

2018

# American Legion Post 347



## HONOR GUARD HANDBOOK

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## **American Legion Post 347 Honor Guard Information Package**

**Welcome to the American Legion Post 347 Honor Guard.** The information in this package will assist you with an understanding of various Honor Guard functions and commands. Honor Guard By-Laws and uniform requirements are also included.

The Veterans Memorial Post 347 Honor Guard was formed on September 25, 1995, by Post Veterans who had been members of another honor guard, within the area. Their new mission was to provide Military Honors for Post 347 members, when requested by the family, and to represent Post 347 at various Legion and community events.

In 2004, the Honor Guard was reformed, and is considered by some, to be the best American Legion Honor Guard in Florida. At present, we present Military Honors at Florida National Cemetery, Bushnell, local cemeteries, funeral homes, churches, and other locations as requested.

At the present time, the Honor Guard is authorized, by the Executive Committee, to provide Military Honors for: Post 347 members, Post 347 member's Veteran spouses, Auxiliary Unit 347 Veterans, and Sons of The American Legion Squadron 347 Veterans.

The Post 347 Honor Guard takes the Military Honors to the next level. The ceremony includes our Honor Guard Chaplain's prayer, a formal address by the Commander, the presentation of a poem, and a Holy Bible/Book to the family. The folding and presentation of the Flag to the family is followed by the three volleys of seven riflemen and playing of Taps. When available, as part of the ceremony and if requested by the family, a Bagpiper may complete Honors to our Comrade and to your love one.

Whenever The American Legion is assisting the U.S. government, it will conform to DOD's methods of conduct. In working together, we honor, in the highest traditions of U.S. military service, those who have gone before. In doing so, all the requirements for a reverent, respectful and dignified ceremony must be met. The Honor Guard Commander/Shelter Commander will coordinate with leaders of the U.S. Agency which are normally Active/Reserve Duty Military Service Members.

Training is provided to all new Honor Guard Members prior to performing all duties. Training is held at the Monthly Honor Guard Meeting; observation and participation is required.

## **American Legion Post 347 Honor Guard**

### **Bylaws**

Bylaws set forth this 8<sup>th</sup> day of May, 2005 with all corrections, deletions and additions, incorporated from Addendum One, dated June 25, 2005, having been voted on and passed by the Honor Guard membership, June 15, 2005 and updated July 3, 2017.

#### **Section One---Election of Officers**

**Part A:** The Commander, First, Second and Third Vice Commanders of the Honor Guard will be elected at the May Honor Guard Meeting each year exclusively from and by the members of the Honor Guard, prior to the general elections of Post 347 officers.

**Part B:** The positions of Historian and Chaplain shall be appointed each year by the elected Honor Guard Commander.

#### **Section Two---Duties of Officers**

**Part A:** Primary duties of Honor Guard Commander

To coordinate functions and activities of the Honor Guard, to schedule events and to record and track member participation,

To schedule training procedures, establish the Honor Guard budget and to report Honor Guard monthly activities to the Post Commander.

To appoint Chaplain, Historian, and committee members as needed.

To represent the Honor Guard or designate a representative for any Post Meetings or functions as required.

**Part B:** Primary duties of the First Vice Commander

To coordinate training for funerals under the shelter, Posting of Colors, and other events.

To record and write the minutes of the Honor Guard meeting for the Honor Guard Commander's approval.

**Part C:** Primary duties of the Second Vice Commander

To train and coordinate the rifle squad for all funerals and other activities; to maintain or designate a qualified person to maintain the rifles.

**Part D:** Primary duties of the Third Vice Commander

In charge of equipment, uniforms and all other supplies and accessories excluding rifles.

**Part E:** Note, it may be necessary that from time to time that all officers may be called upon to perform duties other than those designated. Therefore it is imperative that all officers familiarize themselves with duties of all Vice Commanders.

**Section Three---Mission of the Post 347 Honor Guard**

**Part A:** The Primary mission of the Honor Guard is to provide Military Honors for Members of Post 347 when requested. The Honor Guard will also provide Military Honors when requested for:

The veteran spouse of a member of Post 347.

A veteran member of Unit 347 Auxiliary.

A veteran member of Squadron 347 Sons of the American Legion (SAL).

Reference: Pursuant to Post by laws, passed 1-2-98 that states, “A motion was passed by Post 347 that members spouses, who are veterans, will be entitled to a military funeral honors by Post 347 Honor Guard.” Subsequently it was passed by members of the American Legion, Post 347.

**Part B:** Any and all other activities deemed worthy and/or necessary to promote public relations for the American Legion Post 347 may be performed at the discretion of the Post Commander and the Honor Guard Commander.

**Part C:** Membership in the Honor Guard is on a voluntary basis and therefore all the equipment issued by the Honor Guard is the property of American Legion Post 347 and shall be returned upon resignation or any other reason.

**Part D:** All funds received shall become income turned over to the general fund of the American Legion Post 347.

**Part E:** All decisions made for the good of the Honor Guard shall be presented to the membership at the regular monthly meeting by the Honor Guard officers.

**Part F:** This document shall become valid only after being accepted by the Honor Guard membership and with the approval of the Post 347 Commander.

**Honor Guard Commander** \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## American Legion Post 347 Honor Guard

### Uniform Code, 11/6/2016

**General.** The uniform of Post 347's Honor Guard follows the examples set forth in the American Legion's Emblem catalog under "Uniforms". Three rules apply to our Honor Guard.

Only those Legion items agreed upon by the Honor Guard and those awards, medals, ribbons, qualification badges and wings, earned while on Active Duty, Reserve or National Guard Service may be worn on the Honor Guard Uniform. They must be worn in accordance with the methods and regulations with which they were worn when earned.

Other Legion, Patriotic, Commemorative or Military symbols or pins may be worn on the right side of the Uniform Cap. No emblems of military rank may be worn on the uniform Cap.

No phones, keys, sunglasses or other items should be worn in sight on the belt, pockets or any other part of the Honor Guard Uniform.

**Uniform Cap:** Post cap (male or female), with Orange Symbol on the front. LADY LAKE, FL will be embroidered on the left side with the Legion emblem and 347 embroidered on the right. The cap can be ordered through the Post.

**Uniform Shirt:** Each member will be issued two short sleeve summer shirts and one long sleeve winter white shirt with a zipper behind the buttons and worn as follows:

**Epaulets/Pocket Flaps.** Epaulets and pocket flaps will be fastened by Legion metal buttons attached with a clip.

**Bolo Tie.** An American Legion bolo tie will be worn with the shirt. Adjust the bolo tie so the Legion emblem covers the top button of the shirt and the ends of the tie are hanging evenly.

**Shoulder Braids.** All braids will be worn over the left shoulder attached to the epaulet button. Black braids will be worn at all events when we fire three volleys or play Taps. Black braid will be worn at all funerals. Gold Braid will be worn at all other events at the Commander's discretion.



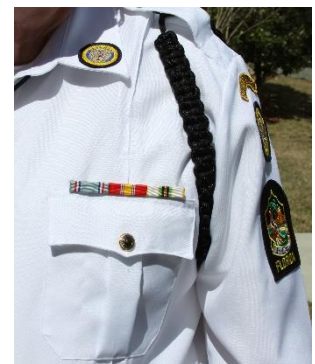
**Right Arm Sleeve.** The US Flag with the blue field in the upper right will be worn centered on the right shoulder 1 ¼” below the top seam. The POW patch will be worn 1” below and centered on the US Flag.



**Left Arm Sleeve.** The Honor Guard Tab will be worn centered at the top of the Left Shoulder ½” below the top seam. The American Legion Embroidered (2 ½ “) Emblem will be worn ½“below and centered on the Tab. The Florida Embroidered Emblem will be worn ¾“below and centered on the Legion Emblem.

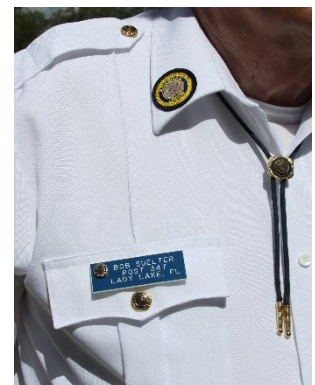


**Collars.** Both collars will display the American Legion Emblem 1 13/16“centered on the collar points.



**Authorized Awards and Medals.** These will be attached by pins or magnets to the Uniform shirt in compliance with the regulations under which they were earned.

**Name Tag.** The Personalized blue name tag will be worn centered on the right pocket flap, ¼” below the top seam.



**Uniform Slacks/Skirt.** Black slacks without cuffs or pleats or optional black skirt for female members will be worn at all events. When purchasing, be sure there is room for a 7/8” gold ribbon to be attached over the outside seam that will not interfere with the side pockets. A white web belt and buckle will be issued. The web belt shall be worn so the brass tip of the belt extends through the buckle on the left side of the buckle. The brass tip of the belt should extend past the buckle to cover the brass of the buckle mechanism. The white end of the web belt should be cut off so the web does not extend past the buckle. All loose threads should be burned or trimmed after the web is cut. Maintain your “Gig” line. The gig line is the imaginary line that runs straight down following the seam of the shirt, the end of the belt buckle and the seam of the zipper fly.

**Gloves.** White cotton parade gloves are to be worn at all events.

**Shoes.** Black high gloss oxford shoes and black socks are to be worn at all events. They are available locally or online at: [www.qmuniforms.com](http://www.qmuniforms.com).

**Provisioning.** The following items will be issued to each member by the Honor Guard: two short sleeve uniform shirts; one long sleeve uniform shirt; one Bolo tie; one white web belt; one buckle; one each black and gold braid; one pair white parade gloves; four Legion metal clip-on buttons; one white Legion jacket; one raincoat.

**The following are the responsibility of each member:  
Uniform slacks/skirt, shoes and Uniform Legion Cap.**

**Summary.** We are one of the best Honor Guards in Florida. We have earned this respect through hard work, practice and self-sacrifice. As long as we keep our standards high we will continue to enjoy this Honor and reputation.





**American Legion Post 347 Honor Guard**  
**Funeral Procedures at Cemetery using Casket/Urn Carrier**

*Commands by the Shelter Commander are provided in **bold** script.*

Funeral arrives-Casket/Urn Carrier

Shelter Commander, Pallbearers, casket cart driver and casket cart will assemble by the curb for arrival of funeral procession.

Honor Guard lines up with no gap or a large gap as determined by the Honor Guard Commander/Shelter Commander. This gap would be between the Post Commander/Chaplain and the other members of the guard.

As the funeral procession arrives, the Shelter Commander orders the curbside team:

**Attention.....Hand Salute.....Two.** (*Curbside team only respond*)

Pallbearers remove casket/urn carrier from the hearse, place on casket cart and move onto the walkway. Shelter Commander Orders:

**Honor Guard, Attention**  
**Hand Salute.**

This is the cue for Pallbearers to move forward.

Pallbearers stop short of the Commander/Chaplain.

**Two.**  
**Honor Guard, Left and Right Face.**

Depending on assigned shelter, (space limitations), the Honor Guard Commander/Shelter Commander determines if the:

Entire Honor Guard proceeds forward, OR  
The Post Commander, Chaplain and Pallbearers proceed and position the casket cart.

Once the casket cart is in position, the Shelter Commander will provide commands for the remaining Honor Guard to take their positions.

**At the half step, Forward March.**

Pallbearers position the casket while the Honor Guard takes position at Parade Rest. Pallbearers dress the flag, then remain at attention. Shelter Commander waits for family to finish entering, then orders:

**Honor Guard, Attention.**  
**Hand Salute.** (*Only Pallbearers*)  
**Two**  
**Pallbearers, Right Face.**  
**Post.**

Pallbearers take position at attention.

**Honor Guard, Parade Rest.**

Honors Ceremony begins.

**American Legion Post 347 Honor Guard**  
**Funeral Procedures at Cemetery with Urn (no carrier)**

*Commands by the Shelter Commander are provided in **bold** script.*

Funeral arrives-Urn

Shelter Commander, Urn Carrier and Flag Carriers will assemble by the curb for arrival of funeral procession.

Honor Guard assembles along the walkway, leaving a one person gap between the Post Commander/Chaplain from the other members of the guard.

As the funeral procession arrives, the Shelter Commander orders:

**Attention...Hand Salute...Two.** (*Curbside team only respond*)

Urn and Flag Carriers remove Urn and flag from vehicle and move onto walkway. (Urn on the left and flag on the right). Shelter Commander:

**Attention.**  
**Hand Salute.**

This is cue for Urn and Flag Carriers to move forward into position behind the Post Commander/Chaplain. Shelter Commander:

**Two.**  
**Honor Guard, Left and Right Face.**  
**At the Half Step, Forward March.**

At the shelter, everyone Posts and assumes Parade Rest.

Urn and Flag Carriers stop in front of lectern. (Remain at attention.)

Shelter Commander waits for family to be seated, then orders:

**Honor guard, Attention.**

This is cue for Urn Carrier to place Urn on the right side of the podium and step back.

Flag Carrier places flag in stand on left side of urn and steps back.

Urn and Flag Carriers slow salute and move to their positions at attention.

Shelter Commander then orders:

**Parade Rest.**

Honors Ceremony begins.

## American Legion Post 347 Honor Guard Honors Ceremony at Cemetery

*Note: Shelter Commander Commands are in Bold*

The ceremony begins after all Honor Guard members move to their positions and the Shelter Commander brings everyone to **Parade Rest**.

Opening remarks by Post Commander

Minister or Rabbi may follow (optional)

Chaplain provides eulogy. Chaplain starts Legionnaire's prayer with, "Let Us Pray..."

**Honor Guard, Attention  
Uncover.**

Finishes Legionnaire's prayer.

**Cover.  
Parade Rest.**

Post Commander continues ceremony.

Present Poem.

Present Bible.

If Bagpiper is present, signal piper to play

Post Commander announces, **We will fold the flag**, and brings the Guard to attention.

**Honor Guard, Attention.**

Flag folders prepare the flag and hold it over the casket/urn.

<Name> **"The flag which you so proudly served under will now be folded in your honor"**.

Flag is folded and transferred to Post Commander.

Post Commander, flag holder and three Shell handler stand together facing the family;

Flag Holder faces the Commander.

Post Commander transfers Flag to holder.

Three Shell Dialog. (Dialogue on page 14)

Flag is presented to family. All three remain in place at attention. Shelter Commander orders:

**Hand Salute.** (*Entire Honor Guard salutes.*)  
**Two.**

Flag Holder and shell handler return to position.

Post Commander orders the Final Volley.

**Hand Salute.**

Honor Guard fires final volley.

Bugler plays Taps.

**Two.**

Bagpiper plays if present.

Post Commander and Shelter Commander Place Flag in cover.

**Parade Rest**

Closing remarks.

**Honor Guard, Attention.**

Family departs.

**Fall Out.**

## American Legion Post 347 Honor Guard

### Presentation of Poem

One of the presentations provided by Post 347 Honor Guard during Military Honors or Legionnaire Honors is to present a poem to an individual associated with the Veteran. The orator will be identified when assignments are made by the Honor Guard Commander prior to Military or Legionnaire Honors.

During the ceremony the Commander will announce, “**At this time a poem will be presented**”.

The orator assigned to present the poem will come to attention and approach the Commander who will hand off the poem (traditionally in a picture frame).

The orator will then position themselves two to three steps in front of the individual that will receive the poem.

The poem is read.

Upon completion, the orator will present the framed poem to the individual. The orator may say a few words of comfort to the individual at this time, but it is not required.

The orator then takes one step backward, turns about face, returns to their original post, and resumes Parade Rest.

#### Miss Me, But Let Me Go

*Now that I've come to the end of the road,  
And the sun has set for me,  
I want no rites in a gloom filled room,  
Why cry for a soul set free?*

*Miss me a little, but not too long,  
And not with your head bowed low.  
Remember the love, the life we shared;  
Miss me - but let me go.*

*For this is a journey we all must take,  
And each must go alone.  
It's all part of the Master's plan,  
A step on the road to home.*

*When you are lonely and sick at heart,  
Go to the friends we know.  
Bury your sorrow in doing good deeds,  
Miss me but let me Go*

## **American Legion Post 347 Honor Guard**

### **Presentation of Scriptures or Bible**

One of the presentations provided by Post 347 Honor Guard during Military Honors or Legionnaire Honors is to present Holy Scriptures (Jewish) or a Holy Bible (Catholic or Christian) to an individual associated with the Veteran. The individual receiving this will be identified when assignments are made by the Honor Guard Commander prior to Military or Legionnaire Honors.

After the Poem presentation, Post 347 Commander will say,

**“At this time, it is our tradition to present the family with a Holy Bible”.**

The individual assigned to present the scripture or bible will come to attention and approach the Commander who will hand off the scriptures or bible.

The presenter will position themselves two to three steps in front of the individual that will receive the scriptures or bible.

The presenter will open the scriptures or bible and read the presentation directed to that individual but with a volume all the funeral attendees can hear. (Note – readings may be different for Jewish, Catholic or Christians.)

When finish reading, the presenter closes the scriptures or bible, turns it around and presents it to the individual. The presenter may say a few words of comfort to the individual at this time, but is not required.

The presenter then takes one step backward, turns about face, returns to their original post, and resumes Parade Rest.

## **American Legion Post 347 Honor Guard**

### **Flag Folding Key Points**

The following are key points when folding the American Flag.

- Folder controls all activity and movements.
- Folder removes the flag from the stand and holds it for the holder to untuck grommet seam.
- Folder opens flag slowly and the flag should not be allowed to sag or touch casket or urn.
- Open flag in one move and check that stars are in the left hand of holder. If corrections need to be made, pass blue over red in one move.
- Fold twice and with each fold hold flag vertically and slide hand down seam at the same time.
- First fold places edge just below grommet ring leaving 1 ½ inch edge separation.
- Second fold align folded edge with inner edge maintaining edge separation.
- When the folder makes the first triangle fold the fold should be made to the outer edge. The rest of the folds are made to a point between slightly below the outside edge.
- The fold that touches the star field should come just under the first star that can be seen. If the point goes beyond the first star, unfold a couple of times and make the triangle smaller when you refold. If this isn't done, you will not have enough edge to tuck after folding.
- After the fold is complete, the folder will hold the corners of the flag to allow the holder to tuck in the edge. The 3<sup>rd</sup> man will assist the tuck and straighten as needed allowing the holder to do most of the work; 3<sup>rd</sup> man marches off after tuck is made.
- Folder inspects flag for tightness and straight edges, and turns flag over. Folder then hands flag to holder left hand on top flat edge toward holder. Folder moves back to starting position.
- The holder rotates the flag so flat edge is toward the commander, waits for salute, and then hands flag to the commander with left hand on top. After hand off, holder makes about face and returns to starting position.

## American Legion Post 347 Honor Guard

### Flag Folding Procedures

**Note: The flag folder will direct all movement and activities with the holder using a nod or blink of the eyes.**

At command “**We will now fold the flag**”, the Shelter Commander will bring the Honor Guard to “**Attention**” at which time the holder and folder will march to the flag and halt facing each other while the third man stands at attention in place.

The folder will nod or blink and they will make a facing movement toward the flag. The holder will initiate a slow salute.

After saluting, the folder will retrieve the flag from the stand and hold the flag horizontally slightly above the waist with the point toward them so the holder can expose the flag edge.

Once the holder has the edge firmly in their grasp, the folder will slowly and deliberately unfold the flag. While unfolding, the folder and holder will move backward taking one step at a time in a deliberate military manner. At all times, the flag will be held tightly and not allowed to sag or touch the floor or casket. While unfolding, (and folding), try to maintain a position in view of the family, if possible. (This holds true, especially in funeral homes and other inside environments, we have no control over.)

Once the flag is unfolded the corners of the flag will be grasped by the holder and folder and they will pause and make eye contact. At the signal from the folder the flag will be fully opened in one motion and held shoulder height. If the stars are not in the holder’s left hand when the flag is extended, eye contact must be made again by the holder and folder and the flag will be reversed by moving the blue over the red. The team will side-step two steps to hold the flag over the urn (in the case of a casket lift the flag shoulder height and hold it over the casket).

The shelter commander will announce the flag is folded in the Legionnaire’s honor and three steps will be taken away from the urn or casket toward the family.

The first fold of the flag will take place and the holder will place the stripe edge of the flag just under the brass grommet. This should leave an inner edge about 1 ½ inches from the outer edge of the flag. As the second fold is made, the 3<sup>rd</sup> man will march to the position between the flag and the podium, and remains next to the holder, facing the family. The 3<sup>rd</sup> man will grasp the edges of the flag and move by taking side steps toward the folder aligning the edges and taking the creases out of the flag. The 3<sup>rd</sup> man will stop at folder and move both hands to the edge of the flag closest to their body, holding the flag waist high.

The folder will then slowly begin to fold the flag moving the left hand corner of the flag to the outside edge of the right hand. All subsequent folds to the right side will be aligned to the inner edge. The folder will continue to fold slowly and the 3<sup>rd</sup> man will assist by making sure the edge nearest them is aligned. The 3<sup>rd</sup> man will keep their hands on the edge closest to them as the folds move toward the holder.

One of the key folds is the fold where the point of the flag touches the star field. The point should extend about an inch into the star field and should stop short of the first star. If this does not happen, the folder should unfold the flag slowly one or two folds and make the triangle smaller by pulling toward them as they refold. Failure to do this will cause the flag to be too large and there may not be enough flag to tuck in after the folding.

Once the flag is folded the folder will open grasp the back right hand corner and the front left hand corner and secure the flag tightly to allow the holder to tuck the edge into the flag. The 3<sup>rd</sup> man will assist with the tuck as needed but allow the holder to do most of the work. Once the tuck is made, the 3<sup>rd</sup> man will come to attention, execute a right face and march to their starting position, then make an about face and assume the position of attention.

The folder will take the flag; inspect the tuck and the corners for tightness and smoothness. While this is happening, the holder will stand at attention facing the folder.

When the folder is satisfied with the fold and tuck, they will place their left hand on top of the flag holding flat. The folder will then rotate the flag and flip it over so the point is toward them and the flat edge with untucked side is toward the holder and the left hand is on top of the flag. The folder will extend the flag toward the holder and the holder will receive the flag placing their left hand on top of the flag. At this point the folder will come to the position of attention, make an about face and march to their starting position. They will then make an about face and remain in the position of attention.

The holder will remain in position, then rotate the flag so it is pointing to their body and the flat edge is toward the commander and wait for the commander to position himself and salute the flag. Once the commander has saluted, the holder will extend the flag to the commander with the left hand on top of the flag. After the commander receives the flag, the holder will assume the position of attention, make an about face and march to their starting position. They will then make an about face and remain in the position of attention.



## American Legion Post 347 Honor Guard

### 3-Shell Dialogue

After opening remarks by the Commander, minister, or rabbi, chaplain, the Commander brings the Honor Guard to attention and to uncover. The Legionnaire's prayer ensues and the Honor Guard is commanded to cover and back to Parade Rest. Upon completion, presentation of the poem and bible are made, followed by the folding of the American Flag. Upon completion, three spent shells are added to the folded American Flag to present to the family. The sequence of events after the presentation of the poem and bible are as follow:

*Note: Shelter Commander Commands are in Bold*

The Commander brings the Honor Guard to attention.

**Honor Guard, Attention.**

Flag folders prepare the flag and hold it over the casket/urn.

**<Name> The flag under which you so proudly served will now be folded in your honor.**

Flag is folded.

Flag is transferred to Post Commander.

Post Commander, Flag holder and Three Shell handler stand together facing the family.

Flag Holder faces commander

Post Commander transfers Flag to holder

Three shell dialogue

**These 3 shell were spent in recognition of a Legionnaires commitment to** (pause)

**God...** (pause and hand one shell to the commander

**Country...** (pause and hand the second shell to the commander to be placed in the folded flag)

**and Comradeship...**(hand the final shell to the commander to be placed in the folded flag).

*(Pause while the Flag is handed back to the Commander)*

**Now they are nestled in the comfort and safety of our Nation's Flag in remembrance of  
.....(deceased name) and those commitments.**

Flag is presented to family.

All three remain in place at attention

**Hand Salute.**

Entire Honor Guard salutes.

**Two.**

Flag Holder and shell handler return to position.

## American Legion Post 347 Honor Guard

### Casket Watch

The following procedures will be followed when the Honor Guard personnel are participating in Casket Guard Duties at a local funeral home.

Honor guard members will report to the Honor Guard Commander at the assembly area 15 minutes prior to the scheduled duty tour.

The group will follow the Honor Guard Commander two-by-two (**in step!**) down the center aisle of the viewing room and individually and slowly salute the deceased. The group will then make a turn (except the last two members in line) and proceed to the side and to the back of the assembly area.

The last two members in line will position themselves one to the left side of the American Flag and one to the right of the Post Flag, turn and come to parade rest facing the audience. They will remain in place until relieved by two other Honor Guard members. (*The Honor Guard Commander will make the decision if hands are behind the back or folded in front*).

The Honor Guard Commander will maintain a time schedule so that each member keeps watch no longer than 15 minutes. The Commander will designate two new members and send them to relieve the in-place team. They will proceed down the center aisle of the viewing room, side by side and position themselves directly in front of the in-place team. The in-place team will come to attention just prior to the arrival of the new team. The four members, facing each other will simultaneously exchange slow salutes. The two guards being relieved step aside toward the center at 45 degrees, and the new team will step into position and come to parade rest. The two guards being relieved will come to the center and exit side by side down the center aisle and retire to the assembly area. This procedure will be repeated until we have completed the time requested.

(Note: If for any reason you feel a need to leave your post while on watch, come to attention and exit in a military manner and inform the commander so he can get a replacement.)

At the conclusion of the visitation, the full Honor Guard will march down the center aisle, slow salute the deceased and leave as in the beginning.

After the main group has passed the casket area, the last two guards who are standing watch will meet in the center, face the casket, slow salute and follow the main group out of the viewing area.

After the waiting room is vacated, the Honor Guard Commander will ensure that all Post flags and equipment has been recovered and returned to the post storage area.

## Illustration of Funeral Procedures (urn no carrier)



Urn Arrives, Guard brought to Attention.



Flag and Urn carrier march between Guard ranks, Guard follow.



Urn and Flag carrier place urn and flag on the podium; shelter commander commences ceremony followed by chaplain's prayer.



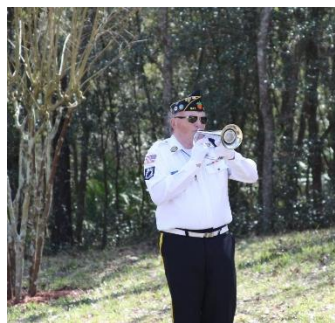
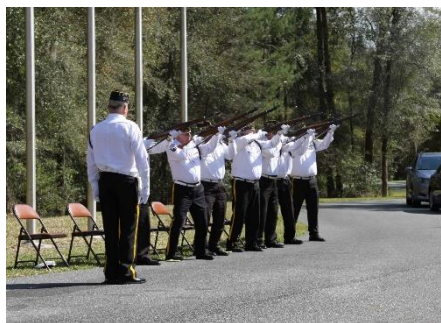
Poem is read, bible is presented and flag is unfolded.



Flag is refolded and shells are placed inside flag.



Flag is presented to the family



Final Volley and Taps.

## American Legion Post 347 Honor Guard

### Posting/Retrieving Colors

The Honor Guard is often requested to present Colors for various events. The following procedures will be followed to post and retrieve colors.

*Note: Commander of the Guard commands are in Bold*

#### Posting Colors:

The Flag Detail will take position at the back of the hall at parade rest. The Post Commander will start the meeting by stating: “*Commander of the Guard, Post Colors*”. The Commander of the Guard replies,

**Honor Guard...Attention.**

**Port...Arms.**

**Forward...March.**

About 20 feet from the stage:

**Honor Guard...Halt.**

**Advance...Colors.**

The American Flag along with its rifleman advances to its stand crossing in front of the Post Flag. The Post Flag dips as the American Flag passes. The Post Flag and its rifleman then proceed to its stand.

**Post.**

Wait for the flag bearers to position the flags over the stands.

**Colors.**

**Present...Arms.** (*Post Flag team turns toward the American Flag on “Present”.*)

**Port...Arms.** (*Riflemen tap the rifle butt on the floor and go to Port Arms*).

**Assemble...March.** (*On “Assemble”, teams turn toward the center*).

On “Assemble...March”, the flag bearers move out to the center and stop, followed by the riflemen. It works best if the Commander of the Guard is standing where the detail should assemble.

The detail will stop, march in place and wait, facing the back of the hall.

**Forward...March.**

Commander of the Guard falls in and follows the detail to the back of the hall.

**Honor Guard...Halt.**

**Order...Arms.**

**Fall out.**

## American Legion Post 347 Honor Guard

### Posting/Retrieving Colors

After Colors are posted, the Commander of the Guard will order the Honor Guard to retrieve colors. The following procedures are to be followed.

*Note: Commander of the Guard commands are in Bold*

#### Retrieving Colors

The Honor Guard detail assembles at the rear of the hall at Parade Rest. The Post Commander will announce, “*Commander of the Guard, retrieve colors.*”

Commander of the Honor Guard, salutes and then begins:

**Honor Guard.... Attention.**

**Port.... Arms.**

**Forward.... March.** The Flag Bearers and Riflemen advance to each Flag.

**Present.... Arms** (Post Flag team turns toward the American Flag on “Present”)

**Port.... Arms** (Riflemen tap the rifle butt on the floor and go to Port Arms.)

**Retrieve.... Colors.**

**Assemble.... March.**

On “Assemble.... March” the flag bearers move out to the center and mark time march followed by the riflemen. It works best if the Commander of the Guard is standing where the detail should assemble. The detail marches in place and waits, facing the back of the hall. (The Flag Bearers need to move on a diagonal line to stop past the overhead projector)

**Forward.... March.**

Commander of the Guard falls in and follows the detail to the back of the hall.

Commander of the Guard must **Salute** as the flag passes.

**Honor Guard...Halt.**

**Order Arms.**

**Fall Out.**

## American Legion Post 347 Honor Guard

### Rifle Ceremonies and Commands

The Honor Guard uses M1 Garand Rifles for various ceremonies. Each Honor Guard Member will be required to participate in group/individual training prior to being assigned a rifle position. Honor Guard members will not be required to fill a position unless comfortable in performing the specific task.

The Honor Guard always uses blank ammunition, provided by the U.S. Government. Safety is paramount. Specifically, Honor Guard members must never aim a rifle at any individual or structure. Assume all rifles are loaded and never unlock the rifle until ordered by the Rifle Commander. Transportation of rifles will require them to be locked and bagged. We have experience on numerous occasions of various components on our rifles becoming projectiles after firing; thus, always take precautions when handling weapons.

Following is a list of ceremonies and associated commands that may be used.

Parades – No ammunition used

- Attention
- Right or left shoulder arms
- Parade Rest
- Port Arms
- Order arms
- Fall out

Post or Retrieve Colors – No ammunition used

- Attention
- Port arms
- Present arms
- Two (go to port arms)
- Order arms
- Fall out

Present Colors or Flag Dedications – No ammunition used

- Attention
- Port arms
- Present arms
- Two (go to port arms)
- Parade rest
- Order arms
- Fall out
- Left or right face (depends on location)

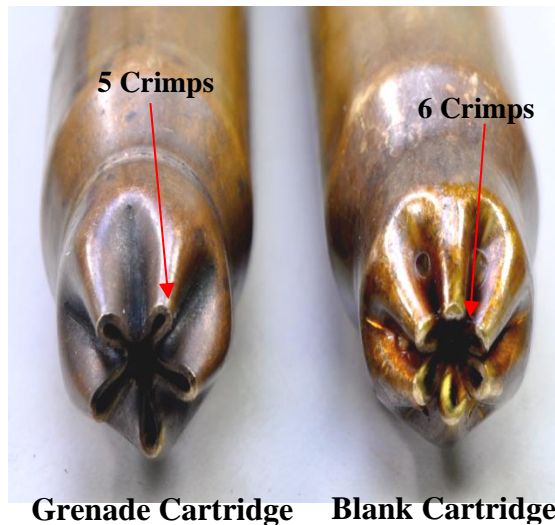
Military Honors or Memorial Services – Blank ammunition used

- Dress right dress
- Parade rest
- Attention
- Port arms
- Present arms
- Ready
- Aim
- Fire
- Order arms
- Fall out
- Left or right or about face (depends on location)

**American Legion Post 347 Honor Guard**  
**Ammunition Safety**

**AMMUNITION SAFETY MESSAGE**

A mishap occurred during the first week of May 2013 in which two M1 Garand Rifles blew apart. This occurred during the rendering of funeral honors at the Ohio Western Reserve National Cemetery. As a result of this mishap two American Legion Members received serious injuries. This mishap was caused by the inadvertent use of .30 Caliber Grenade Cartridges instead of the .30 Caliber Blank Cartridges. The grenade cartridge generates more pressure than the blank cartridge and is not designed or intended to be fired with a blank firing adapter. The significant physical difference between the Blank Cartridge and the Grenade Cartridge is that the Blank Cartridge has 6 Crimps and the Grenade Cartridge has 5 crimps.



**WARNING**

- Do not fire .30 Caliber Grenade Cartridge in the M1 Garand Rifle
- Only .30 Caliber Blank Ammunition Received from the U.S. Army Joint Munitions Command should be fired
- If an Organization's Ammunition Source is unknown that ammunition should be inspected for the presence of Grenade Cartridges

If you have questions, please direct them to Mr. Robert Weissman, U.S. Army Armament Research and Development Center- (973) 724-3056, or [robert.j.weissman.civ@mail.mil](mailto:robert.j.weissman.civ@mail.mil)



## **American Legion Post 347 Honor Guard**

### **Flag Code**

#### **Title 4, United States Code, Chapter 1**

As Adopted by the National Flag Conference, Washington, D.C., June 14-15, 1923, and Revised and Endorsed by the Second National Flag Conference, Washington, D.C., May 15, 1924. Revised and adopted at P.L. 623, 77th Congress, Second Session, June 22, 1942; as Amended by P.L. 829, 77th Congress, Second Session, December 22, 1942; P.L. 107 83rd Congress, 1st Session, July 9, 1953; P.L. 396, 83rd Congress, Second Session, June 14, 1954; P.L. 363, 90th Congress, Second Session, June 28, 1968; P.L. 344, 94th Congress, Second Session, July 7, 1976; P.L. 322, 103rd Congress, Second Session, September 13, 1994; P.L. 225, 105th Congress, Second Session, August 12, 1998; P.L. 80, 106th Congress, First Session, October 25, 1999; P.L. 110-41, 110th Congress, First Session, June 29, 2007; P.L. 110-181, 110th Congress, Second Session, January 28, 2008; P.L. 110-239, 110th Congress, Second Session, June 3, 2008, P.L. 110-417, 110th Congress, Second Session, October 14, 2008; P.L. 111-41, 111th Congress, First Session, July 27, 2009; P.L. 113-66 113th Congress, First Session, December 26, 2013; and P.L. 115-305 115th Congress, Second Session, March 28, 2017.

#### **§ 4. Pledge of Allegiance to the flag; manner of delivery**

The Pledge of Allegiance to the Flag: “I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.”, should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform men should remove any non-religious headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute. Members of the Armed Forces not in uniform and veterans may render the military salute in the manner provided for persons in uniform.

#### **§ 5. Display and use of flag by civilians; codification of rules and customs; definition**

The following codification of existing rules and customs pertaining to the display and use of the flag of the United States of America is established for the use of such civilians or civilian groups or organizations as may not be required to conform with regulations promulgated by one or more executive departments of the Government of the United States. The flag of the United States for the purpose of this chapter shall be defined according to sections 1 and 2 of this title and Executive Order 10834 issued pursuant thereto.

#### **§ 6. Time and occasions for display**

(a) It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flag staffs in the open. However, when a patriotic effect is desired, the flag may be displayed twenty-four hours a day if properly illuminated during the hours of darkness.

(b) The flag should be hoisted briskly and lowered ceremoniously.

(c) The flag should not be displayed on days when the weather is inclement, except when an all weather flag is displayed.

(d) The flag should be displayed on all days, especially on New Year's Day, January 1; Inauguration Day, January 20; Martin Luther King, Jr.'s birthday, the third Monday in January; Lincoln's Birthday, February 12; Washington's Birthday, third Monday in February; National Vietnam War Veterans Day, March 29, Easter Sunday (variable); Mother's Day, second Sunday in May; Armed Forces Day, third Saturday in May; Memorial Day (half-staff until noon), the last Monday in May; Flag Day, June 14; Father's Day, third Sunday in June; Independence Day, July 4; National Korean War Veterans Armistice Day, July 27; Labor Day, first Monday in September; Constitution Day, September 17; Columbus Day, second Monday in October; Navy Day, October 27; Veterans Day, November 11; Thanksgiving Day, fourth Thursday in November; Christmas Day, December 25; and such other days as may be proclaimed by the President of the United States; the birthdays of States (date of admission); and on State holidays.

(e) The flag should be displayed daily on or near the main administration building of every public institution.

(f) The flag should be displayed in or near every polling place on election days.

(g) The flag should be displayed during school days in or near every schoolhouse.

## **§ 7. Position and manner of display**

The flag, when carried in a procession with another flag or flags, should be either on the marching right; that is, the flag's own right, or, if there is a line of other flags, in front of the center of that line.

(a) The flag should not be displayed on a float in a parade except from a staff, or as provided in subsection (i) of this section.

(b) The flag should not be draped over the hood, top, sides, or back of a vehicle or of a railroad train or a boat. When the flag is displayed on a motorcar, the staff shall be fixed firmly to the chassis or clamped to the right fender.

(c) No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America, except during church services conducted by naval chaplains at sea, when the church pennant may be flown above the flag during church services for the personnel of the Navy. No person shall display the flag of the United Nations or any other national or international flag equal, above, or in a position of superior prominence or honor to, or in place of, the flag of the United States at any place within the United States or any Territory or possession thereof: Provided, That nothing in this section shall make unlawful the continuance of the practice heretofore followed of displaying the flag of the United Nations in a position of superior prominence or honor, and other national flags in positions of equal prominence or honor, with that of the flag of the United States at the headquarters of the United Nations.

(d) The flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right, and its staff should be in front of the staff of the other flag.

(e) The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs.

(f) When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to the United States flag's right.

(g) When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.

(h) When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half staff. When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out, union first, from the building.

(i) When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window, the flag should be displayed in the same way, with the union or blue field to the left of the observer in the street.

(j) When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street.

(k) When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker.

When displayed from a staff in a church or public auditorium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker or to the right of the audience.

(l) The flag should form a distinctive feature of the ceremony of unveiling a statue or monument, but it should never be used as the covering for the statue or monument.

(m) The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day.

On Memorial Day the flag should be displayed at half-staff until noon only, then raised to the top of the staff. By order of the President, the flag shall be flown at half-staff upon the death of principal figures of the United States Government and the Governor of a State, territory, or possession, as a mark of respect to their memory. In the event of the death of other officials or foreign dignitaries, the flag is to be displayed at half-staff according to Presidential instructions or orders, or in accordance with recognized customs or practices not inconsistent with law. In the event of the death of a present or former official of the government of any State, territory, or possession of the United States or the death of a member of the Armed Forces from any State, territory, or possession who dies while serving on active duty, the Governor of that State, territory, or possession may proclaim that the National flag shall be flown at half-staff and the same authority is provided to the Mayor of the District of Columbia with respect to present or former officials of the District of Columbia and members of the Armed Forces from the District of Columbia. When the Governor of a State, territory, or possession, or the Mayor of the District of Columbia, issues a proclamation under the preceding sentence that the National flag be flown at half-staff in that State, territory, or possession or in the District of Columbia because of the death of a member of the Armed Forces, the National flag flown at any Federal installation or facility in the area covered by that proclamation shall be flown at half-staff consistent with that proclamation. The flag shall be flown at half-staff 30 days from the death of the President or a former President; 10 days from the day of death of the Vice President, the Chief Justice or a retired Chief Justice of the United States, or the Speaker of the House of Representatives; from the day of death until interment of an Associate Justice of the Supreme Court, a Secretary of an executive or military department, a former Vice President, or the Governor of a State, territory, or possession; and on the day of death and the following day for a Member of Congress. The flag shall be flown at half-staff on Peace Officers Memorial Day, unless that day is also Armed Forces Day. As used in this subsection -

(1) the term "half-staff" means the position of the flag when it is one-half the distance between the top and bottom of the staff;

(2) the term "executive or military department" means any agency listed under sections 101 and 102 of title 5, United States Code; and

(3) the term "Member of Congress" means a Senator, a Representative, a Delegate, or the Resident Commissioner from Puerto Rico.

(n) When the Flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.

(o) When the flag is suspended across a corridor or lobby in a building with only one main entrance, it should be suspended vertically with the union of the flag to the observer's left upon entering. If the building has more than one main entrance, the flag should be suspended vertically near the center of the corridor or lobby with the union to the north, when entrances are to the east and west or to the east when entrances are to the north and south. If there are entrances in more than two directions, the union should be to the east.

## **§ 8. Respect for flag**

No disrespect should be shown to the flag of the United States of America; the flag should not be dipped to any person or thing. Regimental colors, State flags, and organization or institutional flags are to be dipped as a mark of honor.

(a) The flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.

(b) The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.

(c) The flag should never be carried flat or horizontally, but always aloft and free.

(d) The flag should never be used as wearing apparel, bedding, or drapery. It should never be festooned, drawn back, nor up, in folds, but always allowed to fall free.

Bunting of blue, white, and red always arranged with the blue above, the white in the middle, and the red below, should be used for covering a speaker's desk, draping the front of the platform, and for decoration in general.

(e) The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.

(f) The flag should never be used as a covering for a ceiling.

(g) The flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.

(h) The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.

(i) The flag should never be used for advertising purposes in any manner whatsoever. It should not be embroidered on such articles as cushions or handkerchiefs and the like, printed or otherwise impressed on paper napkin or boxes or anything that is designed for temporary use and discard. Advertising signs should not be fastened to a staff or halyard from which the flag is flown.

(j) No part of the flag should ever be used as a costume or athletic uniform. However, a flag patch may be affixed to the uniform of military personnel, firemen, policemen, and members of patriotic organizations. The flag represents a living country and is itself considered a living thing. Therefore, the lapel flag pin being a replica, should be worn on the left lapel near the heart.

(k) The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning. (Disposal of Unserviceable Flags Ceremony)

### **§ 9. Conduct during hoisting, lowering or passing of flag**

During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in review, those present in uniform should render the military salute. Members of the Armed Forces and veterans who are present but not in uniform may render the military salute. All other persons present should face the flag and stand at attention with their right hand over the heart, or if applicable, remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Citizens of other countries should stand at attention. All such conduct toward the flag in a moving column should be rendered at the moment the flag passes.

### **§ 10. Modification of rules and customs by President**

Any rule or custom pertaining to the display of the flag of the United States of America, set forth herein, may be altered, modified, or repealed, or additional rules with respect thereto may be prescribed, by the Commander in Chief of the Armed Forces of the United States, whenever he deems it to be appropriate or desirable; and any such alteration or additional rule shall be set forth in a proclamation.

Executive Order No. 10834 issued by President Dwight D. Eisenhower on August 24, 1959, amended the provisions of Title 4, U.S.C., Chapter 1 and established the 50 star Flag as the official Flag of the United States, effective on July 4, 1960.

### **Title 36, Subtitle I, Part A section 301 United States Code – National Anthem**

(a) Designation. The composition consisting of the words and music known as the Star-Spangled Banner is the national anthem.

(b) Conduct During Playing. During a rendition of the national anthem when the flag is displayed

(1) individuals in uniform should give the military salute at the first note of the anthem and maintain that position until the last note;

(2) members of the Armed Forces and veterans who are present but not in uniform may render the military salute in the manner provided for individuals in uniform; and

(3) all other persons present should face the flag and stand at attention with their right hand over the heart, and men not in uniform, if applicable, should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart; and when the flag is not displayed, all present should face toward the music and act in the same manner they would if the flag were displayed.

**American Legion Post 347 Honor Guard**  
**Positioning of Flags in the order of importance**

**Scenario #1**

American Flag  
State of Florida Flag  
POW/MIA  
American Legion Flag  
Army  
Marine Corp  
Navy  
Air Force  
Coast Guard  
Merchant Marine

**Scenario #2**

American Flag  
State of Florida Flag  
POW/MIA  
American Legion Flag  
American Legion Auxiliary Flag  
Sons of the American Legion  
Legion Riders Flag  
40&8 Voitures Local 1598  
Army  
Marine Corp  
Navy  
Air Force  
Coast Guard  
Merchant Marine

# Positioning of Flag by Order of Importance

**American Flag**



**Florida State Flag**



**POW/MIA Flag**



**American Legion Flag**



**Army**



**Marine Corp**



**Navy**



**Air Force**



**Coast Guard**



**Merchant Marine**

