

**BY ORDER OF THE COMMANDER
UNITED STATES AIR FORCE HONOR
GUARD**

HONOR GUARD MANUAL 34-515

23 MAY 2024



Services

HONOR GUARDS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

RELEASABILITY: There are no releasability restrictions on this publication

OPR: USAF HG/HGE

Certified by: USAF HG/CC

Supersedes: HGMAN34-515, 5 January 2022

Pages: 357

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PART 1.
CUSTOMS AND DRILL

Chapter 1
ROLES AND RESPONSIBILITIES

1.1. Chief of Staff of the Air Force (CSAF) (AF/CC). Acts as the final approval authority for new Air Force ceremonial uniform designs, major changes to current ceremonial uniforms and Air Force Virtual Uniform Board (AFVUB) recommendations.

1.2. Chief Master Sergeant of the Air Force (CMSAF). Acts as the Senior Enlisted Advisor to the CSAF for dress and personal appearance matters affecting enlisted honor guard Airmen; serves as Vice Chairman of the AFVUB.

1.3. Air Force Directorate of Services (AF/A1S). Establishes honor guard dress and personal appearance policy; serves as Chairman of the AFVUB or appoints a designee; acts as approval authority on all non-tiered requirements and exception to policy or waiver requests for Department of the Air Force Instruction (DAFI) 36-2903, *Dress and Personal Appearance of United States Air Force and Space Force Personnel*.

1.3.1. Responsible for drill, honors, protocol, and ceremony policy and oversight.

1.3.2. Refer to DAFI 34-160, *Mortuary Affairs Program*, for additional responsibilities related to honor guard programs and policies.

1.4. Air Force Mortuary Affairs Operations (AFMAO). Refer to DAFI 34-160.

1.5. United States Air and Space Force Honor Guard (USAF and USSF HG). Refer to DAFI 34-160 and DAFI 34-1201, *Protocol*.

1.6. Commanders/Directors/Supervisors. Must be knowledgeable of all honor guard procedures and uniform requirements and set the example of acceptable standards. **(T-1)** Perform reoccurring and random inspections to ensure subordinate ceremonial guardsmen are in compliance with this manual. Commanders/Directors/Supervisors must ensure subordinate ceremonial guardsman are familiar with this manual and take appropriate corrective action when they do not meet standards. **(T-1)**

1.6.1. Develop operational guidance to implement honor guard drill, ceremony, and honors policy.

1.7. All Ceremonial Guardsmen/Individual Responsibilities. All honor guards adhere to this manual and applicable publications at all times. While under the command of, or assigned to, another military service's honor guard, Air and Space Force honor guards will comply with the drill instruction of the senior branch. **(T-0)**

1.7.1. Honor guards must maintain a high state of readiness. **(T-1)** That is, all uniforms and equipment should remain on-site to allow rapid response and quick transitions to various uniform combinations.

1.7.2. Honor guards' physical fitness, appearance, and stamina must be at a level that allows the movements described in this manual to be performed with ease, frequent repetition, and for long periods of time. **(T-1)**

1.7.3. Exemplify the highest standards of personal conduct and reliability.

1.7.4. Refer to DAFI 36-2903 for additional responsibilities related to uniforms and grooming.

Chapter 2

INTRODUCTION

Section 2A—Background

2.1. Purpose. The purpose of drill is to enable an officer or noncommissioned officer (NCO) to move their 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.

2.2. Origin. The origins of drill can be traced back to ancient Greece 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.

2.3. 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.

2.3.1. Recognizing the crisis, General George 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.

2.3.2. 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 develop a sense of pride in themselves and in their unit.

2.3.3. 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.

2.3.4. 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.

2.3.5. 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 movements 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.

2.3.6. 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 2B—Honor Guards

2.4. Purpose. Honor guards are personnel assigned to ceremonial duty, primarily 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 and Space Force honor guards promote the mission, protect the standards, perfect the image, and preserve the heritage. The primary missions of honor guard programs are to employ, equip, and train Air and Space Force members to provide professional military funeral honors for active duty, retired members, and veterans of the Department of the Air Force.

2.5. 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 bodyguards of several Roman Emperors beginning with Julius Caesar.

2.6. History. In order to demonstrate the drill proficiency and newfound 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 United States. Today, honor guards are selected for their military appearance, professionalism, superior discipline, and records of outstanding performance.

Section 2C—Military Music

2.7. 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 Native American chronicles, and pictorial remains show trumpets and drums of many varieties allied to soldiers and battles.

2.8. Reference. Ceremonial music plays an important role in today's military. Please refer to Air Force Manual (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 2D—Military Funerals

2.9. 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.

2.9.1. **Funeral Types.** There are several types of funerals: traditional, memorial, combined, graveside and non-commemorative funerals.

2.9.1.1. **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.

2.9.1.2. **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).

2.9.1.3. **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.

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

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

2.9.2. **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 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.

2.9.2.1. Today, visitations are typically held at a funeral home that provides the facilities, seating, and staff to accommodate a viewing and 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.

2.9.2.2. The number and length of visitation periods varies depending upon religious or cultural customs and personal preference. A typical visitation of two to four 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.

2.9.2.3. 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 is an open casket.

2.9.2.4. In Armed Forces funerals, the term wake is replaced with lying in repose or “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 2.1. Presidents John F. Kennedy and Gerald Ford Lay in State in the Capitol Rotunda.

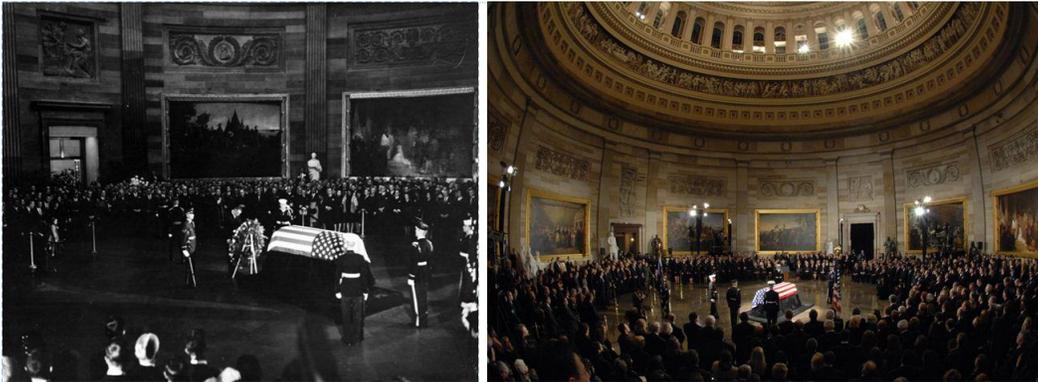


Figure 2.2. Military Honor Guards Perform Guard of Honor Duty while President Ronald Reagan Lies in State.



2.9.3. **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 and Accepted Masons, American Legion, Knights of Columbus, Elks, Moose and, of course, the US Military.

2.9.4. **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 DAFI 34-160 for guidance regarding MFH entitlements and requirements. Department of Defense Instruction (DoDI) 1300.15, *Military Funeral Honors*, provides parent-level guidance with which honor guards are expected to be familiar. Eligibility for burial in Arlington National Cemetery (ANC) is covered by Title 32, Code of Federal Regulations (CFR), Part 553, *Army National Military Cemeteries* and Army Regulation (AR) 290-5, *Army Cemeteries*. Flyovers, personal color (PC) bearers, an Air Force chaplain, and other elements may be added based on eligibility.

2.9.5. **Armed Forces Honors (Joint Service Funerals).** These unique funerals represent the highest honors an American may receive from the armed forces. These missions require a large number of personnel and resources. Army Pamphlet (PAM) 1-1, *State, Official, and Special Military Funerals*, and Air Force District of Washington Instruction (AFDWI) 34-101, *Ceremonial Resource Support*, provide instructions and authorized honors for these funeral types.

Section 2E—USAF and Base Honor Guard Programs

2.10. 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 was not 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.

2.10.1. The unit was constituted “USAF Honor Guard” on 26 July 1971 and activated on 1 January 1972.

2.10.2. Installation honor guards can trace their 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.

2.10.3. On 10 November 1989, the Air Force approved Air Force Regulation 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 Force Support 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*.

2.10.4. 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 developed in order to standardize all honor guards throughout the Air Force. The goal was 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 and appearance requirements regardless of location.

2.11. 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 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 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 2.3. Evolution of the USAF Honor Guard Squadron Emblem.



2.11.1. The emblem was revised on 23 February 2011 to meet the requirements outlined in AFI 84-105, *Organizational Lineage, Honors and Heraldry*.

2.11.2. Honor guard duty badges are designed using elements from the USAF Honor Guard shield.

2.12. Charges. Like many organizations, the members of the honor guard utilize charges to epitomize the pride and ethos of their profession.

2.12.1. Honor Guard Charge. All honor guard members are required to 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 reads as follows:

2.12.2. 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 2.4. Honor Guard Charge.

Handpicked to serve as a member of the (*name of unit*), 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!

Section 2F—Overview

2.13. Scope. This manual covers the basic terms, instruction techniques, drill, and ceremonies that are unique to Air and Space Force honor guards. Honor guards will adhere to all drill movements and procedures described in AFI 34-1201; Department of the Air Force Pamphlet (DAFPAM) 34-1203, *Drill and Ceremonies*; and Air Force Pamphlet (AFPAM) 34-1202, *Guide to Protocol*, unless otherwise instructed by this manual. **(T-1)**

2.13.1. When used with the above Air Force-level publications, this manual meets 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.

2.14. Terms. The following terms are unique to Air and Space Force honor guards:

2.14.1. **Beast.** The act of creating a distinct and 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 is clenched with the thumb wrapped around; touching and perpendicular to the index and middle fingers (See **Figure 2.5**). The angle of the arm is positioned at the same angle required upon completion of the beast. **Example:** During present arms, the left arm is at a 90-degree angle upon completion of the movement; therefore, during the “and” count, the left arm moves to a 90-degree angle when brought off the weapon to beast.

Figure 2.5. Hand at a Fist (Beast).



2.14.2. **Butt Slam.** The act of slamming the weapon to the ground on the heel of the buttstock. This is required for many rifle drill movements. **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.

2.14.3. **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 forefinger. The thumb is not used to grip nor wrap around the weapon. See **Figure 2.6**.

Figure 2.6. Cup Hand.



Figure 2.7. Flare Hand.



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

2.14.5. **Flare Hand.** A “knife” hand in which the fingers are extended and joined with the thumb along the forefinger. See **Figure 2.7**.

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

2.14.7. **Mark(s).** The spot on which an individual suspends forward progress and/or is 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.

2.14.8. **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. See **Figure 2.8.**

2.14.9. **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. See **Figure 2.9.**

Figure 2.8. Pin Hand.

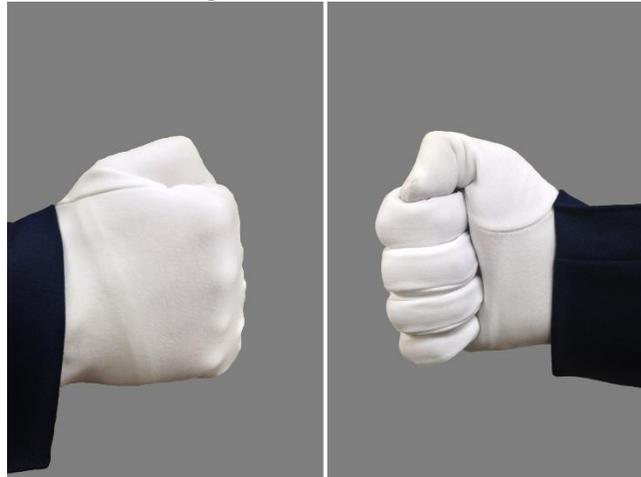


Figure 2.9. Cut Hand.



2.15. Drill Instruction. All instruction is taught IAW DAFPAM 34-1203, paragraph 1.6 with the following additions:

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

2.15.2. **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.

2.15.3. 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 executes all counts of the movement in the same manner as “WITHOUT THE NUMBERS” but verbalizes the number of each count as it is executed.

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

2.16.1. Honor guards adhere to DAFPAM 34-1203 when giving commands with the following clarification and exceptions:

2.16.2. When commanding a formation to fall in, attention or halt, the appropriate preparatory command for that formation is given (i.e., pallbearers, cordon, escort, etc.).

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

2.16.4. 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 performs all movements in the order they are given, and the commander gives 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.

2.16.5. Commands corresponding to a direction/side, such as columns, flanks, eyes, right/left shoulder, etc. are usually called on the foot matching the direction the person turns, looks, or the shoulder upon which the weapon is placed.

2.16.6. 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 should position himself in the location that he requires the members to face. Members usually face in the direction that the command is coming from.

2.16.7. 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.

Chapter 3

BASIC INSTRUCTION

Section 3A—Basic Unarmed Standing Drill

3.1. Position of Attention. The command of execution is **ATTENTION** and is preceded by a preparatory command (i.e., colors, bearers, firing party, flight, etc.). Perform this movement as described in DAFPAM 34-1203 with the following differences and specifics: Bring the feet together smartly, the heels and balls of the feet are together and touching. The chin is parallel to the ground. Knuckles of the hands are parallel to the ground. Place middle finger along the seams of the trousers. The thumbs do not protrude past the forefingers and there is no visible space between the knuckle of the thumbs and the hands. See **Figure 3.1**.

Figure 3.1. Unarmed Attention.



3.2. Rest Positions. All positions of rest are executed IAW DAFPAM 34-1203 except for the following:

3.2.1. Parade Rest. The command is **Parade, REST**. Upon the command of execution **REST**, lift the left foot smartly and move it left 6 to 8 inches apart, in-line and parallel with each other. Feet point straight forward; legs are straight but not stiff.

3.2.1.1. 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. The back of the right hand is in the palm of the left hand with thumb tips touching and fingers parallel to the ground. See **Figure 3.2**.

3.2.2. 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 sidearm and is part of an armed (with rifles) formation. The member only executes ceremonial at ease if they are given the command to do so (i.e., member

never takes their own command and perform this movement). The movement is only performed simultaneously with members with rifles and never as a solitary member.

3.2.2.1. **(Count 1).** Upon the command of execution **EASE**, lift the left foot smartly and move it left 6 to 8 inches. Feet are apart, in-line and parallel with each other. Feet point straight forward; legs are straight be not stiff.

3.2.2.2. 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 “slap” the lower back with an audible sound. The back of the right hand is in the palm of the left hand with thumb tips touching and fingers parallel to the ground. See **Figure 3.2**.

3.2.2.3. **(Count 2).** Bring properly flared right hand directly in front and centered on the body. See **Figure 3.3**.

3.2.2.4. **(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 are touching. See **Figure 3.4**.

Figure 3.2. Unarmed Ceremonial At Ease (Count 1).



Figure 3.3. Unarmed Ceremonial At Ease (Count 2).



Figure 3.4. Unarmed Ceremonial At Ease (Count 3).



3.2.2.5. 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.

3.2.2.6. **(Count 1)**. Flare both hands and arms approximately 4 inches sides at a 45-degree angle from the body. See **Figure 3.5**.

3.2.2.7. **(Count 2)**. Return both hands to the small of the back with an audible back slap (See **paragraphs 3.2.2.1** and **3.2.2.2**, and **Figure 3.2**).

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

3.2.3. **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 sidearms who are in charge of formations with members carrying rifles.

3.2.3.1. **(Count 1)**. Upon the command of execution **EASE**, lift the left foot smartly and move it left 6 to 8 inches. Feet are apart, in-line and parallel with each other. Feet point straight forward; legs are straight but not stiff. See **Figure 3.6**.

3.2.3.2. **(Count 2)**. Bring both hands together in front of and centered on the body. The left-hand rests directly on top of the right hand with middle fingers touching (See **Figure 2.5**) and hands properly flared. **Note:** If commanding a formation with rifles to perform ceremonial at ease (frequently required by Noncommissioned Officers in Charge [NCOIC] of Cordons and NCOICs of Firing Parties), the commander executes counts one and two of stand at ease on counts two and three of the formation. The commander stays in cadence with the formation.

3.2.4. **Fall Out**. The command is **FALL OUT**. From the position of attention, execute a two-count about face (See **paragraph 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,

Figure 3.5. Returning to Attention from Unarmed Ceremonial At Ease (Count 1).



Figure 3.6. Stand At Ease (Count 1).



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 can be given prior to the command of **FALL OUT**. On the command, members with rifles execute port arms then perform an about face. Members without rifles 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.

3.3. Facing Movements. Execute facing movements from a halt and at the position of attention. When the command **Ready, FACE** is used, members usually face in the direction of the command. See **paragraph 2.16.6**.

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

3.3.1.1. (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 is against the corner of the heel of the left (right) foot. The head is perpendicular to the shoulders throughout the movement (head and shoulders follow the foot that is turning). The rest of the body remains at the position of attention at a 45-degree angle. See **Figure 3.7**.

3.3.1.2. (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 finishes 90 degrees from the original position. The rest of the body remains at the position of attention. See **Figure 3.1**.

Figure 3.7. Unarmed Right Face (Count 1).



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

3.3.2.1. (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 follow the foot that is turning). The position of the left foot is not changed. Most of the body’s weight is resting on the ball of the right foot. See **Figure 3.8**.

3.3.2.2. **(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 the starting position. Keep arms pinned to the side for the entire movement. See **Figure 3.1**.

3.3.3. **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., on grass or 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 may be given as an informational command, followed by **About, FACE**.

3.3.3.1. **(Count 1)**. Lift the left foot just enough to clear the ground and place it in front of (and perpendicular to) the right foot forming a “T” with both feet, bend the knees slightly. See **Figure 3.9**.

3.3.3.2. **(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”). See **Figure 3.7**.

3.3.3.3. **(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 follow the foot that is turning). See **Figure 3.1**.

3.4. Present Arms and Order Arms (Hand Salute). This movement is usually completed at the individual’s 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 are completed as three-count movements. They may also be completed as three-count movements as mission dictates. **Example:** Upon completion of a flag fold and handing off the flag during a ceremony. In addition, AFI 34-1201, AFPAM 34-1202 and DAFPAM

Figure 3.8. Unarmed Two-Count About Face (Count 1).



Figure 3.9. Unarmed Three-Count About Face (Count 1).



34-1203 all provide guidance on when to render the hand salute. To clarify procedures outlined in DAFPAM 34-1203, as a rule of thumb, Airmen/Guardians will salute anytime they are transferring/relieving/giving command of a formation to another Airman/Guardian. **(T-0)**.

3.4.1. 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 un-cupping 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 is 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 the thumb. **Note:** When wearing the ceremonial belt (“bloused”), the bicep may be at a 45-degree angle as opposed to being parallel to prevent the wearer’s blouse from rising. See **Figure 3.10**.

3.4.1.1. 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.

Figure 3.10. Hand Salute.



Section 3B—Basic Unarmed Marching Drill.

3.5. 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, 6 inches to the front and 3 inches to the rear. Ensure wrists remain straight during arm swing. The arm swings straight forward and straight back. To ensure the hands do not cross in front of or behind the body, all four fingers 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 member’s heel strikes the ground

first and member “rolls” 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.

3.5.1. Honor guards, typically, do not call cadence. If necessary, provide cadence IAW DAFPAM 34-1203.

3.6. 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.

3.6.1. 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 to 6 inches off the ground. Keep the arms suspended at your side. The rest of the body remains at the position of attention.

3.6.2. From a march, the command is **Mark, TIME**. The preparatory command of **Mark** is called on the left foot and command of execution, **TIME**, is given on the right. Upon the command of execution, immediately pick up a mark time beginning with the left leg and suspend arm swing. See **Figure 3.11**.

3.6.3. 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.

3.6.4. 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 on which to suspend forward progress, the command **Mark, TIME** is not given. Members automatically pick up a mark time when they reach their mark.

Figure 3.11. Mark Time March.



Section 3C—Drill of the Flight, Squadron, Group, and Wing.

3.7. Reference. Refer to DAFPAM 34-1203 for guidance on flight, squadron, group, and wing drills and formations. Honor guards will adhere to DAFPAM 34-1203. **(T-1)**

3.8. Sizing the Flight. When flight members are instructed to move forward, if they are taller than the member in front of them, they do so in the following manner:

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

3.8.1.1. Take one step forward and 45 degrees to the right using the right foot. Bring feet together at the position of attention.

3.8.1.2. Take another step forward and 45 degrees to the left using the left foot. Bring feet together at the position of attention.

3.8.2. 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.

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

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

3.9.1. **Dress Center Dress.** The command is **Dress Center, DRESS** and **Ready, FRONT**. On the command **DRESS**, everyone looks down at their mark and repositions, so their toes are in line with and splitting the “T.”

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

3.10. Alignment Procedures. All requirements outlined in DAFFAM 34-1203 are adhered to as mission and manning dictate.

3.11. Guide, Flight Commander/Sergeant, and First Sergeant Repositioning. When repositioning, compliance with DAFFAM 34-1203 is required. However, there may be situations that require slight variations (e.g., stepping off with the right foot). **Exception:** When the command **Guide, LEFT (RIGHT)** is given, both guide and flight commanders/sergeants step off with the left foot.

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

3.11.2. Flight sergeants and first sergeants may be positioned 3 paces behind and centered on the flight when necessary (e.g., formations in Arlington National Cemetery).

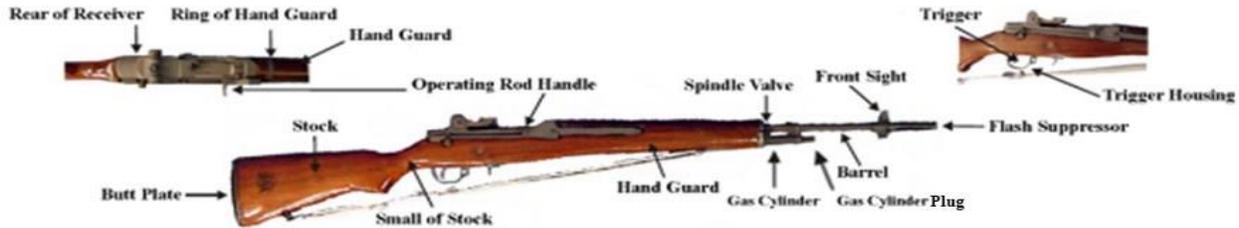
Section 3D—Basic Armed Standing Drill

3.12. General. This section contains the basic rifle drill movements used by honor guards in Air and Space Force formations. Individuals should master the basic standing and marching drill

movements outlined in **Sections 3A** through **3C** prior to learning to drill with a weapon. **Note:** All basic unarmed and armed standing drill movements are performed at slow time (60-80 beats per minute).

3.12.1. All movements described in this manual are performed using the M14 rifle. However, honor guards can utilize the Springfield 1903, M1 Garand, M4, or M16 as mission and location dictate. All the same guidance applies, and hand and weapon placements are in the same relative positions for each rifle.

Figure 3.12. M14 Rifle Nomenclature.



3.13. Position of Attention (Order). All requirements outlined in **paragraph 3.1** are adhered to with the following exceptions: The 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 the trousers and even with the toes. The weapon is grounded to the right side of the footwear.

3.13.1. Stand at the position of attention with the right hand flared with the fingers extended and adjoined along the same track as the weapon. The thumb grips around the back of the upper hand guard on the opposite side of the stock and 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 remains parallel with the body and tucked under the arm. Maintain control of the weapon at all times. See **Figure 3.13**.

Figure 3.13. Armed Attention.



3.14. 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 to perform trail arms.

3.14.1. **(Method 1).** In one count, extend the weapon with the right hand gripping the upper portion of the hand guard in a fist. The trigger housing is at the knee and the weapon maintains a 45-degree angle pointed straight forward and parallel with the feet. This can also be referred to as “flaring” the weapon. See **Figure 3.14**.

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

Figure 3.14. Trail Arms (Method 1).



3.15. Ground and Take Arms.

3.15.1. **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.

3.15.1.1. On the command of execution, step out 20 to 24 inches with the left foot while simultaneously flaring the left hand to the small of the back so the forearm is parallel with the waist. Rotate the weapon counterclockwise 180 degrees so the sling is facing up.

3.15.1.2. While the weapon is lying on the ground, the right hand is flared to the right side of the weapon's upper hand guard with the thumb along the forefinger. The right hand is one inch off the ground. The right heel stays on the ground. See **Figure 3.15**.

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

3.15.1.4. Once the member's head is raised, the command **Ready, UP** is called. On the command of execution, leave the weapon on the ground and bring the body up to the position of attention, maintaining balance. **Note:** Alternatively, personnel may stack and take arms as outlined in the US Army's Training Circular (TC) 3-21.5, *Drill and Ceremonies*, and the

3rd Infantry Regiment's (the Old Guard) standard operating procedures (SOP) in lieu of ground and take arms. See **Figure 3.16**.

Figure 3.15. Ground Arms.



Figure 3.16. Ready, Up.



3.15.2. **Take Arms.** The command for this movement is **Take, ARMS**. This is a one-count movement executed over 3 seconds from the position of order.

3.15.2.1. On the command of execution, step out 20 to 24 inches with the left foot while simultaneously flaring the left hand to the small of the back, keeping the right leg straight and foot planted.

3.15.2.2. Flare the right hand to the right of the barrel next to the upper hand guard, 1 inch off the ground, with head and eyes up, facing forward when ready. See **Figure 3.17**.

3.15.2.3. Upon the command **Ready, UP**, turn the sling of the weapon clockwise 180 degrees, bringing the body back to the position of attention, simultaneously “toeing” and ground the weapon. See **Figure 3.13**.

3.16. Fix and Unfix Bayonets.

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

3.16.1.1. **(Count 1).** On the command **Ready, ONE** bring the weapon 4 inches in front of and centered on the body with the right hand at a fist around the upper portion of the hand guard.

3.16.1.2. Simultaneously, with the left hand, place the 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.

3.16.1.3. Simultaneously, lift the left foot smartly and move it left 6 to 8 inches apart, in-line and parallel with each other. Point feet straight forward, legs straight but not stiff.

3.16.1.4. 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. See **Figure 3.17**.

3.16.1.5. (**Count 2**). On the command of **Ready, TWO**, secure the bayonet to the weapon by pushing down with the left hand. Ensure the bayonet is secured. See **Figure 3.18**.

3.16.1.6. (**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 the forefinger. Ensure to flare the hand 4 inches from and on the same plane as the weapon. See **Figure 3.19**.

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

3.16.1.8. Counter the weapon 90 degrees clockwise and extend the right arm out and away from the body. The weapon is at a 45-degree angle and toed. The right hand grips at a fist and the wrist is straight.

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

3.16.1.10. Simultaneously, look up, returning the head and eyes straight forward with the chin parallel to the ground. See **Figure 3.20**.

3.16.1.11. (**Attention**). On the command **Flight, ATTENTION** return to the position of attention (See **Figure 3.13**). **Note:** When wearing a bayonet scabbard and required to fix bayonets to a drumbeat or during a ceremony, refer to TC 3-21.5 and the Old Guard's SOP for guidance. The scabbard is worn from the ceremonial belt on the left side of the body and in-line with the silver braid along the side of the trousers.

Figure 3.17. Fix Bayonets (Count 1).



Figure 3.18. Fix Bayonets (Count 2).



Figure 3.19. Fix Bayonets (And).



Figure 3.20. Fix Bayonets (Count 3).

3.16.2. **Unfix Bayonets.** This is a three-count movement completed by the number from the position of order. **Unfix Bayonets** is the preparatory command.

3.16.2.1. **(Count 1).** On the command **Ready, ONE** bring the weapon 4 inches in front of and centered on the body with the right hand at a fist around the upper portion of the hand guard.

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

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

3.16.2.4. Simultaneously drop the head at a 45-degree angle.

3.16.2.5. Simultaneously, lift the left foot smartly and move it left 6 to 8 inches apart, in-line and parallel with each other. Feet point straight forward, legs straight but not stiff.

3.16.2.6. **(Count 2).** Raise the bayonet, grasping it at a fist, up towards the face, 4 inches from the body, and 2 to 3 inches above the barrel of the weapon. See **Figure 3.21**.

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

Figure 3.21. Unfix Bayonets (Count 2).

3.16.2.8. Counter the weapon 90 degrees clockwise and extend the right arm away from the body. The weapon is at a 45-degree angle and toed. The right hand grips at a fist and the wrist is straight. See **Figure 3.22**.

3.16.2.9. (**Attention**). On the command **Flight, ATTENTION** return to the position of attention. See **Figure 3.23**.

Figure 3.22. Unfix Bayonets (Count 3).



Figure 3.23. Unfix Bayonets (Attention).



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

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

3.17.1.1. (**Count 1**). All requirements outlined in **paragraph 3.3.1** are adhered to. In addition:

3.17.1.2. Simultaneously extend the weapon in the right hand, gripping the upper portion of the hand guard at a fist. The trigger housing is at the knee and the weapon maintains at 45-degree angle pointed in the direction of travel, parallel with the lead foot. See **Figure 3.24**.

3.17.1.3. (**Count 2**). Complete count two as described in **paragraph 3.3.1.2**. See **Figure 3.14**.

3.17.1.4. (**Count 3**). Return the weapon to the seam of the trousers with a “butt slam” on the heel of the weapon. Ensure the body and weapon are at the proper position of attention. See **Figure 3.13**.

Figure 3.24. Armed Right (Left) Face.



3.17.2. **Two-Count About Face.** This movement is completed in the same manner as outlined in **paragraph 3.3.2.**

3.17.2.1. **(Count 1).** Execute as outlined in **paragraph 3.3.2.1** while simultaneously lifting the weapon 1 to 2 inches off the ground. Keep the weapon pinned to the seam of the trousers. See **Figure 3.25.**

3.17.2.2. **(Count 2).** Execute as outlined in **paragraph 3.3.2.2.** Upon completion of count two, slowly lower the butt of the weapon to the ground.

3.17.3. **Three-count About Face.** This movement is completed in the same manner as outlined in **paragraph 3.3.3. Note:** For training purposes and as mission dictates, THREE COUNT may be given as an informational command followed by **About, FACE.**

3.17.3.1. **(Count 1).** Execute as outlined in **paragraph 3.3.3.1** while simultaneously lifting the weapon 1 to 2 inches off the ground. Keep the weapon pinned to the seam of the trousers. See **Figure 3.26.**

3.17.3.2. **(Count 2).** Execute as outlined in **paragraph 3.3.3.2.** Weapon remains at trail arms. See **Figure 3.27.**

3.17.3.3. **(Count 3).** Execute as outlined in **paragraph 3.3.3.3.** Upon completion of count three, slowly lower the butt of the weapon to the ground. See **Figure 3.13.**

Figure 3.25. Armed Two-Count About Face (Count 1).



Figure 3.26. Armed Three-Count About Face (Count 1).



Figure 3.27. Armed Three-Count About Face (Count 2).



3.18. Rest Positions. Refer to **paragraph 3.2** for additional guidance.

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

3.18.1.1. Upon the command of execution **REST**, lift the left foot smartly and move it left 6 to 8 inches apart, in-line and parallel with each other. Feet point straight forward; legs are straight but not stiff.

3.18.1.2. Simultaneously, fully extend the 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.

3.18.1.3. Simultaneously, bring the left hand to the small of the back. Position the left forearm parallel to the ground with the fingers of the left hand extended, with the thumb aligned and joined with the forefinger. See **Figure 3.28**.

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

3.18.2.1. **(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. See **Figure 3.28**.

3.18.2.2. Simultaneously, fully extend the 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.

3.18.2.3. Simultaneously, bring the left hand to the small of the back with an audible slap. Position the left forearm parallel to the ground with the fingers of the left hand extended with the thumb aligned and joined with the forefinger.

Figure 3.28. Armed Ceremonial At Ease (Count 1).



3.18.2.4. **(Count 2)**. Turn the weapon 90 degrees counterclockwise and move it to the center of the body, 4 inches away. At the same time, the left hand meets 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 is grounded to the right foot and in-line with the toes. See **Figure 3.29**.

Figure 3.29. Armed Ceremonial At Ease (Count 2).



3.18.2.5. **(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 4 inches away. The fingers are extended with the thumb aligned and joined to the forefinger. The wrist is straight. See **Figure 3.30**.

3.18.2.6. **(Count 3)**. Bring the right hand back to grasp the bayonet hilt and weapon barrel with the index and middle fingers splitting the hilt of the bayonet. If there is no bayonet, wrap the right hand around the barrel at a fist, below the front sight (the front sight is hidden). The thumbs are not visible. These grips are used for all weapon types. Never place both hands above the hilt of the bayonet. See **Figure 3.31**.

Figure 3.30. Armed Ceremonial At Ease (And).



Figure 3.31. Armed Ceremonial At Ease (Count 3).



3.18.2.7. 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.

3.18.2.8. **(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 4 inches away. The fingers are extended with the thumb aligned and joined to the forefinger. The wrist is straight. See **Figure 3.30**.

3.18.2.9. **(Count 1)**. Bring the right hand back to grasp the upper portion of the hand guard. See **Figure 3.30**.

3.18.2.10. **(Count 2)**. Counter the weapon 90 degrees clockwise and extend the right arm out and away from the body. The weapon is at a 45-degree angle and toed. The right hand grips at a fist and the wrist is straight. See **Figure 3.28**.

3.18.2.11. On the command of **ATTENTION**, return to the position of attention. See **Figure 3.13**.

3.19. Sling Inspection [From Order]. There is no formal command for this movement. The movement is performed individually during formal inspection when the inspector asks to see the individual's sling. **Note:** For all movements listed in this manual, the rifle is 4 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.).

3.19.1. **(Count 1)**. Lift the rifle with the right hand to the centerline of and 4 inches away from the body. The left eye is covered 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; the left middle finger on the first groove of the hand guard. The right forearm is at a 45-degree angle to the rifle. See **Figure 3.32**.

3.19.2. **(Count 2)**. Lower the right hand to the butt of the weapon, gripping at the toe with the palm towards the body. See **Figure 3.33**.

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

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

Figure 3.32. Sling Inspection [From Order] (Count 1).



Figure 3.33. Sling Inspection [From Order] (Count 2).



3.19.5. Catch the weapon with the left hand where the spindle valve and hand guard meet. Upon completion of the movement, the weapon is parallel to the ground, 4 inches from the body and centered. See **Figure 3.34**.

**Figure 3.34. Sling Inspection [From Order]
(Count 3).**



3.19.6. **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.

3.19.7. **(Count 1)**. Rotate the right hand 180 degrees while guiding the weapon back up to proper port and firmly re-grip the weapon with the left hand. See **Figure 3.33**.

3.19.8. **(Count 2)**. Grasp the upper hand guard at a fist; forearm at a 45-degree angle. The weapon remains at proper port arms. See **Figure 3.32**.

**Figure 3.35. Order Arms [From Sling Inspection]
(Count 3).**

3.19.9. **(Count 3)**. Lower the weapon to a 45-degree angle across the right side of the body, next to the right leg, trigger housing of the rifle at the knee. Flare the left hand; index and middle fingers split the first knuckle of the right thumb. Both elbows are fully extended with the rifle in-line with the right shoulder. See **Figure 3.35**.



3.19.10. **(Count 4)**. Return the 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 the body and weapon are at the proper position of attention (see **Figure 3.13**). **Note:** If the inspector is too close to perform counts three and four correctly, then the member performs counts three and four in the following manner:

3.19.11. **(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” the 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 are extended and joined with the thumb along the forefinger. See **Figure 3.36**.

3.19.12. **(Count 4)**. Sharply move the left hand to the position of attention with the knuckles parallel to the ground. Do not “butt” the weapon. See **Figure 3.13**.

**Figure 3.36. Order Arms
[From Sling Inspection]
(Count 3) (Method 2).**



3.20. Manual of Arms.

3.20.1. **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.

3.20.1.1. **(Count 1)**. Lift the rifle with the right hand to the centerline of and 4 inches away from the body. The left eye is covered 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. The right forearm is at a 45-degree angle to the rifle. See **Figure 3.32**.

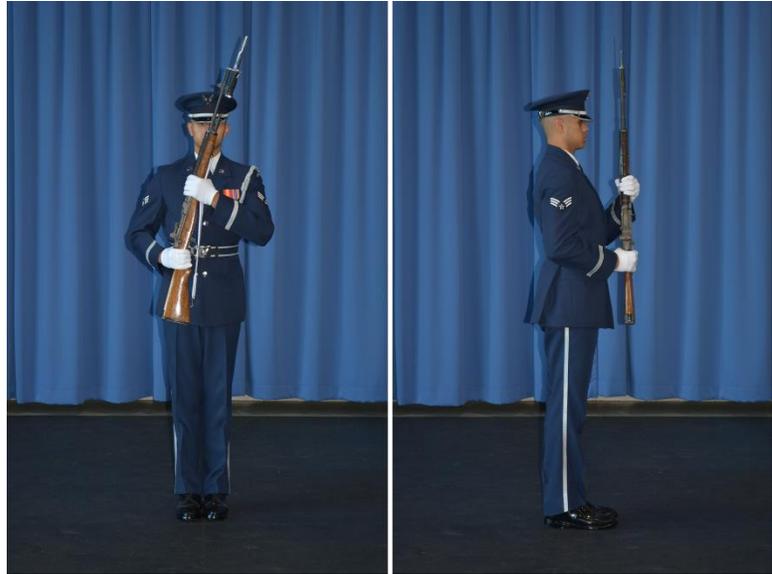
3.20.1.2. **(And)**. Release the right hand from the weapon, extending the right arm into a flare to the extent of the elbow and 4 inches from the stock on the same plane as the weapon. See **Figure 3.37**.

3.20.1.3. **(Count 2)**. Smartly return the right hand to the small of the stock. The rifle is 4 inches away from and parallel to the body. See **Figure 3.38**.

Figure 3.37. Port Arms [From Order] (And).



Figure 3.38. Port Arms [From Order] (Count 2).



3.20.2. **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.

3.20.2.1. **(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. The weapon remains at proper port arms. See **Figure 3.32**.

3.20.2.2. **(Count 2)**. Lower the weapon to a 45-degree angle across the right side of the body, next to the right leg; trigger housing of the rifle is at the knee. The 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. See **Figure 3.35**.

3.20.2.3. **(Count 3)**. Return the weapon to the seam of the trousers with a “butt slam” on the heel of the weapon. At the same time, pin the left hand to the side. Ensure the body and weapon are at the proper position of attention. See **Figure 3.13**.

3.20.3. **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.

3.20.3.1. **(Count 1)**. Execute count one of port arms [from order]. See **paragraph 3.20.1.1** and **Figure 3.32**.

3.20.3.2. **(Count 2)**. Execute count two of port arms [from order]. See **paragraphs 3.20.1.2** and **3.20.1.3**, and **Figures 3.37** and **3.38**.

3.20.3.3. **(And)**. Remove the left hand from the weapon and clench it into a fist with the thumb wrapped around, touching, and perpendicular to the index and middle fingers. The

left hand is in-line with the left shoulder, the arm is at a 90-degree angle and the left forearm is parallel to the ground. The weapon remains at proper port. See **Figure 3.39**.

3.20.3.4. **(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 is a fist distance or 4 inches away from and parallel to the body with the front sight post at eye level.

3.20.3.5. The sling faces forward and the front-sight is at eye level. The left thumb is on the first groove of the hand guard with fingers together, wrapped around the weapon. All the weight of the rifle is in the left hand. The weapon is parallel to the body, 4 inches away and down the centerline of the body.

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

Figure 3.39. Present Arms [From Order] (And).



Figure 3.40. Present Arms [From Order] (Count 3).



See **Figure 3.40**.

3.20.4. **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.

3.20.4.1. **(Count 1)**. Without moving the weapon, grab the upper portion of the hand guard with the right hand. See **Figure 3.41**.

3.20.4.2. **(Count 2)**. Execute count two of order arms [from port]. See **paragraph 3.20.2.2** and **Figure 3.35**.

3.20.4.3. **(Count 3)**. Execute count three of orders arms [from port]. See **paragraph 3.20.2.3** and **Figure 3.13**.

3.20.5. **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.

3.20.5.1. **(Count 1)**. Execute count one of port arms [from order]. See **paragraph 3.20.1.1** and **Figure 3.32**.

3.20.5.2. **(And)**. Lower the 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 is on the side between the member and the stock. The fingers are on the side furthest from the member. See **Figure 3.42**.

3.20.5.3. **(Count 2)**. “Flick” the rifle approximately 90 degrees counterclockwise by closing the thumb and fingers around the stock (the sling faces inward and the weapon is in a vertical position directly in front of the right shoulder). See **Figure 3.43**.

3.20.5.4. Simultaneously, bring the left hand to a flare with the middle finger at the first groove of the hand guard. The left forearm is at about a 45-degree angle.

3.20.5.5. The right arm is fully extended with the right elbow pinned along the side of the body.

3.20.5.6. **(Count 3)**. Keeping the right elbow pinned to the side, raise the forearm so 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. The weapon rests on the shoulder at a 45-degree angle.

Figure 3.41. Order Arms [From Present] (Count 1).



Figure 3.42. Right Shoulder Arms [From Order] (And).



Figure 3.43. Right Shoulder Arms [From Order] (Count 2).



Simultaneously, the left hand repositions so the tips of the index and middle fingers split the left corner of the receiver. See **Figure 3.44**.

3.20.5.7. **(Count 4)**. Sharply move the left hand to the position of attention with the knuckles parallel to the ground. See **Figure 3.45**.

Figure 3.44. Right Shoulder Arms [From Order] (Count 3).



Figure 3.45. Right Shoulder Arms [From Order] (Count 4).



3.20.6. **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.

3.20.6.1. **(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 is balanced using the right hand. The right arm is fully extended with the elbow pinned along the side of the body. See **Figure 3.46**.

Figure 3.46. Order Arms [From Right Shoulder] (Count 1).



3.20.6.2. **(Count 2)**. Rotate the rifle 90 degrees clockwise and grasp it with the left hand. The sling faces to the left with the weapon at proper port arms. The right hand remains on the “butt” of the weapon. The weapon is a fist distance or 4 inches away from and parallel to the body. See **Figure 3.47**.

3.20.6.3. **(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. The weapon remains at proper port arms. See **Figure 3.38**.

3.20.6.4. **(Count 4)**. Execute count two of order arms [from port]. See **paragraph 3.20.2.2** and **Figure 3.35**.

3.20.6.5. **(Count 5)**. Execute count three of order arms [from port]. See **paragraph 3.20.2.3** and **Figure 3.13**.

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

3.20.7.1. **(Count 1)**. Execute count one of port arms [from order]. See **paragraph 3.20.1.1** and **Figure 3.32**.

3.20.7.2. **(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. See **Figure 3.38**.

3.20.7.3. **(Count 2)**. With the right arm, bring the weapon across the midsection of the body to a 45-degree angle in front of, but not resting on, the left shoulder. The left hand flares along the outside of the rifle with the base of the left palm on the upper hand guard. Fingers do not extend past the hand guard. The left hand and upper hand guard are directly over the ear. The left thumb does not support the weapon. The left forearm is pressed tightly against the weapon. See **Figure 3.48**.

**Figure 3.48. Left Shoulder Arms [From Order]
(Count 2).**



Figure 3.47. Order Arms [From Right Shoulder] (Count 2).



3.20.7.4. **(Count 3)**. Place the rifle onto the left shoulder using the right hand. Simultaneously, lower the left hand and grasp the butt of the rifle. When the left hand grasps the butt, the right hand automatically comes to a flare, with the right index and middle fingers splitting the right corner of the receiver. The left forearm is parallel with the ground, the left elbow is at a 90-degree angle, and the right forearm is at a 45-degree angle. See **Figure 3.49**.

3.20.7.5. **(Count 4)**. Sharply move the right hand to the position of attention with the knuckles parallel to the ground. See **Figure 3.50**.

Figure 3.49. Left Shoulder Arms [From Order] (Count 3).



Figure 3.50. Left Shoulder Arms [From Order] (Count 4).



3.20.8. **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.

3.20.8.1. **(And)**. Grab the small of the stock with the right hand at a fist and forearm parallel to the ground. See **Figure 3.51**.

3.20.8.2. **(Count 1)**. Bring the weapon off the shoulder and down to the proper position of port. See **Figure 3.52**.

3.20.8.3. **(Count 2)**. Bring the left hand to the weapon and grip at proper port arms. See **Figure 3.38**.

3.20.8.4. **(Count 3)**. Execute count one of order arms [from port]. See **paragraph 3.20.2.1** and **Figure 3.32**.

3.20.8.5. **(Count 4)**. Execute count two of order arms [from port]. See **paragraph 3.20.2.2** and **Figure 3.35**.

3.20.8.6. **(Count 5)**. Execute count three of order arms [from port]. See **paragraph 3.20.2.3** and **Figure 3.13**

Figure 3.51. Order Arms [From Left Shoulder] (And).



Figure 3.52. Order Arms [From Left Shoulder] (Count 1).



Section 3E—Basic Armed Marching Drill

3.21. General. The first count of all marching drill movements begins on the next heel beat after the command of execution. Each count is executed on a heel beat. **Note:** All basic armed marching drill movements are performed at quick time (100-120 beats per minute).

3.21.1. 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.

3.22. 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.

3.22.1. **(And)**. Remove the left hand from the weapon and clench into a 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, and the arm is at a 45-degree angle. The weapon remains at proper port arms. See **Figure 3.53**.

3.22.2. **(Count 1)**. Beast the weapon at proper port. See **Figure 3.54**.

3.22.3. **(And)**. Execute “and” count of right shoulder arms [from order]. See **paragraph 3.20.5.2** and **Figure 3.55**.

3.22.4. **(Count 2)**. Execute count two of right shoulder arms [from order]. See **paragraph 3.20.5.3** and **Figure 3.56**.

3.22.5. **(Count 3)**. Execute count three of right shoulder arms [from order]. See **paragraph 3.20.5.6** and **Figure 3.57**.

3.22.6. (Count 4). Execute count four of right shoulder arms [from order]. See paragraph 3.20.5.7 and Figure 3.58.

Figure 3.53. Right Shoulder Arms [From Port] (1st And).



Figure 3.54. Right Shoulder Arms [From Port] (Count 1).



Figure 3.55. Right Shoulder Arms [From Port] (2nd And).



Figure 3.56. Right Shoulder Arms [From Port] (Count 2).



Figure 3.57. Right Shoulder Arms [From Port] (Count 3).



Figure 3.58. Right Shoulder Arms [From Port] (Count 4).



3.23. 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.

3.23.1. **(Count 1).** Execute count one of order arms [from right shoulder]. See **paragraph 3.20.6.1** and **Figure 3.59**.

3.23.2. **(Count 2).** Execute count two of order arms [from right shoulder]. See **paragraph 3.20.6.2** and **Figure 3.60**.

3.23.3. **(And).** Release the right hand from the weapon, extending the right arm into a flare to the extent of the elbow and 4 inches from the stock on the same plane as the weapon. See **Figure 3.61**.

3.23.4. **(Count 3).** Smartly return the right hand to the small of the stock. The rifle is 4 inches away from and parallel to the body. See **Figure 3.62**.

Figure 3.59. Port Arms [From Right Shoulder] (Count 1).



Figure 3.60. Port Arms [From Right Shoulder] (Count 2).



Figure 3.61. Port Arms [From Right Shoulder] (And).



Figure 3.62. Port Arms [From Right Shoulder] (Count 3).



3.24. 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.

3.24.1. **(Count 1).** Execute count two of left shoulder arms [from order]. See **paragraph 3.20.7.3** and **Figure 3.63**.

3.24.2. **(Count 2)**. Execute count three of left shoulder arms [from order]. See **paragraph 3.20.7.4** and **Figure 3.64**.

3.24.3. **(Count 3)**. Execute count four of left shoulder arms [from order]. See **paragraph 3.20.7.5** and **Figure 3.65**.

Figure 3.63. Left Shoulder Arms [From Port] (Count 1).



Figure 3.64. Left Shoulder Arms [From Port] (Count 2).



Figure 3.65. Left Shoulder Arms [From Port] (Count 3).



3.25. 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.

3.25.1. **(And)**. Bring the right hand to a flare, approximately four inches from the thigh. See **Figure 3.66**.

3.25.2. **(Count 1)**. Tap the right thigh with the middle finger pointed down the seam of the trousers and wrist straight. See **Figure 3.67**.

3.25.3. **(And)**. Execute “and” count of order arms [from left shoulder]. See **paragraph 3.20.8.1** and **Figure 3.68**.

3.25.4. **(Count 2)**. Execute count one of order arms [from left shoulder]. See **paragraph 3.20.8.2** and **Figure 3.69**.

3.25.5. **(Count 3)**. Execute count two of order arms [from left shoulder]. See **paragraph 3.20.8.3** and **Figure 3.62**.

**Figure 3.66. Port Arms
[From Left Shoulder]
(1st And).**



**Figure 3.67. Port Arms
[From Left Shoulder]
(Count 1).**



**Figure 3.68. Port Arms
[From Left Shoulder]
(2nd And).**



**Figure 3.69. Port Arms [From
Left Shoulder] (Count 2).**



3.26. 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.

3.26.1. **(Count 1).** Execute count one of order arms [from right shoulder]. See **paragraph 3.20.6.1** and **Figure 3.59**.

3.26.2. **(Count 2).** Execute count two of order arms [from right shoulder]. See **paragraph 3.20.6.2** and **Figure 3.60**.

3.26.3. **(And)**. Execute “and” count of left shoulder arms [from order]. See **paragraph 3.20.7.2** and **Figure 3.54**.

3.26.4. **(Count 3)**. Execute count two of left shoulder arms [from order]. See **paragraph 3.20.7.3** and **Figure 3.63**.

3.26.5. **(Count 4)**. Execute count three of left shoulder arms [from order]. See **paragraph 3.20.7.4** and **Figure 3.64**.

3.26.6. **(Count 5)**. Execute count four of left shoulder arms [from order]. See **paragraph 3.20.7.5** and **Figure 3.65**. **Note:** This manual provides the member with their first look into the principles behind multi-part commands and combining/stringing together movements into one sequence. To explain: In order to move to left shoulder, the member first performs port arms; however, in this case, the final count of port arms (from right shoulder) (see **paragraph 3.23.3**) 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.

3.27. 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.

3.27.1. **(And)**. Execute “and” count of port arms [from left shoulder]. See **paragraph 3.25.1** and **Figure 3.70**.

3.27.2. **(Count 1)**. Execute count one of port arms [from left shoulder]. See **paragraph 3.25.2** and **Figure 3.71**.

Figure 3.70. Right Shoulder Arms [From Left Shoulder] (1st And).



Figure 3.71. Right Shoulder Arms [From Left Shoulder] (Count 1).



3.27.3. **(And)**. Execute “and” count of order arms [from left shoulder]. See **paragraph 3.20.8.1** and **Figure 3.72**.

3.27.4. **(Count 2)**. Execute count one of order arms [from left shoulder]. See **paragraph 3.20.8.2** and **Figure 3.73**.

3.27.5. **(Count 3)**. Execute count two of order arms [from left shoulder]. See **paragraph 3.20.8.3** and **Figure 3.54**.

Figure 3.72. Right Shoulder Arms [From Left Shoulder] (2nd And).



Figure 3.73. Right Shoulder Arms [From Left Shoulder] (Count 2).



3.27.6. **(And)**. Execute “and” count of right shoulder arms [from order]. See **paragraph 3.20.5.2** and **Figure 3.55**.

3.27.7. **(Count 4)**. Execute count two of right shoulder arms [from order]. See **paragraph 3.20.5.3** and **Figure 3.56**.

3.27.8. **(Count 5)**. Execute count three of right shoulder arms [from order]. See **paragraph 3.20.5.6** and **Figure 3.57**.

3.27.9. **(Count 6)**. Execute count four of right shoulder arms [from order]. See **paragraph 3.20.5.7** and **Figure 3.58**. **Note:** This manual gives the member their second lesson regarding the principles behind multi-part commands and combining/stringing together movements into one sequence. In this example, the first count of right shoulder arms [from port] (See **paragraph 3.22.2**) is eliminated.

3.28. Basic Combined Manuals.

3.28.1. **General**. This paragraph covers the two basic combined manuals required. For information regarding the individual movements, review **Chapter 4: Intermediate Instruction**.

3.28.2. **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 and Space Force. In this situation, the manual is often performed by the ripple, from the front to the rear. The first

rank executes the movement on the left heel beat after the command of execution; the second rank begins the movement on the first available left heel beat after the first rank has started the movement, followed by the third, fourth, etc.

3.28.2.1. **(Count 1)**. Execute count one of order arms [from right shoulder]. See **paragraph 3.20.6.1** and **Figure 3.74**.

3.28.2.2. **(Count 2)**. Execute count two of order arms [from right shoulder]. See **paragraph 3.20.6.2** and **Figure 3.75**.

3.28.2.3. **(And)**. Move the right hand up and grip at the charging handle, splitting it with the middle and ring fingers. The thumb is adjoined with the forefinger. See **Figure 3.76**.

3.28.2.4. **(Count 3)**. Rotate the weapon 90 degrees counterclockwise bringing the weapon into the right side, parallel with the body. At the same time, reposition the left hand tightly into the right shoulder with the palm facing out and gripped around the gas port. The left hand is not visible above the right shoulder. See **Figure 3.77**.

3.28.2.5. **(Count 4)**. Snap the weapon down so it is parallel with the marching surface and the left hand is at a flare with the index and middle finger resting on the gas cylinder, not to extend past the gas cylinder plug.

3.28.2.6. Simultaneously, snap head to the right at a 45-degree angle. See **Figure 3.78**.

Figure 3.74. Secure Eyes Right [From Right Shoulder] (Count 1).



Figure 3.75. Secure Eyes Right [From Right Shoulder] (Count 2).



Figure 3.76. Secure Eyes Right [From Right Shoulder] (And).



Figure 3.77. Secure Eyes Right [From Right Shoulder] (Count 3).



Figure 3.78. Secure Eyes Right [From Right Shoulder] (Count 4).



3.28.3. **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 may be **Ready, FRONT**. This manual, like secure eyes right, is often performed by the ripple.

3.28.3.1. **(And).** Raise the left hand 3 to 6 inches off the weapon. See **Figure 3.79**.

3.28.3.2. **(Count 1).** Follow the 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

Figure 3.79. Ready, Front [From Secure Eyes Right] (And).



Figure 3.80. Ready, Front [From Secure Eyes Right] (Count 1).



wrist and bring it back to the vertical position and in-line with the right shoulder. See **Figure 3.80**.

3.28.3.3. **(Count 2)**. Using the right hand, bring the weapon back to the position of port arms, into the left hand. The head follows the weapon back. See **Figure 3.76**.

3.28.3.4. **(And)**. Execute the “and” count of port arms [from right shoulder]. See **paragraph 3.23.3**.

3.28.3.5. **(Count 3)**. Execute count three of port arms [from right shoulder]. See **paragraph 3.23.4** and **Figure 3.62**.

3.28.4. **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.

3.28.4.1. **(Count 1)**. Bring the right hand approximately 2 to 3 inches away from the small of the stock then tap the small of the stock. See **Figure 3.81**.

Figure 3.81. Trail Port Arms [From Port] (Count 1).



3.28.4.2. **(Count 2)**. Grasp the upper hand guard at a fist. The forearm is at a 45-degree angle. The weapon remains at proper port arms. See **Figure 3.82**.

3.28.4.3. **(Count 3)**. Lower the weapon to a 45-degree angle across the right side of the body, next to the right leg with trigger housing of the rifle at the knee. The left hand is flared, with the index and middle fingers splitting the first knuckle of the right thumb. Both elbows are fully extended with the rifle in-line with the right shoulder. See **Figure 3.83**.

3.28.4.4. **(Count 4)**. Sharply move the left hand to the position of attention with the knuckles parallel to the ground. See **Figure 3.84**.

3.28.4.5. **(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. See **Figure 3.85**. **Note:** The count (the “butt”) is always performed on a right step/heel beat. If

necessary, individuals take a dead step with the left foot then butt slam on the first available right step.

3.28.4.6. **(Count 6).** Execute count one of port arms [from order]. See **paragraph 3.20.1.1** and **Figure 3.82**.

3.28.4.7. **(Count 7).** Execute count two of port arms [from order]. See **paragraphs 3.20.1.2** and **3.20.1.3** and **Figures 3.61** and **3.62**.

Figure 3.82. Trail Port Arms [From Port] (Count 2).



Figure 3.83. Trail Port Arms [From Port] (Count 3).



Figure 3.84. Trail Port Arms [From Port] (Count 4).



Figure 3.85. Trail Port Arms [From Port] (Count 5).



Chapter 4

INTERMEDIATE INSTRUCTION

Section 4A—Intermediate Standing Drill

4.1. Introduction. This chapter provides guidance on intermediate weapons handling techniques. Individuals should master the movements in **Chapter 3** 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.

4.1.1. 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 used in forward operating/deployed environments and, typically, while wearing a utility uniform. All the same guidance applies, and hand and weapon placements are in the same relative positions for each rifle.

4.1.2. 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 steppingstone 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.

4.1.3. 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 is in control of the weapon at all times. Individuals should 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 **neck roll** and the **back stretch**.

4.2. 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.

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

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

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

4.2.4. **(Count 1).** The weapon is parallel to the body, the right arm is at a 45-degree angle and the left forearm is parallel to the ground. See **Figure 4.1**.

Figure 4.1. Carry Arms [From Order] (Count 1).



Figure 4.2. Carry Arms [From Order] (Count 2).



Figure 4.3. Carry Arms [From Order] (Count 3).



4.2.5. **(Count 2).** Grip the small of the stock with the right hand while placing the weapon along the right arm. See **Figure 4.2.**

4.2.6. **(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. The left arm is parallel to the ground and 4 inches away from the body. See **Figure 4.3.**

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

4.3.1. **(Count 1).** Bring the left hand across the body so 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 stays in-line with the right shoulder; the left thumb is adjoined with the forefinger with the middle finger at the first groove. See **Figure 4.4.**

Figure 4.4. Order Arms [From Carry] (Count 1).



Figure 4.5. Order Arms [From Carry] (Count 2).



4.3.2. **(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. See **Figure 4.5**.

4.3.3. **(Count 3)**. Lower the weapon to a 45-degree angle across the right side of the body, next to the right leg; trigger housing of the rifle is at the knee. The left hand is flared; index and middle fingers split the first knuckle of the right thumb. Both elbows are fully extended with the rifle in-line with the right shoulder. See **Figure 3.35**.

4.3.4. **(Count 4)**. Execute count three of order arms [from port]. See **paragraph 3.20.2.3** and **Figure 3.13**.

4.4. 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.

4.4.1. **(Count 1)**. Execute trail arms using method one. See **paragraph 3.14.1** and **Figure 3.14**.

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

4.4.3. 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 faces out with the thumb behind the trigger housing and the back of the hand tight against the shoulder.

4.4.4. The right hand stays on the upper hand guard for the duration of the movement and ends at the right thigh. See **Figure 4.6**.

Figure 4.6. Inverted Carry Arms [From Order] (Count 2).



Figure 4.7. Inverted Carry Arms [From Order] (Count 3).



4.4.5. **(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 inverted carry, bring the flared left hand with the palm facing the ground across and in front of the abdomen. The left arm is parallel to the ground and 4 inches away from the body. See **Figure 4.7**.

4.5. 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.

4.5.1. **(Count 1).** Bring the left hand to the small of the stock, palm facing out, and grip. See **Figure 4.6**.

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

4.5.3. Simultaneously, grasp the butt of the weapon at the proper position of right shoulder. The left hand automatically flares, splitting the corner of the receiver. See **paragraph 3.20.5.5** and **Figure 3.44**.

4.5.4. **(Count 3).** Execute count one of order arms [from right shoulder] (see **paragraph 3.20.6.1** and **Figure 3.46**) while simultaneously returning the left hand to the side as if at attention.

4.5.5. **(Count 4).** Execute count two of order arms [from right shoulder]. See **paragraph 3.20.6.2** and **Figure 3.47**.

4.5.6. **(Count 5).** Execute count three of order arms [from right shoulder]. See **paragraph 3.20.6.3** and **Figure 3.32**.

4.5.7. **(Count 6).** Execute count two of order arms [from port]. See **paragraph 3.20.2.2** and **Figure 3.35**.

4.5.8. **(Count 7).** Execute count three of order arms [from port]. See **paragraph 3.20.2.3** and **Figure 3.13**.

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

4.6.1. **(Count 1).** Execute trail arms using method one. See **paragraph 3.14.1** and **Figure 3.14**.

4.6.2. **(Count 2).** Execute count two of inverted carry arms [from order]. See **paragraphs 4.4.2** and **4.4.3** and **Figure 4.6**.

4.6.3. **(Count 3).** Execute count two of order arms [from inverted carry]. See **paragraphs 4.5.2** and **4.5.3** and **Figure 3.44**.

4.6.4. **(Count 4).** Execute count three of inverted carry arms [from order]. See **paragraph 4.4.5** and **Figure 3.45**.

4.7. Standing Manuals.

4.7.1. **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.

4.7.1.1. 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 arms or some facings.

- 4.7.1.2. **(Count 1)**. Execute count one of port arms [from order]. See **paragraph 3.20.1.1** and **Figure 3.32**.
- 4.7.1.3. **(Count 2)**. Execute count two of right shoulder arms [from order]. See **paragraphs 3.20.5.3** through **3.20.5.5** and **Figures 3.42** and **3.43**.
- 4.7.1.4. **(Count 3)**. Execute count three of right shoulder arms [from order]. See **paragraph 3.20.5.6** and **Figure 3.44**.
- 4.7.1.5. **(Count 4)**. Execute count four of right shoulder arms [from order] and count one of order arms [from right shoulder] at the same time. See **paragraphs 3.20.5.7** and **3.20.6.1** and **Figure 3.46**.
- 4.7.1.6. **(Count 5)**. Execute count two of order arms [from right shoulder]. See **paragraph 3.20.6.2** and **Figure 3.47**.
- 4.7.1.7. **(Count 6)**. Execute count two of left shoulder arms [from order]. See **paragraph 3.20.7.3** and **Figures 3.38** and **3.48**.
- 4.7.1.8. **(Count 7)**. Execute count three of left shoulder arms [from order]. See **paragraph 3.20.7.4** and **Figure 3.49**.
- 4.7.1.9. **(Count 8)**. Execute count four of left shoulder arms [from order]. See **paragraph 3.20.7.5** and **Figure 3.50**.
- 4.7.1.10. **(Count 9)**. Execute count one of order arms [from left shoulder]. See **paragraphs 3.20.8.1** and **3.20.8.2** and **Figures 3.51** and **3.52**.
- 4.7.1.11. **(Count 10)**. Execute count two of order arms [from left shoulder]. See **paragraph 3.20.8.3** and **Figure 3.38**.
- 4.7.1.12. **(Count 11)**. Perform secure arms by executing count three of secure eyes right. See **paragraph 3.28.2.4** and **Figure 4.8**.

Figure 4.8. Manual Arms (Count 11).



4.7.1.13. **(Count 12).** Execute count four of secure eyes right. See **paragraph 3.28.2.5** and **Figure 4.9.** **Note:** Do not snap head to right or left. Head and eyes remain straight forward.

Figure 4.9. Manual Arms (Count 12).



Figure 4.10. Manual Arms (Count 13).



4.7.1.14. **(Count 13).** Sharply slap flared left hand on thigh with middle finger pointed straight down the seam of the trousers. See **Figure 4.10.**

4.7.1.15. **(Count 14).** Move the left hand off the thigh, approximately 4 inches, then slap the thigh again in cadence. See **Figure 4.11.**

Figure 4.11. Manual Arms (Count 14).



Figure 4.12. Manual Arms (Count 15).



- 4.7.1.16. **(Count 15)**. Execute count two of ready front [from secure eyes right]. See **paragraph 3.28.3.3** and **Figure 4.12**.
- 4.7.1.17. **(Count 16)**. Execute count two of left shoulder arms [from order]. See **paragraph 3.20.7.3** and **Figures 3.38** and **3.48**.
- 4.7.1.18. **(Count 17)**. Execute count three of left shoulder arms [from order]. See **paragraph 3.20.7.4** and **Figure 3.49**.
- 4.7.1.19. **(Count 18)**. Execute count four of left shoulder arms [from order]. See **paragraph 3.20.7.5** and **Figure 3.50**.
- 4.7.1.20. **(Count 19)**. Execute count one of order arms [from left shoulder]. See **paragraphs 3.20.8.1** and **3.20.8.2** and **Figures 3.51** and **3.52**.
- 4.7.1.21. **(Count 20)**. Execute count two of order arms [from left shoulder]. See **paragraph 3.20.8.3** and **Figure 3.38**.
- 4.7.1.22. **(Count 21)**. Execute count two of right shoulder arms [from order]. See **paragraphs 3.20.5.3** through **3.20.5.5** and **Figures 3.42** and **3.43**.
- 4.7.1.23. **(Count 22)**. Execute count three of right shoulder arms [from order]. See **paragraph 3.20.5.6** and **Figure 3.44**.
- 4.7.1.24. **(Count 23)**. Execute count four of right shoulder arms [from order] and count one of order arms [from right shoulder] at the same time. See **paragraphs 3.20.5.7** and **3.20.6.1** and **Figure 3.46**.
- 4.7.1.25. **(Count 24)**. Execute count two of order arms [from right shoulder]. See **paragraph 3.20.6.2** and **Figure 3.47**.
- 4.7.1.26. **(Count 25)**. Execute count three of order arms [from right shoulder]. See **paragraph 3.20.6.3** and **Figure 3.32**.
- 4.7.1.27. **(Count 26)**. Execute count two of order arms [from port]. See **paragraph 3.20.2.2** and **Figure 3.35**.
- 4.7.1.28. **(Count 27)**. Execute count three of order arms [from port]. See **paragraph 3.20.2.3** and **Figure 3.13**.
- 4.7.2. **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.
- 4.7.2.1. **(Count 1)**. Execute count one of order arms [from right shoulder]. See **paragraph 3.20.6.1** and **Figure 3.47**.
- 4.7.2.2. **(Count 2)**. With the right hand, rotate the weapon counterclockwise 90 degrees and simultaneously bring the left hand to the small of the stock and grip.
- 4.7.2.3. The right eye is covered in-between the gap of the barrel and gas cylinder. The butt of the weapon is over the left thigh. See **Figure 4.13**.

Figure 4.13. 8-Count Manual Arms (Count 2).



Figure 4.14. 8-Count Manual Arms (Count 3).



Figure 4.15. 8-Count Manual Arms (1st And).



4.7.2.4. **(Count 3).** Release the weapon with the right hand. While using the left hand to manipulate the weapon, let it fall into the right hand at waist level. See **Figure 4.14**.

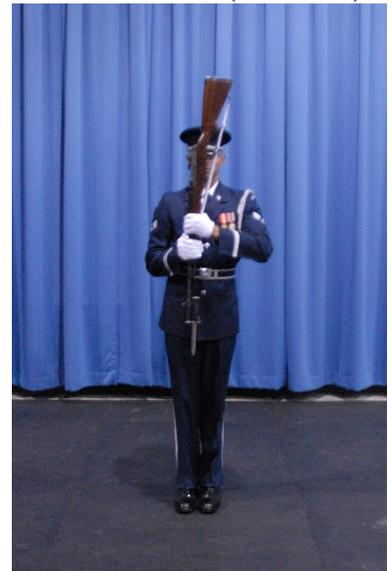
4.7.2.5. **(And).** Using the right hand, rotate the weapon 270 degrees clockwise while simultaneously pinning the left hand at the position of attention. See **Figure 4.15**.

4.7.2.6. **(Count 4).** Grip the weapon with the left hand. The thumb and middle fingers are at the first groove of the hand guard. See **Figure 4.16**.

Figure 4.16. 8-Count Manual Arms (Count 4).



Figure 4.17. 8-Count Manual Arms (2nd And).



4.7.2.7. **(And).** Move the right hand below the left hand and grip with a cupped hand. See **Figure 4.17**.

4.7.2.8. **(Count 5).** Rotate the weapon 90 degrees counterclockwise with the right hand while simultaneously lifting the weapon 4 inches upward.

4.7.2.9. Simultaneously, the left hand is cupped and placed below the right hand. See **Figure 4.18**.

Figure 4.18. 8-Count Manual Arms (Count 5).



Figure 4.19. 8-Count Manual Arms (Count 6).



Figure 4.20. 8-Count Manual Arms (3rd And).



4.7.2.10. **(Count 6).** Using the left hand, rotate the weapon 90 degrees clockwise while, at the same time, turning the weapon’s angle 90 degrees counterclockwise.

4.7.2.11. Simultaneously, the right hand catches the weapon, gripping it under the trigger housing on the sling. See **Figure 4.19.**

4.7.2.12. **(And).** Using the right hand, rotate the weapon 270 degrees counterclockwise while simultaneously pinning the left hand at the position of attention. See **Figure 4.20.**

4.7.2.13. **(Count 7).** Return the left hand to the proper position of port. See **Figure 4.21.**

Figure 4.21. 8-Count Manual Arms (Count 7).

4.7.2.14. **(And).** Release the right hand from the weapon, extending the right arm into a flare to the extent of the elbow, 4 inches from the stock and on the same plane as the weapon. See **Figure 3.37.**

4.7.2.15. **(Count 8).** Smartly return the right hand to the small of the stock. The rifle is 4 inches away and parallel to the body. See **Figure 3.38.**

4.7.3. **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.



4.7.3.1. **(Count 1).** Beat the weapon by completing count one of marching right shoulder arms [from port]. See paragraphs 3.22.1 and 3.22.2 and Figure 4.22.

Figure 4.22. Connie's Manual [From Port] (Count 1).



Figure 4.23. Connie's Manual [From Port] (1st And).



4.7.3.2. **(And).** Bring the right hand off the small of the stock; pull back to the side of the body with the first closed as if at the position of attention. Keep the elbow pinned to the side. The wrist should be bent back so the palm is open and facing the weapon. See Figure 4.23.

4.7.3.3. **(Count 2).** Keeping the right hand closed at a fist, hit the heel of the weapon with the base of the palm. See Figure 4.24.

4.7.3.4. **(And).** Pin the right hand at the position of attention while spinning the weapon clockwise 180 degrees and rotating the butt of the weapon at a 45-degree angle away from the body. See Figure 4.25.

4.7.3.5. **(Count 3).** Grip the weapon with the right hand 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. See Figure 4.26.

Figure 4.24. Connie's Manual [From Port] (Count 2).



Figure 4.25. Connie's Manual [From Port] (2nd And).



4.7.3.6. **(And)**. Pin the left hand while at the same time using the right hand to spin the weapon counterclockwise 360 degrees. See **Figure 4.15**.

4.7.3.7. **(Count 4)**. The 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. See **Figure 4.16**.

4.7.3.8. **(Count 5)**. Bring the right hand off the upper hand guard and perform count two of Connie's manual [from port] (See **paragraphs 4.7.3.2** and **4.7.3.3**) except the right hand hits the right side of the upper portion of the hand guard. See **Figure 4.27**.

4.7.3.9. **(And)**. Pin the right hand at the position of attention while spinning the weapon clockwise 180 degrees and rotating the butt of the weapon at 45-degree angle away from the body. See **Figure 4.28**.

Figure 4.26. Connie's Manual [From Port] (Count 3).



Figure 4.27. Connie's Manual [From Port] (Count 5).



Figure 4.28. Connie's Manual [From Port] (4th And).



Figure 4.29. Connie's Manual [From Port] (Count 6).



4.7.3.10. **(Count 6)**. With the weapon at proper port, grip the small of the stock with the right hand. See **Figure 4.29**.

4.7.3.11. **(And)**. Pin the left hand at the position of attention. See **Figure 3.52**.

4.7.3.12. **(Count 7)**. Return the left hand to proper port. See **Figure 3.37**.

4.7.4. **Nine Taps (Non-Firing Sequence).** This is a 12-count movement starting at the position of right shoulder.

4.7.4.1. **(Count 1).** Step forward with the left foot one-half step.

4.7.4.2. **(Count 2).** 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.

4.7.4.3. **(Count 3).** 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.

4.7.4.4. **(Count 4).** 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.

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

4.7.4.6. **(Count 5).** The left hand then moves to support the weapon under the small of the stock. The weapon is horizontal with the sling facing up and the arms are bent at 90 degrees.

4.7.4.7. **(Count 6).** Tap the top side of the upper hand guard with the right hand to start the rotation clockwise. Twist the left wrist.

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

4.7.4.9. **(Count 7).** The left hand moves to the upper hand guard and taps down as the weapon comes to the horizontal position and the right wrist twists the weapon back to port counterclockwise.

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

4.7.4.11. **(Count 8).** The left hand stops the weapon at port.

4.7.4.12. **(Count 9).** Bring the right hand back to the small of the stock.

4.7.4.13. **(Count 10).** Tap the operating rod with the left hand and, at the same time, lower the head to a 45-degree angle.

4.7.4.14. **(Count 11).** Pin the left hand.

4.7.4.15. **(Count 12).** Slap the weapon with the left hand at proper port and simultaneously snap the head up.

4.7.5. **Nine Taps (Firing Sequence).** This is a 16-count movement and starts from the position of right shoulder.

4.7.5.1. **(Count 1).** Step forward with the left foot one-half step.

4.7.5.2. **(Count 2).** 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 to bring the feet together.

4.7.5.3. **(Count 3).** 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.

- 4.7.5.4. **(Count 4)**. 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.
- 4.7.5.5. **(And)**. While the weapon is rotating, the right hand grabs the upper hand guard.
- 4.7.5.6. **(Count 5)**. The left hand then moves to support the weapon under the small of the stock. The weapon is horizontal with the sling facing up. Arms are bent at 90 degrees.
- 4.7.5.7. **(Count 6)**. Tap the top side of the upper hand guard with the right hand to start the rotation clockwise. Twist the left wrist.
- 4.7.5.8. **(And)**. The right hand grabs the weapon at the recess.
- 4.7.5.9. **(Count 7)**. The left hand moves to the upper hand guard and taps down as the weapon comes to the horizontal position and the right wrist twists the weapon back to port counterclockwise.
- 4.7.5.10. **(And)**. Pin the left hand.
- 4.7.5.11. **(Count 8)**. The left hand stops the weapon at port.
- 4.7.5.12. **(Count 9)**. Place the right hand at a flare over the trigger housing and place the forefinger on the safety.
- 4.7.5.13. **(Count 10)**. Click the safety off.
- 4.7.5.14. **(Count 11)**. Move the right hand to the small of the stock to support the weapon.
- 4.7.5.15. **(Count 12)**. Pin the left hand to the left leg.
- 4.7.5.16. **(Count 13)**. Rest the rifle with the left hand so the left middle finger is on the first groove of the hand guard.
- 4.7.5.17. **(Count 14)**. Raise the weapon 4 to 6 inches while lowering the head to a 45-degree angle. The right hand is at a fist with the forefinger on the trigger and the thumb along the forefinger.
- 4.7.5.18. **(Count 15)**. Pull the trigger and extend the right arm to the extent of the elbow, flaring the right hand; similar to the execution of the “and” count of port arms [from order] (see **paragraph 3.20.1.2**)
- 4.7.5.19. **(Count 16)**. Lower the weapon back to port while raising the head back up to look straight forward.
- 4.7.6. **Inspection Arms**. The command for this movement is **Inspection, ARMS**. This is a two-count movement and starts at the position of port. This movement is used to clear the weapon after firing.
- 4.7.6.1. **(Count 1)**. Simultaneously, move the left hand to grasp the operating rod handle at a fist and bring the head down to a 45-degree angle.
- 4.7.6.2. **(Count 2)**. Depress the operating rod handle completely with the left hand, looking into the barrel to ensure the round is ejected and a new round is not fed into the barrel.

4.7.7. **Port Arms [From Inspection]**. The command for this movement is **Port, ARMS**. This is a five-count movement and starts from inspection arms.

4.7.7.1. **(Count 1)**. Simultaneously, execute count two of the firing sequence (See **paragraph 9.23.2** and **Figure 9.19**) and bring the head up.

4.7.7.2. **(Count 2)**. Grasp the rifle with the left hand so the left middle finger is on the first groove of the hand guard.

4.7.7.3. **(Count 3)**. Place the right hand over the trigger housing with fingers flared toward the ground and place the thumb on the safety.

4.7.7.4. **(Count 4)**. Place the weapon on safe.

4.7.7.5. **(Count 5)**. Return the right hand to the small of the stock. See **Figure 3.38**.

Section 4B—Intermediate Marching Drill

4.8. 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.

4.8.1. Beasts (See **paragraph 2.14.1**) are used throughout rifle drill to establish cadence and lock on with other members of the formation.

4.8.2. 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 distract from the focal point of the parade.

4.9. 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.

4.9.1. **(Count 1)**. Execute count one of trail port arms [from port]. See **paragraph 3.28.4.1** and **Figure 3.81**.

4.9.2. **(Count 2)**. Execute count two of trail port arms [from port]. See **paragraph 3.28.4.2** and **Figure 3.82**.

4.9.3. **(Count 3)**. Execute count three of trail port arms [from port]. See **paragraph 3.28.4.3** and **Figure 3.83**.

4.9.4. **(Count 4)**. Execute count four of trail port arms [from port]. See **paragraph 3.28.4.4** and **Figure 3.84**.

4.9.5. In order to return to a shoulder, port, etc., on the command of execution, individuals complete counts five and six of trail port arms [from port] (See **paragraphs 3.28.4.5** and **3.28.4.6**) then continue on with the counts associated with the movement that was commanded.

4.10. 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.

4.10.1. **(Count 1).** Beat the weapon by completing count one of marching right shoulder arm [from port]. See **paragraphs 3.22.1** and **3.22.2**, and **Figure 3.54**.

4.10.2. **(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]. See **paragraph 4.2.5** and **Figure 4.2**.

4.10.3. **(Count 3).** Execute count three of carry arms [from order]. See **paragraph 4.2.6** and **Figure 4.3**.

4.10.4. In order to return to a shoulder, port, etc., on the command of execution, individuals complete counts one, two and three of order arms [from carry] (see **paragraphs 4.3.1** through **4.3.3**) then perform counts four, five and six of trail port arms [from port] (see **paragraphs 3.28.4.4** through **3.28.4.6**) then continue on with the counts associated with the movement that was commanded.

4.11. 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.

4.11.1. 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 United States Air Force.

4.11.2. **(Count 1).** Execute count three of secure eyes right [from right shoulder]. See **paragraphs 3.28.2.3** and **3.28.2.4**, and **Figures 3.76** and **3.77**.

4.11.3. **(Count 2).** Execute count four of secure eyes right [from right shoulder]. See **paragraph 3.28.2.5** and **Figure 3.78**.

4.11.4. In order to return to a shoulder, port, etc., on the command of execution, individuals complete counts one and two of ready front [from secure eyes right] (see **paragraphs 3.28.3.1** through **3.28.3.3**) then continue on with the counts associated with the movement that was commanded.

4.12. 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.

4.12.1. **(Count 1).** Execute count two of trail port arms [from port]. See **paragraph 3.28.4.2** and **Figure 3.82**.

4.12.2. **(Count 2).** Execute count three of trail port arms [from port]. See **paragraph 3.28.4.3** and **Figure 3.83**.

4.12.3. **(Count 3).** Execute count two of inverted carry arms [from order]. See **paragraphs 4.4.2** through **4.4.4** and **Figure 4.6**.

4.12.4. **(Count 4)**. Execute count three of inverted carry arms [from order]. See **paragraph 4.4.5** and **Figure 4.7**.

4.12.5. In order to return to a shoulder, port, etc., on the command of execution, individuals complete counts one and two of order arms [from inverted carry] (See **paragraphs 4.5.1** through **4.5.3**) then continue on with the count associated with the movement that was commanded.

4.13. 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 executes the steps necessary to get to right shoulder and then immediately begin the marching manual.

4.13.1. **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 and Space Force honor guards and all ceremonial guardsmen assigned to the USAF and USSF Honor Guard are expected to be proficient in this manual. It contains all the basic movements an honor guardsman needs to know in order to be a functioning member of a marching unit.

4.13.1.1. **(Count 1)**. Execute count one of order arms [from right shoulder]. See **paragraph 3.20.6.1** and **Figure 3.59**.

4.13.1.2. **(Count 2)**. Execute count two of order arms [from right shoulder]. See **paragraph 3.20.6.2** and **Figure 3.60**.

4.13.1.3. **(Count 3)**. Execute count two of left shoulder arms [from order]. See **paragraph 3.20.7.3** and **Figure 3.64**.

4.13.1.4. **(Count 4)**. Execute count three of left shoulder arms [from order]. See **paragraph 3.20.7.4** and **Figure 3.65**.

4.13.1.5. **(Count 5)**. Execute count one of marching port arms [from left shoulder]. See **paragraph 3.25.2** and **Figure 3.67**. **Note:** On count five, the right hand sharply slaps the right thigh with the middle finger pointed straight down the seam of the trousers. The wrist and hand are straight.

4.13.1.6. **(Count 6)**. Execute count one of order arms [from left shoulder]. See **paragraphs 3.20.8.1** and **3.20.8.2**, and **Figures 3.51** and **3.52**.

4.13.1.7. **(Count 7)**. Execute count two of order arms [from left shoulder]. See **paragraph 3.20.8.3** and **Figure 3.60**.

4.13.1.8. **(Count 8)**. Perform secure arms by executing count three of secure eyes right. See **paragraph 3.28.2.4** and **Figures 3.76** and **3.77**.

4.13.1.9. **(Count 9)**. Execute count four of secure eyes right. See **paragraph 3.28.2.5** and **Figure 3.78**. **Note:** Do not snap head to the right or left. Head and eyes remain straight forward.

4.13.1.10. **(Count 10)**. Sharply slap the flared left hand on the thigh with the middle finger pointed straight down the seam of the trousers.

4.13.1.11. **(Count 11)**. Move the left hand off the thigh approximately 4 inches from the thigh, then slap the thigh again on the heel beat. See **Figure 4.30**.

Figure 4.30. Marching Manual (Count 11).



Figure 4.31. Marching Manual (Count 12).



4.13.1.12. **(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 two of ready from [from secure eyes right] (See **paragraph 3.28.3.3**). Refer to **Figure 4.31**.

4.13.1.13. **(Count 13)**. Execute count two of left shoulder arms [from order]. See **paragraph 3.20.7.3** and **Figure 3.63**.

4.13.1.14. **(Count 14)**. Execute count three of left shoulder arms [from order]. See **paragraph 3.20.7.4** and **Figure 3.64**.

4.13.1.15. **(Count 15)**. Execute count one of marching port arms [from left shoulder]. See **paragraph 3.25.2** and **Figure 3.67**. **Note:** On count 15, the right hand sharply slaps the right thigh with the middle finger pointed straight down the seam of the trousers. The wrist and hand are straight.

4.13.1.16. **(Count 16)**. Execute count one of order arms [from left shoulder]. See **paragraphs 3.20.8.1** and **3.20.8.2**, and **Figures 3.68** and **3.69**.

4.13.1.17. **(Count 17)**. Execute count two of order arms [from left shoulder]. See **paragraph 3.20.8.3** and **Figure 3.62**.

4.13.1.18. **(Count 18)**. Execute count two of right shoulder arms [from order]. See **paragraphs 3.20.5.2** through **3.20.5.4** and **Figures 3.55** and **3.56**.

4.13.1.19. **(Count 19)**. Execute count three of right shoulder arms [from order]. See **paragraph 3.20.5.6** and **Figure 3.57**.

4.13.1.20. **(Count 20)**. Execute count four of right shoulder arms [from order]. See **paragraph 3.20.5.7** and **Figure 3.58**.

4.13.2. **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.

4.13.2.1. **(Count 1)**. Execute count one of order arms [from right shoulder]. See **paragraph 3.20.6.1** and **Figure 3.59**.

4.13.2.2. **(Count 2)**. Execute count two of order arms [from right shoulder]. See **paragraph 3.20.6.2** and **Figure 3.60**.

4.13.2.3. **(Count 3)**. Place the right hand above the trigger housing, gripping the weapon at the balance. Spin the weapon counterclockwise while pinning the left hand on the heel beat. See **Figure 4.32**.

4.13.2.4. **(Count 4)**. Complete rotation, stopping the weapon at proper port with the left hand. See **Figure 4.33**.

Figure 4.32. With Spin Manual (Count 3).



Figure 4.33. With Spin Manual (Count 4).



4.13.2.5. **(Count 5)**. Execute count two of left shoulder arms [from order]. See **paragraph 3.20.7.3** and **Figure 3.63**.

4.13.2.6. **(Count 6)**. Execute count three of left shoulder arms [from order]. See **paragraph 3.20.7.4** and **Figure 3.64**.

- 4.13.2.7. **(Count 7)**. Execute count one of marching port arms [from left shoulder]. See **paragraph 3.25.2** and **Figure 3.67**. **Note:** On count seven, the right hand sharply slaps the right thigh with the middle finger pointed straight down the seam of the trousers. The wrist and hand are straight.
- 4.13.2.8. **(Count 8)**. Execute count one of order arms [from left shoulder]. See **paragraphs 3.20.8.1** and **3.20.8.2**, and **Figures 3.68** and **3.69**.
- 4.13.2.9. **(Count 9)**. Execute count two of order arms [from left shoulder]. See **paragraph 3.20.8.3** and **Figure 3.62**.
- 4.13.2.10. **(Count 10)**. Perform secure arms by executing count three of secure eyes right. See **paragraph 3.28.2.4** and **Figures 3.76** and **3.77**.
- 4.13.2.11. **(Count 11)**. Execute count four of secure eyes right. See **paragraph 3.28.2.5** and **Figure 3.78**. **Note:** Do not snap head to the right or left. Head and eyes remain straight forward.
- 4.13.2.12. **(Count 12)**. Sharply slap the flared left hand on the thigh with the middle finger pointed straight down the seam of the trousers.
- 4.13.2.13. **(Count 13)**. Move the left hand off the thigh approximately 4 inches from the thigh, then slap the thigh again on the heel beat. See **Figure 4.11**.
- 4.13.2.14. **(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 two of ready front [from secure eyes right]. See **paragraph 3.28.3.3** and **Figure 4.31**.
- 4.13.2.15. **(Count 15)**. Execute count three of with spin manual. See **paragraph 4.13.2.3** and **Figure 4.32**.
- 4.13.2.16. **(Count 16)**. Execute count four of with spin manual. See **paragraph 4.13.2.4** and **Figure 4.33**.
- 4.13.2.17. **(Count 17)**. Execute count two of left shoulder arms [from order]. See **paragraph 3.20.7.3** and **Figure 3.48**.
- 4.13.2.18. **(Count 18)**. Execute count three of left shoulder arms [from order]. See **paragraph 3.20.7.4** and **Figure 3.49**.
- 4.13.2.19. **(Count 19)**. Execute count one of marching port arms [from left shoulder]. See **paragraph 3.25.2** and **Figure 3.67**. **Note:** On count 19, the right hand sharply slaps the right thigh with the middle finger pointed straight down the seam of the trousers. The wrist and hand are straight.
- 4.13.2.20. **(Count 20)**. Execute count one of order arms [from left shoulder]. See **paragraphs 3.20.8.1** and **3.20.8.2**, and **Figures 3.68** and **3.69**.
- 4.13.2.21. **(Count 21)**. Execute count two of order arms [from left shoulder]. See **paragraph 3.20.8.3** and **Figure 3.62**.
- 4.13.2.22. **(Count 22)**. Execute count three of with spin manual. See **paragraph 4.13.2.3** and **Figure 4.32**.

4.13.2.23. **(Count 23)**. Execute count four of with spin manual. See **paragraph 4.13.2.4** and **Figure 4.33**.

4.13.2.24. **(Count 24)**. Execute count two of right shoulder arms [from order]. See **paragraphs 3.20.5.2** through **3.20.5.5**, and **Figures 3.55** and **3.56**.

4.13.2.25. **(Count 25)**. Execute count three of right shoulder arms [from order]. See **paragraph 3.20.5.6** and **Figure 3.57**.

4.13.2.26. **(Count 26)**. Execute count four of right shoulder arms [from order]. See **paragraph 3.20.5.7** and **Figure 3.58**.

4.13.3. **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. (**Note:** If performed while standing, the manual begins and ends at the position of order.) After completing an individual movement within the sequence, members pause for one count prior to executing the next movement in the sequence.

4.13.3.1. **(Count 1)**. Execute count one of marching port arms [from right shoulder]. See **paragraph 3.23.1** and **Figure 3.59**.

4.13.3.2. **(Count 2)**. Execute count two of marching port arms [from right shoulder]. See **paragraph 3.23.2** and **Figure 3.60**.

4.13.3.3. **(Count 3)**. Execute count three of marching port arms [from right shoulder]. See **paragraphs 3.23.3** and **3.23.4**, and **Figures 3.61** and **3.62**.

4.13.3.4. **(Count 4)**. Take a dead step.

4.13.3.5. **(Count 5)**. Execute count one of marching left shoulder arms [from port]. See **paragraph 3.24.1** and **Figure 3.63**.

4.13.3.6. **(Count 6)**. Execute count two of marching left shoulder arms [from port]. See **paragraph 3.24.2** and **Figure 3.64**.

4.13.3.7. **(Count 7)**. Execute count three of marching left shoulder arms [from port]. See **paragraph 3.24.3** and **Figure 3.65**.

4.13.3.8. **(Count 8)**. Take a dead step.

4.13.3.9. **(Count 9)**. Execute count one of marching port arms [from left shoulder]. See **paragraphs 3.25.1** and **3.25.2**, and **Figures 3.66** and **3.67**.

4.13.3.10. **(Count 10)**. Execute count two of marching port arms [from left shoulder]. See **paragraphs 3.25.3** and **3.25.4**, and **Figures 3.68** and **3.69**.

4.13.3.11. **(Count 11)**. Execute count three of marching port arms [from left shoulder]. See **paragraph 3.25.5** and **Figure 3.62**.

4.13.3.12. **(Count 12)**. Take a dead step.

4.13.3.13. **(Count 13)**. Take a dead step.

- 4.13.3.14. **(Count 14)**. Execute count one of secure arms [from port]. See **paragraph 4.11.2** and **Figures 3.76** and **3.77**.
- 4.13.3.15. **(Count 15)**. Execute count two of secure arms [from port]. See **paragraph 4.11.3** and **Figure 3.78**.
- 4.13.3.16. **(Count 16)**. Take a dead step.
- 4.13.3.17. **(Count 17)**. Execute count one of ready front [from secure eyes right]. See **paragraphs 3.28.3.1** and **3.28.3.2** and **Figures 3.79** and **3.81**.
- 4.13.3.18. **(Count 18)**. Execute count two of ready front [from secure eyes right]. See **paragraph 3.28.3.3** and **Figure 3.76**.
- 4.13.3.19. **(Count 19)**. Execute count three of ready front [from secure eyes right]. See **paragraphs 3.28.3.4** and **3.28.3.5**, and **Figures 3.61** and **3.62**.
- 4.13.3.20. **(Count 20)**. Take a dead step.
- 4.13.3.21. **(Count 21)**. Execute count one of marching left shoulder arms [from port]. See **paragraph 3.24.1** and **Figure 3.63**.
- 4.13.3.22. **(Count 22)**. Execute count two of marching left shoulder arms [from port]. See **paragraph 3.24.2** and **Figure 3.64**.
- 4.13.3.23. **(Count 23)**. Execute count three of marching left shoulder arms [from port]. See **paragraph 3.24.3** and **Figure 3.65**.
- 4.13.3.24. **(Count 24)**. Take a dead step.
- 4.13.3.25. **(Count 25)**. Execute count one of marching port arms [from left shoulder]. See **paragraphs 3.25.1** and **3.25.2**, and **Figures 3.66** and **3.67**.
- 4.13.3.26. **(Count 26)**. Execute count two of marching port arms [from left shoulder]. See **paragraphs 3.25.3** and **3.25.4**, and **Figures 3.68** and **3.69**.
- 4.13.3.27. **(Count 27)**. Execute count three of marching port arms [from left shoulder]. See **paragraph 3.25.5** and **Figure 3.62**.
- 4.13.3.28. **(Count 28)**. Take a dead step.
- 4.13.3.29. **(Count 29)**. Take a dead step.
- 4.13.3.30. **(Count 30)**. Execute count one of marching right shoulder arms [from port]. See **paragraphs 3.22.1** and **3.22.2**, and **Figures 3.53** and **3.54**.
- 4.13.3.31. **(Count 31)**. Execute count two of marching right shoulder arms [from port]. See **paragraphs 3.22.3** and **3.22.4**, and **Figures 3.55** and **3.56**.
- 4.13.3.32. **(Count 32)**. Execute count three of marching right shoulder arms [from port]. See **paragraph 3.22.5** and **Figure 3.57**.
- 4.13.3.33. **(Count 33)**. Execute count four of marching right shoulder arms [from port]. See **paragraph 3.22.6** and **Figure 3.58**.

4.13.4. **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.

4.13.4.1. The procedures for the 8-count manual arms are identical to the procedures outlined in **paragraph 4.7.2.**

4.13.5. **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.

4.13.5.1. The procedures for Connie's manual are identical to the procedures outlined in **paragraph 4.7.3.** **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.

4.14. 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.

4.14.1. **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.

4.14.1.1. **(Count 1).** Execute count one of marching right shoulder arms [from port]. See **paragraphs 3.22.1** and **3.22.2**, and **Figures 3.53** and **3.54.**

4.14.1.2. **(Count 2).** Execute count two of marching right shoulder arms [from port]. See **paragraphs 3.22.3** and **3.22.4**, and **Figures 3.55** and **3.56.**

4.14.1.3. **(Count 3).** Execute count three of marching right shoulder arms [from port]. See **paragraph 3.22.5** and **Figure 3.57.**

4.14.1.4. **(Count 4).** Execute count four of the 27-count manual arms. See **paragraph 4.7.1.5** and **Figure 3.59.**

4.14.1.5. **(Count 5).** Execute count two of marching port arms [from right shoulder]. See **paragraph 3.23.2** and **Figure 3.60.**

4.14.1.6. **(Count 6).** Execute count three of marching port arms [from right shoulder]. See **paragraphs 3.23.3** and **3.23.4**, and **Figures 3.61** and **3.62.**

4.14.2. **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.

4.14.2.1. **(Count 1).** Execute count one of marching left shoulder arms [from port]. See **paragraph 3.24.1** and **Figure 3.63.**

- 4.14.2.2. **(Count 2)**. Execute count two of marching left shoulder arms [from port]. See **paragraph 3.24.2** and **Figure 3.64**.
- 4.14.2.3. **(Count 3)**. Execute count five of the 20-count marching manual. See **paragraph 4.13.1.5** and **Figure 3.67**.
- 4.14.2.4. **(Count 4)**. Execute count two of marching port arms [from left shoulder]. See **paragraphs 3.25.3** and **3.25.4** and **Figures 3.68** and **3.69**.
- 4.14.2.5. **(Count 5)**. Execute count three of marching port arms [from left shoulder]. See **paragraph 3.25.5** and **Figure 3.62**.
- 4.14.3. **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.
- 4.14.3.1. **(Count 1)**. Execute count one of marching port arms [from right shoulder]. See **paragraph 3.23.1** and **Figure 3.59**.
- 4.14.3.2. **(Count 2)**. Execute count two of marching port arms [from right shoulder]. See **paragraph 3.23.2** and **Figure 3.60**.
- 4.14.3.3. **(Count 3)**. Execute count two of trail port arms [from port]. See **paragraph 3.28.4.2** and **Figure 3.82**.
- 4.14.3.4. **(Count 4)**. Execute count three of trail port arms [from port]. See **paragraph 3.28.4.3** and **Figure 3.83**.
- 4.14.3.5. **(Count 5)**. Execute count four of trail port arms [from port]. See **paragraph 3.28.4.4** and **Figure 3.84**.

Chapter 5

ADVANCED INSTRUCTION

Section 5A—Advanced Weapons Techniques

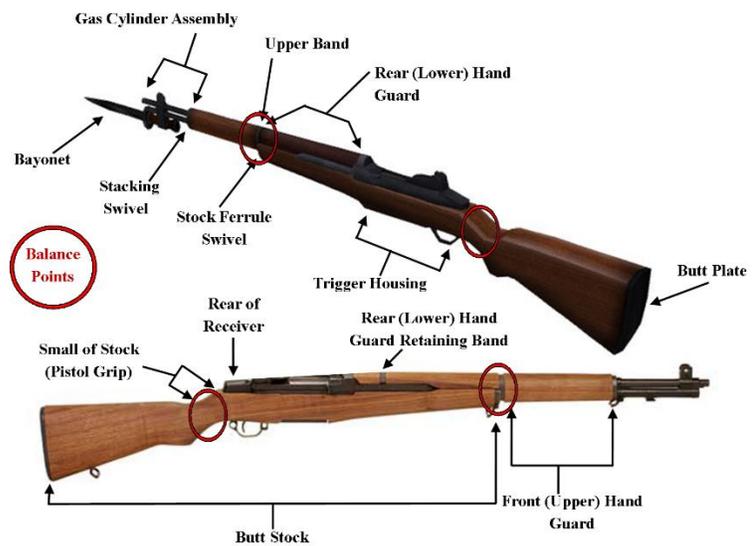
5.1. General. This chapter provides guidance on advanced weapon handling techniques. Individuals should master the movements in **Chapter 3** and **Chapter 4** prior to attempting or progressing to the advanced level of drill. Members must receive training from a qualified instructor. **(T-1)**

5.1.1. All movements described in this section are only performed using the M1 rifle.

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

5.1.3. Approval to operate a drill team shall come from the installation commander or above. **(T-1)**

Figure 5.1. M1 Garand Rifle Nomenclature.



5.2. Establishing a Team.

5.2.1. The minimum personnel required for a drill team are two people. From there, more members may be added. Ensure each member has a partner for exchanges (i.e., swapping weapons with one another via handoffs or tosses); this broadens the range of drill movements which can be performed. Start with two people, then add a third and fourth. Always add members in pairs of two. Eventually work up to a 16 member team.

5.2.2. There is no set time limit to the length of a routine. Allow adequate time for the proper execution of movements and to showcase teamwork. Do not be redundant in the drill movements, use variety. The average time limit for a short drill routine utilizing two to eight Airmen is 5 to 7 minutes, and 15 to 20 minutes for a long routine utilizing 12 to 32 Airmen.

5.2.3. The routine itself is not required to be technically challenging. Keeping the routine simple helps the performers and gives newer members an incentive to learn it. Once a drill routine is established, it is best to not make drastic changes in the same year. Make any appropriate changes to a routine at the beginning of a drill season to allow consistency throughout the year.

5.2.4. Practice is the key to the success of any drill team. Each member needs to do the same movement in exactly the same way. The members and their willingness to put in the time to practice determine the difficulty of the routine.

5.2.5. Ensure every team member receives the proper training. Learning how to use the proper techniques in drill helps prevent injury.

5.3. Developing a Routine.

5.3.1. Once the drill team members are in place, the next step is to decide what movements to perform. The routine should be thrilling as well as precise. To build the routine, select movements from the following sections of this chapter as well as movements which the team members already know.

5.3.1.1. To create a sequence is to place drill movements one after the other. **Example:** Start from the position of attention, kick up roll to shoulder, flat order to side standby, throw the side double, then throw into right shoulder. Routines are created by placing a variety of sequences in a specific order to meet time constraints, showcase the team's skills, and demonstrate Air Force excellence.

5.3.1.2. Choreograph steps and transitions to make formations and put them in an order from start to finish. This is done by using grid paper. Using the x- and y-axes, place the performers in the formation they are to look like. **Example:** If the team members are to form a "V," draw the formation on grid paper. Mark the perspective positions of the Airmen. Now move them to the location they started from. If they started from a 4x4 formation, that is where they return to. Each element is one step from the other. Each rank is one step from the other.

5.3.1.3. An ideal formation is a 16 member, 4x4 formation. In this formation, each member has a partner, and therefore more options to exchange. Work the drill sequence back to front. In other words, start on the drawing board at the end of the sequence and then work backward to where the sequence begins. Be creative and build sequences that make the team distinctive.

5.3.2. The two major keys to a successful drill routine are cadence and alignment. Practice the routine in a slow and steady cadence. Alignment is another important element of drill and incorporates dress, cover, interval, and distance (DCID; see DAFPAM 34-1203). The proper alignment of each formation is trained when teaching and practicing the routine.

5.3.3. Keep the drill formations centered. **Example:** If there is a performance in a high school gymnasium, most of the drill is performed on center court. Different areas of the floor may be used; however, the team always returns to the center.

5.3.4. Balance the routine by placing the weapon and formation sequences in an order to evenly distribute the exciting moments. **Example:** There are two parts in a routine. In the first part, there are overhead exchanges with a line sequence. To balance with the second part, have a walk through and a back-to-back sequence. Now there are equally exhilarating movements that balance the two parts and keeps the audience engaged.

5.3.5. When developing the drill routine, keep in mind the amount of space required to complete the performance. Determine ceiling height, floor space, and distance from the

audience to the team members. If certain conditions inhibit the performance, the routine is adjustable in order to meet height and other space limitations.

5.3.6. It is wise to inspect the drill location prior to performing there. Check to see if the location meets the ceiling height, floor space, and audience distance criteria. Reference the USAF Honor Guard Drill Team Support Manual for the criteria.

Section 5B—Advanced Marching Technique

5.4. Cadence. Marching drill is performed at the cadence of slow time.

5.5. Mark Time. This movement is performed in the same manner as outlined in **paragraph 3.6** except the knees may be brought high enough so the upper thigh is parallel to the ground.

5.6. Rear. This is a two-count movement. For training purposes, **REAR** is called on the right foot.

5.6.1. **(Count 1).** Put the left foot directly in front of the right foot while bringing the heel of the right foot up, causing the right knee to bend.

5.6.2. **(Count 2).** Pivot on the heel of the left foot and the ball of the right foot, bringing both feet together at the position of attention. When wearing cheaters (side plates), there is an audible heel click.

5.7. Right/Left Flank. Flanks are performed in a similar manner as described in DAFPAM 34-1203, except they can be executed on either foot, regardless of the direction of travel.

5.7.1. Audibly stomp the pivot foot while simultaneously snapping the head 90 degrees in the direction of travel. The head snaps before the body turns and steps off.

5.7.2. Step off in the direction of travel with the opposite foot.

Section 5C—Advanced Standing and Marching Drill

5.8. General. While there is no limit to the movements and sequences that can be created and performed, drill teams must operate under standardized guidelines and rules. **(T-3)**

5.8.1. **Balance Points.** The M1 has two primary balance points. The first being at the upper hand guard band (stock ferrule swivel), and the second is at the small of the stock (See **Figure 5.1**). The key to manipulating the weight of the weapon is understanding the location of the balance points.

5.8.2. **Looking at or through the Weapon.** While performing, members always remain at the position of attention with the head and eyes straight forward. The only exception to this is when the weapon is thrown (i.e., the weapon leaves both hands) above the shoulder or head. When this occurs, the individual snaps the head sharply up, looking at the weapon. When the weapon is caught, they simultaneously return the head and eyes to the forward position. In all other cases, unless specified otherwise, members look through the weapon while executing movements.

5.8.3. **Standing or Marching Movements.** Most manuals can be executed either standing or while marching. Movements in which weapons are caught at 45-degree angles near the ear can, in most cases, be performed while marching.

5.8.4. **High Elbows.** All basic and intermediate drill manuals are performed by the drill team. The manuals are performed using the same procedures as outlined in **Chapters 3** and **4** with the following exceptions:

5.8.4.1. For all instances where the forearms are at a 45-degree angle, the drill team may place the forearm parallel to the ground. Additionally, anytime the hand grips the upper hand guard (i.e., when the weapon is at port arms), the forearm is parallel to the ground.

5.8.5. **Beast.** A beast is performed as outlined in paragraphs **2.14.1**, **3.22.1**, and **3.22.2**; and **Figures 2.5**, **3.53**, and **3.54**. A beast may be used as the first count for all individual movements and sequences. When bringing the hand off the weapon at a fist to beast, it is necessary to extend the forearm to the extent of the elbow and lock it into place. This keeps the arms at a 90-degree angle and still in-line with the left shoulder.

5.8.6. **Tapping.** Any time a flared hand taps or slaps the thigh or the weapon, as in marching port arms [from left shoulder] or ready front [from secure eyes right]. The wrist does not come off the thigh or weapon. Individuals bend the wrist backward and tap only with the fingers.

5.8.7 **Pins.** Any time a hand is “pinned”, the pin is not audible.

5.8.8. **Instruction.** This chapter does not specify each count or break down the movement as in previous chapters. Most advanced manuals are only performed in fluid motion and the cadence and counts may vary from team to team, and from season to season. The key is for all members to be instructed and to perform the manuals in the exact same way.

Section 5D—Level 1 Advanced Movements.

5.9. Ceremonial At Ease [From Order]. This is a three-count movement.

5.9.1. **(Count 1).** The right hand brings the weapon to the center of the body, and the weapon rests on its toe touching the foot. At the same time the left hand meets the bayonet at the base of the blade and rests on the top of the hilt, the hand is flared and parallel to the bayonet handle.

5.9.2. **(Count 2).** Extend the right arm with hand flared. Return the hand to the weapon underneath the left hand to form a “T.” The left middle finger touches the middle of the right forefinger.

5.9.3. **(And).** Slightly lift the left foot and move it 6 to 8 inches to the left with an audible stomp. Keep the feet in-line and parallel.

5.10. Attention [From Ceremonial At Ease]. This is a four-count movement.

5.10.1. **(And).** Extend the right arm with hand flared.

5.10.2. **(Count 1)** Return the right hand to the upper hand guard, grasping at a fist.

5.10.3. **(Count 2)**. Bring the weapon to the right side of the body so the weapon touches the right leg. The left hand moves to the small of the back with an audible slap.

5.10.4. **(Count 3)**. Swing the left arm and left foot out 45 degrees, then snap to the position of attention.

5.10.5. **(Count 4)**. Raise the weapon 4 to 6 inches off the ground and butt the weapon.

5.11. Port Arms. See paragraphs 3.20.1 and 5.8.4.

5.12. Order Arms [From Port]. This is two-count movement.

5.12.1. **(Count 1)**. Grab the upper hand guard with the right forearm parallel to the marching surface.

5.12.2. **(Count 2)**. Return the weapon to the position of order with a butt slam.

5.13. Right Shoulder Arms [From Port]. See paragraphs 3.22 and 5.8.4.

5.14. Left Shoulder Arms [From Port]. See paragraphs 3.24 and 5.8.4.

5.15. High Secure [From Port]. This is a six-count movement. Using the guidance in paragraphs 5.8.4 and 5.8.6, complete the movement in the same manner as counts 8 through 12 of the 20-count marching manual (see paragraphs 4.13.1.8 through 4.13.1.12). The weapon is angled upwards at a 45-degree angle or at the appropriate height and angle based on the needs of the drill, routine, or individual. **Exception:** On count three, flare the hand while simultaneously hitting the chest with the heel of the thumb to create an audible “thump.” Immediately, pin the left hand at a flare and complete the movement.

5.16. Reverse Port Arms [From Right Shoulder]. This is a one-count movement.

5.16.1. **(Count 1)**. Pull the weapon down with the right hand in a counterclockwise twist to the front of the body. The sling faces to the right. As the weapon drops, grab the small of the stock with the left hand, and move the right hand to the stock by the lower hand guard retaining band. The weapon is at reverse port arms.

5.17. Port Arms [From Reverse Port]. This is a two-count movement.

5.17.2. **(Count 1)**. With the right hand, flip the weapon to the left hand in a half twist turn. The left hand catches the weapon on the stock where the right hand was, and the right hand flares at the upper hand guard with the forearm along the weapon.

5.17.3. **(Count 2)**. Flare the right hand in an “and” count and return it to the small of the stock.

5.18. Single Spin (Prepare and Spin) [From Port]. This is a two-count movement.

5.18.1. **(And)**. Use the right hand to tap underneath the left forearm at a flare.

5.18.2. **(Count 1)**. Move the right hand, palm up, to trigger housing balance point. Pin the left hand. As the weapon starts to fall to the left in a counterclockwise rotation, twist the right wrist to complete one revolution with the weapon.

5.18.3. **(Count 2)**. As the weapon completes the spin, stop the upper hand guard with the left hand in front of the left eye. The right hand flares back to the small of the stock.

Section 5E—Level 2 Advanced Movements

5.19. Spin Port Arms [From Order]. This is two-count movement. Once mastered, this movement replaces port arms when fall out is executed.

5.19.1. **(Count 1).** With the right hand, pull the weapon up and across the body. As the right hand reaches the middle of the chest, turn the wrist towards the body. While still pulling up, snap the wrist out. The weapon is in the vertical position, spinning one revolution. As the weapon completes the spin, stop the rotation with the right hand on the upper hand guard and catch the weapon in the left hand at port arms.

5.19.2. **(And).** Flare the right hand.

5.19.3. **(Count 2)** Return the right hand to grip the small of the stock.

5.20. Spin Right Order [From Port]. This is a two-count movement.

5.20.1. **(Count 1).** With the right hand, reach up and grab the upper hand guard. The forearm is parallel to the marching surface.

5.20.2. **(Count 2).** Spin the weapon one and a quarter rotations in the vertical position clockwise using the right hand. While doing this, the weapon moves to the right. The left hand guides the weapon and holds it pinned against the right forearm. The height of the stock ferrule swivel remains at chin level.

5.21. Spin Out [From Port]. This is a two-count movement.

5.21.1. **(Count 1).** Grab the upper hand guard with the right hand.

5.21.2. **(Count 2).** Crank the right wrist towards the body. While twisting the wrist out, pull the weapon so the right thumb is at the lower opening of the right ear. The weapon rotates clockwise one and one-quarter rotations.

5.21.3. Pull the weapon around to the right side of the body while twisting the wrist out. The weapon rotates clockwise one and one-quarter turns. With the left hand, catch the sling near the trigger housing to stop the rotation. The sling faces forward. The weapon is straight up and down with stock ferrule swivel at the chin. The right forearm is parallel to the marching surface.

5.22. Spin Up [From Order]. This is a one-count movement.

5.22.1. **(Count 1).** Pick the upper hand guard up the right side of the body with the right hand. Twist the wrist out. The weapon rotates clockwise one full rotation. The left hand remains pinned. The sling faces forwards. The handle of the bayonet stops 2 to 4 inches from the right ear. The weapon is at a 45-degree angle.

5.23. Spin to Right Shoulder Arms [From Port]. This is a two-count movement.

5.23.1. **(Count 1).** Grab the upper hand guard with the right hand, elbow high.

5.23.2. **(Count 2).** Crank the right wrist towards the body. While twisting the wrist out, pull the weapon so the right thumb is at the lower opening of the right ear. The weapon rotates clockwise three-quarters of a turn. The left hand catches the small of the stock. The sling faces down. The thumb is at the right ear. The weapon is at a 45-degree angle from the marching surface.

5.24. Spin to Right Shoulder Arms [From Order]. This is a one-count movement.

5.24.1. **(Count 1).** Pick the upper hand guard up the right side of the body while cranking the wrist towards the body. Twist the wrist out. The weapon rotates clockwise one-half rotation. The left hand catches the small of the stock. The sling faces back. The right thumb is at the right ear. The weapon is at a 45-degree angle from the marching surface.

5.25. Rock to Port Arms [From Order]. This is a three-count movement.

5.25.1. **(Count 1).** Flare the weapon out with the trigger housing at the knee.

5.25.2. **(Count 2).** Pull the weapon back, bayonet pointing down alongside the right leg. The sling faces forward. The weapon is straight up and down.

5.25.3. **(Count 3).** Bring the bayonet up toward the front of the body with the right hand, releasing it near the right shoulder. Catch the weapon at port arms.

5.26. Spin Down [From Port]. This is a two-count movement.

5.26.1. **(Count 1).** Grab the upper hand guard with the right hand, elbow high.

5.26.2. **(Count 2).** Pull the weapon down to the right side of the body while twisting the wrist out. The weapon rotates clockwise one and one-quarter rotations. As the weapon finishes its rotation, butt the weapon, and pin the left hand simultaneously.

5.27. Flat Order Arms [From Right Shoulder]. This is a three-count movement.

5.27.1. **(Count 1).** Bring the right hand back so the weapon starts to fall forward.

5.27.2. Bring the left hand over, across the body, to the front of the right leg. Allow the weapon to fall into the left hand. The body may turn to the right; however, the head and eyes remain forward. The right hand holds the butt plate at eye level.

5.27.3. **(Count 2).** Push the butt plate down with the right hand and pin.

5.27.4. **(And).** The left hand rotates the weapon clockwise one and a half rotations on the right side of the body.

5.27.5. **(Count 3).** As the weapon completes the spin, stop it with the right hand on the upper hand guard in the vertical position. The right hand stops the weapon at a fist-distance (4 inches) away from the body, with the right arm bent at a 45-degree angle.

5.28. Kick Up to Side Standby [From Order]. This is a three-count movement.

5.28.1. **(Count 1).** Extend the right foot in front of the toe of the weapon. Kick the butt gently back with the heel of the foot while pointing the toes and resting the ball of the foot on the marching surface. Fully extend the right arm forward to flare the weapon, trigger housing at the knee.

5.28.2. **(Count 2).** Close the heels of the feet to make the second count and bring the weapon up with the bayonet handle 2 to 4 inches from the ear. The weapon is at a 45-degree angle.

5.28.3. **(Count 3)**. Turn the right wrist out and away from the body. With the left hand, catch the weapon at the small of the stock while keeping the upper hand guard in the right hand. The weapon is in the horizontal position at belt-level.

5.29. Roll to Right Shoulder [From Right Side Standby]. This is a one-count movement starting at side standby on the right side of the body. Hand positions: The left hand grips the small of the stock and the right hand grips the upper hand guard.

5.29.1. **(And)**. Push down with the right hand and perform a twisting clockwise motion with the left wrist allowing the weapon to rotate to the shoulder. As the weapon starts to land onto the shoulder, grab the butt plate with the right hand.

5.29.2. **(Count 1)**. As the right hand hits the stock, simultaneously flare the left hand at the bolt housing, with the index and middle fingers touching the corner. Cut sharply with the left arm to pin it against the left leg, along the seam of the trousers.

5.30. Neck Roll [From Left Shoulder]. This is a three-count movement.

5.30.1. **(Count 1)**. Move the hand gripping the butt plate left so the weapon is on the back of the neck, and the sling rests against the neck. Grab the upper hand guard with the right hand as the weapon rotates around the neck.

5.30.2. **(Count 2)**. Pin the left hand as the right hand continues to rotate the weapon. The weapon stops in the horizontal position, with the barrel pointing forward and sling up.

5.30.3. **(Count 3)**. Bring the right hand down. The weapon flips over the shoulder. Catch the weapon with the left hand under the small of the stock. The weapon is now at side standby.

5.31. Back Stretch [From Right Shoulder]. This is a three-count movement.

5.31.1. Bring the right hand to the right ear so the weapon falls over the shoulder.

5.31.2. Reach behind with the left hand and grab the upper hand guard.

5.31.3. Release the butt plate, then pin the right hand and bring the weapon to side standby on the left side. The left hand is on the upper hand guard and the right hand is underneath the small of the stock.

5.32. Back Drop [From Left Shoulder]. This is a three-count movement.

5.32.1. **(Count 1)**. Move the left hand out so the weapon is on the back of the neck, parallel to the ground, and the sling rests against the neck.

5.32.2. **(Count 2)**. Release the weapon with the left hand and pin it. As the weapon drops to the horizontal position, hook the right hand back and catch the weapon by the upper hand guard.

5.32.3. **(Count 3)**. Once secure in the right hand, bring the weapon into the side standby position.

5.33. Slaw Toss [From Port]. This is a four-count movement.

5.33.1. **(Count 1)**. Rotate the weapon counterclockwise one-half rotation. The left hand slaps the stock when the barrel points towards the marching surface.

5.33.2. **(Count 2).** Using the left hand, rotate the weapon clockwise once. Pin the right hand.

5.33.3. **(Count 3).** As the weapon completes the rotation, use the right hand to stop the weapon in the vertical position at the upper hand guard, palm up. The sling is to the right while the barrel points down to the marching surface.

5.33.4. **(Count 4).** Using the right hand to execute a counterclockwise rotation, flip the weapon one revolution back into port. Catch it with the left hand at the upper hand guard and the right hand at the small of the stock.

5.34. Reverse Port Toss [From Port]. This is a five-count movement.

5.34.1. **(Count 1).** Execute count one and two of Connie's manual. See **paragraphs 4.7.3.1.**

5.34.2. **(And).** Execute the first "and" count of Connie's manual. See **paragraph 4.7.3.2.**

5.34.3. **(Count 2).** Execute count two of Connie's manual. See **paragraph 4.7.3.3.**

5.34.4. **(Count 2).** Grab the upper hand guard at the stock ferrule swivel with the palm facing left.

5.34.5. **(Count 3).** Rotate the weapon clockwise while simultaneously re-gripping the weapon with the palm of the left hand facing to the right. The sling is to the right.

5.34.6. **(Count 4).** Move the right hand up and grip the weapon at the upper hand guard, palm up. The sling is to the right and the barrel points down to the marching surface.

5.35. Double Reverse Port Toss [From Port]. This is a five-count movement.

5.35.1. Execute counts one and two of Connie's manual (See **paragraphs 4.7.3.1** through **4.7.3.3**). However, on count two, grab the upper hand guard at the stock ferrule swivel with the palm facing left.

5.35.2. Rotate the weapon clockwise while simultaneously re-gripping the weapon with the palm of the left hand facing to the right. The sling is to the right.

5.35.3. Re-grip the weapon with the right hand by moving the thumb to the outside of the weapon aligned and joined with the forefinger. The wrist is slightly cranked with the palm facing in and slightly to the right.

5.35.4. Using the right hand, snap the wrist out and allow the weapon to complete two clockwise rotations. Stop the weapon with the sling to the right.

5.35.5. Move the right hand up and grip the weapon by the upper hand guard, palm up. The sling is to the right and the barrel points down to the marching surface.

5.35.6. Execute a counterclockwise rotation using the right hand and flip the weapon one revolution back to port arms. Catch it with the left hand at the upper hand guard and the right hand at the small of the stock.

5.36. Butt Plate Inspection [From Port]. This is an eight-count movement.

5.36.1. **(Count 1).** Move the right hand down and audibly place it against the butt plate.

5.36.2. **(Count 2).** Flick the butt into the heel of the right hand so the sling faces the body. The weapon is in the vertical position and makes one-quarter turn counterclockwise. The left hand flares along the weapon, fingers not above the stacking swivel. The forearms rest against the weapon.

5.36.3. **(Count 3).** While holding the weapon in the vertical position, pin the left hand against the left leg and along the seam of the trousers.

5.36.4. **(Count 4).** Allow the weapon to start to fall to the left, while the right hand starts to twist the butt in a clockwise rotation. As the weapon drops, it makes one turn in the right hand so the sling faces the body. The right hand slides down the stock to the small of the stock and the left hand meets the stock at a flare, fingers pointing up. At the same time, the head snaps down to look at the butt plate.

5.36.5. **(Count 5).** Pin the left hand.

5.36.6. **(Count 6).** Execute a three-quarter turn in a clockwise rotation in the vertical position with the right hand. Simultaneously, snap the head up and catch the weapon with the left hand on the lower hand guard retaining band. The right hand moves to the left side of the upper hand guard, palm up.

5.36.7. **(Count 7).** Lift the right hand to flip the weapon. The weapon makes one and one-half rotations counterclockwise to port arms.

5.36.8. **(Count 8).** Catch the weapon at port arms.

5.37. Regan [From Port]. This is a two-count movement.

5.37.1. **(Count 1).** Rotate the weapon counterclockwise one-half rotation. The left hand slaps the stock when the weapon's barrel points towards the marching surface.

5.37.2. **(Count 2).** Using the left hand, rotate the weapon one complete rotation clockwise. Pin the left hand to the left leg along the seam of the trousers. The barrel points towards the marching surface, parallel to the body with the sling facing forward.

5.38. High Regan [From Port]. This is a two-count movement.

5.38.1. **(Count 1).** Rotate the weapon counterclockwise one-half rotation. The left hand slaps the stock when the weapon's barrel points towards the marching surface.

5.38.2. **(Count 2).** Using the left hand, rotate the weapon one complete rotation clockwise while simultaneously lifting the weapon and hand up above the shoulder and head. Then pin the left hand to the left leg along the seam of the trousers. The barrel points towards the marching surface, parallel to the body with the sling facing forward.

5.39. Kneeling Queen Anne [From Right Shoulder]. This is a four-count movement.

5.39.1. **(Count 1).** Grasp the weapon firmly with the right hand, move the right hand towards the body until the weapon is in a vertical position. Then toss the weapon straight up in the air using the right hand. The butt plate rises no higher than the ear.

5.39.2. **(Count 2).** Look at the weapon. As the weapon drops, the right hand catches the small of the stock at the rear of the receiver.

5.39.3. **(Count 2 continued)**. With the left hand, slap the weapon on the sling side of the upper hand guard to start the rotation forward, allowing it to rotate, and use the right hand to firmly grasp the small of the stock. The right hand controls the movement while the left hand guides the weapon until the upper hand guard rotates into the right armpit. While this motion is performed, take a step forward with the left foot and kneel down onto the right knee. The left leg makes a 90-degree angle, the back is straight in a vertical position, the weapon is pinned along the right leg, and the weapon remains in a vertical position.

5.39.4. **(Count 3)**. When the right knee touches the ground, the left hand pins; then **(Count 4)** moves out and across the body at a flare, hitting the chest then aligning at mid-neck level to evenly divide the ascot/patch in half. The arm is parallel to the marching surface and 1 to 2 inches from the chin. The feet remain straight and aligned with the legs. The butt of the weapon remains approximately 3 inches off the marching surface.

Section 5F—Level 3 Advanced Movements

5.40. Single Comeback [From Right Shoulder]. This is a three-count movement.

5.40.1. **(Count 1)**. Drop the right hand, holding tightly to the butt plate. Catch the weapon at the upper hand guard with the left hand, thumb at the upper band. The left forearm is parallel to the marching surface.

5.40.2. **(Count 2)**. With the right hand, bring the weapon straight up and back slightly, guiding it with the left hand. Toss and release the weapon when the right hand is near the right ear. The barrel of the weapon falls forward as the butt plate is thrown. While looking at the weapon, pin the left hand.

5.40.3. **(And)**. As the weapon rotates in a one-half rotation counterclockwise so the barrel points 45 degrees toward the ground, catch the weapon with the right hand slightly below the stock ferrule swivel.

5.40.4. **(Count 3)**. As soon as the hand makes contact with the weapon, snap the head back to the forward position. Bring the left hand to the upper hand guard as the weapon is brought into the right armpit. The barrel points towards the marching surface.

5.41. Double Roll [From Right Side Standby]. This is a two-count movement which starts from the position of side standby with the right forearm along the top of the weapon and the weapon at a 45-degree angle.

5.41.1. **(Count 1)**. Push down with the right hand and pin. Twist the left wrist in a clockwise rotation.

5.41.2. Complete two rotations on the right side of the body. The head remains forward.

5.41.3. **(Count 2)**. As the weapon completes the second rotation, let it go with the left hand and bring the right hand to the upper hand guard to stop the weapon at the ear. The left hand stops the weapon at the small of the stock. The weapon is at a 45-degree angle.

5.42. Side Double [From Right Side Standby]. This is a two-count movement.

5.42.1. The weapon is parallel to the marching surface, at belt-level. The right hand grips the upper hand guard, thumb on top, and the left hand grips the small of the stock underneath the sling, behind the trigger housing, thumb on top. The head is tilted slightly to look down at the weapon's butt plate.

5.42.2. **(Counts 1 and 2).** Push straight down with the right hand and make a "C" motion with the left hand. Release the right hand after the push and then release the left hand at the top of the "C." Look through the weapon. After two rotations, catch the weapon on count two with the left hand on top and grabbing the pistol grip and the right hand underneath the upper hand guard. The head snaps forward once the weapon is caught.

5.43. Exaggerated Side Double [From Right Side Standby]. This is a two-count movement.

5.43.1. **(Count 1).** The weapon is parallel to the marching surface, at belt-level. The right hand grips the upper hand guard, thumb on top, and the left hand grips the small of the stock and sling, thumb on top. The head is tilted slightly to look down at the weapon's butt plate. Push with the right hand; keep it in place near the point of the catch. Use the left hand to throw by making a "C" motion. Release the right hand after the push and then release the left hand at the top of the "C." Snap the head to the right to look through as the weapon spins.

5.43.2. **(Count 2).** After two and one-half rotations, catch the weapon with the left hand at the top of the small of the stock and the right hand at the upper hand guard with palm facing out, and the weapon parallel to the body and against the thigh. Snap the head forward once the weapon is caught.

5.44. Marine Pitchout [From Right Shoulder]. This is a one-count movement.

5.44.1. **(Count 1).** Hold the butt plate tightly with the right hand. Bring the right hand towards the chest until the weapon is in a vertical position. Then bring the right hand straight up to allow the weapon to pitch forward slightly; as this occurs, raise the right hand to the right ear and toss the weapon. The weapon rotates one-half turn forward. Catch the weapon at the upper hand guard with the right hand, arm parallel to the marching surface, weapon in the vertical position, and sling facing out. The left hand stays pinned throughout the entire movement.

5.45. Air Force Pitchout [From Right Shoulder]. This is a three-count movement.

5.45.1. **(Count 1).** Drop the right hand, holding the butt plate tightly, and catch the weapon at the upper hand guard with the left hand cupped, pinky finger on the stock ferrule swivel and thumb along the forefinger. The left forearm is parallel to the marching surface.

5.45.2. **(Count 2).** With the right hand, bring the weapon straight up and back slightly, guiding it with the left hand. Toss and release the weapon when the right hand is near the right ear. The barrel of the weapon falls forward as the butt plate is thrown. While looking at the weapon, pin the left hand. As the weapon rotates in a one-half counterclockwise rotation so the barrel points down at the marching surface, catch the weapon with the right hand approximately 4 inches below the stock ferrule swivel.

5.45.3. **(Count 3)**. As soon as the hand makes contact with the weapon, snap the head back to the forward position. Using the momentum of the weapon, complete two rotations in a counterclockwise direction on the right side of the body with the right hand.

5.45.4. **(Count 3)**. As the weapon completes the second rotation, catch the weapon flat at belt-level with the left hand near the trigger housing on the sling and the right hand on top of the upper hand guard. The head snaps to look at heel of the weapon.

5.46. Vertical Flip [From Right Shoulder]. This is a five-count movement.

5.46.1. **(Count 1)**. Drop the right hand so the weapon starts to fall forward.

5.46.2. Bring the left hand across the body to the front of the right leg. Allow the weapon to fall into the left hand. The body may turn to the right; however, the head and eyes remain forward. The right hand holds onto the buttstock at ear level.

5.46.3. **(Count 2)**. Push the buttstock down with the right hand and pin.

5.46.4. The left hand rotates the weapon clockwise one and one-half times on the right side of the body.

5.46.5. **(Count 3)**. As the butt of the weapon comes around, tap the rear sight to cause the weapon to flip up to follow the same path of travel. Pin the left hand.

5.46.6. **(Count 4)**. Catch the weapon at the upper hand guard immediately after the flip. Guide the weapon to the front of the body at belt-level. The sling faces up.

5.46.7. **(Count 5)**. Support the weapon with the left hand underneath the small of the stock.

5.47. Triple Taps [From Vertical Flip]. This is a two-count movement.

5.47.1. **(Count 1)**. Tap the top side of the upper hand guard with the right hand to start the rotation clockwise. Twist the left wrist.

5.47.2. **(And)**. Move the right hand underneath the trigger housing with the palm facing up.

5.47.3. **(Count 2)**. Move the left hand to the upper hand guard with the palm facing left.

5.48. Double Spins [From Triple Taps]. This is a four-count movement.

5.48.1. **(Count 1)**. With the left hand, pull the weapon down while rotating it with the right hand in a counterclockwise rotation. Pin the left hand to the left leg while the right hand rotates the weapon twice. The weapon hops in the hand.

5.48.2. **(Count 2)**. As the second rotation finishes, the left hand grabs the weapon at the stock ferrule swivel while the right hand catches the buttstock. The weapon's barrel points to the marching surface and the sling faces to the right.

5.48.3. **(Count 3)**. With the right hand, pull the weapon down to start the rotation and pin the hand to the right leg. With the left hand, rotate the weapon in a clockwise rotation twice.

5.48.4. **(Count 4)**. When the weapon finishes the second rotation, the right hand catches the weapon slightly below the trigger housing and the left hand catches the weapon at the upper hand guard. **Note:** The weapons starts and ends in a vertical position.

5.48.5. Upon catching the weapon at the end of the second set of spins, snap the head to the left, then turn the body and complete the spins on the left side.

5.48.6. Upon catching the weapon at the end of the second set of spins, snap the head back to center, then turn the body and complete the spins again.

5.48.7. Upon catching the weapon at the end of the second set of spins, snap the head to the right, then turn the body and complete the spins.

5.48.8. On the right side, complete one set of spins, then complete two spins with the right hand. At this point, the weapon's barrel points to the marching surface.

5.49. Sling Inspection Toss (Front Funny Toss) [From Port]. This is a two-count movement.

5.49.1. **(Count 1).** With the right hand on the small of the stock, twist the weapon in a counterclockwise turn while simultaneously rotating the weapon in a counterclockwise motion so the barrel points to the marching surface and the sling is to the left. The left hand remains on the upper hand guard and twists so the palm faces in.

5.49.2. **(Count 2).** Throw the weapon in a clockwise rotation by bringing the left hand up and the right hand down. The weapon rotates one and one-half revolutions. Catch the weapon in the vertical position with the left hand at the small of the stock and the right hand at the upper hand guard.

5.50. Front Double [From Port]. This is an eight-count movement.

5.50.1. **(Count 1).** Flick the butt of the weapon into the heel of the right hand so the sling faces the body. The left hand flares along the weapon, fingers do not go above the stacking swivel, and the forearm rests against the weapon. The weapon remains in front of the body and the right arm is fully extended. The band is at chin level.

5.50.2. **(Count 2).** While holding the weapon in the vertical position, pin the left hand to the left leg along the seam of the trousers.

5.50.3. **(Count 3).** With the right hand, allow the weapon to fall to the left in a counterclockwise rotation. Catch the weapon at the upper hand guard with the left hand. The weapon is again in the vertical position with the barrel pointing to the marching surface.

5.50.4. **(Count 4).** Throw the weapon by pulling up with the left hand and pulling down with the right hand. Pin the right hand as soon as the weapon is released.

5.50.5. **(Count 5).** The weapon rotates one and three-quarter times in a clockwise rotation. Catch the weapon parallel to the marching surface and at belt-level in front of the body. The left hand is on top of the upper hand guard and the right hand is at the balance point below the trigger guard, underneath the weapon.

5.50.6. **(Count 6).** Push down with the left hand and twist the right wrist to allow the weapon to rotate counterclockwise to port arms. As the left hand pushes down, pin the left hand.

5.50.7. **(Count 7).** As the weapon comes to port, stop it with the left hand.

5.50.8. **(And).** Flare the right hand and **(Count 8)** return it to the small of the stock.

5.51. Twisted Front Double [From Right Shoulder]. This is a three-count movement.

5.51.1. **(Count 1).** Complete count one of flat order. See **paragraph 5.27.1.**

5.51.2. **(Count 2).** Throw the weapon by pulling up with the left hand and pulling down with the right hand. Pin the right hand as soon as the weapon is released. Head snap through the weapon. The weapon rotates one and three-quarter times in a clockwise rotation.

5.51.3. **(Count 3).** Catch the weapon parallel to the marching surface at belt-level. Snap the head forward on the catch. The left hand is on top of the upper hand guard and the right hand is near the trigger housing, underneath the weapon.

5.52. Side Funny Toss [From Right Shoulder]. This is three-count movement.

5.52.1. **(Count 1).** Lower the weapon from the right shoulder and rotate the weapon clockwise so the sling faces outward. Simultaneously, bring the left hand across the body and catch the weapon at the stock ferrule swivel. The weapon is along the right leg and straight up and down with the bayonet facing the marching surface.

5.52.2. **(Count 2).** Rotate the weapon with the left hand clockwise one full rotation. Simultaneously, snap the head to the right and look through the weapon as it spins.

5.52.3. **(Count 3).** Catch the weapon with the right hand at the upper hand guard and left hand at the small of the stock. Snap the head to face forward.

5.53. Wrist Breaker [From Order]. This is a three-count movement.

5.53.1. **(Count 1).** Complete count one of kick up to side standby [from order]. See **paragraph 5.28.1.**

5.53.2. **(Count 2).** While closing the heels of the feet, bring the right hand up and twist the weapon in a one-half turn clockwise rotation. It is important to bend the arm, keeping the elbow pinned. Keep the same grip on the weapon. The right arm looks as if waving from left to right. Follow through with the motion by dropping the right hand so the weapon's barrel points towards the ground and the butt is by the shoulder. The weapon is on the outside of the arm with the sling facing forward.

5.53.3. Using the momentum created by the weapon, allow it to continue to rotate by bringing the right hand up towards the shoulder, while simultaneously adjusting your grip so that the forefinger is aligned with the upper hand guard.

5.53.4. Once the right hand reaches the shoulder, release the weapon throwing it into the air.

5.53.5. Allow the weapon to rotate one time, and then use the right hand to catch the weapon on the upper hand guard. The left hand remains pinned throughout the movement.

5.53.6. **(Count 3).** Upon catching the weapon, rotate the weapon counterclockwise to bring the weapon to port.

5.54. Self-Toss [From Order]. This is a four-count movement.

5.54.1. **(Count 1).** Complete count one of kick up to side standby [from order]. See **paragraph 5.28.1.**

5.54.2. **(Count 2)**. Grab the upper hand guard with right hand, lift the weapon so that trigger housing is at the knee and arm is fully extended. Pull weapon up to the right side of the body, thumb touching the chest.

5.54.3. **(Count 3)**. Looking at the weapon, push down with the right hand while lifting and twisting the weapon in a clockwise rotation with the left hand. Throw the weapon high enough to catch it in the right hand at the upper hand guard after two rotations. Pin the right hand to the leg after releasing the weapon.

5.54.4. **(Count 4)**. As the weapon is caught in the right hand, pin the left hand. Snap the head to face forward once the weapon is secure.

5.55. Double Comeback [From Single Comeback or Single Screw]. This is a two-count movement.

5.55.1. **(Count 1)**. Using both hands, lift the weapon by the upper hand guard. Let the buttstock build momentum. Release the weapon when the hands pass the right ear. As the weapon is released, snap the head to look through the weapon and pin the left hand. The weapon completes two rotations in a clockwise direction on the right side of the body.

5.55.2. **(Count 2)**. As the weapon completes the second rotation, catch the weapon with the right hand at the upper hand guard. When the weapon is caught, snap the head to face forward.

5.56. Double Crush [From Single Screw]. This is a two-count movement.

5.56.1. Let the buttstock build momentum by lifting the left hand, which grips the upper hand guard, and push through the upper band with the right thumb.

5.56.2. **(Count 1)**. Release the weapon when the hands pass the right ear. The weapon rotates one and one-quarter times.

5.56.3. **(Count 2)**. Catch the weapon with the left hand on top of the upper hand guard and the right hand around the receiver. The middle and ring fingers of the right hand split the operating rod handle. The weapon is parallel to the marching surface.

5.57. Single Screw [From Side Funny Toss]. This is a two-count movement.

5.57.1. **(Count 1)**. Lift the weapon with the right hand up to the right shoulder. As the weapon is lifted, pin the left hand. Allow the buttstock to fall forward. Rotate the weapon one time around the right hand.

5.57.2. **(Count 2)**. As the weapon is brought down, meet the upper hand guard with the left hand. The right thumb is on the lower hand guard retaining band. The weapon is at a 45-degree angle.

5.58. Double Screw [From Side Funny Toss]. This is a two-count movement.

5.58.1. **(Count 1)**. Lift the weapon with the right hand up to the right shoulder. As the weapon is lifted, pin the left hand. Allow the buttstock to fall forward.

5.58.2. **(And)**. Slightly hop the weapon to beat twice; each time gripping the weapon at the lower hand guard retaining band.

5.58.3. **(Count 2).** After the second hop, catch the weapon sling down at side standby. See **paragraph 5.27.3.**

5.59. Kneeling Double Crush [From Single Screw]. This is a two-count movement.

5.59.1. **(Count 1).** Let the buttstock build momentum by lifting the left hand, which grips the upper hand guard, and push through the upper band with the right thumb.

5.59.2. Release the weapon when the hands pass the right ear. The weapon rotates one and one-quarter times. While this motion occurs, take a step forward with the left foot and kneel down onto the right knee. The left leg makes a 90-degree angle, and the back is straight in a vertical position.

5.59.3. **(Count 2).** Catch the weapon with the left hand on top of the upper hand guard and the right hand around the receiver as the knee touches the ground. The middle and ring fingers of the right hand split the operating rod handle. The weapon is parallel to the marching surface.

5.60. Kneeling Wrist Breaker [From Order]. This is a four-count movement.

5.60.1. **(Count 1).** Complete count one of kick up to side standby [from order]. See **paragraph 5.28.1.**

5.60.2. **(Count 2).** While closing the heels of the feet, bring the right hand up and twist the weapon in a one-half rotation clockwise, while simultaneously adjusting one's grip so the forefinger is aligned with the upper hand guard. It is important to bend the arm, keeping the elbow pinned.

5.60.3. Keep the same grip on the weapon. The right arm appears as if waving from left to right. Follow through with the motion by then dropping the right hand so the weapon's barrel points towards the marching surface and the butt plate is by the shoulder. The weapon is on the outside of the arm with the sling facing forward.

5.60.4. Using the momentum created by the weapon, allow it to continue to rotate by bringing the right hand up towards the shoulder. Once the right hand reaches the shoulder, release the weapon, and allow it to rotate up and out of the right hand from the upper hand guard.

5.60.5. **(Count 3).** Immediately, catch the small of the stock with the right hand. Upon the catch, the weapon is parallel to the marching surface, sling up.

5.60.6. **(Count 4).** Rotate the right wrist down quickly to pin it along the right thigh. The upper hand guard rotates into the right armpit. While this motion is performed, take a step forward with the left foot and kneel down onto the right knee. The left leg makes a 90-degree angle, the back is straight in a vertical position, the weapon is pinned along the right leg and remains in a vertical position.

Section 5G—Level 4 Advanced Movements

5.61. Side Funny Flip [From Order]. This is a two-count or seven-count movement.

5.61.1. **(Count 1).** Complete count one of Kick Up to Side Standby, Side Funny Toss [From Right Shoulder], or Double Roll to Shoulder [From Marine Pitchout].

5.61.2. **(Count 2)**. If applicable, with the left hand, rotate the weapon one and one-half times. Pin the right hand.

5.61.3. **(Count 3)**. If applicable, stop the weapon with the right hand. The sling faces out and the weapon is straight up and down.

5.61.4. **(Count 4)**. If applicable, simultaneously, snap the head to the operating rod hand upon catching the weapon with the right hand.

5.61.5. **(Count 5)**. If applicable, position the left and on top of the stacking and ferrule swivels on the upper portion of the weapon.

5.61.6. **(Count 6/Count 1)**. The left hand rotates the weapon clockwise one and one-half times on the right side of the body. As the upper hand guard of the weapon comes around, snap the head to look through the rotation. Tap the weapon at the trigger housing to cause the weapon to flip up to continue following the same path of travel.

5.61.7. **(Count 7/Count 2)**. Catch the weapon with the right hand at the upper hand guard and left hand at the small of the stock (same as the side funny toss). Snap the head forward.

5.62. Right-Handed Side Two and a Half [From Regan or Super Regan]. This is three-count movement.

5.62.1. **(Count 1)**. Transfer the weapon from the left to right hand. The right hand grasps the weapon at the upper hand guard with the palm facing out.

5.62.2. **(Count 2)**. Simultaneously, pin the left hand and turn the body to the right. Bring the right arm forward, rotate the wrist clockwise and snap the head to the right to look through the weapon as it spins.

5.62.3. **(Count 3)**. After the weapon rotates two and one-half times, catch it with the right hand at the trigger housing and the left hand at the upper hand guard.

5.62.4. Rotate the body to face forward along with the weapon.

5.63. Front One and a Half [From Regan]. This is a three-count movement.

5.63.1. **(Count 1)**. Grasp the upper hand guard with the right hand. The left hand releases the weapon to allow the buttstock to fall. Pin the left hand.

5.63.2. **(Count 2)**. As the weapon falls, bring the right hand to the front of the body. The weapon swings out approximately 1 foot to the right.

5.63.3. As the weapon swings in towards the front of the body, twist the right hand. Raise the right hand in front of the body and release the weapon at approximately belt-level.

5.63.4. The weapon rotates clockwise one and one-half times.

5.63.5. **(Count 3)**. Catch the weapon so it is parallel to the marching surface, at belt-level. The sling faces down and the barrel points to the left. The left hand is on the top of the upper hand guard, and the right hand is on the sling side of the small of the stock.

5.64. Exaggerated Side Two and a Half [From Regan or Super Regan]. This is a two-count movement.

5.64.1. Bring the weapon around and grip the upper hand guard with the right hand, palm facing out.

5.64.2. Swing the buttstock of the weapon up and toss, using its momentum. The hips open to the right as the buttstock swings and the weapon is released.

5.64.3. Allow the weapon to rotate two and one-half times. Catch the weapon at the upper hand guard with the right hand on the right side of the body. Snap the head to face forward. Pin the left hand, at the right hand catches the weapon. The weapon is straight up and down with the bayonet pointed at the marching surface.

5.64.4. Bring the weapon to the front of the body.

5.65. Front Two and a Half [From Triple Taps]. This is a two-count movement.

5.65.1. Toss the weapon with the right hand in front of the body while simultaneously pinning the left hand. The weapon rotates two and one-half times.

5.65.2. Catch the weapon with the right hand at the back end of the buttstock, close to the small of the stock; and the left hand catches the weapon at the upper hand guard.

5.66. Super Regan [From Port]. This is a four-count movement.

5.66.1. Move the right hand to the butt plate and rotate the weapon counterclockwise 180 degrees. Re-grip the weapon with the left hand so it covers the lower hand guard retaining band.

5.66.2. Pin the left hand and support the weight of the weapon with the right hand.

5.66.3. Rotate the weapon clockwise one and one-half times, dropping it down counterclockwise into the left hand. The weapon is straight up and down with the bayonet in-line with the left leg and pointing to the marching surface.

5.66.4. Toss the weapon clockwise with the left hand so the weapon rotates twice. Simultaneously, pin the right hand.

5.66.5. Catch the weapon at the lower hand guard retaining band. Do not slow the rotation when catching the weapon, let it flow freely.

5.66.6. Bring the weapon around the back as executed for Regan. See **paragraph 5.37**.

5.67. Overhead Double [From Right Shoulder]. This is a three-count movement.

5.67.1. Execute count one of flat order. See **paragraph 5.27.1**.

5.67.2. Toss the weapon with the left hand. Simultaneously, pin the right hand and snap the head to look at the weapon. The weapon rotates one and one-quarter times.

5.67.3. Catch the weapon with the left hand on top of the upper hand guard and the right hand around the receiver. The middle and ring fingers of the right hand split the operating rod handle. The weapon is parallel to the marching surface.

5.68. Kneeling Overhead Double [From Right Shoulder]. This is a three-count movement.

5.68.1. Execute count one of flat order. See **paragraph 5.27.1**.

5.68.2. Toss the weapon with the left hand. Simultaneously, pin the right hand and snap the head to look at the weapon. The weapon rotates one and one-quarter times; while this occurs, take a step forward with the left foot and kneel down onto the right knee. The left leg makes a 90-degree angle; the back is straight and in a vertical position.

5.68.3. Catch the weapon with the left hand on top of the upper hand guard and the right hand around the receiver as the knee touches the ground. The middle and ring fingers of the right hand split the operating rod handle. The weapon is parallel to the marching surface.

5.69. Exaggerated Self-Toss. This is a three-count movement and is completed in the same manner as the self-toss.

5.69.1. Bring the left hand to the rear of the receiver and snap the head to look at the toe of the weapon.

5.69.2. Toss the weapon with the left hand and pin the right hand simultaneously. Snap the head to look at the weapon.

5.69.3. Allow the weapon to rotate two and one-half times. Catch the weapon on the right side of the body with the right hand at the upper hand guard and snap the head back to face forward. The left hand pins to the leg as the right hand catches the weapon. The weapon is straight up and down. The bayonet points down at the marching surface.

5.69.4. Bring the weapon to the front of the body.

5.70. Double Toss [From Kick Up to Side Standby]. This is a four-count movement. See paragraph 5.28 for instruction on kick up to side standby.

5.70.1. On the last count of kick up to side standby, snap the head 45 degrees down along the weapon.

5.70.2. Throw the weapon by pulling up with the left hand. Pin the right hand as soon as the weapon is released. Snap the head up to look through the weapon. The weapon rotates two times in a clockwise rotation.

5.70.3. After the second rotation, bring the right hand to the upper hand guard to stop the weapon with the right hand at the ear. The left hand stops the weapon at the small of the stock. Snap the head to face forward on the catch. The weapon is at a 45-degree angle.

5.71. Reverse Super Regan [From Front Side Standby]. This is a two-count movement.

5.71.1. The weapon is parallel to the ground and at belt-level; the right hand is on top of the upper hand guard, and the left hand holds the small of the stock underneath the sling behind the trigger housing with the thumb on top.

5.71.2. Push straight down with the right hand and make a “C” motion with the left hand. Pin the right hand after the push and then release the left hand at the top of the “C.”

5.71.3. Snap the head to the weapon. After two rotations, catch the weapon with the left hand under the sling at the lower hand guard retaining band. The head snaps forward once the weapon is caught.

5.71.4. Catch the weapon on the sling at the trigger housing balance point. Do not slow the rotation down when catching the weapon, let it flow freely.

5.71.5. Bring the weapon around the back as executed in Regan. See **paragraph 5.37**.

5.72. Nun Chuck [From Port]. This is a three-count movement.

5.72.1. Rotate the weapon counterclockwise one-half rotation. The left hand slaps the stock when the weapon's barrel points to the marching surface.

5.72.2. Using the left hand, rotate the weapon clockwise one and three-quarter times. Pin the right hand.

5.72.3. As the weapon completes the rotation, use the right hand to grab the weapon at the ring. Continue the rotation another three-quarter turn with the right hand.

5.72.4. Exchange the weapon again by grabbing the ring with the left hand, sling up. Continue the rotation.

5.72.5. At one-half of a rotation, toss the weapon to the right hand.

5.72.6. Catch the weapon with the right hand on the upper hand guard in front of the right thigh. The left hand pins as the right hand catches as the weapon. The weapon is straight up and down with the bayonet pointing to the marching surface.

5.73. Jarhead [From Right Shoulder]. This is a three-count movement.

5.73.1. **(Count 1).** Move the weapon to a vertical or horizontal position, rotating the weapon up to 180 degrees, as required. Re-grip the weapon with the left hand so it covers the lower hand guard retaining band.

5.73.2. **(Count 2).** Rotate or toss the weapon counterclockwise by pulling left with the left hand and out with the right hand. Snap the head to face forward (if applicable). The weapon completes one full revolution (similar to a Flat Order, but on the horizontal plane or at a 45-degree angle).

5.73.4. **(Count 3).** Catch the weapon at the same angle as the starting position. The right hand grasps the upper hand guard and the left hand grasps the small of the stock, palm facing left.

5.73.5. On the catch, snap the weapon so the sling is up and the butt plate is over the right shoulder. The weapon may be placed parallel to the marching surface or at a 45-degree angle.

5.74. Left-handed Side Two and a Half [From Right Shoulder]. This is a three-count movement.

5.74.1. **(Count 1).** With the right hand, allow the weapon to fall to the left in a counterclockwise rotation. Catch the weapon at the upper hand guard with the left hand. The weapon is in the vertical position with the barrel pointed to the marching surface.

5.74.2. **(Count 2).** Throw the weapon by pulling up with the left hand and pulling down with the right hand. Pin the right hand as soon as the weapon is released. The weapon rotates two and one-half times in a clockwise rotation.

5.74.3. **(Count 3)**. Catch the weapon with the left hand on top of the upper hand guard and the right hand near the trigger housing. The weapon is straight up and down with the bayonet pointing up.

5.75. Reverse Two and a Half [From Side Two and a Half]. This is a two-count movement.

5.75.1. **(Count 1)**. Toss the weapon by pulling down with the left hand and pulling up with the right hand. Pin the left hand. The weapon rotates two and one-half times.

5.75.2. **(Count 2)**. Catch the weapon with the right hand at the back end of the buttstock close to the small of the stock and the left hand at the upper hand guard. The weapon is straight up and down with the bayonet pointing to the marching surface.

5.76. Counter Turn Over [From Port]. This is a six-count movement.

5.76.1. **(Counts 1 and 2)**. Move the right hand to the butt plate and rotate the weapon counterclockwise 180 degrees. **(Count 3)**. Re-grip the weapon with the left hand so it covers the lower hand guard retaining band.

5.76.2. **(Count 4)**. Pin the left hand and allow the weapon to fall to the left. As this occurs, twist the butt stock in a clockwise rotation with the right hand. As the weapon drops, it makes one turn in the right hand so the sling faces in. The right hand slides down the buttstock to the small of the stock, twisting the weapon around one full rotation.

5.76.3. Grab the weapon with the left hand at the lower hand guard retaining band, bayonet up. Re-grip the butt of the weapon with the right hand. Pin the left hand. Rotate the weapon counterclockwise 90 degrees. **(Count 5)**. Slide the small of the stock into the right hand so the sling faces to the right. Slow the rotation down and toss it over one and one-quarter rotations to front side standby. **(Catch on Count 6)**.

5.77. Hops. This movement can be performed indefinitely.

5.77.1. After any rotation, continue tossing the weapon in the air, catching the sling each time at the trigger housing balance point. Every time the hand comes in contact with the weapon, beat the weapon. Ensure to look through the weapon, pinning the hand not in use.

5.78. Marine Toss Out [From Side Funny Toss]. This is a two-count movement.

5.78.1. **(Count 1)**. Lift the weapon with the right hand up to the right shoulder. As the weapon is lifted, pin the left hand. Allow the buttstock to fall forward.

5.78.2. **(And)**. Toss the weapon up so it rotates twice.

5.78.3. **(Count 2)**. With the right hand, catch the weapon at the upper hand guard with the sling facing out. The weapon is straight up and down with the arm parallel to the marching surface.

5.79. Toss Over. This is a two-count movement and starts from a one-handed exaggerated catch or after jarhead.

5.79.1. **(Count 1)**. Roll the weapon in a counterclockwise rotation, tossing it in the air at the top of the rotation. After the release, the weapon rotates once.

5.79.2. **(Count 2).** Catch the weapon with the right hand at the back end of the buttstock, close to the small of the stock, and the left hand at the upper hand guard. The weapon is straight up and down with the bayonet pointing to the marching surface.

Section 5H—Exchanges

5.80. Right Shoulder Exchange [From Right Shoulder]. This is a three-count movement. A partner is required and positions approximately 2 feet in front of and facing the Airman with whom the exchange occurs.

5.80.1. **(Count 1).** While holding the butt plate tightly with the right hand, drop the right hand so the weapon falls forward towards the partner's left shoulder. The left hand remains pinned.

5.80.2. **(Count 2).** The partner catches the weapon on the upper hand guard with the left hand. The right hand remains pinned.

5.80.3. **(Count 3).** With the left hand, the partner brings the weapon to reverse port. See **paragraph 5.16.**

5.81. Triple Present Exchange [From Port]. This is a three-count movement. A partner is required and positions approximately 2 feet in front of and facing the Airman with whom the exchange occurs.

5.81.1. **(Count 1).** Beat the weapon with the left hand at the lower hand guard retaining band, then twist the weapon with the right hand clockwise one-quarter turn, sling facing away from the body.

5.81.2. **(Count 2).** With the right hand, place the weapon in the partner's left hand, and receive their weapon with the left hand. The left hand grips the weapon at the lower hand guard retaining band, the middle finger covering the band.

5.81.3. **(Count 3).** With the left hand, twist the weapon to port arms.

5.82. Split Exchange at Port Arms [From Port]. This is a three-count movement. A partner is required and positions approximately 3 paces in front of and facing the Airman with whom the exchange occurs. This exchange is executed as members pass one another.

5.82.1. **(Count 1).** Step off with the left foot and throw the weapon using the left hand into the right hand, which grips the lower hand guard retaining band; the middle finger covers the band. The weapon is in the vertical position with the sling facing away from the body. Once the weapon is in the right hand, pin the left hand.

5.82.2. **(Count 2).** On the next right foot, throw the weapon into the left hand, keeping the weapon in the vertical position. Pin the right hand.

5.82.3. **(Count 3).** On the next left foot, throw the weapon to the partner. Turn slightly to the right to face the partner.

5.82.4. The partner catches the weapon in the right hand. The weapon is in the vertical position. The left hand is pinned.

5.82.5. While continuing to march, flip the weapon into port arms with the right hand. When the left hand catches the weapon, the right hand flares along the upper hand guard and the forearm is along the side of the weapon.

5.82.6. Flare the right hand into the port arms position. See **paragraphs 3.20.1.2 and 3.20.1.3.**

5.83. Marching Set Back [From Port]. This is a five-count movement. A partner is required and positions approximately 2 feet behind and facing the Airman who passes the weapon.

5.83.1. **(Count 1).** With the right hand, grab the upper hand guard and flare the weapon by the right leg.

5.83.2. **(Count 2).** Cut the left hand to a pin.

5.83.3. **(Count 3).** Step off with the left foot. On the next right foot, bring the right hand back and set the weapon on its butt plate; the heel of the weapon is in-line with the heel of the right foot.

5.83.4. **(Count 4).** On the next left step, release the weapon with the right hand from the upper hand guard. It is important to bring the right hand to the side of the leg and not push the weapon out. Allow it to fall backwards.

5.83.5. **(Count 5).** On the next left step, the partner grasps the upper hand guard with the right hand. On the next right step, the partner brings the weapon to port arms.

5.84. Marching Back Toss [From Order]. This is a six-count movement. A partner is required and positions approximately 3 feet behind and facing the individual who tosses the weapon.

5.84.1. **(Count 1).** Step off with the left foot, grab the upper hand guard with the right hand and flare the weapon by the right leg.

5.84.2. **(Count 2).** On the next right foot, remain at flare.

5.84.3. **(Count 3).** On the next left foot, remain at flare.

5.84.4. **(Count 4).** On the next right foot, bring the right hand back and set the weapon on the butt plate next to the heel of the right foot.

5.84.5. **(Count 5).** On the next left foot, lift the weapon with the right hand preparing to throw it over the shoulder. Release the weapon at the upper hand guard as the right hand passes the ear. The weapon completes one revolution clockwise to the partner marching at the rear.

5.84.6. **(Count 6).** The partner catches the weapon at the upper hand guard with the right hand.

5.85. Back to Back Toss [From Order]. This is a three-count movement. A partner is required and positions approximately 3 feet behind and facing away from the Airman who tosses the weapon.

5.85.1. **(Count 1).** Grab the upper hand guard with the right hand, extend the arm fully to allow it to act as a pendulum. Extend the right foot in front of the toe of the weapon, kick the butt back hard enough with the heel of the foot to cause the weapon to swing approximately 2 feet behind the body.

5.85.2. As the weapon swings forward, lift it while keeping the arm extended. Bend the right elbow slightly as the right hand is brought near the right ear. The weapon is near the vertical position, barrel pointing to the marching surface. **(Count 2)**. Release the weapon to throw it as the right hand passes the right ear. Ensure the right hand is turned out so the weapon does not go to the inside of the person receiving it. The weapon makes one full rotation to the partner. **(Count 3)**. After releasing the weapon, pin the right hand.

5.85.3. The receiver catches the weapon with the right hand at the upper hand guard.

5.85.4. Bring the weapon to the port arms.

5.86. Mini Underhand Toss [From Order]. This is a six-count movement. A partner is required and positions approximately 2 feet in front of and facing the Airman who tosses the weapon.

5.86.1. **(Count 1)**. Grab the upper hand guard with the right hand, extend the arm fully to allow it to act as a pendulum. Extend the right foot in front of the toe of the weapon. Kick the butt back hard enough with the heel of the foot to allow the weapon to swing approximately 1 foot behind the body.

5.86.2. **(And)**. As the weapon swings forward, raise the right arm slightly. To throw, release the weapon as the right hand rises past belt-level. The weapon makes a one-half rotation to the partner. After release, pin the right hand. The left hand remains pinned until required to catch the partner's weapon.

5.86.3. **(Count 2)**. The partner catches the weapon at the upper hand guard with the left hand. The weapon is in the vertical position with the barrel pointing to the marching surface.

5.86.4. **(Count 3)**. Once caught, allow the weapon to fall to the right, sling down, and catch it with the right hand near the trigger housing. The weapon is parallel to the marching surface at belt-level.

5.86.5. **(Count 4)**. Push down with the left hand and twist the right wrist to allow the weapon to rotate counterclockwise to port arms. While pushing down, pin the left hand.

5.86.6. **(Count 5)**. As the weapon comes to port arms, stop it with the left hand.

5.86.7. **(Count 6)**. Flare the right hand in an "and" count and return it to the small of the stock.

5.87. Underhand Toss [From Order]. This is a five-count movement. A partner is required and positions approximately 6 feet in front of and facing the Airman who tosses the weapon.

5.87.1. **(Count 1)**. Grab the upper hand guard with the right hand, extend the arm fully to allow it to act as a pendulum. Extend the right foot in front of the toe of the weapon and kick the butt back hard enough with the foot's heel to allow the weapon to swing approximately 2 feet behind the body.

5.87.2. **(Count 2)**. As the weapon swings forward, release it for the throw as if shaking someone's hand. The weapon makes one full rotation to the partner. After release, pin the right hand.

5.87.3. **(Count 3).** The left hand remains pinned until required to catch the partner's weapon. The partner catches the weapon slightly below the stock ferrule swivel and rotates the weapon until the barrel points down to the marching surface. Then pin the weapon to the left leg.

5.87.4. **(Count 4).** Using the left hand, move the weapon in a counterclockwise rotation behind the back, so the barrel points to the right, and the sling faces towards the ground. The right hand catches the weapon on the upper hand guard at a fist.

5.87.5. **(Count 5).** Release the weapon with the left hand and pin. The right hand brings the weapon to side standby. Bring the left hand to the right side of the body to support the weapon slightly behind the trigger housing.

5.88. Lateral Reverse Underhand Toss [From Order]. This is a five-count movement and uses the same procedures as the underhand toss (See **paragraph 5.87**). However, the partner is at a 45-degree angle to the left of the Airman throwing the weapon. The partner faces 90 degrees to the Airman's right.

5.89. Overhead Toss [From Right Shoulder]. This is a four-count movement. A partner is required and positions approximately 6 feet in front of and facing the Airman throwing the weapon.

5.89.1. Drop the right hand, hold tightly to the butt plate, and catch the weapon on the upper hand guard with the left hand, thumb wrapping around the upper band. The left forearm is parallel to the marching surface.

5.89.2. With the right hand, bring the weapon straight up and forward slightly, guiding it with the left hand, throw the weapon and flick the right hand back towards the ear to flip the weapon to your partner. As the weapon rotates once, pin the right hand.

5.89.3. The partner catches the weapon with the left hand at the upper hand guard.

5.89.4. Once the weapon is caught, bring the weapon to port arms.

5.90. Lateral Overhead Toss [From Right Shoulder]. This is a four-count movement and uses the same procedures as the overhead toss (See **paragraph 5.89**). However, the partner positions at a 45-degree angle to the right of the Airman throwing the weapon. The partner also faces 90 degrees to the Airman's left.

Chapter 6

SABER AND SWORD INSTRUCTION

Section 6A—Introduction

6.1. General. Tradition dictates that officers will carry sabers and NCOs will carry swords. **(T-0)** This requirement has been outlined in every US drill manual going back to the Blue Book. Both weapons are a symbol of rank.

6.1.1. All sabers and swords are considered weapons. Members 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, is always worn when armed with a saber or sword. However, there are instances or situations that call for different protocol. Examples are:

6.1.1.1. Do not wear headgear or the scabbard when carrying the Air Force or major command (MAJCOM) sword during an Order of the Sword ceremony.

6.1.1.2. Do not wear headgear or the scabbard when carrying and/or using a sword during the cake cutting ceremony at service branch birthdays.

6.1.1.3. During saber or sword arch ceremonies the team members typically do not wear the ceremonial belt and scabbard.

6.1.1.4. Sabers and swords can be worn inside a place of worship; however, they are never unsheathed and headgear is not worn.

6.2. Terms, Wear and Use.

6.2.1. **Saber.** A cavalry sword with a slightly curved blade and a hand guard. The blade of a cavalry sword is 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 US Army and carries on many of its traditions.

6.2.1.1. Air and Space Force personnel refer to any sword with a curved blade as a saber.

6.2.1.2. Officers will wear the saber while participating in ceremonies with troops under arms, or as directed. **(T-0)**

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

6.2.2. **Sword.** Any weapon with a long, straight blade is referred to as a sword.

6.2.2.1. Only NCOs and Air Force Academy Cadets will carry swords. **(T-0)**

6.2.2.2. Noncommissioned officers wear the sword while participating in ceremonies as flight commanders, first sergeants, commanders of troops (COT) with troops under arms, or as directed.

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

Figure 6.1. Saber and Sword Nomenclature.

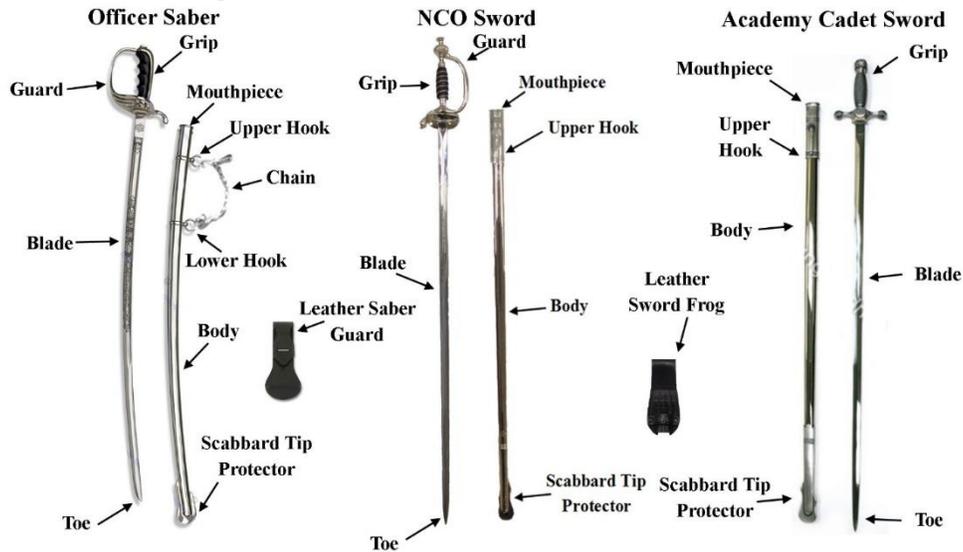


Figure 6.2. Proper Wear of the Saber and Sword with Scabbards.



Section 6B—Saber and Sword Standing Drill

6.3. Positions of Attention.

6.3.1. **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 3.1.

6.3.2. **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) does not extend past the top of the ear and is 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. See **Figure 6.3**.

Figure 6.3. Carry Saber (Sword).



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

6.3.2.1.1. To give commands.

6.3.2.1.2. To change positions.

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

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

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

6.3.2.1.6. 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."

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

6.3.3.1. 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 6 inches above the marching surface.

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

6.3.3.3. The rest of the body is at the position of attention. See **paragraph 3.1** and **Figure 6.4**.

Figure 6.4. Position of Order.



6.4. Positions of Rest.

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

6.4.1.1. 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.

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

6.4.1.3. If at the position of order, then the saber (sword) does not move. See **Figure 6.5**.

Figure 6.5. Parade Rest.



6.4.1.4. To return to the position of attention:

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

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

6.4.2.1. **(Count 1).** Execute parade rest. See **paragraph 6.4.1** and **Figure 6.5.**

6.4.2.2. **(Count 2).** Move the saber (sword) across the body, at waist level, directly in front of and centered on the body. The tip of the saber (sword) is directly between and in-line with the left and the right foot. The tip of the sword is about 1 to 2 inches from the marching surface. The right thumb is closest to the body; with the remaining fingers extended and joined farthest from the body. The left hand remains in the small of the back. See **Figure 6.6.**

Figure 6.6. Ceremonial At Ease (Count 2).



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

6.4.2.4. Upon completion of the third count, slowly lower the saber (sword) to gently rest on the marching surface. See **Figure 6.7.**

Figure 6.7. Ceremonial At Ease (Count 3).



6.4.2.5. To return to the position of attention:

6.4.2.6. 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.

6.4.2.7. **(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. See **Figure 6.8**.

6.4.2.8. **(Count 2)**. Assume the position of parade rest. See **Figure 6.5**.

6.4.2.9. **(Count 3)**. On the command of **ATTENTION**, the left hand and foot are returned to the position of attention. See **Figure 6.4**.

6.4.2.10. If returning to carry, simultaneously return the saber (sword) to the position of carry. See **Figure 6.3**. **Note:** If performing as COT or a solitary member in charge of a formation, then the individual returns to the position of carry after completing count three, 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 snap to attention and return to carry in the same count.

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

6.5. Present Arms/Order Arms.

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

6.5.1.1. On the “S” of **Present**, bring the saber (sword) up (at a rate of two counts) so the bottom of the grip is approximately 4 inches from the chin. The saber (sword) rotates so that the guard is to the left.

6.5.1.2. The saber (sword) is 6 inches from the vertical position. See **Figure 6.9**.

6.5.1.3. 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

Figure 6.8. Honor Guard or Escort (Count 1).



Figure 6.9. Present Arms (“S”).



the saber (sword) 6 inches from the marching surface. The thumb is “on top” and in-line with the blade. See **Figure 6.10**.

Figure 6.10. Present Arms (“ARMS”).



6.5.2. **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.

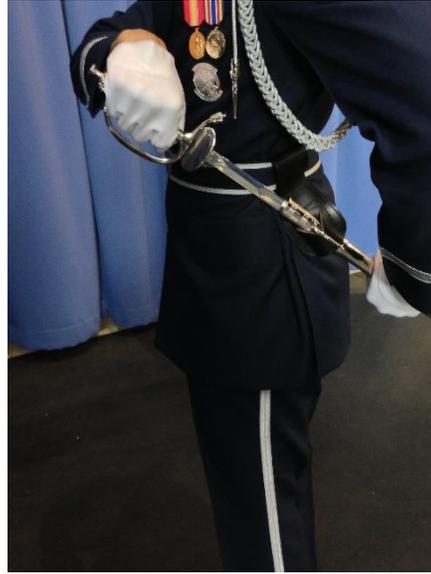
6.5.2.1. On the command **ARMS** return the saber (sword) to the position of order. See **Figure 6.4**.

6.5.2.2. If returning to carry, return the saber (sword) to the position of carry. See **Figure 6.3**.

6.6. Draw/Return Saber (Sword).

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

6.6.1.1. On the preparatory command **Draw**, grasp the scabbard with the left hand, turning the scabbard clockwise 180 degrees and 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 is now roughly parallel to the ground.

Figure 6.11. Draw Saber (“Draw”).**Figure 6.12. Draw Sword (“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 ensure that the sword is positioned with the guard facing forward when the sword is sheathed.

6.6.1.2. 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).

6.6.1.3. **(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 with the guard facing away from the body; pin the left hand. See **Figure 6.13**.

6.6.1.4. **(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. See **Figure 6.3**.

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

6.6.2.1. 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 4 inches from the body; the guard is pointed to the left. See **Figure 6.14**.

Figure 6.13. Draw Saber (Sword) (Count 1).

Figure 6.14. Return Saber (Sword) (“Return”).



6.6.2.2. 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 forms a 45-degree angle with the ground, and the saber (sword) bearer turns their 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 4 inches from the body.

Figure 6.15. Return Saber (“SABER”).



Figure 6.16. Return Sword (“SWORD”).



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

6.6.2.3. Next, the command **Ready, CUT** is given. On the command **CUT**, thrust the saber (sword) smartly into the scabbard; officers rotate the scabbard so the tip is forward, and snap to attention. See **Figure 3.1**.

Section 6C—Saber and Sword Marching Drill

6.7. General. Individuals marching with a saber (sword) do not suspend arm swing, except when picking up a mark time or if stated in this manual.

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

6.8.1. 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.

6.8.2. Grasp the scabbard with the left hand. See **Figure 6.17**.



Figure 6.17. Port Arms.

6.9. Eyes Right (Left)/Ready Front.

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

6.9.1.1. 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.

6.9.1.2. 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. See **Figure 6.18**.

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

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

Figure 6.18. Eyes Right (“Eyes”).



6.9.1.5. 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, 6 inches from the marching surface, completing present arms.

Figure 6.19. Eyes Right (“RIGHT”).

6.9.1.6. 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 6 inches) above the marching surface. This requires extending the wrist on the forward movement and elevating the wrist on the rearward movement.
Exception: When marching as part of a staff, or in a line/column, with others bearing a saber (sword), the right hand remains suspended and only the left hand resumes coordinated arm swing. See **Figure 6.19.**



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

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

6.9.2.2. On the second left (right) foot return the saber (sword) to the order position. See **Figure 6.20.**

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

6.9.2.4. On the very next step, turn the head sharply to the front and return the saber (sword) to the carry position. See **Figure 6.21.**
Note: Maintain arm swing throughout the duration of the movement.

Figure 6.20. Ready Front (Order Position).



Figure 6.21. Ready Front (Carry Position).



Chapter 7

GUIDON BEARER

Section 7A—General Information

7.1. 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 should have a thorough and complete knowledge of the ceremony being performed.

7.2. Positioning. The guidon bearer is positioned IAW DAFPAM 34-1203. When marching, adjust flanking movements to maintain this position. **Left Flank, MARCH** is followed by a 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 predetermined, synchronous movements and for the guidon bearer to be temporarily out of the proper position.

7.2.1. 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.

7.2.2. Again, during ceremonies, when marching with the COT, the guidon bearer executes order arms after halting in conjunction with the COT's movements. **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.

7.3. Automatic Sequences. As outlined in this chapter, the guidon bearer is "linked" with the colors 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 colors team. This general guideline applies when working solely with the COT, movements are executed/finished with COT's movements; and when the colors team is present, movements are executed/finished with the colors team.

7.4. Cadence. The guidon bearer executes all movements in cadence with the formation, colors team and COT.

7.5. Uniform Requirements. The guidon bearer may not wear the ceremonial belt. The chinstrap is only worn in the down position when required. Refer to **paragraph 17.7** for proper wear of the ceremonial hat and chinstrap. Silicone is not applied to the left glove.

Section 7B—Guidon Standing Drill

7.6. Attention (Order). The flagstaff is held in the right hand, palm on the front of the staff, fingers and thumb grasping the staff tightly. The right forefinger 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 2 inches from the side of the foot or so the staff is perpendicular to the ground. See **Figure 7.1**.

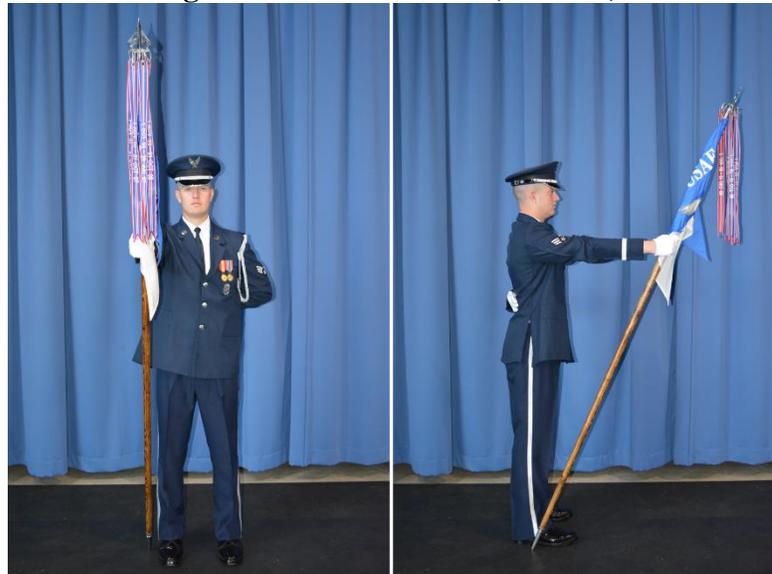
7.7. Parade Rest. The command is **Parade, REST**. This is a two-count movement executed from the position of order.

7.7.1. **(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. See **Figure 7.2**.

Figure 7.2. Parade Rest (Count 1).



Figure 7.3. Parade Rest (Count 2).



7.7.2. **(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 6 to 8 inches to the left, extending the guidon forward to a 45-degree angle and keeping the pike in the same position with the right arm fully extended and parallel to ground. See **Figure 7.3**.

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

7.8.1. **(Count 1).** On the preparatory command of **Ceremonial**, execute count one of parade rest. See **paragraph 7.7.1** and **Figure 7.2**.

7.8.2. **(Count 2).** Execute count two of parade rest. See **paragraph 7.7.2** and **Figure 7.3**.

Figure 7.1. Attention.



7.8.3. **(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. The staff is directly over the left eye. Simultaneously, extend the right arm fully parallel to the staff and flare the right hand. See **Figure 7.4**.

Figure 7.4. Ceremonial At Ease (Count 3).



Figure 7.5. Ceremonial At Ease (Count 4).



7.8.4. **(Count 4)**. Smartly place the right hand directly under the left hand, 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. See **Figure 7.5**.

7.8.5. To return to attention:

7.8.6. **(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. See **Figure 7.6**.

Figure 7.6. Attention from Ceremonial At Ease (Count 1).



7.8.7. **(Count 2)**. Move to the completed position of parade rest. Refer to **paragraph 7.7.2** and **Figure 7.3**.

7.8.8. **(Count 3)**. On the command of execution, snap back to the position of attention. See **paragraph 7.6** and **Figure 7.1**.

7.9. Port Arms [From Order]. This is a four-count movement used to carry the guidon.

7.9.1. **(Count 1).** On the command of execution, grasp the guidon approximately 6 inches below the midsection of the staff with the left hand. See **Figure 7.7.**

**Figure 7.7. Port Arms
[From Order] (Count 1).**



**Figure 7.8. Port Arms
[From Order] (Count 2).**



7.9.2. **(Count 2).** Lift the staff 4 to 6 inches off the ground with the left hand until the left forearm is parallel to the ground, keeping the right arm fully extended, and sliding the staff through the right hand's grip. See **Figure 7.8.**

7.9.3. **(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 4 inches (one fist's distance) from the body. See **Figure 7.9.**

**Figure 7.9. Port Arms
[From Order] (Count 3).**



**Figure 7.10. Port Arms
[From Order] (Count 4).**



7.9.4. **(Count 4).** Cut the left hand straight down and back to the position of attention (See **Figure 7.10**). Keep the guidon staff perpendicular to the ground throughout this manual. **Note:** In ceremonies, the command of **Port, ARMS** is taken from the NCOIC of Colors Team (NCT) and executed with the colors team.

7.10. 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 stops at count three. Count four is executed on the command **Colors, Ready, CUT**. See **Figures 7.7** through **7.10**.

7.11. Order Arms [From Port and Right Shoulder]. This is a one-count movement used to return to the position of attention.

7.11.1. On the command of execution, drop the staff to the ground through the right hand allowing the pike to hit no more than once.

7.11.2. 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 4 inches (one fist distance) from the body. This is the ready cut position. See **Figure 7.11**.

Figure 7.11. Order Arms [From Port and Right Shoulder].



Figure 7.12. Colors, Ready Cut (Count 1).



7.11.3. 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*) (See **Figure 7.12**). Then sharply bring down to the position of attention (*Count Two*) (See **Figure 7.1**). **Note:** In ceremonies, when marching with 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.

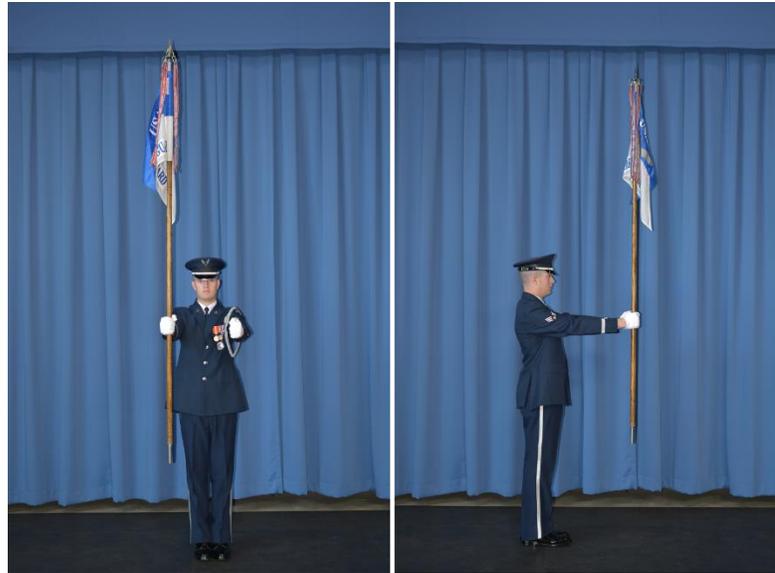
7.12. Present Arms. This is a three-count movement, used to salute with the guidon when rendering honors.

7.12.1. 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 flared, knuckles facing forward. This is called a “*hand-flip*” (See **Figure 7.13**). The hand-flip signals the COT to give the command of **Present, ARMS**.

Figure 7.13. Present Arms (Hand-Flip).



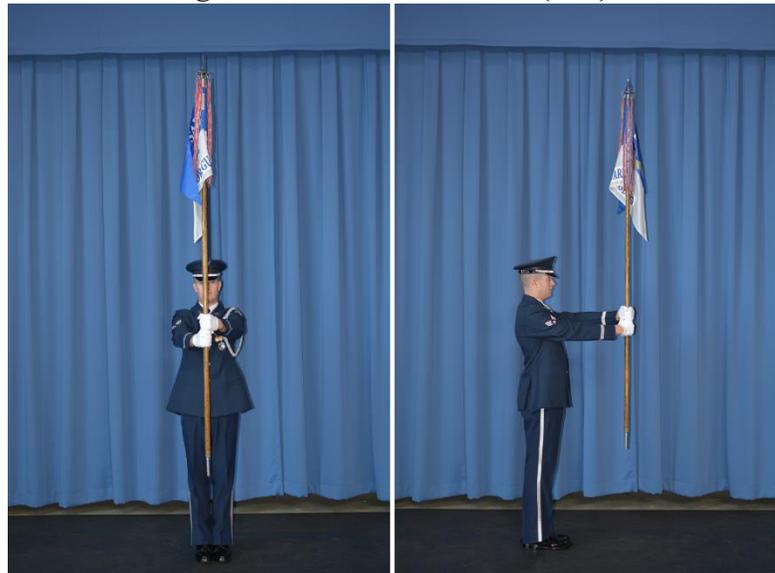
Figure 7.14. Present Arms (“P”).



7.12.2. 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 the ground, simultaneously extend the left arm straight forward in the same fashion. See **Figure 7.14**.

7.12.3. 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. See **Figure 7.15**.

Figure 7.15. Present Arms (“S”).



7.12.4. (**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. See **Figure 7.16**. **Note:** It is necessary to slightly loosen grip of left hand to allow staff to slide smoothly.

Figure 7.16. Present Arms (Counts 1 and 2).



7.12.5. **(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. See **Figure 7.17**.

Figure 7.17. Present Arms (Count 3).



7.12.6. Discreetly “flatten” the spade.

7.13. Order Arms [From Present]. This is a three-count movement.

7.13.1. On the “O” and “D” of **Order**, execute the preparatory counts of present arms [from attention] (See **paragraphs 7.12.2** through **7.12.3**) using only arm motion and keeping upper body motionless. See **Figures 7.14** and **7.15**.

7.13.2. (**Count 1**). On the command of execution, guide the staff to the “count three” position of port arms [from order]. See **paragraph 7.9.3** and **Figure 7.9**.

7.13.3. (**Count 2**). Stand-fast at the position of port. See **Figure 7.9**.

7.13.4. (**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. See **Figure 7.11**.

7.13.5. Execute the “two-count ready cut” on the command of **Colors, Ready, CUT** to complete the movement. See **paragraph 7.11.3**, and **Figures 7.12** and **7.1**.

7.14. Right Shoulder Arms [From Present]. This is a five-count movement.

7.14.1. In ceremonies, this command serves primarily to synchronize the guidon bearer with the colors team. The guidon bearer holds their cut hand for count two, three, and four, and cut on the fifth count with the colors team also returning to right shoulder.

7.14.2. On the “O” and “D” of **Order**, execute the preparatory counts of present arms [from attention]. See **paragraphs 7.12.2** and **7.12.3**; and **Figures 7.14** and **7.15**.

7.14.3. (**Count 1**). On the command of execution, guide the staff to the “count three” position of port arms [from order]. See **paragraph 7.9.3** and **Figure 7.9**.

7.14.4. (**Count 2**). Stand-fast at the position of port.

7.14.5. (**Count 3**). Stand-fast at the position of port.

7.14.6. (**Count 4**). Stand-fast at the position of port.

7.14.7. (**Count 5**). Cut the left hand straight down and back to the “count four” position of right shoulder arms. See **Figure 7.10**.

7.15. Port Arms [From Present]. This is a two-count movement.

7.15.1. On the “P” and “T” of **Port**, or “O” and “D” of **Order**, execute the preparatory counts of present arms [from attention]. See **paragraphs 7.12.2** and **7.12.3** and **Figures 7.14** and **7.15**.

7.15.2. (**Count 1**). On the command of execution, guide the staff to the “count three” position of port arms [from order]. See **paragraph 7.9.3** and **Figure 7.9**.

7.15.3. (**Count 2**). Cut the left hand straight down and back to the “count four” position of port. See **Figure 7.10**.

7.16. Present Arms [Hand Present]. This is a three-count movement.

7.16.1. Refer to **paragraph 7.12.1** and **Figure 7.13**.

7.16.2. On the “S” of **Present**; re-grasp the staff at the proper position of attention.

7.16.3. **(Count 1)**. On the command of **ARMS**, bring the left hand up to the “ready cut” position. See **paragraph 7.11** and **Figure 7.11**.

7.16.4. **(Count 2)**. Stand-fast.

7.16.5. **(Count 3)**. Flip the hand so the palm is facing down and, at the same time, position the thumb along the forefinger to create a proper flared hand. See **Figure 7.18**.

7.17. Order Arms [From Hand Present]. This is a five-count movement.

7.17.1. **(Count 1)**. On the command of execution, stand-fast.

7.17.2. **(Count 2)**. Stand-fast.

7.17.3. **(Count 3)**. Stand-fast.

7.17.4. **(Count 4)**. Stand-fast.

7.17.5. **(Count 5)**. Bring the left hand up to the “ready cut” position. See **paragraph 7.11** and **Figure 7.11**.

Figure 7.18. Present Arms [Hand Present] (Count 3).



Section 7C—Guidon Marching Drill

7.18. Forward March. This is a four-count movement.

7.18.1. Automatically perform the hand-flip (See **paragraph 7.12.1** and **Figure 7.13**). The hand-flip signals the COT to give the command of **Forward, MARCH**.

7.18.2. On the “F” and “W” of **Forward** execute the preparatory counts of present arms [from attention] (See **paragraphs 7.12.2** and **7.12.3**; and **Figures 7.14** and **7.15**).

7.18.3. **(Count 1)**. On the command of execution, execute count one of right shoulder arms [from present arms] (See **paragraph 7.14.3**), simultaneously stepping off with the left foot.

7.18.4. **(Count 2)**. Dead step on the first right step. See **Figure 7.19**.

7.18.5. **(Counts 3 and 4)**. Execute the two-count “ready cut” to complete the movement. See **paragraph 7.11.3** and **Figure 7.20**.

Figure 7.19. Forward March (Count 2).



Figure 7.20. Forward March (Counts 3 and 4).



7.18.6. Resume coordinated arm swing on the next left step.

7.19. Angle Port. This is a one-count movement 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.

7.19.1. 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. See **Figure 7.21**.

7.19.2. 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

(See **Figures 7.19** and **7.20**). Upon completion of the movement, resume normal arm swing.

Figure 7.21. Angle Port.



7.20. Eyes Right (Left)/Ready Front.

7.20.1. Eyes Right (Left).

7.20.1.1. The command for this movement is **Ready Eyes, RIGHT (LEFT)**. The movement is executed in the same manner as present arms. See **paragraph 7.12**.

7.20.1.2. On the right (left) foot; the command **Ready** is given and the guidon bearer executes the hand-flip. Momentarily hold the staff with the left hand to execute the hand-flip then return the left hand, suspending arm swing. See **Figure 7.22**.

Figure 7.22. Eyes Right (Left) (Hand-Flip).



7.20.1.3. On the next right (left) step; on the command **Eyes**, execute the preparatory counts of present arms [from attention]. See **paragraphs 7.12.2 and 7.12.3** and **Figure 7.23**.

7.20.1.4. On the next right (left) step; fluidly execute counts one and two of present arms (Refer to **paragraph 7.12.4**), completing the movement during the “dead-count” of the third right step. See **Figure 7.24**.

Figure 7.23. Eyes Right (Left) (Eyes).



Figure 7.24. Eyes Right (Left) (Counts 1 and 2).



7.20.1.5. On the fourth right (left) step; on the command **RIGHT (LEFT)**, execute count three of present arms (See **paragraph 7.12.5**), simultaneously turning the head 45 degrees to the right (left) with snap, on the immediate/following left step while ensuring suspended arm swing. See **Figure 7.25**.

Figure 7.25. Eyes Right (Left).



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

7.20.2.1. On the left (right) foot; the command **Ready** is given and the guidon bearer executes the preparatory counts of present arms [from attention]. See paragraphs 7.12.2 and 7.12.3, and Figure 7.26.

Figure 7.26. Ready Front (Ready).



7.20.2.2. On the second left (right) foot perform a dead step.

7.20.2.3. 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. See paragraph 7.9.3 and Figure 7.19.

7.20.2.4. Cut the left hand on the next available left heel beat in cadence with the march, resuming arm swing. See Figure 7.20.

PART 2.
HONORS AND CEREMONIES

Chapter 8
COLORS

Section 8A—General Information

8.1. 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 colors teams serve a significant ceremonial purpose and forever hold a place in America's history, traditions, and protocol.

8.2. Protocol. Title 4 United States Code (USC) Chapter 1, *The Flag*, governs flag etiquette and protocol. This law is intended to always maintain the US National Flag in the position of honor, whenever exhibited. Military tradition has added its own customs in addition to those outlined in the USC.

8.2.1. Utilize AFI 34-1201, Chapter 2 and AFPAM 34-1202, Chapter 2 for all flag protocol and guidance.

8.2.2. For guidance regarding flag requirements, to include personal colors (PC), refer to AFI 34-1201, Table A2.1, Musical Honors Chart.

8.3. Requirements. It is the duty of all colors team members to ensure the safety and security of the colors they are carrying.

8.3.1. Refer to AFI 34-1201, paragraph 2.22.8 for specifics on dipping the USAF and USSF departmental flag. **Note:** If the Pledge of Allegiance is given after the playing of the national anthem, then the NCT gives the subdued command **Bearers, Ready, TWO** to return the organizational flag to port or right shoulder. The organizational flag will not be dipped during the Pledge of Allegiance. **(T-0)**

8.3.2. Never allow a flag to touch the ground. Take care when handling flags/flagstuffs around doors, ceilings, people, and other obstacles.

8.3.3. The height of the team members should be as closely matched as possible. If there is a noticeable difference in members' heights, the team is arranged in an aesthetically pleasing manner (depending on the rank and experience level). As a guide, keep height disparities to a maximum of 2 inches.

8.3.4. The NCOIC of the Colors Team (NCT) holds the US or highest precedent flag and calls commands from this position.

8.3.5. The NCT, typically an NCO, is the most experienced and qualified member to complete the mission successfully.

8.3.6. The right rifle guard is the second most experienced and the left rifle guard is usually the third most experienced. **Note:** Honor guards make every effort to assign flagbearer duties to NCOs. The rifle guards should be experienced junior enlisted Airmen/Guardian.

8.3.7. The flags are always carried and displayed in the 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:

8.3.7.1. National emblems (i.e., US flag, foreign national flag).

8.3.7.2. Flag of the President of the United States (POTUS).

8.3.7.3. State and territorial flags. **Note:** State and territorial flags will not be carried by Air and Space Force colors teams. **(T-0)** ANG color teams are authorized to carry their respective state and territorial flag. During appropriate ceremonies IAW AFI 34-1201, all state and territorial flags may be carried.

8.3.7.4. Departmental flags.

8.3.7.5. Organizational flags.

8.3.7.6. Personal color (PC) (never part of a colors team; pre-posted [i.e., VPOTUS, CSAF, VCSAF, Generals' colors, Prisoner of War/Missing in Action (POW/MIA) flags, etc.]). **Note:** If the colors team involves a visiting country or honoring 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.

8.4. Composition and Formation. For all ceremonies, funerals and community relations events, the colors team will, at a minimum, consist of the US and organizational flags. **(T-0)**

8.4.1. From front to rear, or right to left, are the right rifle guard, US flag, state flag (as required), organizational flag, organizational flag (as required), and finally the left rifle guard. Colors team members fall in at the position of attention in one or two formations either column (single file) or line (single rank/abreast) formation.

8.4.2. **Column (Single File).** Maintain a closer than normal 40-inch distance to the individual in front. See **Figure 8.1.**

Figure 8.1. Column (Single File).



8.4.3. **Line (Single Rank/Abreast).** Maintain a close interval, approximately 4 inches (fist distance) between colors team member's shoulders, when halted. A "shoulder-to-shoulder" interval is maintained when marching in this formation. See **Figure 8.2. Note:** It is not recommended to have more than six flags (eight-person team), as this would render the team difficult to maneuver.

8.4.4. **Location.** If performing a military funeral without an armed escort and the USAF Band (i.e., MFH for active duty deaths, Medal of Honor [MOH] recipients, and repatriations), the colors team positions 10 to 15 paces (depending on obstacles) away from and centered on the foot of the casket. If possible, the entire family should be able to see the colors team. Always ensure the next of kin (NOK) can see the colors team. Additionally, the NCT maintains a line of sight with the NCOIC/OIC at both roadside and gravesite.



Figure 8.2. Line (Single Rank/Abreast).

8.5. Responsibilities. Each honor guard colors team consists of at least one flagbearer and two rifle guards.

8.5.1. **National Flagbearer.** The US flagbearer is the NCT. The NCT is responsible for the colors team, including PCs. The NCT is in charge of all flagbearers.

8.5.2. **Organizational Flagbearer.** Is generally the least experienced on the team and is responsible for performing all commands on the NCT's command of execution.

8.5.3. **Right and Left Rifle Guards.** The primary responsibility of the right and left rifle guards is to safeguard the national and organizational flags. The rifle guards keep unauthorized personnel from walking between the colors and other elements. They also assist in the alignment of the flags and are the 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 predetermined position when marching in column formation. **Note:** Right rifle guard also has the duty of setting the colors team's cadence, which remains steady.

8.6. Equipment.

8.6.1. **Air and Space Force Outdoor Ceremonies or Indoors with High Ceiling and Flags Will Not Be Posted:**

8.6.1.1. US flag (4'4" X 5'6').

8.6.1.2. Organizational flag (4'4" X 5'6' with campaign streamers). **Note:** Remove streamers during inclement weather.

8.6.1.3. Staffs of equal length (9') and design; silver spade finial.

8.6.1.4. Additional flags as appropriate (i.e. state/territorial and organizational).

- 8.6.1.5. Flag harnesses (black leather with high-gloss finish).
- 8.6.1.6. Two rifles with white/black slings.
- 8.6.1.7. White/black silicone gloves.
- 8.6.1.8. Ceremonial belts.
- 8.6.1.9. PC with blue ceremonial case (as required).

8.6.2. Air and Space Force Indoor Ceremonies in which Flags Will Be Posted and/or with Low Ceiling:

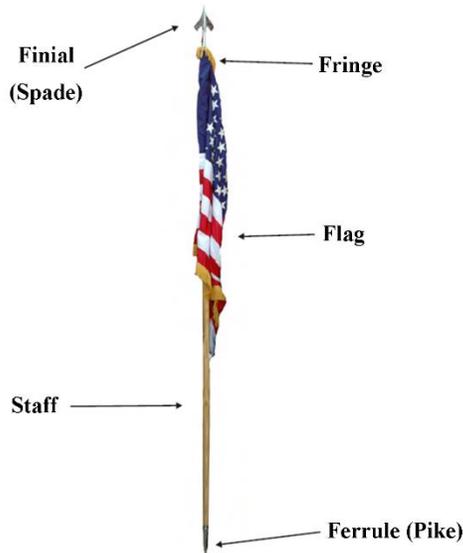
- 8.6.2.1. US flag (3’x4’).
- 8.6.2.2. Organizational flag (3’x4’).
- 8.6.2.3. Staffs of equal length (7’ is recommended/8’ is an option) and design with silver spade finial.
- 8.6.2.4. Flag harnesses (black leather with high-gloss finish).
- 8.6.2.5. Two rifles with white slings.
- 8.6.2.6. White silicone gloves.
- 8.6.2.7. Ceremonial belts.
- 8.6.2.8. Flag stands (chrome, pipe shaft on disc base).
- 8.6.2.9. PC with blue ceremonial case (as required).

8.6.3. Joint Service (JS) Ceremonies (Indoor and Outdoor):

- 8.6.3.1. Organizational flag (4’4”x5’6” with campaign streamers).
- 8.6.3.2. Staff length of 9’ with silver spade finial.
- 8.6.3.3. Flag harness (black leather with high-gloss finish). See **Figure 8.3**.
- 8.6.3.4. White silicone gloves.
- 8.6.3.5. Ceremonial belts.

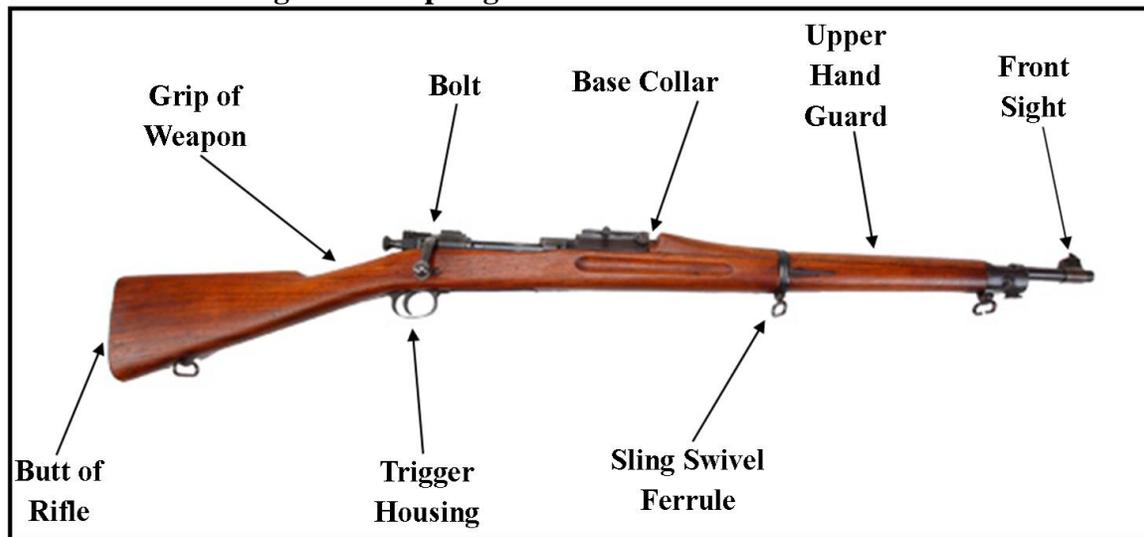
Figure 8.3. Flag Harness.



Figure 8.4. Flagstaff Nomenclature.

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 colors team will be the same size and style (ceremonial with fringe). **(T-1)** 2. The length of the staff is dependent on the flag's size. All staffs within a colors team will be the same length, color and be affixed with the silver spade type finial. **(T-0)** Refer to AFI 34-1201, Chapter 2. 3. IAW AFI 34-1201, flagstaffs will be ash in color. **(T-1)** 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.

8.6.4. **Weapons.** M1, M14, and Springfield 1903 rifles are authorized rifles for Air and Space Force colors teams. Replica and mock rifles should be avoided. Honor guards make every attempt to acquire and utilize functional weapons, whether inert or operational. See **Figures 3.13** and **5.1** for M14 and M1 rifle nomenclature, respectively.

Figure 8.5. Springfield 1903 Rifle Nomenclature.

8.6.4.1. In a deployed/forward operating location where no ceremonial weapons are available, the M4 or M16 may be used.

8.6.4.2. 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. See **Figure 9.2**.

8.6.4.3. Weapons shall not be carried on colors teams taking place inside a church or place of worship. **(T-1)**

8.6.4.4. Air and Space Force colors teams will never be armed with sabers/swords. **(T-0)**

8.6.4.5. Weapons will never be fixed with bayonets. **(T-0)**

8.7. Uniform Requirements. Flag harnesses and the ceremonial belt are worn for all colors teams and flagbearers, regardless of whether or not the harness is used. The belt is worn over the harness. The harness is worn under the epaulets in all uniforms. The left shoulder strap of the harness is worn over and on top of the right strap when viewed from the rear (see **Figure 8.3**). Chinstraps are always worn in the down position.

8.7.1. Hats are not worn indoors if the colors team is unarmed (i.e., inside a church or place of worship). **Exception:** When performing as a flagbearer during an indoor event and an armed colors team is present during any portion of the event, then the flagbearer wears the proper headgear in order to maintain uniformity with the colors team throughout the ceremony. **Note:** When performing colors teams in the service dress uniform, the harness is only worn if being utilized during the ceremony. Ceremonial guardsmen adhere to DAFI 36-2903 and exceptions as listed in this manual at all times. This means white gloves are not authorized in service dress and are not worn by the colors team when they are wearing the service or service dress uniform. Although not a requirement, the service cap should be worn in these situations.

8.8. Commands. The supplementary command of **Colors** is 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 cannot be disruptive to the family. At all other ceremonies, commands are given IAW DAFPAM 34-1203.

8.8.1. 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 is performed on the COT's command of **ARMS**.

8.8.2. 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).

8.8.3. Whenever it is necessary for either the flagbearers or rifle guards to perform movements independently from each other, then the preparatory command of **Bearerers**, for the flagbearers, or **Guards**, for the rifle guards, is called. The preparatory command of **Colors** is used to command the colors 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.

8.8.4. The NCT calls all commands from the same position as the rest of the team and executes the movement on their own command of execution.

8.8.5. At all other times, NCTs follow the guidance dictated in Chapter 2 of DAFPAM 34-1203.

Section 8B—Standing Flagstaff Manuals

8.9. Position of Attention. The flagstaff is held in the right hand, palm on the front of the staff, fingers and thumb grasping the staff tightly. The right forefinger 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 2 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. See **Figure 8.6**. Adhere to all other applicable requirements outlined in **paragraph 3.1**.

Figure 8.6. Attention.



8.10. 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 6 to 8 inches to the left in a stomping motion. The flagstaff remains at the position of attention. See **Figure 8.7**.

Figure 8.7. Parade Rest.



8.11. Stand At Ease. The command for this movement is **Stand At, EASE**. This is a two-count movement performed from the position of attention.

8.11.1. **(Count 1).** On the command of execution, move the left foot 6 to 8 inches to the left in a slight stomping motion just enough for the foot to clear the ground and be an audible count. Feet remain in-line and parallel with each other. **Notes:** On count one, the right hand slightly lifts the flagstaff off the ground and moves to the left so the flagstaff remains straight up and down (adjust accordingly to the individual flagbearer). See **Figure 8.8**.

Figure 8.8. Stand At Ease (Count 1).



Figure 8.9. Stand At Ease (Count 2).



8.11.2. **(Count 2).** Members raise their left hand to the “cup” on the harness, grasping it with a fist. The forefinger is rolled and tucked into the thumb; the thumb itself is wrapped around the remaining fingers. The thumb does not go into the “cup.” The metal of the “cup” is completely covered by the left hand. The right hand and flagstaff stay the same throughout the movement. Maintain silence and immobility (See **Figure 8.9**). **Notes:** If it becomes necessary to re-secure the flag between the flagstaff and the right arm, the NCT may give the subdued command **Bearers, Ready, TWO**. On the command of execution, the flagbearers 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, the NCT commands **Bearers, Ready, TWO** again to return the left hand to the cup.

8.11.3. 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.

8.11.4. On the preparatory command of **Colors**, return to the position of parade rest. See **paragraph 8.10** and **Figure 8.7**.

8.11.5. On the command of execution, sharply return to the position of attention. See **paragraph 8.9** and **Figure 8.6**.

8.12. Port Arms [From Attention]. The command for this movement is **Port, ARMS**. This is a three-count movement utilized to keep the flags mobile, yet close to the ground. It is used during the posting sequence and if there is low overhead clearance, whether indoors or outdoors.

8.12.1. (**Count 1**). Upon the command of execution, **ARMS**, the flagbearers bring their left hand across the midsection of the body and grasp the flagstaff approximately 6 inches below the midsection of the staff (the left hand is closer to the right at or below waist level) with the left hand. See **Figure 8.10**.

**Figure 8.10. Port Arms
(Count 1).**



**Figure 8.11. Port Arms
(Count 2).**



**Figure 8.12. Port Arms
(Count 3).**



8.12.2. (**Count 2**). Using the left hand, lift the flagstaff four to 6 inches off the ground ensuring the forearm is now parallel to the ground and across the midsection of the body. See **Figure 8.11**.

8.12.3. (**Count 3**). For the final count, the flagbearers place their left hand in the cut hand position (See **Figure 2.8**) across the front of their abdomen. Fingers are fully extended and joined; thumb is tucked behind the fingers (as if trying to touch the back of the pinky). The hand and forearm are held parallel to the ground and approximately 4 inches (or a fist away) from the body. Refer to **Figure 8.12**. **Note:** The flared hand is always in front of the flag.

8.13. Angle Port Arms. The command for this movement is **Bearers, Ready, TWO**. This command is given in a subdued manner. The flag is lowered at a 3-second cadence. This is the only authorized period where the national flag is dipped. Ensure subordinate flags are not angled higher. This position is a fundamental starting/ending point when marching with flagstaves. When marching at port arms or when ready to move the flag to the harness, angle port is necessary.

8.13.1. Upon the command of execution, the flagbearers lower their flags to a 45-degree angle. Flagbearers 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 are joined with the natural gap of the thumb and forefinger resting on the top of the flagstaff. The thumb of the right hand is not visible and does not grasp the staff. The right hand and arm act as a counterbalance. See **Figure 8.13**. **Note:** The left hand grasps the flagstaff and the flag is secured by the left arm. Adjust accordingly to regain control of the flag if it comes loose.

Figure 8.13. Angle Port Arms.



8.13.2. To go back to (straight) port arms, the command of **Bearers, Ready, TWO** is used again. On the command of execution, flagbearers slowly raise the flag back to a vertical position (at a three second cadence) and ensure that the flag is 4 to 6 inches off the ground. Once in the vertical position, the flagbearers slowly bring their hand to the proper flare in front of the flag itself. See **Figure 8.12**.

8.14. Order Arms [From Port]. The command for this movement is **Order, ARMS**. This is a two-count movement performed from the position of port.

8.14.1. **(Count 1).** Upon the command of execution, flagbearers 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. See **Figure 8.14**.

Figure 8.14. Order Arms [From Port] (Count 1).



8.14.2. Next, the flagbearers grasp the midsection 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. See **Figure 8.15**.

Figure 8.15. Flag “Tuck/Throw” [From Order].



8.14.3. Once the flag has been secured, the flagbearers re-grip the staff with their right hand and place their left hand in a flared position across the front of their abdomen. Fingers are fully extended and joined; thumb is tucked behind the fingers. Hand and forearm are held parallel to the ground and approximately 4 inches or a fist length away from the body. This is the ready cut position. See **Figure 8.14**.

8.14.4. At this point, the command of **Ready, CUT** is given.

8.15. 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].

8.15.1. **(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 and simultaneously closing the hand from a flared position to a fist (hand is closed as if at the position of attention). The left elbow is now at a 90-degree angle with the forearm parallel to the ground. See **Figure 8.16**.

Figure 8.16. Ready Cut (Count 1).



8.15.2. (**Count 2**). Sharply bring left hand down to the position of attention with knuckles parallel to the ground (See **Figure 8.6**). **Note:** Throughout this manual, the movement of ready cut is assumed as part of their respective order or shoulder movement and may not be written/described hereafter to avoid redundancy.

8.16. Present Arms [From Port]. The command for this movement is **Present, ARMS**. This is a dip executed at a three second cadence.

8.16.1. Upon the command of execution, the flagbearers lower their flags to a 45-degree angle. Flagbearers 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 are joined and the thumb is resting on the top of the flagstaff. The right hand is acting like a counterweight and is not actually gripping the staff. National flagbearers remain at port (See **Figure 8.13**). **Note:** The left hand grasps the flag and the flagstaff. Adjust accordingly to regain control of the flag if it comes loose. The flagbearer regains control of the flag at any and all times.

8.16.2. To return to port. The command is **Port, ARMS**.

8.16.3. On the “P” of the preparatory command **Port**, flagbearers slowly raise the flag back to a vertical position (at a 3-second cadence) and ensure that the flag is 4 to 6 inches off the ground. Once in the vertical position, the flagbearers slowly bring their hand to the proper flare in front of the flag itself (the left hand is flared at “count three” of the 3-second cadence. See **Figure 8.12**.

8.16.4. To move to the order position. The command is **Order, ARMS**.

8.16.5. On the “D” of the preparatory command **Order**, return the flag to port arms following the procedure outlined in **paragraph 8.16.3**. Next, perform order arms [from port] (See **paragraphs 8.14** and **8.15**; and **Figures 8.12** and **8.14**).

8.17. Right Shoulder Arms [From Attention]. The command for this movement is **Right Shoulder, ARMS**. This movement is used to carry flags outdoors, or in an indoor venue with a high enough ceiling to accommodate the flags.

8.17.1. On the annunciation of the “Sh” in **Shoulder**, flagbearers release the flagstaff with their right hand and re-grip so the thumb is behind the flagstaff and the four fingers are in front of the flagstaff. The four fingers are closed and in-line in a modified flared position. This is the “hand-flip.” See **Figure 8.17**.

8.17.2. Upon the command of execution, the flagbearers “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 never goes above eye level. Simultaneously, once the flagstaff has been tossed up to the harness, the left hand

Figure 8.17. Right Shoulder Arms [From Attention] (Hand-Flip).



guides the pike into the “cup” of the harness. Flagbearers never look down to find the cup of the harness.

8.17.3. The flagbearer guides the pike of the flagstaff into the “cup” on the harness with the left hand. The left hand rests at a fist on the “cup” of the harness (still gripping the bottom of the staff). The right hand grasps the staff at eye level, with the wrist “cranked” around so that the flagbearer’s first row of knuckles is facing the nose. The right forearm is at a 45-degree angle. It is imperative that all flagbearers keep their respective flags in a vertical position throughout this movement. See **Figure 8.18**. **Note:** The flagbearer may ensure correct hand positioning by touching the forefinger of their right hand to the tip of their nose. Do not use this technique during ceremonies.

Figure 8.18. Right Shoulder Arms [From Attention].



8.18. 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 3-second cadence) return the left hand to attention and/or back to the flagstaff/cup if two-handed support is necessary. **Guards, Ready, CUT** is called if the flagbearers’ hands remain in place. See **Figure 8.19**.

Figure 8.19. Colors Ready Cut [From Right Shoulder].



8.19. 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.

8.19.1. On the command of execution, dip the flag to a 45-degree angle with right hand cranked and staff resting on the 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 (See **Figure 8.20**). **(T-0) 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.

8.19.2. To return to right shoulder. On the announcement of the “Sh” in **Shoulder**, return the flagstaff from the “dipped” salute to right shoulder using the same 3-second count. The right hand should remain “cranked” at all times.

Figure 8.20. Present Arms [From Right Shoulder].



8.20. Present Arms [From Attention]. The command is **Present, ARMS**. This movement is used to render honors outdoors or when there is a high ceiling. **Notes: 1.** 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). **2.** If there is insufficient overhead clearance (e.g., overhead obstacles, inclement weather, or high winds), the NCT may instruct the flagbearers that present arms may be performed from the position of port. On the command of execution, move to port then present arms. See **paragraphs 8.12** and **8.16**.

8.20.1. Move to right shoulder in the same manner as outlined in **paragraph 8.17** except the “hand-flip” is performed on the “S” of **Present**. See **Figure 8.17**.

8.20.2. When the staff has been secured in the harness, complete present arms as outlined in **paragraph 8.19**.

8.20.3. To finish this movement, the NCT gives the subdued command of **Beareres, Ready Two**. The NCT and organizational flag proceeds to cut their left hand to the left side in a discreet 3-second cadence. See **Figure 8.20**.

8.21. 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.

8.21.1. **(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. The wrist is turned out so the knuckles on the right hand are facing away from the body. See **Figure 8.21**.

Figure 8.21. Order Arms [From Right Shoulder] (Count 1).



8.21.2. **(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 the 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.” See **Figure 8.11**. **Note:** The first and second counts are in cadence; however, once the flagstaff is placed back to the ground, the flagbearer holds 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.

8.21.3. Complete order arms as outlined in **paragraphs 8.14** and **8.15**. See **Figures 8.15** through **8.16**.

8.21.4. To order arms from present arms [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 3-second count (See **Figure 8.19**). The right hand remains “cranked” at all times. Complete order arms [from right shoulder] as outlined in **paragraph 8.21.1** through **8.21.3** (See **Figures 8.21, 8.11, and 8.14** through **8.16**).

8.22. 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.

8.22.1. On the command of execution, perform order arms [from right shoulder] (See **paragraphs 8.21.1** and **8.21.2**; and **Figure 8.21**). However, keep the pike of the staff 4 to 6 inches from the ground and do not tuck the flag. The left hand remains flared in front of the flag (See **Figure 8.22**). Do not call the “ready cut” command.

Figure 8.22. Port Arms [From Right Shoulder].



8.22.2. To move to port arms from present arms [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 3-second count (see **Figure 8.19**). The right hand remains “cranked” at all times. Complete port arms [from right shoulder] as outlined in **paragraph 8.22.1** (see **Figures 8.21** and **8.22**).

Section 8C—Marching Flagstaff Manuals

8.23. 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 is never performed from (straight) port. Flagbearers always start at angle port prior to performing right shoulder arms.

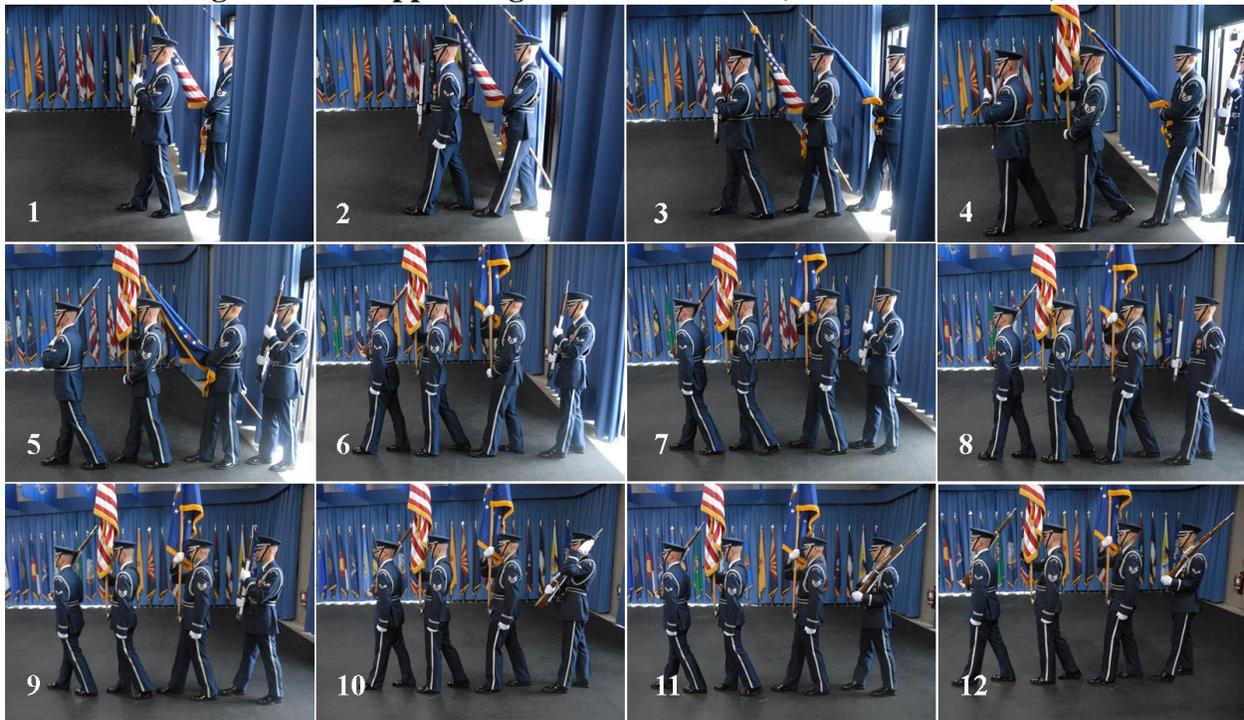
8.23.1. On the command **Split It**, individuals break shoulder contact and move to close interval distance (4 inches).

8.23.2. Given on the right foot, on the command of **ARMS**, execute right shoulder arms in the same manner as the standing movement (See **paragraph 8.17**) 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. See **Figure 8.23**.

Figure 8.23. Right Shoulder Arms [From Angle Port].



8.23.3. When in column formation, flagbearers move to right shoulder by the ripple. No command is called. The movement starts with the lead rifle guard on the left foot. Each member begins 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 8.21.2**. Each flagbearer discreetly (three-count) cuts their left hands from the flag harness cup on their own cadence. See **Figure 8.24**.

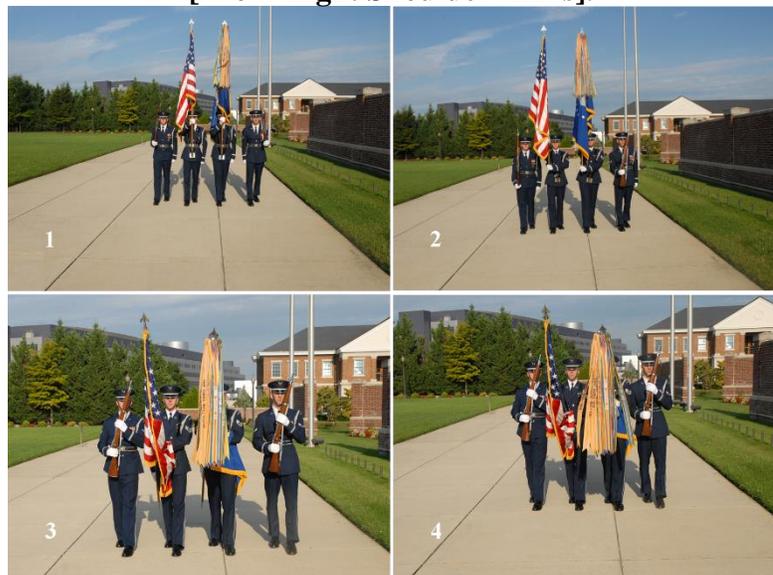
Figure 8.24. Rippled Right Shoulder Arms (Column Formation).

8.24. 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 always assume the position of angle port when bringing the flag out of the harness.

8.24.1. On the command **Split It**, individuals break shoulder contact and move to close interval distance (4 inches).

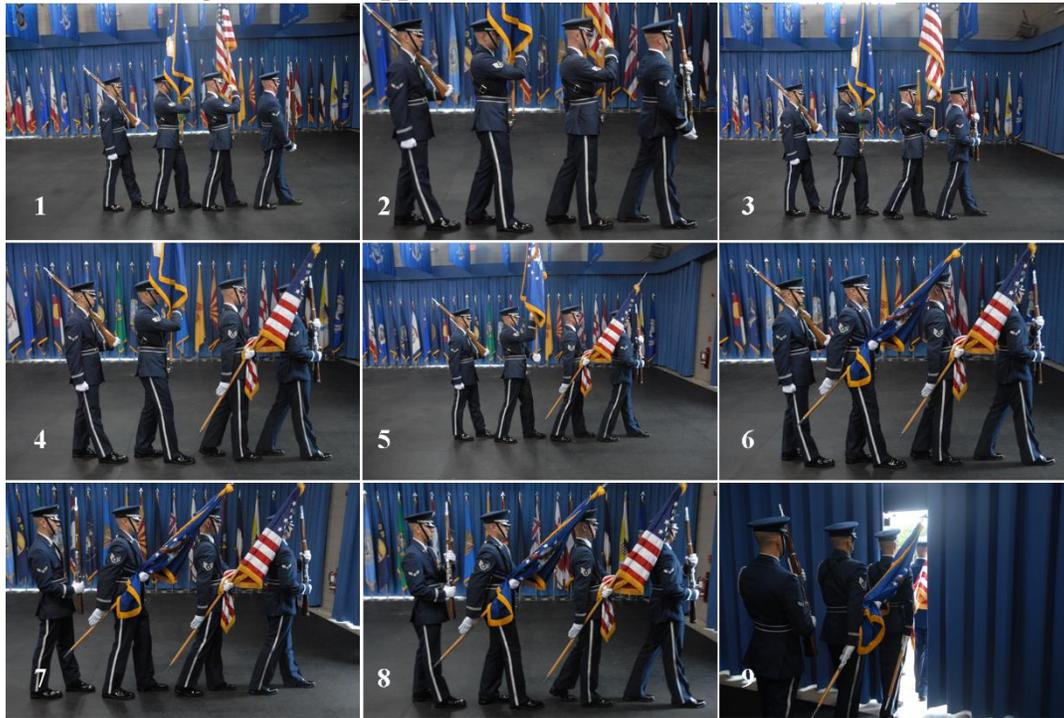
8.24.2. Given from the left foot, on the command of **ARMS**, execute port arms in the same manner as the standing movement (See **paragraph 8.22**) on the next available step. On count two, drop the flagstaff to the angle port position (See **Figure 8.25**). If necessary, secure the flag on the following step (See **paragraph 8.13.1**).

8.24.3. When in column formation, flagbearers move to port by the ripple. A command is not called. The movement starts with the lead rifle guard

Figure 8.25. Angle Port Arms [From Right Shoulder Arms].

beginning on the left foot. Each member begins 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 8.22.1**. See **Figure 8.26**. **Note:** Rippling down the national flag before the subordinate USAF and/or organizational flags is the only authorized period whereupon the national flag is carried briefly lower than subordinate flags.

Figure 8.26. Rippled Port Arms (Column Formation).



Section 8D—Standing Rifle Manuals

8.25. Position of Attention. Refer to **paragraph 2.13** and **Figure 8.27**.

Figure 8.27. Position of Attention.

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

8.26.1. 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 6 to 8 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. See **Figure 8.28**.



Figure 8.28. Parade Rest.

8.27. Stand At Ease. The command for this movement is **Stand At, EASE**. This is a two-count movement given from the position of attention.

8.27.1. **(Count 1).** On the command of execution, briskly move the left foot 6 to 8 inches to the left with an audible stomp. Feet remain parallel and in-line with each other. Hands and weapon remain in the same position (as if still at attention). See **Figure 8.29**.

8.27.2. **(Count 2).** Bring both hands, along with the rifle to the front centerline of the body countering the weapon on its “toe” approximately 90 degrees counterclockwise. The sling faces 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 and grips the weapon with a beast 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 flagbearers. The weapon remains “toed” and in-line with the right foot. Shoulders are rolled back, knees slightly bent, and the weapon is approximately a fist or 4 inches away from the body. Maintain silence and immobility. See **Figure 8.30**.

Figure 8.29. Stand At Ease (Count 1).**Figure 8.30. Stand At Ease (Count 2).**

The weapon remains “toed” and in-line with the right foot. Shoulders are rolled back, knees slightly bent, and the weapon is approximately a fist or 4 inches away from the body. Maintain silence and immobility. See **Figure 8.30**.

8.27.3. 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 allows the member to move to parade rest correctly. Do not move the hand if using an M1 or Springfield 1903.

8.27.4. On the command **Colors**, move to the position of parade rest. See **paragraph 8.26** and **Figure 8.28**.

8.27.5. On the command of execution, sharply return to the position of attention. See **paragraph 3.13** and **Figure 8.27**.

8.28. Port Arms [From Attention]. The command for this movement is **Port, ARMS**. This is a two-count movement performed from the position of attention.

8.28.1. **(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). The sling swivel ferrule is at chin level (spindle valve is in front of the left eye, which looks through the gap between the barrel and the gas cylinder). The right forearm is at a 45-degree angle, with the upper hand guard in front of the left eye. See **Figure 8.31**.

8.28.2. **(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. The 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 (See **Figure 8.32**). **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 the weapon over the right thigh and the left hand grips 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 is in the groove directly on top of the rear sight assembly. For the M4 or M16, all the same applies except the left hand grips the lower portion of the hand guard and the left eye looks through the front sight post.

**Figure 8.31. Port Arms
[From Attention]
(Count 1).**



**Figure 8.32. Port Arms
[From Attention]
(Count 2).**



8.29. Order Arms [From Port]. The command for this movement is **Order, ARMS**. This is a five-count movement performed from the position of port.

8.29.1. **(Count 1).** Release the left hand from the hand guard and pin to the left side. See **Figure 8.33**.

8.29.2. **(Count 2).** Return the left hand to the base collar (hand guard). See **Figure 8.32**.

8.29.3. **(Count 3).** Grasp the upper hand guard (upper portion of the hand guard) with the right hand, forearm at a 45-degree angle. See **Figure 8.31**.

8.29.4. **(Count 4).** Lower the weapon to a 45-degree angle next to the right leg. The 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. See **Figure 8.34**.

Figure 8.33. Order Arms [From Port] (Count 1).



Figure 8.34. Order Arms [From Port] (Count 4).



8.29.5. **(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. **Note:** The ready cut position is the same two-count movement used to return to the position of attention as described with the flagstaffs (see **paragraph 8.15**). The command to complete the movement is **Ready, CUT** (see **paragraph 8.15** and **Figure 8.16**). Refer to **Figure 8.35**.

Figure 8.35. Order Arms [From Port] (Count 5).

8.30. Present Arms [From Attention]. The command for this movement is **Present, ARMS.** This is a three-count movement from the position of attention.

8.30.1. **(Count 1).** Complete count one of port arms [from attention]. See **paragraph 8.28.1** and **Figure 8.31.**

8.30.2. **(Count 2).** Complete count two of port arms [from attention]. See **paragraph 8.28.2** and **Figure 8.32.**

8.30.3. **(And).** Remove left hand from weapon and 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 the left forearm is parallel to the ground. Weapon remains at proper port. See **Figure 8.36.**

8.30.4. **(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 is approximately a fist distance or 4 inches away from and parallel to the body with the front sight post at eye level.

8.30.5. The right hand remains gripped around the small of the stock (not at a flare) to ensure control of the weapon at all times. See **Figure 8.37.**

Figure 8.36. Present Arms [From Attention] (And).

Figure 8.37. Present Arms [From Attention] (Count 3).



8.31. Order Arms [From Present].

8.31.1. **(Count 1).** Rotate the weapon counterclockwise 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. See **Figure 8.33**.

8.31.2. **(Count 2).** Complete count two of order arms [from port]. See **paragraph 8.29.2** and **Figure 8.32**.

8.31.3. **(Count 3).** Complete count three of order arms [from port]. See **paragraph 8.29.3** and **Figure 8.31**.

8.31.4. **(Count 4).** Complete count four of order arms [from port]. See **paragraph 8.29.4** and **Figure 8.34**.

8.31.5. **(Count 5).** Complete count five of order arms [from port]. See **paragraph 8.29.5** and **Figure 8.35**.

8.32. Present Arms [From Port].

8.32.1. **(Count 1).** Complete count one of order arms [from port]. See **paragraph 8.29.1** and **Figure 8.33**.

8.32.2. **(Count 2).** Complete count two of order arms [from port]. See **paragraph 8.29.2** and **Figure 8.32**.

8.32.3. **(And).** Complete “and” count of present arms [from attention]. See **paragraph 8.30.3** and **Figure 8.36**.

8.32.4. **(Count 3).** Complete count three of present arms [from attention]. See **paragraphs 8.30.3** through **8.30.5** and **Figure 8.33**.

8.33. Port Arms [From Present].

8.33.1. **(Count 1)**. Complete count one of order arms [from present]. See **paragraph 8.31.1** and **Figure 8.33**.

8.33.2. **(Count 2)**. Complete count two of order arms [from present]. See **paragraph 8.31.2** and **Figure 8.32**.

8.34. Right Rifle Guard. The following movements are only performed by the right (lead) rifle guard. The right rifle guard moves to right shoulder when the flags are carried in harnesses.

8.34.1. **Right Shoulder Arms [From Attention]**. The command is **Right Shoulder, ARMS**. This is a three-count movement performed from the position of attention.

8.34.1.1. **(Count 1)**. Complete count one of port arms [from attention]. See **paragraph 8.28.1** and **Figure 8.31**.

8.34.1.2. **(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. See **Figure 8.38**.

Figure 8.38. Right Shoulder Arms [From Attention] (And).



8.34.1.3. **(Count 2)**. “Flick” the rifle approximately 90 degrees counterclockwise (the sling faces inward and the weapon is 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 is at about a 45-degree angle. Right arm is fully extended with the right elbow pinned along the side of the body. See **Figure 8.39**.

Figure 8.39. Right Shoulder Arms [From Attention] (Count 2).



8.34.1.4. (Count 3). Keeping right elbow pinned to the side, raise the 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 rests on shoulder at a 45-degree angle. Simultaneously, the left hand repositions itself so the tips of the forefinger and middle finger split the bolt (left corner of the receiver where the serial number is located). The thumb is tucked behind the fingers. See **Figure 8.40**.

Figure 8.40. Right Shoulder Arms [From Attention] (Count 3).



Figure 8.41. Colors, Ready, Cut [From Right Shoulder].



8.34.1.5. To finish this movement, the NCT gives 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 (See **Figure 8.41**).
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.

8.34.2. **Order Arms [From Right Shoulder]**. The command is **Order, ARMS**. This is a five-count movement performed from the position of right shoulder.

8.34.2.1. **(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 is balanced using the right hand. The right arm is fully extended with the elbow pinned along the side of the body and the upper sling swivel at chin level. See **Figure 8.42**.

**Figure 8.42. Order Arms
[From Right Shoulder] (Count 1).**



**Figure 8.43. Order Arms
[From Right Shoulder] (Count 2).**



8.34.2.2. **(Count 2)**. Rotate the rifle 90 degrees clockwise and grasp it with the left hand. Sling faces to the left with the weapon at proper port. Middle finger is on the base collar (first groove of the hand guard). Upper hand guard (spindle valve) is 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 distance or 4 inches away from and parallel to the body. See **Figure 8.43**.

8.34.2.3. **(Count 3)**. Complete count three of order arms [from port]. See **paragraph 8.29.3** and **Figure 8.31**.

8.34.2.4. **(Count 4)**. Complete count four of order arms [from port]. See **paragraph 8.29.4** and **Figure 8.34**.

8.34.2.5. **(Count 5)**. Complete count five of order arms [from port]. See **paragraph 8.29.5** and **Figure 8.35**.

8.34.3. **Right Shoulder Arms [From Port]**. The command is **Right Shoulder, ARMS**. This is a five-count movement performed from the position of port.

8.34.3.1. **(Count 1)**. Complete count one of order arms [from port]. See **paragraph 8.29.1** and **Figure 8.33**.

8.34.3.2. **(Count 2)**. Complete count two of order arms [from port]. See **paragraph 8.29.2** and **Figure 8.32**.

8.34.3.3. **(Count 3)**. Complete count two of right shoulder arms [from attention]. See **paragraphs 8.34.1.2** through **8.34.1.3**; and **Figures 8.38** and **8.39**.

8.34.3.4. **(Count 4)**. Complete count three of right shoulder arms [from attention]. See **paragraph 8.34.1.4** and **Figure 8.40**.

8.34.3.5. **(Count 5)**. Sharply move the left hand to the position of attention with the knuckles parallel to the ground. See **Figure 8.41**.

8.34.4. **Port Arms [From Right Shoulder]**. The command is **Port, ARMS**. This is a two-count movement performed from the position of attention.

8.34.4.1. **(Count 1)**. Complete count one of order arms [from right shoulder]. See **paragraph 8.34.2.1** and **Figure 8.42**.

8.34.4.2. **(Count 2)**. Complete count two of order arms [from right shoulder]. See **paragraph 8.34.2.2** and **Figure 8.43**.

8.34.4.3. **(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. See **Figure 8.32**.

8.34.5. **Present Arms [From Right Shoulder]**. The command is **Present, ARMS**. This is a three-count movement performed from the position of right shoulder.

8.34.5.1. **(Count 1)**. Complete count one of order arms [from right shoulder]. See **paragraph 8.34.2.1** and **Figure 8.42**.

8.34.5.2. **(Count 2)**. Complete count two of order arms [from right shoulder]. See **paragraph 8.34.2.2** and **Figure 8.43**.

8.34.5.3. **(And)**. Simultaneously bring right hand to the hand grip while executing present arms [from attention]. See **paragraph 8.30.3** and **Figure 8.36**.

8.34.5.4. **(Count 3)**. Complete count three of present arms [from attention]. See **paragraphs 8.30.4** through **8.30.5**; and **Figure 8.37**.

8.34.6. **Right Shoulder Arms [From Present]**. The command is **Right Shoulder, ARMS**. This is a five-count movement performed from the position of present.

8.34.6.1. **(Count 1)**. Complete count one of order arms [from present]. See **paragraph 8.31.1** and **Figure 8.33**.

8.34.6.2. **(Count 2)**. Complete count two of order arms [from present]. See **paragraph 8.31.2** and **Figure 8.32**.

8.34.6.3. **(Count 3)**. Complete count two of right shoulder arms [from attention]. See **paragraphs 8.34.1.2** and **8.34.1.3**; and **Figures 8.38** and **8.39**.

8.34.6.4. **(Count 4)**. Complete count three of right shoulder arms [from attention]. See **paragraph 8.34.1.4** and **Figure 8.40**.

8.34.6.5. **(Count 5)**. Complete count five of right shoulder arms [from port]. See **paragraph 8.34.3.5** and **Figure 8.41**.

8.35. Left Rifle Guard. The following movements are only performed by the left (trailing) rifle guard. The left rifle guard moves to left shoulder when the flags are carried in harnesses.

8.35.1. **Left Shoulder Arms [From Attention]**. The command is **Right Shoulder, ARMS**. This is a three-count movement performed from the position of attention.

8.35.1.1. **(Count 1)**. Complete count one of port arms [from attention]. See **paragraph 8.28.1** and **Figure 8.31**.

8.35.1.2. **(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. See **Figure 8.32**.

8.35.1.3. **(Count 2)**. The right arm brings the weapon across the midsection of the body to a 45-degree angle in front of, but not resting on the left shoulder. The left hand flares along the outside of the rifle with the base of the left palm on the upper hand guard. The left hand and upper (upper portion) hand guard are directly over the ear. The left thumb does not support the weapon and the fingers do not extend past the hand guard. The left forearm is pressed tightly against the weapon. See **Figure 8.44**.

Figure 8.44. Left Shoulder Arms [From Attention] (Count 2).



8.35.1.4. **(Count 3)**. Place rifle onto the left shoulder using the right hand, simultaneously lower the left hand and grasp the butt of the rifle. When the left hand grasps stock, the right hand automatically comes 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 is parallel with the ground, left elbow at approximately a 90-degree angle, and the right forearm is at a 45-degree angle. See **Figure 8.45**.

Figure 8.45. Left Shoulder Arms [From Attention] (Count 3).



Figure 8.46. Colors, Ready, Cut [From Left Shoulder].



8.35.1.5. To finish this movement, the NCT gives the command of **Colors, Ready, CUT**. The right hand sharply moves to the position of attention with the knuckles parallel to the ground. See **Figure 8.46**.

8.35.2. **Order Arms [From Left Shoulder]**. The command is **Order, ARMS**. This is a five-count movement performed from the position of attention.

8.35.2.1. **(Count 1)**. Drop the rifle from the 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. See **Figure 8.33**.

8.35.2.2. **(Count 2)**. Complete count two of order arms [from port]. See **paragraph 8.29.2** and **Figure 8.32**.

8.35.2.3. **(Count 3)**. Complete count three of order arms [from port]. See **paragraph 8.29.3** and **Figure 8.31**.

8.35.2.4. **(Count 4)**. Complete count four of order arms [from port]. See **paragraph 8.29.4** and **Figure 8.34**.

8.35.2.5. **(Count 5)**. Complete count five of order arms [from port]. See **paragraph 8.29.5** and **Figure 8.35**.

8.35.3. **Left Shoulder Arms [From Port]**. The command is **Right Shoulder, ARMS**. This is a five-count movement performed from the position of port.

8.35.3.1. **(Count 1)**. Complete count one of order arms [from port]. See **paragraph 8.29.1** and **Figure 8.33**.

8.35.3.2. **(Count 2)**. Complete count two of order arms [from port]. See **paragraph 8.29.2** and **Figure 8.32**.

8.35.3.3. **(Count 3)**. Complete count three of left shoulder arms [from attention]. See **paragraph 8.35.1.4** and **Figure 8.44**.

8.35.3.4. **(Count 4)**. Complete count four of left shoulder arms [from attention]. See **paragraph 8.35.1.5** and **Figure 8.45**.

8.35.3.5. **(Count 5)**. Sharply move the right hand to the position of attention with the knuckles parallel to the ground. See **Figure 8.46**.

8.35.4. **Port Arms [From Left Shoulder]**. The command is **Port, ARMS**. This is a two-count movement performed from the position of port.

8.35.4.1. **(Count 1)**. Complete count one of order arms [from left shoulder]. See **paragraph 8.35.2.1** and **Figure 8.33**.

8.35.4.2. **(Count 2)**. Complete count two of order arms [from port]. See **paragraph 8.29.2** and **Figure 8.32**.

8.35.5. **Present Arms [From Left Shoulder]**. The command is **Present, ARMS**. This is a three-count movement performed from the position of left shoulder.

8.35.5.1. **(Count 1)**. Complete count one of order arms [from left shoulder]. See **paragraph 8.35.2.1** and **Figure 8.33**.

8.35.5.2. **(Count 2)**. Complete count two of order arms [from port]. See **paragraph 8.29.2** and **Figure 8.32**.

8.35.5.3. **(Count 3)**. Complete count three of present arms [from attention]. See **paragraphs 8.30.3** through **8.30.5**; and **Figures 8.36** and **8.37**.

8.35.6. **Left Shoulder Arms [From Present]**. The command is **Right Shoulder, ARMS**. This is a five-count movement performed from the position of present.

8.35.6.1. **(Count 1)**. Complete count one of order arms [from port]. See **paragraph 8.29.1** and **Figure 8.33**.

8.35.6.2. **(Count 2)**. Complete count two of order arms [from port]. See **paragraph 8.29.2** and **Figure 8.32**.

8.35.6.3. **(Count 3)**. Complete count two of left shoulder arms [from attention]. See **paragraph 8.35.1.3** and **Figure 8.44**.

8.35.6.4. **(Count 4)**. Complete count three of left shoulder arms [from attention]. See **paragraph 8.35.1.4** and **Figure 8.45**.

8.35.6.5. **(Count 5)**. Complete count five of left shoulder arms [from port]. See **paragraph 8.35.3.5** and **Figure 8.46**.

Section 8E—Marching Rifle Manuals

8.36. 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.

8.36.1. On the command **Split It**, individuals break shoulder contact and move to close interval distance (4 inches). See **Figure 8.23**.

8.36.2. Given on the right foot, on the command of **ARMS**, execute right shoulder arms in the same manner as the standing movement (See **paragraph 8.34.3**) on the next available step. See **Figure 8.23**.

8.36.3. When in column formation, rifle guards execute right shoulder by the ripple. The movement is initiated by the right rifle guard and is intended to raise the flags immediately after overhead obstacles (i.e., doorways or ceilings). Perform the marching manual in the same manner described in **paragraphs 8.34.3** and **8.35.3**, starting with the right (lead) rifle guard, and continuing down the team on each subsequent left foot. See **Figure 8.24**.

8.37. 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.

8.37.1. On the command **Split It**, individuals break shoulder contact and move to close interval distance (4 inches). See **Figure 8.25**.

8.37.2. Given from the left foot, on the command of **ARMS**, execute port arms in the same manner as **paragraphs 8.34.4** and **8.35.4** on the next available step. See **Figure 8.25**.

8.37.3. When in column formation, rifle guards execute port by the ripple. The manual is initiated by the right rifle guard and is intended to lower the flags immediately before an overhead obstacle (i.e., doorways or ceilings). Perform the marching manual in the same manner described in **paragraphs 8.34.4** and **8.35.4**, starting with the right (lead) rifle guard and continuing down the team on each subsequent left foot (See **Figure 8.26**). **Note:** Ripple to port is also accomplished when dismissing or retiring the colors after the completion of a ceremony when the colors team is part of a larger formation. The team performs a “colors turn” after ordered to dismiss/retire the colors, upon completion of the turn, the right rifle guard initiates the ripple on the fifth step.

Section 8F—Advanced Rifle Manuals

8.38. General. Advanced drill rifle manuals are not permitted within colors teams. This type of drill detracts from the dignity and singular importance of the colors.

Section 8G—Control and Movement of the Colors Team

8.39. Forward March. The command is **Forward, MARCH** and is used to advance the colors 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 colors team stepping off on the fifth beat. Conversely, the team may be halted using the seven-count drumbeat. The command of **Ready, STEP** may be used to advance the team individually, each member after the other.

8.39.1. **Colors Team Interval While Marching.** In a column formation, normal 40-inch distance (or about half that, if necessary) is maintained. When marching abreast, the team maintains 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**.

8.39.2. To split the team: In between the command of **Colors** and **HALT**, the NCT (or the center flagbearer) maintains 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 immediately steps off without performing any rifle drill movements, then **Colors, HALT** is called normally and the team does not split.

8.39.3. Colors movements may be accomplished using drum signals, e.g. “Four Flams,” to command a quick time march.

8.40. 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 colors teams follow the guidance outlined in **paragraph 3.6**.

8.41. 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.

8.41.1. 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 colors team.

8.41.1.1. Upon the command of execution, the team begins 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 automatically marches forward with a natural stepping motion and slides the left foot to give the whole team a chance to get in step. See **Figure 8.47**.

Figure 8.47. Colors Turn On.



8.41.2. From a Mark Time. The command of **Colors** is 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 colors team at a predetermined location. This movement is also used after dismissing or retiring the colors from a formation/ceremony.

8.41.2.1. Immediately upon this command, each team member begins 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** is given. The team then halts on their right foot and proceeds 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 gives the correct distance of a “fist” length between each person’s shoulder when the turn is completed. See **Figure 8.48**.

Figure 8.48. Colors Turn Off.



8.42. 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.

8.42.1. On. The Every (Other) Left On movement describes a colors 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 remains in the position of honor. The movement is necessary when entering from the audience’s left side. See **Figure 8.49**.

Figure 8.49. Every (Other) Left On.



8.42.2. 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. See **Figure 8.50**.

Figure 8.50. Every (Other) Left Off.



8.43. 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.

8.43.1. 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.

8.44. 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 is performed in eight counts for a four-person team and ten counts for a five-person team.

8.44.1. The command is **Right/Left Wheel, MARCH**. The preparatory 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 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 is the center of the team. The team stays in a straight line throughout the duration of the movement. Upon the completion of the turn, either the command of **Forward, MARCH** or **Colors, HALT** is 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 is called on the foot of the direction the team is turning.

8.45. Left About. This movement can be executed only when the team is in line formation. This movement is used to rotate the colors team 180 degrees while keeping the national flag in the position of honor. This movement is 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.

8.45.1. The command is **Left About, MARCH**. The preparatory command, **Left About**, is given from mark time. When executed from mark time, the count begins on the foot following the command of execution.

8.45.2. Upon the command of execution, all team members begin to rotate the team in a wheeling manner to the left. It is very important that rifle guards provide enough shoulder and hip pressure to keep the team tight. The pivot point for this movement is the center of the team. The team stays in a straight line throughout the duration of the movement and does not “bow” in the middle. Upon the completion of the turn, either the command of **Forward, MARCH** or **Colors, HALT** is given on a left heel beat.

8.46. 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, 6 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. See **Figure 8.51**.

Figure 8.51. Eyes Right.



8.46.1. **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, 6 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.

8.47. Position Adjustments. Use the following discreet/subdued commands to make minor adjustments to the colors 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).

8.47.1. Within the colors 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.

8.48. Dress Center Dress. Colors teams follow the guidance outlined in **paragraph 2.9.1** except that all movements may be completed in a 3-second cadence. **Note:** If the team does not have

designated marks (T's), then the team dresses to either the right or left rifle guard depending on the formation.

Section 8H—Implementation

8.49. General Ceremony Components.

8.49.1. **Pre-Ceremony.** The colors team forms out of sight of the audience or posts 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. **(T-3)**

8.49.2. **Advancement.** On cue or by command, the colors team formally marches into a position, outside of the squadron, group, or wing formations. This advanced formation may be in front and centered on the audience or troop formation.

8.49.3. **Presentation.** The formal presentation of the national flag to the audience or command, and the rendering of honors during the playing of the national anthem, “To the Color,” recitation of the Pledge of Allegiance, or similar tribute. Generally, the rifle guards assume present arms to cue the tribute. During change of command ceremonies or similar events, the colors face towards the command (official party). Do not face towards the troop formation or audience.

8.49.4. **Posting** (If necessary). Posting refers to the colors’ initial movement, or return, to its designated position within a squadron, group, or wing formation. Refer to DAFPAM 34-1203, for receiving the colors at the start of a ceremony. Posting the colors in stands is accomplished when the flags are required for static display in certain indoor ceremonies.

8.49.5. **Retrieval** (If necessary). Retrieving the colors from stands is accomplished when formal retirement of posted (in stands) colors is required for certain ceremonies.

8.49.6. **Dismissal and Retirement.** Dismissal of the colors occurs with every ceremony. 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.

8.50. Posting/Retrieving In/From Stands. The following sequences can be performed during ceremonies that include, but are not limited to, Air and Space 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 point of contact (POC) and is not necessary.

8.50.1. **Posting.** There are ten segments to the posting sequence, beginning at port arms and facing the audience after the presentation of the colors.

8.50.2. 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.

8.50.3. Next, the flagbearers take the appropriate number of steps to their respective stands, moving with the NCT. These step counts are predetermined.

8.50.4. Once in position in front of the stands, each flagbearer's head drops as the flags 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.

8.50.5. Dress the flags with the top edge to the audience's right, both hands holding the flag at equal height between each flagbearer. Place the "fringe" of the flag to the right and the flags are in a "diamond" or "triangle" shape. Dress the flags towards the audience.

8.50.6. Slightly tugging the flag, the NCT initiates a 3-second head raise looking at the spade. **Note:** For more than two flagbearers, the middle bearer tugs the flag to initiate the head raise.

8.50.7. Immediately after the flagbearers raise their heads, they bring their right hand behind the flag in a 3-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.

8.50.8. When all movements have ceased, flagbearers return their right hands in a 3-second cadence to the dress position.

8.50.9. The NCT slightly tugs the flag to initiate the team's 3-second head drop to face forward and re-dress the flags.

8.50.10. When all movements have ceased, both arms are extended forward, palms down, parallel to the ground with a 3-second count, hands flared and brought back to the position of attention, with another 3-second count. **Note:** Dress from the rear (facing the audience). When all movements have ceased, both hands at a proper fist are brought to shoulder height and width close to the body in a three-second count then brought back to the position of attention with another 3-second count.

8.50.11. 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. **Note:** When stepping off to post the colors, the number of steps needed for posting should be the same amount when returning to the team after the posting is complete.

8.50.12. 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. Refer to **Figure 8.52**.

8.50.13. Retrieving. Retrieving flags from stands involves the same fundamental steps as posting, without the dressing sequence. The flags are removed from the stands and brought back to the colors team in unison.

8.50.14. Once the flags have been retrieved from the stands and held at straight port, the flagbearers 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. See **Figure 8.53**.

Figure 8.52. Posting in Stands.

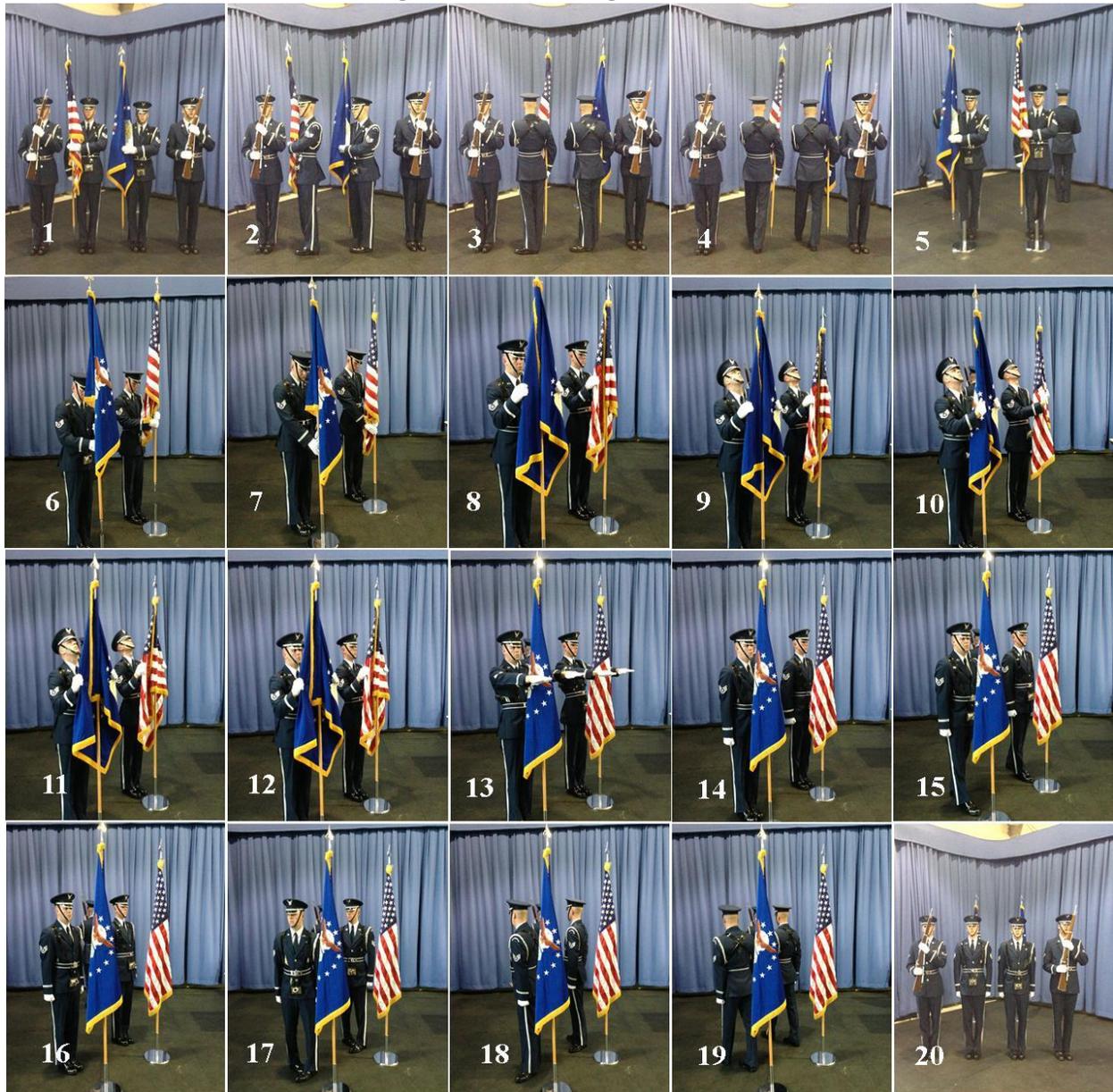


Figure 8.53. Retrieving from Stands.



8.51. Positional/Personal Colors (PC Bearer). For the purpose of this training manual, a PC describes any flag carried/posted separately from that of the colors 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 colors team, and when required, are pre-posted when indoors.

8.51.1. The PC bearer must be tall enough for the flag to clear the ground when in the unfurling and furling positions. **(T-0)**

8.51.2. 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.

8.51.3. The PC bearer may salute by responding to the command of the colors team or OIC/NCOIC. Once the flag is in the harness for change of commands, promotions, retirements, and POW/MIA events, it should remain there until posted. The PC bearer remains at right shoulder unless commanded to present. To present, the PC bearer follows the same procedures

as in **Section 8B. Exception:** To salute while at straight port, the PC bearer brings the flared left hand, with palm facing the ground, across and in front of the abdomen. The left arm is parallel to the ground and 4 inches away from the body.

8.51.4. The only time a PC bearer is not at right shoulder arms is when they are posting or furling/unfurling the flag.

8.51.5. There may be situations in which the PC bearer has to 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 quickly steps off to proceed through the cordon.

8.51.5.1. Once the official has passed the PC bearer, the PC bearer immediately pins the left hand, 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. See **Figure 8.54**.

Figure 8.54. PC Bearer Combination Movement.



8.52. 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. The personal color bearer follows 4 to 6 paces directly behind the remains (in front of the OIC/NCOIC) on the march to gravesite.

8.52.1. Personal colors will only be cased at the individual's interment. **(T-0)** The furler (the individual who feeds the flag into itself as it is being furled after the flag is thrown down into the furling position) is also known as the NCOIC and will be an NCO. **(T-0)** For general/flag officers' funerals, an officer should be used to fill the role of OIC. For proper PC bearer placement at gravesite, refer to **Figure A2.5**. The furling/casing sequence will not be used for general officer retirements. **(T-0)**

8.52.2. The PC bearer takes the position of honor (right of the furler) when the dignitary's flag is displayed. The furler and PC bearer furl in view of the ceremony and audience.

8.52.3. Furling/casing the flag is executed from right shoulder.

8.52.4. 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 completes the facing movement on the final count of the PC bearer's movement.

8.52.4.1. **(Count 1).** On the furler's first heel click after taking two steps forward, execute count one of order arms [from right shoulder]. See **paragraph 8.21.1** and **Figure 8.55**.

Figure 8.55. Furling and Casing Personal Color (Count 1).



Figure 8.56. Furling and Casing Personal Color (Count 2).



Figure 8.57. Furling and Casing Personal Color (Count 3).



8.52.4.2. **(Count 2).** On the furler's first count of right face, smartly grasp the flag at the midsection. See **Figure 8.56**.

8.52.4.3. **(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. See **Figure 8.57**.

8.52.5. From this position, the furler helps guide the flag as the bearer furls, with the case draped over the furler's left arm, open end inside the arm. See **Figure 8.58**.

8.52.6. Rolling the flagstaff may be done clockwise or counterclockwise 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 8.58. Furling and Casing Personal Color (Flag Furling).



8.52.7. 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. See **Figure 8.59**.

Figure 8.59. Furling and Casing Personal Color (Flag Casing).



8.52.8. After casing the flag, the furler places both hands on top of the flag in a flared position with forefingers touching. At the same time the PC bearer flips the left hand on top of the flagstaff at a flare. See **Figure 8.60**.

Figure 8.60. Furling and Casing Personal Color (Hand-Flips).

8.52.9. The next movement is initiated by the furler. The furler extends both arms out just past shoulder width. Simultaneously, the PC bearer extends the left arm forward along the flagstaff, matching the same rate of speed as the furler, until both members' fingertips come in contact. See **Figure 8.61**.



Figure 8.61. Furling and Casing Personal Color (Arm Extension).



Figure 8.62. Furling and Casing Personal Color (Pin).



8.52.10. Next, the furler returns to the position of attention and, at the same time, the PC bearer pins the left hand. See **Figure 8.62**.

8.52.11. Using a flared left hand, the PC bearer firmly hits the flagstaff from underneath, sharply returning the flagstaff to straight port. See **Figure 8.63**.

Figure 8.63. Furling and Casing Personal Color (Return to Port).



8.52.12. After the PC bearer assumes port, the furler takes the position of honor next to the PC bearer.

8.53. 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.

8.53.1. Uncasing/Unfurling PCs are performed for general officer promotion ceremonies.

8.54. Colonel to Brigadier General Promotion. PC bearer and furler stop at a predetermined position. The bearer and furler enter from the audience's left. See **Figure 8.64**.

Figure 8.64. PC Bearer and Furler at Predetermined Position.



8.54.1. 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 with heel clicks. The furler completes the facing movement on the final count of the PC bearer's movement.

8.54.1.1. **(Count 1).** On the furler's first heel click after taking two steps forward, the PC bearer pins the left hand. See **Figure 8.65.**

Figure 8.65. Uncasing Personal Color (Count 1).



Figure 8.66. Uncasing Personal Color (Count 2).



8.54.1.2. **(Count 2).** On the furler's first count of left face, smartly grasp the flagstaff at the midsection. See **Figure 8.66.**

8.54.1.3. **(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. See **Figure 8.67.**

Figure 8.67. Uncasing Personal Color (Count 3).



8.54.2. 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 firmly hits the flagstaff from underneath, sharply returning the flagstaff to straight port (See **paragraphs 8.52.10 and 8.52.11**). The PC bearer continues with predetermined route to post the flag or exit. Refer to **Figures 8.68 and 8.69**.

Figure 8.68. Furler Removes Case and Departs.



Figure 8.69. PC Bearer Unfurls Flag.



8.55. Promotions to Major General and Above. After one of the PC bearers has retrieved the old rank, they 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 are always positioned so the furler is closest to and on the side of the audience. All three members meet at the center of the room and halt at the same time. See **Figure 8.70**.

Figure 8.70. PC Bearers and Furler at Predetermined Position.



8.55.1. Upon halting, the furler and both PC bearers perform the movements described in paragraphs 8.54.1.1 through 8.54.1.3. See **Figure 8.71**.

Figure 8.71. Uncasing Personal Colors (Double PC Bearer).



8.55.2. 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.

8.55.3. Once the furler has departed, both PC bearers proceed to unfurl and furl the flags simultaneously. The PC bearer holding the new rank initiates the movement by giving an eye wink using the eye away from the audience. See **Figure 8.72**.

Figure 8.72. Unfurling and Furling Personal Colors.



8.55.4. Once the old rank has been furled and the new rank is unfurled, both PC bearers pause for about 3 seconds for any photo opportunities before returning to straight port. The PC bearer with the new rank initiates the movement with an eye wink. Both PC bearers return to straight port as described in **paragraph 8.54.2**. See **Figure 8.73**.

Figure 8.73. PC Bearers Return to Straight Port.



8.55.5. The PC bearer holding the old rank proceeds to the departure area. The PC bearer holding the new rank continues along the predetermined route to post the flag or exit with the other PC bearer, with new rank leading.

8.56. Joint Service Colors Teams. Joint Service Colors Teams shall only be used for official joint ceremonies. **(T-0)** An official joint ceremony is one that is performed within a joint command under an individual(s) who commands 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.

8.56.1. Occasions in which base honor guard members participate in a joint colors team should be rare and limited only to those requests approved by all services participating in the event.

8.56.2. When performing in a joint colors team, all service members wear the equivalent uniform (Class A, Class B, utility, etc.) and Air and Space Force members will adhere to all Air Force guidance. **(T-1)**

Figure 8.74. Joint Service Colors Team.



8.56.3. Refer to AFI 34-1201, paragraph 2.11.7.20 for proper setup of a joint colors team. For teams not including a member from all six branches, follow the guidance outlined in the following paragraphs:

8.56.4. The senior service will always be in charge of the colors team, carries the US flag and performs as NCT. **(T-0)**

8.56.5. The senior service, 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.

8.56.6. The service subordinate (usually second in precedence) to the right/lead rifle guard may perform as the left/trailing rifle guard.

8.56.7. All service members carry their respective organizational flag. Higher precedent flags are carried by the more senior services.

8.56.8. Both rifle guards carry the same type of rifle regardless of the circumstances or service’s customs.

8.56.9. The manuals, movements and position of the hands at attention that are shown in **Figures 8.74** through **8.77** are under the guidance of the Military District of Washington (MDW) and the Old Guard and are unique to service level honor guards assigned to the National Capital Region (NCR). All installation level teams’ rifle and flagstaff manuals, and ceremony procedures are conducted IAW the senior services’ standard regulations.

Figure 8.75. Joint Service Colors Team Performing Inside the National Cathedral.



Figure 8.76. Joint Service Colors Team Presidential Escort Colors Team.



Figure 8.77. Navy and Air Force Joint Colors Team.



8.57. Flag Folding for Retirement Ceremonies. The flag folding ceremony is not an official part of the Air and Space Force retirement ceremony. If manning permits, honor guards may perform flag folds as “special presentations.” Only the two-person flag fold should be performed during individual retirement ceremonies. The ceremonial uniform will not be worn while performing this ceremony. **(T-1)**

8.57.1. Music will not be played during the flag fold. **(T-1)**

8.57.2. Flag folding is performed IAW **paragraphs 10.33** and **10.35** of this manual; as well as AFI 34-1201, paragraph 2.15.

8.57.3. 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. The NCOIC and Fold step off together, shoulder-to-shoulder, with suspended arm swing.

8.57.4. The NCOIC procures the folded flag prior to ceremony start time.

8.57.5. When the 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 predetermined positions, in-between the audience and the retiring member, they automatically halt.

8.57.6. Once halted, the NCOIC performs a three-count about face. The NCOIC begins to perform the “Half Dress” sequence (See **paragraphs 10.36.1** and **10.38.1**).

8.57.7. Fold begins to unfold the flag. See **Table A3.1** for the honor guard’s flag folding script with cues for the flag fold.

8.57.8. Once the flag is completely unfolded, both members secure the four corners of the flag and bring it to “tabletop” position only. Do not tilt and face the flag towards the audience or “pop” the flag open.

8.57.9. When the flag is folded, Fold performs a “full dress” sequence (See **paragraph 10.36.2**) and handoff the flag to the NCOIC.

8.57.10. When the flag is secured to the NCOIC’s chest, both the NCOIC and Fold step off simultaneously. Fold exits to a predetermined area out of sight from the ceremony. The NCOIC proceeds to the retiree.

8.57.11. To present the flag to the retiree, the NCOIC grasps the flag with the right hand, keeping all fingers joined and pauses. 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.

8.57.12. The retiree takes the flag from the NCOIC, left hand over right. The NCOIC recites a message to the retiring individual, followed by a slow salute to the flag. The NCOIC exits to a predetermined area out of sight from the ceremony.

8.57.13. 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 [or Space Force].*

Chapter 9

FIRING PARTY

Section 9A—General Information

9.1. 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 battlefield. 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.

9.2. Protocol. The firing of rifle volleys is reserved for the purpose of military funeral honors. In addition, eligible members 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 state. 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.

9.3. Requirements.

9.3.1. 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 individual. **(T-0)**

9.3.2. 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.

9.3.3. The firing of volleys is not referred to as “the 3-volley salute” or a 21-gun salute.

9.3.4. The firing line will fire three distinct volleys in unison. **(T-0)**

9.3.5. Weapons safety and security comes first.

9.3.6. Hearing protection while firing is mandatory.

9.3.7. 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. **(T-0)** The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything according to Title 4 USC Section 8, *Respect for flag*.

9.4. Composition and Formation.

9.4.1. **Firing Line.** Honor guard firing lines consist of a maximum of seven riflemen.

9.4.2. The firing line should be arranged from left to right, tallest to shortest, as viewed by the deceased’s NOK, with the exception of “point”.

9.4.3. Each firing line will have one NFP who is in charge of and responsible for the team. (T-0) The NFP is positioned 3 paces behind and centered on the firing line during military funerals.

Figure 9.1. Three- and Seven-Person Firing Lines.



9.4.4. **Location.** The 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” (perpendicular 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.

9.4.5. **Distances.** The firing line is positioned at the following distances based on the type of funeral:

9.4.5.1. Military Funeral Honors: 50 to 75 paces.

9.4.5.2. Military Funeral Honors with armed escort and USAF Band present: 75 to 100 paces.

9.5. Responsibilities.

9.5.1. **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.

9.5.1.1. Members should maintain a high level of knowledge and proficiency.

9.5.2. **NFP.** Leads the firing party and calls all the commands for the team. The NFP is typically an NCO. NFP:

9.5.2.1. Ensures all personnel are prepared to execute pre-ceremony (warm-up and dry-fire), inspection and ceremony procedures.

9.5.2.2. Possesses extensive knowledge of element procedures and the firing sequences.

9.5.2.3. Ensures the best possible placement of the firing line personnel based on experience and height factors.

9.5.2.4. Obtains and safeguards the correct number of magazines and ammunition for the type of funeral being performed.

9.5.2.5. 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.

9.5.2.6. 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 ensures all weapons are clear of any rounds and/or magazines prior to transport.

9.5.2.7. Ensures blank ammunition and expended blank ammunition are retrieved, accounted for, and turned in to the armory upon return from all details.

9.5.2.8. 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. **(T-2)**

9.5.2.9. Will perform gravesite checks and attend post-ceremony briefs. **(T-3)**

9.5.3. **Point.** Establishes cadence and leads the team in the firing sequence using audio and visual signals.

9.5.4. **Rear Rifleman.** Takes control and responsibility of the team when the NFP is unavailable.

9.6. Equipment.

9.6.1. Firing Line.

9.6.1.1. Correct number of operational and properly maintained M14 rifles with white/black slings.

9.6.1.2. Ceremonial gloves. Refer to **paragraph 17.14** for additional guidance.

9.6.1.3. The NFP draws rounds of ammunition for each ceremony along with magazines.

9.6.1.4. Hearing protection. Refer to **paragraph 16.9** for additional guidance.

9.6.1.5. One sidearm; inert or operational (See **Figure 9.2**) with holster.

9.6.1.6. One ceremonial belt.

9.7. Weapons. Small arms listed in AFMAN 31-129, *USAF Small Arms and Light Weapons Handling Procedures*, are the only authorized weapons to be used by firing parties.

9.7.1. Weapons will never be fixed with bayonets. **(T-0)**

9.7.2. NFP will never carry a saber nor sword. **(T-1)**

Figure 9.2. Proper Wear of the Sidearm in Holster.



9.7.3. Weapons Safety, Security, and Maintenance. It is the duty of all firing party members to adhere to all weapons safety and security procedures. Refer to AFMAN 31-129 for further guidance.

9.7.3.1. When operating weapons, treat each weapon as if it were loaded at all times. Always point the weapon's barrel in a safe direction. The barrel will be pointed either skyward (carry or port) or directly at the ground (inverted carry). **(T-1)** Never point the weapon at people, buildings, vehicles, etc. Do not participate in or promote any form of horseplay with weapons.

9.7.3.2. Do not handle or carry loaded weapons indoors or while onboard vehicles. Always carry loaded weapons in the port arms position.

9.7.3.3. All weapons will be cleaned after firing, prior to turning in. **(T-1)**

9.7.3.4. For cleaning procedures, refer to AFI 36-2654, *Combat Arms Program*, and the M14 Technical Manual [Department of the Army Technical Manual (TM), TM 9-1005-223-20, *Direct Support and General Support Maintenance Manual Including Repair Parts and Special Tools Lists (Including Depot Maintenance Repair Parts and Special Tools) Rifle, 7.62-mm, M14, W/E (1005- 589-1271); Rifle, 7.62-mm, M14A1, W/E (1005-072- 5011); Bipod, Rifle, M2 (1005-711-6202)*].

9.8. Issue, Clearing and Turn-in Procedures. Refer to AFMAN 31-129.

9.9. Uniform Requirements. The firing line may not wear the ceremonial belt. The NFP will wear the belt with a sidearm in a black patent leather holster on the right side of the body. **(T-1)**

9.9.1. 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. If gloves are to be removed, then the NFP does not wear gloves either.

9.10. Commands. All commands are given IAW DAFPAM 34-1203 and the instructions outlined in this manual.

9.10.1. The preparatory command of **Firing Party** is given in the same fashion as **Honor Guard**. Refer to **paragraph 3.2.2.5**.

Section 9B—Firing Party Rifle Manuals

9.11. Attention. Refer to **paragraph 3.13**.

9.12. Ground Arms. Refer to **paragraph 3.15.1**. **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.

9.13. Take Arms. Refer to **paragraph 3.15.2**. **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 the left hand, gently toss the gloves 4 to 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 silicone/gloves with grip or black gloves, do not remove.

Figure 9.3. Ground and Take Arms.



9.13.1. If required, insert hearing protection (after gloves have been removed).

9.14. Parade Rest. There are situations in which the firing party performs parade rest (i.e., during special military, official and state funerals). Refer to **paragraph 3.18.1** and **Figure 3.28**.

9.15. Ceremonial At Ease. Refer to **paragraph 3.18.2** and **Figure 9.4**.

Figure 9.4. Ceremonial at Ease.



9.15.1. To return to attention. The command is **Firing Party, ATTENTION**. Perform the movement as described in **paragraph 3.18.2.7**.

9.16. 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. The right arm carrying the weapon is suspended, while the left arm maintains coordinated arm swing. For additional guidance, refer to **paragraph 4.2** and **Figure 9.5**.

9.16.1. **Order Arms [From Carry].** Refer to **paragraph 4.3**.

9.17. 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 is 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 the left arm maintains coordinated arm swing. Refer to **Figure 9.6**. **Note:** When part of a firing line, members only perform the drill movements necessary to accomplish and perform the mission. Intermediate and advanced drill manuals are prohibited.

9.18. Port Arms. Refer to **paragraph 3.20.1**.

9.19. Order Arms [From Port]. Refer to **paragraph 3.20.2**.

9.20. Present Arms. Refer to **paragraph 3.20.3**.

9.21. Order Arms [From Present]. The command for this movement is **Order, ARMS**. This is a five-count movement performed from the position of present.

9.21.1. **(Count 1).** Rotate the weapon counterclockwise 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. See **Figure 9.7**.

Figure 9.5. Carry Arms.



Figure 9.6. Inverted Carry Arms.



Figure 9.7. Order Arms [From Present] (Count 1).



Figure 9.8. Order Arms [From Present] (Count 2).



9.21.2. (Count 2). Return the left hand to the hand guard; middle finger on the first groove. See **Figure 9.8**.

9.21.3. (Count 3). Complete count one of order arms [from port]. See **paragraph 3.20.2.1** and **Figure 9.9**.

Figure 9.9. Order Arms [From Present] (Count 3).



Figure 9.10. Order Arms [From Present] (Count 4).



Figure 9.11. Order Arms [From Present] (Count 5).



9.21.4. (Count 4). Complete count two of order arms [from port]. See **paragraph 3.20.2.2** and **Figure 9.10**.

9.21.5. (Count 5). Complete count three of order arms [from port]. See **paragraph 3.20.2.3** and **Figure 9.11**.

9.22. 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.

Figure 9.12. Ready Face Sequence (Count 1).

9.22.1. (Count 1). Complete count one of right face. See **paragraphs 3.17.1.1** and **3.17.1.2**, and **Figure 9.12**.

9.22.2. (Count 2). Complete count two of right face. See **paragraph 3.17.1.3** and **Figure 9.13**.



Figure 9.13. Ready Face Sequence (Count 2).



Figure 9.14. Ready Face Sequence (Count 3).



9.22.3. **(Count 3).** Butt slam the rifle on the ground in a controlled “tapping” motion, by using the heel portion of the butt plate (See **Figure 9.14**). This helps to avoid cracking stocks. **Note:** If the ground is wet, do not butt slam.

9.22.4. **(Count 4).** Move the left foot approximately 6 to 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. The middle finger meets the weapon at the first groove of the hand guard. See **Figure 9.15**.

Figure 9.15. Ready Face Sequence (Count 4).



9.22.5. **(Count 5).** Bring the right hand from the top of the stock directly to grip the small of the stock with no flare. See **Figure 9.16.**

Figure 9.16. Ready Face Sequence (Count 5).



9.22.6. **(Count 6).** Release the left hand from the hand guard and reposition 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. See **Figure 9.17.**

Figure 9.17. Ready Face Sequence (Count 6).



9.23. 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.

9.23.1. **(Count 1).** On the command of execution, depress the operating rod handle completely with left hand at a fist. Charge down at the same angle as the weapon. Ensure you hold the charging handle all the way down until count two. Do not rest the weapon on the body. See **Figure 9.18**.

9.23.2. **(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 along the same plane as the weapon in front of the left shoulder when the handle has come back completely; palm is facing the body, thumb is along the forefinger.

Note: From the middle fingertip to elbow makes a straight line. See **Figure 9.19**.

Figure 9.18. Firing Sequence (Count 1).



Figure 9.19. Firing Sequence (Count 2).



9.23.3. **(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. See **Figure 9.20**.

Figure 9.20. Firing Sequence (Count 3).

9.23.4. **(Count 4).** Throw the weapon down to the proper firing position. See **Figure 9.21.**

9.23.5. In a continuous movement, the right hand moves to a fist with the forefinger on the trigger and with the thumb along the forefinger (as if at the position of attention). The weapon is 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 is 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 is located in the center between the arm pit and hip. Do not put the weapon up into the arm pit or below the hip.

Figure 9.21. Firing Sequence (Count 4).

9.23.6. The balance of the rifle rests 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. The torso follows the head leaving the shoulders at a 45-degree angle to the direction of fire. Ensure your feet stay planted.

9.23.7. **(Count 5).** The right hand's forefinger rips through the trigger using the entire arm; all is done in one fluid motion. See **Figure 9.22.**

9.23.8. 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 the arm does not extend behind or in front of body, only extend in-line with the body.

9.23.9. **(Count 6).** Return the rifle back to the position of port. The head, right arm, rifle, and upper body return with a “snap.” The head and eyes follow the weapon. See **Figure 9.23.**

Figure 9.22. Firing Sequence (Count 5).



Figure 9.23. Firing Sequence (Count 6).



9.23.10. **(Count 7).** Release the left hand from the rifle and return it to the operating rod handle back to the position of “ready.” See **Figure 9.24.** **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 perform present arms with their left hand starting on the operating rod handle.

Figure 9.24. Firing Sequence (Count 7).



9.24. 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.

9.24.1. **(Count 1).** The left foot closes with the right foot bringing the feet together at the position of attention. See **Figure 9.25**.

Figure 9.25. Present Arms [After Firing] (Count 1).



9.24.2. **(Count 2).** Complete count one of left face. See **paragraph 3.3.1.1** and **Figure 9.26**.

Figure 9.26. Present Arms [After Firing] (Count 2).



9.24.3. **(Count 3).** Complete count two of left face. See **paragraph 3.3.1.2** and **Figure 9.27.**

Figure 9.27. Present Arms [After Firing] (Count 3).



9.24.4. **(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. See **Figure 9.28.**

Figure 9.28. Present Arms [After Firing] (1st And).



9.24.5. **(Count 4).** Slap the weapon with the left hand. When the left hand returns, the middle finger is on the first groove of the hand guard. See **Figure 9.29**.

Figure 9.29. Present Arms [After Firing] (Count 4).



9.24.6. **(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 is parallel to the ground and the arm is at a 90-degree angle. Ensure the left hand stays on the same horizontal plane throughout the movement. See **Figure 9.30**.

Figure 9.30. Present Arms [After Firing] (2nd And).



9.24.7. **(Count 5).** The left hand returns 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. See **Figure 9.31.**

Figure 9.31. Present Arms [After Firing] (Count 5).



Section 9C—Movement and Control of the Firing Line

9.25. General. The firing line and NFP follow and adhere to all basic drill requirements outlined in DAFPAM 34-1203, and **Sections 3A** through **3C** of this manual, unless specified otherwise in this chapter.

9.26. NFP. Calls all commands from the position of attention.

9.26.1. Does not call commands while other commands are being called during the ceremony.

9.26.2. In the event of an echo, the NFP may wait until the echo is complete before proceeding with the next command.

9.26.3. During the firing sequence, the NFP times the cadence of the command **READY** so that Count 7 and Count 1 of the firing sequence are approximately 3 to 5 seconds apart.

9.26.4. Performs stand at ease IAW **paragraph 3.2.3**. The NFP never moves to ceremonial at ease or parade rest.

9.27. Dress Right Dress. The command is **Dress Right, DRESS**. The movement is the same as outlined in DAFPAM 34-1203 with the following exception:

9.27.1. Members obtain an arm and a hand's length interval.

Section 9D—Implementation

9.28. Pre-Ceremony Preparation.

9.28.1. Members should report 30 to 45 minutes prior to the scheduled inspection time for the day's missions. During this time, rifles may be lubricated, inspected and the pre-ceremony live-fire takes place.

9.28.2. If conditions or resources do not permit a morning live-fire, then the firing line performs a pre-departure dry fire instead.

9.28.3. The NFP typically inspects the gravesite location and determines firing line staging 30 to 45 minutes prior to ceremony start time.

9.29. March to Gravesite. The firing line forms as specified by the NFP, moves to port arms and then marches towards the predetermined location. The firing line will be in position no later than 20 minutes prior to the arrival of the deceased's family and procession. Once in position at gravesite, another dry fire is accomplished (at least two run-throughs should be completed. See **Figure 9.32**). Upon completion of dry fire, the firing line will assume the position of ceremonial at ease once the procession is visible. **(T-3)**

Figure 9.32. Firing Party Performing Warm-Ups Prior to the Ceremony.



9.30. Departure and Casings Retrieval. Upon completion of the ceremony after the firing line moves to port arms, the fourth person executes a three-count about face then steps off halting one pace away from and directly in front of the NFP.

9.30.1. **(Count 1)**. Bring the right hand up in front of and extended around the left side of the hand guard. See **Figure 9.33**.

Figure 9.33. Departure and Casings Retrieval (Count 1).



Figure 9.34. Departure and Casings Retrieval (Count 2).



9.30.2. **(Count 2)**. Rotate the weapon 180 degrees clockwise while simultaneously pinning the left hand. The weapon is at the proper position of port for the NFP. See **Figure 9.34**.

9.30.3. The NFP reaches out and takes the weapon with both hands and assumes the position of port.

9.30.4. The fourth person responds to NFP's command of **Right (Left), FACE and Forward, MARCH**.

9.30.5. One member must stay behind and pick up the casings. **(T-1)** Then return to the vehicle(s). **Note:** Remove gloves prior to picking up casings.

Chapter 10

PALLBEARERS

Section 10A—General Information

10.1. 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 possess various meanings. 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 and Space 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 actually 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.

10.1.1. Many of the traditions and rituals witnessed during a military funeral can trace its origins to the American Civil War. Many believe 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 to form 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.

10.2. Protocol. Refer to 4 USC Chapter 1, AFI 34-1201 and AFPAM 34-1202 regarding proper flag handling etiquette and protocol. Refer to AFI 34-242 for military funeral honors eligibility.

10.2.1. Pallbearers may be utilized for a variety of MFHs and Air and Space Force funerals.

10.2.2. 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, *Escorting Deceased Air Force Military Personnel*, for information regarding the escort of deceased Airmen/Guardians.

10.2.2.1. Dignified Arrivals. These are performed for all Airmen/Guardians 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.

10.2.2.2. Dignified Transfers. IAW DoDI 1300.29, these are only authorized for remains arriving to Dover AFB through the Port Mortuary from OCONUS.

Figure 10.1. Dignified Arrival and Dignified Transfer.



10.2.3. See **paragraph 9.3.7** regarding use of the flag to carry spent casings at a funeral.

10.2.4. Saluting the Flag. AFI 34-2101, AFPAM 34-1202, and DAFPAM 34-1203 all provide guidance on when to salute the US flag. Airmen/Guardians also adhere to the following guidance, clarification, and exceptions:

10.2.4.1. 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.”

10.2.4.2. A cased/folded flag is saluted following the same rules as stated in (See **paragraph 10.2.2.1**) 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.

10.2.4.3. 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 may never be uncased/unfolded again.

10.2.5. The only occasions when the US 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 when the flag will travel stripes first (**T-0**); and during the committal service when the flag may be held parallel to the ground.

10.2.6. Message of Condolence: *“On behalf of the President of the United States, the United States Air Force [or decedent’s branch of service], and a grateful Nation, please accept this flag as a symbol of our appreciation for your loved one’s honorable and faithful service.”*

10.3. Requirements.

10.3.1. The casket is always carried parallel to the ground and level.

10.3.2. The casket always travels feet first. **Exceptions:** **1.** Obstruction in the path of travel or an adverse condition 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, their casket travels headfirst. Their remains are transported to gravesite in the normal, “feet first” manner.

3. When the casket is secured in a fixed wing aircraft for transportation. The casket is positioned with the head towards the nose of the aircraft and travels this way for the duration of the flight, from takeoff to landing. 4. During the transfer of a casket from the hearse and onto a caisson.

10.3.3. When saluting while marching, both the individual rendering the salute and the pallbearer marching beside them suspend arm swing.

10.3.4. When in formation, the pallbearer closest to the individual, flag, or remains renders the hand salute. All other team members remain at attention.

10.3.5. The OIC/NCOIC only “heel clicks” when performing movements with the pallbearers team. They do not heel click when executing movements as a solitary member or with a chaplain.

10.3.6. The lowering of the OIC/NCOIC’s hand salute signals the hearse and/or caisson to stop.

10.3.7. The OIC/NCOIC only moves to inspect the casket/hearse if it is absolutely necessary. The NCOIC of Pallbearers (NPB) should be experienced enough to handle any situation regarding the transfer or carry of remains.

10.3.8. The OIC/NCOIC only turns their head to look for the funeral director or ceremony representative if it is absolutely necessary.

10.3.9. The OIC/NCOIC executes all movements in the same manner as the pallbearer team and as outlined in this chapter.

10.4. Composition and Formation. Air and Space Force pallbearer teams may consist of six or eight 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.

10.4.1. Each pallbearer team will have an NPB, typically an NCO, who is the most experienced team member. **(T-0)** The second most experienced member should fill the position of Handoff.

10.4.2. Prior to the ceremony, the team is positioned facing the gravesite and approximately 10 paces from the OIC/NCOIC.

10.4.3. The team is aligned three (four) abreast for a six (eight) person team in two columns relative to the NPB’s position. The NPB is positioned so they are closest to the hearse when it is stopped. When facing the back of the hearse, the NPB is positioned in the front right.

10.4.4. The OIC/NCOIC posts approximately where the caisson is stopped (adjacent to the pallbearer team) with their back to the gravesite. The OIC/NCOIC is at the position of stand at ease.

10.4.5. At gravesite, the OIC/NCOIC will be positioned at the foot end of the grave, one to two paces away from the pallbearer team. **(T-0)**

10.5. Responsibilities.

10.5.1. **Members.** All pallbearers must be strong enough to carry their share of weight on the casket and support their teammates. **(T-0)** All members should be thoroughly familiar with all positions on the team and possess the ability to perform at any position. Each team member's responsibilities vary throughout each sequence and type of ceremony. Carry and Handoff are usually the strongest members on the team.

10.5.2. **Handoff.** Is the second most experienced person on the team and is responsible for taking control and responsibility of the team when NPB is unavailable or the situation dictates it.

10.5.3. **NPB.** The most experienced person on the team and is responsible for the accountability, conduct, safety, position assignments, and performance of the pallbearers under their direction. The NPB:

10.5.3.1. Ensures all personnel are prepared to execute pre-ceremony (warm-ups), inspection, and ceremony procedures.

10.5.3.2. Possesses extensive knowledge of element procedures and the pallbearer sequences.

10.5.3.3. In most cases, ensure 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.

10.5.3.4. Will perform gravesite checks and attend post-ceremony briefs. **(T-3)**

10.5.4. **OIC/NCOIC.** Is the ranking individual on the funeral and has overall responsibility of the entire ceremony. The OIC/NCOIC will be an officer or NCO. **(T-0)** The OIC/NCOIC:

10.5.4.1. Has knowledge on all elements and sequences.

10.5.4.2. In certain situations, may need to ensure 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.

10.5.4.3. Will present the flag and deliver the message of condolence to the next of kin (NOK) in the absence of a military chaplain. **(T-0)**

10.5.4.4. Is responsible for coordinating gravesite checks and post-ceremony briefs.

10.6. Equipment.

10.6.1. Practice interment flag.

10.6.2. White/black non-silicone gloves.

10.6.3. Safety back belts (recommended).

10.7. Uniform Requirements. The pallbearer team may not wear the ceremonial belt. For joint teams, the ceremonial belt is mandatory. Safety belts, if used, are worn underneath outer garments. The OIC/NCOIC wears the ceremonial belt as mission dictates.

10.7.1. Never wear silicone gloves while folding the flag.

10.7.2. If the team transports remains from indoors to outdoors, as may occur for funerals that include a chapel service, then the team should not remove their hats. If the entire service is indoors, then hats are not worn. Do not develop a sequence to remove/put on hats in a ceremonial fashion.

10.7.3. When performing a two-person flag fold during individual retirement ceremonies, or any flag fold outside of a military funeral, the ceremonial uniform is not worn. Members wear the service dress uniform.

10.8. Commands. Pallbearers and the OIC/NCOIC call all commands from the same position as the rest of the team (chaplain) and perform the movement on their own command of execution.

10.8.1. 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 should perform a right step while the other performs a left step. Attempting to give the command **Right (Left) Step, MARCH** would not be feasible. Therefore, for consistency and ceremonial purposes, the commands **Forward, MARCH, Right (Left) Step, MARCH** and **...Steps Backward, MARCH** are not used.

10.8.2. At all other times, pallbearers follow the guidance dictated in DAFPAM 34-1203.

10.8.3. All commands given by the OIC/NCOIC are subdued, except for **SECURE**.

Section 10B—Pallbearer Manuals

10.9. General. Pallbearers perform the following drill movements IAW **Chapter 3** of this manual: attention (See **paragraph 3.13**), stand at ease (**Paragraph 3.2.3**), present/order (**Paragraph 3.4**), halt (**Paragraph 3.6.3**), and mark time (**Paragraph 3.6**). Right (left) face is always completed in a 3-second cadence. All hand salutes performed during pallbearer sequences are performed in a 3-second cadence.

10.10. 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 are suspended but not pinned to the sides. Sharply place the left foot in front of the right, letting it “hang” approximately 1 to 2 inches 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 the command is given to flank right or left. See **Figure 10.2**.

Figure 10.2. Hang Step.



10.10.1. Flanking Movement.

Flanking movements are executed while in hang steps in order to position the team directly behind the hearse. The command is **Right (Left) Flank, MARCH.** The preparatory command **Right (Left)** is given on the right (left) foot. On the next available step, the command **Flank** is given. The command of execution **MARCH** is called on the same foot as the preparatory command. These commands are called once the foot strikes the ground. Immediately after **MARCH**, execute a flank in slow time.

Figure 10.3. Right (Left) Flank.



10.10.1.1. To flank in slow time. Suspend arm swing, place the toe of the trailing foot (the right foot, if turning left; and the left foot, if turning right) into the arc of the planted foot to create a letter “T” while simultaneously turning your body. Shift your weight from the 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. See **Figures 10.3** and **10.4**.

Figure 10.4. Flanking Movement.



10.10.2. **Incline Steps.** When inclining is necessary, the NPB and Fold initiate the first incline 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.

10.11. Head Drops. A “head drop” describes the 3-second lowering of the head to a 45-degree angle looking down. See **Figure 10.5**.

Figure 10.5. Head Drops.

Section 10C—Carrying Interred (Casketed) Remains

10.12. Basics. Hand positions, posture, and footing are important to properly carry the casket. The NPB's side (Mark, Dead Mark, and Carry) carries the casket with the 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 the right palm facing down on the carrying handle and left palm facing up. See **Figure 10.6**. During an eight-person carry, the 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. The NPB does the same. This technique is only used during an eight-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. **Note:** The hand positions are reversed in the event the casket travels in the opposite direction.

Figure 10.6. Hand Positions.

10.12.1. 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. See **Figure 10.7**.

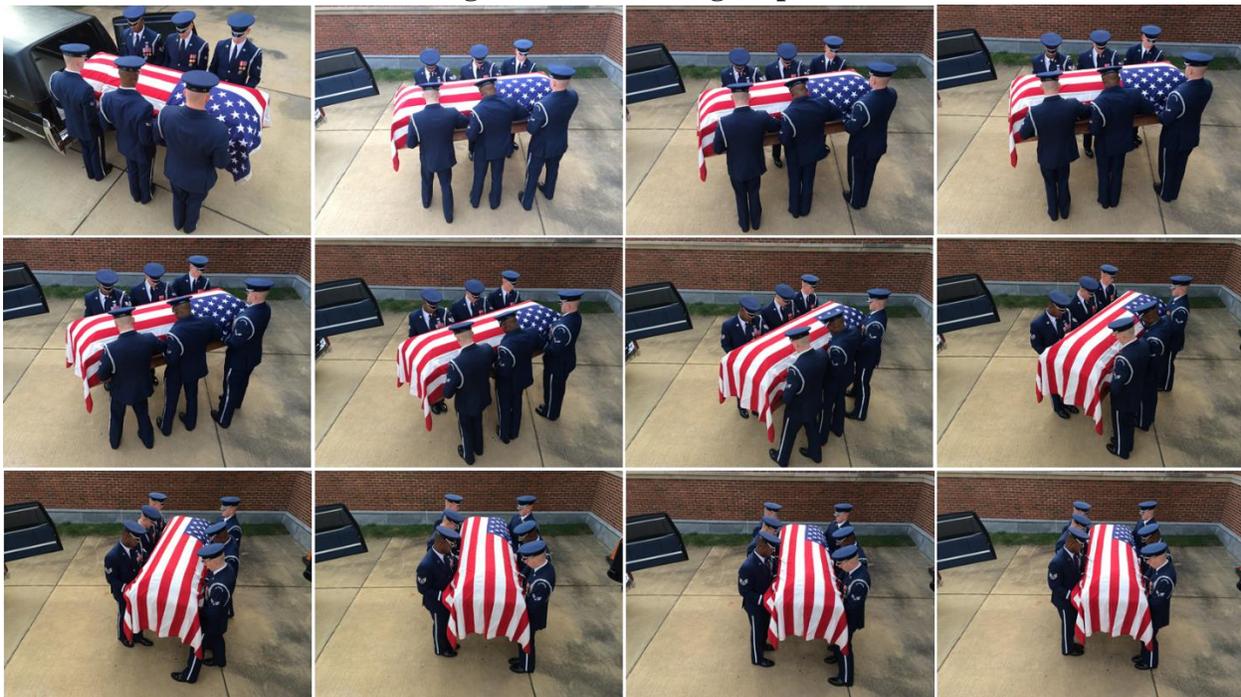
10.12.2. The OIC/NCOIC follows behind and centered on the team, approximately 4 to 6 paces, with suspended arm swing. Stay in step with the pallbearers.

Figure 10.7. Pallbearer Teams Carrying Repatriated Remains.



10.13. 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 takes away from the hearse. Discretion for this number is the NPB's alone and is based on the distance of the hearse from the route to gravesite (This number is no less than 3, and no greater than 10). The next number of steps in the sequence is always five. The direction of the turn is determined by the location of the gravesite from the pallbearers' position. If the gravesite is located behind the NPB, the turn is toward Handoff (clockwise). Alternately, if gravesite is located behind Fold, the turn is toward Carry (counterclockwise). For example: "Five and five to Handoff." **Note:** When performing turning steps, turn with the foot you stepped down with. The NPB's side steps away from the hearse with the left foot; therefore, they turn with the left foot. Fold's side steps away with the right foot and executes the turning steps with the right foot. See **Figure 10.8**.

Figure 10.8. Turning Steps.



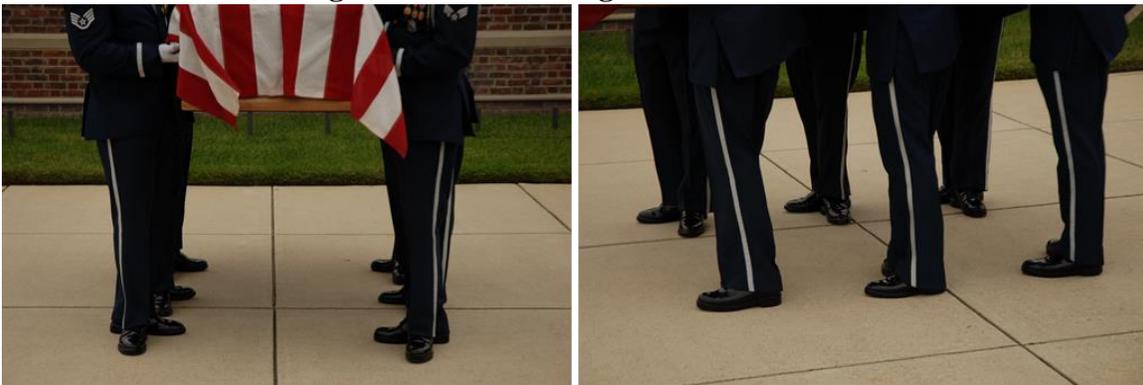
10.13.1. The command for the behind the hearse sequence is given by the NPB to Handoff loud enough only for them to hear. Handoff repeats the command to each member of the team as they remove the casket from the hearse.

10.13.2. During the caisson sequence, the number of steps away from the caisson is determined by the stopping point of the caisson relative to the predetermined route of travel for the casket to gravesite. The NPB commands **HALT** and **DOWN** once the team is aligned with the path. The next command is **STEP**, which initiates the five turning steps.

10.13.3. The OIC/NCOIC salutes once the remains are in motion (on Handoff's first step backwards to remove the casket). They hold the salute until the team has completed the turning steps. At this point, they face the team and salute. Once the casket passes, the OIC/NCOIC lowers their salute and follows the team.

10.14. 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 (See **Figure 10.9**). This enables the team to maintain the proper distance from the casket and reposition comfortably without injury or excess casket movement. Then NPB's side flips their left hands over so their palms face up while Fold's side does the same thing with their right hands (this is a 3-second simultaneous movement). All members execute a 3-second synchronized head drop after the hand-flip. Members' eyesight is focused on the "crown" (top) of the casket.

Figure 10.9. Centering in on the Casket.



10.15. Stepping onto a Lowering Device on a Raised Platform. With the team halted 1 pace away from the lowering device and centered in on the casket, the NPB calls **Ready, UP**. The pallbearers lift the casket at a 3-second cadence, stopping once the casket handles are approximately at eye level. See **Figure 10.10**.

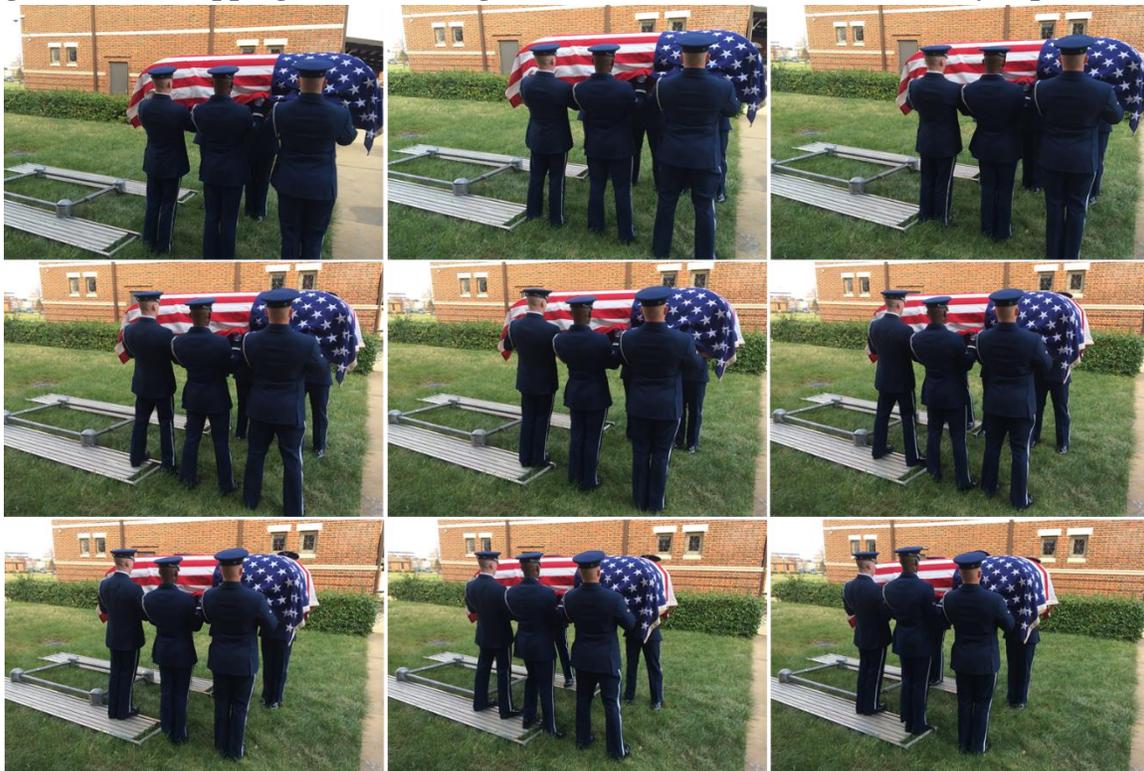
Figure 10.10. Ready, Up.



10.15.1. In order to keep the casket safely balanced, each pallbearer lifts the casket using their upper body muscle groups only. Typically, without rocking back/forth, and without squatting or bending the knees. This is 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 do 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.

10.15.2. The NPB pauses for a count to ensure all the pallbearers are ready. NPB calls **STEP**. The team begins sidestepping onto the raised platforms. See **Figure 10.11**.

Figure 10.11. Stepping onto a Lowing Device on a Raised Platform (Ready, Up; STEP).



10.15.3. When stepping onto a raised platform, every team member looks straight forward at the casket; only their eyes look down at the person's feet across from them and watch 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 step up simultaneously.

10.15.4. 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 the NPB calls **STEP**. The team sidesteps until their foot hits the side of the ladder support. When this happens and the member is ready to step up onto the platform, they leave their head up and make eye contact with the person across from them. As soon as the two members step onto the platform, they lower their heads back down. See **Figure 10.12**.

Figure 10.12. Stepping onto a Lowering Device on a Raised Platform (STEP).



10.15.5. When the entire team is on the platform and the casket is centered on the lowering device, the NPB commands **HALT**, then **DOWN**.

10.15.6. OIC/NOCIC Procedures. As the pallbearers approach the gravesite, the OIC/NCOIC breaks off from the team and takes the position at the foot end of the grave. The OIC/NCOIC renders 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.

10.15.7. If the casket was carried to the gravesite headfirst ("Up and Face" was performed; see **paragraph 10.23**), then the OIC/NCOIC halts with the pallbearer team and renders 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.

10.16. Lowering the Casket. The command is **DOWN**. There are five different situations where this command applies.

10.16.1. Placing the casket onto a church truck for transportation inside a chapel or to another location (3-second cadence).

10.16.1.1. 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. The 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 taking 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 headfirst then this is reversed (Handoff's side with the left foot and Carry's side with the right foot).

10.16.2. Lowering the casket after removal from the caisson (3-second cadence). When lowering the casket from this position all heads follow the casket down and terminate at a 45-degree angle looking down.

10.16.3. Lowering the casket after it has cleared a tombstone (3-second cadence).

10.16.4. Lowering the casket onto the lowering device at gravesite (8-second cadence).

10.16.4.1. When the casket is lowered at gravesite, the 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. See **Figure 10.13**.

10.16.4.2. If there is no flag on the casket (for example, during a dependent funeral at ANC), all pallbearers' 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 (if applicable), all pallbearers keep their heads down. The 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 10.13. Lowering the Casket.



10.17. Facing to March with the Casket. The NPB gives the command **FACE** for all members of the team to face toward the NPB when holding the casket in the "Center" position with heads up and completed in unison at a 3-second cadence. See **Figure 10.14**.

10.17.1. NPB's side turns their right foot followed by the left toward the right.

10.17.2. Fold's side turns their left foot, followed by the right to the left.

10.17.3. 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 enables the team to maintain the proper distance from the casket and reposition comfortably without injury or excess casket

movement. **Note:** The pallbearers are in the “Center” position, with their heads up and hands positioned correctly before the command **FACE** can be given.

Figure 10.14. Facing to March with the Casket.



10.18. 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). See **Figure 10.15**.

Figure 10.15. Halting the Team.



10.19. Up. The command **UP** is used to raise the heads of the pallbearers whenever necessary. Heads are raised in the same manner they are lowered, using a 3-second cadence. The termination point is once eye contact is made with the individual across the casket. Heads are never raised to the point that chins and noses are pointed up.

10.20. Right (Left) Wheel. Used to turn the team either right or left. The NPB initiates this movement by giving a subdued command of **Ready** (left foot), **WHEEL** (right foot). The team starts the wheel by marking time and guiding/turning in the direction of the hearse/caisson/lowering device. While marking time, the team raises 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) commands **STEP** on the left foot. When this command is given, the team takes one more mark time step with the right foot then resumes marching on the left foot. See **Figure 10.16**.

Figure 10.16. Right (Left) Wheel.

10.21. 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. See **Figure 10.17**. The casket remains level at this height until Handoff says **CLEAR**. The command **DOWN** is given by the NPB.

Figure 10.17. Clearing Obstacles (Ready, UP).

10.21.1. For rare and extreme situations where the team cannot clear the obstacle, the 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 flips their rear hand (NPB's side changes grip with the left hand and Fold's side of the casket changes 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. See **Figure 10.18**. **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.

10.22. 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.



Figure 10.18. Clearing Obstacles (Ready, SHOULDER).

10.22.1. 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.

10.22.2. Handoff or Carry may give the 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.

10.22.3. When carrying upstairs or to step onto a curb, the pallbearers on NPB’s side of the casket state which foot to step up with prior to reaching the first step. For example, the NPB calls **LEFT** as the right foot hits the ground and on the next step (left foot) the NPB and Fold step up on the left foot. Mark and Carry do the same and the information ripples to the rear on every other step.

10.23. Carrying the Casket Headfirst. See **paragraph 10.3.2** and its exceptions.

10.23.1. The NPB determines when the scenario calls for the use of this option. The NPB informs the team prior to the start of the ceremony.

10.23.2. While Handoff is in position at the rear bumper of the hearse to remove the casket, the NPB directs “up and face” instead of the numbers for turning steps. Pallbearers ensure their hands are positioned correctly (thumbs towards Handoff). Refer to **paragraph 10.24** for instructions on transferring the casket to a caisson.

10.23.3. After Handoff commands **READY** (refer to **paragraph 10.24** for hearse unloading), the NPB commands **UP**. When the team has executed their 3-second head raises, the NPB calls **FACE**. Handoff takes over as the team leader and calls **STEP**. From this point forward, Handoff calls all the necessary commands for the team.

10.23.4. Once the team has halted, and the casket is in position to be lowered, the NPB takes over as team leader and commands **DOWN**. At this point, the NPB is in command of the team for the duration of the ceremony.

10.24. Hearse Unloading and Loading. The following sequences and techniques are used to unload and load a casket from and into the hearse.

10.24.1. **Behind the Hearse (Casket Removal).** The team marches up to the back of the hearse with the NPB in the front right of the team. The NPB commands **Mark, TIME** and allows four to six 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 towards the hearse. Fold, Cross-mark and Dead Cross-mark execute a right face and then take one left step. Handoff pauses for one count as the team faces toward each other and as the team steps towards 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 1-second pause) and executes a 3-second head drop. See **Figures 10.19** and **10.20**.

Figure 10.19. Behind the Hearse (Casket Removal).



Figure 10.20. 3-Second Head Drop.



10.24.1.1. After the team has completed their 3-second head drop, Handoff takes two (six-person team) or three (eight-person team) hang steps to the back bumper of the hearse. Handoff then executes a 3-second head drop. See **Figure 10.21**.

Figure 10.21. Handoff Hang Steps.



10.24.1.2. If necessary, Handoff repositions the flag over the casket. The following counts are executed with a 3-second cadence.

10.24.1.3. **(Count 1)**. Handoff brings their hands up in fists, as if at attention, in front of their shoulders (palms inward). See **Figure 10.22**.

Figure 10.22. Handoff Undresses Flag (Count 1).



Figure 10.23. Handoff Undresses Flag (Count 2).



Figure 10.24. Handoff Undresses Flag (Count 3).



10.24.1.4. **(Count 2)**. Extend arms and hands straight out over the casket. Hands are flared over the casket, forefingers touching; thumbs are under their forefingers so the forefingers can be grounded to each other. See **Figure 10.23**.

10.24.1.5. **(Count 3)**. Slide hands apart along the white band. Keep both hands flared. See **Figure 10.24**.

10.24.1.6. **(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). See **Figure 10.25**.

10.24.1.7. Once Handoff is in position to remove the casket from the hearse, the NPB quietly gives the number of turning steps or **UP** and **FACE** (Refer to **paragraph 10.23**), if necessary. Handoff repeats this number to the NPB for verification, twice. Handoff steps back with their

Figure 10.25. Handoff Undresses Flag (Count 4).



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, the NPB commands **Ready, TAKE**; Fold and the NPB take hold of the casket with palms/thumbs in the correct direction (See **paragraph 10.12**). Handoff repeats the number of turning steps twice more for the rest of the team before returning to their designated position on the casket. All pallbearers have their thumbs pointing in the direction of travel with the casket. See **Figure 10.26**.

Figure 10.26.
Hearse Unloading
(Ready, TAKE).



Figure 10.27.
Hearse Unloading
(Ready, FLARE).



10.24.1.8. When the casket is approximately two-thirds of the way out of the hearse, the NPB gives the subdued command **Ready, LIFT**. The NPB and Fold gently raise the casket to prevent it from striking the hearse's rear bumper.

10.24.1.9. If the front of the flag is not draped over the front of the casket, the NPB quietly commands **Ready, FLARE**. Upon the command, the NPB and Fold 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, the NPB and Fold replace their hands on the casket handle. See **Figure 10.27**.

10.24.1.10. Once the casket is out of the hearse, Handoff ensures that the rear handle of the casket, if applicable, is pushed down, and then returns to their proper position on the casket.

10.24.1.11. To return to position, Handoff takes two sidesteps. The first step is 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

Figure 10.28. Hearse Unloading (Handoff Repositions).



both hands and return to the position of attention. After releasing the handle, bring both hands up in the same manner as **paragraph 10.24.1.3**. Then, in the same 3-second cadence, return both arms to the side at attention. See **Figure 10.28**.

10.24.1.12. Once in position, Handoff performs a 3-second head drop and calls **READY**. See **Figure 10.29**.

10.24.2. **Hearse Loading.** There are situations when it is necessary to reload the casket into the hearse. Pallbearers transport the casket to the back door of the hearse. The NPB commands **HALT** followed by **CENTER** approximately 1 pace away from the rear bumper.

10.24.2.1. If the front of the flag is draped over the front of the casket, the NPB quietly commands **Ready, FLARE**. Upon the command, the NPB and Fold 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 completed, the NPB and Fold, simultaneously, replace their hands on the casket handles.

10.24.2.2. After the team has centered in on the casket and heads are lowered; Handoff releases the casket (if the weight of the casket and strength of the team allow it) and takes two sidesteps to the right (the first step is a 45-degree step facing the left rear corner of the casket, the next step is directly behind the casket).

10.24.2.3. 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 commands, **Ready, STEP**. The entire team takes one side step toward the hearse. The NPB and Fold gently lower the casket onto the rollers inside the hearse. Handoff continues to push the casket into the hearse.

10.24.2.4. As Handoff passes through the team; each member releases the casket, raises their head, and assumes the position of attention. See **Figure 10.30**.

Figure 10.29. Hearse Unloading (READY).



Figure 10.30. Hearse Loading (Ready, STEP).



10.24.2.5. Once the casket is completely in the hearse, Handoff backs up two steps (six-person team) or three steps (eight-person team), starting with the left foot and pauses briefly. They 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. See **Figure 10.31.**

Figure 10.31. Hearse Loading (Handoff Repositions).



10.25. Caisson Loading and Unloading.

10.25.1. **Casket Transfer and Caisson Loading.** The caisson will always be pre-positioned to the right (on the right side of the road) of the predetermined parking location of the hearse. **(T-3)** The OIC/NCOIC ensures the correct positioning of the caisson. They prepare the caisson by positioning the straps on the sides so they are not tangled or caught under the casket during loading. Ensure the adjustable bier pin is removed and the nonadjustable bier pin is in position two, three or four from the front of the caisson, depending on the casket’s length.

10.25.1.1. While Handoff is in position at the rear bumper of the hearse to remove the casket; the NPB directs “transfer, no head drops” instead of the numbers for turning steps or “up and face.” Pallbearers ensure their hands are positioned correctly (thumbs towards Handoff).

10.25.1.2. After Handoff has commanded **READY** (Refer to **paragraph 10.24** for hearse unloading), the NPB commands **UP**. When the team has executed their 3-second head raises, NPB calls **FACE** and then **STEP**.

10.25.1.3. The team steps off and guides to the left, with each left step (the right step is straight in front, do not cross over with your right foot to guide), until the casket is in line with the caisson. See **Figure 10.32**.

10.25.1.4. After the team is behind the caisson and aligned with it, the 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 reposition their hands with thumbs pointed towards the NPB. This is accomplished in two 3-second movements. The NPB's side of the casket releases the casket with their right hands and re-grips with their palms facing up. Next, they release the casket with their left hands and re-grip the handle with their palms facing down. Fold's side of the casket does the opposite and all members of the team perform the movements simultaneously. Next, the NPB commands **FACE**. The team performs a 3-second facing movement in the direction of the caisson. The NPB then commands **STEP** and the team marches towards the caisson.

10.25.1.5. When the NPB is approximately 1 pace away from the caisson, they command **HALT** followed by **CENTER**.

10.25.1.6. The NPB commands **Ready, UP**. The team raises the casket 6 to 8 inches higher than the caisson at a 3-second cadence, using the same techniques described in **paragraph 10.16**. As the top of the casket rises past their chins, the team members raise their heads to normal level. When the casket is sufficiently high enough to clear the caisson, the 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 gently lower the casket onto the caisson then turn their hands over (palms down) one at a time. See **Figure 10.33**.

Figure 10.32. Caisson Loading (Guide Step).



Figure 10.33. Caisson Loading (STEP).



10.25.1.7. The NPB commands **HALT** when the foot end of the casket is approximately 6 inches from the nonadjustable bier pin on the caisson. Each pallbearer presses down the casket handles (if applicable) and gently dresses the flag along the base of the casket to ensure there is an even amount on each side. All pallbearers keep their arms extended with their hands at a fist, as if at attention, palms facing each other and hands touching. This is the caisson standby position. See **Figure 10.34**.

10.25.1.8. The NPB flares 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, the NPB and Fold replace their hands at the base of the casket.

10.25.1.9. The NPB gives the command **Ready, FLARE**. All pallbearers' hands are slowly raised up, palms down, arms straight out with hands together (side by side) and pointed at the top of the casket. See **Figure 10.35**.

10.25.1.10. Once all hands are in the flared position, the NPB commands **Ready, CUT**. All members bring their closed hands from the casket, in front of their shoulders in a 3-second cadence, pause and then lower their hands to the position of attention in a 3-second cadence. The NPB/Fold and Carry/Handoff mirror each other. All other pallbearers perform the movements in sync with them. See **Figure 10.36**.

Figure 10.34. Caisson Loading (Standby Position).



Figure 10.35. Caisson Loading (Ready, FLARE).



Figure 10.36. Caisson Loading (Ready, CUT).



10.25.2. **Securing the Casket to the Caisson.** With the team at attention, the NPB clicks their heels together to initiate the “step-arounds” which repositions the team and enable them to secure the casket to the caisson.

10.25.2.1. The NPB and Handoff take two side steps to their right to their respective ends of the caisson with a 3-second pause between each step.

10.25.2.2. (Eight-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.

10.25.2.2.1. (Six-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 is a pause during the NPB and Handoff’s first step and step on the second step.

10.25.2.3. (Eight-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 is a pause during NPB, Fold, Carry, and Handoff’s first step and step on the second step.

10.25.2.3.1. (Six-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 is a pause during the NPB and Handoff’s first step and step on the second step.

10.25.2.4. (Eight-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 is a pause during the NPB, Fold, Carry, and Handoff’s first step and step on the second step. See **Figure 10.37**.

10.25.2.5. The NPB gives the command **Ready, UP** and each designated pallbearer brings their closed hands from the position of attention, bent at the elbow, up in front of their shoulders in a 3-second movement and pause for one count. They extend their arms up/out with their hands flared (forefingers aligned side-by-side, thumbs tucked) toward the top edge of the casket in another 3-second movement. Finally, they lower their arms to the caisson standby position. See **paragraph 10.25.1.7**.

10.25.2.6. (Eight-Person Team). The NPB, Fold, Carry, and Handoff fold the four corners of the flag into “hospital corners”, left side over right.

Figure 10.37. Securing the Casket to the Caisson (Team Repositions).



10.25.2.6.1. (Six-Person Team). The NPB and Handoff fold the four corners of the flag into “hospital corners,” star side over stripes.

10.25.2.7. (Eight Person Team). The NPB pulls the left corner of the flag out, away from the casket. Mark, with their right hand, pinches/holds the flag together at the corner of the base of the casket. The NPB folds the corner against the front of the casket (over Fold’s corner).

10.25.2.7.1. (Six-Person Team). The NPB pulls the right corner of the flag, out away from the casket. Fold, with their left hand, pinches/holds the flag together at the corner of the base of the casket. The NPB places the corner against the front of the casket.

10.25.2.8. (Eight-Person Team). Fold pulls the right corner of the flag out, away from the casket. Cross-mark, with their left hand, pinches/holds the flag together at the corner of the base of the casket. Fold places the corner against the front of the casket (under the NPB’s corner). See **Figure 10.38**.

10.25.2.8.1. (Six-Person Team). The NPB pulls the left corner of the flag out, away from the casket. Mark, with their right hand, pinches/holds the flag together at the corner of the base of the casket. The NPB folds the corner against the front of the casket, over the right corner.

10.25.2.9. (Eight-Person Team). Carry and Handoff ensure the white band of the flag is folded under the material. See **Figure 10.39**.

10.25.2.9.1. (Six-Person Team). Handoff ensures the white band of the flag is folded under the material.

10.25.2.10. (Eight-Person Team). Handoff pulls the left corner of the flag out, away from the casket. Dead Cross-mark, with their right hand, pinches/holds the flag together at the corner of the casket’s base. Handoff folds the corner against the front of the casket, over Carry’s corner.

10.25.2.10.1. (Six-Person Team). Handoff pulls the right corner of the flag out, away from the casket. Carry, with their left hand, pinches/holds the flag together at the corner of the casket’s base. Handoff places the corner against the casket.

10.25.2.11. (Eight-Person Team). Carry pulls the right corner of the flag out, away from the casket. Dead Mark, with their left hand, pinches/holds the flag together at corner of the

Figure 10.38. Securing the Casket to the Caisson (NPB Blouses Flag).



Figure 10.39. Securing the Casket to the Caisson (Handoff Folds under the White Band).



casket's base. Carry places the corner against the front of the casket (under Handoff's corner). **Note:** When blousing the flag, ensure enough material is trapped between the bier pin and the casket to prevent it from coming loose.

10.25.2.11.1. (Six-Person Team). Handoff pulls the left corner of the flag out, away from the casket. Cross-mark, with their right hand, pinches/holds the flag together at corner of the casket's base. Handoff folds the corner against the casket, over the right corner.

10.25.2.12. (Eight-Person Team). Once the NPB and Fold have completed blousing their end of the flag; the NPB gives an eyewink to Carry signaling that the casket can now be pushed forward.

10.25.2.12.1. (Six-Person Team): Once the NPB has completed blousing their end of the flag, the NPB commands **Ready, PUSH** to Handoff (conversational tone). Handoff pushes the casket against the non-adjustable bier pin.

10.25.2.13. (Eight-Person Team). Carry whispers **Ready, PUSH** to Handoff. Carry and Handoff push the casket against the non-adjustable bier pin.

10.25.2.14. (Eight-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. See **Figure 10.40**.

10.25.2.14.1. (Six-Person Team). Mark commands **Take, STRAPS**. Mark and Carry take the straps with their right and left hand, respectively, and ensure the straps are not twisted.

10.25.2.15. (Eight-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.

10.25.2.15.1. (Six-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.

10.25.2.16. (Eight-Person Team). Mark commands **Pass, STRAPS**. The NPB, Fold, Carry, and Handoff assist by taking the straps with their outside hands passing them over to Cross-mark and Dead Cross-mark. See **Figure 10.41**.

10.25.2.16.1. (Six-Person Team). Mark commands **Pass, STRAPS**. The NPB and Handoff assist by taking the straps with their left and right hands, respectively, passing them over to Fold and Cross-mark.

Figure 10.40. Securing the Casket to the Caisson (Take, STRAPS).



10.25.2.17. (Eight-Person Team). Mark and Dead Mark take the straps with their outside hand and pass them to the NPB and Carry, respectively.

10.25.2.17.1. (Six-Person Team). Mark and Carry take the straps with their outside hand and pass them to NPB and Handoff, respectively.

10.25.2.18. (Eight-Person Team). The NPB and Carry pass the straps to Fold and Handoff, respectively.

10.25.2.18.1. (Six-Person Team). The NPB and Handoff pass the straps to Fold and Cross-mark, respectively.

10.25.2.19. (Eight-Person Team). Fold and Handoff pass the straps to Cross-mark and Dead Cross-mark, respectively.

10.25.2.20. (Eight-Person Team). Once Cross-mark and Dead Cross-mark have the straps, Cross-mark commands **Ready, BUCKLE**, the buckle are secured simultaneously. **Note:** Pull excess buckle strap to tighten the straps. See **Figure 10.42**.

10.25.2.20.1. (Six-Person Team). Once Fold and Cross-mark have the straps; Fold commands **Ready, BUCKLE**, the buckle are secured simultaneously.

Figure 10.42. Securing the Casket to the Caisson (Ready, BUCKLE).



10.25.2.21. (Eight-Person Team). Carry 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. See **Figure 10.43**.

10.25.2.21.1. (Six-Person Team). Handoff secures the casket on the caisson by placing the adjustable bier pin into the roller frame and tightening the crank.

Figure 10.41. Securing the Casket to the Caisson (Pass, STRAPS).



Figure 10.43. Securing the Casket to the Caisson (Handoff Blouses Flag).



10.25.2.22. (Eight-Person Team). While Carry secures the adjustable bier pin; the NPB informs Fold and Mark whether to 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.

10.25.2.22.1. (Six-Person Team). While Handoff secures the adjustable bier pin, the NPB informs Fold and Mark whether to 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.

10.25.2.23. Once the casket/flag are secure, Handoff commands **Ready, FLARE** in a conversational tone.

10.25.2.24. The NPB commands **Ready, CUT**.

10.25.2.25. The NPB executes a loud heel click.

10.25.2.26. The NPB and Handoff take two side steps to their left to their respective corners of the caisson with a 3-second pause between each step.

10.25.2.27. (Eight-Person Team). Fold and Carry take two side steps to their right to their respective corners of the caisson with a 3-second pause between each step.

10.25.2.27.1. (Six-Person Team). Fold and Cross-mark take one side step to their left to their original positions. There is a pause during the NPB and Handoff's first step and step on the second step.

10.25.2.28. (Eight-Person Team). Mark and Dead Cross-mark take one side step to their left. Pause during the NPB, Fold, Carry, and Handoffs' first step and step on the second step.

10.25.2.28.1. (Six-Person Team). Mark and Carry take one side step to their right. There is a pause during the NPB and Handoff's first step and step on the second step.

10.25.2.29. (Eight-Person Team). Cross-mark and Dead Mark take one side step to their right. There is a pause during the NPB, Fold, Carry, and Handoff's first step and step on the second step.

10.25.2.30. Once the team is back in their original positions, the NPB gives the command **Ready, FACE** 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.

10.25.2.31. 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.

10.25.2.32. 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.

10.25.3. **Prepping the Casket for Removal from the Caisson.** As the team approaches the caisson halted at the predetermined position near gravesite, the NPB quietly commands **Fold Ready, SPLIT**. The NPB and Fold split up and lead the team down their respective sides of the caisson.

10.25.3.1. Handoff marches to the back of the caisson, directly in front of the adjustable bier pin.

10.25.3.2. Handoff commands **Mark, TIME; Bearers, HALT**. Once halted, all pallbearers, with the exception of Handoff, perform the appropriate facing movement to face the caisson.

10.25.3.3. (Eight-Person Team). Handoff commands **Ready, UP** and all pallbearers except the NPB, Fold and Carry, move up to the caisson standby position as described in **paragraph 10.25.1.7**.

10.25.3.3.1. (Six-Person Team). All pallbearers except the NPB move up to the caisson standby position as described in **paragraph 10.25.1.7**.

10.25.3.4. Handoff releases the adjustable bier pin on the rear of the caisson by turning the crank counterclockwise. The adjustable bier pin is placed against the bottom of the caisson.

10.25.3.5. (Eight-Person Team). Cross-mark commands **Release, BUCKLES**. Cross-mark and Dead Cross-mark unbuckle the straps and stretch the strap out flat to the right and then set them down quietly. See **Figure 10.44**.

10.25.3.5.1. (Six-Person Team). Fold commands **Release, BUCKLES**. Fold and Cross-mark unbuckle the straps and stretch the strap out flat to the right and then set them down quietly.

Figure 10.44. Prepping the Casket for Removal from the Caisson (Release, BUCKLES).



10.25.3.6. (Eight-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. **Note:** The buckles and straps point towards the horses when laid on the caisson. See **Figure 10.45**.

10.25.3.6.1. (Six-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 hands, they stretch the strap out flat then set them down quietly.

10.25.3.7. Handoff commands **Ready, FLARE** and **Ready, CUT**.

10.25.3.8. Handoff takes two side steps to the left back to their position in the team. Once in position, Handoff commands **Ready, STEP**.

10.25.3.9. (Eight-Person Team). On the command of execution, the NPB, Mark, Handoff and Dead Cross-mark take one left step. Fold, Cross-mark, Carry and Dead Mark take one right step. All members move to the position of stand at ease.

10.25.3.9.1. (Six-Person Team). On the command of execution, all pallbearers take one right step then moves to the position of stand at ease.

10.25.4. **Caisson Unloading.** From the position of attention, the NPB commands **Take, HOLD** and all pallbearers move up as described in **paragraph 10.25.2.5**. Instead of moving to the caisson standby position, all members grip the handles of the casket at a fist with palms facing down.

10.25.4.1. The NPB commands **STEP** and the team begins to sidestep, pulling the casket along the casket rollers off the caisson. As each team member passes the end of the caisson,

Figure 10.45. Prepping the Casket for Removal from the Caisson (Take, STRAPS).



they turn their hands over (palms up) one at a time. Ensure to keep the casket level as it is coming off the caisson. The NPB and Fold take care to not let the casket drop as it reaches the last casket roller.

10.25.4.2. The team continues side stepping until they have moved far enough away from the caisson and have reached the predetermined path to the gravesite.

10.25.4.3. The NPB commands **HALT** and **DOWN** (see **paragraph 10.16.2**). In a 3-second movement, all pallbearers re-grip the handle in the direction of the NPB. The NPB's side re-grips with the left hand so the palm is facing down and Fold's side re-grips with the right hand.

10.25.4.4. The NPB commands **STEP** and the team performs the five turning steps.

10.26. 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 begins and/or positions themselves so 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. The NPB uses their knowledge and experience to incorporate the best technique for casket removal/placement. For example, maybe follow the techniques utilized during caisson loading/unloading or perhaps the vault lid sequence may work best.

10.26.1. The NPB commands **SECURE** to direct the team to take hold of the casket. On the command of execution, the NPB's side steps 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 steps 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. See **Figure 10.46**.

Figure 10.46. Lifting the Casket from a Church Truck.



10.26.2. The NPB commands **Ready** and each pallbearer raises their heads up at a 3-second cadence. The NPB commands **UP** and the pallbearers stand up, lifting the casket off the gurney.

10.26.3. There may also be occasions where it is necessary to take hold of a casket on a lowering device if the casket needs to be repositioned or moved to another location. In this case, the NPB commands **SECURE** and the pallbearers 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. The NPB then gives the command **Ready, UP**. The pallbearers stand up with the casket. Then the NPB gives the appropriate series of commands dependent on the situation (either **UP** and **FACE** or **STEP, HALT, UP** and **FACE**).

10.27. Aircraft Loading and Unloading. Aircraft loading and unloading follows and utilizes the same movements and principles outlined throughout this chapter. In most situations, use the procedures outlined in **paragraph 10.25** to lift and retrieve the remains.

Section 10D—Carrying Inurned (Cremated) Remains (Cremains)

10.28. Basics. When transporting an urn (cremate container), pallbearers walk with suspended arm swing. The NPB always carries the flag and Fold carries the urn.

10.28.1. When carrying an urn, both hands are positioned underneath the container with arms at 90-degree angles and the container 4 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. See **Figure 10.47**.

Figure 10.47. Carrying Inurned Remains.



10.28.2. 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.

10.28.3. The NPB halts the team using the same method described in **paragraph 10.18**.

10.28.4. The team carries upstairs or step up onto curbs using the same method described in **paragraph 10.22**.

10.28.5. The OIC/NCOIC follows behind and centered on the team, approximately 4 to 6 paces, with suspended arm swing. Stay in step with the pallbearers.

10.29. Multiple Urns. In the case of multiple urns, Cross-mark carries the second urn. If more urns are present, the funeral director/representative pre-positions 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). See **Figure 10.48**.

Figure 10.48. Carrying Multiple Urns.

10.30. Cremains Retrieval and Placement. This paragraph outlines the general guidelines and principles for removing cremains from different modes of transportations.

10.30.1. Retrieval from a Vehicle. The 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 the NPB and Fold pass the rear wheel of the car, the NPB gives the command of “One” in a low tone signaling to take two more steps and close on the third step. **Note:** The command “Two” may also be used indicating that the members 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.

10.30.1.1. The NPB and Fold (Cross-mark if there is a second urn), automatically face the vehicle then retrieve the urn and flag. For multiple urns, Fold secures the dependent or additional urn first and hand it to Cross-mark with both members rotating at the waist to give/receive the container.

10.30.1.2. The NPB and Fold quietly confirm they are both ready to stand upright by saying “Ready.” Together, they slowly stand back up.

10.30.1.3. The NPB and Fold (and Cross-mark if there is a second urn) simultaneously face toward the pallbearer team and then automatically step off with their left foot.

10.30.1.4. To place remains in a vehicle follow the same procedures outlined in **paragraph 10.30.**

10.30.2. Transfer to and Placement in the Modified Casket/Caisson. Prior to conducting this sequence, the OIC/NCOIC ensures the caisson is prepared. The OIC/NCOIC prepares the caisson upon pre-positioning, prior to the ceremony. The caisson is prepared 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.

10.30.2.1. After retrieving the cremains from the vehicle, the NPB commands **Ready, FACE** and the team executes a right face, takes five steps then executes a flank in slow time to align behind the caisson.

10.30.2.2. After the team flanks left behind the caisson and aligns with it, Handoff, Carry, Mark and Cross-mark halt. The NPB and Fold continue to march toward the caisson, shoulder-to-shoulder. Approximately 3 to 4 paces away from the caisson, the NPB gives the command **Ready, SPLIT** in a low tone. See **Figure 10.49**.

Figure 10.49. Cremains Retrieval and Placement (Ready, SPLIT).



10.30.2.3. Fold and the NPB split the drawer of the cremate casket on the caisson, taking three steps and closing on the fourth approximately 1 pace away from the caisson. After halting behind the caisson, the NPB and Fold perform a 3-second head drop. **Note:** Once stopped at the rear of the caisson, the NPB and Fold face the cremate casket at a 45-degree angle.

10.30.2.4. Fold lifts up the urn and places it into the left side of the drawer. The 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. See **Figure 10.50**.

Figure 10.50. Cremains Retrieval and Placement (Urn and Flag Placement).



10.30.2.5. The NPB commands **Ready, DRAWER**. The NPB and Fold place their inside hands on their ends of the drawer handle. See **Figure 10.51**.

Figure 10.51. Cremains Retrieval and Placement (Ready, DRAWER).



Figure 10.52. Cremains Retrieval and Placement (Ready, PUSH).



10.30.2.6. The NPB commands **Ready, PUSH**. The NPB and Fold slowly push the drawer closed. **Note:** The NPB ensures that the tip of the flag inside the drawer is not protruding from the drawer as it is closed. See **Figure 10.52**.

10.30.2.7. The NPB commands **Ready, FLAG**. The NPB and Fold secure the flag by the ring portions of the white-edged band with their outside hands and with their inside hands still on the drawer handle.

10.30.2.8. The NPB quietly commands **Ready, STEP**. Simultaneously, the NPB and Fold take one side step toward each other and pull the flag, draping it over the mock-casket. See **Figure 10.53**.

Figure 10.53. Cremains Retrieval and Placement (Ready, STEP).



10.30.2.9. The NPB and Fold perform the flag blousing.

10.30.2.10. The NPB pulls the right corner of the flag out and away from the casket. With their left hand, pinch/hold the flag together at the corner of the base of the casket. The NPB places the corner against the casket.

10.30.2.11. Fold pulls the left corner of the flag out and away from the casket. With their right hand, pinch/hold the flag together at the corner of the base of the casket and fold the

corner against the casket over NPB's corner. **Note:** When blousing the flag, ensure enough material is trapped between the bier pin and the casket to prevent it from coming loose.

10.30.2.12. Once the NPB and Fold have completed blousing the flag, the 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 the NPB secures the adjustable bier pin.

10.30.2.13. The NPB quietly commands **Ready, FLARE** and **Ready, CUT**.

10.30.2.14. The NPB commands **Ready, STEP**. The NPB and Fold take one step back with their left foot; execute a three-count about face and step off on the third count.

10.30.2.15. The NPB quietly commands **HALT** one pace from Mark and Cross-mark. Once halted, the NPB and Fold automatically execute a slow three-count about face and remain at attention.

10.30.2.16. The NPB commands **Stand At, EASE**.

10.30.3. **Retrieval from the Caisson.** The OIC/NCOIC stops the caisson at the predesignated location. They 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. The NPB commands **Mark, TIME** once the team is adjacent to the predetermined route to gravesite and then commands **HALT**. The team executes an automatic stand at ease.

10.30.3.1. On the cue from the OIC/NCOIC, the NPB and Fold step off with their left foot, suspended arm swing and are shoulder-to-shoulder.

10.30.3.2. The NPB quietly commands **Ready, SPLIT** 3 to 4 paces away from the caisson. The NPB and Fold split apart slightly and approach opposite sides of the casket drawer at 45-degree angles.

10.30.3.3. The NPB quietly commands **Ready, UP**. The NPB extracts the flag from the drawer and secures the flag. Fold removes the urn.

10.30.3.4. The NPB closes the drawer with their left hand.

10.30.3.5. The NPB quietly commands **Ready STEP**. The NPB and Fold take one side step towards each other.

10.30.3.6. The NPB reinstalls the adjustable bier pin with his left hand. The pin does not have to be tightened.

10.30.3.7. The NPB commands **Ready, STEP**. The NPB and Fold take one step back with their left foot; execute a three-count about face and slide-step off back to the rest of the team.

10.30.3.8. The NPB quietly commands **HALT** one pace from Mark and Cross-mark. Once halted, the NPB and Fold automatically execute a slow three-count about face and remain at attention.

10.30.4. Transferring Double Urns to Gravesite.

10.30.4.1. If multiple urns are present, Cross-Mark hands the cremains to Fold prior to performing the three-count about face.

10.30.4.2. If Fold is required to hold an urn, the bearers do not perform an automatic stand at ease but remain at the position of attention.

10.30.4.3. Upon the command **SECURE**, Fold performs a three-count about face and transfers the cremains to Cross-Mark. Once Cross-Mark has control of the cremains, Fold performs another three-count about face and slide-step to the caisson. The NPB steps off with Fold at the same time.

10.30.5. Transport to Gravesite.

10.30.5.1. The NPB commands **STEP**. The team steps off and marches shoulder-to-shoulder.

10.30.5.2. Approximately 4 to 6 paces away from the urn table, the NPB “nudges” Fold as a signal to split the team around the table (if applicable). The team begins to slow their marching cadence. **Note:** If no table is present, the team maintains normal interval.

10.30.5.3. Mark commands **HALT** once they are centered on the table.

Section 10E—Flag Handling and Folding

10.31. General. There are three different flag folding sequences utilized by the Air and Space Force. The three flag folding sequences are two-person, six-person, and eight-person.

10.31.1. All flag folding sequences are based on the 5’x9.5’ US interment flag (NSN: 8345006561436). Except for Retreat ceremonies, this is the only flag that Air and Space Force honor guards are required to fold during ceremonies. When the NPB carries the flag during a funeral with cremated remains, they carry the flag pressed against the chest, left hand on top of the right with the middle fingers touching. The thumbs are aligned and joined with the forefingers and there is no visible space in-between any of the fingers. See **Figure 10.48**.

10.32. Stars over Stripes. This sequence is done when the flag is reversed so the union (blue field of stars) is closest to Carry instead of Handoff. **Note:** This sequence is completed at the “canoe” position. At the position of “canoe,” members’ hands are 4 inches away from the hands of the member opposite to them.

10.32.1. Any pallbearer may quietly call **STARS OVER STRIPES**. The procedures are as follows:

10.32.2. The NPB’s side slowly raises their side of the flag and extends it towards folds side.

10.32.3. Simultaneously, Fold’s side slowly lowers their side of the flag and extends it towards NPB’s side.

10.32.4. Fold’s side takes the higher edge of the flag with their right hands. The NPB’s side takes the lower edge of the flag with their right hands.

10.32.5. The pallbearers reassume the “canoe” position and carry on with the “tabletop” sequence.

10.32.6. 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.

10.33. Thumb Signals. While at the “tabletop” 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 is 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 provides the thumb signals. All pallbearers are responsible for correcting the person directly across from them. Thumb signals are as follows:

10.33.1. 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.

10.33.2. 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.

10.33.3. To signal someone to release wrinkled flag material, slightly release the corresponding hand from the flag and re-grip.

10.33.4. 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 remain constantly aware of the level and tightness of the flag throughout the entire funeral ceremony. Thumb corrections are given slowly and ceremoniously; not so quickly as to detract from the funeral and not during taps.

10.34. Two-Person Flag Fold. Two-person flag folds are conducted during funerals, retirements, and Retreat ceremonies.

10.34.1. **(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 is a definite margin.

10.34.2. **(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.

10.34.3. **(Step 3).** Repeat steps one and two.

10.34.4. **(Step 4).** Next, Fold begins by making a triangular fold, bringing the striped corner of the folded edge to the open edge (the corner in the left hand folds in to make the first triangle fold). Ensure the outside edge of the fold forms a 90-degree angle with the edge of the flag.

10.34.5. **(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 the second triangle. Fold always steps when the “flat” edge of the flag is toward them.

10.34.6. When folding, use the method described below to maintain proper control and tension on the flag.

10.34.7. **(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.

10.34.8. **(2).** Next, using the left hand, crease down the flag where the body of the flag is folded over again.

10.34.9. **(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.

10.34.10. **(Step 6).** Continue folding the flag alternating steps four and five until the flag reaches the end (approximately 4 to 10 inches but may vary). This process usually involves 13 folds on the standard interment flag.

10.34.11. **(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.

10.34.12. **(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.

10.34.13. **(Step 9).** Crease the excess portion of the flag and neatly tuck it in the pocket formed by the folded flag.

10.35. 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 are stated; otherwise, all the same instructions are followed.

10.35.1. Once the flag draped casket has been set down at gravesite (See **paragraph 10.16.4.1**), all pallbearers grab their respective ends of the flag, and the team rises to the standing position. The cadence to rise is set by Mark and Cross-mark.

10.35.2. The NPB, Fold, Carry and Handoff’s outside hands are at that respective end of the flag, their inside hand is approximately in-line with their inside shoulder. Mark and Cross-mark center their hands approximately shoulder width apart. All team members extend their arms out; no lower than waist level so the flag forms a “canoe” shape over the casket. This level is set by Mark and Cross-Mark. Heads are looking down at a 45-degree angle. See **Figure 10.54**. **Note:** For the NPB, Fold, Carry and

Figure 10.54. Six- and Eight-Person Flag Fold (“Canoe”).



Handoff, many use their outside hand to secure the flag ends before the casket is set down on the lowering device or similar platform.

10.35.3. At this point, either Mark or Cross-mark (whoever's back is toward the family) commands **Ready, STEP** for the team in a normal conversational tone. The NPB, Fold, Carry and Handoff take one side step towards their respective ends of the flag. Mark and Cross-mark take one side step towards the union/head end of the flag.

10.53.3.1. (Eight-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).

10.35.4. Once the sidestep is complete, the entire team folds the outside of the flag underneath two and a half stripes (i.e., fold one red stripe underneath, then one white stripe and then half of a red stripe). As soon as the two and a half folds are set, all team members (except the NPB) brings their inside hands together with their outside hands so their thumbs touch. The NPB maintains a grip on the outer edge of the flag with their outside hand; their inside hand is positioned approximately 6 to 8 inches away from their outside hand.

10.35.5. 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:** The NPB tugs on the flag to begin different portions of the folding sequence. All movements (with the exception of the NPB's tugs) are synchronized and performed simultaneously by each member on the team. These movements have a "mirror-like" effect when performed properly.

10.35.6. Once all movement has stopped and the team members' hands have stopped moving, the NPB tugs the flag to signal the team to spread their hands approximately shoulder width apart at a 3-second cadence. See **Figure 10.55**.

Figure 10.55. Six- and Eight-Person Flag Fold (1st Flag Tug).



10.35.7. Once all movement has stopped, the NPB tugs (two counts) the flag a second time and the pallbearers bring the flag to the "tabletop" position. Bringing the flag to "tabletop" is performed in two counts. On the first count, each member steps with the appropriate foot to center themselves on their hands. Three things happen simultaneously on the second count:

The feet close at the proper position of attention without heel clicks, hands pull the flag so it is tight and wrinkle-free at approximately waist level (remember the flag height is set by Mark and Cross-mark and it does not rest on the casket), and the head returns to the position of attention (See **Figure 10.56**). Do not yank or pop the flag, moving to “tabletop” is a deliberate yet smooth movement. The OIC/NCOIC moves to stand at ease in cadence with the pallbearer’s movement to tabletop.

10.35.8. At the "tabletop" position, the optimal distance between the left and right hands when holding the flag is shoulder width. All thumbs are visible on top of the flag at this position with the material pinched between the thumb and forefinger. All fingers underneath the flag are curled like a fist.

Figure 10.56. Six- and Eight-Person Flag Fold (2nd Flag Tug/“Tabletop”).



10.35.9. Once it is time to fold the flag, the NPB tugs on the flag to begin the folding sequence.

10.35.10. **(Step 1). (Count 1).** All members simultaneously close their hands together, dropping their heads at a 45-degree angle looking at the flag. Corners close toward their outside hand, Mark, and Cross-mark close toward the union. This creates an audible smack. Do not rotate the shoulders when closing the hands together. See **Figure 10.57**.

Figure 10.57. Six- and Eight-Person Flag Fold (Flag Tug/Count 1).



10.35.10.1. **(Eight-Person).** Mark and Cross-mark close

towards the NPB. Dead Mark and Dead Cross-mark close toward the union. As a rule of thumb, the middle pallbearers mirror the outside corners they are closest to.

10.35.11. **(Count 2).** The NPB and Carry use the forefinger, 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 reaches 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 place their left hands under the flag to support it. Fold places their right hand under the flag to support it. See **Figure 10.58**.

10.35.11.1. (Eight-Person). Dead Mark reaches 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 reaches 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 mirror the outside corners they are closest to.

Figure 10.58. Six- and Eight-Person Flag Fold (Count 2).



Figure 10.59. Six- and Eight-Person Flag Fold (Count 3).



10.35.12. **(Count 3).** The NPB, Mark and Carry “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 stand fast. See **Figure 10.59**.

10.35.13. **(Count 4).** Mark and Carry place their flared right hands, to the wrist, under the flag. The NPB places their flared left hand, to the wrist, under the flag. **Note:** During exceptionally windy conditions, the NPB, Mark and Carry all hold the hand they used to “throw” at a flare until Fold’s side has gained control of the flag. On “count five” they place their hands under the flag as described in **paragraph 10.35.14**. See **Figure 10.60**.

Figure 10.60. Six- and Eight-Person Flag Fold (Count 4).



10.35.14. **(Count 5).** Fold, Cross and Handoff set the thrown edge of the flag approximately 1½ 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 replace their hands to their original positions approximately shoulder width apart. The NPB and Carry 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. See **Figure 10.61.**

Figure 10.61. Six- and Eight-Person Flag Fold (Count 5).



10.35.15. Once all movement has ceased, the NPB, Mark and Carry pull out their support hands in sync with Mark. Mark guides the flag back to center between the two sides of the team. Simultaneously, the entire team raises their heads looking straight forward. The NPB tugs the flag again. Members recomplete step one, counts one through five in order to set the quarter

fold. Once the flag has been thrown over, the NPB, Mark and Carry automatically re-grip the flag at approximately shoulder width. See **Figure 10.62**.

Figure 10.62. Six- and Eight-Person Flag Fold (Setting the Quarter Fold).



10.35.16. **(Step 2).** Once the borders are set on the flag, the NPB moves their left hand up to touch their right hand (thumbs come together) then slides their hands apart until the left thumb is approximately 10 to 12 inches away from the right thumb. Fold's hands mirror the NPB's. This is called "setting the box." Mark pulls the flag back to center. The flag is now in the "quarter fold" position. See **Figure 10.63**.

Figure 10.63. Six- and Eight-Person Flag Fold (Step 2).



10.35.17. **(Step 3).** The 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 (the NPB flares their hand when folding the flag over). The

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 the NPB has completed their crease, Fold creases the flag to the right with their right hand (fingers on top of the flag “hands away”). Both members position their creasing hands appropriately on the edge of the flag, judging by the length/manufacturer of the flag whether or not to “cut” half of the white stripe. See **Figure 10.64**.

Figure 10.64. Six- and Eight-Person Flag Fold (Step 3/1st Fold).



10.35.18. Fold rotates their right wrist and fold the flag over, making the flag edge parallel as shown in **Figure 10.65**. Simultaneously, they release with their left hand and place it across the flag next to the NPB’s hands and perform a “thumbs toward” crease. After the “thumbs toward,” Fold performs a “hands away.” The NPB rolls 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 10.65. Six- and Eight-Person Flag Fold (Step 3/2nd Fold).



10.35.19. Using their left hand, Fold places the corner flush with the edge of the folded edge of the flag, Fold flares their hand. Fold creases the flag towards their position with their left hand “thumb towards;” the NPB then creases the flag towards their left with their left hand “hands away.” Both members stop the crease at the end of the folded part of the flag. See **Figure 10.66**.

Figure 10.66. Six- and Eight-Person Flag Fold (Step 3/3rd Fold).



Figure 10.67. Six- and Eight-Person Flag Fold (Step 4).



10.35.20. **(Step 4).** Next, the NPB rotates their left wrist and fold the flag over, making the flag edge parallel with the folded edge. Simultaneously, they 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," the NPB performs a "hands away." Fold rolls their hands with the fold that the NPB is making. Then slides their right hand, with the thumb on top, approximately 10 inches to the right. See **Figure 10.67**.

10.35.21. Repeat the steps outlined in **paragraphs 10.35.17** through **10.35.20** until the 13th fold is completed.

10.35.22. **(Step 5).** As the NPB and Fold fold the flag, the team members not folding (Mark, Cross-mark, Carry and Handoff) feed the flag toward the 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 reassume the position of attention. Mark and Cross-mark do not let go of the flag until the flag is completely tucked. **Note:** It is the NPB and Fold's responsibility to pull the flag in front of them. The flag is folded in front of the NPB and Fold. Tension on the flag while folding is created from Carry/Handoff and Mark/Cross-mark (upon release by Carry/Handoff) maintaining a firm grip on their respective corners of the flag.

10.35.23. When Mark and Cross-mark's arms are fully extended toward the NPB and Fold, Mark, or Cross-mark (whoever's back is to the family) gives an eyewink. Mark and Cross-mark simultaneously step toward the NPB and Fold (not necessarily on the eighth fold), to ensure they step at the same time.

10.35.23.1. (Eight-Person). Mark and Cross-mark do not step towards the NPB.

10.35.24. 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. Also, ensure the tip does not land short of the union, or there may be too much material to tuck in. On the tenth fold, Cross-mark slightly pulls out/on the blue material (union). Fold rolls all the red material on the flag tip using the blue material of the union that has been pulled. See **Figure 10.68**.

Figure 10.68. Six- and Eight-Person Flag Fold (Step 5).



10.35.25. At the last fold (usually the 13th fold); with tip approximately 3 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. The NPB holds the flag open by supporting the flag with their right hand underneath with their thumb on top not pinching the flag. They 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. See **Figure 10.69**.

Figure 10.69. Six- and Eight-Person Flag Fold (Step 5/13th Fold).



10.35.26. (**Step 6**). Mark begins the tucking sequence by folding a 45-degree angle with the band material on their side, leaving approximately a 1-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 the flag with the left hand (forefinger 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 is pushed to Mark so Mark can roll it under the backside of the flag. See **Figure 10.70**.

Figure 10.70. Six- and Eight-Person Flag Fold (Step 6).



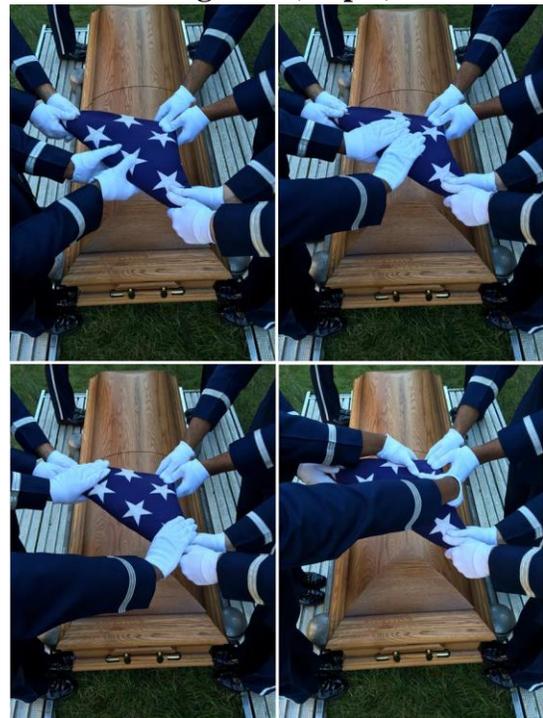
10.35.27. **(Step 7)**. The NPB and Fold release the “flap” once the band is tucked inside. The NPB places both hands palm up (fingers underneath the flag and thumbs above the flag) on the flag.

10.35.28. **(Step 8)**. When the tucking of the flag is complete, Fold, Cross-mark, and Mark hold the flag at their respective corners with thumbs together on top of the flag. See **Figure 10.71**.

Figure 10.71. Six- and Eight-Person Flag Fold (Step 8).



Figure 10.72. Six- and Eight-Person Flag Fold (Step 9).



10.35.29. **(Step 9)**. The NPB then pulls the flag to themselves, and then flips their hands over (fingers together on top, thumbs underneath). The 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). The NPB takes the flag with both hands by reaching (simultaneously) over to the top apex which is pointing towards Cross-mark (thumbs on top). See **Figure 10.72**.

10.35.30. **(Step 10)**. The 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 receives the flag through the pass down sequence, performs full dress, and presents the flag to the chaplain. The chaplain presents the flag to the NOK.

10.36. Dressing Sequences.

10.36.1. **Half Dress**. The half dress is performed any time the flag is being passed to a pallbearer within the team and the flag needs to be unfolded. The half dress is a simulated inspection to prepare the flag to be uncased. This movement is executed in five counts of 3-second increments. **Note:** Whenever this sequence is performed, the open side of the flag “flap” is on the left-hand side of the pallbearer performing the dress.

10.36.1.1. Once the flag is folded, the NPB takes the flag with both hands by reaching over to the top apex that is pointing towards Cross-mark (thumbs on top, fingers together on bottom).

10.36.1.2. The NPB pulls the flag directly to their chest (the apex of the flag just below the sternum) looking down at the flag (See **Figure 10.78**). The half dress sequence is as follows:

10.36.1.3. **(Count 1)**. Place the flared left hand under the front/bottom of the flag “cradling” it and pushing it against the chest. See **Figure 10.73**.

10.36.1.4. **(Count 2)**. Move the flared right hand directly to the left corner of the flag (over the left elbow). See **Figure 10.74**.

Figure 10.73. Half Dress (Count 1).



Figure 10.74. Half Dress (Count 2).



Figure 10.75. Half Dress (Count 3).



10.36.1.5. **(Count 3)**. Slide the flared right hand up the left edge, “flap” of the flag to the top corner of the apex. See **Figure 10.75**.

10.36.1.6. **(Count 4)**. Grasp on the left side of the flag with the right hand, keeping all fingers joined. See **Figure 10.76**.

10.36.1.7. **(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). **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. See **Figure 10.77**.

Figure 10.76. Half Dress (Count 4).



Figure 10.77. Half Dress (Count 5).



10.36.2. **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 chaplain to present the flag to the NOK. This movement is executed in nine counts of 3-second increments. **Note:** Whenever this sequence is performed, the open side of the flag “flap” is on the left-hand side of the pallbearer performing the dress.

10.36.2.1. 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 are palms down, thumbs on the body side with the fingers extended and joined. See **Figure 10.78**.

10.36.2.2. **(Count 1)**. Slowly slide the flared left hand down the open side of the flag “flap,” extending the arm out/down, and pause. See **Figure 10.79**.

Figure 10.78. Full Dress (Inspection).



Figure 10.79. Full Dress (Count 1).



Figure 10.80. Full Dress (Count 2).



10.36.2.3. **(Count 2).** Bring left hand underneath the flag to support the flag against the chest and pause. See **Figure 10.80**.

10.36.2.4. **(Count 3).** Slowly slide the flared right hand down the right side of the flag, extending the arm out/down, and pause. See **Figure 10.81**.

Figure 10.81. Full Dress (Count 3).



Figure 10.82. Full Dress (Count 4).



10.36.2.5. **(Count 4).** Bring the right hand across the flag to the opposite end of the flag (the left point) and pause. See **Figure 10.82**.

10.36.2.6. **(Count 5)**. The right hand sweeps up the edge of the flag to the top corner (the apex) of the flag and pause. See **Figure 10.83**.

Figure 10.83. Full Dress (Count 5).



Figure 10.84. Full Dress (Count 6).



10.36.2.7. **(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. See **Figure 10.84**.

10.36.2.8. **(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. See **Figure 10.85**. **Note:** The rotation is complete once the apex of the flag is at eye level and the top of the flag is parallel to the ground.

Figure 10.85. Full Dress (Count 7).



Figure 10.86. Full Dress (Count 8).



10.36.2.9. **(Count 8)**. Lower the flag until the top of the flag is at eye level and pause. See **Figure 10.86**.

10.36.2.10. **(Count 9)**. The left hand comes up to join the right hand, ensuring the fingers are extended, joined, and remain together. Hands are left over right. See **Figure 10.87**.

10.36.2.11. **(Handoff)**. Execute a right face toward the OIC/NCOIC or chaplain and lower the flag to them (they receive it with the left hand over right). Keeping head immobile, look at the flag and render a 3-second hand salute. See **Figure 10.88**.

10.36.2.11.1. For a seven-person funeral. Lower the flag to chin level and pin elbows at side.

Figure 10.87. Full Dress (Count 9).



Figure 10.88. Flag Handoff.



10.37. Passing the Flag from the NPB to Handoff.

10.37.1. Once the urn has been set down on the table and Fold has returned to their position across from the NPB or upon completion of the flag fold and a military chaplain is present, the NPB performs the half dress sequence.

10.37.2. **(Step 1)**. The 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. See **Figure 10.89**.

10.37.2.1. (Eight-Person). The NPB places their right hand on the side of the flag facing them (palm on the flag). Simultaneously, the 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) with palms down, fingers and thumbs closed together.

Figure 10.89. Passing the Flag from the NPB to Handoff (Step 1).



Figure 10.90. Passing the Flag from the NPB to Handoff (Step 2).



10.37.3. (Step 2). Fold brings the flag a fist distance off 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 halfway, 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 Fold signaling they have control of the flag. See **Figure 10.90**.

10.37.3.1. (Eight-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.

10.37.4. (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. See **Figure 10.91**.

Figure 10.91. Passing the Flag from the NPB to Handoff (Step 3).



10.37.4.1. (Eight-Person). Dead Cross-mark slowly turns to Handoff and extends the flag out. Handoff secures the flag by the 90-degree angle with their fingers together on top of the flag (thumbs underneath).

10.37.5. Handoff brings the flag to their body and performs the full dress sequence. Handoff performs the half dress sequence if they are refolding the flag or starting to fold the flag for a cremate sequence.

10.38. Flag Breakdown (Unfolding Sequence).

10.38.1. (**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. See **Figure 10.92**.

10.38.1.1. (Two-Person Flag Fold). The 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.

10.38.2. 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 drapes over Handoff’s outstretched right arm, placing the folded corner edge in Handoff’s right hand. See **Figure 10.93**.

10.38.2.1. (Two-Person Flag Fold). Fold raises their hands to meet the 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, the NCOIC turns the open end (flap) to the right. This material is draped over the NCOIC’s outstretched right arm, placing the folded corner edge in the NCOIC’s right hand.

10.38.3. (**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 supports the flag as it is being unfolded.

10.38.3.1. (Two-Person Flag Fold). Fold begins unfolding the flag retracing the same steps described in **paragraph 10.34**.

10.38.4. As Carry continues to unfold the flag, Mark, or Cross-mark (whoever’s back is toward the family) gives an eyewink signaling the other to simultaneously raise their hands to take the

Figure 10.92. Handoff Extends Flag.



Figure 10.93. Carry Unfolds Flag.



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.

10.38.5. Cross-mark supports the flag with both hands underneath (palms up). Mark continues the unfolding process from Carry. See **Figure 10.94**.

10.38.6. As Mark continues to unfold the flag, the NPB or Fold (whoever's back is toward the family) gives an eyewink signaling the other to simultaneously raise their hands to take the flag. Once the 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.

10.38.7. **(Step 3)**. Fold supports the flag with both hands underneath (palms up) until it is completely unfolded by the NPB. Fold takes the end of the flag with their left hand, and the other hand is grasping the flag. The NPB takes the folded corner of the flag with their right hand, placing their left hand underneath the flag (palm up). See **Figure 10.95**.

10.38.8. Fold has their left forefinger underneath the corner "flap" of the flag.

10.38.9. The NPB, Mark, and Carry pull their support hands out (that are underneath the flag) in sync with Mark. **Note:** Mark starts to pull their hand out once all movement has stopped. The flag is now at a "quarter fold."

10.38.10. The NPB slightly tugs the flag once with their right hand and the pallbearers perform the following simultaneously:

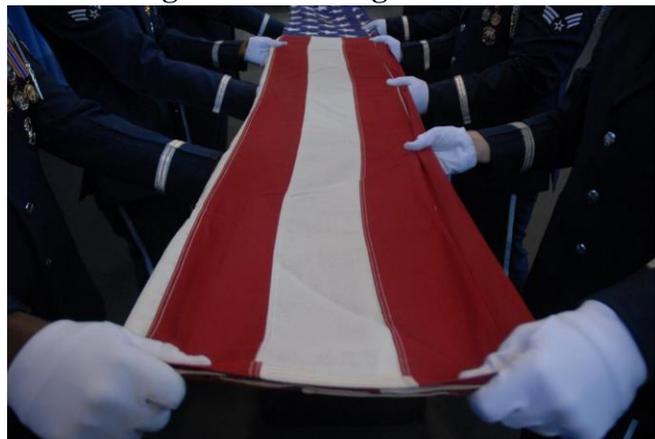
10.38.11. All heads drop to a 45-degree angle. The NPB's side "flares" the inside hand and brings it across the flag to the outside hand of the person across from them (three-second place) and grabs the flag (Mark uses the same hand as Carry). Fold's side releases the folded-over corner of the flag to the NPB side and supports the flag with the inside hand until the flag has been secured by those on the NPB's side.

10.39. Refold. The command to refold a poorly folded flag is given by Handoff or the NPB (or the OIC/NCOIC). The command to refold the flag is, **REFOLD**. This command is subdued. If

Figure 10.94. Mark Unfolds Flag.



Figure 10.95. Flag Unfolded.



necessary (if the NPB calls for a Refold), the team performs the pass down sequence. Then perform the breakdown sequence. If Handoff calls “refold,” then Handoff begins the break down sequence. The flag unfolds to the quarter-fold only. Then complete the triangle fold sequence to refold the flag. **Note:** For a two-person flag fold, either the NCOIC or Fold can give the command to refold.

10.39.1. A poorly folded flag is defined as any red/white showing, the white band exposed, or an overall unacceptable appearance.

10.40. Presenting the Flag to the NOK.

10.40.1. Once the NPB lowers their salute, the OIC/NCOIC performs a 3-second facing movement in the appropriate direction of the NOK. The OIC/NCOIC then moves by the most direct route to the next of kin who is to receive the flag. All funeral elements remain at the position of attention. The OIC/NCOIC then rotates the flag point toward self at the last moment and present the flag to the NOK.

10.40.2. 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 with the NOK. Upon the completion of the message of condolence, the OIC/NCOIC returns to the position of attention and renders a final salute while looking at the flag. They lower the salute, return to their original position, and give the command of **Bearerers, POST**.

10.41. Presenting Multiple Flags. Public Law 110-417, *Duncan Hunter National Authorization Act for Fiscal Year 2009*, increased the number of authorized flag recipients at military funerals. The act also authorized each child of the deceased member to receive a flag. Multiple flag presentations are only performed during funerals for the death of an active duty member and group burials.

10.41.1. Active Duty Deaths. During these funerals, each flag to be handed off represents the individual being laid to rest. Only one flag is folded and only one full dress is performed. The flagbearers do not salute the flag when handing it over to the OIC/NCOIC or military chaplain to present to the next recipient. Refer to **Figure A2.6** for sequence procedures and gravesite layout.

10.41.2. Group Burials. During group burials, there are times where only one flag is folded. However, each flag representing each individual has, at some point, touched the casket (this can be accomplished prior to the funeral service), and is inspected (full dress) and saluted after handing the flag to the OIC/NCOIC or military chaplain. Refer to **Figure A2.7** for sequence procedures and gravesite layout.

Section 10F—Movement and Control of the Pallbearer Team

10.42. Marching and Halting the Team. Whenever the team is marching, the NPB is in command of the team regardless of whether they are positioned in the front right or rear left (inverted). **Note:** When saluting is necessary, the NPB/Handoff, whoever is leading, commands “Ready Pin” on sequential feet starting on the right or left foot. The foot on which the movement starts does not matter. Ready pin is to be executed in a three-count movement performed on sequential steps, “Ready, Pin, Execute.” The NPB/Fold or Handoff/Carry, the member closest to

the item/person requiring the salute, temporarily suspends arm swing and performs an individual salute. Once ordered, both members resume normal arm swing.

10.42.1. During pre-ceremony positioning, the NPB calls **Mark, TIME** first, and then **Bearers, HALT**. On **HALT**, the team performs an automatic facing movement towards the gravesite, hearse, or COT, whichever is appropriate.

Section 10G—Implementation

10.43. Pre-Ceremony Preparation.

10.43.1. The NPB will inspect the gravesite location 30 to 45 minutes prior to the ceremony's start time (or when determined by the OIC/NCOIC) and determine the positioning of the hearse/caisson and the path of travel for the pallbearers. **(T-3)**

10.43.2. The pallbearer team shall position at the gravesite or transfer point 20 minutes prior to the ceremony's start time. **(T-3)** Pallbearers conduct warm-ups by running through the behind the hearse sequence, remains retrieval and/or caisson sequences.

10.43.3. The OIC/NCOIC ensures that all timelines are met and pre-ceremony preparation is completed prior to the ceremony.

10.43.4. The OIC/NCOIC ensures proper and appropriate placement of buses, firing party and band/escort, if applicable.

10.44. Procession Arrival. Pallbearers are pre-positioned at stand at ease, awaiting the funeral procession. See **Figure 10.96**.

Figure 10.96. Procession Arrival.



10.44.1. When the chaplain's vehicle approaches (if one is requested by family), the NPB commands **Bearers, ATTENTION**. Whichever pallbearer is closest to the approaching vehicle renders a salute to the chaplain (only if the chaplain is a military officer). Once the vehicle has passed the team, the NPB gives the command **Stand At, EASE**.

10.44.2. When someone within the team notices that the procession is arriving, they notify the rest of team using the command, **FAMILY**.

10.44.3. When the hearse is approximately 10 paces away, the NPB commands **Bearers, ATTENTION**. If there is no chaplain present then the OIC/NCOIC follows the NPB's command. If there is a military chaplain, then the OIC/NCOIC commands **Staff, ATTENTION**, only loud enough for the chaplain to hear. For a two- to three-person funeral, the NCOIC uses the command **Staff, ATTENTION** to command him/herself and Fold to attention.

10.44.4. As the hearse passes in front of the team, Carry or Handoff (whoever is closest to the route of the hearse) renders a 3-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) uses their outside hand to signal the vehicles to stop before they impede the pallbearers' route.

10.44.5. The OIC/NCOIC salutes, then lowers the salute to signal the vehicle to stop.

10.44.6. Once the procession has stopped and the hearse or vehicle is in park, the NPB commands **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 the NPB does not give the command to flank, instead prior to the command of **STEP** they command **Stand By, STEP**. The team hang steps forward and, on the first right (left) foot, the NPB commands **MARCH** and the team completes the proper flank to the right (left).

10.44.7. Once the team has hang stepped, the NPB commands **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 takes three additional hang steps towards the hearse and halts with no heel clicks. If the hearse or vehicle stops too close to the team (the NPB and Fold), then the NPB informs the team to 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 repeats quietly. After the team flanks, they only take one more hang step, instead of three, and close. The NPB commands **Stand At, EASE**.

10.44.7.1. For a seven-person funeral. After the flanking movement, the team steps off automatically with coordinated arm swing and proceeds to perform the behind the hearse sequence. For cremains retrieval, only the NPB and Fold step off automatically, the rest of the team performs the normal three hang steps and stop. The NPB and Fold begin marching forward with suspended arm swing on the left foot; so, if the flank was to the right, then the NPB and Fold 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 the OIC/NCOIC is at the position of stand at ease, then the NPB commands **Stand At, EASE**.

10.44.8. The 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.

10.45. Escort to Gravesite.

10.45.1. When the Caisson Platoon Sergeant calls **Caisson, Forward HO**, the NPB commands **Bearers, ATTENTION**. When the caisson is approximately 10 to 12 paces away, the NPB commands **STEP** to initiate the pallbearers' march to gravesite. The team moves to close interval, breaking the formation only when necessary to avoid horse droppings.

10.45.2. All members maintain the strictest military bearing during the march out of respect for the deceased honoree and their family. Regardless of whether the family is following the team on foot or in their vehicles, conversations are related to the funeral, quiet and kept to a minimum.

10.45.3. During the march, uniform corrections (i.e., hat, gloves, blouse, etc.) may be executed discretely without the 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 10.97. Escort to Gravesite.



10.46. Gravesite Departure. After the OIC/NCOIC or chaplain has presented the flag and returned to their position, the OIC/NCOIC quietly commands **Bearers, POST**.

10.46.1. The NPB gives the command **Face, ME** or **Face, AWAY**.

Figure 10.98. Gravesite Departure.



10.46.2. The team faces towards or away from the NPB.

10.46.3. Automatically step off with the left foot in a slow cadence with suspended arm swing.

10.46.4. Once the team has cleared the gravesite, Handoff or the NPB, whoever is in the rear of the team commands **STEP** and the entire team takes one additional slow step with suspended arm swing and on the next available step picks up a normal marching cadence with coordinated arm swing.

10.46.5. If on a platform, pallbearers may exaggerate the first count of the appropriate facing movement and step off the side of their respective platform. The team automatically steps off with suspended arm swing and leave gravesite IAW **paragraph 10.46.3** and **10.46.4**.

10.46.6. On **ME** and after the pallbearers have passed them, the OIC/NCOIC performs a three-count about face but steps off on the third count rather than closing, in step with the pallbearers.

10.46.7. On **AWAY**, the OIC/NCOIC takes a sidestep away from the family and steps off in step with the pallbearers. If the team is on a platform, the OIC/NCOIC pauses until the team has stepped off the platform, then marches off with the pallbearers.

10.47. Gravesite with a Vault Lid.

10.47.1. Ensure the flag is “flared up” on foot end. **Note:** This can be done at the hearse or at gravesite.

10.47.2. After the commands **HALT** and **CENTER** are called at the gravesite, the NPB commands **POST** and Handoff moves into position taking two sidesteps. The first sidestep is a 45-degree step facing the left rear corner of the casket; the next step is directly behind the casket.

10.47.3. The 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 command **POST**. If the NPB’s side is blocked, then the NPB flares his end of the flag on the casket.

10.47.4. 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). The NPB or Fold (whoever 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 return to the position of attention. Handoff continues to step until the NPB gives the command of **HALT** when the casket is secured on the gravesite. **Note:** Side steps are a single count. For example: One step, dead step. One step, dead step.

10.47.5. After the casket is secured onto the gravesite, Handoff secures the union side of the flag while the 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 the NPB/Fold secure the flag.

10.47.6. The NPB/Fold gives the command of **STEP**. Handoff and the NPB/Fold step back towards the other members, with Handoff taking single steps back and the 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 a 3-second head drop.

10.47.7. The NPB gives the command **Ready, STEP**. All members execute corresponding “1-3-5 or 2-4-6” side steps. The NPB and Fold take one or two side steps away from the lowering device, Mark and Cross-mark take three or four side steps and Carry and Handoff take five or six side steps away from the lowering device. **Note:** “1-3-5” or “2-4-6” is determined during gravesite check before the start of the funeral. This procedure is done to ensure the team has sufficient clearance of the lowering device or canopy.

10.47.8. Handoff clicks heels at the completion of the fifth or sixth step. Upon the completion of the side steps, members complete two and a half folds and maintain flag in “canoe” position.

10.47.9. The normal six-person flag fold sequence is then executed.

10.47.10. The OIC/NCOIC follows the casket to gravesite like normal. Then steps 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, the OIC/NCOIC steps between the flag and the casket and faces down the flag. The OIC/NCOIC continues with regular ceremony requirements from this point on.

10.47.10.1. For a seven-person funeral. The NPB performs a right face on the command **Face, AWAY** and reposition themselves at the foot of the casket. The NPB takes a path so they do not cross between the family and the casket. If a military chaplain is present, they stand off to the side of the OIC/NCOIC.

10.48. Joint Service Pallbearer Teams. Joint service pallbearers are typically used during special military, official and state funerals or other missions dictated by MDW or the Department of Defense (DoD).

Figure 10.99. Joint Service Pallbearer Teams.



Chapter 11

HONOR CORDONS

Section 11A—General Information

11.1. 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.

11.2. Protocol. Honor cordons are used to greet military and government officials. Some examples of ceremonies that may include cordons are Air and Space Force outdoor retirements for general officers, change of command ceremonies and flight line arrivals. Strict adherence to AFI 34-1201 is mandatory for all ceremonial guardsmen. In order to give the appropriate respect and honors to the individual, cordon members 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, D.C. Installations should be ordered by the Deputy Under Secretary of the Air Force, International Affairs (SAF/IA) 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.

11.2.1. **Cordon Sizes (includes commander).** The size of the cordon depends on the title/rank of the member. Refer to AFI 34-1201 for guidance.

11.3. Requirements.

11.3.1. Cordons are only used when required by the ceremony and if manning allows. Refer to AFPAM 34-1202 and Attachment 2 in AFI 34-1201 for further guidance.

11.3.2. 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 (AFDW) dictates that the USAF and USSF Honor Guard may only perform honor cordons for general/admiral (one star) officers and above. See AFDWI 34-101.

11.3.3. Sabers or swords are never used for an honor cordon and the commander of the cordon does not carry a saber/sword.

11.3.4. Honor cordons will never be used for individuals not authorized the honor. **(T-0)** Examples include, but are not limited to, any enlisted person, aides/representatives of individuals authorized honors, award nominees, and groups of individuals.

11.3.5. Honors are only accorded to an individual.

11.3.6. Never provide more or less cordon members than what is required.

11.3.7. 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. **Exception:** The POTUS is always accorded full honors.

11.3.8. The height of the team members should be as closely matched as possible. As a rule of thumb, there should not be more than a 4-inch height difference between the shortest and tallest members. Smaller cordons may require an even smaller height disparity.

11.3.9. Objects, personnel, and rifles will never be placed in-between the cordon as to create a potential tripping hazard for distinguished visitors. **(T-1)** 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 (See **paragraph 3.14.1**) when performing facing movements or returning to the position of attention.

11.3.10. All Airmen/Guardians adhere to the guidance outlined in this chapter.

11.3.11. Cordon members hold their salute until the distinguished person and their PC, if applicable; have passed completely through the cordon.

11.4. Composition and Formation. The cordon is formed in two equal lines.

Figure 11.1. Air Force Cordon.



11.4.1. The tallest individuals are positioned closest to the distinguished person's starting point so that they are the first cordon members to be seen by the distinguished person.

11.4.2. 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 US Armed Forces is Army, Marines, Navy, Air Force, Space 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 are second in precedence and so forth. Cordon members will always be across from someone of the same service. **(T-0)**

Figure 11.2. Joint Service Cordons at the Pentagon.



11.4.3. The two files are far enough apart so at least two individuals walking side by side can pass through comfortably. Intervals between members are situational. Commanders use their best judgment while taking into account aesthetics, team members' abilities to lock on and/or hear the commands given.

11.4.4. The commander of the cordon is called the OIC or NCOIC of Cordon (O/NCOR) and is positioned on the outside of either file and centered.

11.5. Responsibilities.

11.5.1. **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.

11.5.1.1. Members should maintain a high level of rifle drill proficiency. Members should have a basic understanding of the purpose and use of honor cordons.

11.5.2. **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. **(T-1)**
The O/NCOR:

11.5.2.1. Possesses extensive drill, ceremony, and protocol knowledge.

11.5.2.2. Replaces any cordon member if they do not possess the necessary training to perform assigned duties.

11.5.2.3. Ensures the correct placement and spacing of the cordon.

11.5.2.4. Ensures the correct number of individuals is assigned to the cordon and that honors are accorded correctly/appropriately.

11.5.2.5. Places marks using tape or chalk at the appropriate locations prior to the ceremony.

11.5.2.6. Ensures the cordon is dressed and covered properly.

11.6. Equipment.

11.6.1. The correct number of bayonets, if applicable, and rifles with white/black slings.

11.6.2. White/black gloves.

11.6.3. Ceremonial belts.

11.6.4. One inert or operational sidearm with holster. See **Figure 9.2**.

11.7. Weapons. M1, M14, and Springfield 1903 rifles are authorized rifles for honor cordons. Replica and mock rifles should be avoided. Honor guards make every attempt to acquire and utilize functional weapons, whether inert or operational. Refer to **Figures 3.13, 5.1** and **8.5** for rifle nomenclatures.

11.7.1. In a deployed/forward operating location where no ceremonial weapons are available, the M4 or M16 may be used.

11.7.2. 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.

11.7.3. Weapons are not carried on cordons taking place inside a church, place of worship or as directed by leadership based on unique situations/circumstances.

11.7.4. Cordon members are not armed with sabers/swords.

11.7.5. If the resources are available, weapons are fixed with bayonets.

11.7.6. 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 11.3. Joint Service Cordon inside the National Cathedral.



11.8. Uniform Requirements. All cordon members wear the ceremonial belt. The O/NCOR wears the belt with a sidearm in a black patent leather holster on the right side of the body.

11.8.1. Hats are worn for flight line arrival ceremonies with chinstraps down.

11.8.2. If necessary, hearing protection may be worn during flight line arrival ceremonies. Refer to **paragraph 16.9** for additional guidance.

11.9. Commands. All commands are given IAW DAFPAM 34-1203 and the instructions outlined in this manual.

11.9.1. The preparatory command of **Cordon** is given as two syllables in the same fashion as **Honor Guard**.

Section 11B—Cordon Rifle Manuals

11.10. Attention. Refer to **paragraph 3.13**.

11.11. Ceremonial At Ease. Refer to **paragraph 3.18.2**.

11.11.1. To return to attention. The command is **Cordon, ATTENTION**. Perform the movement as described in **paragraph 3.18.2.7**.

11.12. Facing Movements. All facing movements are performed using method two of trail arms and IAW this manual. Refer to **paragraphs 3.3.1** and **3.14.2** for guidance.

11.13. Port Arms. Refer to **paragraph 3.20.1**.

11.14. Order Arms [From Port].

11.14.1. (**Count 1**). Perform count one of order arms [from port]. See **paragraph 3.20.2.1**.

11.14.2. (**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 the 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 are extended and joined with the thumb along the forefinger.

11.14.3. (**Count 3**). Return the left hand back to the left side with no excess movement, return to the position of attention. No butt slam.

11.15. Present Arms. Refer to **paragraph 3.20.3**.

11.16. Order Arms [From Present].

11.16.1. (**Count 1**). Perform count one of order arms [from present]. See **paragraph 3.20.4.1**.

11.16.2. (**Count 2**). Perform count two of order arms [from port]. See **paragraph 11.14.2**.

11.16.3. (**Count 3**). Perform count three of order arms [from port]. See **paragraph 11.14.3**.

Section 11C—Movement and Control of the Cordon

11.17. General. The cordon and O/NCOR follow and adhere to all basic drill requirements outlined in DAFPAM 34-1203, and **Sections 3A** through **3C** of this manual unless specified otherwise in this chapter.

11.17.1. When performing honor cordons without rifles, members may perform stand at ease rather than parade rest. Parade rest may be utilized if wearing the service dress uniform.

11.18. O/NCOR. Calls all commands from the position of attention.

11.18.1. Positions on the side of the cordon appropriate for the ceremony. Take into account other elements in the ceremony and whether or not they need to hear your commands as a cue.

11.18.2. Performs stand at ease IAW **paragraph 3.2.3**. The O/NCOR does not go to ceremonial at ease.

11.18.3. If necessary, the O/NCOR may reposition to the end of the cordon in the direction of travel.

11.19. 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.

11.20. Ready Face. The command is **Ready, FACE** and is used to command the two files to perform a left and right face in the direction of departure. The cordon should always leave their marks in the same direction they marched on. If this is not possible, then the O/NCOR should reposition prior to calling **Ready, FACE**. See **paragraph 2.16.6**.

11.21. Dressing Sequence. To perform the cordon dressing sequence, the O/NCOR commands **Dress Center, DRESS; Ready, TWO; and Ready, FRONT**. The cordon dressing sequence is performed each time the cordon is positioned at the designated location. If marks are not used, as may be the case for some flightline arrival ceremonies, members use their peripheral vision to obtain proper DCID with the other members of the cordon.

11.21.1. On the command **DRESS**, cordon members dress center as outlined in **paragraph 3.9**.

11.21.2. On the command **TWO**, the cordon snaps their heads and dress in the direction from which the official party proceeds; which is always the two tallest individuals. The tallest members bring their heads back to the position of attention on **Ready, TWO**.

11.21.3. On the command **FRONT**, the tallest members standfast and the rest of the cordon returns their heads and eyes back to the position of attention.

Section 11D—Implementation

11.22. Pre-Ceremony Preparation.

11.22.1. A site check, to include the placement of marks, is performed as early as possible. Take into account distractions you may cause as well as the method used to place marks.

11.22.2. The O/NCOR reviews the script and/or order of events at least one day prior to the ceremony.

11.22.3. Perform warm-ups and lock on.

11.22.4. Practice the march on/off using actual marks.

11.23. March On. The cordon marches at the position of port to the designated location either shortest to tallest or tallest to shortest, based on the direction the official party is entering. Typically, the cordon marches into position 20 minutes prior to the ceremony start time. The members pick up their marks (See note to **paragraph 3.6**) and halt.

11.23.1. In the following order, the cordon performs order arms, center face, and the dressing sequence. Do not face while at the position of port.

11.23.2. If applicable to the ceremony, the cordon performs ceremonial at ease to await the arrival of the distinguished person.

11.24. Arrival of Distinguished Person. Upon arrival, the distinguished person stands 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.

11.25. Departure of Distinguished Person. The departure is performed in the same fashion as the arrival.

11.26. 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 of departure.

11.26.1. The O/NCOR give the command **Port, ARMS** then **Forward, MARCH**.

Chapter 12

SABER AND SWORD ARCHES

Section 12A—General Information

12.1. Background. Sword and saber arches (See **Figure 12.1**) 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 and Space Force family.

Figure 12.1. Sword Arch.



12.2. Protocol. The intent of a saber/sword arch falls in line with the Air Force's purpose and definition of "ceremonies" and is outlined DAFPAM 34-1203. 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 professional military education (PME) graduations, awards banquets, and weddings; although weddings are not considered official Air and Space Force ceremonies.

12.2.1. Saber/sword arches may also be used to honor an individual that is not authorized an honor cordon or military honors.

12.2.2. Only officers and NCOs are authorized a saber/sword arch at their wedding.

12.2.3. During weddings, only the newly married couple is allowed to pass under the arch.

12.2.4. 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).

12.3. Requirements.

12.3.1. Although a saber/sword arch is essentially a cordon, it must not be confused with an honor cordon and will never be used in lieu of an honor cordon. **(T-0)** 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. All saber/sword movements and requirements outlined in **Chapter 5** of this manual are adhered to at all times.

12.3.2. Objects, personnel, and sabers/swords will never be placed in-between the two files as to create a potential tripping hazard for distinguished visitors. **(T-1)**

12.3.3. All ceremonial guardsmen adhere to the guidance outlined in this chapter.

12.3.4. Team members hold the arch until the honoree has passed completely through the cordon.

12.4. Composition and Formation. The team will be comprised of either nine officers or nine NCOs and is formed in two equal lines. **(T-1)** If space is limited, then the number of personnel utilized may be reduced. The size of the team will never exceed nine (including the OIC/NCOIC). See **Figure 12.2. (T-1)**

12.4.1. The tallest individuals are positioned closest to honorees' starting point so that they are the first members to be seen.

12.4.2. The team is only comprised of members of the Air or Space Force due to the differences in service customs and the intent of the ceremony.

12.4.3. The distance between the two elements depends on the available space. The distance between the members of each element is at least an arm length distance and is adequate for those who are walking through the cordon to pass safely.

12.4.4. The OIC/NCOIC is positioned on the outside of either file and centered. See **Figure 12.2.**

Figure 12.2. Sword Cordon.



12.5. Responsibilities.

12.5.1. **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.

12.5.1.1. Members should maintain a high level of saber/sword drill proficiency. Members should have a basic understanding of the purpose and use of saber/sword arches.

12.5.2. **OIC/NCOIC.** Leads the team and is responsible for the accountability, conduct, safety, and performance of the team under his/her direction. The OIC/NCOIC:

12.5.2.1. Possesses extensive drill, ceremony, and protocol knowledge.

12.5.2.2. Replaces any team member if they do not possess the necessary training to perform assigned duties.

12.5.2.3. Ensures the correct placement and spacing of the team.

12.5.2.4. Ensures the saber/sword arch is not used in lieu of an honor cordon or used improperly.

12.5.2.5. Places marks using tape or chalk at the appropriate locations prior to the ceremony.

12.5.2.6. Ensures the team is dressed and covered properly.

12.6. Equipment.

12.6.1. The correct number of saber or swords.

12.6.2. White/black gloves.

12.7. Weapons. Refer to **paragraph 6.1.1.**

12.7.1. NCOs utilize the Air Force Academy Cadet Sword for sword arch teams.

12.7.2. All swords are the same length.

12.7.3. All members of the team carry a saber or sword, to include the OIC/NCOIC.

12.8. Uniform Requirements. Team members may not wear the ceremonial belt. The OIC/NCOIC wears the ceremonial belt with scabbard IAW **paragraphs 6.1 and 6.2** of this manual.

12.8.1. Weddings are not considered official Air and Space Force ceremonies and as such the ceremonial uniform is not worn. **Note:** Airmen/Guardians adhere to DAFI 36-2903 at all times. This means white gloves are not authorized in service dress, semi-formal dress or mess dress uniforms and are not worn by the team when they are wearing any of the mentioned combinations. The service cap should be worn when performing in the service dress uniform.

12.9. Commands. All commands are given IAW DAFPAM 34-1203 and the instructions outlined in this manual.

12.9.1. Saber and sword arch teams use the preparatory command of **Cordon**. Refer to **paragraph 11.9.1.**

Section 12B—Saber and Sword Arch Manuals

12.10. General. All movements performed by the saber/sword team are executed IAW **Chapter 6** of this manual with the following exceptions/manuals:

12.10.1. Team members are always at the position of carry, regardless of whether they are in charge of the team or not (See **paragraph 6.3.2**). Members do not move to the position of order (See **paragraphs 6.3.3 and 12.3.4**).

12.11. Forming the Arch. The command is **Form, ARCH**. On the command of execution, the team forms 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 12.3. Forming the Arch.



12.12. Returning of the Position of Carry/Attention. The command is **Carry, SABER (SWORD)**. On the command of execution, the team sharply, in a one-count movement, returns to the position of carry by bringing the hand straight down to the proper position of carry. See **Figure 12.2**.

Section 12C—Movement and Control

12.13. General. The OIC/NCOIC follows and adhere to all basic drill requirements outlined in DAFPAM 34-1203, and **Sections 3A** through **3C**, and **Chapter 6** of this manual unless specified otherwise in this chapter.

12.14. OIC/NCOIC. Calls all commands from the position of attention.

12.14.1. Positions on the side of the team appropriate for the ceremony. Take into account other elements in the ceremony and whether or not they need to hear your commands as a cue.

12.14.2. When giving the command **Ceremonial at, EASE** or **Parade, REST**, the OIC/NCOIC takes their own command of execution and performs the movement with the team.

12.14.3. If necessary, the OIC/NCOIC may reposition to the end of the cordon in the direction of travel.

12.15. Center Face. Refer to **paragraph 11.19**.

12.16. Ready Face. Refer to **paragraph 11.20**.

12.17. Dressing Sequence. Refer to **paragraph 11.21**.

Section 12D—Implementation

12.18. Pre-Ceremony Preparation.

12.18.1. A site check to include the placement of marks is performed as early as possible. Take into account distractions you may cause as well as the method used to place marks.

12.18.2. The OIC/NCOIC reviews the script and/or order of events at least one day prior to the ceremony.

12.18.3. Perform warm-ups and lock on movements.

12.18.4. Practice the march on/off using actual marks.

12.19. March On. The team, at the position of carry, marches to the designated location either shortest to tallest or tallest to shortest, based on the direction the official party is entering. The members pick up their marks (See note to **paragraph 3.6**) and halt.

12.19.1. In the following order, the team performs center face and the dressing sequence.

12.19.2. If applicable to the ceremony, the cordon performs ceremonial at ease, to await the arrival of the distinguished person and/or honorees. See **Figure 12.4**.

Figure 12.4. Team Awaits Honorees.



12.20. Arrival of the Honoree(s). Upon arrival, the honoree(s) stands 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.

12.21. Departure of the Honoree(s). The departure is performed in the same fashion as the arrival.

12.22. 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 of departure.

12.22.1. The OIC/NCOIC gives the command **Forward, MARCH**.

Chapter 13

BUGLER

Section 13A—General Information

13.1. Background. In accordance with Section 578 of PL 106-65, *National Defense Authorization for Fiscal Year 2000*; and Title 10 USC, *Armed Forces*, all veterans 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 and Space Force ceremonies.

13.2. Protocol. Honor guard and band members must adhere to all guidance outlined in AFMAN 35-106, *Ceremonial Music*. (T-1)

13.2.1. Strict adherence to AFMAN 35-106, Chapter 6 is mandatory for all Airmen/Guardians.

13.3. Requirements. Every effort should be made to provide Taps via a professional bugler. If a professional bugler is not available, Taps may be provided using the ceremonial bugle. If neither capability exists (professional musician or the ceremonial bugle), then an audio device other than the ceremonial bugle insert is utilized with a high-quality recorded version of Taps. The device is placed out of sight of the funeral party (see DAFI 34-160).

13.3.1. Test the ceremonial bugle prior to departing the honor guard facility and on location to ensure it is functioning properly and to orientate yourself with the operating procedures.

13.3.2. Ensure an extra set of batteries is available.

13.3.3. 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.

13.3.4. If indoors, ensure the sound is not overbearing and the acoustics in the room are pleasant.

13.4. Composition and Formation. Honor guard members only perform as a bugler outside of ANC and as solitary members. During the modified funeral sequences, the position of Fold on the pallbearer team performs as the bugler.

13.4.1. **Location.** The 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.

13.5. Responsibilities. The bugler ensures they have all the equipment needed to play Taps. Buglers:

13.5.1. Only play the authorized version of Taps. Refer to AFMAN 35-106 for further guidance.

13.5.2. Ensures they are positioned in the correct location during the ceremony.

13.5.3. Verify that the selector switch is positioned to “On” prior to ceremony start time.

13.5.4. For minimum and modified military funeral honors, they pre-position the bugle in the designated location.

13.6. Equipment.

13.6.1. White/black gloves.

13.6.2. Ceremonial belt, if applicable.

13.6.3. Bugle or sound system.

Figure 13.1. Ceremonial Bugle Operating Diagram.

1. Play Button – Taps will start in 5 seconds and the bugle is placed near the mouth.

2. Green Operating Light – The green light illuminates once the “play” button is pressed. When Taps is complete the green light will go out.

3. Volume Control – The volume control knob can be set from normal to extra loud.

4. Red Battery Light – This light indicates if the ceremonial bugle is turned on/off. If the red light flashes, it is a warning that the batteries need to be replaced.

5. On/Off Switch.



13.7. Uniform Requirements. The ceremonial belt is optional when playing Taps.

Section 13B—Manual of the Bugle.

13.8. Position of Attention. Refer to **paragraph 3.1**. 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 (See **Figure 13.2**).

13.9. Parade Rest. The bugler moves to parade rest and attention without any commands. They take their cues from the ceremony.

13.9.1. Parade rest is performed from the position of attention in a similar manner as described in **paragraph 3.18.1** with the

Figure 13.2. Position of Attention.



following exceptions:
 Simultaneously, move the right hand to the small of the back with an audible back slap. The right hand is flared with fingers fully extended and the right forearm is parallel with the ground. The left arm remains at the proper position of “carry” as described in **paragraph 4.2**. See **Figure 13.3**.

Figure 13.3. Parade Rest.



Figure 13.4. Present/Order Arms.



13.9.2. 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.

13.10. Present Arms and Order Arms. Refer to **paragraph 3.4** and **Figure 13.4**. The bugler performs present and order arms in a 3-second cadence.

13.11. Playing of Taps and Taps Complete. Taps is played from the position of attention.

13.11.1. Once the bugler receives the cue to begin playing Taps, the bugler reaches inside the “bell” with the right hand and presses the Play button. When the button is pressed, the bugler has a 5-second delay before Taps sounds. During that time, the bugler takes the ceremonial bugle with the right hand and brings the instrument near their lips. Pin the left hand for the duration of Taps. The ceremonial bugle remains parallel to the ground at all times. See **Figure 13.5**.

Figure 13.5. Playing of Taps.



13.11.2. Once Taps is complete; the bugler brings the ceremonial bugle back to the position of attention and renders a salute. See **Figure 13.6**. **Note:** Ensure to turn the selector switch on the “Off” position after the completion of Taps.

Figure 13.6. Taps Complete.



Section 13C—Movement and Control.

13.12. Procession Arrival. The bugler takes their cues from the OIC/NCOIC; i.e., when the hearse is arriving, the bugler salutes (if within 30 yards).

13.13. Movement of Remains. When the casket is being carried to gravesite, the bugler salutes. When the OIC/NCOIC goes to stand at ease, the bugler moves to parade rest. When the teams depart back to their transportation site, the bugler follows suit, etc.

Section 13D—Implementation

13.14. Ceremony Sequences and Gravesite Setup. Refer to **Attachment 2** for ceremony sequences and gravesite layouts.

13.15. Advanced Movements and Ceremonies Other than Military Funerals. Refer to AFMAN 35-106 for specific bugler sequences/ceremonies.

Chapter 14

PROFFERS

Section 14A—General Information

14.1. 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.

14.1.1. 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, monuments, and memorials.

14.2. Protocol. All bearers approach the host on the host's right side.

14.2.1. Bearers render all proper customs and courtesies.

14.3. Requirements.

14.3.1. Bearers make every effort to not turn their back to the audience.

14.3.2. If the shape of the item permits, all items are carried IAW **paragraph 10.47**. See **Figure 14.1**.

14.3.3. Flowers and bouquets are carried with the bulbs in front of the right shoulder and the stems in the left hand. The left hand grips the stems at a fist. Keep the flowers close to the body. The right forearm is parallel to the ground (See **Figure 14.2**); 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 14.1. Awards Bearer.



Figure 14.2. Flower Bearer.

14.3.4. Wreaths are carried as if holding a rifle at present arms. The left hand grips the stand/holder at a fist while the right hand is flared and flush with the middle of the stand/holder (See **Figure 14.3**). If the wreath's weight or stand/holder does not permit this method of carry then the bearer adjusts accordingly, preferably holding the stand with both hands at a fist and together/touching. Wreaths that do not have a frame are carried by grabbing the outside of the wreath with forearms parallel to the ground; every effort is made to prevent the wreath bearer's hands from being exposed.

Figure 14.3. Wreath Bearer.

14.3.5. Wreath bearers present and order arms around the wreath rather than following up the centerline of the body. If carrying a wreath without an attached frame, then the wreath bearer does not render the hand salute.

14.3.6. Awards/flower bearers do not heel click. Wreath bearers 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.

14.4. Responsibilities.

14.4.1. Ensure essential items are brought to the ceremony and are in the proper condition.

14.4.2. Ensure you know and have worked out all cues with the applicable personnel.

14.5. Equipment.

14.5.1. White/black gloves.

14.5.2. Ceremonial belts.

14.5.3. Wreath, if required.

14.5.4. All medals, letters, certificates, flowers, etc.

14.5.5. A neat, serviceable awards pillow/proffer board, if required.

14.5.6. Flowers, if required.

14.5.7. Table for placement of all medals, letters, certificates, flowers, etc.

14.6. Uniform Requirements. All bearers wear the ceremonial belt if performing duties in the ceremonial uniform.

Section 14B—Implementation

14.7. Awards Bearer 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. Set up an awards table, preferably near the narrator's podium; this is the ready area.

14.7.4. Arrange awards along the table in the order they are presented.

14.7.5. Ensure awards are complete and presentable. Remove all plastic document protectors. This ensures that there is no glare/reflection when photos are taken.

14.7.6. Determine exact positions of host and awardees; this is center stage.

14.7.7. Ensure a direct, clear route is established between the ready area and center stage.

14.7.8. Route taken ensures the bearer remains on the host's right.

14.7.9. Never cross in front of awardees.

14.7.10. Set cues.

14.7.11. Ensure narrator sets cues in the narration to signal the awards bearer.

14.7.12. Cues are timed so narration ends with the bearer's arrival at center stage.

14.7.13. A phrase or word in narration is the best signal.

14.8. Awards Bearer Ceremony Procedures.

14.8.1. Before the citations are read, gather all the awards to be given to that awardee.

14.8.2. The first award is on the pillow.

14.8.3. Remaining awards are placed underneath the pillow in the order they are to be presented.

14.8.4. Remain in the ready area until narrator gives the cue to begin walking.

14.8.5. With strict bearing, proceed ceremonially to center stage, halting one pace from the host's right side.

14.8.6. Extend the pillow slightly to the host with the forearms parallel to the ground.

14.8.7. If the award is a medal (or awardee keeps award) take two or three steps back after it is taken from the pillow. The awards bearer ensures that they are not in the photograph.

14.8.8. 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.

14.8.9. When host turns to place the citation back on the pillow, take one step forward to retrieve it.

14.8.10. After the final presentation, take two steps back and execute a three-count, about face and proceed to ready area.

14.8.11. If there is a flower bearer, remain at attention until the flower bearer has concluded.

14.8.12. When flower bearer steps back and joins awards bearer, they leave together by simultaneously executing a three-count, about face, then proceeding to ready area.

14.8.13. Repeat the procedures for each dignitary or awardee.

14.9. Awards Bearer Post-Ceremony Procedures.

14.9.1. Ensure all plastic document protectors are replaced and awards have been given to awardee.

14.9.2. Ensure all remaining items have been returned.

14.10. Flower Bearer Pre-Ceremony Procedures.

14.10.1. Perform site check.

14.10.2. Participate in a talk-through meeting with key personnel to pre-enact the ceremony.

14.10.3. Ensure proper items are brought to the ceremony.

- 14.10.4. All needed flower bouquets.
- 14.10.5. Ensure they are neat, clean, and fresh.
- 14.10.6. Help set up an awards table, preferably near the narrator's podium; this is the ready area.
- 14.10.7. Arrange flowers along the table in order they are presented.
- 14.10.8. Ensure the bouquets are complete and presentable.
- 14.10.9. Determine exact positions of host and awardee; this is center stage.
- 14.10.10. Ensure a direct, clear route is established between the ready area and center stage.
- 14.10.11. Route taken ensures bearer remains on the host's right; never cross in front of awardee.
- 14.10.12. Ensure the narrator sets cues to signal the flower bearer to begin walking.
- 14.10.13. The flower bearer's arrival to center stage is synchronized with the end of the citation prior to floral presentation.
- 14.10.14. A phrase or word in the narration is the best signal.

14.11. Flower Bearer Ceremony Procedures.

- 14.11.1. Approach.
- 14.11.2. Before the last citation is read, gather the flowers to be given to that particular awardee.
- 14.11.3. The bearer is already posted at center stage.
- 14.11.4. Bouquets are given stems first, so the bulbs are in front of the right shoulder, stems on the left.
- 14.11.5. Keep the flowers near the body, forearms parallel to the ground.
- 14.11.6. Remain at the ready area until the narrator gives the cue to post.
- 14.11.7. With strict bearing, proceed slowly to center stage.
- 14.11.8. Halt two paces from the host's right and directly to the right of the awards bearer.
- 14.11.9. As the spousal certificate is read, take two paces forward and extend the bouquet to the host.
- 14.11.10. As the host secures the flowers, come back to attention.
- 14.11.11. Floral bouquets are usually the final presentation.
- 14.11.12. Take two paces back, coming alongside and even to the awards bearer's right.
- 14.11.13. When the flower bearer is even with the awards bearer, they leave together.
- 14.11.14. Simultaneously execute a three-count about face and proceed to the ready area.

14.11.15. Repeat the procedures for each dignitary or awardee.

14.12. Flower Bearer Post-Ceremony Procedures.

14.12.1. Ensure all bouquets have been given to awardee and all remaining items are returned.

14.12.2. Tidy the ready area, route, and center stage of any foliage from the floral arrangement.

14.12.3. Attend a debrief (or after action report) with key personnel to critique the ceremony.

14.13. Wreath Bearer Pre-Ceremony Procedures.

14.13.1. Perform site check.

14.13.2. Participate in a talk-through meeting with key personnel to pre-enact the ceremony.

14.13.3. Ensure proper items are brought to the ceremony.

14.13.4. Obtain wreath.

14.13.5. Ensure wreath is neat, clean, and fresh.

14.13.6. Determine exact positions of host.

14.13.7. Ensure a direct, clear route is established between the ready area and center stage.

14.13.8. Ensure you know the cue to move into position to present the wreath.

14.14. Wreath Bearer Ceremony Procedures.

14.14.1. Approach on cue.

14.14.2. March one pace past the host, halt with heel clicks, then perform a left or right face, facing the host.

14.14.3. Extend the wreath to the host. The host places their hands on the wreath. If they do not, the wreath bearer pauses for a moment then proceeds with the sequence.

14.14.4. Walk backwards towards the wreath stand at a slow and steady pace. Once the stand has been reached, look over shoulder, if necessary. See **Figure 14.4**.

14.14.5. Raise the wreath and place it on the hook so that the hook is in contact with the wreath and not the frame.

14.14.6. Signal the host back into their position by extending the left hand at a flare with palm up towards their mark.

14.14.7. After the host has returned to their position face the appropriate direction with audible heel click.

14.14.8. Take the appropriate number of steps forward at normal marching cadence and flank towards the ready area.

Figure 14.4. Wreath Bearer Places Wreath at the Tomb of the Unknowns.



14.14.9. 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.

14.14.10. Lower salute upon the completion of Muffled Ruffles, if applicable, and Taps.

14.14.11. Step off to departure area.

14.15. Wreath Bearer Post-Ceremony Procedures.

14.15.1. Attend a debrief (or after action report) with key personnel to critique the ceremony.

Chapter 15

USHERS

Section 15A—General Information

15.1. 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.

15.1.1. 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.

15.1.2. 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”).

15.2. Protocol.

15.2.1. Ushers render all proper customs and courtesies.

15.2.2. Ushers 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.

15.2.3. Positions of Honor. The principle that the right side of a person or thing is the position of honor is a time-honored tradition. The “right of the line” was the critical side in ancient battle formations and is the place of honor in ceremonies today. Therefore, the first place of honor is always on the right. Always afford seniors this position when walking, riding, or sitting with them. The second place of honor is that of being in front or “going first.” As a junior, allow a senior to precede you through a doorway. For further guidance, see AFPAM 34-1202.

15.2.4. Distinguished Visitors (DV). Refer to AFI 34-1201 and AFPAM 34-1202 for guidance regarding DV seating, precedence, ceremony sequences, and any other protocol requirements.

15.3. Requirements.

15.3.1. When escorting a ranking individual or in situations that do 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).

15.3.2. Place the ranking guest/individual to the escort’s left when it is required for the uniformed escort to salute (See **Figure 15.1**).

Figure 15.1. Guest Escort.



15.3.3. Ensure uniformity amongst guest escorts throughout the ceremony. The guests are escorted on the same side of all escorts throughout the ceremony.

15.3.4. Males escorting female guests may allow the female to hold their arm as the guest is led to her seat (See **Figure 15.2**). Male escorts ensure female guests are seated before releasing their arm. Males and females escorting male guests simply “guide” the guests to their seats.

15.3.5. Guest escorts should introduce themselves, be friendly and engage in polite conversation while escorting guests to their seats.

15.3.6. Guest escorts may be tasked to assist individuals with mobility challenges or in wheelchairs. Guest escorts may also assist with umbrellas, act as “runners” or various other tasks, as required.

15.3.7. Doorkeepers open/close doors in sync with each other. Doorkeepers maintain strict military bearing. Movements are 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 is used to open and close the door, the other arm remains at the proper position of attention.

15.3.8. The official party briefer/escort marches in front of the official party to lead them to their seats (See **Figure 15.3**).

15.3.9. The official party briefer/escort maintains strict military bearing while escorting the official party (See **Figure 15.3**). 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.

15.3.10. Traffic heel clicks when performing facing movements and coming to attention. The audible click acts as a signal/cue for the COT and formation.

15.3.11. 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 (See **Figure 15.4**).

Figure 15.2. Guest in the Position of Honor.



Figure 15.3. Escorting the Official Party to their Seats during and “Outdoor” Ceremony.



Figure 15.4. Traffic Pointing the Direction of Travel for the COT at a MFH with Escort.



15.4. Responsibilities.

15.4.1. Chaplain Assistant.

15.4.1.1. Are familiar with the funeral sequences.

15.4.1.2. Assist the chaplain as needed. For example, upon completion of the committal service, the assistant takes and holds the chaplain's reading materials/religious items prior to the chaplain repositioning at the head of the gravesite for the firing of volleys and playing of Taps.

15.4.2. Official Party Briefer/Escort.

15.4.2.1. Should have a thorough knowledge and understanding of the ceremonial sequences and pronunciation of the official party's names.

15.4.2.2. Prepare the ceremony briefing boards and scripts at least one day prior to the ceremony.

15.4.2.3. Rehearse and prepare a ceremony briefing at least one day prior to the ceremony.

15.4.2.4. Brief the official party on the ceremony's sequence, cues and their roles and requirements during the ceremony.

15.4.2.5. Escort the official party to their seats or marks.

15.4.3. Guest Escort.

15.4.3.1. Should have a general knowledge of the ceremony.

15.4.3.2. Attend rehearsals, review script at least one day prior to the ceremony.

15.4.3.3. Know the individual to be escorted, where they are seated, and how to pronounce their name.

15.4.4. Doorkeeper.

15.4.4.1. Should have a general knowledge of the ceremony.

15.4.4.2. Be positioned correctly to open/close doors when required.

15.4.4.3. Receive the necessary training and/or practice on the doors to 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 are aware of these situations prior to the DV's arrival.

15.4.5. Sentinel.

15.4.5.1. Should have a general knowledge of the ceremony.

15.4.5.2. Be positioned correctly to prevent individuals from passing through or entering the restricted area. In most cases, the sentinel is not in view of the ceremony.

15.4.5.3. Maintain strict military bearing when applicable.

15.4.5.4. Be cordial, inviting, and professional when applicable.

15.4.5.5. Guide and direct guests to the appropriate locations before, during and after the ceremony.

15.4.6. Traffic.

15.4.6.1. Should have a thorough knowledge and understanding of the funeral sequences.

15.4.6.2. Attend a gravesite check 30 to 45 minutes prior to the ceremony start time.

15.4.6.3. Point the correct direction of travel for the COT at the chapel or transfer point, to gravesite and back to the dismissal area.

15.4.6.4. Be positioned correctly, outside of family's direct line of sight, to take cues from the OIC/NCOIC and signal the COT when to bring the formation to attention, present arms, etc.

15.4.6.5. Maintain strict military bearing when applicable.

15.4.6.6. As required, perform "Death Watch" upon the conclusion of the funeral. Render a salute at the conclusion of the watch and prior to departing the gravesite.

15.4.6.7. Should have an understanding of cemetery layout.

15.5. Equipment.

15.5.1. White/black gloves.

15.5.2. Ceremonial belts.

15.6. Uniform Requirements. All ushers, with the exception of the chaplain assistant and Traffic, wear the ceremonial belt when performing duties in the ceremonial uniform.

*Section 15B—Implementation***15.7. Usher Pre-Ceremony Procedures.**

- 15.7.1. Perform a site check.
- 15.7.2. Participate in a talk-through meeting with key personnel to pre-enact the ceremony.
- 15.7.3. Determine exact positions, seating, entrance/exit points, etc., of the individuals to be escorted, seated, etc. Learn the correct pronunciation of individuals' names.
- 15.7.4. Ensure a direct, clear route is established.
- 15.7.5. Ensure you know and have worked out all cues with the applicable personnel.

15.8. Usher Ceremony Procedures.

- 15.8.1. Meet all customs, courtesies, protocol, and procedural guidance outline in this manual and other applicable publications.

15.9. Usher Post-Ceremony Procedures.

- 15.9.1. If required, attend a debrief (or after action report) with key personnel to critique the ceremony.

PART 3.
DRESS AND APPEARANCE

Chapter 16
GROOMING AND APPEARANCE STANDARDS

Section 16A—General Information

16.1. 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 cornerstone to this reputation is outstanding dress and appearance. Honor guard personnel exceed the Air and Space Force standards and present a flawless image to the public.

16.1.1. There may be occasions in which the only interaction one has with the US Air and Space Force is with an Air and Space Force honor guard. We ensure that this interaction is positive. The task of representing every member past and present is an honor few perform; the image portrayed by members of the honor guard is one that instills confidence and pride in our service and country.

16.1.2. An Air and Space Force honor guard is an “icon of excellence;” they represent the US Air and Space 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 and Space Force honor guards.

16.1.3. 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.

16.1.4. This chapter outlines the grooming standards for ceremonial guardsmen while wearing the ceremonial uniform or any uniform combination while representing the Air and Space Force in an official and ceremonial capacity.

Section 16B—Hair Grooming Standards

16.2. Females. Hair complies with DAFI 36-2903 and the following exceptions:

16.2.1. Hairstyles must allow proper wear of all headgear. **(T-1)** When the hair is pulled into a bun, a hairnet must be worn over the bun to prevent flyaways. **(T-3)** Hair will not be worn/fall below the bottom of the uniform’s collar while training or performing as drill team or colors team members. **(T-2)**

16.2.2. The width of any hair below the bottom of the collar will not exceed the width of the neck and will be appropriately contained to ensure no loose hairs are visible. **(T-1)**

16.2.2.1. Bangs will be pulled back so they are not visible and will allow the cap to properly affix to the skin of the forehead. **(T-1)**

16.2.2.2. Hair will not be worn in pigtails. **(T-1)**

16.2.2.3. Scrunchies will not be worn. **(T-1)**

Figure 16.1. Properly Groomed Hair for Honor Guard Females.



16.3. Males. Hair complies with DAFI 36-2903 and the following exceptions:

16.3.1. Hair will be closely trimmed/shaved around the back and sides of the head and up to the bottom edge of the hatband, not to exceed 1/16 inch. **(T-1)** The hair will maintain a fade/tapered appearance beginning on the interior side of the hatband and continue to the top of the head. **(T-1)** The fade will not begin lower than the bottom edge of the hatband when the hat is properly worn (i.e., the hatband is parallel to the ground). **(T-1)** Sideburns are prohibited.

16.3.2. Hair does not protrude from under any portion of the hatband (i.e., bangs, ends of slicked back hair, etc.).

16.3.3. Neck and body hair will not protrude from the collar of the short-/long-sleeved blue shirt or the ceremonial white shirt. **(T-1)** Honor guard personnel are inspected at every formation to ensure standards are being met.

16.3.4. When wearing OCPs, hair conforms to DAFI 36-2903 with the exceptions as listed in **paragraphs 16.3.2 and 16.3.3.**

16.4. Facial Hair. All personnel, with the exception listed in **paragraph 16.4.1**, will be clean shaven. **(T-1)** At all other times, personnel adhere to DAFI 36-2903.

16.4.1. When authorized due to medical reasons/religious accommodations, personnel may wear beards as outlined in DAFI 36-2903 and as stated on the member's shaving profile.

16.4.1.1. Members will lightly shape their beard. **(T-1)** This is limited to shaving any stray hairs which fall outside the beard's distinct outline.

16.4.1.2. Members are authorized to wear beards while performing Air and Space Force ceremonies and duties.

Figure 16.2. Properly Groomed Hair for Honor Guard Males.



Section 16C—Equipment, Accessories and Miscellaneous Standards

16.5. Backpacks/Gym/Lunch Bags/Clutch-Style Purses/Wallets, etc. Solid black or dark blue are the only authorized colors worn or carried while in the ceremonial uniform. Small logos are authorized. Backpacks will be two-strap style. Members will adhere to DAFI 36-2903 for guidance regarding bags while not in the ceremonial uniform.

16.6. Body Piercings. Females will not wear earrings. **(T-1)** Personnel are not authorized to wear spacers.

16.7. Tattoos/Brands. Personnel adhere to DAFI 36-2903.

16.8. Cosmetics. Cosmetics are more conservative than what is normally expected of female Airmen/Guardians. Excessive or bright cosmetics and lipstick, and unnaturally long eyelashes draws attention to the individual and can detract from the ceremony.

16.9. Tobacco and Alcohol Use in Uniform. The purchase and use of tobacco and alcohol products are prohibited at all times while in the ceremonial uniform. Tobacco products include cigarettes, dip, vape, etc. Tobacco use in the Air and Space Force is outlined in AFI 48-104, *Tobacco Free Living*.

16.10. Hearing Protection. When hearing protection is required to be worn in the ceremonial uniform only flesh colored, transparent, or blue earplugs be worn. All members in the formation wear the same style and color of earplugs.

16.11. Wear of Eyeglasses in Uniform. The wear of prescription eyeglasses is authorized while in Class A, Class B, OCP and PTG uniform combinations IAW DAFI 36-2903. While in the ceremonial uniform, eyeglasses, sunglasses, and photosensitive lenses are only authorized when wearing the lightweight blue jacket.

16.11.1. The wear of sunglasses while in the ceremonial uniform is authorized only by members of the USAF Honor Guard Drill Team during drill performances and rehearsals. Drill Team members wear the standard issue small silver rimmed military style aviator sunglasses. Glasses are not modified in appearance but may be bent in order to better fit the face.

16.12. 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) or in any other uniform combination when working in a ceremonial capacity. **(T-1)** 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. If worn, the watch is placed on the left arm, above the wrist to prevent it from being seen. Only solid black or silver, small, conservative watches may be worn.

16.13. Rifle Stocks. Rifle stocks used during ceremonies are made of wood and maintain the natural appearance of the wood type and grain. Stocks used by honor guards are made from walnut or birch wood. Select the wood type based on the needs of the team.

16.13.1. Stocks made from composite materials or plastic may be used for training purposes.

16.13.2. All rifle stocks remain 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 to ensure a smooth feel and appearance.

16.13.3. The color of the rifle stocks may range from medium to dark and be uniform in appearance. Depending on the rifle's wood type, individuals may need to apply either wood stain and/or gun stock finish (polyurethane or similar product). Stocks made of walnut are naturally darker and only require the application of gun stock finish. Stocks made of birch wood are a lighter, blonde color, and may require both wood stain and gun stock finish. Stain colors are limited to American Walnut, Dark Walnut or Special Walnut.

16.13.4. When applying wood stain, individuals apply the amount of stain necessary to obtain a medium to dark color. Both gun stock finish and stains are applied in thin, even coats while maintaining the stock's natural appearance and grain. Multiple coats of each should be applied in order to give the stock a streak and drip-free, shined/mirrored appearance.

16.13.5. All rifle stocks are properly cared for and maintained in order to constantly meet standards.

16.14. Rifle Slings. White and black slings will be clean, serviceable, and free of strings. **(T-1)** White slings are used when performing and training with white gloves and when dictated by joint service ceremonies; black slings with black gloves.

16.14.1. The sling has a four-finger width (3 inches) between the spring clip and buckle, and between the buckle and keeper. This distance places the keeper directly over the trigger. Ensure 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.

16.14.2. 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.

16.14.3. Slings may be cut to size to fit the weapon; however, the chrome tip is mandatory and must remain in serviceable condition. **(T-3)** 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 (3 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 fit all weapon types correctly.

Figure 16.3. Rifle Slings Properly Affixed to Sling Swivels.



16.15. Members in Formation. During rehearsals, practices, formations or ceremonies, all members will be in identical uniform combinations. **(T-0)**

16.16. Conduct. While representing the Air and Space Force in an official and ceremonial capacity, personnel will not stand or walk with hand(s) in pocket(s), except to insert or remove an item. Additionally, personnel will not consume any beverage while walking. **(T-3)**

Chapter 17

CEREMONIAL UNIFORMS

Section 17A—General Information

17.1. General. The ceremonial uniform will be clean, tailored to fit, and wrinkle/string-free. (T-1)

17.1.1. Is typically worn by current White House Social Aides, White House Military Aides, Pentagon Joint Security Forces, USAF, USSF and Base Honor Guard personnel during approved official ceremonies and functions. Ceremonial uniform items must be purchased with unit funds. (T-0) Deviations to the guidance outlined in this manual and DAFI 36-2903 (e.g., ascots, aiguillettes on the Class A uniform, chrome helmets, etc.) are not authorized. (T-1)

17.1.2. When necessary, the uniform may be worn during short convenience stops, such as coming to or from work, when stopping to pick up children, and purchasing gas or lunch before and after official ceremonies. Change out of the ceremonial uniform at the first opportunity following every ceremony.

17.1.3. At no time is it acceptable to purchase and/or consume tobacco, alcohol products, or inappropriate material while in the ceremonial uniform.

17.1.4. Accessories to this uniform are worn as prescribed in this manual and DAFI 36-2903.

17.2. 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 is not the sole method of uniform upkeep. **Note:** Burns in the ceremonial uniform cause the uniform to be unserviceable and requires repair or replacement.

17.3. Official Photos. The ceremonial uniform is never used in lieu of the Class A 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 nor indoors while unarmed.

Section 17B—Proper Wear and Maintenance of the Ceremonial Uniform

17.4. White/Blue Shirt. Shirts will be clean, serviceable, freshly pressed, and wrinkle/string-free. (T-1) They are properly tucked and bloused at all times, excluding female princess cut shirts. Sleeves are pressed with visible creases down the sleeves. Collars and the seam of the yolk are ironed. The Air Force standard necktie and tie clasp with the “wing and star” design and mirrored finish are mandatory. The tie is tied with a full/double Windsor knot and does not have a visible “dimple” below the knot. The tie clasp is worn IAW DAFI 36-2903. However, ensure that the tie

clasp is not exposed while wearing the blouse. Females wear the standard tie tab. Ribbons, nametags and badges are not worn on shirts.

17.5. Undergarments. Worn IAW DAFI 36-2903.

17.6. Ceremonial Trousers. AF shade 1620, 3/4-inch silver braid sewn centered on outside seam from bottom of the waistband to the hemline; 1/8-inch sewn creases, front and back. Trousers will be neat, serviceable, freshly pressed, and wrinkle/string-free. **(T-1)** The trouser length extends to 1 inch below the rear of the shoe top and have a slight break in the front crease. All male personnel wear the standard blue belt with chrome buckle or blue suspenders. Front pockets will be sewn down. **(T-1)** No bulky items (i.e., keys, wallets, cellphones, etc.) may be placed in either rear pocket at any time. The rear left pocket is buttoned at all times. **Note:** When sitting down in ceremonial trousers, all personnel roll the excess material located under the knees into a “cup-like” fold to prevent wrinkling. See **Figure 17.1.**

Figure 17.1. Honor Guard Member “Rolling” Trousers.



17.7. Ceremonial Blouse. AF shade 1620, European Double Vent or Single Vent, 3/4-inch silver braid sewn 3 inches from bottom of sleeve; 1/8-inch sewn creases, front and back; 1/8-inch sewn creases on outer seams of coat back from sleeve seam to bottom of coat. Only the ceremonial pants, ceremonial service cap, white/blue shirt, and white gloves are worn with the blouse. The blouse will also be clean, serviceable, wrinkle/string-free and tailored to fit. **(T-1)** Pocket flaps will be sewn down. **(T-1)**

17.7.1. The blouse should 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 the OIC/NCOIC positions traveling from transfer locations to gravesite.

17.7.2. All honor guard personnel will wear the USAF, or Base, Honor Guard duty arch 1/2 inch down from the left shoulder seam and parallel to the ground. **(T-1)** Stitching between lettering of the arc may be colored in using a black marker or removed using a seam ripper. USSF honor guard personnel are not authorized the wear of the USAF Honor Guard duty arch. The wear of the Base Honor Guard duty arch is still authorized for Guardians actively performing in Base Honor Guard functions.

17.7.3. Safety pins may 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. Guardians are only authorized to use the Space Force service dress button with the delta point up.

17.7.4. Badges, US insignias, officer metal ranks, enlisted chevrons, silver braids on sleeves and honor guard duty badges are worn IAW DAFI 36-2903 and applicable SPGM. Backing support is used on all medals and badges.

17.7.7.4.1. Foreign badges are not authorized for wear on the ceremonial uniform.

17.8. Aiguillette. Officers wear the open-end loop aiguillette under the epaulet while enlisted personnel wear the closed-end loop aiguillette. Both officers and enlisted personnel ground the aiguillette to the left shoulder seam. Ensure the factory safety pin/button tab is removed and the aiguillette lays flush on the coat. The aiguillette is secured on the inside of the garment with five to seven (or as many as required) safety pins at the front and rear of the seam. The aiguillette does not appear bunched. The chrome tip of the aiguillette is replaced if the chrome becomes chipped. The aiguillette knot is positioned and grounded to the aiguillette so the “wing and star” design on the ornament faces forward. The knot may be pinned or threaded to the aiguillette, none of which are visible. Guardians will modify the aiguillette by removing the cord that consists of the chrome tip and knot. The entire portion of this cord will be removed. **Note:** Safety pins are not visible from behind the aiguillette.

17.9. Honor Guard Duty Badge. Consult the CFETP or local instructions for award criteria. Wear IAW DAFI 36-2903. Additionally, if worn below regular medals, position the duty badge 1/2-inch below the lowest hanging medal and centered on the lowest row of medals. Females ensure the bottom edge of the badge is parallel to the top of the welt pocket and centered between the arm seam and lapel. **Note:** If both the USAF and Base Honor Guard duty badges are authorized, wear only the USAF Honor Guard duty badge; never both.

17.10. Regular Anodized Medals. The ribbon is given a taut appearance by securing a plastic backing to the material that is 1 and 3/4 inches in length (measured from top to bottom of material) with the appropriate anodized medal secured to the bottom. Regular anodized medals are only worn by ceremonial guardsmen assigned to USAF/USSF Honor Guard. Ribbons are worn by members performing at BHG IAW DAFI 36-2903.

17.10.1. All regular-size medals will be worn on the ceremonial blouse as prescribed in **Attachment 4** and manufacturer specifications. **(T-1)** The top edge of the bottom row is placed 3/8 inch above the top of the welt pocket and centered on the pocket. The top edge is parallel to the ground. The top row is centered over the row immediately below. The ceremonial blouse is not visible between rows of medals. To prevent the coat lapel from covering medals, the lapels of the blouse may be adjusted by ironing.

17.11. Ceremonial Cap. AF shade 1620, high gloss bill, trimmed in silver; silver chinstrap on front and black functional high gloss chinstrap on back with chrome buckle caps. The cap will be clean, serviceable, string and wrinkle-free with the top taut and flat. **(T-1)** The buckle of the functional chinstrap is worn on the right side of the hat when viewed from the rear. Do not alter the shape of the cap.

17.11.1. 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.

17.11.2. The hook is positioned down with the chinstrap parallel to the ground and supporting the chinstrap. The hook remains visible. If the hook becomes worn and is no longer black in color, individuals color the hook black using a black marker or honor guard issued black high-gloss edge dressing. The patent leather bill and chinstrap are spotless, free of cracks and other malformations at all times.

17.11.3. The pointed tip of the chinstrap is always folded under the keeper to create a flat edge. **Notes: 1.** Since patent leather and poromeric materials are easily marred, wipe 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). **(T-1)** However, the ceremonial service cap may be adjusted to fit the individual's head (no excessive shaping).

17.11.4. The cap is worn squarely on the head so that the flat bottom part of the hat is parallel to the ground. There are no gaps on either side of the head and no hair protruding in the front. There is 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 the head. Do not excessively shape the bill of the cap. A properly formed bill has a curved appearance.

17.11.5. The chinstrap is a functional item and is worn in the down position only when inclement weather (strong winds) or mission (drill team, colors, flight line cordon, etc.) dictates it. At all other times, the chinstrap remains in the up position.

17.11.6. When the chinstrap is worn in the down position, it is 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 is turned upright when the chinstrap is utilized.

17.11.7. Air Force officers wear the chrome coat of arms service cap insignia on the ceremonial cap (See **Figure 17.2**). Space Force officers wear the Space Force officer chrome cap device. Air Force enlisted personnel wear the chrome wing and star insignia (Hap Arnold device). Space Force enlisted personnel wear the Space Force enlisted chrome cap device. The screw in buttons on the sides of the cap are worn with the wings of the design pointing to the sky, do not glue buttons in place. Guardians will wear the

Figure 17.2. Officer's Ceremonial Cap Device.



Space Force screw cap buttons with the delta pointing up. The front chinstrap (silver) braid is worn flush, grounded to the bill and free of strings. The tips of the adjustable braid will be hot glued down. (T-1) No silicone will be applied. (T-1)

Figure 17.3. Proper Wear and Appearance of the Ceremonial Cap.



17.12. Rain Cap Cover. Whenever the all-weather coat is worn for a ceremony, or when wearing the ceremonial lightweight blue jacket during inclement weather, wear the rain cap cover on the ceremonial hat. The ceremonial hat emblem is not displayed on the outside of the rain cap cover. It remains under the rain cap cover. See **Figure 17.4**. Do not place a small hole in the rain cap cover.

17.12.1. 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. (T-3)

Figure 17.4. Proper Wear and Appearance of the



17.13. Ceremonial Belt/Back Belt. AF Shade 1620, silver braid along top and bottom edges with chrome buckle. The ceremonial belt and back belt may be worn at all ceremonies. Belts will be clean and in serviceable condition. **(T-1)** The buckle and keepers are highly polished and chromed at all times.

17.13.1. The belt is worn between the second and third buttons of the ceremonial blouse (starting from the top) and in line with exposed placket of the blouse. See **Figure 17.6**. On the all-weather coat, it is worn between the second and third buttons (starting from the top), above the pockets. When worn on the overcoat, the belt is located between the first and second buttons, above the pockets (starting from the top). The belt will be worn tightly, with no sag, and always remain parallel to the ground. **(T-1)**

17.13.2. Enlisted members wear the “Wing and Star” design on the chrome buckle; officers wear the Coat of Arms design on the chrome buckle. Space Force enlisted personnel wear the Space Force enlisted chrome cap device on the chrome buckle. Space Force officers wear the Space Force officer chrome cap device. The chrome buckle will be modified by removing the Air Force device and affixing the appropriate Space Force device.

17.13.3. On initial sizing of the belt, the belt ends are 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 prevents the member from being able to adjust the belt to accommodate weight gain and/or cold weather gear. **Notes: 1.** An issued back belt is worn under the ceremonial blouse to help create a taut appearance. **2.** Excessive scratches and pits in the buckle deem the belt unserviceable. **3.** Certain blouses may be manufactured to prevent wearing the belt between the second and third buttons. In this case, it is acceptable for the buckle to cover the second button. At no time is the second button exposed below the belt buckle. Replace defective blouses when possible.

17.13.4. When worn with the blouse, all-weather coat, or overcoat, the excess uniform material is 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, is 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 ensure 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.

17.13.5. Blousing. Adjust the belt to fit tightly around the waist. As a rule of thumb, no more than two fingers fit between the individual and the belt.

17.13.5.1. The “blousee” holds the belt in the approximate position where the belt fastens with some slack being provided for the “blouser’s” hands.

17.13.5.2. The “blouser” positions the hands along two side seams on the back of the blouse, all-weather coat, or overcoat.

17.13.5.3. 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.

Figure 17.5. Blousing.

17.13.5.4. The “blousee” then fastens the belt in front.

17.13.5.5. 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. See **Figure 17.6**.

17.13.6. Loose ends of the belt are taped with black tape. The chrome keepers are situated 1 inch from either side of the buckle and may be crimped to minimize movement. The two aluminum tension rods will each be replaced with 3-inch sections of wire hangers to prevent the belt from loosening. **(T-3) Note:** The wire hangers used to reinforce the belt are chrome in color or colored black if chrome hangers cannot be obtained.

Figure 17.6. Enlisted and Officer Ceremonial Belts.

17.14. Ceremonial Gloves. The white cloth gloves will be clean, free of stains, and worn on all applicable ceremonies and practices. **(T-1)** White gloves used for any rifle manuals may have silicone applied, be in good repair without flaking, and present a neat, clean, and professional appearance. All personnel keep at least one pair of clean, non-silicone gloves for other types of ceremonies (i.e., ushers, escorts, door openers, and all bearer duties, etc.). All gloves are 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. **(T-1)** The manufacturer's tag located inside is removed before the glove is used. **Note:** Silicone white gloves are not worn during inclement (rain) weather as they may cause the rifle grip to become slippery.

17.14.1. IAW DAFI 36-2903, white gloves are not authorized to be worn with any Air or Space Force blues combinations or the OCP uniform. **Exceptions:** White gloves may be worn with the OCP uniform for all dignified transfers. See **paragraph 10.2.2.2** for more information. White gloves are authorized for wear in the OCP and Class B uniforms only while training. Remove immediately upon completion of training.

17.14.2. Use of black gloves is permitted when performing ceremonies in cold weather. All labels/tags are removed from each black glove; if the manufacturer's label/tag cannot be removed, then the visible portion of the tag is 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, all members will wear identical gloves within each formation. Black gloves may be worn with the overcoat, all-weather coat, lightweight blue jacket, as part of the prescribed uniform for cold weather. **Note:** In the ceremonial uniform, black gloves are worn in combination with the black scarf.

17.15. Footwear/Ceremonial Shoes. Single, double, or triple-soled shoes. At a minimum, maintain one pair of shoes with metal heel and toe preservers, and cheaters (side plates).

17.15.1. Shoes will be clean, shined and edge dressed at all times. **(T-1)** Refer to **paragraph 17.11.3**, Note 1 for cleaning procedures.

17.15.2. Single or multi-soled shoes with plastic or no heel preservers may be worn for indoor ceremonies where slipping may become an issue and are not authorized for any outdoor ceremony.

17.15.3. Nuts, washers, and other forms of spacers are not authorized between the cheater and the shoe. Cheaters remain tightly secured to the soles.

17.15.4. Laces will be tucked into the shoe. **(T-1) 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 may tape the bottom of the shoe (completely covering the metal) using duct tape or a suitable substitute.

17.15.5. Cracked or peeling shoes are not worn. New heel plates should be placed on the heels before the leather portion of the heel starts to wear. Metal horseshoe style heel plates should be worn for all outdoor ceremonies. Ceremonial shoes are cleaned between ceremonies and edge dressing is reapplied, if required.

17.15.6. During winter and inclement weather, black boots may be worn. All members wear matching boot styles. Boots are 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 are worn as with the ceremonial shoes and not bloused. Boots will be shined, polished and edge dressed at all times. (T-1) High-gloss dyes, lusters, paints, artificial liquids, and similar products are not used in lieu of shoe polish as it renders the boot unserviceable and does not allow for the repair of defects.

Figure 17.7. USAF Honor Guard Men's Ceremonial Uniform.



Figure 17.8. USAF Honor Guard Women's Ceremonial Uniform.



Figure 17.9. Base Honor Guard Men's Ceremonial Uniform.



Figure 17.10. Base Honor Guard Women's Ceremonial Uniform.



17.16. Ceremonial Lightweight Blue Jacket. The lightweight blue jacket will be clean, serviceable, and wrinkle/string-free. **(T-1)** 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 white/blue shirt are not an authorized uniform combination; wear the lightweight blue jacket over the white/blue shirt. The standards outlined in **paragraph 16.10** only apply to the honor guard issued ceremonial lightweight.

17.16.1. The jacket will have a visible crease on the rear seam of the sleeves. **(T-3)** Do not iron a crease into the front of the jacket's sleeves. The jacket is worn when not performing ceremonies. **Note:** Only iron the crease on lightweight jackets containing the USAF, or Base Honor Guard arches. Do not iron a crease in the standard issued Air and Space Force lightweight blue jacket.

17.16.2. When wearing the jacket, ensure that the elastic waist band is rolled underneath. This creates a more professional appearance.

17.16.3. The zipper is zipped up to at least the bottom of the tie knot. Females position the zipper to the first exposed button. The zipper tab is neatly tucked into the seam of the jacket.

17.16.4. All honor guard personnel will wear the USAF, or Base, Honor Guard duty arch 1/2-inch down from the left shoulder seam and parallel to the ground. **(T-1)** Stitching between lettering of the arch may be colored in using a black marker or removed using a seam ripper. All members will have the Air Force symbol embroidered over the left breast. **(T-1)** Base honor guard personnel are authorized to wear the arch on unit purchased/issued lightweights. Guardians are prohibited from wearing lightweights with the embroidered Air Force symbol. USSF honor guard personnel are not authorized the wear of the USAF Honor Guard duty arch. The wear of the Base Honor Guard duty arch is still authorized for Guardians actively performing in Base Honor Guard functions.

Figure 17.11. Honor Guard Ceremonial Uniform with Ceremonial Lightweight Blue Jacket.



17.17. Ceremonial Overcoat. AF shade 1605; worn with 3/4-inch silver braid sewn 3 inches from bottom of sleeve. The overcoat will be clean, serviceable, wrinkle/string-free and tailored to fit. **(T-1)** Honor guard-issued protector spray will be applied prior to use. **(T-3)** The overcoat may have a visible crease on the rear seam of the sleeves. Do not iron a crease into the front of the sleeves. All Honor Guard personnel will wear the USAF, or Base, Honor Guard duty arch 1/2-inch down from the left shoulder seam and parallel to the ground. **(T-1)** Stitching between lettering of the arch may be colored in using a black marker or removed using a seam ripper. USSF honor

guard personnel are not authorized the wear of the USAF Honor Guard duty arch. The wear of the Base Honor Guard duty arch is still authorized for Guardians actively performing in Base Honor Guard functions.

17.17.1. The lapels are folded and ironed flat as they lay naturally when the coat is buttoned. Lapels are pinned down by a safety pin from the inside of the coat. The safety pin is not visible.

17.17.2. All ceremonial guardsmen have six or eight 1 1/8-inch silver buttons affixed on the overcoat displaying the “wing and star” design with wingtips up (buttons are secured with pins in the same manner as the ceremonial blouse). Guardians will wear Space Force buttons with the delta pointing up.

17.17.3. Overcoats have a 3/4-inch silver braid sewn 3 inches from the bottom of the sleeve. Cuff (wrist) straps will be removed. **(T-1)** Belt and belt loops are removed for blousing purposes.

17.17.4. Sewn on or metal rank insignia may be worn on the overcoat and is worn IAW DAFI 36-2903.

17.17.5. All personnel may use safety pins to secure the open-end loop ceremonial aiguillette against, not under, the epaulet, grounded to the left shoulder seam. The epaulet remains flat. The aiguillette is secured from the front and rear of the left seam. The aiguillette should not appear bunched. Guardians shall remove the entire cord composed of the knot and chrome tip.

17.17.6. A safety pin is 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, halfway up the split in the back of the coat.

Figure 17.12. Honor Guard Ceremonial Uniform with Overcoat.



17.18. Ceremonial All-Weather Coat. The all-weather coat will be kept clean, serviceable, and wrinkle/string-free. **(T-1)** Fabric protector spray will be applied prior to use. **(T-3)** Rank insignia is worn IAW DAFI 36-2903.

17.18.1. The all-weather coat may have two creases sewn in the back for blousing purposes and in the sleeves. Belt loops are removed. **Note:** When funding is an issue, the standard issue all-weather coat is authorized for wear by base honor guard personnel. Do not remove belt loops or modify the uniform, simply remove the issued belt, and use the ceremonial belt in lieu of.

17.18.2. All buttons are buttoned, to include the top button (“flaps up”).

17.18.3. A safety pin is 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, halfway up the split in the back of the coat.

17.18.4. All-weather coats will be hand-carried along with the ceremonial blouse and equipment during all outdoor ceremonies. **(T-3)** This includes individuals performing outdoor functions during any indoor ceremony (i.e., Door keeper).

Figure 17.13. Honor Guard Ceremonial Uniform with All-Weather Coat.



17.19. Black Wool Scarves. Scarves are clean, serviceable, wrinkle/string-free and taped on the underside as to give a flat appearance when worn.

17.19.1. The scarf is worn with the end placed left over right (when seen from the wearer) crossing over the chest.

17.19.2. The scarf is authorized for wear with the overcoat, all-weather coat, and ceremonial lightweight blue jacket.

17.19.3. Safety pins are attached to the ends of the scarf and one standard blousing strap may be used to secure the scarf in place around the wearer's back. Do not tape the scarf to the body.

Figure 17.14. Proper Wear and Appearance of the Black Wool



17.19.4. Wear the back belt on top of the scarf. **Note:** In the ceremonial uniform, black scarves are always worn in combination with black gloves.

17.20. Blue Winter Cap (Bunny Cap). The blue winter cap will be kept clean, serviceable, and wrinkle/string-free. **(T-1)** The blue winter cap is only worn with the ceremonial overcoat.

Figure 17.15. Proper Wear and Appearance of the Blue Winter Cap.

17.20.1. Officers wear the officer insignia and enlisted 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 is cut to prevent injury and allow the front of the cap to lay flat. Guardians will wear the chrome cap device that corresponds to their rank.



17.20.2. The cap is always worn with the earflaps down and the strap secured under the jaw/chin (secure excess strap by routing it over and back through the top of the length adjuster).

17.21. Earmuffs. Honor guard issued earmuffs will be kept clean, serviceable, lint- and string-free. **(T-1)** Earmuffs shall be worn with the ceremonial overcoat, all-weather coat, and lightweight blue jacket. **(T-1)**

17.21.1. The logo on the rear of the earmuffs is removed or blackened out with a black permanent marker.

Figure 17.16. Proper Wear and Appearance of the Earmuffs.



Figure 17.17. Honor Guard Ceremonial Uniform with Overcoat and Authorized Cold Weather Items.



Figure 17.18. Honor Guard Ceremonial Uniform with All-Weather Coat and Authorized Cold Weather Items.



Figure 17.19. Honor Guard Ceremonial Uniform with Blue Winter Cap.



17.22. Summer Ceremonial Uniform. The summer ceremonial uniform is worn as follows:

- 17.22.1. The honor guard duty badge will be worn on the blue shirt. **(T-1)**
- 17.22.2. The ceremonial belt is fed through the belt loops of the trousers.
- 17.22.3. The blue shirt is pressed and prepped IAW **paragraph 17.4** of this manual. Pocket flaps of the blue shirt should be sewn down.
- 17.22.4. All personnel use safety pins to secure the open-end loop aiguillette to the shirt, giving the appearance of being under the epaulet and grounded to the left shoulder seam. The epaulet remains flat. The aiguillette is secured from the front and rear of the left seam. The aiguillette does not appear bunched.
- 17.22.5. Do not wear when performing military funeral honors. **(T-0)**
- 17.22.6. Do not wear during any indoor ceremony.
- 17.22.7. Only the ceremonial all-weather coat may be worn with this uniform combination.

Figure 17.20. Honor Guard Summer Ceremonial Uniform.



17.23. USAF Honor Guard Drill Team Ascot. Only USAF Honor Guard Drill Team members wear ascots.

17.23.1. A crease is ironed from top to bottom through the middle of the patch. The collar of the ascot is folded over twice to make the top of the visible ascot flush with the top of the attached patch.

17.23.2. The Velcro® provided by the manufacturer may be custom altered to the neck. Snaps or white tape are 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.

17.23.3. When worn, the ascot is pinned on opposing corners, as it hangs naturally to the undershirt and there is an inward crease terminating at the point where the visible ascot disappears into the ceremonial blouse.

17.23.4. The white ascot is only worn by the USAF Honor Guard Drill Team before, during, and after performances while wearing the lightweight blue jacket/ceremonial coat.

17.23.5. The USAF Honor Guard Drill Team is authorized to wear the ceremonial blouse with the white ascot. A black short sleeve compression shirt may be worn as an undergarment; all commercial logos will be removed or blacked out. **(T-1)**

17.23.6. 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 should be worn.

Chapter 18

SERVICE UNIFORMS

Section 18A—Proper Wear and Maintenance of Dress Uniforms

18.1. Accoutrements. Enlisted members wear all authorized accoutrements with backing support. **Exceptions: 1.** Only nametags, HG/BHG duty badge and occupational badge (if applicable) are worn by all personnel during training while wearing the service uniform. **2.** Flagbearers, when wearing a harness in service dress, remove all ribbons.

18.2. Service Dress Uniform (Class A). The wear of the HG/BHG duty badge is mandatory.

18.3. Service Uniform (Class B). The service uniform will be clean, serviceable, pressed and wrinkle/string-free. **(T-1)** For all style shirts, the seam of the yoke is ironed. Large, bulky items are not 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 belt buckle and tip are worn with metal to metal and in line with the placket of the blue shirt.

18.4. Service Cap (Wheel Cap). Will be worn by 8G000 personnel with all service dress and service uniform combinations. **(T-3)** The cap is worn squarely on the head with the flat, bottom part of the hat parallel to the ground. There are no gaps on either side of the head and no hair protruding in the front. There is enough space between the bill of the cap and the bridge of the nose to place the wearer's index and middle fingers together. Shape the hat to conform to the head. Do not excessively shape the bill of the cap. A properly formed bill has a curved appearance. Do not flatten or misshapen the cap.

18.5. Footwear. Shoes will have a fresh coat of edge dressing. **(T-3)** Shoes remain free of cracks and peeling. Shoelaces will be tucked into the shoe at all times. **(T-3)** Additional female footwear is optional IAW DAFI 36-2903.

18.5.1. Black low-quarters are worn by all personnel during training in the service uniform and ceremonies where service dress is worn, or as determined by the N/OIC.

Chapter 19

UTILITY UNIFORMS

Section 19A—General Information

19.1. Basic Information Applicable to All Honor Guards. Honor guards do not wear OCPs 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 or wear them submit a formal request with justification for the deviation. Send the request to the USAF Honor Guard's Standardization and Evaluations Office at 11OG.HGStan.Eval@us.af.mil. If approved, teams maintain the grooming and appearance standards outlined in **Chapter 16** of this manual. Members wear the same style/type of boot.

19.1.1. Additional uniform items (e.g., ascots, brassards, aiguillettes, etc.) are not authorized and will not be worn. **(T-1)**

Section 19B—Proper Wear and Maintenance of the OCP

19.2. General. The following guidance is mandatory for individuals assigned to AFSC 8G000. In addition to requirements listed in DAFI 36-2903, OCPs will be clean, serviceable, and free of strings. **(T-1)** OCPs are worn as follows:

19.2.1. A light press by an iron may be used following the directions on the OCP label. The collar is pressed flat and comes to a point.

19.2.2. Sleeve cuffs are buttoned utilizing the first or second tightest buttonhole. Nametapes and rank will be sewn onto the blouse. **(T-3)** Any exposed stitching on the blouse's upper back is removed (i.e., stitching from the interior label located below the collar).

19.2.3. Personnel only utilize the pen pockets located on the left sleeve of the OCP blouse; one pen per pocket. The pen remains completely inside the pocket, and not visible above the seam.

19.2.4. The USAF or Base Honor Guard duty arch is worn by personnel currently assigned to honor guard duties centered at the top of the Velcro® area on the left sleeve IAW DAFI 36-2903. USSF honor guard personnel are not authorized the wear of the USAF Honor Guard duty arch. The wear of the Base Honor Guard duty arch is still authorized for Guardians actively performing in Base Honor Guard functions. Additional duty identifier patches/tabs and patch accessories are not authorized. Authorized patches will be worn IAW DAFI 36-2903.

19.2.5. All utility pockets on the trousers will be sewn down with the exception of a single back pocket on the trousers. **(T-3)** When sewn, all excess material is removed in order to present a flat appearance.

19.2.6. Trousers are bloused IAW DAFI 36-2903. When bloused, the trousers do not extend below the second eyelet from the top of the boot.

19.2.7. Guardians assigned to the USAF Honor Guard will wear full color cloth patches. **(T-1)**

19.3. T-Shirt. The T-shirt is neatly pressed, wrinkle- and string-free and properly tucked in at all times. The wear of thermal undergarments is authorized. Thermal undergarments are not visible when worn.

19.4. Head Gear. The OCP patrol cap will have a blocked appearance and will be clean, serviceable, wrinkle- and string-free. **(T-1)** The top seam is visible. The cap is worn squarely on the head and parallel to the ground with the hatband no lower than the top of the ears. The nametape will be sewn onto the back of the cap, centered and in-line with the cap's bottom edge. **(T-1)** The appropriate cloth rank insignia for officers is worn IAW DAFI 36-2903.

19.5. Footwear. Each boot will maintain a clean and serviceable appearance. **(T-1)** The boots are laced to the top with the excess shoelace tucked neatly and securely inside the boot. Do not wrap laces around the top of the boot. The socks are long enough so that no skin is visible when in the seated position.

19.6. Cheaters. Personnel assigned to AFSC 8G000 will wear cheaters (side plates) on boots. **(T-1)** Cheaters are matte coyote brown in color and mounted onto the inside of the heel. Personnel assigned to AFSC 8G000D are authorized a third cheater on the heel of the right boot. Cheaters are mounted using two flathead screws, a minimum of 2 inches long, with the visible portion of the head colored a matte coyote brown.

19.6.1. Once the colored coating has chipped away from approximately 25% of the cheater through wear and tear, the cheater is replaced or re-coated/colored.

19.6.2. Toe and heel preservers (taps) are authorized for wear with each boot and highly recommended to lengthen the life span of the boots.

19.7. Black/Coyote Brown Knit Cap. Worn IAW DAFI 36-2903.

19.8. Black Earmuffs. Any logos located on the outside of the earmuffs are removed or blacked out with a black permanent marker. Earmuffs will be clean, serviceable, and string-free. **(T-1)**

19.9. Black/Coyote Brown Gloves. Remove all tags and logos. Gloves are clean, serviceable, and string-free.

19.10. OCP Jacket. The OCP jacket may be worn with the OCP uniform during times of precipitation. The jacket will be serviceable, clean, free of excessive wrinkles, and string-free. **(T-1)**

19.10.1. The jacket is zipped up past the rank tab, and the snap fasteners snapped completely when worn.

19.10.2. The hood is tucked inside the hood liner when not worn. Straps on all zippers may be removed from the jacket. The collar (hood liner) may be rolled down when worn.

19.10.3. The OCP blouse is worn underneath the jacket at all times. Velcro® straps on the jacket's sleeve cuffs are attached at all times when worn.

19.11. Coyote Brown Fleece. Will be serviceable, clean, free of excessive wrinkles, and string-free. **(T-1)** It is zipped up to at least the top of the Velcro® nametapes when worn. Straps/tabs on all zippers are removed. Nametapes have spice brown lettering. Nametapes and subdued cloth rank insignia are positioned flat and level on Velcro® hooks.

Chapter 20

TRAVEL UNIFORMS

Section 20A—General Information

20.1. General. The information contained in this chapter applies to all honor guard personnel and is adhered to.

Section 20B—Proper Wear and Maintenance of the Informal Uniform

20.2. Informal Uniform. If mission dictates, members may be required to wear the USAF informal uniform IAW DAFI 36-2903. Honor guard personnel adhere to the following additional guidance:

20.2.1. For Airmen the shirt is dark blue (black for Guardians), polo style, and short sleeve. The shirt will be wrinkle-free, with a visible crease down the sleeves. **(T-3)** The lowest button on the shirt is fastened. If the polo contains three buttons, then the second button may be fastened as well.

20.2.2. Trousers will be string- and wrinkle-free and have a visible crease. **(T-1)** Guardians will wear gray trousers.

20.2.3. Shoes will be plain black business casual low quarters; no type of honor guard issued footwear will be worn in the informal uniform. **(T-1)** Shoelaces, if applicable, are tucked in.

20.2.4. Name tag will be worn in line with the words “U.S. Air Force.” **(T-1)** Guardians will not wear name tags.

20.2.5. 20.2.5. The functional identification monograms are in Helvetica font. “USAF” or “BASE” is size 48 and “HONOR GUARD” is size 22. See **Figure 20.1**. USSF honor guard personnel are not authorized the wear of the USAF Honor Guard monogram. Guardians actively performing in Base Honor Guard functions may wear the “BASE HONOR GUARD” monogram.

20.2.6. Members do not wear occupational badges with the informal uniform.

20.2.7. Adhere to all honor guard grooming standards.

20.2.8. Guardians will wear the Space Force logo with the delta on top and 2-line text below may be embroidered on the informal black shirt. Embroidery will be in white over the wearer’s left breast. Reference the Air and Space Force’s Intellectual Property Management website guideline and measurements (www.trademark.af.mil/Branding/Space-Force/) for additional information. See **Figure 20.2**.

Figure 20.1. USAF Honor Guard Monogrammed Functional Identifier.



20.2.9. Guardians are authorized to wear a black jacket with no logos.

20.2.10. Guardians are authorized to wear a black watch cap while outdoors.

Figure 20.2. USSF Honor Guard Monogrammed Space Force Logo



Section 20C—Proper Wear and Maintenance of the Black Jumpsuit

20.3. Black Jumpsuit. The black jumpsuit is worn at the discretion of the United States Air Force Honor Guard Commander. The black jumpsuit will be clean, ironed, and free of loose strings. (T-1)

20.3.1. Creases are stitched in the front of the legs terminating at the seat area. Creases may 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.

20.3.2. A black compression shirt, black baseball cap, and black boots will be worn with the jumpsuit. (T-1)

20.3.3. 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.

20.3.4. The Velcro® waist straps are 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.

20.3.5. Pens may be placed in the pen pocket but remain completely inside the pocket, not visible above the entry seam.

20.3.6. Jumpsuits may be tailored to a slim fit and maintained in serviceable condition at all times.

20.3.7. The standardized, USAF Honor Guard unique aircrew style name patch (ASNP) is worn above the left breast pocket, the 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 DAFI 36-2903).

20.3.8. The Drill Team ascot may be worn with the jumpsuit if mission dictates. However, these occasions are limited since the jumpsuit's primary purpose is for travel.

20.3.9. Officers wear a modified US 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 are included on the ASNP.

20.3.10. When traveling on commercial transportation, the black jumpsuit is not authorized.

20.3.11. Pre-performance. The jumpsuit may be worn traveling to performance locations, during site inspections, and to practice drill performances.

20.3.12. Post-performance. The jumpsuit may be worn to events to 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 nonmilitary.

20.3.13. The jumpsuit is not worn during any type of public performance or in any manner in lieu of the ceremonial uniform.

Chapter 21

PHYSICAL TRAINING GEAR

Section 21A—General Information

21.1. Basic Information. The guidance outlined in this chapter is mandatory for all 8G000 personnel.

Section 21B—Proper Wear and Maintenance of Physical Training Gear (PTG)

21.2. Guidance. The PTG is worn IAW DAFI 36-2903, with the following additional requirements.

21.2.1. The PTG will be properly maintained with a wrinkle- and string-free appearance. **(T-1)**

21.2.2. The zipper of the PTG jacket, if worn, is zipped to at least the bottom of the embroidered Air Force symbol.

21.2.3. Socks are either solid black, white, or dark blue in color. When wearing a pair of socks, both are of the same color, style, and brand.

21.2.4. Cold weather accessories to include watch caps, gloves, earmuffs, and scarves will be either black or dark blue. **(T-1)** If multiple accessories are worn, all items must be one color (i.e., all black or all dark blue). **(T-3)**

21.2.5. Grooming standards adhere to DAFI 36-2903.

PETER E. MASK, Lt Col, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

4USC, *Flag and Seal, Seat of Government, and the States*

10USC, *Armed Forces*

18USC § 700, *Desecration of the flag of the United States; penalties*

36USC, Subtitle 1, Part A, Chapter 1, *Patriotic and National Observances*

36USC, Subtitle 1, Part A, Chapter 3, *National Anthem, Motto, Floral Emblem, March, and Tree*

38USC § 2402, *Persons eligible for interment in national cemeteries*

38USC § 2411, *Prohibition against interment or memorialization in the National Cemetery Administration or Arlington National Cemetery of persons committing Federal or State capital crimes*

32CFR, Part 553, *Army National Military Cemeteries*

PL 106-65, *National Defense Authorization Act for Fiscal Year 2000*

PL 110-41, *Army Specialist Joseph P. Micks Federal Flag Code Amendment Act of 2007*

PL 110-417, *Duncan Hunter National Defense Authorization Act for Fiscal year 2009*

DoDI 1300.15, *Military Funeral Honors*, 27 December 2017

DoDI 1300.17, *Religious Liberty in the Military Services*, 1 September 2020

DoDI 1334.01, *Wearing of the Uniform*, 13 July 2021

DAFI 34-160, *Mortuary Affairs Program*, 3 March 2022

DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*, 29 February 2024

DAFI 84-105, *Organizational Lineage, Honors and Heraldry*, 17 June 2021

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

DAFPAM 34-1203, *Drill and Ceremonies*, 13 September 2022

AFPD 36-29, *Military Standards*, 11 April 2019

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 34-1201, *Protocol*, 18 August 2020

AFI 36-2109, *Chief Master Sergeant of the Air Force and Command Chief Master Sergeant Programs*, 5 January 2021

- AFI 36-2654, *Combat Arms Program*, 16 April 2020
- AFI 36-2113, *The First Sergeant*, 11 June 2020
- DAFI 36-3012, *Military Entitlements*, 6 April 2023
- DAFI 36-3203, *Service Retirements*, 29 January 2021
- AFI 48-104, *Tobacco Free Living*, 11 July 2019
- AFPAM 34-504, *Escorting Deceased Air Force Military Personnel*, 9 May 2019
- AFPAM 34-1202, *Guide to Protocol*, 8 May 2019
- AFMAN 31-129, *USAF Small Arms and Light Weapons Handling Procedures*, 2 January 2020
- DAFMAN 35-106, *Ceremonial Music*, 14 September 2022
- DAFMAN 36-2806, *Military Awards: Criteria and Procedures*, 27 October 2022
- AFDWI 34-101, *Ceremonial Resource Support*, 18 November 2022
- AFH 1, *Airman*, 1 July 2022
- AR 290-5, *Army Cemeteries*, 21 October 2020
- Army FM 23-5, *U.S. Rifle Caliber .30, M1*, 17 May 1965
- Army PAM 1-1, *State, Official, and Special Military Funerals*, 30 December 1965
- Army TC 3-21.5, *Drill and Ceremonies*, 3 May 2021
- Army TM 9-1005-223-10, *Operator's Manual for Rifle, 7.62-mm, M14, W/E (1005589-1 271); Rifle, 7.62-mm, M14A1, W/E (1005-072-501 1); Bipod, Rifle, M2 (1005-711-6202)*, 21 March 1972
- Army TM 9-1005-223-20, *Direct Support and General Support Maintenance Manual Including Repair Parts and Special Tools Lists (Including Depot Maintenance Repair Parts and Special Tools) Rifle, 7.62-mm, M14, W/E (1005- 589-1271); Rifle, 7.62-mm, M14A1, W/E (1005-072-5011); Bipod, Rifle, M2 (1005-711-6202)*, 2 August 1972
- Journals of the Continental Congress, 1774-1789*, ed. Worthington C. Ford et al. (Washington, D.C., 1904-37), 8:464, 22:339
- The Last Salute: Civil and Military Funerals 1921-1969*, B.C. Mossman and M.W. Stark, 77-606843

Prescribed Forms

None

Adopted Forms

AF Form 40B, *Record of Individual Military Funeral Honor Duty*

DAF Form 847, *Recommendation for Change of Publication*

Acronyms and Abbreviations

AD—Active Duty

AF—Air Force

AF/AIS—Air Force Directorate of Services

AF/CC—Chief of Staff of the Air Force

AFB—Air Force Base

AFH—Air Force Handbook

AFDW—Air Force District of Washington

AFDWI—Air Force District of Washington Instruction

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMAO—Air Force Mortuary Affairs Operations

AFPAM—Air Force Pamphlet

AFPD—Air Force Policy Directive

AFVUB—Air Force Virtual Uniform Board

ANC—Arlington National Cemetery

ANG—Air National Guard

ANSP—Aircrew Style Name Patch

APECS—All-Purpose Environmental Clothing System

AR—Army Regulation

BHG—Base Honor Guard

CEM—Chief Enlisted Manager

CFETP—Career Field Education and Training Plan

CFR—Code of Federal Regulations

CMSAF—Chief Master Sergeant of the Air Force

COT—Commander of Troops

CSAF—Chief of Staff of the Air Force

CTL—Colors Team Leader

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction

DAFMAN—Department of the Air Force Manual

DAFPAM—Department of the Air Force Pamphlet

DCID—Dress, Cover, Interval and Distance

DoD—Department of Defense

DoDI—Department of Defense Instruction

FM—Field Manual

FN—Foreign National

FPL—Firing Party Leader

HAF—Headquarters Air Force

HG—Honor Guard

IAW—In Accordance With

MAJCOM—Major Command

MDW—Military District of Washington

MIA—Missing in Action

MOH—Medal of Honor

NCOIC—Noncommissioned Officer in Charge

NCOR—Noncommissioned Officer in Charge of Cordon

NCT—Noncommissioned Officer in Charge of Colors Team

NFP—Noncommissioned Officer in Charge of Firing Party

NPB—Noncommissioned Officer in Charge of Pallbearers

OCOR—Officer in Charge of Cordon

OCP—Operational Camouflage Pattern

OIC—Officer in Charge

PAM—Pamphlet

PL—Public Law

PME—Professional Military Education

POC—Point of Contact

POTUS—President of the United States

POW—Prisoner of War

SAF/IA—Deputy Under Secretary of the Air Force, International Affairs

TC—Training Circular

TM—Technical Manual

US—United States

USC—United States Code

USAF—United States Air Force

USSF—United States Space Force

VCSAF—Vice Chief of Staff of the Air Force

VPOTUS—Vice President of the United States

Attachment 2
FUNERAL DIAGRAMS

Figure A2.1. Two-/Three-Person Funeral Detail.

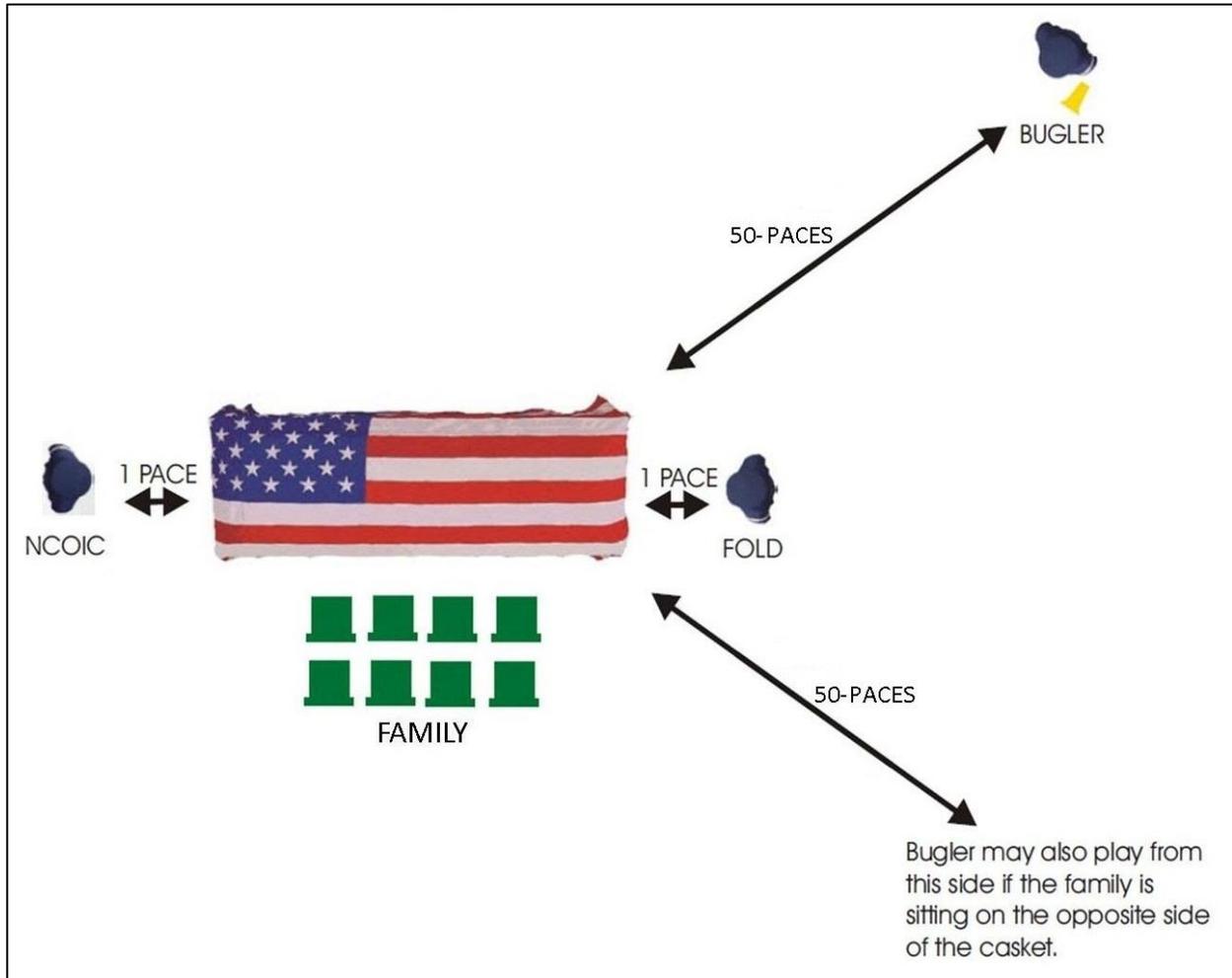


Figure A2.2. Military Funeral Honors with Firing Party and Pallbearers.

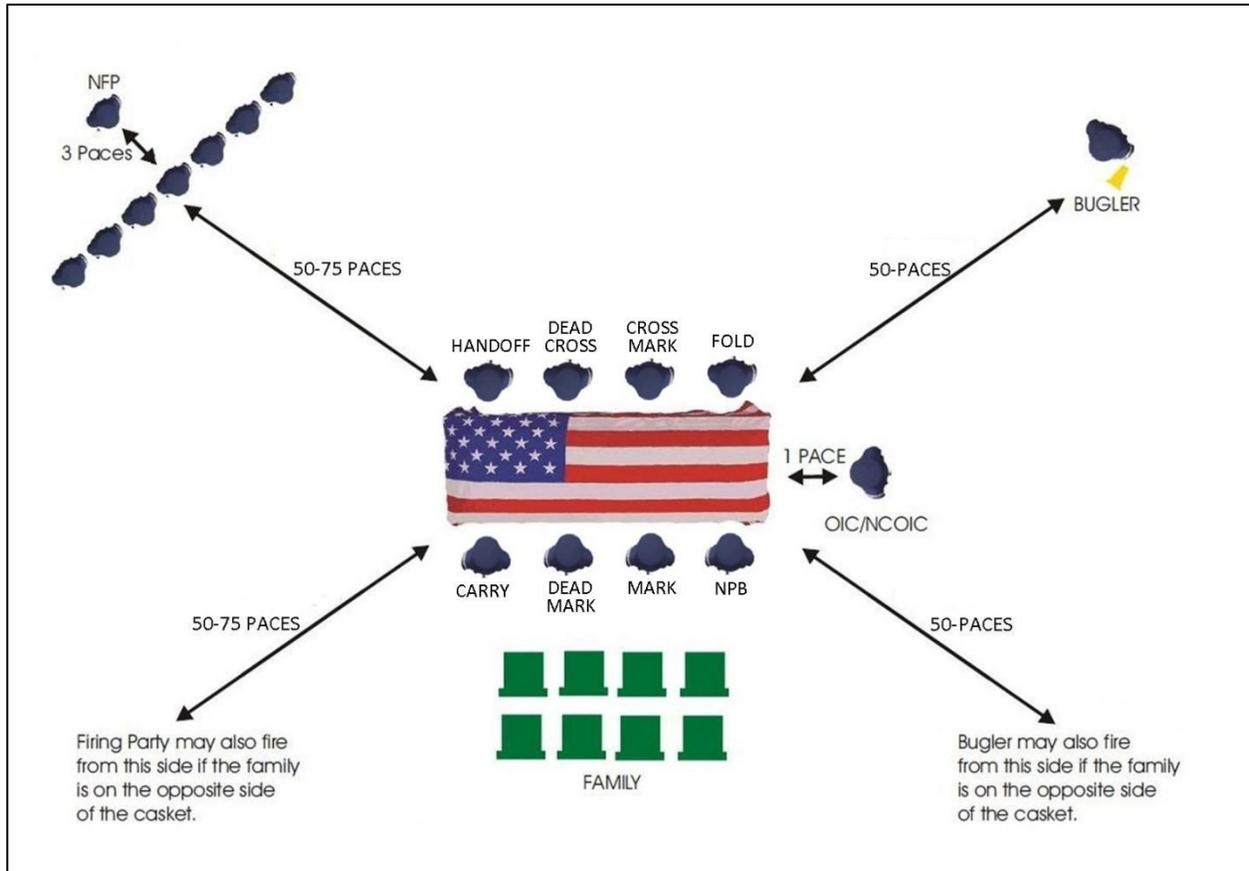


Figure A2.3. Military Funeral Honors for AD Death, Repatriation or MOH Recipient.

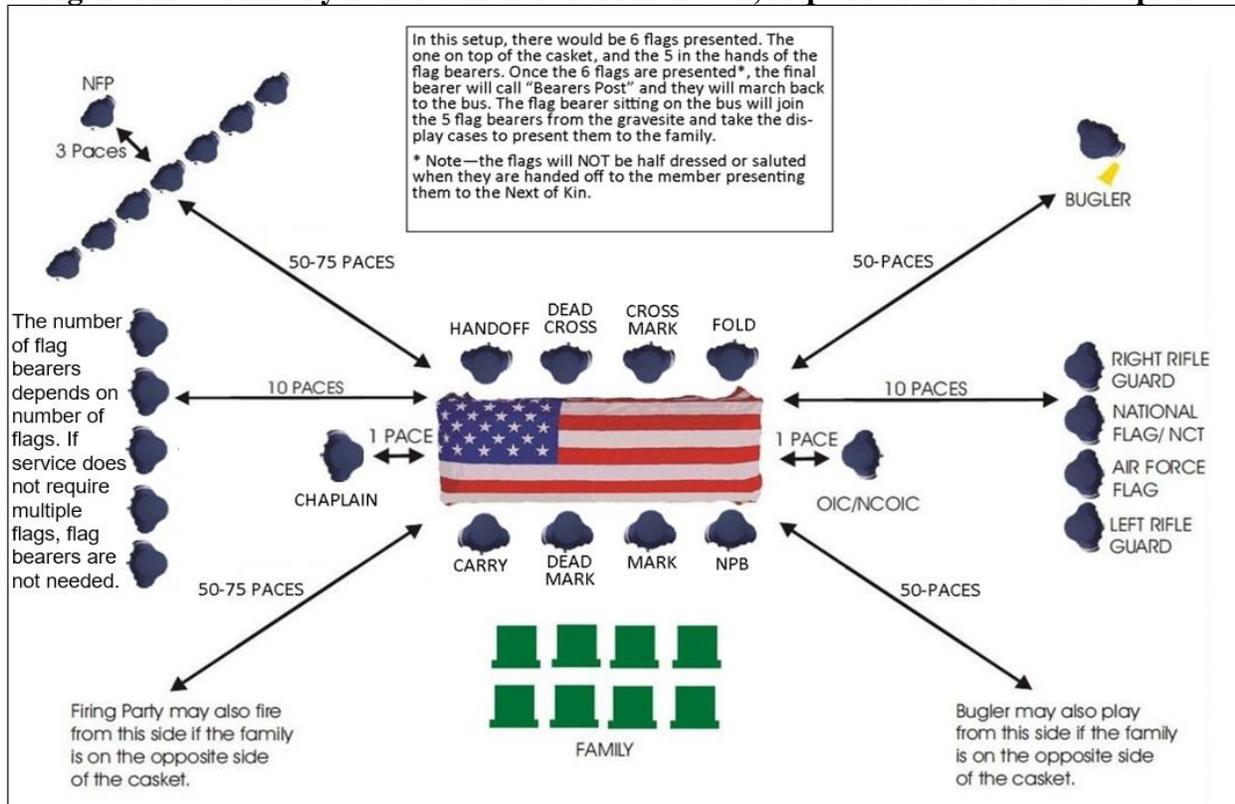


Figure A2.4. Military Funeral Honors with Firing Party, Pallbearers and Squadron/Group Formation.

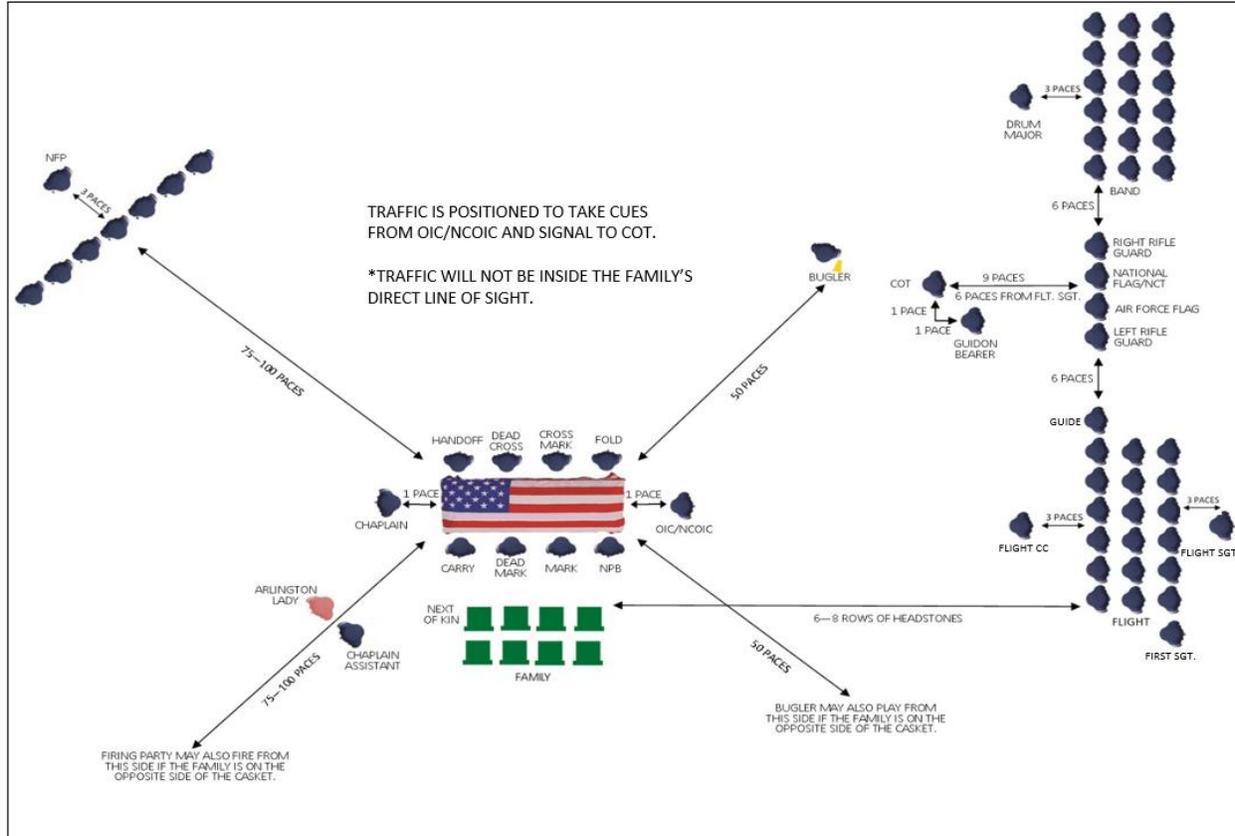


Figure A2.5. Gravesite Layout with PC Bearer.

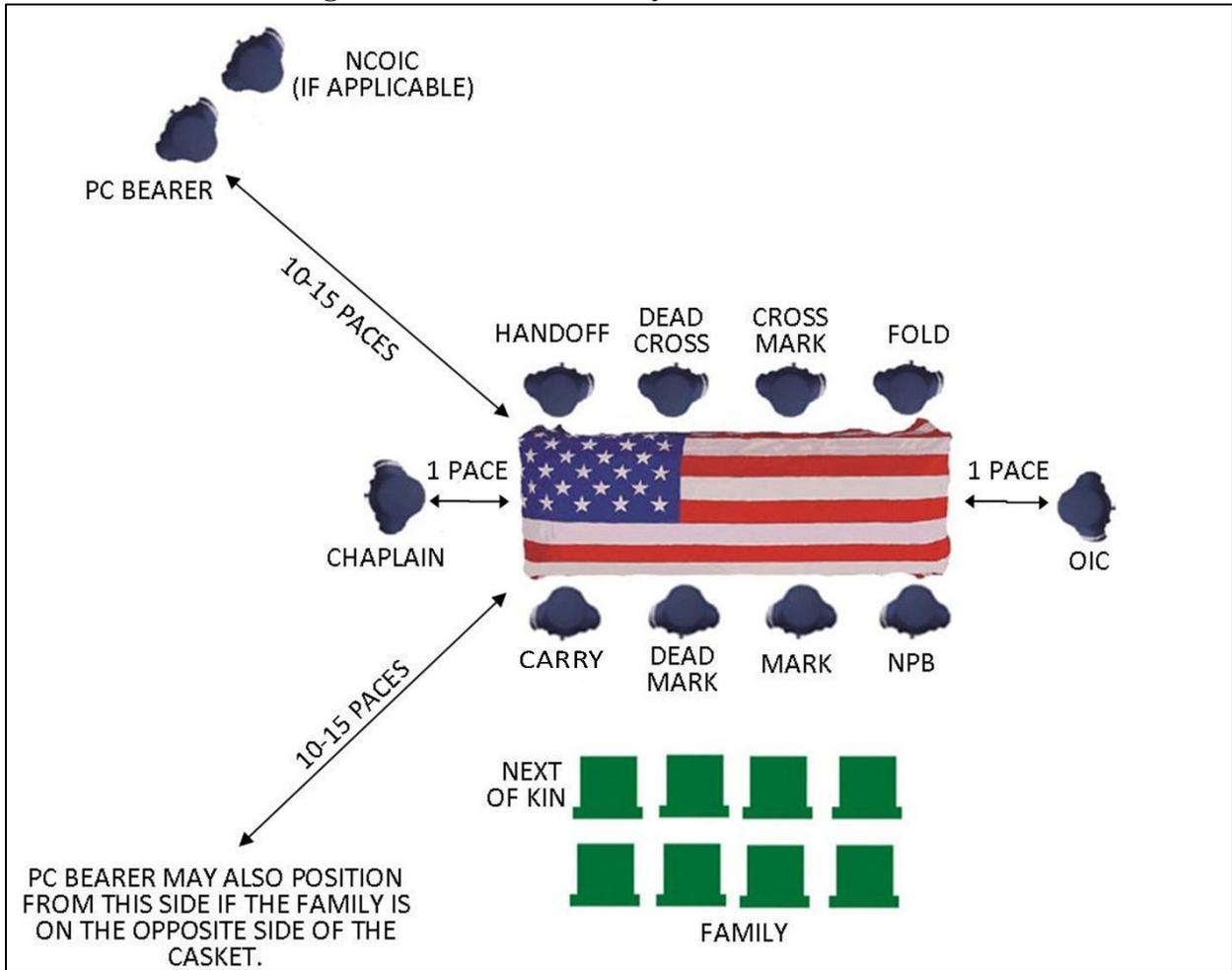
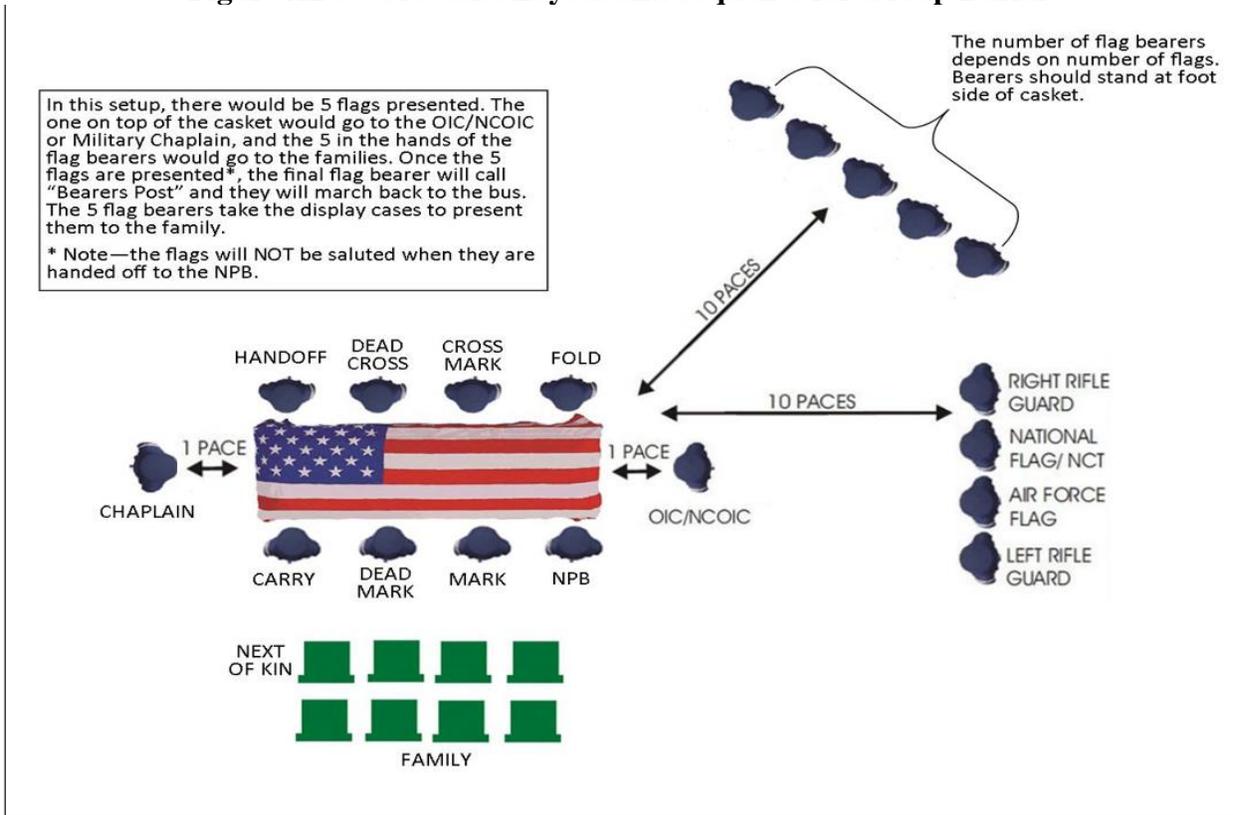


Figure A2.6. Gravesite Layout and Sequence for Group Burial.



Attachment 3

FLAG FOLDING SCRIPT

Table A3.1. Flag Folding Script with Honor Guard Cues.

(Narrator begins reading when the flag is draped over OIC/NCOIC's arm)

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.

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."

(Flag is at "tabletop" position)

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.

Traditionally a symbol of liberty, the American flag has carried the message of freedom and inspired Americans, both at home and abroad.

(Begin the first triangular fold)

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."

In 1892, the flag inspired Francis Bellamy to write the Pledge of Allegiance, our most famous flag salute and patriotic oath.

(Flag lands in the union)

In July 1969, the American flag was "flown" in space when Neil Armstrong planted it on the surface of the moon.

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 US Air Force, nor on the flag we so proudly cherish.

(OIC/NCOIC tucks the flag)

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.

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.

(OIC/NCOIC has the flag in hand)

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.

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.

**The OIC/NCOIC recites the retirement message after the narrator completes the reading.*

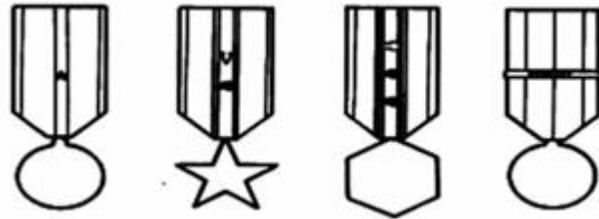
Attachment 4

REGULAR MEDALS

A4.1. The following information was extracted from AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 2 August 2006. Although this instruction is no longer active, it provides specifications on the wear and construction of regular medals which are absent from the active DAFI 36-2903 due to their integration into medal construction software. However, these specifications remain relevant to honor guards' wear of the ceremonial uniform.

A4.2. Devices on medals. Place devices vertically with silver clusters and stars above similar bronze devices. Wear only regular-size and separate devices on regular medals. Wear a maximum of 4 unless wearing more prevents adding a second medal. Wear medals awarded by other services with appropriate device that service authorized. See **Figure A4.1**.

Figure A4.1. Placement of Devices on Medals.



A4.3. Regular medals are mounted only using holding bars. The maximum length of holding bars for medals is 2 3/4 inches, which can accommodate 3 to 5 medals. When wearing 3 or fewer medals, expose all. If wearing 4 or more medals on one row, each medal equally overlaps the medal to the left. The overlap does not exceed 50 percent. Expose the medal nearest the lapel. Stack and center the second or additional row of medals upward. The medal overlaps approximately 50 percent of the ribbon on the row below.

Table A4.1. Arrangement of Regular Medals by Rows.

R U L E	A	C	D	E	F
	If number of medals worn is	the number of medals in each row is with holding bar			
		bottom	2d	3d	4th
1	1 - 5	1 - 5			
2	6	3	3		
3	7	4	3		
4	8	4	4		
5	9	5	4		
6	10	5	5		
7	11	4	4	3	
8	12	4	4	4	
9	13	5	4	4	
10	14	5	5	4	

R U L E	A	C	D	E	F
	If number of medals worn is	the number of medals in each row is			
		with holding bar			
		bottom	2d	3d	4th
11	15	5	5	5	
12	16	4	4	4	4
13	17	5	4	4	4
14	18	5	5	4	4
15	19	5	5	5	4
16	20	5	5	5	5