

Post Sergeant-at-Arms and Honor Guard Training

Duties and Responsibilities

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Arrange Meeting Room

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Greet all new members and guest.

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Greet all new members and guest.

Determine if guests are veterans so you can escort them to the proper side of the podium.

Duties and Responsibilities

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Legion, S.A.L. members and veterans (male or female), always get escorted to the American Flag Side. Auxiliary (non veteran) and all others are escorted to organization Flag.

Duties and Responsibilities

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When escorting, always have the person on your right side.

Meeting Time

When Posting Colors, the Eagle on the American Flag is to face the rear until posted, when it will be turned to the front. All other flags, the Eagle will always face front.

Meeting Time

When the American Flag is properly posted, anyone approaching or passing by or near the flag should render a salute when wearing an authorized cover (Legion, Auxiliary, S.A.L. only)

Meeting Time

Members of the Armed Forces and Veterans who are present and not in uniform MAY render the military salute. This is based on the 2008 Act “CONDUCT BY MEMBERS OF THE ARMED FORCES AND VETERANS OUT OF UNIFORM...” (PAGE 14)

Meeting Time

Remember, When rendering the Military salute you NEVER speak. This includes the Pledge of Allegiance. That is why you place your hand with your Legion Cap over your heart with the Legion Emblem facing out when reciting the Pledge.

Order of Displayed Flags (Peace Time)

In accordance with the Federal Register:
June 10, 2008 (Volume 73, Number 112)
and DoD Directive 1005.8,
the following is the order to display flags.

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Order of Displayed Flags (Peace Time)



Order of Displayed Flags (Time of War)



Displaying Flags in your meetings



CHECK LIST

You and your assistant get with the Commander on any special requirements for the meeting hall and or possible guests.

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You and your assistant get with the Commander on any special requirements for the meeting hall and or possible guests. Ask the Chaplain if he will be doing Post Everlasting Ceremony, you will need to Drape the Charter.

CHECK LIST

Ask Membership Chair if there are any new members that may be there for initiation.
Or being voted on.

CHECK LIST

Ask Membership Chair if there are any new members that may be there for initiation. Confirm with the Color Guard on Posting and Retrieval of Colors and if the Bugler will be needed for Post Everlasting.

CHECK LIST

Set-up Hall accordingly; have sign-in log and VIP sign-in log ready.

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Set-up Microphone and test to ensure it works, this goes for anything that will be used during the meeting

CHECK LIST

Set-up POW/MIA Table or Flag Chair

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Set-up POW/MIA Table or Flag Chair
Place Meeting Agenda's and any other
hand-outs the Commander or Adjutant
has at the Check-in table.

CHECK LIST

As Guests come in that you know will be speaking, confirm with them where they will be seated and go over on how you will escort them and if they are non-military on which side they will be going up to the podium and what they need to do.

CHECK LIST

Remember, if this is a joint meeting, then whoever is at the Podium (Auxiliary President, SAL Commander, etc.) it is their SGT-at-ARMS who is on duty, Confirm with them that they understand this.

CHECK LIST

As you check-in people, verify their Cards are not expired. If expired get them with the membership chairman right away. Also, make your list of guests you have and as they come in notify the Commander of the VIP guests in the meeting hall prior to the start of the meeting.

CHECK LIST

Double check everything to ensure you haven't forgotten anything.

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Double check everything again.

Honor Guard

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The Color Guard carries the colors. At your meetings, the color Guard will present the colors.

Honor Guard

The Color guard may wear the uniform of their branch of service.

Honor Guard

When Color Guards were still an integral part of battlefield combat, the rifles were used to protect the flag (colors) from attack. The flag would be used to signal movements and make it possible for commanders to see troop positions. In the modern world, they obviously aren't functional anymore.

Honor Guard

An Honor Guard honors an individual or group by standing watch during a ceremony, by accompanying and conveying deceased service members or veterans at funerals and burials, and by firing volleys to honor the deceased when appropriate.

Honor Guard

The Honor Guard should be dressed in all the same uniform. There are three groups that make up the Honor Guard. The Color Guard, which presents or carries the national or state colors. When the Color Guard is acting as part of the Honor Guard, they too should be dressed the same as the Honor Guard.

Honor Guard

The second is the Body Guard, which escorts the person being honored, whether living or deceased and carries the casket at a military funeral or burial. The Body Guard also folds and presents the veteran's casket-draping flag to the widow or other survivor

Honor Guard

Finally, the seven member firing party provides three volleys to honor the fallen.

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This is just a guideline, many of our Posts don't have the membership to fill all of the positions.

Post Sergeant-at-Arms
THE END
Honor Guard Training