

This is a Member approved supplement and takes precedent over the Handbook when different. Refer to the HG Senior Officer before each service for questions concerning these procedures. The purpose of this is not only to implement changes, but ensure standardization of procedures. Most importantly, it provides a somewhat quick review of what we need to go over when preparing for each service. Suggestions for changes should consist of a written proposal presented at the monthly meeting. It should include the perceived problem, and the suggested solution.

Here a few of the changes and clarifications, along with assorted pocket guides.

1. Riflemen, Rifle Commander, and Armorer add 30 min to muster.
2. **Select safe direction, pivot slightly RIGHT (left foot forward swings the barrel left).**
3. Detailed review of commands, 2 dry fire runs with rifles (Finger outside the trigger guard)
4. Add **“Safety” command**, right after “Port Arms” during the Rifle Salute (allow 1-2 sec)
5. **Step into it with left foot forward, barrel swings left, and shoulder the rifle, ready for the cadence.**
6. Ready – Aim - Fire on all 3 shots, with a solid 2 seconds between
7. After 3<sup>rd</sup> shot, “Cease Fire – **Port Arms** - Present Arms” All one Command
  - 7a. After Taps, **Port Arms-Safety**, Order Arms
8. Bugler hits Play (5 sec delay) at the cease fire call.
9. After Commander marches up front, stay quietly in formation until his return.
10. Double check port arms for safety before policing brass.
11. Added Position for Door Security
12. New Offset Flag Folding technique
13. Added “Casket” Position to Flag Detail

Contact the Commander or Deputy if you have questions, find errors, or have suggestions. I recommend you re-write any needed steps in your own words, print them out and carry them with you.

**Positions, Procedures, and Pockets Guides**  
**Member approved supplement to the Handbook**

Flag Folder	<b>Casket Post</b>	Amorer
Offset Flag Folding	Chaplain	Bugler
Flag Holder	Rifle Commander	<b>Door Security</b>
Flag Presenter	Learning Commands	<b>Trailer-Equipment</b>
Flag Middle	Rifleman	<b>On-Site Supervisor</b>

## **Flag Folder**

Coordinate with the Holder, Flag Middle and Casket Post as you scan for obstacles and space needed (maybe move chairs, center pole, or Flowers). Conduct a dry run (or 2) with a flag when time and space permits. When the funeral director or family arrives, confirm who gets the flag and where they will be seated (should be on the side where the headstone is (will be). This is the side where the stars will be. Another clue is opposite where the roller bar is on the casket stand. **FINAL Bottom line** is where the stars end up. When space is too tight, flag middle will move to Casket Post.

Get with the Chaplain and coordinate the best side for everyone to line up. Senior Officer (or his designee) will call commands for the casket salute. Hold fast for the Chaplain prayer. When he begins with "The flag folding ceremony", you will approach the casket to arrive on the stripes side, then pause until the Holder and Casket post are in position. Flag middle holds back, and both folders (and Casket Post) slowly salute, initiated by ranking member.

Slowly remove the elastic band and hand it to the casket post behind. Pick up the flag and bring it sideways toward the family as you do the half fold, stripes up to the center of the first star. Second (quarter) fold, same side, just far enough to cover the red.

After you are facing each other and the flag is vertical, the Flag Middle will approach and take hold of the flag top, hands shoulder width apart. In heavy wind, hold top and bottom. Everyone remains at attention for the Volley/Taps, only Chaplain and Casket Post salute.

When taps ends, turn the flag horizontal (offset on top) and begin the fold as you follow the count in the narrative. See below for Offset Fold Instructions.

When the Holder finishes stowing the flap, help checking the corners, making sure no red is visible. Check the underside material is pulled tight and shoved in.

After the holder salutes, do an about face (or L/R face twice toward the family). After the Rifle Commander Salutes, reverse to face the Holder if he is presenting, otherwise just L/R face to line up with the recipient if you are presenting.

Follow the presenter's lead and join the slow salute, then follow everyone as they depart.

Get the flag container and tri-fold insert. Be patient, and when the time is right, delicately retrieve the flag for insertion as you explain it will be returned immediately. If necessary, refold the flag for best presentation, being careful to reinsert the brass. Confirm the presenter explains the meaning of both sides of the tri-fold insert, as well as providing the small Zip container of cards and unit handout.

## Offset Flag Folding

### **Most everything is LEFT**

Casket Head opens toward audience LEFT during a viewing (open casket).

Stars Normally on Audience LEFT with the US Flag.

Flag draped with stars over Veteran's LEFT Shoulder.

Casket normally loaded into hearse feet first, so Stars are aft LEFT.

Stars should always be at the casket head, and next to the headstone.

NOTE: Beware, sometimes the funeral home changes these. Just follow the steps no matter where the stars are.

Rifle Commanders must find the STRIPES to enter.

First master the fundamentals on a flat surface. Only then, practice it free hand with the material up off the table, or someone holding.

**Remember:** Keep the triangle small by gathering loose material as you go.

Every fold needs to be on or inside the edge. If part of it sticks out, point the top slightly towards the middle.

### Offset Sequence

- 1 Diagonal fold to the offset - Offset Hand lightly clasps the other side.  
Slide the hand away from the offset, up to where the fold will be, then flip it to the offset.
- 2 Match the outside opening.
- 3 Keep it just inside of the outside edge (point it to the inside if needed).
- 4 Shrink the triangle by gathering up loose material (flag middle drops near hand).
- 5 Back to the offset, pinching it off short as needed (flag middle drops 2<sup>nd</sup> hand).
- 6 Check the tip is a little less than one fold width from the blue.
- 7 Same as 3.
- 8 Force the fold so the tip hits between the Red-Blue seam and the first star.

**NOTE:** If you are past the star, there won't be enough material. You will have to start making the triangle smaller. Short of the seam is OK, the flap can be shortened.

- 9 Back to the offset, keep it aimed inside.
- 10 Keep it tight, aimed inside.
- 11 Same as 3.
- 12 Keep pulling it tight for the flap insert.
- 13 Last fold, pull as tight as you can toward you.

### Holder inserts the flap

- 1 Set a 45 deg fold to compensate for the diagonal, keeping it 2 inches from the opening to allow extra material for the curve.
- 2 Start on that side rolling it over and down the inside curve on the long side diagonal).
- 3 Get a good grip on the other flap end, and pull back hard toward you to take up all slack in the back side material. Check underneath and do it twice if needed.
- 4 Check the corners and shape the material to make them sharp, with no red showing.

## **Flag Holder**

The most important part is coordination with the Folder. This is best done with a flag up front, as close to where you will be during the service.

### **Casket**

Check the area for obstacles and tripping hazards. Take your position up front with the Chaplain and folder. Find out who will call the commands to salute the casket. Most graveside funerals will require approaching from the sides.

When the chaplain says “The flag folding Ceremony.....” You will approach the casket and head toward the stars. Once in position at the ends, you and the folder will slowly salute the flag. Next is removing the band and laying it down behind, or passing it to the casket post.

Both pick up the flag, move it off the casket for partial folding. Half-fold the stripes up to the center of the first star. The second  $\frac{1}{4}$  fold brings the stripes up to just over the red.

You will now hold the flag vertically until Taps is complete. When the Chaplain begins again, you will rotate the flag horizontal (offset on top) and the folder commences folding. Keep enough tension for the folder to make it tight and also to stop sagging, continually checking it is level with the folder’s hands.

If you will be presenting, use this time to silently practice the narrative as many times as you can. Keep an eye on lining yourself up with the recipient. When he makes the last fold, look at the opening to determine which side is first as you must do a 45 degree fold on the long side (diagonal). Leave about a 2 inch space to keep enough material to go up over the curve. Stuff it in and roll it over the curve if able. Help the folder straighten out the corners and push in any red that is showing. When finished, half step back, Ten Hut and slowly salute. He will about face to get the brass. When finished he will turn to face you or the recipient depending on who is presenting. Everyone follows the presenter’s lead for the salute and follows them out together.

Join the presenter to help placing the flag in the protective cover.

### **No Casket.**

There will probably be a display up front with the flag. Just before the service begins, the presenter will retrieve the flag to the rear. When the Chaplain begins, the Folder and Holder will open the flag and do the  $\frac{1}{4}$  fold, Flag Middle remains behind. When the Chaplain begins “The Flag Folding Ceremony...” you will slowly march up front and stop in front of the family, stars in front of (or near) the recipient. Ask the folder who will go first. If you are in the lead he will tug on the flag to signal you to stop.

## **Flag Presenter**

First, get with the Funeral Home Rep, Pastor, or family and make sure you know who will be receiving (confirm branch of service 1 more time as well as their relationship, and if possible, where they will be seated). Next make sure there is a plastic flag holder placed up near the podium (or near your seat if inside) to place the flag in right after the presentation. Check that the printed insert is in there explaining the folds and taps.

For a Memorial service (no casket), the flag is normally displayed up front. Check with the Pastor to determine an appropriate time to retrieve the flag to the rear (or side room). Slowly march up front squaring your corners and pause at attention, slowly bow, then stand and salute. Slowly retrieve the flag and L/R face back to the rear.

When finished with the Rifle Commander, the folder does an about face back to you. Offer your hand palm up and he will place it on as you put your other hand on top, then back away and pause as he salutes. Make sure you have the top of the triangle pointing towards you. Turn right or left face as needed to face the recipient, square your corners as needed. If your knees are having a bad day, lean over instead of kneeling. Look them in the eye and relax your composure, less military at that moment and more empathy. No need for everyone to hear you, I suggest soft, medium-low voice.

***On behalf of the Commander in Chief,  
The United States \_\_\_\_\_ (branch),  
And a grateful Nation,  
We are honored to present to you this flag of our country,  
Under which your \_\_\_\_\_ (loved one)  
so honorably and faithfully served  
May God bless you, bless your family and  
May God bless the United States of America***

I recite this in the car out loud for every service just to keep it fresh. I still do the same with the rifle commands, I never want to lose the familiarity.

**After the Service** – Find the flag container and tri-fold insert. Be patient, and when the time is right, delicately retrieve the flag for insertion as you explain that it will be returned immediately. If necessary, refold the flag for best presentation, being careful to reinsert the brass. Explain the meaning of both sides of the tri-fold insert, and present the small Zip container with business cards and handout explaining our HG. Check with the Armorer for any extra brass to be returned.

## Flag Middle

**Coordinate** with the flag folders on where they want you before and during the fold. Your primary responsibility is to steady the flag in high winds, NOT to help fold the flag. Scout out your avenues of approach for obstacles and tripping hazards.

**Cemetery-Casket** - Take your position up front with the Commander, Chaplain, and Folder for the casket arrival and be ready for the Commands to Salute. When the Chaplain says "The flag Folding Ceremony", the folders (and Casket Post) will approach the casket, you HOLD SHORT at attention (NO Salute). They will salute the flag, remove the band, pull it off the casket and partially fold it as they line up the stars with the recipient.

When they STOP in position with the flag vertical, and are FINISHED adjusting the "Offset", you slowly approach behind the flag to slightly LEFT of Center and place the hand closest to the stars ONE FOOT away from the blue. Square your corner to face the family. Help adjust the top edges to keep it straight and level, as you keep the offset in place with both hands **ON TOP**. When windy, move the hand away from the stars to the bottom. Hold your position at attention (NO salute).

**Folding Begins** - When Taps is finished, release your hands to allow them to rotate the flag to horizontal. Put your overhand closest to the blue (**ONE FOOT** away) and the near hand next to the folder, continually checking the entire flag is straight and level. No matter your location, at the **5<sup>th</sup> FOLD** ("Tribute to our Country"), drop the near hand.

**Release** – **At the 6<sup>th</sup> FOLD** ("Where our Hearts lie"), drop the remaining hand and back up slightly for the folder to pass by you. DO NOT DELAY this release. He needs to see ahead to make adjustments. Dropping hands EARLY is always better. Remain at attention leaving room for the Rifle Commander with the brass.

**Presentation** - Follow the commanders lead, face the recipient, and slowly salute as he does, then get in line with everyone as they march out.

**No Casket** - Same procedure, only the folders will be marching in with the flag already ¼ folded. HOLD SHORT until they are finished adjusting the offset and vertically displaying the flag, facing each other.

## **Casket Post**

When we have enough members with a casket graveside, this position (along with the Door and Middle) helps reduce the rifle count as well as offering a spot for new members not rifle trained, or those unable to hold the rifle. It is also helpful when there is not enough room for flag middle. You will be part of the Flag Folding Detail and line up with them in the front. Be sure and coordinate with the folders and inspect the approaches for obstacles and tripping hazards. Just like flag middle you may have to change position for safe approach.

After the prayer, when the Chaplain says the “Flag Folding ceremony” you will slowly approach the rear of the casket as the folders approach the ends. Square your corners and use L/R face to arrive as close to the middle as able and hold at attention. Mirror the Commander as he and the folder slowly salute. They will then remove the band and hand it to you. Slowly lower it the ground. Remain at attention and Salute with the Chaplain during Taps. Continue to remain at attention until the Commander finishes presenting the flag and mirror his salute with the rest of the detail. Do L/R face to exit with the other members and form up off to the side.

## **Chaplain**

1. Coordinate with Funeral Director to determine the order of service. Find a que for when you will begin.
2. Check out your approach and the PA system (How to adjust position, on-off, Vol, etc.)
3. Confirm Veteran’s name and branch of service (see if there is a preferred nickname)

Uniform check: belt, gloves, hat, cell phones off - Lead Team Prayer at scheduled muster, inserting Vet’s name. Follow Commander’s lead for forming up and find out who will call commands for casket.

Intro, Prayer – Insert Veteran’s name and branch in place of Honored Veteran

Flag Folding Intro – Folders will approach casket for quarter fold (or March in for memorials) When making the request to stand, motion both hands palm’s up, in an upward motion for the Rifle commander to see. Step slightly away from the podium at attention and salute during Taps. When Taps is finished invite everyone to be seated.

Flag folding – Watch the folder to try and match your narrative to his count of the folds. Slower is better than faster, the folder merely waits for your count to advance.

Brass Insert – when folding is complete, pause as necessary for the Rifle Commander to arrive in proper position for the insert. Watch as he pulls out each casing to not get ahead, slower is better.

Presentation – at the end of the narrative, recite the appropriate Latin and translation.

## **Rifle Commander**

**Preparation** Scout out avenues of approach for obstacles (both sides)  
Approach is always behind the folder, he will do an about face  
BOTTOM LINE - approach where the STRIPES are, no matter what side  
Put 3 polished shells in your pocket, give the zip bag to #2 for brass pickup  
Give Instructions for calling commands after you leave. Remind them to stay in formation  
Location – along side of the seating or slightly forward, to see/hear the chaplain and casket.  
Check safe direction, and do a dry Run with Rifles.  
Review all commands and instructions for when you leave. Coordinate with Bugler  
Show them safety push with back side of trigger finger  
Use portable rifle rack to avoid fouling gloves-shirts  
When indoors, bring the squad back in to the back of the chapel to salute the presentation.  
If you are shooting, give your rifle to the bugler for the flag salute.

**Casket Arrival** ID the location you expect to see them.  
Post someone as lookout (may be police, fire, headlights or just the flower van)  
Upon arrival, get team quieted down and in formation, check uniforms  
Hearse Doors opened – “RIFLE DETAIL, TEN HUT” (or when Leadership calls it)  
Flag Starts to emerge – “PORT ARMS, PRESENT ARMS”.  
When they back away from the casket: “ORDER ARMS”, “REST”  
Where are the stripes ? Walk up front if needed to confirm.

Don't forget, you can move your team for any reason (safe direction, shade, rest, to see chaplain, etc)

**Rifle Salute and Taps** Look for the chaplain to approach the podium. Motion Bugler to power on. Quickly Form Up slightly right of safe direction.

“RIFLE DETAIL, TEN HUT”, “DRESS RIGHT DRESS”, “READY FRONT”

When Prayer ends, Listen “For all those that are able, please stand...”

“DETAIL, TEN HUT”, “PORT ARMS-SAFETY”, wait 1-2 sec and listen for the safety clicks  
“PREPARE TO FIRE” (Left Foot Fwd)  
“READY-AIM-FIRE” (2, 3) “READY-AIM-FIRE” (2, 3) “READY-AIM-FIRE”  
“CEASE FIRE-PORT ARMS-PRESENT ARMS” \*TAPS\* You Salute  
“PORT ARMS\_SAFETY”, “ORDER ARMS, REST”



**Brass Insert** - Meet with the Commander and/or folder for details on what they prefer, then follow their instructions. The following is the most common procedures for the average service. Always be prepared to adjust as necessary, and ALWAYS get your questions answered BEFORE the service. Don't forget to check your approach lanes for spacing, and obstacles, and "FIND the STRIPES".

Get polished brass from the ammo can (or Armorer). Assign a member to call commands for the flag presentation and give them the zip bag for empties. **Remind everyone to stay quiet and in formation until you return (no talking or brass pickup). Don't leave the front until the Chaplain/Folders break formation, they know when it's appropriate.**

You should have already scouted out the side with the stripes. If you forgot, get close enough to see who is folding. Don't assume you know who the folder is, things can change at the last minute. **The most important thing is making sure you come in on the STRIPES side**, where the folder is. He will turn about to receive the brass.

Most Graveside services will require you to approach from the sides. The key is to know (or find out) where the stripes are. Get your polished brass ready as you slowly walk towards the front, squaring your corners as best you can. **You need to be inconspicuous as you get close being careful not to block the family from seeing the flag. When you hear John Paul Jones, slowly approach the folder and hold short 2-3 paces, leaving the folder plenty of space for the turn (when in doors, hold short in the back or to the side out of sight).**

When he turns to face you, close the gap for the insertion. Listen to the Chaplain say the 3 key words. Hold up the brass and insert after each word DUTY-HONOR-COUNTRY. Pause briefly with your hand up to show the brass. Push the shells half way in towards the closest side, then over the curve in the fold.

Watch the commander and folder. Copy their movements as they turn toward the family, then salute. As they depart, get in line and follow them out. Stay with them until they break ranks and then return to your squad to retrieve the brass.

Finally, check the rifles are safe and give them to an armorer (Karl, Tim, Matt, Gary) along with the brass in the zip bag.

**Tell us if there were any malfunctions. DO NOT open the action if there was a malfunction, an armorer needs to run the troubleshooting guide.**

**Any rifle with a live round in the chamber needs to be unloaded (being careful to preserve the "dummy" rounds for loading).**

**For indoor services**, quietly, bring the squad in to form up in the rear of the sanctuary. Stay with them until you hear "John Paul Jones", march up front squaring your corners to arrive behind the folder 2-3 feet, leaving extra room for his turn. If you were shooting, give your rifle to the bugler for the flag salute.

**Port Arms Command** - From now on the “Port Arms” command will be given before ALL “Present Arms”. This includes the casket salute, the flag presentation and also after the cease fire call. This will prepare everyone to “Present Arms” in unison, and also make sure the barrel is in a safe direction after “Cease Fire”.

After Taps, Call “Port Arms, Safety”. This is especially important if someone missed a volley leaving a live round in the chamber. Remind everyone, no one moves for anything without a command.

## **Pocket Guides**

### Dry Run

SAFETY ON, FINGERS CLEAR of the trigger

### Casket Arrival

**Rifle Detail Ten Hut** (when they form up)

**Port Arms - Present Arms** (start to move back)

**Order Arms – Rest** (after departing casket)

### Rifle Salute (RAISE YOUR VOICE)

**Rifle Detail Ten Hut**

**Port Arms - Safety** (wait 2 sec)

**Prepare to Fire** (Left foot Fwd)

**Ready - Aim - Fire** 2 3 (TWICE)

**Ready - Aim – Fire - Cease Fire**

**Port Arms - Present Arms \*\*TAPS\*\***

(NO safety until commanded)

**Port Arms – Safety, Order Arms – Rest**

### Form Up

**Rifle Detail Ten Hut**

**Dress Right Dress – Ready Front**

### Flag Presentation

**Rifle Detail Ten Hut** (when he kneels)

**Port Arms - Present Arms** (when he stands)

**Order Arms – Rest**

## **Trigger basics**

Trigger can't move when safety on

Hammer released = safety won't engage

Trigger moves freely, does nothing

## **Malfunction Review**

1-Can't pull the trigger = Safety ON, Push it off, catch up on 2nd shot

Next 3 – Your done, point safe, follow commands

2-Hammer clicks – does not fire = Warning: Possible hang-fire, stay outside

3-Trigger pulls – no click = Not Cocked

4-Jammed – don't touch, most likely extractor or ejector

## **Methods to learn the Commands** (or any other position)

Best way to practice is a method I used with new pilots called "chair flying". This may sound silly, BUT IT REALY WORKS. It's a great defense against CRS. You will feel like you have already done it for real.

1. Find some place quiet, and hide your phone, Get an empty rifle or a stick, close your eyes and picture yourself standing in the cemetery. One event at a time, practice the whole sequence OUTLOUD with the rifle and the motions: Form-up, Casket, Safety Off, Volley, Brass Insert, Present Arms.
2. Every service, I walk through everything in my mind that's going to happen, including every position. I do this the night prior and during the long drives. I run through ALL commands out loud, recite the flag presentation, etc. This prepares me to step into ANY position as needed. If you have forgotten anything, or simply are not sure, read the manual and review notes, then ask questions when you arrive.
3. Anytime you are waiting during a service (dead time), run through the very next thing that's coming up, silently recite the commands, always staying one step ahead.

## **Rifleman**

Always read the Military HB and Funeral Ops on the web page before any service that you expect to be Shooting, especially the pocket guides with commands and typical malfunctions.

Plan on arriving 30 minutes earlier than Muster to allow the Rifle Commander enough time for dry-run practice of the commands. Help out with equipment set-up while waiting.

## **Armorer**

### **Prep Before Service**

Unload clip and 5 empties, then reload with 3 live rounds, place in back of your can  
Finish cleaning in order of usage (careful not to get behind more than 3).

**Contact Scheduler when complete**, so he can update Status Chart.

White glove check with lint free towels.

Get zip bag ready with 3 polished brass.

When loading deliveries, be sure #Tag is with the correct rifle.

Check next to shoot from Rifle Status on Web Page

### **Arriving On Site** **(Use Rifle Rack)**

Load deliveries into cage (check correct #Tag, safety on)

Confirm "Next to Shoot", take clips out with the ammo can.

Make sure the gas cylinder lock and BFA are tight, wipe down butt stock.

Check the handhold moves back and forth making a clicking sound.

### **Loading Rifles**

In safe direction, lock open the bolt (push against the lever to be sure)

Push in the clip until it locks (the bolt will not release)

Pull back the OpRod until it unlocks and slam the bolt shut, loading the first round.

**Check the bolt lug is seated under the OpRod, just forward of the handle.**

Cycle the safety off (forward), then on (inside trigger guard)

If you can't push it into safe, it is NOT ARMED - unload and repeat

### **Misc**

**Always match the tag to the SN when removing or attaching.**

Always load rifles with clips from front of the Trailer can, then refill from yours to the rear.

Present zip bag with 3 polished brass to Rifle Commander.

1. When not sure, load an extra rifle and leave the tag on it. This will be last to shoot for late arrivals, no-shows, or extras.
2. Make sure the loaded rifles are monitored visually at all times.
3. Lock-up: ammo can behind rifles, bungies to secure can, bungies across all rifles, steel bar inside 4 Tabs plus short vertical bungee.

## **Bugle Player**

**3 controls: clockwise L to R:** Play (Only “rounded” button, starts taps in 5 sec)

Green Light (on when playing, basically useless)

Volume - Knurled Dial (R increase)

Red Light (on steady = good batt, tough to see in bright light)

Power – “Slide” switch furthest to the right (L on – towards Red light, R off)

**SETUP:** Both bugles need to be set to provide a spare. Use green felt pad to stand the spare up for quick access, power on both when the Chaplain begins.

Check Battery – power on (furthest to the right), red on steady if battery good, flashes if low  
Select location where you can see/hear Chaplain and Rifle Commander (it is best to be out of direct sight of the family (to the side and slightly behind, far enough to sound somewhat distant)

Test Play – it is the only “rounded” button (and furthest to the left). If you cannot easily feel the play button with gloves on, cut a slit in the index finger.

Set Volume based on distance, get a helper to assist. The older bugle (#2) needs at least ½ volume.

**For ALL services, arrive 15 min before muster to join in the Rifle Squad Dry runs.** For graveside services, stay with the rifle squad to salute the casket before moving to your taps position (never so far as to lose sight or hearing the Rifle Commands). For indoor services, check the door to see how you will need to hold it open. Also set the volume to meet the building conditions.

**CEREMONY:** Follow all the commands from the Rifle Commander (Attention, Present Arms, etc.)

When Chaplain begins, turn power on BOTH bugles (square slide towards the red light, check on)

Get your finger ready to push the rounded button (furthest away from power)

As soon as you hear “Cease Fire” push play. You can also do this after the LAST shot is fired (#3). You have 5 sec to get it to your lips.

When finished playing, lower it to turn power off (slide away from red light, check light off)

Keep sight of the rifle squad and rejoin the team to salute during the flag presentation.

When the Rifle Commander is also shooting, put down the bugle and take his rifle up front to perform the Flag Salute.

Do not stow equipment until AFTER the service is complete.

**MALFUNCTION:** If anything goes wrong, FIRST GET THE POWER OFF. Pick up the spare and hit the start button.

## **POCKET GUIDE**

Check Battery – Volume (test location)

Chaplain Begins – Power on (Red on)

Cease Fire – Play (Green on)

POWER OFF – Light off

## **Securing Door - Inside Services**

This is an important position for keeping outside noise from distracting from the service. It can be done by the bugler but not efficiently, or completely.

As soon as possible (best time is during Dry Run practice), **coordinate with the Rifle Commander AND Bugler on how you will operate the door, and what your signal will be for him to begin the Volley.**

When the rifle squad and bugler file outdoors, **shut the door and stay inside.** The bugler turns power on, and everyone waits for you to open the door. Open and close the door slowly and be careful when it shuts. Position yourself to see and hear the Chaplain.

When the Chaplain invites everyone to stand for the Rifle Salute (you should see everyone stand), you open the door fully and signal the Rifle Commander to begin. If able to hold it open at attention, salute during Taps, otherwise, just secure the door fully open.

**When Taps is finished, the rifle team should come in immediately, then shut the door and join them in formation with the bugle. If the Rifle Commander shoots with the team, you will swap the bugle for that rifle and join in the present arms.**

Occasionally, mostly at funeral homes, you may be needed to assist in opening a lane for the casket dolly, opening double doors, or loading the casket.

## **Trailer-Equipment Deputy**

**Supervise set up of Flags (wind direction), Banner, Podium (flag case+insert), PA System, Bugles (spare at the ready), canopy, and chairs**

**Flag order – US, TX, POW, Army, MC, Navy, AF, SF, CG**

**Clear path for Hearse and casket approach.**

## **On-Site Supervisor**

Our order of Seniority (Chain of Command) is listed in our Admin Guide.

The on-site supervisor will be assigned by the Commander (or acting commander in his absence). By default it automatically follows this chain unless the acting Commander delegates otherwise.

The Commander or Deputy is responsible for the scheduling and training, and as such takes the calls for service requests from funeral homes, churches, and families. On-Site Supervisor may need to fill this role in the absence of Commander and Deputy.

### **Basic Information needed:**

Point of Contact – Funeral Director, Family Member, Minister, etc

Exchange direct contact information for last minute updates on day of service.

Veteran's Name, Branch of service, and Next of Kin (Flag Presentation)

Date, Time, and Location of Service

Do they have a flag, do they need it folded ?

Time they want Military Honors (Before or After), what part of the program.

Type of Service - Visitation (Viewing), Memorial (Ashes), Graveside (Casket)

Will there be a Preacher ? Who is leading the service, do they need us ?

Coordinate with the minister for the introduction (our cue to begin)

Assign who will call the commands for the casket salute during arrival ?

Any Special Services – Visitation on site, Masonic, Lowering of casket, Ashes, Pall Bearers, procession of casket out of the chapel/church

For Residential (Home) Service, consider site visitation to help organize and prep flag

### **Arrival**

Flags and Banner, Podium, PA System, Test Bugles (spare at the ready)

Shooting location, AND safe direction, spare rifle for single shooter

Clear path for Hearse and casket approach.

Clear path (and enough space) for Flag folders, middle, and casket post ?

Family, NOK seating

Flag Case (Insert), Polished brass for Rifle Commander

Spent Brass – save best 3, rest to NOK

Cards and Handout Sheet