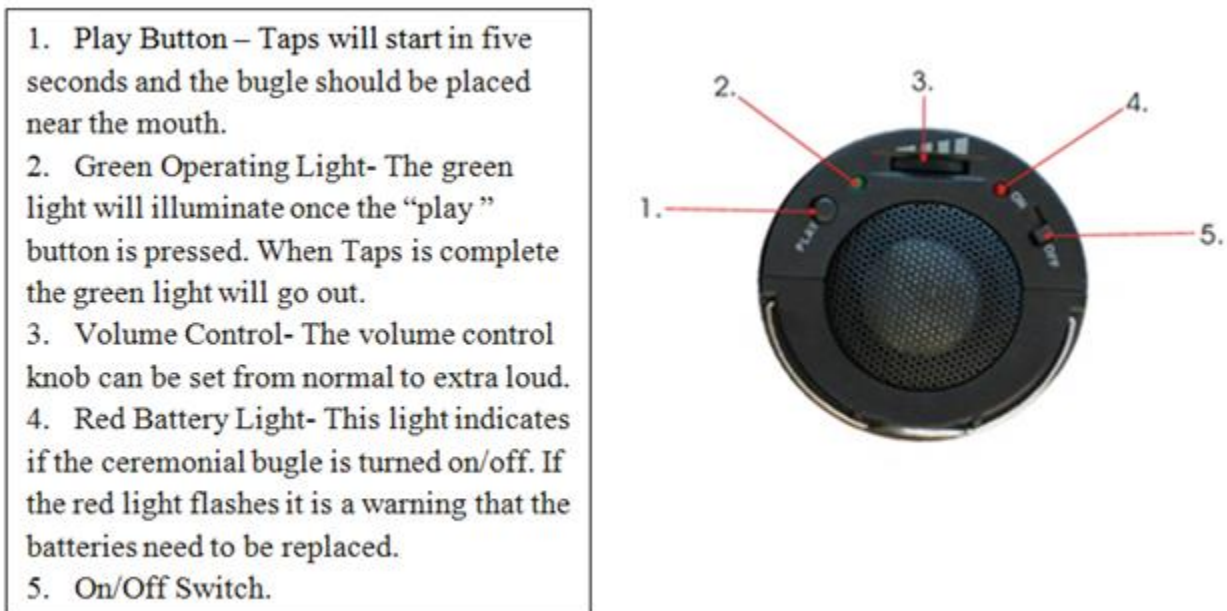
12.5.3. Verify that the selector switch is positioned to "On" prior to ceremony start time.

12.5.4. For minimum and modified-standard honors funerals they will pre-position the bugle in the designated location.

12.6. Equipment.

- 12.6.1. White/black gloves.
- 12.6.2. Ceremonial Belt, if applicable.
- 12.6.3. Bugle or sound system.

Figure 12.1. Ceremonial Bugle Operating Diagram.



12.7. Uniform Requirements. The Ceremonial belt. The belt is optional when playing Taps.

Section 12B—Manual of the Bugle

12.8. Position of Attention. Refer to paragraph 2.1. 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.

Figure 12.2. Position of Attention.

12.9. Parade Rest. The bugler will move to parade rest and attention without any commands. They will take their cues from the ceremony.

12.9.1. Parade Rest is performed from the position of attention in a similar manner as described in paragraph 2.19.1. with the following exceptions: Simultaneously, move the right hand to the small of the back with an audible back slap. Right hand should be flared with fingers fully extended and the right forearm should be parallel with the ground. Left arm remains at the proper position of “carry” (*paragraph 3.2.6.*).

Figure 12.3. Parade Rest.

12.9.2. To return to the position of attention, 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.

12.10. Present Arms/Order Arms. Refer to paragraph 2.4. The bugler will perform present and order arms in a three second cadence.

Figure 12.4. Present/Order Arms.**12.11. Playing of Taps/Taps complete.** Taps will be played from the position of attention.

12.11.1. 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.

Figure 12.5. Playing of Taps.

12.11.2. Once Taps is complete; the bugler will bring the ceremonial bugle back to the position of attention and render a salute.

Figure 12.6. Taps Complete.



NOTE: Ensure to turn the selector switch to the “Off” position after the completion of taps.

Section 12C—Movement and Control

12.12. Procession Arrival. The bugler will take their cues from OIC/NCOIC, i.e. when the hearse is arriving bugler will Present Arms (if within 30 yards).

12.13. Movement of Remains. When the casket is being carried to gravesite the bugler will salute. When the OIC/NCOIC goes to stand at ease the bugler will go to parade rest, when the teams depart back to their transportation site, bugler will follow suit etc.

Section 12D—Implementation

12.14. Ceremony Sequences and Gravesite Setup. Refer to Attachments 3 and 4 for ceremony sequences and gravesite layouts.

12.15. Advanced Movements and Ceremonies other than Military Funerals. Refer to AFMAN 35-106 for specific bugler sequences/ceremonies.

Chapter 13

PROFFERS

Section 13A—General Information

13.1. Background. The definition of proffer is simply any item that is held out/presented for consideration or offering. In the military the term itself has come to describe the individual at many ceremonies who hands items to official party members in order to be awarded. Although the member is performing the act of proffering the correct title for their position is awards bearer, flower bearer or wreath bearer, depending on the items to be proffered.

13.1.1. Wreaths have existed in many forms since ancient times and most likely originated in southern Europe. The use of wreaths for funerals and memorials has been around for nearly as long and began as a Christian tradition. The various meanings and symbolism of flowers and wreaths have allowed this custom to evolve; and today, wreaths are used by people of all backgrounds to memorialize loved ones. Wreaths are commonly placed at graves, tombs, cenotaphs and monuments/memorials.

13.2. Protocol. All awards/flower bearers should approach the host on their right side.

13.2.1. Bearers must render all proper customs and courtesies.

13.2.2. Proffers/awards bearers are NOT to present gifts to hosts/guests/family members.

13.3. Requirements.

13.3.1. Bearers should make every effort to not turn their back to the audience. If necessary bearers will perform the three-count about face turning to their left first. To do this, perform the movement as follows only while performing as a solitary member:

13.3.1.1. **(Count 1)** . Lift the right foot just enough to clear the ground and place it in front (perpendicular) of the left foot forming a "T" with both feet, bend the knees slightly.

13.3.1.2. **(Count 2)** . The position of the right foot is not changed; lift the left 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"). Step off with the right foot.

13.3.2. If the shape of the item permits, all items will be carried IAW paragraph 9.27. (*figure 13.1.*).

Figure 13.1. Award Bearer.

13.3.3. Flowers and bouquets will be carried with the bulbs in front of the right shoulder and the stems in the left hand. The left hand will grip the stems at a fist. Keep the flowers close to the body. The right forearm should be parallel to the ground (*figure 13.2.*), although slight adjustments may be made depending on the flower arrangement. The flowers are supported with a cup hand or by cradling the flowers with the right forearm.

Figure 13.2. Flower Bearer.

13.3.4. Wreaths will be carried as if holding a rifle at present arms. The left hand will be gripping the stand/holder at a fist while the right hand is flared and flush with the middle of the stand/holder. If the wreath's weight or stand/holder does not permit this method of carry then the bearer will adjust accordingly, preferably holding the stand with both hands at a fist and together/touching. Wreaths that do not have a frame will be carried by grabbing the outside of the wreath with forearms parallel to the ground; every effort will be made to prevent the wreath bearer's hands from being exposed.

Figure 13.3. Wreath Bearer.

13.3.5. Wreath bearers will present and order arms around the wreath rather than following up the center-line of the body. If carrying a wreath without an attached frame then the wreath bearer will not render the hand salute.

13.3.6. Awards/flower bearers will never heel click. Wreath bearers will only heel click on the following occasions (for a total of five heel clicks); when halting and facing to present the wreath to the host, when facing after the host has returned to their position and when halting and performing a two-count about face to signal the band.

13.4. Responsibilities.

13.4.1. Ensure essential items are brought to the ceremony and are in the proper condition.

13.4.2. Ensure you know and have worked out all cues with the applicable personnel.

13.5. Equipment.

13.5.1. White/black gloves.

13.5.2. Ceremonial belts.

13.5.3. Wreath, if required.

13.5.4. All medals, letters, certificates, flowers, etc.

13.5.5. A neat, serviceable awards pillow/proffer board, if required.

13.5.6. Flowers, if required.

13.5.7. Table for placement of all medals, letters, certificates, flowers, etc.

13.6. Uniform Requirements. All awards/flower and wreath bearers will wear the ceremonial belt if performing duties in the ceremonial uniform.

Section 13B—Implementation

13.7. Awards Bearer Pre-ceremony Procedures.

- 13.7.1. Perform a site check.
- 13.7.2. Participate in a talk-through meeting with key personnel to pre-enact the ceremony.
- 13.7.3. Set up an awards table, preferably near the narrator's podium; this is the ready area.
- 13.7.4. Arrange awards along the table in the order they are presented.
- 13.7.5. Ensure awards are complete and presentable. Remove all plastic document protectors. This ensures that there will be no glare/reflection when photos are taken.
- 13.7.6. Determine exact positions of host and awardees; this is center stage.
- 13.7.7. Ensure a direct, clear route is established between the ready area and center stage.
- 13.7.8. Route should ensure bearer remains on hosts right.
- 13.7.9. Never cross in front of awardees.
- 13.7.10. Set cues.
- 13.7.11. Ensure narrator sets cues in the narration to signal the awards bearer.
- 13.7.12. Cues must be timed so narration ends with bearer's arrival at center stage.
- 13.7.13. A phrase or word in narration is the best signal.

13.8. Awards Bearer Ceremony Procedures.

- 13.8.1. Before the citations are read, gather all awards to be given to that awardee.
- 13.8.2. First award should be on the pillow.
- 13.8.3. Remaining awards are placed underneath the pillow in the order they are to be presented.
- 13.8.4. Remain in the ready area until narrator gives the cue to begin walking.
- 13.8.5. With strict bearing, proceed ceremonially to center stage, halting one pace from hosts' right side.
- 13.8.6. Extend the pillow slightly to the host with the forearms parallel to the ground.
- 13.8.7. If the award is a medal (or awardee keeps award) take two or three steps back after it's taken from the pillow. The award bearer must ensure that they are not in the photograph.
- 13.8.8. If the award is a citation (or the award is given back to the awards bearer) take one to three steps back after the award is taken from the pillow. NOTE: Depending on the location and situation, it may be required to take less steps.
- 13.8.9. When host turns to place the citation back on the pillow, take one step forward to retrieve it.
- 13.8.10. After final presentation take two steps back and execute a three-count, about face and proceed to ready area.
- 13.8.11. If there is a flower bearer, remain at attention until the flower bearer has concluded.

13.8.12. When flower bearer steps back and joins awards bearer, they leave together simultaneously by executing a three-count, about face, then proceeding to ready area.

13.8.13. Repeat the procedures for each dignitary or awardee.

13.9. Awards Bearer Post Ceremony Procedures.

13.9.1. Ensure all plastic document protectors are replaced and awards have been given to awardee.

13.9.2. Ensure all remaining items have been returned.

13.10. Flower Bearer Pre-Ceremony Procedures.

13.10.1. Perform site check.

13.10.2. Participate in a talk-through meeting with key personnel to pre-enact the ceremony.

13.10.3. Ensure proper items are brought to the ceremony.

13.10.4. All needed flower bouquets.

13.10.5. Ensure they are neat, clean, and fresh.

13.10.6. Help set up an awards table, preferably near the narrator's podium; this is the ready area.

13.10.7. Arrange flowers along the table in order they are presented.

13.10.8. Ensure the bouquets are complete and presentable.

13.10.9. Determine exact positions of host and awardee; this is center stage.

13.10.10. Ensure a direct, clear route is established between the ready area and center stage.

13.10.11. Route should ensure bearer remains on hosts right; never cross in front of awardee.

13.10.12. Ensure the narrator sets cues to signal the flower bearer to begin walking.

13.10.13. The flower bearer's arrival to center stage is synchronized with the end of the citation prior to floral presentation.

13.10.14. A phrase or word in the narration is the best signal.

13.11. Flower Bearer Ceremony Procedures.

13.11.1. Approach.

13.11.2. Before the last citation is read, gather the flowers to be given to that particular awardee.

13.11.3. The awards bearer is already posted at center stage.

13.11.4. Bouquets are given stems first, so the bulbs will be on your right shoulder, stems on the left.

13.11.5. Keep the flowers near the body, forearms parallel to ground.

13.11.6. Remain at the ready area until the narrator gives cue to post.

13.11.7. With strict bearing proceed slowly to center stage.

- 13.11.8. Halt two paces from the hosts right and directly to the right of the awards bearer.
- 13.11.9. As the spousal certificate is read, take two paces forward and extend the bouquet to the host.
- 13.11.10. As the host secures the flowers, come back to attention.
- 13.11.11. Floral bouquets are usually the final presentation.
- 13.11.12. Take two paces back, coming alongside and even to the awards bearer's right.
- 13.11.13. When the flower bearer is even with the awards bearer, they leave together.
- 13.11.14. Simultaneously execute a three-count about face, and proceed to the ready area.
- 13.11.15. Repeat the procedures for each dignitary or awardee.

13.12. Flower Bearer Post Ceremony Procedures.

- 13.12.1. Ensure all bouquets have been given to awardee, and all remaining items are returned.
- 13.12.2. Tidy the ready area, route, and center stage for any foliage from the floral arrangement.
- 13.12.3. Attend a debrief (or after action report) with key personnel to critique the ceremony.

13.13. Wreath Bearer Pre Ceremony Procedures.

- 13.13.1. Perform site check.
- 13.13.2. Participate in a talk-through meeting with key personnel to pre-enact the ceremony.
- 13.13.3. Ensure proper items are brought to the ceremony.
- 13.13.4. Obtain wreath.
- 13.13.5. Ensure wreath is neat, clean, and fresh.
- 13.13.6. Determine exact positions of host.
- 13.13.7. Ensure a direct, clear route is established between the ready area and center stage.
- 13.13.8. Ensure you know the cue to move into position to present the wreath.

13.14. Wreath Bearer Ceremony Procedures.

- 13.14.1. Approach.
- 13.14.2. March one pace past host, halt with heel clicks then perform a left or right face, facing the host.
- 13.14.3. Extend the wreath to the host. The host will place their hands on the wreath. If they do not, the wreath bearer will pause for a moment then proceed with the sequence.
- 13.14.4. Walk backwards towards the wreath stand at a slow and steady pace. Once the stand has been reached, look over shoulder, if necessary (*figure 13.2.*).

Figure 13.4. Wreath Bearer Places Wreath at the Tomb of the Unknowns.



13.14.5. Raise the wreath and place it on the hook so that the hook is in contact with the wreath and not the frame.

13.14.6. Signal the host back into their position by extending the left hand at a flare with palm up towards their mark.

13.14.7. After the host has returned to their position face the appropriate direction with audible heel click.

13.14.8. Take the appropriate number of steps forward at normal marching cadence and flank towards the ready area.

13.14.9. Take the necessary number of steps then halt and perform a two-count about face with audible heel clicks. Execute a one count hand salute on the second count of the about face.

13.14.10. Lower salute upon the completion of Muffled Ruffles, if applicable and Taps.

13.14.11. Step off to departure area.

13.15. Wreath Bearer Post Ceremony Procedures.

13.15.1. Attend a debrief (or after action report) with key personnel to critique the ceremony.

Chapter 14

USHERS

Section 14A—General Information

14.1. Background. Ceremonies can often contain numerous moving pieces and elements to them. Orchestrating the multiple elements while moving the official party, audience, and/or guests from point A to point B in an organized fashion requires a plan. To aid in producing a smooth flowing event from pre-ceremony to post-ceremony, honor guards are typically used to perform usher duties.

14.1.1. The term usher has several different meanings. The most common definitions, and the ones that apply to this publication, are: a person who escorts people to their seats, a person acting as an official doorkeeper or an officer who is leading a person of rank ceremonially. An usher encompasses all the miscellaneous positions performed by honor guards worldwide.

14.1.2. The usher position is broken down into six categories: Chaplain Assistant, Official Party Briefer/Escort, Guest Escort, Doorkeeper (more commonly referred to as a “Door Opener”), Sentinel and Traffic.

14.2. Protocol.

14.2.1. Ushers must render all proper customs and courtesies.

14.2.2. Ushers will ensure guests exit vehicles, are escorted, seated and enter vehicles in the correct fashion based on the needs of the ceremony and proper protocol, customs and courtesies.

14.2.3. Refer to AFPAM 34-1202, paragraph 8.7. for clarification on “Positions of Honor.”

14.2.4. Use AFI 34-1201 and AFPAM 34-1202 for guidance regarding DV seating, precedence, ceremony sequences and any other protocol requirements.

14.3. Requirements.

14.3.1. When escorting a ranking individual or in situations that will not require the uniformed member to salute (such as indoor ceremonies), ensure that the guest is in the position of honor (to the right of the escort).

14.3.2. Place the ranking guest/individual to the escort’s left when it will be required for the uniformed escort to salute, i.e. when performing as Chaplain’s Assistant, the Arlington Lady will always be on the assistant’s left.

Figure 14.1. Guest Escort.

14.3.3. Ensure uniformity amongst Guest Escorts throughout the ceremony. The guests should be escorted on the same side of all escorts throughout the ceremony.

14.3.4. Males escorting female guests should allow the female to hold their arm as the guest is led to her seat (*Figure 14.2.*). Male escorts should ensure female guests are seated before releasing their arm. Males and females escorting male guests will simply “guide” the guests to their seats.

Figure 14.2. Guest in the Position of Honor.

14.3.5. Guest Escorts should introduce themselves, be friendly and engage in polite conversation while escorting guests to their seats.

14.3.6. Guest Escorts may be tasked to assist individuals with mobility challenges or in wheel chairs. Guest Escorts may also assist with umbrellas, act as “runners” or various other tasks, as required.

14.3.7. Doorkeepers will open/close doors in sync with each other. Doorkeepers will maintain strict military bearing. Movements will be disciplined and strict but not “robotic.” Make every effort to only move the foot/leg closest to the door. The arm closest to the door will be used to open/close the door, the other arm remains at the proper position of attention.

14.3.8. The Official Party Briefer/Escort will always march in front of the official party to lead them to their seats (*figure 14.3.*).

Figure 14.3. Escorting the Official Party to their Seats during an “Outdoor” Ceremony.



14.3.9. The Official Party Briefer/Escort will maintain strict military bearing while escorting the official party (*figure 14.3.*). Once at their seats, ensure that the official party is seated in the correct positions. Using a hand gesture to motion to the correct seat is preferred.

14.3.10. Traffic will always heel click when performing facing movements and coming to attention. The audible click acts as a signal/cue for the COT and formation.

14.3.11. Traffic points the direction of travel by facing/halting in front of the COT. At the same time bring the left or right arm four inches away and in front of the abdomen with the forearm parallel to the ground. The hand is at a proper flare (*figure 14.4.*).

Figure 14.4. Traffic Pointing the Direction of Travel for the COT at a FHF.



14.4. Responsibilities.

14.4.1. Chaplain Assistant.

14.4.1.1. Must be familiar with the FHF sequence.

14.4.1.2. Escort the Arlington Lady to and from gravesite.

14.4.1.3. Assist the Chaplain as needed. For example upon completion of the committal service the assistant will take and hold the Chaplains reading materials/religious items prior to the Chaplain repositioning at the head of the gravesite for the firing of volleys and playing of Taps.

14.4.2. Official Party Briefer/Escort.

14.4.2.1. Must have a thorough knowledge and understanding of the ceremonial sequences and pronunciation of the official party's names.

14.4.2.2. Prepare the ceremony briefing boards and scripts at least one day prior to the ceremony.

14.4.2.3. Rehearse and prepare a ceremony briefing at least one day prior to the ceremony.

14.4.2.4. Brief the official party on the ceremony's sequence, cues and their roles and requirements during the ceremony.

14.4.2.5. Escort the official party to their seats or marks.

14.4.3. Guest Escort.

14.4.3.1. Must have a general knowledge of the ceremony.

14.4.3.2. Attend rehearsals, review script at least one day prior to the ceremony.

14.4.3.3. Know the individual that will be escorted, where they are seated and how to pronounce their name.

14.4.4. Doorkeeper.

14.4.4.1. Must have a general knowledge of the ceremony.

14.4.4.2. Be positioned correctly to open/close doors when required.

14.4.4.3. Receive the necessary training and/or practice on the doors that will be opened and/or closed during the ceremony. For example, during DV arrivals certain vehicles require codes and/or special techniques in order to operate the door handle. Doorkeepers must be aware of these situations prior to DV arrival.

14.4.5. Sentinel.

14.4.5.1. Must have a general knowledge of the ceremony.

14.4.5.2. Be positioned correctly to prevent individuals from passing through or entering the restricted area. In most cases, the sentinel should not be in view of the ceremony.

14.4.5.3. Maintain strict military bearing when applicable.

14.4.5.4. Be cordial, inviting and professional when applicable.

14.4.5.5. Guides and directs guests to the appropriate locations before, during and after the ceremony.

14.4.6. Traffic.

14.4.6.1. Must have a thorough knowledge and understanding of the FHF sequence.

14.4.6.2. Attend a gravesite check at least 45 minutes prior to the ceremony start time.

14.4.6.3. Point the correct direction of travel for the COT at the chapel or transfer point, to gravesite and back to the dismissal area.

14.4.6.4. Be positioned correctly to take cues from the OIC/NCOIC and signal the COT when to bring to bring the formation to attention, present arms etc (*figure A4.5.*).

14.4.6.5. Maintain strict military bearing when applicable.

14.4.6.6. Perform "Death Watch" upon the conclusion of the funeral, as required. Render a salute prior at conclusion of the watch and prior to departing the gravesite. NOTE: The tradition of performing "Death Watch" or to perform the duty of a Vigil Officer/NCO comes from the same origins as the Wake (paragraph 1.8.3.).

14.5. Equipment.

14.5.1. White/black gloves.

14.5.2. Ceremonial belts.

14.6. Uniform Requirements. All ushers, with the exception of the Chaplain's Assistant and Traffic during a FHF will wear the ceremonial belt if performing duties in the ceremonial uniform.

Section 14B—Implementation**14.7. Usher Pre-ceremony Procedures.**

- 14.7.1. Perform a site check.
- 14.7.2. Participate in a talk-through meeting with key personnel to pre-enact the ceremony.
- 14.7.3. Determine exact positions, seating, entrance/exit points, etc., of the individuals who will be escorted, seated etc. Learn the correct pronunciation of individuals' names.
- 14.7.4. Ensure a direct, clear route is established.
- 14.7.5. Ensure you know and have worked out all cues with the applicable personnel.

14.8. Usher Ceremony Procedures.

- 14.8.1. Meet all customs, courtesies, protocol and procedural guidance outlined in this manual and other applicable publications.

14.9. Usher Post Ceremony Procedures.

- 14.9.1. If required, attend a debrief (or after action report) with key personnel to critique the ceremony.

PART 3.

DRESS AND APPEARANCE

Chapter 15

GROOMING AND APPEARANCE STANDARDS

Section 15A—General Information

15.1. Basic Philosophy. The ceremonial guardsman is an individual of good reputation having integrity, ethical conduct and exhibiting standards which merit respect; responsible for protecting and overseeing the maintenance of standards on and off duty. The corner stone to this reputation is outstanding dress and appearance. Honor guard personnel must exceed the Air Force standards and present a flawless image to the public.

15.1.1. There will be numerous occasions in which the only interaction one may have with the U.S. Air Force is with an Air Force honor guard. We must ensure that this interaction is positive. The task of representing every member past and present is an honor that few perform; the image portrayed by members of the honor guard must be one of that instills confidence and pride in our service and country.

15.1.2. An Air Force honor guard is an “icon of excellence;” they represent the U.S. Air Force to the American public and the world. They do not represent themselves and as such nametags are never worn as part of any ceremonial uniform combination. “Nameless and Selfless Service” is the mantra lived by Air Force honor guards.

15.1.3. The intent and vision is for all ceremonial guardsmen, regardless of location, to meet the same standards of dress and appearance. The ceremonial uniform was created so that all honor guards wear the same standardized uniform.

15.1.3.1. Differences in the Base Honor Guard and the USAF Honor Guard ceremonial uniforms exist due to cost saving measures to enable installations worldwide to purchase and wear the ceremonial uniform. Restricting the ceremonial uniform to only the USAF Honor Guard would create supply and demand issues, thus raising the cost of these items and creating a burden for the squadron. It would also go against the intent and vision of the uniform.

15.1.3.2. Other differences such as full sized medals and white shirts exist based on Military District of Washington, Joint Service and Arlington National Cemetery requirements.

15.2. Enforceability. USAF Honor Guard personnel will adhere to all Dress and Appearance standards and guidance outlined in this manual. Base Honor Guard personnel are required to adhere to the standards outlined in Chapter 15 only when wearing the ceremonial and informal uniforms or when directed otherwise, e.g., Airman Battle Uniforms (ABU) are configured to meet honor guard standards with cheaters on boots, specific uniform and equipment requirements outlined in Part 2 of this manual, etc. Adherence to Chapters 17, 18 and 20 are optional for Base Honor Guard personnel.

Section 15B—Hair Grooming Standards

15.3. General. Base Honor Guard personnel will adhere to the standards in AFI 36-2903, Chapter 3. USAF Honor Guardsmen will adhere to guidance in AFI 36-2903, in addition to the following modifications.

15.4. Females. Hair length will comply with AFI 36-2903 except as noted in this instruction. Hair will be neat at all times. “Bangs” will not touch the brows. While in uniform, bangs will not extend past the hatband. Short hair will be pinned back behind the ears to prevent hair from protruding out of the front of the hat. If artificially colored, it must look natural and compliment the individual. Hair ornaments such as scrunches, gold or silver barrettes, and visible grooming aides detract from acceptable honor guard image and will not be worn. Hairpieces are not authorized unless approved by medical personnel for disfiguration or baldness and must conform to the same standards as stipulated herein for natural hair. Hairstyle (bulk of hair) must not exceed three inches or prevent wearing of the ceremonial hat. Long hair will be put into a sock bun at the nape of the neck and covered with a hair net in all uniform combinations. Short hair that cannot be put into a sock bun will not extend past the top of the collar. The hairnet and ponytail holder will be of the same color as the hair. Hair must be cut and/or styled as often as necessary in order to conform to these standards. NOTE: The only authorized style braid for females hair is a single braid wrapped around the bun. Twisting of hair is not authorized. EXCEPTION: Micro-braids are authorized provided all other requirements outlined in paragraph 15.4. are met.

Figure 15.1. Properly Groomed Hair for Honor Guard Females.



15.5. Males. Sideburns are prohibited. The length of hair is prescribed as follows: The hair will be neatly trimmed and cut close (i.e. clean shaven/skin) around the back and sides of the head at all times; graduating to no more than 1/2-inch where the hair lays under the hatband. Hair above the hatband will not exceed 1 1/4-inch in bulk.

15.5.1. Male personnel assigned to the USAF Honor Guard will have a fresh haircut, at a minimum of twice a week, and as often as necessary (White House ceremonies and other high-level ceremonies as directed by squadron leadership) in order to maintain a neat and clean-cut appearance.

15.5.2. Neck/body hair will not protrude from the collar of the short/long-sleeved blue shirt or the ceremonial white shirt. USAF Honor Guard personnel will be inspected at every formation to ensure standards are being met. Hair will not be bleached or dyed any unnatural color.

15.6. Beards, Mustaches, and Goatees. Facial hair is not authorized. All personnel will be clean-shaven at all times. Individuals receiving temporary shaving waivers will not be used on ceremonial commitments unless the waiver specifically states the specified individual can shave every other day in order to perform on ceremonies. Individuals with shaving waivers extending beyond 30 calendar days or recurring waivers will be relieved of duty and evaluated for reassignment or returned to primary duty sections.

Figure 15.2. Properly Groomed Hair for Honor Guard Males.



15.7. Fingernails. Males: Will be trimmed short, no longer than 1/8-inch, and clean at all times. Females: Will be neatly trimmed to no longer than 1/4-inch (natural or artificial) and clean at all times. Ornamentation of fingernails while in uniform is strictly prohibited. Nail polish of any color is not authorized. EXCEPTION: French style manicures with white tips and clear nail polish.

Section 15C—Equipment, Accessories and Miscellaneous Standards

15.8. Body Piercings. Females will not wear earrings while in the ceremonial uniform.

15.9. Tattoos/Brands. All honor guard personnel must refrain from acquiring body art that may become exposed during ceremonies or public events. Members will be screened accordingly prior to assignment with the unit. Individuals who obtain such body art will be barred from ceremonial duties or even transferred from the unit. In addition, tattoos/brands will not be visible through the uniform.

15.10. Cosmetics. Cosmetics must be more conservative than what is normally expected of female Airmen. Excessive or bright cosmetics and lipstick draws attention to the individual and can detract from the ceremony.

15.11. Tobacco and Alcohol Use in Uniform. The purchase and use of tobacco and alcohol products is prohibited at all times while in the ceremonial uniform. Tobacco products include cigarettes, dip, etc. Tobacco use in the Air Force is outlined in AFI 40-102.

15.12. Hearing Protection. When hearing protection is required to be worn in the ceremonial uniform only flesh colored, transparent or blue earplugs will be worn. All members in the formation must wear the same style and color of earplugs.

15.13. Wear of Glasses in Uniform. The wear of prescription eyeglasses is authorized while in service/dress blues, ABU and PTU combinations IAW 36-2903. While in the ceremonials, eyeglasses, sunglasses and photosensitive lenses, are only authorized when wearing the lightweight blue jacket.

15.13.1. The wear of sunglasses while in the USAF Honor Guard ceremonial uniform is authorized only to members of the USAF Honor Guard Drill Team during drill performances and rehearsals. Drill Team members will wear the standard issue small silver rimmed military style aviator sunglasses. If glasses become lost or damaged, members are required to purchase a new pair through Military Clothing Sales. Glasses will not be modified in appearance, but may be bent in order to better fit the face.

15.14. Wear of Jewelry. Members will not wear rings, watches or jewelry of any kind in the ceremonial uniform (all combinations to include the lightweight jacket). However, there are some exceptions. If married, members are authorized to wear their wedding ring/band. Watches are only authorized for key leaders that require them during ceremonies (i.e. COT on a FHF). Care should be taken to only wear a watch if it is absolutely necessary. If worn, the watch will be placed on the left arm, above the wrist to prevent it from being seen. Only solid black or silver, small, conservative watches will be worn.

15.15. Rifle Stocks. Rifle stocks used during ceremonies will be made of wood and maintain the natural appearance of the wood type and grain. Stocks used by honor guards should be made from walnut or birch wood. Select the wood type based on the needs of the team.

15.15.1. Stocks made from composite materials or plastic will only be used for training purposes.

15.15.2. All rifle stocks will be free of nicks, scratches and defects. Upon receiving a new rifle stock, individuals are required to remove all manufacture logos and stamps, as applicable. Begin sanding by utilizing a low grit sandpaper (60 grit). Finish using a high grit sandpaper (400-800 grit) to ensure a smooth feel and appearance.

15.15.3. The color of the rifle stocks will range from medium to dark and be uniform in appearance. Depending on the rifle's wood type, individuals will need to apply either wood

stain, and/or gun stock finish, (Polyurethane or similar product). Stocks made of walnut are naturally darker and will only require the application of gun stock finish. Stocks made of birch wood will be a lighter, blonde color, and will require both wood stain and gun stock finish. Stain colors should be limited to American Walnut, Dark Walnut or Special Walnut..

15.15.4. When applying wood stain, individuals will apply the amount of stain necessary to obtain a medium to dark color. Both gun stock finish and stains will be applied in thin even coats, while maintaining the stock's natural appearance and grain. Multiple coats of each will be applied in order to give the stock a streak and drip free, shined/mirrored appearance.

15.15.5. All rifle stocks must be properly cared for and maintained in order to constantly meet standards.

15.16. Rifle Slings. The white and black slings will be clean, serviceable and free of strings. White slings will be used when performing with white gloves and when dictated by Joint Service ceremonies; black slings with black gloves. Green or blue slings may be used only during training. The sling will have a four-finger width (3-inches) between the spring clip and buckle, and between the buckle and keeper. This distance will place the keeper directly over the trigger. Ensure that the sling is placed through the sling swivels. Ensure the sling is taut. Do not place the sling through the stacking swivel (the highest swivel, located at the very top of the forward hand guard) on the M1 Rifle. When secured to a weapon, the excess material may be taped flush to the sling. White tape may 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. If the sling is past the buckle when the keeper and buckle are properly placed, cut the sling so that the end is approximately at the buckle (three inches past keeper) and reattach the sling tip to the sling. NOTE: Use caution when sizing. Slings may shrink when washed. Additionally, the various weapon models have different swivel locations, however slings sized correctly will fit all weapon types correctly.

Figure 15.3. Rifle Slings Properly Affixed to Sling Swivels.



15.17. Transitioning Personnel. Members who are attending technical training school for retraining must maintain all honor guard dress and appearance standards while TDY, unless otherwise instructed by the installation and/or technical training guidance. Boots with cheaters will not be worn while attending technical training or PME. Upon returning to the honor guard, after completion of technical training, members will adhere to the normal standards expected of all ceremonial guardsmen.

15.18. Administrative DNIC (duties not including ceremonies). Assigned members who are on administrative DNIC must maintain all honor guard dress and appearance standards while in DNIC status, unless otherwise instructed by leadership.

15.19. Members in Formation. During rehearsals, practices, formations, or ceremonies all members must be in identical uniform combinations.

Chapter 16

CEREMONIAL UNIFORMS

Section 16A—General Information

16.1. General. The ceremonial uniform will be clean, tailored to fit, and wrinkle/string-free. The ceremonial uniform will be worn IAW 36-2903 and the additional standards outlined in this manual. AFI 36-2903 lists the authorized uniform items and dictates when the uniform will be worn.

16.1.1. Will only be worn by current USAF and Base Honor Guard personnel during approved official ceremonies and functions. Ceremonial uniform items must be purchased with unit funds. Deviations to the guidance outlined in this manual and AFI 36-2903 (example: ascots, aiguilletes on the Service Dress, chrome helmets etc.) are not authorized.

16.1.2. When necessary the uniform may be worn during short convenience stops, such as coming to or from work and when stopping to pick up children, get gas or to get lunch before and after official ceremonies. Change out of the ceremonial uniform at the first opportunity following every ceremony.

16.1.3. At no time is it acceptable to purchase and/or consume tobacco, alcohol products, or inappropriate material while in the ceremonial uniform.

16.1.4. Creases will be sewn in the ceremonial all-weather coat, blouse, and trousers. Pocket flaps will be sewn down.

16.1.5. Accessories to this uniform are worn as prescribed in this manual and AFI 36-2903.

16.2. Ironing the Ceremonial Uniform. Ironing of the ceremonial uniform is required to maintain the wrinkle-free appearance required for all ceremonial guardsmen. It is mandatory that an ironing cover be used when ironing the blouse, pants, overcoat, all-weather coat and light weight blue jacket. Ironing without an iron cover may cause burns or holes in the uniform. Steaming the ceremonial uniform is encouraged but will not be the sole method of upkeep of the uniform. NOTE: Burns in the ceremonial uniform cause the uniform to be unserviceable and must be repaired and/or replaced. All buttons on the uniform must be maintained.

16.3. Official Photos. The ceremonial uniform is never used in lieu of the Service Dress uniform for official photos. It is acceptable to wear the ceremonial uniform for honor guard specific photos for recruiting brochures, websites and pamphlets or honor guard specific awards such as Honor Guard Program Manager of the Year. Do not wear the ceremonial hat for official portraits/photographs indoors while unarmed.

Section 16B—Proper Wear and Maintenance of the Ceremonial Uniform

16.4. White/Blue Shirt. USAF Honor Guard personnel will wear the white shirt. Base Honor Guard personnel will wear the standard issue blue service shirt. Honor guard white/blue shirts will be clean, serviceable, freshly pressed, and wrinkle/string-free. White/blue shirts will be tucked and bloused at all times excluding female princess cut shirts due to the difference in shirt design. Shirt garters are mandatory and will be worn to maintain a professional appearance. The long sleeved white/blue shirt is not authorized. White shirts will have a visible crease down the

sleeves. Collars will be ironed flat and the seam of the yoke will be ironed. The Air Force standard necktie and tie-bar with “wing and star” design and mirrored finish are mandatory. The tie will be tied with a Windsor knot (also referred to as a “double/full” Windsor) and will not have a visible “dimple” below the knot. The tie-bar will be worn IAW 36-2903, Para. 4.6.3, however ensure that the tie-bar is not exposed while wearing the blouse. Females will wear the standard tie tab. Ribbons, nametags and badges will not be worn on the white/blue shirt. NOTE: During normal months, white T-shirt style undershirts will be worn with the white/blue shirts as prescribed in AFI 36-2903 Para. 6.5 Undergarments. T-shirts with logos that are visible through the ceremonial white shirt, regardless of the logo location, are prohibited. Long sleeve undergarments are authorized during cold weather months only. During ceremonies and official training, white or black long sleeve undergarments are authorized to be worn with the short sleeve white/blue shirt. Sleeves will be pulled up as to not be visible during ceremonies, and must not be visible at the collar.

16.5. Ceremonial Trousers. Ceremonial trousers will be neat, serviceable, freshly pressed, and wrinkle/string-free. The trouser length will extend to one inch below the rear of the shoe top and have a slight break in the front crease. All male personnel will wear a standard blue belt with chrome buckle. Honor Guard personnel are authorized to wear blue suspenders with the trousers. Creases will be sewn in the front and back of the trousers. Front pockets will be sewn down. No bulky items (i.e. keys, wallets etc.) may be placed in either rear pocket at any time. The rear left pocket will be buttoned at all times. NOTE: When sitting down in ceremonial trousers, all personnel will roll the excess material located under the knees into a “cup like” fold to prevent wrinkling.

Figure 16.1. Honor Guard Member “Rolling” Trousers.



16.6. Ceremonial Blouse. Only the ceremonial pants, ceremonial service cap, white shirt, and white gloves will be worn with the blouse. The blouse will also be clean, serviceable, wrinkle/string-free and tailored to fit. Pocket flaps will be sewn down.

16.6.1. The blouse will be removed when aboard vehicles traveling to and from ceremonies except when impractical during brief trips, for example, when rapid departure is necessary, as is the case with traffic or OIC/NCOIC positions traveling from transfer locations to gravesite.

16.6.2. All USAF Honor Guard personnel will wear the USAF Honor Guard arc 1/2-inch down from the left shoulder seam and Base Honor Guard personnel will wear the Base Honor Guard in the same location, centered and parallel to the ground. Stitching between lettering of the arc will be colored in using a black marker or removed using a seam ripper.

16.6.3. Safety pins will be used inside of the blouse to secure the 7/8-inch silver buttons with the wingtips of the “wing and star” design facing up.

16.6.4. Occupational badges, U.S. insignias, officer metal ranks, enlisted chevrons, silver braids on sleeves and honor guard duty badges will be worn in accordance with AFI 36-2903. Backing support will be used on all medals and badges.

16.6.5. **Aiguillette.** Officers will wear the open-end loop aiguillette under the epaulet while enlisted personnel will wear the closed-end loop aiguillette. Both officers and enlisted will have the aiguillette grounded to the left shoulder seam. Ensure that the factory safety pin is removed and aiguillette lays flush on the coat. The aiguillette must be secured on the inside of the garment with 5-7 (or as many as required) safety pins at the front and rear of the seam. The aiguillette must not appear bunched. The chrome tip of the aiguillette must be replaced if the chrome becomes chipped. The aiguillette knot will be positioned and grounded to the aiguillette so the “wing and star” design on the ornament faces forward. The knot will be pinned or threaded to the aiguillette, none of which should be visible. NOTE: Safety pins must not be visible from behind the aiguillette.

16.6.6. **USAF Honor Guard Duty Badge.** (USAF Honor Guard Only). The Basic Honor Guard chrome badge will be awarded to officer and enlisted Airmen possessing the 85G0 and 8G000 Special Duty Identifiers upon graduation from the USAF Honor Guard Technical Training School or upon assignment, as required.

16.6.6.1. For males, the badge will be worn on the left side of the blouse, 1/2-inch below the lowest hanging medal and centered on the lowest row of medals. For females, the badge will be worn on the right side, centered between the arm seam and lapel, with the bottom edge of the badge parallel to the top of the welt pocket. For males, a second badge will be worn on the right side, in the same relative position as the badge on the left. A third badge will be worn above the second with the bottom edge of the badge parallel to the top of the welt pocket. For females, a second duty badge will be worn to the left of, centered and 1/2-inch apart from the first badge. NOTE: Affix the Senior Badge attachment upon reaching the Senior-tier and the Master Badge attachment upon reaching the Master-tier and eight years of cumulative experience as an Air Force honor guard. Refer to the 8G000 CFETP for award criteria and requirements.

16.6.7. **Base Honor Guard Duty Badge.** (Base Honor Guard Only). The badge is a unit identifier as a member of the Base Honor Guard team. Current members of each individual Base Honor Guard team are authorized to wear the badge. Former members, no longer assigned to the Base Honor Guard 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. Each base should implement criteria for awarding the badge. However, each team member must earn their badge before performing in any ceremony. For example, awarding the badge upon completion of a one-week course conducted by the Base Honor Guard. The badge must be worn on the ceremonial blouse and blues shirt when in summer uniform.

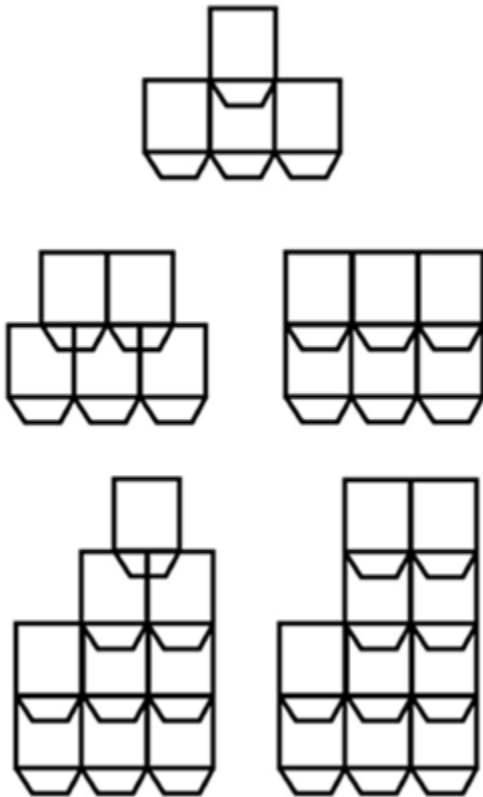
16.6.7.1. Badges will be worn IAW 36-2903. Males will wear badge on the left side an inch and a half down from the top of the welt of the pocket under the ribbons and centered, unless they have a primary badge, e.g., security forces, missile, fire fighter, etc. In this case, wearer should wear the ceremonial badge on the right side in the same relative position as the badge on the left.

16.6.7.2. 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 e.g., OSD, etc. then the second badge will be centered and spaced ½ inch apart from the first badge. NOTE: If members possess additional duty badges ensure that they are following the guidance listed in AFI 36-2903. The ceremonial uniform typically follows the same guidance for badge placement as the Semi-Formal and Mess Dress uniforms.

16.6.8. Full Sized Anodized Medals. (USAF Honor Guard Only). Medals will be fabricated by USAF Honor Guard Supply personnel. The ribbon will be given a taut appearance by securing a plastic backing to the material that will be 1 and ¾ inches in length (measured from top to bottom of material) with the appropriate anodized medal secured to the bottom.

16.6.8.1. Upon award of subsequent decorations, additional issue will be accomplished. Members must submit current MPF RIP to ensure accuracy. When medals become worn or faded, they must be returned to honor guard Supply.

16.6.8.2. All full sized medals will be worn on the Ceremonial blouse as prescribed in AFI 36-2903. Medals will not be aligned with more than three on a single row. Multiple rows of medals will be overlapped as shown in Figure 16.2. of this manual. The top row will overlap where the ribbon material tapers (angles) toward the medal. The ceremonial blouse will not be visible between rows of medals. To prevent the coat lapel from covering medals, beginning with the second row of medals, the rows may contain less than three with the top row centered over the row immediately below. If necessary, the lapels of the blouse may be adjusted to ensure that all medals are centered and can be seen. NOTE: Figure 11.1 in AFI 36-2903 is the authority on arranging medals.

Figure 16.2. Full Size Medal Arrangement Diagram.

16.7. Ceremonial Cap. Ceremonial service caps will be clean, serviceable, string and wrinkle-free with the top taut and flat. The chrome buckle of the functional chinstrap is worn on the right side of the hat when viewed from the rear.

16.7.1. To position the functional chinstrap, unscrew the two chrome hat buttons holding the chinstrap into position. Reverse the chinstrap so that the strap buckle is to the right of center when viewed from the rear. Secure the functional chin strap into the up position.

16.7.2. The hook will be positioned down with the chinstrap parallel to the ground and supporting the chinstrap. The hook will remain visible. If the hook should become worn and is no longer black in color, individuals will color the hook black using a black marker or honor guard issued black high-gloss edge dressing. The patent leather bill and chinstrap will be spotless, free of cracks and other malformations at all times.

16.7.3. The pointed tip of the chinstrap will always be folded under the keeper to create a flat edge. NOTES: 1. Since patent leather and poromeric materials are easily marred, it should only be dusted or cleaned with a clean, soft, cotton cloth and furniture polish, glass cleaner or poromeric cleaner. 2. The cap will not be altered beyond manufacturer's specifications (i.e., do not replace the hatband with Marine or Army type hatbands). However, the ceremonial service cap will be adjusted to fit the individual's head (no excessive shaping).

16.7.4. The cap is worn squarely on the head so that the flat bottom part of the hat is parallel to the ground. There will be no gaps on either side of the head and no hair protruding in the front. There must be enough space between the bill of the cap and the bridge (top) of the

nose to place the wearer's index and middle fingers together. Shape the hat to conform to head. Do not excessively shape the bill of the cap. A properly formed bill will have a curved appearance.

16.7.5. The chinstrap is a functional item and will be worn in the down position only when inclement weather (strong winds) or mission (drill team, colors, and flight-line cordon etc.) dictates it. At all other times the chinstrap will remain in the up position.

16.7.6. When the chinstrap is worn in the down position, it will be adjusted to fit under the front of the chin firmly, but not tight enough to cause the head to protrude at the top of the hat. The hook will be turned upright when the chinstrap is utilized.

16.7.7. Honor guard officers will wear the chrome Coat of Arms service cap insignia on the ceremonial cap. Enlisted personnel will wear the chrome Wing and Star insignia (Hap Arnold device). The screw in buttons on the sides of the cap will be worn with the wings of the design pointing to the sky, do not glue buttons in place. The front chinstrap (silver) braid will be worn flush, grounded to the bill and free of strings. The tips of the adjustable braid will be hot glued down. No silicone will be applied.

Figure 16.3. Officers' Ceremonial Cap Device.



Figure 16.4. Proper Wear and Appearance of the Ceremonial Cap.



16.8. Rain cap cover. Whenever you wear the all-weather coat 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 rain cap cover. It will remain under the rain cap cover. Do not place a small hole in the rain cap cover.

16.8.1. The rain cap cover will always be worn when wearing the ceremonial light weight blue jacket during transit to and from a ceremony as well as during training. Rain cap covers will be in serviceable condition and placed on the ceremonial cap in a manner that permits coverage of the entire top of the hat and the entire wing and star or officer's service cap insignia devices. The elastic band of the cover will rest against the seam where the top of the hat and the hat band meet. This will be done when coming to, from and between ceremonies.

16.8.2. The cover may be rolled slightly to ensure a taut/snug and wrinkle-free appearance on the top. Fabric protector spray will be applied to the rain cap cover.

Figure 16.5. Proper Wear and Appearance of the Rain Cap Cover.

16.9. Ceremonial Belt. The ceremonial belt and back belt are 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 (e.g. marching in parades). Awards/flower/wreath bearers, OIC/NCOIC (OIC/NCOIC for MFH will not be bloused), color teams, flagbearers, door openers, escorts etc. wear the ceremonial belt. Belts will be clean and in serviceable condition. The buckle and keepers will be highly polished and chromed at all times.

16.9.1. The belt will be worn between the second and third button of the ceremonial blouse (starting from the top). On the all-weather coat, it will be worn between the second and third button (starting from the top), above the pockets. When worn on the overcoat, the belt will be located between the first and second button, above the pockets (starting from the top). The belt will be worn tightly, with no sag, and always remain parallel to the ground.

16.9.2. Enlisted members will wear the “Wing and Star” design on the chrome buckle; officers will wear the Coat of Arms design on the chrome buckle.

16.9.3. On initial sizing of the belt, the belt ends should be trimmed to be no shorter than 4 inches and no longer than 6 inches on both sides, when measured from the buckle. Cutting the belt too short will cause the member to not be able to adjust the belt to accommodate weight gain and/or cold weather gear. NOTES: 1. The honor guard issued back belt will be worn under the ceremonial blouse to help create a taut appearance. 2. Excessive scratches and pits in the buckle will cause the belt to be deemed unserviceable. 3. Certain blouses may be manufactured to prevent wearing the belt between the second and third buttons. In this case it is acceptable to the buckle to cover the second button. At no time will the second button become exposed below the belt buckle. Replace defective blouses when possible.

16.9.4. When worn with the blouse, all-weather coat, or overcoat, the excess uniform material will be pulled back and neatly folded and tucked behind the side seams of the garment. When this is accomplished, the back of the garment, from seam to seam, should be

smooth and flat. This process is known as blousing. Blousing is a two person task (not counting the individual who is being “bloused”); three people can provide an even tighter blouse. Whenever possible use three people to blouse the Base Honor Guard ceremonial blouse. NOTE: Members will ensure that the ceremonial belt is not bloused so tight as to restrict blood circulation to the lower body. Excessively tight blousing can result in personal injury.

16.9.4.1. Blousing. Adjust the belt to fit tightly around the waist. As a rule of thumb no more than two fingers should be able fit between the individual and the belt.

16.9.4.2. The “blousee” holds the belt in the approximate position where the belt fastens with some slack being provided for the “blousers” hands.

16.9.4.3. The “blouser” positions the hands along two side seams on the back of the blouse, raincoat, or overcoat.

16.9.4.4. 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.

16.9.4.5. The “blousee” then fastens the belt in front.

16.9.4.6. The “blouser” re-checks the ceremonial belt and places the two keepers one inch (approximately a thumbs width) from the chrome belt buckle on both sides of the buckle.

Figure 16.6. Blousing.



16.9.5. 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 and will be slightly pinched in the rear to minimize movement. The two aluminum tension rods will each be replaced with three-inch sections of wire hangers to prevent the belt from loosening. On initial sizing, the belt ends must be trimmed to no shorter than 4 inches and no longer than 6 inches on both sides of the buckle, when measured from the edge of the buckle. NOTE: The wire hangers used to

reinforce the belt should be chrome in color or colored black if chrome hangers cannot be obtained.

Figure 16.7. Enlisted and Officer Ceremonial Belts.



16.10. Ceremonial Gloves. The white cloth gloves will be clean, free of stains, and worn on all applicable ceremonies and practices. White gloves used for any rifle manuals will be siliconed, in good repair without flaking, and will present a neat, clean and professional appearance. All personnel will keep at least one pair of clean, non-siliconed gloves for other types of ceremonies (i.e., ushers, escorts, door openers, and all bearer duties etc.). All gloves will be worn in the same manner. The excess portion of each glove on the open end (up to the elastic band) will be folded inside the glove when worn. The manufactures tag located inside will be removed before the glove is used. NOTE: Siliconed white gloves should not be worn during inclement (rain) weather as they may cause the rifle grip to become slippery.

16.10.1. IAW 36-2903, white gloves are not authorized to be worn with any Air Force Blues combinations or the ABU. EXCEPTIONS: White gloves may be worn with utility uniforms for all Dignified Transfers. See paragraph 9.2.2.2. for more information. White gloves are authorized for wear in the ABU only while training. Remove immediately upon completion of training.

16.10.2. Use of black gloves is permitted when performing ceremonies in cold weather. All labels/tags will be removed from each black glove; if the manufacturer's label/tag cannot be removed, then the visible portion of the tag will be concealed with a black permanent marker. Honor guard issued gloves are the only cold weather gloves authorized for use by honor guard personnel during official ceremonies (in order to ensure uniformity in formations). Black gloves may be worn with the overcoat, all-weather coat, lightweight blue jacket, All-Purpose Environmental Clothing System (APECS) and ABU as part of the prescribed uniform for cold weather. NOTES: 1. In the ceremonial uniform, black gloves will always be worn in combination with the black scarf. 2. Firing party personnel may elect to use

gloves that permit them to perform the firing sequence during funerals without interference. Color team personnel may elect to use gloves that permit them to perform guidon/flag manuals without interference. Such gloves should be approved by leadership and uniform among the team. Pallbearer personnel may elect to wear the black neoprene gloves to facilitate the flag fold. Personnel performing saber/sword manuals may also elect to wear the black neoprene gloves to prevent saber/sword manual degradation

16.11. Footwear/Ceremonial Shoes. USAF Honor Guard personnel should maintain one pair of double-soled ceremonial shoes. At a minimum, all honor guard members will maintain one pair of ceremonial shoes with metal heel and toe preservers and cheaters.

16.11.1. Ceremonial shoes will be clean, shined and edge dressed at all times. Refer to paragraph 16.7.3. Note 1 for cleaning procedures.

16.11.2. Single or double-soled ceremonial shoes with plastic or no heel preservers will be worn for indoor ceremonies where slipping may become an issue and are not authorized for any outdoor ceremony.

16.11.3. Nuts, washers and other forms of spacers are not authorized between the cheater and the shoe. Cheaters will remain tightly secured to the soles.

16.11.4. Base Honor Guards, IAW 36-2903, are not authorized triple soled shoes. Single and double-soled shoes are authorized. The soles and heels are not to exceed 9/16" and 1 5/16" respectively.

16.11.5. Laces will be tucked into the shoe. NOTE: If members were not issued shoes for use on indoor ceremonies, or ceremonies requiring no-steel, such as a National flagbearer at the White House then the member must tape the bottom of the shoe (completely covering the metal) using duct tape or a suitable substitute.

16.11.6. Cracked or peeling shoes will not be worn. New heel plates will be placed on the heels before the leather portion of the heel starts to wear. Metal horseshoe style heel plates will be worn on the heel of each triple-soled shoe at all times. Ceremonial shoes will be cleaned between ceremonies and edge dressing will be reapplied if required. Members performing duties of NPB on FHF's must have serviceable horseshoes on footwear.

16.11.7. Ceremonial double or triple-soled shoes will be worn with Air Force blues combination, as part of the Joint Service rehearsal uniform (*Paragraph 17.5.*). Military issued single-soled low quarters are not authorized for wear with the USAF Honor Guard Ceremonial Uniform.

16.11.8. During inclement weather, black boots are authorized for wear by all Honor Guard members. USAF Honor Guard members will wear the Supply issued black, Corcoran Field Boot, item number 1525. All members must wear matching boot styles. Boots will be laced to the top and have excess laces tucked neatly and securely inside the boot. Do not wrap laces around the top of the boot. Ceremonial trousers will be worn as with the ceremonial shoes and not be bloused. Boots will be shined, polished and edge dressed at all times. High-gloss dyes, lusters, paints, artificial liquids and similar products will not be used in lieu of shoe polish as it renders the boot unserviceable and does not allow for the repair of defects. Cheater taps will be worn by pallbearers only and must be edge dressed. The

appearance of a ceremonial guardsman's boots is a direct reflection of their commitment and dedication to the honor guard profession.

16.11.8.1. The decision to wear boots will be based upon actual or forecasted conditions at Arlington National Cemetery. During the winter months of 15 Oct through 15 April, the requirement for pallbearers to wear boots will be made by the pallbearer NCOIC, with approval of the ceremony's OIC/NCOIC. Also during the winter months, the OIC/NCOIC has the decision authority for boot wear for all Flight and Firing Party members. During non-winter months, the decision to wear boots will be made with the lowest approval from the Operations Flight or Stan Team. The decision to wear boots should be made as early as possible, but no later than the uniform call for the morning of the ceremony. The call to wear boots must be made early enough to ensure required members are in boots during the inspection fallout and for any earlier scheduled standards/palls funerals. If boot wear is approved, they are to be worn throughout the remainder of the day's ceremonies. OIC/NCOIC will ensure the Arlington Chaplain Corps is notified when the decision to wear boots has been made. Base honor guard personnel should develop their own guidance for authorizations to wear boots, but should limit these approvals to only in conditions of severe safety concerns.

Figure 16.8. USAF Honor Guard Men's Ceremonial Uniform.



Figure 16.9. USAF Honor Guard Women's Ceremonial Uniform.



Figure 16.10. Base Honor Guard Men's Ceremonial Uniform.



Figure 16.11. Base Honor Guard Women's Ceremonial Uniform

16.12. Ceremonial Lightweight Blue Jacket. The lightweight blue jacket will be clean, serviceable and wrinkle/string-free. Always wear the lightweight blue jacket during transit to and from a ceremony as well as when training away from the base. Do not train in the ceremonial blouse. The ceremonial trousers with blue shirt are not an authorized uniform combination; you must wear the lightweight blue jacket over the blue shirt. The standards outlined in paragraph 15.12. only apply to the honor guard issued ceremonial lightweight.

16.12.1. The jacket will have a visible crease on the rear seam of the sleeve. There will be no crease ironed into the front of the sleeve of the jacket. The jacket will be worn when not performing ceremonies. *NOTE: Only iron the crease on lightweight jackets containing the USAF or Base Honor Guard arcs. Do not iron a crease in the standard issued Air Force lightweight blue jacket.*

16.12.2. When wearing the jacket, ensure that the elastic waist band is rolled underneath. This creates a more professional appearance.

16.12.3. The zipper will be zipped up to at least the bottom of the tie knot. Females will position the zipper to the first exposed button. The zipper tab will be neatly tucked into the seam of the jacket.

16.12.4. All assigned USAF Honor Guard personnel will wear the "USAF Honor Guard" arc 1/2-inch down from the left shoulder seam, centered, and parallel to the ground when worn. Stitching between lettering of the arc will be colored in using a black marker or removed using a seam ripper. It is mandatory for all members to have the Air Force symbol embroidered over the left breast. Base Honor Guard personnel are authorized to wear the arc on unit purchased/issued lightweights.

16.12.5. **(USAF Honor Guard Only)** . The jacket will be worn without the liner. During warm weather months, a condition chart will be used to govern the wear of the jacket. Conditions are as follows:

16.12.5.1. **CONDITION GREEN.** (82-84.9°F) Worn outdoors at all times. **EXCEPTION:** *The lightweight jacket is not required when transporting equipment or going from the Bldg. 46 parking lot to Bldg. 46.*

16.12.5.2. **CONDITION YELLOW/RED/BLACK.** (85°F and up) Not required in immediate squadron area unless the assigned ceremony is located within the USAF Honor Guard campus area. **NOTES:** *1. The USAF Honor Guard Drill Team may wear the lightweight blue jacket as a modified ready uniform (but not during a performance) if wearing the ceremonial blouse is impractical (i.e.: dining situations, etc.) and other utility uniforms would be inappropriate. When wearing an ascot with the lightweight blue jacket, the jacket zipper will be zipped to approximately 2/3 the full length of the zipper. 2. Lightweight blue jackets will be worn at all times while on Fort Myer and in ANC. Wear is optional in the Fort Myer Community Center and while in transit on the bus. When temperature dictates, the OIC/NCOIC may authorize removal for entire flight.*

Figure 16.12. Honor Guard Ceremonial Uniform with Ceremonial Lightweight Blue Jacket



16.13. Ceremonial Overcoat. The overcoat will be clean, serviceable, wrinkle/string-free and tailored to fit. Honor guard issued fabric protector spray will be applied prior to use. The overcoat will have a visible crease on the rear seam of the sleeve. Do not iron a crease into the front of the sleeve. All personnel will wear the “USAF Honor Guard” or “Base Honor Guard” arc 1/2-inch down from the left shoulder seam, centered and parallel to the ground when worn. Stitching between lettering of the arc will be colored in using a black marker or removed using a seam ripper.

16.13.1. The lapels will be folded and ironed flat as they lay naturally when the coat is buttoned. Lapels will be pinned down by a safety pin from the inside of the coat. The safety pin will not be visible.

16.13.2. All ceremonial guardsmen will have six 1 1/8-inch silver buttons affixed on the overcoat displaying the “wing and star” design with wingtips up (buttons will be secured with pins in the same manner as the ceremonial blouse).

16.13.3. Overcoats will have a 3/4-inch silver braid sewn three inches from bottom of sleeve. Cuff (wrist) straps will be removed. Belt and belt loops must be removed for blousing purposes.

16.13.4. Sewn on or metal rank insignia may be worn on the overcoat and will be worn IAW AFI 36-2903.

16.13.5. All personnel will use safety pins to secure the open-end loop ceremonial aiguillette against, not under, the epaulet, grounded to the left shoulder seam. The epaulet will remain flat. The aiguillette will be secured from the front and the rear of the left seam. The aiguillette will not appear bunched.

16.13.6. 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, half way up the split in the back of the coat.

16.13.7. **(USAF Honor Guard Only)** . Overcoats will be carried on every outdoor ceremony from 15 October through 15 April (the USAF Honor Guard Commander may authorize changes to these dates as necessary). Refer to local guidance for recommended temperature guidelines for wear.

16.13.8. Base Honor Guards should develop local guidance on when the overcoat will be maintained and carried for outdoor ceremonies.

Figure 16.13. Honor Guard Ceremonial Uniform with Overcoat



16.14. Ceremonial All-Weather Coat. The all-weather coat will be kept clean, serviceable and wrinkle/string-free. Fabric protector spray will be applied prior to use. Rank insignia will be worn IAW 36-2903.

16.14.1. All-weather coat will have two creases sewn in the back for blousing purposes and in the sleeves. Belt loops will be removed. *NOTE: When funding is an issue the standard issue all-weather coat is authorized for wear by BHG personnel. Do not remove belt loops or modify the uniform, simply remove the issued belt and use the ceremonial belt in lieu of.*

16.14.2. All buttons will be buttoned, too include the top button (“flaps up”).

16.14.3. 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, half way up the split in the back of the coat.

16.14.4. All-weather coats will be hand-carried along with the ceremonial blouse and equipment during all outdoor ceremonies. This includes individuals performing outdoor functions during any indoor ceremony (i.e. door opener).

Figure 16.14. Honor Guard Ceremonial Uniform with All-weather Coat



16.15. Black Wool Scarves. Scarves must be clean, serviceable, wrinkle/string-free and taped on the underside as to give a flat appearance when worn. The scarf is authorized for wear with the ceremonial overcoat, all-weather coat and ceremonial lightweight blue jacket.

16.15.1. All ceremonial guardsmen must tape the scarf, no exceptions.

16.15.2. The scarf is worn with the end placed left over right (when seen from the wearer) crossing over the chest.

16.15.3. The scarf is authorized for wear with the overcoat and all-weather coat.

16.15.4. 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. Do not tape the scarf to the body.

16.15.5. Wear the back belt on top of the scarf. **NOTE:** *In the ceremonial uniform, black scarves will always be worn in combination with the black gloves. Never wear without the scarf.*

16.15.6. **(USAF Honor Guard Only)** . Black wool scarves will be carried on every outdoor ceremony from 15 October through 15 April as a standard (the USAF Honor Guard Commander may authorize changes to these dates as necessary). Refer to local guidance for recommended temperature guidelines for wear.

16.15.7. Base Honor Guards should develop local guidance on when scarves will be maintained and carried for outdoor ceremonies.

Figure 16.15. Proper Wear and Appearance of the Black Wool Scarf



16.16. Blue Winter Cap (Bunny Cap). The Blue Winter Cap will be kept clean, serviceable and wrinkle/string-free. The blue winter cap is only worn with the ceremonial overcoat.

16.16.1. Officers will wear the Officer insignia and enlisted will wear the “wing and star” device on the front of the cap, secured by placing the screw through the pre-made hole and fastening the screw cap tightly from the rear. The excess of the screw must be cut to prevent injury and allow the front of the cap to lay flat.

16.16.2. The cap will always be worn with the earflaps down and the strap secured under the jaw/chin (secure excess strap by routing it back through the length adjuster). Do not cut the excess strap.

16.16.3. **(USAF Honor Guard Only)** . Winter caps will be carried on every outdoor ceremony from 15 October through 15 April as a standard (the USAF Honor Guard Commander may authorize changes to these dates as necessary). Refer to local guidance for recommended temperature guidelines for wear.

16.16.4. Base Honor Guards should develop local guidance on when scarves will be maintained and carried for outdoor ceremonies.

Figure 16.16. Proper Wear and Appearance of the Blue Winter Cap



16.17. Earmuffs. Honor guard issued earmuffs will be kept clean, serviceable, lint and string free. Earmuffs shall be worn with the ceremonial overcoat, all-weather coat and lightweight blue jacket.

16.17.1. The logo on the rear of the ear muffs will be removed or blackened out with a black permanent marker.

16.17.2. **(USAF Honor Guard Only)** . Earmuffs will be carried by personnel from 15 October through 15 April as a standard (the USAF Honor Guard Commander may authorize changes to these dates as necessary). Refer to local guidance for recommended temperature guidelines for wear.

16.17.3. Base Honor Guards should develop local guidance on when scarves will be maintained and carried for outdoor ceremonies. **NOTE:** *In the ceremonial uniform, earmuffs will always be worn in combination with the black scarf and black gloves.*

Figure 16.17. Proper Wear and Appearance of Earmuffs



Figure 16.18. Honor Guard Ceremonial Uniform with Overcoat and Authorized Cold Weather Items



Figure 16.19. Honor Guard Ceremonial Uniform with All-weather Coat and Authorized Cold Weather Items



Figure 16.20. Honor Guard Ceremonial Uniform with Blue Winter Cap



16.18. Summer Ceremonial Uniform. Will be worn IAW AFI 36-2903, paragraph 9.4.2. and AFI 34-242, paragraph 8.50.2. In addition:

- 16.18.1. The honor guard duty badge will be worn on the blue shirt.
- 16.18.2. The ceremonial belt will be fed through the belt loops of the trousers.
- 16.18.3. The blue shirt will be pressed/prepped IAW Chapter 16 of this manual. Pocket flaps of the blue shirt should be sewn down.
- 16.18.4. USAF Honor Guard personnel will not wear the summer ceremonial uniform. Only Base Honor Guard personnel are authorized this uniform combination and only as a last resort.
- 16.18.5. Do not wear when performing MFH.
- 16.18.6. Do not wear during any indoor ceremonies.
- 16.18.7. Only the ceremonial all-weather coat may be worn with this uniform combination. At all other times the rain cap cover will not be worn.

Figure 16.21. Base Honor Guard Summer Ceremonial Uniform



16.19. USAF Honor Guard Drill Team Ascot. Only USAF Honor Guard Drill Team members will wear ascots. Ascots are not authorized for any Base Honor Guard personnel, no exceptions.

- 16.19.1. A crease will be ironed from top to bottom through the middle of the patch. The collar of the ascot will be folded over three times to make the top of the visible ascot flush with the top of the attached patch.
- 16.19.2. The Velcro provided by the manufacturer will be custom altered to the neck. Snaps or white tape will be affixed to more properly secure the end of the closure on the collar and ensure that the ascot does not come loose during a performance.

16.19.3. When worn, the ascot will be pinned on opposing corners, as it hangs naturally to the undershirt and there will be an inward crease terminating at the point where the visible ascot disappears into the ceremonial blouse.

16.19.4. The white ascot will only be worn by the USAF Honor Guard Drill Team before, during, and after performances while wearing the lightweight blue jacket/ceremonial coat.

16.19.5. The USAF Honor Guard Drill Team is authorized to wear the ceremonial blouse with the white ascot. A black short sleeve compression shirt will be worn as an undergarment; all commercial logos will be removed or blacked out.

16.19.6. The ceremonial blouse or lightweight blue jacket may only be taken off in a ready-area as directed by the OIC/NCOIC. If personnel who are not members of the USAF Honor Guard are present within the ready-area, either the ceremonial blouse or the lightweight blue jacket will be worn.

16.20. Temperature Categories. Listed in relative temperature with wind chill and heat index adjustments for uniform guidance; this is a suggested uniform guidance for relative temperature with wind chill and heat index adjustments; bases may adapt their own procedures. USAF Honor Guard personnel will adhere to guidance dictated by the 11 Operations Group.

16.20.1. Sub-zero temperatures through 10°F and below: ceremonial overcoat, blue winter cap, black scarf, and black gloves.

16.20.2. 11°F and below through 39°F: ceremonial overcoat or ceremonial raincoat, black earmuffs or blue winter cap, black scarf, and black gloves.

16.20.3. 40°F through 44°F: the recommended uniform items includes ceremonial overcoat or ceremonial raincoat, black scarf and black gloves.

16.20.4. 45°F through 49°F: the recommended uniform items includes ceremonial overcoat or ceremonial raincoat, white gloves, and ceremonial hat.

16.20.5. 50°F through 94°F: ceremonial blouse or ceremonial raincoat, ceremonial hat, and white gloves.

16.20.6. 95°F and above or 90°F with 60% or higher relative humidity: same uniform as paragraph 16.20.5; however, OIC/NCOIC may authorize wear of summer ceremonial uniform.

16.20.7. The 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 17

SERVICE UNIFORMS

Section 17A—General Information

17.1. Basic Information. The guidance outlined in this chapter is mandatory for USAF Honor Guard personnel and optional for Base Honor Guards. Base Honor Guards are not authorized to utilize the JS training uniform or to make any modifications to the Air Force uniform.

17.1.1. The Base Honor Guard duty badge is authorized in all Service uniform combinations.

Section 17B—Proper Wear and Maintenance of Dress Uniforms

17.2. Accoutrements. Authorized accouterments, e.g. ribbons, medals, badges, will be worn on blues uniform combinations IAW AFI 36-2903, with the exception of the Joint Service (JS) training uniform. When worn, all accoutrements will have backing support and the support will be cut to the shape of the badge/ribbon/medal rack it affixes to.

17.3. Service Dress Uniform (Class A). When worn, this uniform will meet the same standards prescribed for fit and appearance of the ceremonial uniform. Shirts will be neatly bloused and tucked into the trousers. Shirt garters are mandatory. Wear of the USAF Honor Guard duty badge is mandatory.

17.4. Service Uniform (Class B). Service uniform will be clean, serviceable, pressed and wrinkle/string-free. For all style shirts, the seam of the yoke will be ironed. Large, bulky items will not be placed in the pockets of the trousers. No items are authorized to be placed in the shirt pockets and it is highly encouraged that personnel sew down the pocket flaps on the blue shirt. Shirt garters are mandatory. The buckle and tip will be worn with metal to metal and will follow the gig line. Although optional for all personnel, it is desired for enlisted personnel to wear all authorized ribbons and, in keeping with tradition, officers to forgo wear of ribbons while in service uniform. Members will, however, wear all authorized badges. If wearing the lightweight blue jacket ensure that the elastic waistband is rolled underneath. **NOTES: 1. The USAF Honor Guard badge will be worn on both short, and long-sleeved blue service shirts and the mess dress coat IAW AFI 36-2903. Wear of the USAF Honor Guard badge is mandatory with all service uniform (Class B) combinations.**

17.5. Joint Service (JS) Training Uniform. The primary JS Training Uniform is ABUs. In instances where training will be at the White House, or is otherwise directed, the JS Training Uniform may consist of the following Air Force Service Uniform combination: blue service trousers with belt, blue short-sleeved shirt (open collar/no tie) or blue long-sleeved shirt with closed collar/tie/tie tab, ceremonial service cap, and triple-soled or double-soled shoes. The USAF Honor Guard issued lightweight blue jacket may be worn. This combination will be clean, pressed and string/wrinkle-free. Shoes will be clean, shined and a fresh coat of edge dressing will be applied. No nametag or accoutrements will be worn on the blue shirt. **NOTE: The standard Air Force Class B uniform may also be worn in these instances. The Military District of Washington, The Old Guard and USAF Honor Guard leadership will make the appropriate decision regarding the uniform to be worn and/or modifications to any Air Force Class B combination.**

17.6. Footwear. Single or double-soled shoes will have a fresh coat of edge dressing. Shoes will be free of cracks and peeling. Additional female footwear is optional IAW AFI36-2903.

Chapter 18

UTILITY UNIFORMS

Section 18A—General Information

18.1. Basic Information Applicable to All Honor Guards. Air Force honor guards will not wear ABUs for officially requested ceremony support. The only exception is at deployed or forward operating locations. Remote locations and/or locations where the ceremonial uniform is not practical and/or it is impossible to provide/wear them must submit a formal request with justification for the deviation. You may send the request to (usaf.jbab.1log.mbx.bhg-training@mail.mil). If approved, teams will maintain the grooming and appearance standards outlined in Chapter 15 of this manual. Members must also wear the same style/type of boot.

18.1.1. Additional uniform items, e.g., ascots, brassards, aiguilletes, etc., are not authorized and will not be worn.

Section 18B—Proper Wear and Maintenance of the ABU.

18.2. General. The following guidance is mandatory for individuals assigned to the USAF Honor Guard and optional for Base Honor Guard personnel, unless stated otherwise. ABUs will be clean, serviceable and free of strings.

18.2.1. A light press by iron will be used following directions of the ABU label.

18.2.2. All utility pockets on both blouse and trousers will be sewn down on the ABU with the exception of a single back pocket on the trousers and pen pockets on the blouse's left sleeve. When sewn, all excess material will be removed in order to present a flat appearance.

18.2.3. A visible crease in the sleeve, down the center of the star on the rank insignia will be worn. Rank insignia is worn as prescribed in AFI 36-2903. Sleeve cuffs will be buttoned to the second or third tightest button. The top button on the collar will be removed. Tags sewn to the blouse with exposed stitching on the upper back will be removed.

18.2.4. It is mandatory for all USAF Honor Guard personnel to blouse ABU pants in the traditional USAF Honor Guard standard, with "penny weights" or a comparable method to create a cuffed appearance. The blousing will stop at the second eyelet of the boot.

18.2.5. Members will only utilize the pen pockets located on the left sleeve of the ABU blouse; one pen per pocket. The pen will be completely inside the pocket, not visible above the seam.

18.3. Sand Colored T-Shirt. Only the sand colored, ABU short and long sleeved t-shirts will be authorized for wear with the ABU. The t-shirt will be neatly pressed, sleeves creased, wrinkle and string free and properly bloused at all times. Shirt garters are mandatory. Thermal undergarments are authorized to wear with the ABU. Thermal undergarments will not be visible when worn.

18.4. Head Gear. The Air Force approved ABU cap will be worn with the ABU. The cap will have a blocked appearance and will be wrinkle-free. The top seam will be visible. No writing will appear on the cap. The cap will be worn squarely on head and parallel to the ground with

the hatband no lower than the top of the ears. The appropriate cloth rank insignia for officers will be worn in accordance with AFI 36-2903. The cap will be clean, serviceable and free of strings.

18.5. Footwear. All USAF Honor Guard members will wear the Supply issued ABU boots. Each boot will maintain a clean and serviceable appearance. The boots will be laced to the top with the excess shoe lace tucked neatly and securely inside the boot. Do not wrap laces around the top of the boot. The socks must be long enough so that no skin is visible when in the seated position.

18.6. Cheaters. The wear of metal cheaters is mandatory for USAF Honor Guard personnel. If worn by Base Honor Guard personnel then all dress and appearance standards listed in Part 3 of this manual must be strictly adhered to, there are no exceptions. If Base Honor Guard members are unable to meet the requirements outlined in this chapter then do not wear cheaters on boots. ***EXCEPTION:** The temperature requirements outlined in this chapter apply only to the USAF Honor Guard. Base Honor Guard personnel must adhere to their installation's guidance.*

18.6.1. Toe and heel preservers (taps) are authorized for wear with each boot and highly recommended to lengthen the life span of the boots.

18.6.2. Cheaters will maintain a polished appearance. Polishing with metal polish is authorized. Edge dressing or paint of any kind is not authorized.

18.6.2.1. To polish cheaters remove all dirt, paint, edge dressing, etc. from metal. Paint thinner may be necessary.

18.6.2.2. Next remove all nicks, scratches and defects from the metal. This can be accomplished using a power sander and a low grit sand paper (60-100 grit).

18.6.2.3. Continue sanding by hand slowly increasing the grit number.

18.6.2.4. Eventually reach grits 1,500, 2,000 and finally end with 3,000 or 5,000. Time and patience is the key factor.

18.6.2.5. Apply a high quality metal polish.

18.6.3. The engraving/etching of cheaters is optional. The member's current rank and/or honor guard issued coin number are the only items authorized to be engraved/etched in "cheaters."

Figure 18.1. Proper Wear and Appearance of Boots Affixed with “Cheaters.”

18.7. Sage Knit Cap. From 15 October through 15 April or when the outside temperature is below 40-degrees Fahrenheit, the cap may be worn with the authorized Air Force APECS or Cold Weather Green Fleece Jacket. The knit cap will be clean and serviceable.

18.8. Black Ear Muffs. From 15 October through 15 April or when the outside temperature is below 40-degrees Fahrenheit, USAF Honor Guard issued earmuffs may be worn with the ABU. Any logos located on the outside of the ear muffs will be removed or blacked out with a black permanent marker. Ear muffs will be clean and serviceable.

18.9. Black/Sage Gloves. From 15 October through 15 April or when the outside temperature is below 40-degrees Fahrenheit, black or sage gloves may be worn with the ABU. Gloves will be clean and serviceable.

18.10. Air Force All-Purpose Environmental Camouflage System (APECS). The APECS jacket may be worn with the ABU during times of precipitation. During official training, the APECS may also be worn when the outside temperature is below 40-degrees Fahrenheit. The APECS will be serviceable, clean and free of excessive wrinkles/strings.

18.10.1. It will be zipped up past the carry tab, and snapped completely when worn.

18.10.2. The ABU subdued cloth rank insignia will be worn on the carry tab on the front of the jacket.

18.10.3. The hood will be tucked inside the hood liner when not worn. Straps on all zippers will be removed from the jacket. The collar (hood liner) may be rolled down when worn.

18.10.4. The ABU blouse will be worn underneath at all times. Velcro on the sleeve cuff will be attached at all times when worn.

18.11. Sage Green Fleece Jacket. From 15 October through 15 April or when the outside temperature is below 40-degrees Fahrenheit, the fleece jacket may be worn. It will be serviceable, clean, and free of excessive wrinkles/strings. It will be zipped up to at least the top of the Velcro name patch when worn. Straps/tabs on all zippers will be removed. Velcro on the sleeve cuff will be secured at all times when worn. ABU name tape, branch tape and subdued cloth rank insignia are positioned flat and level on Velcro hooks.

Chapter 19

TRAVEL UNIFORMS

Section 19A—General Information

19.1. General. The information contained in this chapter applies to all honor guard personnel and must be adhered to.

Section 19B—Proper Wear and Maintenance of the Informal Uniform

19.2. Informal Uniform. If mission dictates, members may be required to wear the USAF Informal Uniform IAW AFI 36-2903. Typically, the uniform is used while traveling. Honor guard personnel will adhere to the following additional guidance:

19.2.1. Shirts will be dark blue, polo style, and short sleeve. Shirt will be wrinkle free, with a visible crease down the sleeves. The lowest button on the shirt will be fastened. If the polo contains three buttons then the second button may be fastened as well.

19.2.2. Shirt garters are mandatory.

19.2.3. Trousers will be string and wrinkle free, and have a visible crease.

19.2.4. Shoes will be plain black business casual low quarters; no type of honor guard issued footwear will be worn in the Informal Uniform. Shoe laces, if applicable, will be tucked in.

19.2.5. Name tag will be worn in line with the words “U.S. Air Force.”

19.2.6. The monogram will be in Helvetica font. “USAF” or “Base” will be size 48 and “honor guard” will be size 22.

19.2.7. Members will not wear occupational badges with the informal uniform.

19.2.8. All honor guard grooming standards will be met.

19.2.9. **(USAF Honor Guard Only)** . Cold weather items will only be worn from 15 October through 15 April or when the outside temperature is below 40-degrees Fahrenheit.

Figure 19.1. USAF Honor Guard Monogrammed Functional Identifier***Section 19C—Proper Wear and Maintenance of the Black Jumpsuit***

19.3. Black Jumpsuit. Only current members of the USAF Honor Guard Drill Team are authorized to wear the black jumpsuit (authorization does not extend to non-Drill Team members traveling on Drill Team TDYs). The black jumpsuit will be clean, ironed, and free of loose strings.

19.3.1. Creases will be stitched in the front of the legs terminating at the seat area. Creases will be ironed in the back of the legs and in the arms, as they lay flat with the creases at the rear of the shoulder patches or similar in fashion to the ABU, if necessary.

19.3.2. Only a black compression shirt, black USAF Honor Guard baseball cap, and Supply issued black boots will be worn with the jumpsuit.

19.3.3. The whole boot will remain highly polished and edge dressed at all times; high-gloss dyes, lusters, paints, artificial liquids and similar products will not be used in lieu of shoe polish. (*see paragraph 16.11.8. for further details*).

19.3.4. The main zipper is closed until the top of the zipper is even with the top of the name patch. All zippers are always tucked, pocket zippers are fully zipped.

19.3.5. The Velcro waist straps will be tightened so that the hooks are flush with the loop. Sleeves are never folded-in (aviator-style) and cuffs are closed at their tightest opening. Large, bulky items will not be placed in any pockets.

19.3.6. Pens may be placed in the pen pocket but must be completely inside the pocket, not visible above the entry seam.

19.3.7. Jumpsuits will be tailored to a slim fit and will be maintained in serviceable condition at all times.

19.3.8. The standardized, USAF Honor Guard unique aircrew style name patch (ASNP) is worn above the left breast pocket, full-color AFDW patch over the right breast pocket, the full-color USAF Honor Guard Squadron patch on the right shoulder, and the US Flag patch on the left shoulder (IAW AFI 36-2903, para.8.4.7).

19.3.9. The Drill Team ascot may be worn with the jumpsuit if mission dictates, however these occasions should be limited as the jumpsuit's primary purpose is for travel.

19.3.10. Officers will wear a modified U.S. Army soft shoulder board style rank with black background, sewn-onto the jumpsuit, centered on and 5/8-inch from the seam of the shoulder. All enlisted rank indications will be made on the ASNP.

19.3.11. The black jumpsuit may only be worn when the USAF Honor Guard Drill Team is traveling on official business. Some instances will exist where the Drill Team is traveling, but the black jumpsuit will not be worn; the USAF Honor Guard OIC/NCOIC will make this determination. Otherwise, the jumpsuit may be worn while traveling to/from destinations, on rented or military transportation, and between performance locations while executing official business.

19.3.12. When traveling on commercial transportation, the black jumpsuit is not authorized.

19.3.13. Pre-performance, the jumpsuit may be worn traveling to performance locations, during site inspections, and to practice drill performances.

19.3.14. Post-performance, the jumpsuit may be worn to events which the host invites the Drill Team. Jumpsuit wear is encouraged for pre/post performance interactions at air shows, sporting events, community performances, and other events where recruiting is a focus and/or the public is predominately non-military.

19.3.15. The jumpsuit must not be worn during any type of public performance or in any manner in lieu of the ceremonial uniform.

Chapter 20

PHYSICAL TRAINING UNIFORMS

Section 20A—General Information

20.1. Basic Information. The guidance outlined in this chapter is mandatory for USAF Honor Guard personnel. Base Honor Guards are highly encouraged to meet the standards outlined in this chapter.

Section 20B—Proper Wear and Maintenance of the Physical Training Uniform/Improved Physical Training Uniform

20.2. Guidance. The PTU/IPTU will be worn IAW AFI 36-2903, with the following additional requirements. A neat, wrinkle free appearance is always required. Ironing the uniform is highly encouraged, and only done so with the use of an iron cover.

20.2.1. The zipper on the PTU/IPTU jacket will be zipped to at least the bottom of the embroidered Air Force symbol.

20.2.2. Athletic style shoes are mandatory. There are no restrictions on the color of athletic shoes. However, conservative colors are highly encourage in keeping with the appearance, dedication and reflection of the honor guard profession.

20.2.3. The sage green watch cap will not be worn while in the PTU/IPTU.

20.2.4. The black watch cap, ear muffs and gloves will only be worn from 15 October through 15 April or when the outside temperature is below 40-degrees Fahrenheit.

20.2.5. All Honor Guard grooming standards apply. **EXCEPTION:** *Females will adhere to AFI 36-2903 when wearing the PTU/IPTU.*

SAMUEL D. COX, Lieutenant General, USAF
Deputy Chief of Staff, Manpower, Personnel and
Services

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 4 United States Code, The Flag and Seal, Seat of Government and the States

Title 10 United States Code, The Armed Forces

Title 18 United States Code, Crimes and Criminal Procedure, Section 700

Title 36 United States Code, Patriotic and National Observances and Organizations, Subtitle 1, Part A, Chapters 1 and 3

Title 38, Sections 2402 and 2411

Public Law 110-41, Army Specialist Joseph P. Micks Federal Flag Code Amendment Act of 2007

DODI 1300.15, Military Funeral Honors, October 22, 2007

AFPD 36-29, Military Standards, 29 October 2009

AFI 33-363, Management of Records, 1 March 2008

AFI 34-1201, Protocol, 25 January 2013

AFI 36-2109, Chief Master Sergeant of the Air Force and Command Chief Master Sergeant Programs, 13 August 2007

AFI 31-207, Arming and Use of Force by Air Force Personnel, 1 Sep 1999

AFI 34-242, Mortuary Affairs Program, 4 June 2013

AFI 34-1201, Protocol, 25 January 2013

AFI 36-2113, The First Sergeant, 19 December 2007

AFI 36-2241, Professional Development Guide, 1 July 2009

AFI 36-2226, Combat Arms Program, 2 Feb 2003

AFI 36-2618, The Enlisted Force Structure, 27 February 2009

AFI 36-2803, The Air Force Awards and Decorations Program, 15 June 2001

AFI 36-3014, Clothing Allowances for Air Force Personnel, 22 May 2007

AFI 36-3203, Service Retirements, 8 September 2006

AFMAN 31-229, USAF Weapons Handling Manual, 12 May 2004

AFMAN 35-106, Ceremonial Music, 21 March 2011

AFMAN 36-2203, Drill and Ceremonies, 24 September 2007

AFPAM 34-259, Escorting Deceased Air Force Personnel, 1 October 1997

AFPAM 34-1202, Guide to Protocol, 10 January 2013

AFPAM 36-2241, Professional Development Guide, 1 October 2013

Army FM 3-21.5 (FM 22-5), Drill and Ceremonies, 7 July 2003

Army FM 23-5, *U.S. Rifle Caliber .30, M1*, 17 May 1965

Army Technical Manual, *Rifle 7.62-MM, M14*, 8 May 1973

DoDI 1334.1, *Wearing of the Uniform*, 26 October 2005

DoDI 1300.17, *Accommodation of Religious Practices Within the Military Services*, 10 February 2009

T.O.14P3-1-112, *Maintenance Instructions Nomex Flight Gear, Coveralls, Gloves and Jacket*

The Last Salute: Civil and Military Funerals 1921-1969, B.C. Mossman and M.W. Stark, 77-606843

Prescribed Forms

AF Form 4428, *Air Force Tattoo/Brand/Body Marking Screening/Verification Form*

Adopted Forms

Air Force Form 847, *Recommendation for Change of Publication*

Acronyms and Abbreviations

AAFES —Army and Air Force Exchange Services

ABU —Airman Battle Uniform

AD —Active Duty

AF —Air Force

AFB —Air Force Base

AFCFM —Air Force Career Field Manager

AFI —Air Force Instruction

AFMAN —Air Force Manual

AFPC —Air Force Personnel Center

AFPD —Air Force Policy Directive

ANC —Arlington National Cemetery

APECS —All-Purpose Environmental Clothing System

BHG —Base Honor Guard

BTL —Bearers Team Leader

CEM —Chief Enlisted Manager

CFETP —Career Field Education and Training Plan

CGO —Company Grade Officer

CMSAF —Chief Master Sergeant of the Air Force

CSAF —Chief of Staff of the Air Force

CTL —Color Team Leader

CC —Commander
CCC —Command Chief / Senior Enlisted Leader / Senior Enlisted Advisor
CSS —Commander Support Staff
DCID —Dress, Cover, Interval and Distance
DCS —Deputy Chief of Staff
DoD —Department of Defense
DoDD —Department of Defense Directive
DoDI —Department of Defense Instruction
DRU —Direct Reporting Unit
DSCP —Defense Supply Center Philadelphia
ECWCS —Extended Cold Weather Clothing System
ETP —Exception-to-Policy
FPL —Firing Party Leader
HAF —Headquarters Air Force
HG —Honor Guard
HQ —Headquarters
IAW —In Accordance With
IPTU —Improved Physical Training Uniform
IRS —Improved Rain Suit
MAJCOM —Major Command
MCSS —Military Clothing Sales Store
MPF —Military Personnel Flight
NCOIC —Noncommissioned Officer in Charge
NCOR —Noncommissioned Officer in Charge of Cordon
NCT —Noncommissioned Officer in Charge of Color Team
NFP —Noncommissioned Officer in Charge of Firing Party
NPB —Noncommissioned Officer in Charge of Pallbearers
OCOR —Officer in Charge of Cordon
OIC —Officer in Charge
OPR —Office of Primary Responsibility
OSD —Office of the Secretary of Defense
PCA —Permanent Change of Assignment

PCS —Permanent Change of Station

PME —Professional Military Education

PTU —Physical Training Uniform

SECAF —Secretary of the Air Force

SECDEF —Secretary of Defense

SSS —Staff Summary Staff

TDY —Temporary Duty

UCMJ —Uniform Code of Military Justice

U.S. —United States

USAF —United States Air Force

Attachment 2
INFLECTION CHARTS

Table A2.1. Basic and Intermediate Drill Inflection Chart

Standing								
Cadence	1	2	3	4	5	6	7	8
Command								
Escort, Attention					HUT			
	Es	CORT		Tench				
Cordon, Attention					HUT			
	Cor	DON		Tench				
Honor Guard, Attention					HUT			
	Honor	GUARD		Tench				
At Ease	AT HEASE							
Rest	REST							
Parade Rest			HEST					
	rade Pa							
Ceremonial At Ease				HEASE				
	Ceremonial At							
Stand At Ease				HEASE				
	Stand At							
Left, Face	Left		HACE					
Right, Face	Right		HACE					
About, Face			HACE					
	Bout A							

Standing								
Cadence	1	2	3	4	5	6	7	8
Command								
Ready, Up			UP					
	Ready							
Unfix, Bayonets			ONE		TWO		THREE	
	Unfix Bayonets		Ready		Ready		Ready	
Fix, Bayonets			ONE		TWO		THREE	
	Fix Bayonets		Ready		Ready		Ready	
Marching								
Step	Left	Right	Left	Right	Left	Right	Left	Right
Command								
Forward, MARCH			HARCH					
	Ward For							
Double Time, March			HARCH					
	Time Double							
Quick Time, March			HARCH					
	Time Quick							
At Ease, March			HARCH					
	Ease At							
Route, Step			HARCH					
	Stemp Route							
Change Step, March				HARCH				
	Stemp Change							

Marching								
Step	Left	Right	Left	Right	Left	Right	Left	Right
Command								
To The Rear, March				HARCH				
		Rearp To The						
Half Step, March			HARCH					
	Stemp Half							
Left (Right) Step, March			HARCH	(HARCH)				
	Stemp	Stemp)						
	Left	(Rite						
Column (Right), Left, March			HARCH	(HARCH)				
	Left	Rite)						
	Column	(Column						
Left, Flank, March			HARCH					
		Flank						
	Left							
Right, Flank, March				HARCH				
			Flank					
		Rite						
Counter, March			HARCH					
	Counterp							
Eye's, Right (Left)					(HEFT)	HITE		
	(Eye's)	Eye's						
Ready, Front					HUNT	(HUNT)		
	Reddup	(Reddup)						
Port, Arms			HARMS					
	Port							
Left (Right), Shoulder, Arms							HARMS	(HARMS)
	Left	(Right)	Shoulderp	(Shoulderp)				

Marching								
Step	Left	Right	Left	Right	Left	Right	Left	Right
Command								
Secure, Eye's, Right (Left)			(Eye's)	Eye's			(HEFT)	HITE
	(Secure)	Secure						
Trail, Arms			HARMS					
	Trail							
Carry, Arms			HARMS					
	Carry							
Secure, Arms			HARMS					
	Secure							
Trail, Port, Arms							HARMS	
	Trail		Port					
Marching, Manual, Arms							HARMS	
	Marching		Manual					
With Spin, Manual, Arms							HARMS	
	With Spin		Manual					
Delayed, Manual, Arms							HARMS	
	Delayed		Manual					
8-Count, Manual, Arms							HARMS	
	8-Count		Manual					

Table A2.2. Color Team Inflection Chart

Standing								
Cadence	1	2	3	4	5	6	7	8
Command								
Colors, Stand At, HEASE	Colors	Stand		HEASE				
		At						
Standby, Colors, ATTENTION		Colors			HUT			
	Standby			Tench				
Port, ARMS	Port		HARMS					
Right, Shoulder, ARMS	Right	Shoulder		HARMS				
Present, ARMS		Sent		HARMS				
	Pre							
Order, ARMS			HARMS					
	Derp							
Colors, Ready, CUT	Colors	Ready		CUT				
Bearers, Ready, TWO	Bearers	Ready	Two					
Colors, Colors, Turn, MARCH	Colors	Turn		HARCH				
		Colors						
Dress, Center, Dress		Center		HESS				
	Dress							
Ready, Front			HUNT					
	Reddup							

Marching								
Step	Left	Right	Left	Right	Left	Right	Left	Right
Command								
Split it, Shoulder, Arms								HARMS
		Split it		Shoulderp				
Ready, Step			STEMP					
	Ready							
Forward, MARCH			HARCH					
	Ward For							
Left, Turn, March			HARCH					
		Turn						
Right, Turn, March				HARCH				
		Rite	Turn					
Right, Wheel, March				HARCH				
		Rite	Wheel					
Left, About, March			HARCH					
		About						
Eye's, Right (Left)					(HEFT)	HITE		
		Eye's						
Ready, Front					HUNT			
	Reddup							
Colors, Halt (If "splitting" the team)			HAWLT		(HAWLT)			
	Colors							
Colors, Fallout, MARCH			HARCH					
	Colors	Fallout						

Table A2.3. Firing Party Inflection Chart

Standing								
Cadence	1	2	3	4	5	6	7	8
Command								
Firing Party, Attention					HUT			
	Firing	Party		Tench				
Ceremonial, At, Ease (Subdued)				HEASE				
	Ceremonial	At						
Ready, Face			HACE					
	dup							
Left, Face (Subdued)			HACE					
	Left							
Right, Face (Subdued)			HACE					
	Right							
Fallout	FALLOUT							
Dress, Right, Dress				HESS				
	Dress	Right						
Ready, Front			HUNT					
	dup							
Hands, In (Subdued)								
	Hands	IN						
Hands, Out (Subdued)								
	Hands	OUT						
Ground, Arms			HARMS					
	Ground							

Table A2.4. Pallbearers Inflection Chart

Standing								
Cadence	1	2	3	4	5	6	7	8
Command								
Secure	SECURE							
 Bearers, ATTENTION	Bearers			HUT				
			Tench					
Stand at, EASE			HEASE					
	Stand at							
Ready, TAKE	Ready		TAKE					
Ready, LIFT	Ready		LIFT					
Ready, Up	Ready		UP					
Ready, Flare	Ready		FLARE					
Ready, Cut	Ready		CUT					
Ready, Push (Subdued)	Ready		PUSH					
Ready, Buckle (Subdued)	Ready		BUCKLE					
Ready, Handle	Ready		HANDLE					

Standing								
Cadence	1	2	3	4	5	6	7	8
Command								
Ready, Hooves			HOOVES					
	Ready							
Ready, Face			FACE					
	Ready							
Ready, Split			SPLIT					
	Ready							
Ready, Drawer			DRAWER					
	Ready							
Ready, Flag			FLAG					
	Ready							
Pass, Straps			STRAPS					
	Pass							
Take, Straps			STRAPS					
	Take							
Take, Buckles			BUCKLE					
	Take							
Release, Buckle			BUCKLE					
	Release							
Up								
	UP							
Face								
	FACE							

Standing								
Cadence	1	2	3	4	5	6	7	8
Command								
Halt	HAA-	AALT						
Center	CENTER							
Down	DOWN							
Re-Fold	R-E-E-E-	FOLD						
Stars, Over, Stripes (Subdued)	STARS OVER STRIPES							
Marching								
Step	Left	Right	Left	Right	Left	Right	Left	Right
Command								
Step	STEP							
Left (Right), Flank, MARCH	Left	(Right)		Flank	(Flank)		HARCH	(HARCH)
Mark Time	MARK	TIME						
Bearers, HALT	Bearers		HAWLT					
Ready, STEP	READY		STEP					

Attachment 3

CEREMONY SEQUENCE CHARTS

Table A3.1. Dependent Funeral

NPB Commands	Actions During Ceremony
1. PRE-CEREMONY	Perform gravesite check at least 30 minutes prior to ceremony. NPB will fall team in. NPB will take team through warm-ups, and make sure team is alert and locked on. NPB will confirm with funeral rep about
2. CHAPLAIN ARRIVAL NPB: Bearers, ATTENTION NPB: Present, ARMS NPB: Order, ARMS NPB: Stand At, EASE	As the chaplain arrives, the NPB will call the team to attention. The closest team member will salute. After salute is lowered, NPB will put the team at ease.
3. HEARSE ARRIVAL NPB: Bearers, ATTENTION NPB: STEP NPB: Right/Left, Flank, MARCH NPB: Stand At, EASE	Once the hearse is 10-paces away, the NPB will call the team to attention. Depending on the direction of the hearse, NPB will call a right or left flank. Once the team has taken their 3-steps towards the hearse, NPB will then give the command; Stand At, EASE.
4. RETRIEVING REMAINS <i>Chaplain of funeral rep gives the cue</i> NPB: Bearers, ATTENTION NPB: STEP NPB: Mark, TIME; Bearers, HALT	The chaplain or funeral rep will give a cue in the form of a head nod or verbally (such as the SECURE command) that the family is ready. NPB will then call the team to attention to march up and retrieve the remains from the hearse.
5. BEHIND HEARSE NPB: (whisper) The number of steps away/turning steps. Handoff: READY NPB: STEP NPB: UP, FACE, STEP	The NPB will whisper to Handoff the appropriate steps away from the hearse and the direction of the turning steps. Handoff will then repeat the command when pulling the casket out and repositioning. NPB will call STEP to move away from the hearse and perform the turning steps.

6.	<p>MARCH TO GRAVESITE Handoff/Carry: STEP NPB: HALT, CENTER<i>(subdued)</i> NPB: Ready, UP<i>(if applicable, subdued)</i> NPB: STEP<i>(subdued)</i> NPB: HALT<i>(subdued)</i> NPB: DOWN<i>(subdued)</i></p>	<p>On the march to gravesite, the NPB will perform a right/left wheel, if needed. Once inline, Carry/Handoff will call step for team to step off again. While at gravesite, NPB will halt the team and center them to get ready to place the casket on the lowering device.</p> <p><i>NOTE: Once at gravesite, all NPB commands will be subdued.</i></p>
7.	<p>GRAVESITE DEPARTURE NPB: Ready, CUT<i>(subdued)</i> NPB: Face, ME/AWAY<i>(subdued)</i> Handoff/NPB: STEP<i>(subdued)</i> NPB: Bearer, Fallout, MARCH</p>	<p>Pallbearers return to the position of attention then depart gravesite in the appropriate manner.</p> <p>Once at the dismissal area, NPB will fall out his/her team.</p> <p><i>NOTE: Take the moost direct route back to</i></p>

Table A3.2. Dignified Arrival/Transfer.

NPB Commands		NPB's Actions During Ceremony
1.	PRE-CEREMONY	NCOIC contacts event POC for ceremony information NPB conducts proper walk through NCOIC/NPB will inspect equipment NPB inspects everyone's performance Pallbearer team pre-posts 15 minutes prior to ceremony start time
2.	PRE-POST/MARCH ON NPB: Stand at-ease , <i>(subdued, before ceremony)</i> NPB: Bearers, ATTENTION NPB: STEP NPB: MARK, TIME NPB: BEARERS, HALT <i>(automatic step-stop, center-face)</i>	Pallbearer team will pre-post before the ceremony in a designated spot. On command of STEP , Pallbearers will march on and proceed to predetermined spot in front of the plane.
3.	ESCORTING REMAINS NPB: Ready, Step <i>(Falcon-20)</i> NPB: Ready, Take <i>(Falcon-20)</i> NPB: Ready, Lift, STEP <i>(Falcon-20)</i> NPB: Secure <i>(Cargo Plane)</i> NPB: Ready, UP, STEP <i>(Cargo Plane)</i> NPB: Halt, CENTER, STEP <i>(Hearse)</i> NPB: Halt, CENTER <i>(Box Truck)</i>	NOTE: <i>If remains are coming from Cargo Plane, NPB will receive head nod from NCOIC. If remains are coming from Falcon-20, then NPB will determine when to take remains.</i> Upon command of STEP and/or the NCOIC sees that the remains are in motion, they will give the command of PRESENT, ARMS . If no one is accompanying the NCOIC they will salute on their own with no command. Pallbearers move in to position to secure remains in vehicle. Salute is held until the remains have been placed into the vehicle; NCOIC will then give the command, Order, ARMS .

<p>4.</p>	<p>DEPARTURE</p> <p>NPB: Ready, Face(automatic step-off, no arm swing; automatic hold, 3-count about face)</p> <p>NPB: Present, ARMS(subdued)</p> <p>NPB: Order, ARMS(subdued)</p> <p>NPB: STEP</p> <p>NPB: BEARERS, FALL OUT, HARCH</p>	<p>After the team secures the remains, NPB will give the command Present, ARMS; Order, Arms.(subdued)</p> <p><i>Note: If box truck is present, team will salute while standing. If hearse is present, Fold and NPB will initiate a pin from one and a Salute from the other; team will proceed to march off runway towards predetermined dismissal area.</i></p> <p>NCOIC will wait for the appropriate time to march off; NCOIC and Pallbearers will link up after job for hot wash.</p>
-----------	--	--

Table A3.3. Minimum Honors Funeral (2/3-Person)

NCOIC Commands	Actions During Ceremony
1. PRE-CEREMONY	Perform gravesite check at least 30 minutes prior to ceremony start time. NCOIC will fall team in with their backs towards gravesite. NCOIC will walk team through rehearsal and make sure the team is alert and locked on. NCOIC will confirm with funeral rep about funeral details and place bugle 50 paces diagonally from gravesite.
2. HEARSE ARRIVAL NCOIC: Staff, ATTENTION(<i>all subdued</i>) NCOIC: Present, ARMS NCOIC: Order, ARMS NCOIC: Stand At, EASE NCOIC: Staff, ATTENTION NCOIC: Present, ARMS(<i>casket</i>)	When the hearse is 10-paces away, NCOIC will call the detail to attention and command Fold to salute. The family will then approach the back of the hearse, once this happens NCOIC will call the detail to attention. As soon as the remains are in motion, NCOIC will command Fold to salute. <i>NOTE: All commands in 2/3 man veteran funeral are subdued. If there are cremated remains, NCOIC and Fold will march up the hearse to retrieve the cremains. When retrieving cremains, one member may reach their respective side of the vehicle first, if this happens stand fast until the other member reaches their position then</i>
3. MARCH TO GRAVESITE NCOIC: Order, ARMS(<i>casket</i>) NCOIC: Right/Left, FACE(<i>casket</i>) NCOIC: Present, ARMS; Order ARMS	The detail will then face the casket and do an automatic present with automatic order. Once the remains have passed both members will step off together and come abreast with NCOIC on the right. NCOIC and fold will automatically go to stand at ease once they get to gravesite.
4. GRAVESITE	Once the committal service is complete, one member will wink (predetermined and using the eye away from the family) and both members will come to attention and automatically grab the flag. Slides steps will be performed to fold flag in front of family, away from the casket. <i>NOTE: There will NOT be any commands while at gravesite, only eyewinks; if the members have to stop and wait for the remains to be set down, then they will initiate a salute</i>

5.	<i>FLAG FOLD</i>	Both NCOIC and Fold will proceed to do a two-person flag fold. Fold will inspect and full dress the flag, then hand it to the NCOIC and salute. Fold then marches over to a predetermined position to sound Taps. <i>NOTE: During a three person funeral, fold will go to a position in view of the bugler and NCOIC</i>
6.	<i>TAPS/MESSAGE OF CONDOLENCE</i>	Fold will sound Taps. After complete, NCOIC will present the flag to the NOK and salute. Once complete, all members will march back to the dismissal area.

Table A3.4. Modified Standard Honors Funeral (7-Person)

NPB and NFP Commands	Actions During Ceremony
<p>1. PRE-CEREMONY NFP: Mark, TIME, Left (Right) Face NFP: Order, ARMS, Dress Right, DRESS NFP: Ready, FRONT NFP: Dress Right, DRESS; Ready, FRONT NFP: Ground, ARMS; Ready, UP NFP: FALLOUT</p>	<p>NFP marches three firing party members to a predetermined location 50-75 paces off head of casket, halts them runs through dry-fire sequence then NFP has them load their weapons and ground arms.</p> <p>NPB will fall team in, take team through warm-ups, and make sure team is alert and locked on. NPB will confirm with funeral rep about funeral details.</p> <p><i>NOTE: All three members firing party members will be on the pallbearer team.</i></p>
<p>2. HEARSE ARRIVAL Fold: Bearers, ATTENTION Fold: Stand At, EASE</p>	<p>Once the hearse is 10-paces away, Fold will call the team to attention. The closest team member will salute only. After lowered salute, Fold will put the team at ease. NPB/NCOIC will prep the casket for removal.</p> <p><i>NOTE: NPB will act as NCOIC and will "fall-in" with pallbearer team after hearse arrives.</i></p>
<p>3. RETRIEVING REMAINS NPB: Bearers, ATTENTION; STEP NPB: Right/Left, Flank, MARCH NPB: Mark, TIME; Bearers, HALT</p>	<p>NPB will call team to attention and do the appropriate hang step and flank. They will then resume marching once they turn towards the hearse and march behind it.</p>
<p>4. BEHIND HEARSE NPB: (whisper) The number of steps away/turning steps.(subdued) Handoff: READY NPB: STEP; UP, FACE, STEP</p>	<p>NPB will whisper to Handoff the appropriate amount of steps to turn the casket. Pallbearers secure casket and carry it to gravesite.</p>
<p>5. MARCH TO GRAVESITE Handoff: STEP(if applicable) NPB: Halt, CENTER; STEP NPB: Halt, DOWN</p>	<p>Pallbearers march up to gravesite with remains in hand and lower remains and fold flag. NPB takes roll of NCOIC once flag is secured and commands face away. All five pallbearers will march away. NPB/NCOIC will execute stand at, ease. Pallbearers are dismissed and proceed to weapons.</p>
<p>6. REPOSITIONING FOR MILITARY HONORS NPB: Face, AWAY Handoff/NPB: STEP</p>	<p>Handoff, Carry, and Mark will reposition as the three firing party members. Fold will become the bugler and cross-mark is the spare.</p>

7.	<p>MILITARY HONORS NFP: Take, ARMS; Ready, UP NFP: Ceremonial, At, EASE NFP: Firing, PARTY; ATTENTION NFP: Ready, FACE NFP: READY;3x NFP: Present, ARMS NFP: Order, ARMS</p>	<p>Members will go to ready position to take arms, but will take off gloves, if needed then put in hearing protection and stand by. Committal service will take place.</p> <p>Once the committal is complete, Cross-mark (spare) salutes and Fold (bugler) splits plays Taps.</p> <p><i>“TAPS”</i></p> <p><i>NOTE: Fold (bugler) will set cadence for ordering arms after Taps has been played.</i></p>
8.	<p>GRAVESITE DEPARTURE NFP: Port, ARMS NFP: Left/Right, FACE NFP: Forward, MARCH NFP: Firing Party, Fallout , MARCH</p>	<p>Once all members order arms. NPB/NCOIC steps away from head of the grave to the NOK (with flag in hand) and gives message of condolence. NPB/NCOIC will salute/order arms and march to predetermined dismissal area.</p> <p>Spare goes over to firing party area to retrieve rounds and gloves.</p> <p><i>NOTE: At this point, everyone will march off to a predetermined dismissal area.</i></p>

Table A3.5. Standard Honors Funeral

NFP Commands	Actions During Ceremony
1. <i>PRE-CEREMONY</i> NFP: Forward, MARCH NFP:Mark, TIME NFP: Firing Party, Right/Left, Order, Dress Right, DRESS NFP:Dress, Right DRESS NFP: Ready, FRONT NFP: Ceremonial At, EASE	NFP lines up firing party and marches over to gravesite 20 minutes prior to the ceremony. Run team through warm-ups. Load rifles. NFP will instruct the 7 th man to dress the line and then NFP and team will wait on the procession to arrive <i>NOTE:NFP will place the team at ease while waiting for the funeral procession to arrive. DO NOT move right foot.</i>
2. <i>TRANSFERRING REMAINS TO GRAVESITE</i> NFP: Firing Party, ATTENTION NFP: Present, ARMS NFP: Order, ARMS	NFP will call the team to attention once the remains are in motion. When pallbearers pull remains out of the hearse, firing party will present arms and order once remains are placed at gravesite.
3. <i>MILITARY HONORS</i> NFP: Ceremonial at, EASE NFP: Firing Party, ATTENTION NFP: Ready, FACE NFP: Ready;3x NFP: Present, ARMS NFP: Order, ARMS	Once pallbearers snap to “Table Top,” NFP will command ceremonial at, ease. <i>NOTE:The funeral rep will have the family stand for military honors at this point.</i> Once the NCOIC comes to attention and salutes the NFP will command the team through the firing party sequence, once completed, the team will hold present until Taps is complete. <i>NOTE:NFP and firing party will remain at attention during the flag fold.</i>
4. <i>GRAVESITE DEPARTURE</i> NFP: Port, ARMS; Right/Left, FACE NFP: Forward, MARCH NFP: Firing Party, Fallout, MARCH	Once the flag is presented, NFP will command the team to port arms and march them back to the prepositioned designated area. <i>NOTE:The fourth member will stay behind to pick up spent round casings.</i>

NPB Commands	Actions During Ceremony
1. PRE-CEREMONY	Perform gravesite check at least 30 minutes prior to the ceremony. NPB will fall team in. NPB will take team through warm-ups, and make sure team is alert and locked on. NPB will confirm with funeral rep about funeral details.
2. CHAPLAIN ARRIVAL NPB: Bearers, ATTENTION NPB: Present, ARMS NPB: Order, ARMS NPB: Stand At, EASE	As the chaplain arrives, the NPB will call the team to attention. The closest team member will salute. After salute is lowered, NPB will put the team at ease.
3. HEARSE ARRIVAL NPB: Bearers, ATTENTION NPB: STEP NPB: Right/Left, Flank, MARCH NPB: Stand At, EASE	Once the hearse is 10-paces away, the NPB will call the team to attention. Determining which was to go, NPB will call for right/left flank. Once the team has taken their 3-steps towards the hearse, NPB will then give the command; stand at, ease.
4. RETRIEVING REMAINS OIC/NCOIC: SECURE NPB: Bearers, ATTENTION NPB: STEP NPB: Mark, TIME; Bearers, HALT	The OIC/NCOIC will give the NPB the command of SECURE once the rep as prepped family. NPB will then call the team to attention to march up and retrieve the remains from the hearse. <i>NOTE: Once OIC/NCOIC moves to the position of attention, NPB will do the same.</i>
5. BEHIND HEARSE NPB: (whisper) "5 and 5" to Carry/Handoff. Handoff: READY NPB: STEP NPB: UP, FACE, STEP	The NPB will whisper to Handoff the number of steps away from the hearse and the direction of the turning steps. Handoff will then repeat the command when pulling the casket out and repositioning. NPB will salute once the remains are in motion. NPB will call STEP to move away from the hearse and perform the
6. MARCH TO GRAVESITE Handoff/Carry: STEP NPB: HALT, CENTER NPB: Ready, UP; STEP NPB: HALT NPB: DOWN	On the march to gravesite, the team will perform a right/left wheel, if needed. Once inline, Carry/Handoff will call step for team to step off again. While at gravesite, NPB will halt the team and center them to get ready to place the casket down. <i>NOTE: Once at gravesite, all NPB commands</i>

7.	MILITARY HONORS	<p>Once the committal service is complete, funeral rep will then tell family to stand for military honors.</p> <p>Once Taps is complete, the pallbearers will fold the flag. After the flag fold is finished; either the NPB (if no military chaplain is present) or Handoff will handoff the flag, followed by a salute.</p> <p>The chaplain or OIC/NCOIC will present the flag to the NOK, followed by the Arlington</p>
8.	GRAVESITE DEPARTURE OIC/NCOIC: Bearers, POST NPB: Face, ME/AWAY Handoff/NPB: STEP NPB: Bearer, Fallout, MARCH	<p>The team will depart gravesite. Once at the dismissal area, NPB/NFP will fall out his/her team.</p> <p><i>Note: Take the most direct route back to dismissal area.</i></p>

Table A3.6. Standard Honors Funeral for AD Death, Repatriation or MOH Recipient

NCT Commands	Actions During Ceremony
1. <i>PRE-CEREMONY AND MARCH-ON</i> <i>(Without formal “taking of colors” and with the other elements of the detail in place)</i> NCT: Colors, Stand at, EASE	Color team should pre-post itself 10 min. prior approximately ten paces from the foot of the grave. NCT should have a <u>line of sight with the NCOIC/OIC or Spare at both roadside and gravesite</u> . It is acceptable for the color team to angle itself either left or right of the gravesite to obtain this line of sight.
2. <i>PROCESSION ARRIVAL</i> NCT: Stand By, Colors, ATTENTION	As the hearse approaches the transfer site, the pallbearer team and NCOIC/OIC assume attention. The color team follows suit.
3. <i>GATHERING OF FRIENDS/ FAMILY</i> NCT: Colors, Stand at, EASE <i>(as necessary)</i>	Depending on the size of the gathering, the NCOIC/OIC will either remain at attention or Stand at Ease. The color team follows suit.
4. <i>“SECURE”</i> NCT: Stand By, Colors, ATTENTION	When the family is in place the NCOIC/OIC commands the pallbearer team to “Secure” the remains. This is the color team’s cue to assume attention.
5. <i>REMOVAL OF REMAINS FROM HEARSE AND GRAVESITE CARRY</i> NCT: Present, ARMS NCT: Bearers, Ready, TWO	As the NCOIC/OIC Presents Arms during the movement of the remains, the color team follows suit.
6. <i>REMAINS ARRIVE AT GRAVESITE</i> NCT: Order, ARMS NCT: Colors, Ready, CUT	Once the pallbearer team sets the casket down, the NCOIC/OIC will Order Arms. The color team follows suit in subdued manner.
7. <i>GRAVESITE SERVICE</i> NCT: Colors, Stand at, EASE	During the gravesite service the NCOIC/OIC assumes Stand-at-Ease. The color team follows suit in subdued manner. <i>NOTE: There are occasions during the service, where there is a requirement to stand at attention. Color team follows suit with commands in a low tone of voice</i>

8.	<p><i>MILITARY HONORS</i></p> <p>NCT: Stand By, Colors, ATTENTION NCT: Present, ARMS NCT: Bearers, Ready, TWO</p>	<p>At the conclusion of the gravesite service, the NCOIC/OIC assumes attention and presents arms for the rendering of military honors. The color team follows suit.</p>
9.	<p><i>COMPLETION OF MILITARY HONORS AND FLAG FOLDING</i></p> <p>NCT: Order, ARMS NCT: Colors, Ready, CUT</p>	<p>Upon the completion of military honors the NCOIC/OIC will order arms remaining at attention during the flag folding. The color team follows suit.</p>
10.	<p><i>PRESENTATION OF THE FLAG/ DEPARTURE FROM GRAVESITE</i></p> <p>NCT: Right Shoulder, ARMS NCT: Colors, Ready, CUT</p> <p><i>Depart with any one of many directional movements.</i></p>	<p>When the flag-fold is complete and the flag presented to the NOK, NCOIC/OIC dismisses the pallbearers. This is the cue for the color team to march off and return to the pre-ceremony area.</p>
11.	<p><i>POST CEREMONY</i> NCT: Colors, Fallout, MARCH</p>	<p>NCT should brief any discrepancies noticed within the team.</p>

Table A3.7. Full Honors Funeral

COT and NCT Commands	Actions During Ceremony
1. <i>PRE-CEREMONY</i>	COT will perform gravesite check at least 45 minutes prior to the ceremony start time. NCT ensures all proper equipment is obtained NCT checks flag heights in harness NCT locks on rifle guards' and color teams manuals Color team is standing by behind accompanying Escort, 10 minutes prior to ceremony start, awaiting advancement.
2. <i>TAKING COLORS</i> NCT: Stand By, Colors, ATTENTION NCT: Colors, Right Shoulder, ARMS NCT: Colors, Ready, CUT COT: ESCORT COT: ATTENTION COT: Advance the Colors NCT: Colors, Forward, MARCH NCT: Mark, TIME NCT: Colors, HALT COT: Present NCT: Present COT: ARMS COT: Order NCT: Order COT: ARMS NCT: Colors, Ready, CUT	When the COT is ready, assume Right Shoulder (or Port—low overhead) Arms and await the COT's command to Advance the Colors . The color team marches forward and halts in line with the Escort's front rank and centered on the COT. The COT will command Present, ARMS for the Escort to formally "take colors" (<i>first ceremony of the day</i>), and immediately commands Order, ARMS . The color team echoes and executes. If subsequent ceremonies of the day, the COT will render a solo salute, after which the color team will Order Arms. <i>NOTE: COT will wait for Colors, Ready, CUT before proceeding to the next command. This applicable for all situations where the COT is working with the color team.</i>
3. <i>AWAITING PROCESSION ARRIVAL</i> COT: Ceremonial, At EASE, <i>At Ease or Rest</i> NCT: Colors, Stand at, EASE, <i>At Ease or Rest</i>	As the COT dictates, the Escort may assume ceremonial at ease or rest. The color team follows suit—Stand at Ease or Rest.
4. <i>PROCESSION ARRIVAL</i> COT: ESCORT NCT: COLORS COT: ATTENTION	As the hearse approaches the transfer site, the COT will command Escort, ATTENTION . The color team echoes and executes.

5.	<p><i>GATHERING OF FRIENDS/ FAMILY</i> COT: Ceremonial, at EASE NCT: Colors, Stand at, EASE</p>	<p>During the gathering of friends and family the Escort will assume ceremonial at ease. The color team follows suit—Stand at Ease.</p>
6.	<p><i>REMOVAL OF REMAINS FROM HEARSE/TRANSFER TO CAISSON</i> COT: ESCORT NCT: COLORS COT:ATTENTION COT:Present NCT: Present COT:ARMS NCT: Bearers, Ready, TWO(subdued)</p>	<p>When the remains are ready for transfer from the hearse to the Caisson, the COT commands Escort, Attention, and Present, ARMS. The color team echoes and executes.</p>
7.	<p><i>CAISSON TRANSFER COMPLETE</i> COT:Order NCT: Order COT:ARMS NCT: Colors, Ready, CUT COT: Ceremonial, at EASE NCT: Colors, Stand at, EASE</p>	<p>As the transfer to the Caisson is complete, the COT commands the Escort to Order, ARMS, which the color team echoes and executes, and then to ceremonial at ease, which the color team follows suit.</p>
8.	<p><i>MARCH TO GRAVESITE</i> COT: ESCORT NCT: COLORS COT:ATTENTION COT: Left/Right NCT: Right Shoulder/Port COT:FACE NCT: Colors, Ready, CUT COT: Right/Left Shoulder/Port NCT: Mark, Time COT:ARMS NCT: Left/Right Wheel, MARCH NCT: Colors, HALT <i>COT repositions around the formation</i> COT: Forward NCT: Forward COT:MARCH</p>	<p>When the procession is ready to depart, the COT commands Escort, ATTENTION, faces the formation to the right or left and to carry their weapons. At the command of Left/Right, FACE, the color team echoes and executes Right Shoulder (or Port—low overhead). At COT's command of Right/Left Shoulder, ARMS(or Port—uneven ground), the color team echoes and executes Mark Time, subsequently performing a corresponding Left/Right Wheel and halting.</p> <p>The COT will reposition to the front of the formation and command Forward, MARCH. The color team echoes and executes.</p> <p><i>NOTE: During the march, the color team will adjust their carry position according to overhead clearances, and split the formation to adjust to obstacles in their path. Additionally, maintain a six to eight pace distance from the formation in front/ being followed.</i></p>

9.	<p><i>ARRIVAL AT GRAVESITE</i> COT: Mark, TIME COT: Escort NCT: Colors COT:HALT COT: Order, ARMS COT: Left/Right NCT: Left/Right Wheel COT:FACE NCT: Colors, HALT NCT: Colors, Order ARMS NCT: Colors, Ready, CUT COT: Ceremonial, at EASE NCT: Colors, Stand at, EASE</p>	<p>Once the Escort arrives at gravesite, the COT commands Mark, TIME as the color team is centered, and subsequently Escort, HALT.</p> <p>The COT then commands the formation Order, ARMS, the color team standing fast, and face it accordingly, Left/Right, FACE, which the color team echoes and executes a Left/Right Wheel—halts in line with the Escort’s front rank and centered on the COT.</p> <p>Color team immediately executes Order Arms, whereupon the COT commands Escort to Ceremonial, at EASE. The color team follows suit—Stand at Ease. Awaiting the arrival of the procession/remains.</p>
10.	<p><i>CARRY TO GRAVESITE</i> COT: ESCORT NCT: COLORS COT:ATTENTION COT:Present NCT: Present COT:ARMS</p>	<p>When the remains are ready to carry from Caisson to gravesite, the COT commands Escort, ATTENTION, and Present, ARMS. The color team echoes and executes.</p>
11.	<p><i>REMAINS ARRIVE AT GRAVESITE</i> COT:Order(<i>subdued</i>) NCT: Order(<i>subdued</i>) COT:ARMS NCT:Colors, Ready, CUT(<i>subdued</i>)</p>	<p>Once the pallbearer team sets the casket down, COT commands the Escort to Order, ARMS, (in subdued manner) which the color team echoes and executes.</p>
12.	<p><i>GRAVESITE SERVICE</i> COT: Ceremonial, at EASE(<i>subdued</i>) NCT: Colors, Stand at, EASE(<i>subdued</i>)</p>	<p>During the gravesite service COT commands the Escort to Ceremonial, at EASE (in subdued manner). The color team follows suit.</p>
13.	<p><i>MILITARY HONORS</i> COT: ESCORT NCT: COLORS COT:ATTENTION COT:Present NCT: Present COT:ARMS NCT: Bearers, Ready, TWO</p>	<p>At the conclusion of the gravesite service, the COT commands Escort, ATTENTION, and Present, ARMS. The color team echoes and executes.</p>

14.	<p>COMPLETION OF MILITARY HONORS AND FLAG FOLDING COT: Order NCT: Order COT: ARMS NCT: Colors, Ready, CUT</p>	<p>Upon the completion of military honors the COT commands the Escort to Order, ARMS, which the color team echoes and executes—both remaining at attention.</p>
15.	<p>PRESENTATION OF THE FLAG/ DEPARTURE FROM GRAVESITE COT: Left/Right NCT: Right Shoulder COT: FACE NCT: Colors, Ready, CUT COT: Port NCT: Mark, Time COT: ARMS NCT: Left/Right Wheel, MARCH. NCT: Colors, HALT <i>COT repositions around the formation</i> COT: Forward NCT: Forward COT: MARCH</p>	<p>When the flag-fold is complete and the flag is presented to the NOK, the COT faces the formation and commands Left/Right, FACE, the color team echoes and executes Right Shoulder (or Port—low overhead). After COT commands Port, ARMS, the color team echoes and executes Mark, Time, subsequently performing a corresponding Left/Right Wheel and halting.</p> <p>The COT will reposition to the front of the formation and command Forward, MARCH. The color team echoes and executes.</p>
16.	<p>ARRIVAL AT DISMISSAL AREA COT: Mark, TIME COT: Escort NCT: Colors COT: HALT COT: Order, ARMS COT: Left/Right NCT: Left/Right Wheel COT: FACE NCT: Colors, HALT</p>	<p>Once the Escort arrives at dismissal area (busses), the COT commands Mark, TIME as the color team is centered subsequently, Escort, HALT.</p> <p>The COT then commands the formation Order, ARMS, the color team standing fast, and faces accordingly; Left/Right FACE, which the color team echoes and executes a Left/Right Wheel—halts in line with the Escort’s front rank and centered on the COT.</p>
17.	<p>RETIRING/DISMISSING COLORS COT: Present NCT: Present COT: ARMS COT: Order NCT: Right Shoulder/Port COT: ARMS COT: Retire/Dismiss the Colors NCT: Colors, Colors Turn, MARCH NCT: Colors, Fallout, MARCH</p>	<p>The COT will command Present, ARMS for the Escort to formally “retire the colors” (last ceremony of the day), and immediately commands Order, ARMS. The color team echoes and executes returning to Right Shoulder (or Port—low overhead) Arms.</p> <p>If subsequent ceremonies for the day, the COT will render a solo salute, the color team remaining at the carry position. The COT then commands the Colors to be retired or dismissed.</p>

18.	<i>POST CEREMONY</i>	NCT will attend the hot wash and brief any discrepancies noticed within the team.
-----	----------------------	---

COT and NCT Commands	Guidon's Actions During Ceremony
<p>1. PRE-CEREMONY COT: Guidon, Ready, STEP COT: Mark, TIME COT: Guidon, HALT COT: Escort, ATTENTION "TAKING COLORS" COT: Advance the Colors <i>Automatic hand-flip (on heel click of color team halt)</i> COT: Present NCT: Present COT: ARMS(COT salutes) COT: Order, NCT: Order COT: ARMS NCT: Colors, Ready, CUT COT: Ceremonial, at EASE NCT: Colors, Stand at, EASE</p>	<p>The guidon bearer waits for the COT and exchanges pertinent information (flanks, nature/route of the march, etc). This exchange of information continues throughout the ceremony especially when the COT is facing the Escort.</p> <p>When the COT is ready, assume Right Shoulder Arms with color team and await COT's command to Ready, STEP, Mark, TIME, and Guidon, HALT. Order Arms is automatic upon halting and the left hand "cuts" are synchronized with the COT's movements.</p> <p>Upon the arrival and halting of the color team, guidon bearer executes the "hand-flip" cuing COT's command of Present, ARMS for the Escort to formally "take Colors" (<i>first ceremony of the day</i>), and immediately commands Order, ARMS. If subsequent ceremonies of the day, the COT will render a solo salute, after which the color team commands Order, ARMS. "Cut" the left hand with the color team. COT About Faces and executes ceremonial at ease after the color team commands Colors, Stand at, EASE.</p>
<p>2. ARRIVAL OF FAMILY/REMAINS COT: Escort NCT: Colors COT: ATTENTION(<i>Three-count About Face followed by solo Present Arms</i>) (<i>Family/remains stop in position</i>) (<i>Solo Order Arms, three-count About Face</i>) COT: Ceremonial, at EASE NCT: Colors, Stand at, EASE</p>	<p>NOTE: <i>Unless listed in this table, the guidon bearer follows all commands of the COT in the same manner/sequence as the Escort.</i></p> <p>Family/remains arrive and park in pre-designated positions. COT will command Escort, ATTENTION and execute a three-count About Face followed by solo Present Arms. Once remains have ceased to move, COT returns to face Escort and commands Ceremonial, at EASE. Color team follows suit and COT executes three-count About Face, ceremonial at ease.</p>

3.	<p>REMOVAL OF REMAINS FROM HEARSE/TRANSFER TO CAISSON COT: Escort NCT: Colors COT: ATTENTION <i>(Hand-flip on cue)</i> COT: Present NCT: Present COT: ARMS COT: Order NCT: Order COT: ARMS NCT: Colors, Ready, CUT COT: Ceremonial, at EASE</p>	<p>When the remains are ready for transfer from the hearse to the Caisson, the COT comes to attention does a three-count About Face, then commands Escort, ATTENTION.</p> <p>The COT who is facing away from <i>Traffic</i> cannot see the cue to Present Arms. This is where the guidon bearer's hand-flip cue is necessary. Upon <i>Traffic</i>'s salute, guidon bearer executes the hand-flip, cuing COT's command of Present, ARMS. Once movement is complete COT does a three-count About Face and salutes.</p> <p>This fundamental cuing sequence is repeated when the COT is facing away from <i>Traffic</i>—<u>it is paramount that the guidon bearer maintains a line of sight with <i>Traffic</i> at all times.</u> COT turns and goes to ceremonial at ease after colors commands Colors, Stand at, EASE.</p> <p><i>NOTE: All other Present Arms are executed in this same fashion.</i></p>
----	---	---

4.	<p><i>MARCH TO GRAVESITE</i> COT: Escort NCT: Colors COT: ATTENTION COT: Left/Right NCT: Right Shoulder/Port COT: FACE COT: Right Shoulder/Port NCT: Mark, TIME COT: ARMS NCT: Colors, HALT COT: Guidon, Ready, FACE COT: Mark, TIME COT: Guidon, HALT COT: Forward NCT: Forward COT: MARCH</p>	<p>When the procession is ready to depart, the COT commands Escort, ATTENTION, faces the formation right or left, to carry their weapons.</p> <p>At Left/Right Face, the color team echoes and executes Right Shoulder Arms (or Port—low overhead), which the guidon bearer executes, “cutting” the left hand synchronous with the color team—as necessary.</p> <p>The COT (still facing towards Escort) will command Right Shoulder or Port Arms. Color team will echo Mark Time and upon Colors Halt, COT commands Guidon, Ready, FACE; guidon bearer faces in the same direction as the Escort formation and <i>automatically</i> marches forward with the COT. If facing right, it is an automatic step-off. If facing left, it is a dead count.</p>
----	---	--

5.	<p>GRAVESITE COT: Standby Left/Right Flank, MARCH COT: Mark, TIME COT: Guidon, HALT COT: Mark, TIME COT: Escort NCT: Colors COT: HALT COT: Order, ARMS COT: Left/Right NCT: Left/Right Wheel COT: FACE NCT: Order, ARMS NCT: Colors, Ready, CUT COT: Ceremonial, at EASE NCT: Colors, Stand at, EASE</p>	<p>Upon halt COT does three-count About Face, facing the Escort.</p> <p>When the Escort arrives at Gravesite COT commands Mark, TIME; Escort, HALT, Order, ARMS, Left/Right, FACE.</p> <p>After color team halts, orders and cuts the COT commands ceremonial at ease, then turns and assumes ceremonial at ease.</p> <p>When family is in place NCOIC commands “Secure”. When traffic goes to attention, COT goes to attention and does a three-count About Face and commands Escort, ATTENTION.</p>
6.	<p>CARRY TO GRAVESITE COT: Escort NCT: Colors COT: ATTENTION <i>(hand-flip on cue)</i> COT: Present NCT: Present COT: ARMS COT: Order NCT: Order COT: ARMS NCT: Colors, Ready, CUT COT: Ceremonial, at EASE NCT: Colors, Stand at, EASE</p>	<p>When Traffic salutes, the guidon bearer hand-flips, signaling the COT to command Present, ARMS. The COT then does a three-count about face and solo salutes. Once the remains has stopped moving and Traffic drops salute the COT comes to attention, does a three-count About Face, commands Order, ARMS, and waits for Colors, Ready, CUT. COT then commands Ceremonial, at EASE. After colors assumes Stand at, EASE, the COT does a three-count About Face and goes to ceremonial at ease.</p>

7.	<p>HONORS COT: Escort NCT: Colors COT: ATTENTION COT: Present NCT: Present COT: ARMS COT: Order NCT: Order COT: ARMS NCT: Colors, Ready, CUT COT: Left/Right NCT: Right Shoulder / PORT COT: FACE COT: Port NCT: Mark, TIME COT: ARMS NCT: Left/Right Wheel, MARCH NCT: Colors, HALT COT: Guidon, Ready, FACE COT: Mark, TIME COT: Guidon, HALT COT: Forward NCT: Forward COT: MARCH</p>	<p>Once the gravesite service is over the NCOIC and Traffic will go to attention. COT will then come to attention, do a three-count About Face and bring the Escort to attention. Upon returning to attention, the guidon bearer will execute an automatic hand-flip. The COT will command Present, ARMS; perform a three-count About Face and solo salute. Once honors are complete, the COT will come to attention, do a three-count About Face and command Order, ARMS. After color team cuts, the COT will do a three-count About Face and remain at attention for the flag fold.</p> <p><i>NOTE: The sequence for leaving gravesite is identical to leaving the transfer site.</i></p>
8.	<p>RETIRING/DISMISSING COLORS COT: Present NCT: Present COT: ARMS COT: Order NCT: Right Shoulder COT: ARMS <i>(return to Right Shoulder Arms)</i> COT: Flight Sergeants take charge of your flights. Guidon, DISMISSED. <i>(Hand salute to COT)</i></p>	<p>As the color team returns to Right Shoulder Arms after the final Present Arms—to prepare for retirement/dismissal, the guidon bearer synchronizes the “cutting” of the left hand either on the 2-count (Port Arms) and 5-count (Right Shoulder Arms) and maintains the staff at carry for dismissal.</p>
9.	<p>POST-CEREMONY</p>	<p>Guidon bearer will attend the hot wash and brief any discrepancies.</p>

NFP Commands	Actions During Ceremony
<p>1. PRE-CEREMONY NFP: Forward, MARCH NFP:Mark, TIME NFP: Firing Party, Right/Left, Order, Dress Right, DRESS NFP:Dress, Right DRESS NFP: Ready, FRONT NFP: Ceremonial At, EASE</p>	<p>Perform gravesite check at least 45 minutes prior to the ceremony start time. NFP lines up firing party and marches over to gravesite 20 minutes prior to the ceremony. Run team through warm-ups. Load rifles. NFP will instruct the 7th man to dress the line and then NFP and team will wait on the procession to arrive</p> <p><i>NOTE:NFP will place the team at ease while waiting for the funeral procession to arrive. DO NOT move right foot.</i></p>
<p>2. TRANSFERRING REMAINS TO GRAVESITE NFP: Firing Party, ATTENTION NFP: Present, ARMS NFP: Order, ARMS</p>	<p>NFP will call the team to attention once the COT turns around and calls the flight to attention; before the pallbearers retrieve the remains. When pallbearers pull remains off/out of the caisson, firing party will present arms and order once remains are placed at gravesite.</p>
<p>3. MILITARY HONORS NFP: Ceremonial at, EASE NFP: Firing Party, ATTENTION NFP: Ready, FACE NFP: Ready;3x NFP: Present, ARMS NFP: Order, ARMS</p>	<p>Once the pallbearers are at the “Table Top” position, NFP will command ceremonial at ease.</p> <p><i>NOTE:The funeral rep will have the family stand for military honors at this point.</i></p> <p>Once the COT has faced front and saluted the NFP will command the team through the firing party sequence, once completed, the team will hold present until Taps are complete.</p> <p><i>NOTE:NFP and firing party will remain at attention during the flag fold.</i></p>
<p>4. GRAVESITE DEPARTURE NFP: Port, ARMS; Right/Left, FACE NFP: Forward, MARCH NFP: Firing Party, Fallout, MARCH</p>	<p>Once the flag is presented, OIC/NCOIC will command the pallbearers to face. NFP will command the team to port arms and march them back to the prepositioned designated area.</p> <p><i>NOTE:The fourth member will stay behind to pick up spent round casings.</i></p>

NPB Commands	Actions During Ceremony
1. PRE-CEREMONY	Perform gravesite check at least 45 minutes prior to the ceremony start time. NPB will fall team in. NPB will take team through warm-ups, and make sure team is alert and locked on. NPB will confirm with funeral rep about funeral details.
2. CHAPLAIN ARRIVAL NPB: Bearers, ATTENTION NPB: Present, ARMS NPB: Order, ARMS NPB: Stand At, EASE	As the chaplain arrives, the NPB will call the team to attention. Saluting the chaplain to render a proper officer arrival. The closest team member will salute only. After lowered salute, NPB will put the team at ease.
3. HEARSE ARRIVAL NPB: Bearers, ATTENTION NPB: STEP NPB: Right/Left, Flank, MARCH NPB: Stand At, EASE	Once the hearse arrives, the NPB will call the team to attention. Determining which was to go, NPB will call for right/left flank. Once the team has taken their 3-steps towards the hearse, NPB will then give the command; Stand At, EASE.
4. RETRIEVING REMAINS OIC/NCOIC: SECURE NPB: Bearers, ATTENTION NPB: STEP NPB: Mark, TIME; Bearers, HALT	The OIC/NCOIC will give the NPB the command of SECURE once the rep as prepped family. NPB will then call the team to attention to march up and retrieve the remains from the hearse. Upon mark, TIME; Bearers, HALT; the pallbearers will do an automatic center face and step down towards the hearse. With a pause, the team executes a 3-second head drop.
5. BEHIND HEARSE NPB: "Transfer, No Head drops" Handoff: READY NPB: Up, FACE NPB: STEP	The NPB will whisper to Handoff how the casket will be getting transferred. Handoff will then repeat the command when pulling the casket out and repositioning. Once in place, Handoff will initiate with his command. NPB will call STEP to initiate the turn steps to get the team inline to
6. TRANSFER SEQUENCE NPB: Hold, Center NPB: Face, STEP NPB: Hold, Center NPB: Ready, UP, NPB: STEP, Hold	Once the NPB has called step, the team will initiate guide steps to get into the correct position to load onto the caisson. When the team gets to hold in front of the caisson, the NPB will whisper the command "extend" if it is necessary to be lowered onto the caisson. The pallbearers will secure the casket to the caisson.

7.	<p>ESCORT TO GRAVESITE NPB: Bearers, ATTENTION; STEP Handoff: Mark ,TIME, Bearers, HALT Handoff: Ready, UP; Ready FLARE Handoff: Ready, CUT; Ready, STEP OIC/NCOIC: SECURE NPB: Bearers, ATTENTION; Take, HOLD NPB: STEP</p>	<p>The funeral rep will give the head nod for the OIC/NCOIC to snap to attention to initiate the escort to gravesite. COT will lead the formation to the gravesite. Once at gravesite, Handoff will take charge of the team to prep the casket from being taken off the caisson. OIC/NCOIC will get the head nod from the funeral rep, and NPB will continue with the casket removal from the caisson.</p>
8.	<p>MARCH TO GRAVESITE NPB: Halt, Down; STEP NPB: UP, FACE, STEP Handoff/Carry: STEP(if applicable) NPB: HALT, CENTER(subdued from here on) NPB: Ready, UP(if applicable) NPB: STEP; HALT, DOWN</p>	<p>Once the team proceeds to remove the casket from the caisson, the team will perform turn steps to get in line to march to the gravesite. On the march to gravesite, the team will perform a right/left wheel, if needed. Once in line, Carry/Handoff will call step for the team to step off again. While at gravesite, NPB will halt the team and center them to get ready to place the casket on the lowering device.</p> <p><i>NOTE: Once at gravesite, all NPB commands will be in a subdued voice.</i></p>
9.	<p>FLAG FOLD OIC/NCOIC: "On behalf..." OIC/NCOIC: Bearers, POST</p>	<p>Once Taps is complete, the NPB will lead the team through two sets of flag tugs and begin to fold the flag. After the flag is done; either the NPB (if no military chaplain is present) or Handoff will handoff the flag, followed by a salute. OIC/NCOIC will then proceed after the Arlington Lodge is done.</p>
10.	<p>GRAVESITE DEPARTURE OIC/NCOIC: Bearers, POST NPB: Face, ME/AWAY Handoff/NPB: STEP NPB: Bearer, Fallout, MARCH</p>	<p>Coming off of the platform, team will perform proper toe taps and kick outs. Handoff/NPB will give the command step once everyone has stepped off. Once at the GOV/Bus, NPB will fall out his/her team.</p> <p><i>Note: Most direct route back to GOV/Bus.</i></p>

COT and NCT Commands	PC Bearer's Actions During Ceremony
<p>1. PRE-CEREMONY "TAKING COLORS" COT: Present NCT: Present COT: ARMS(<i>hand salute</i>) COT: Order NCT: Order COT: ARMS <i>NOTE: When alone, PC bearer executes manuals at own discretion to avoid delayed COT command. If furler presents, PC bearer will execute manuals with furler at gravesite.</i></p>	<p>Check gravesite with NCOIC 45 minutes prior to ceremony time.</p> <p>The PC bearer stands with the pallbearers at the transfer site, 10 minutes prior. The flag remains at Order Arms until the arrival of the remains. Upon the COT's command of Present, ARMS the PC renders the hand-salute upon "taking colors" (<i>first ceremony of the day</i>) as the flag is not yet "flown", COT immediately commands Order, ARMS. If subsequent ceremonies of the day, the COT will render a solo salute, after which the color team commands Order, ARMS.</p> <p><i>NOTE: PC bearer will not be present for "taking colors" during a chapel transfer.</i></p> <p>PC bearer follows all commands of the COT in the same manner /sequence as the color team when at gravesite. Remaining at Right Shoulder Arms is the notable difference.</p>
<p>2. PROCESSION ARRIVAL NPB: Bearers, ATTENTION</p>	<p>As the hearse approaches the transfer site, the NPB commands Bearers, ATTENTION. The PC bearer assumes attention.</p>
<p>3. REMOVAL OF REMAINS FROM HEARSE/TRANSFER TO CAISSON COT: Present NCT: Present COT: ARMS (<i>Pallbearers facing Caisson</i>) NPB: STEP (<i>Step off with pallbearers</i>) (<i>Halt six to eight paces from Caisson</i>) COT; Order NCT: Order COT: ARMS(<i>Right Shoulder Arms</i>)</p>	<p>When the remains are ready for transfer from the hearse to the Caisson, and the COT commands Present, ARMS. The PC bearer assumes Present Arms. Upon the pallbearers command to STEP (when marching towards the Caisson with remains), step off, simultaneously/temporarily assuming Right Shoulder Arms and reposition six to eight paces from the rear of and centered on the Caisson and returning to Present Arms once halted.</p> <p>Return to Right Shoulder Arms on the COT's command to Order, ARMS.</p>

4.	<p>MARCH TO GRAVESITE NPB: Bearers, Forward, MARCH NPB: Bearers, HALT <i>(Halted 10-12 paces from Caisson)</i> COT: Present NCT: Present COT: ARMS NPB: UP, FACE, STEP<i>(Step off with pallbearers)</i> COT: Order NCT: Order COT: ARMS<i>(Right Shoulder Arms)</i></p>	<p>When the procession is departing, the NPB commands Bearers, Forward, MARCH. The PC bearer steps off, keeping step and maintains six to eight pace distance.</p> <p>When the Caisson stops at gravesite, the PC bearer adjusts the marching distance to halt 10-12 paces to the rear and centered on the Caisson, allowing room for pallbearers to secure the remains off the Caisson.</p> <p>Assume Present Arms as the COT commands Present, ARMS, and if COT is inaudible, when the remains are in motion.</p> <p>Follow the pallbearers to the gravesite, marching keeping step with pallbearers. After Removal of remains from Caisson take your predetermined position next to the NCOIC (furler).</p>
5.	<p>REMAINS ARRIVE AT GRAVESITE</p>	<p>March to predetermined area 10-12 paces from the head of the grave, beside the NCOIC if applicable, halting to ensure visibility by the family and NPB or <i>Fold</i>.</p>
6.	<p>MILITARY HONORS & FLAG FOLD COT: Present NCT: Present COT: ARMS COT: Order NCT: Order COT: ARMS<i>(Right Shoulder Arms)</i> NCT: Colors, Ready, CUT <i>(COT faces forward)</i> Furling sequence without commands <i>(furling/casing complete)</i> Assume Port Arms</p>	<p>Upon the completion of military honors the COT commands the Escort to Order, ARMS.</p> <p>Furler, with PC bearer begins the furling sequence when the COT is finished and faces forward at attention.</p> <p>PC bearer/NCOIC stands fast during the flag fold.</p> <p>March off with the NCOIC with the most direct route to buses without disrupting family.</p>
7.	<p>DEPARTURE FROM GRAVESITE</p>	<p>In cases where the PC bearer is a POW/MIA flag, the honor of <i>Deathwatch</i> is delegated to the PC bearer, who will reposition to the foot of the grave to assume this duty. PC bearer does not Present Arms when dismissed.</p>

Table A3.8. Chapel Services

NPB Commands	Actions During Ceremony
1. PRE-CEREMONY	1. NPB will fall team in 2. NPB will take team through warm-ups, and make sure team is alert and locked on 3. NPB will confirm with funeral rep about funeral details.
2. MARCH ON NPB: Bearers, ATTENTION; STEP NPB: Mark, TIME, Bearers, HALT	The funeral rep will tell the OIC/NCOIC to wave on the pallbearer team to begin carrying the remains into the chapel. The NPB will call the team to attention and march next/past the hearse. Once the NPB calls halt, the team will do an automatic three count about face and stand at ease.
3. BEHIND HEARSE/REP CAR OIC/NCOIC: SECURE NPB: Bearers, ATTENTION NPB: STEP(<i>casket</i>) NPB: Mark, TIME, Bearers, HALT(<i>casket</i>) NPB: (whisper) “5 and 5” to Carry(<i>casket</i>) Handoff: READY(<i>casket</i>)	The OIC/NCOIC will come to attention and call secure when it is time to bring the remains in. The NPB will call attention and step; the pallbearers will do behind the hearse sequence. <i>NOTE: NPB will bring the team to attention and automatically step off to retrieve the flag and urn, if applicable.</i>
4. TRANSFER REMAINS INTO CHAPEL NPB: STEP NPB: UP, FACE, STEP(<i>casket</i>) NPB: Halt, Center, Down(<i>casket/subdued</i>) NPB: Ready, CUT(<i>casket/subdued</i>)	Once remains are in hand, pallbearers will continue to march inside the chapel. Inside the corridor, NPB will call halt and center the team/place the remains down on the church truck. Once halfway down the aisle the pallbearers will wink and proceed to move out of the way of the closing doors. <i>NOTE: If urn and flag are in hand, once inside the corridor, NPB will call halt and</i>
TRANSFER URN TO REP CAR (if applicable) NPB: Secure, STEP NPB: “One...” CENTER(<i>subdued</i>) NPB: Ready, UP(<i>subdued</i>) NPB: Halt(<i>subdued</i>) NPB: About, FACE(<i>subdued</i>) NPB: STEP	NPB will lead team to the back of the rep car, only NPB and Fold will continue to march to place remains. NPB calls “one” at the bumper of the car. NPB and Fold will take two more steps and center in. Once back to the team, NPB and Fold will the pallbearers while they execute a three count about face. Team steps off will normal cadence back to GOV/BUS. <i>NOTE: If applicable, if walking past the rep car, Carry/Handoff will pin and render a</i>

5.	<p>TRANSFER URN TO CAISSON (if applicable) NPB: Secure, STEP NPB: Ready, SPLIT(subdued) NPB: Ready, HANDLE, Ready, PUSH(subdued) NPB: Ready, FLAG, Ready, STEP(subdued) NPB: Ready, FLARE, Ready, CUT(subdued) NPB: Ready, STEP(subdued) NPB: Stand At, EASE</p>	<p>NPB will lead team to the back of the caisson, only NPB and Fold will continue to march to place remains. NPB call ready, split and they close on four steps. Both will place the remains and flag into the caisson, followed by blousing the back of the modified casket. Once back to the team, NPB will call stand at, ease.</p> <p><i>NOTE:If applicable, if carrying multiple urns, Cross-mark will hand the second urn to Fold, and team will remain at attention. If applicable, “ruffles and flourishes,” will play</i></p>
6.	<p>TRANSFER CASKET TO HEARSE (if applicable) NPB: Secure; Ready, UP; STEP Handoff: STEP NPB: Halt, CENTER Handoff: Ready, STEP NPB: Extend(subdued) NPB: Ready, FACE NPB: STEP</p>	<p>NPB will lead team to the back of the hearse from the chapel; Handoff will step around and call step, team will side step towards the hearse one step. Then handoff will walk the casket into the hearse and reposition in correct spot. NPB and team will face away and automatically step off, suspended arm swing. NPb calls step and marching resumes to normal cadence back to GOV/BUS.</p> <p><i>NOTE:If applicable, if walking past the rep</i></p>
7.	<p>TRANSFER CASKET TO CAISSON (if applicable) NPB: Secure; Ready, UP; STEP Handoff: STEP NPB: Halt, CENTER, Ready, UP; STEP NPB: Extend, Halt(subdued) Proceed with Full Honor Caisson Transfer NPB: Stand At, EASE</p>	<p>NPB will lead team to place the casket on the caisson. Team executes securing the casket on the caisson. Once complete, NPB will place team at stand at, ease.</p> <p><i>NOTE:If applicable, GO, team will center on casket before placing remains on the caisson for a General Officer funeral; “ruffles and flourishes.”</i></p>

Table A3.9. Color Teams for Ceremonies other than Military Funerals

	NCT Commands	Actions During Ceremony
1.	PRE-CEREMONY	<p>NCT contacts event POC for ceremony information</p> <p>Arrange room settings for proper display of color team and flags</p> <p>NCT conducts proper walk through</p> <p>Check flag heights in harness and stands</p> <p>NCT locks on rifle guards' manuals</p> <p>Color team pre-posts 10 minutes prior to ceremony</p>
2.	<p>MARCH ON</p> <p>NCT: StandBy, Colors, ATTENTION</p> <p>NCT: Port, ARMS</p> <p>NCT: Bearers, Ready, TWO (subdued)</p> <p>NCT: Forward, MARCH</p> <p>NCT: Colors, HALT</p>	<p>On pre-determined cue from Emcee, NCT will give the command StandBy, Colors, ATTENTION.</p> <p>On command of Forward, MARCH color team will step off and proceed to predetermined marks in front of and centered on the crowd. If room permits, each member will ripple up to right shoulder.</p> <p><i>NOTE: If there is musical support, team will step off to Four-Flams into Trio National Emblem and halt to seven-count drumbeat and no command will be given by NCT.</i></p>
3.	<p>PRESENTATION OF COLORS</p> <p>NCT: Present, ARMS</p> <p>NCT: Bearers Ready, TWO (subdued)</p> <p>NCT: Port/Right Shoulder, ARMS</p>	<p>Air Force flagbearer will 3 second dip on command of Present, ARMS and rifle guards will execute Present manual for playing of National Anthem.</p> <p>If there is a pledge following the anthem, NCT will give subdued command of Bearers Ready, TWO.</p> <p>Depending on ceremony sequence, following the anthem, NCT will give command of Port/Right Shoulder, ARMS.</p> <p><i>NOTE: If performing a ceremony in which the official party is in command of a formation and/or attendees (i.e. Change of Command; Order of the Sword etc.) the color team will face the official party for the presentation of colors. If a formation is present, the color team will face the same</i></p>

4.	POSTING THE COLORS	<p>Some ceremonies call for a posting of the colors. Posting the Colors will always take place directly following NCT's command of Port, ARMS. Once all flagbearers are at proper port, they will simultaneously step out of the color team, perform posting sequence and return to the color team. Flagbearers will remain silent and in-cadence with no audible heel clicks.</p> <p><i>NOTE: Rifle guards will remain at the position of</i></p>
5.	MARCH OFF NCT: Colors, Colors Turn, MARCH	<p>Depending on direction of travel, an every left off may be used in place of a colors turn. In which case, no command will be given.</p>
6.	RETRIEVAL NCT: Forward, MARCH NCT: Colors, HALT	<p>On pre-determined cue from Emcee, NCT will command Forward, MARCH. Color team will step off and proceed to predetermined marks in front of and centered on the crowd. Immediately following the heel click of Colors, Halt, the flagbearers will simultaneously step out of the color team, perform retrieval sequence and return to the color team. Flagbearers will remain silent and in-cadence with no audible heel clicks.</p> <p><i>NOTE: Rifle guards will remain at the position of</i></p>
7.	RETIRING COLORS/DEPARTURE NCT: Present, ARMS NCT: Port, ARMS NCT: Colors, Colors Turn, March	<p>Once the flagbearers have returned to the team the NCT will give the command Present, ARMS and immediately commands Port, ARMS. Depending on direction of travel, an every left off may be used in place of a colors turn. In which case, no command will be given.</p> <p><i>NOTE: If there is musical support, team will step off to Four-Flams into Grand Old Flag and no command will be given by NCT</i></p>

Attachment 4
FUNERAL DIAGRAMS

Figure A4.1. Minimum Honors Funeral

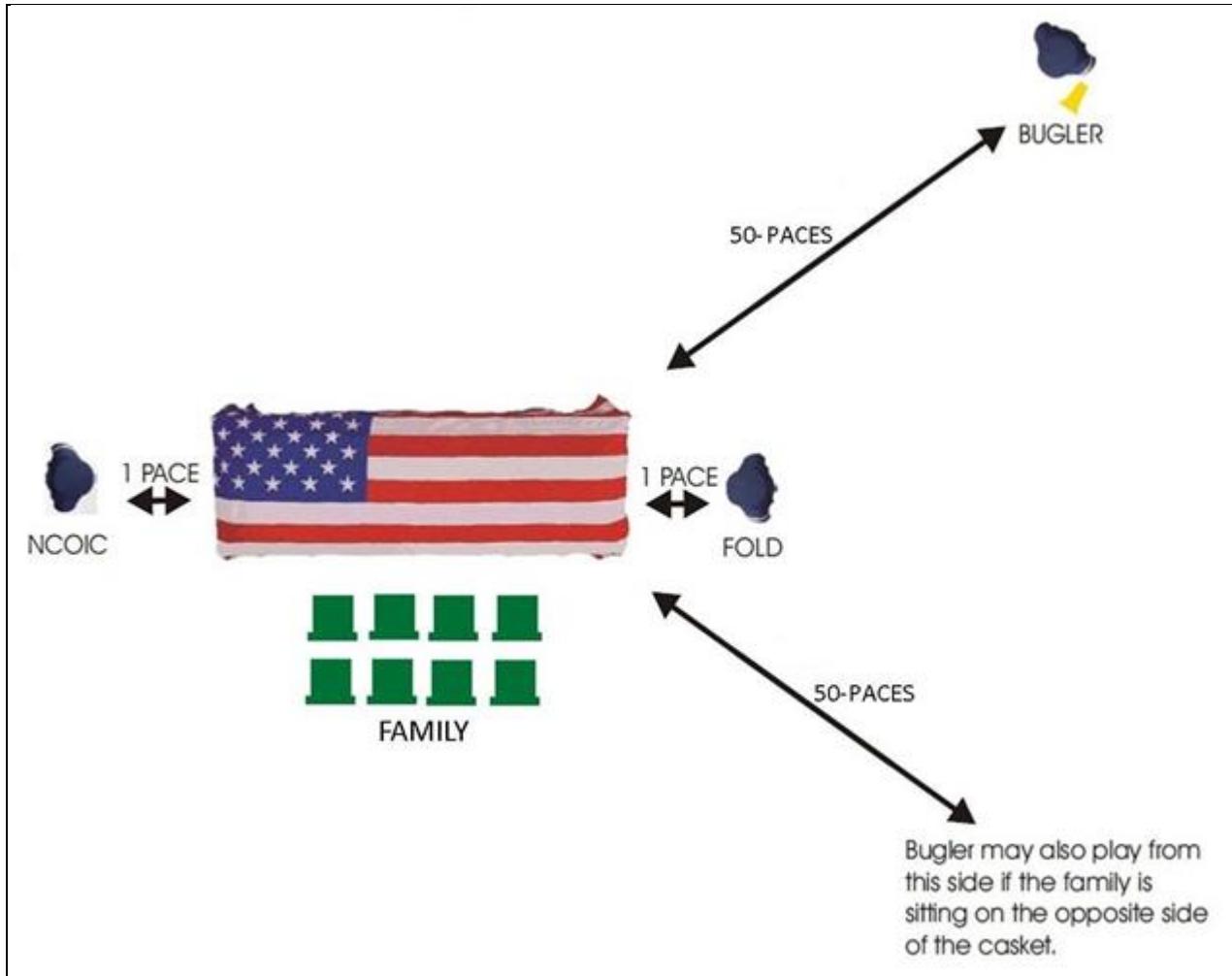


Figure A4.2. Modified Standard Honors Funeral

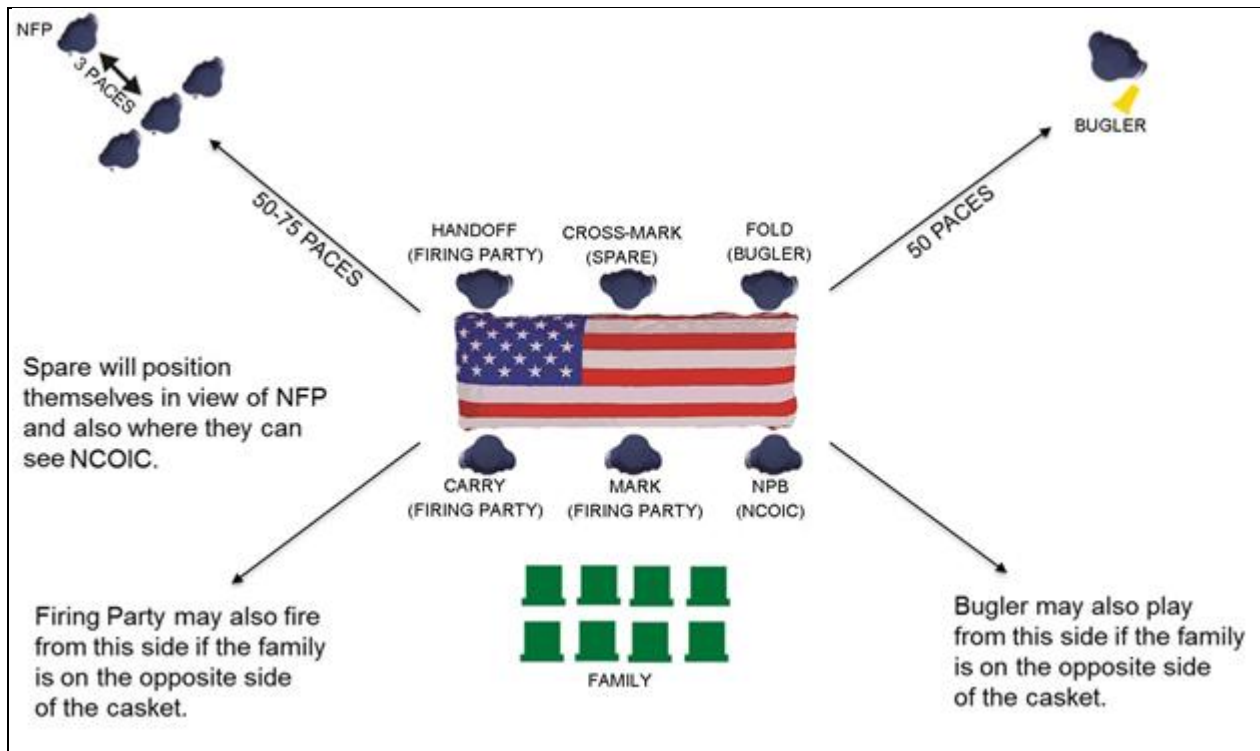


Figure A4.3. Standard Honors Funeral

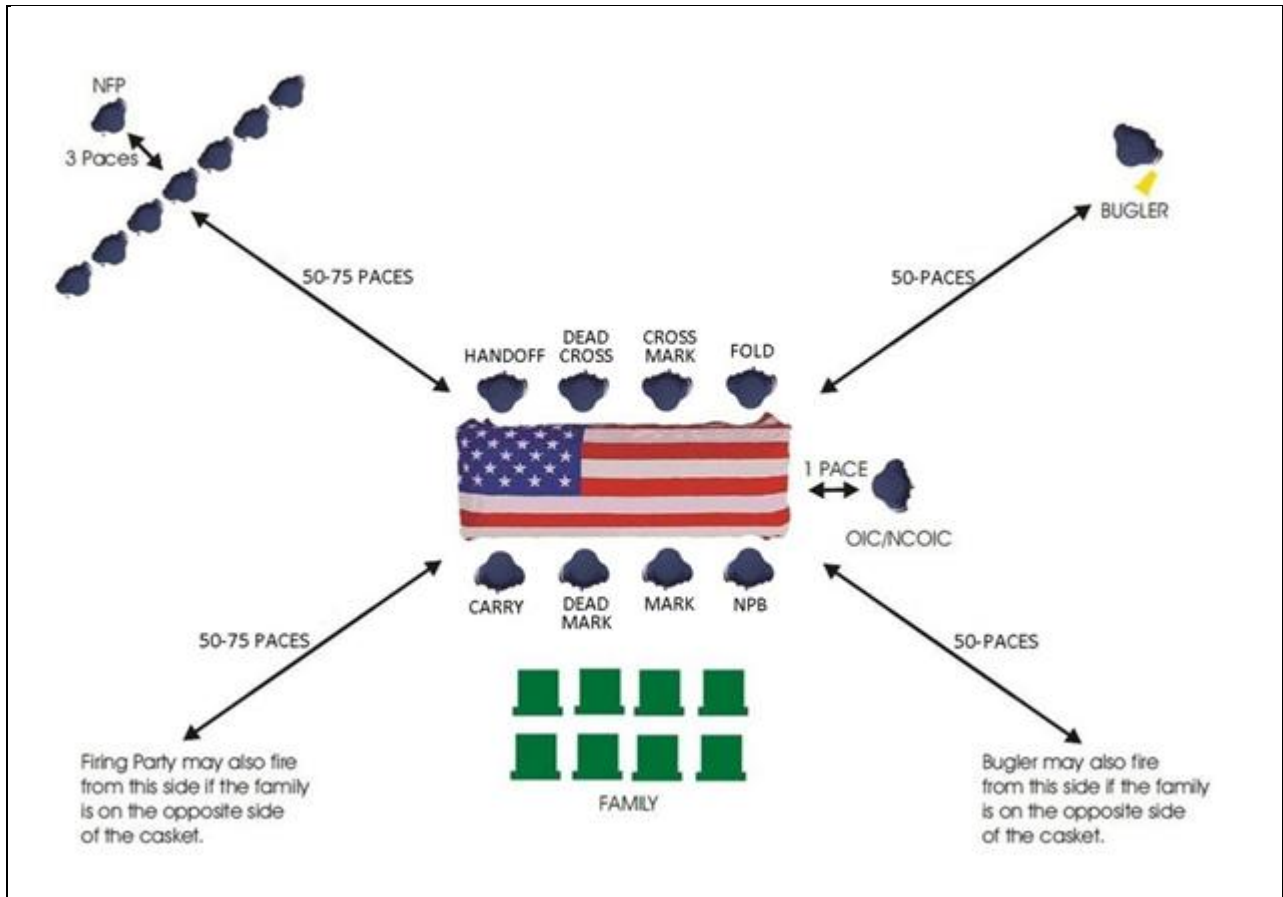


Figure A4.4. Standard Honors Funeral for AD Death, Repatriation or MOH Recipient

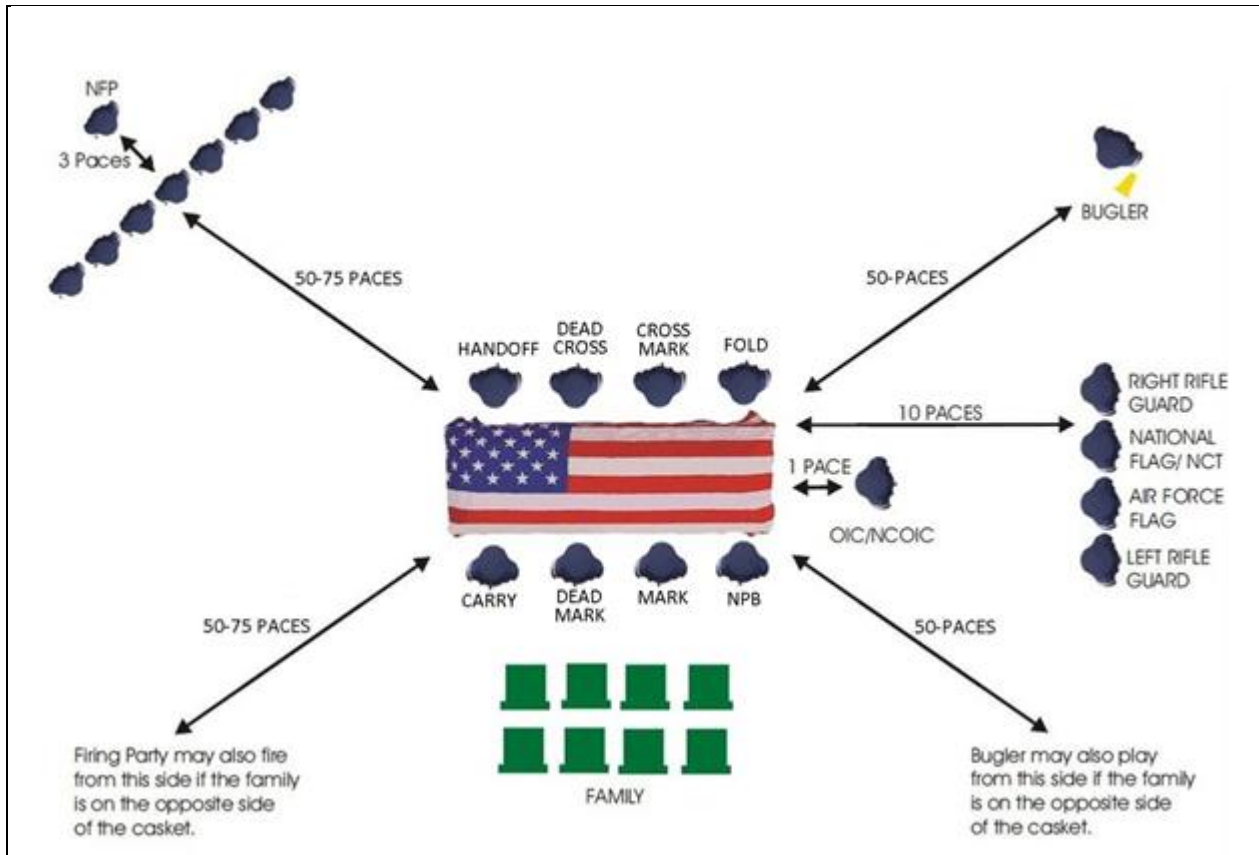


Figure A4.5. Full Honors Funeral

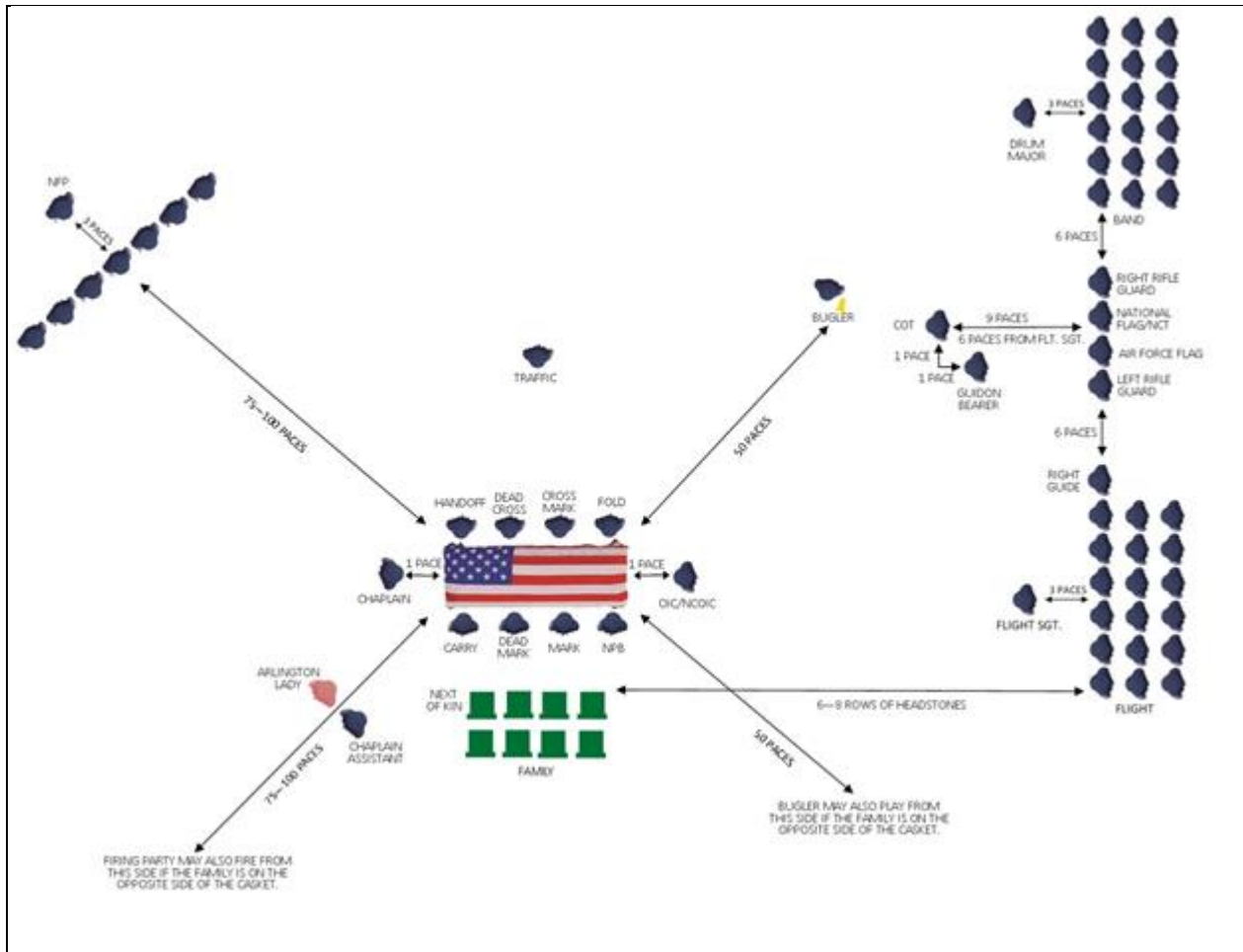


Figure A4.6. Gravesite Layout with PC Bearer

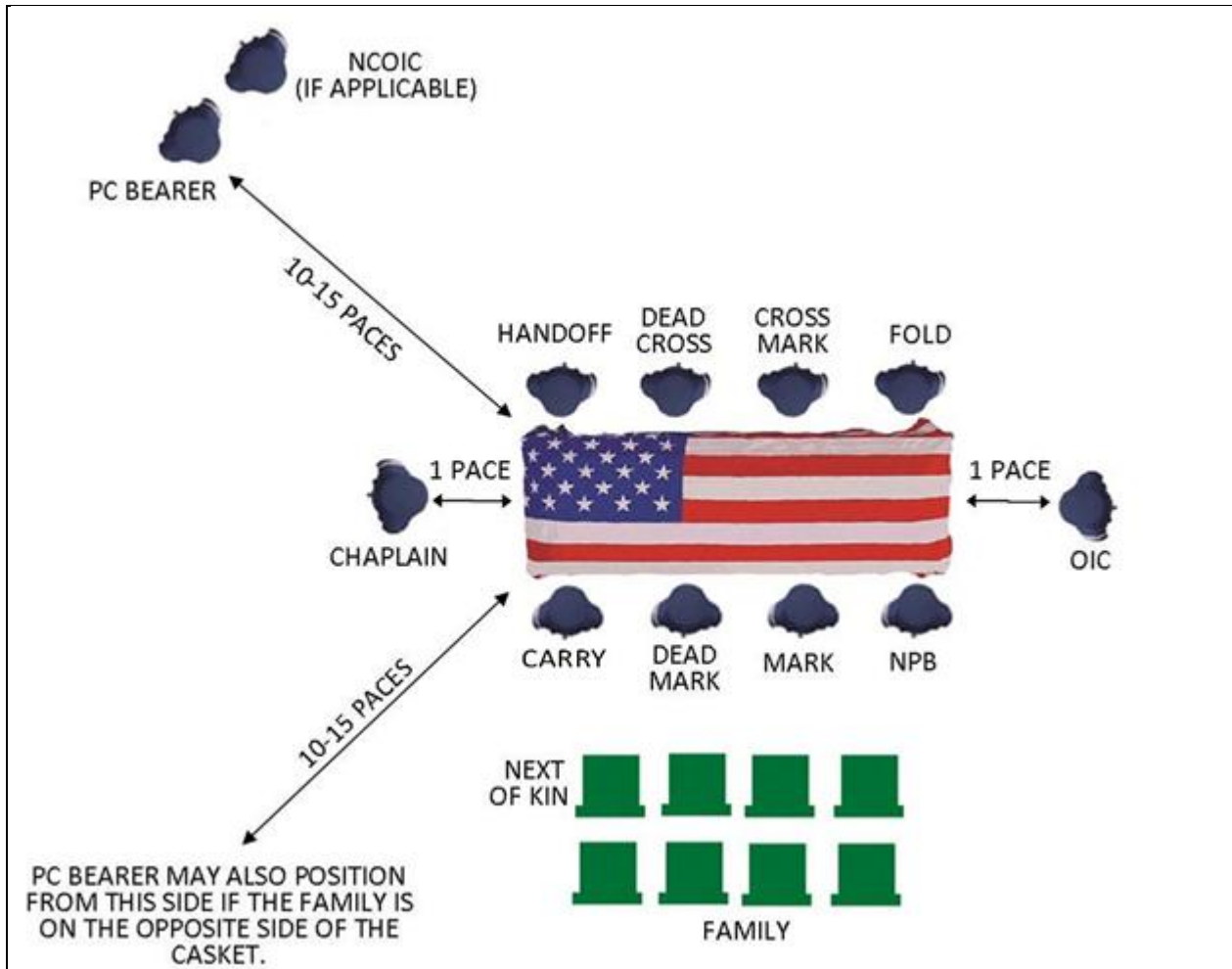


Figure A4.7. Gravesite Layout and Sequence for AD Death with Multiple Flags

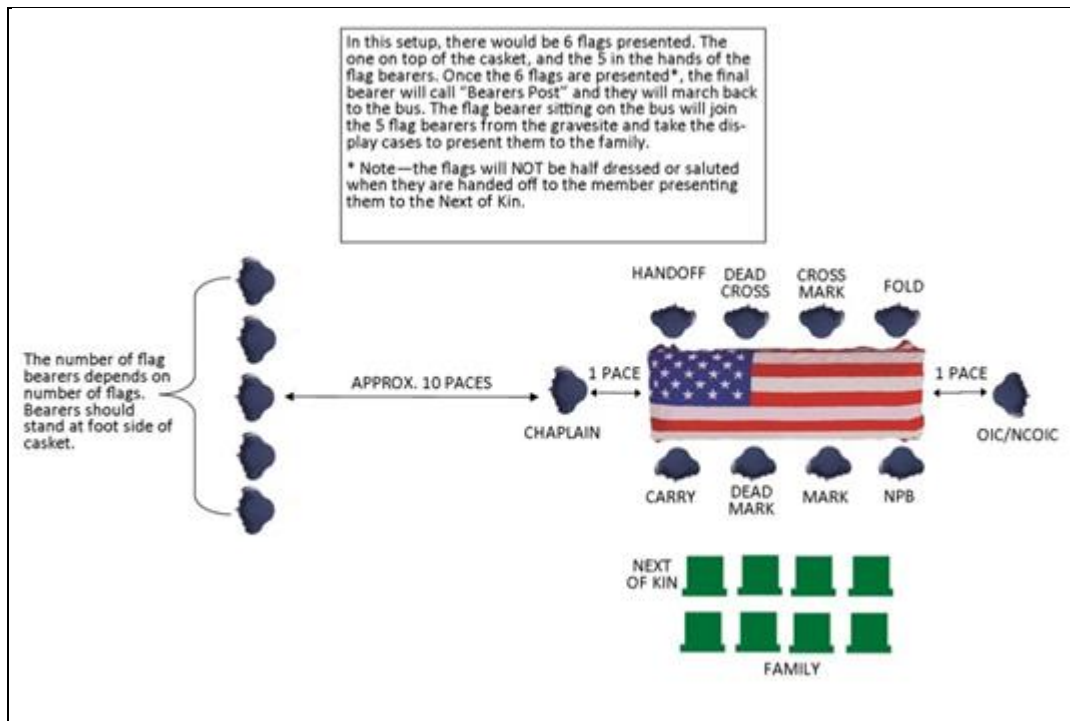
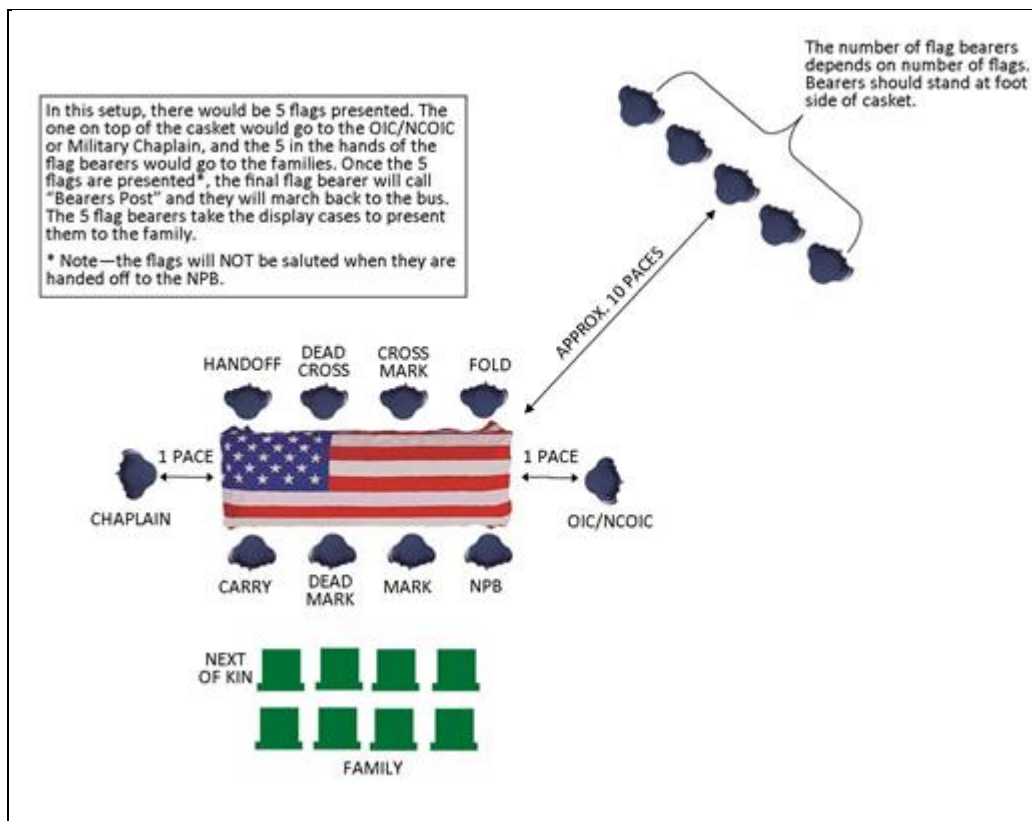


Figure A4.8. Gravesite Layout and Sequence for Group Burial



Attachment 5

FLAG FOLDING SCRIPT

Table A5.1. Flag Folding Script with Honor Guard Cues

<p><i>(Narrator begins reading when the flag is draped over OIC/NCOIC's arm)</i></p> <p>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.</p> <p>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.<i>(See Note 1)</i></p> <p><i>(Flag is at "table top" position)</i></p> <p>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.<i>(See Note 1)</i></p> <p>Traditionally, a symbol of liberty, the American flag has carried the message of freedom, and inspired Americans, both at home and abroad.</p> <p><i>(Begin the first triangular fold)</i></p> <p>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.<i>(See Note 3)</i></p> <p>In 1892 the flag inspired Francis Bellamy to write the "Pledge of Allegiance," our most famous flag salute and patriotic oath.<i>(See Note 3)</i></p> <p><i>(Flag lands in the union)</i></p> <p>In July 1969 the American flag was "flown" in space when Neil Armstrong planted it on the surface of the moon.<i>(See Note 3)</i></p> <p>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 U.S. Air Force, nor on the flag we so proudly cherish.<i>(See Note 3)</i></p> <p><i>(OIC/NCOIC is tucking the flag)</i></p> <p>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.</p> <p>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.</p> <p><i>(OIC/NCOIC has the flag in hand)</i></p> <p>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.</p> <p>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.</p> <p><i>*The NCOIC should not say the message of retirement until the narrator completes the reading.</i></p> <p>NOTES:</p> <ol style="list-style-type: none"> 1. From 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
