



# WI EMS HONOR GUARD

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## DRILL MANUAL

Policy 3

1. General Guidelines/Basic Drill
2. Rifles M-1 Manual of Arms
3. Command Sabers/Swords
4. Colors (flags)
5. Posting or retrieving
6. Folding of United States flag
7. Pallbearers
8. Bugler

Introduction Nothing is more impressive to onlookers than an Honor Guard that marches with precision and accuracy. The true test of any Honor Guard is the ability to march together as a unit in a crisp and organized manner. It is the mission of this Honor Guard to represent the state of Wisconsin as a highly disciplined team serving with honor at ceremonial functions, and with dignity at funeral services.

In doing so, the Honor Guard provides comfort and compassion to the survivors of fallen EMS providers. All this is accomplished through drilling in military etiquette and attention to detail.

The purpose of this manual is to standardize the drill and ceremonies performed by the Wisconsin EMS Honor Guard Association and provide a resource for reference and study.

## **1. GENERAL GUIDELINES/BASIC DRILL**

### **Positions**

**Position of Attention** The position of attention is the basic military position from which most other drill movements are executed. There are no counts; however, there are seven steps in describing the position:

1. Command is "Honor Guard or (Color Guard), Attention".
2. Smartly bring your left heel against the right.
3. Turn your feet out equally to form an angle of 45 degrees. Keep your heels on the same line and touching.
4. Your legs should be straight, but not stiff at the knees.
5. Keep your hips and shoulders level and your chest lifted.
6. Your arms should be straight, but not stiff at the elbows; thumbs along the trouser seams, palms facing inward toward your legs, and fingers joined in their natural curl.
7. Keep your head and body erect. Look straight ahead. Keep your mouth closed and your chin pulled in slightly.
8. Stand still and do not talk.

### **Parade Rest**

1. Command is "Parade, Rest".
2. On "Rest", move the left foot twelve inches (measured from the inside of each heel) smartly to the left. The heels remain on line and the body weight rests equally on both legs.
3. At the same time the left foot is moved, clasp the hands behind the back.
4. The left hand is placed in the small of the back with the right hand over the left.
5. All fingers are extended and joined with the palms to the rear.
6. Keep your head and body erect. Look straight ahead. Keep your mouth closed and chin pulled in slightly.
7. Stand still and do not talk.
8. The only command you may receive at "Parade, Rest", is "Attention".

### **Ceremonial Parade Rest**

1. Command is "Ceremonial, Parade, Rest".
2. On "Rest", move the left foot twelve inches (measured from the inside of each heel) smartly to the left. The heels remain on line and the body weight rests equally on both legs.
3. At the same time the left foot is moved, clasp the hands in front of your body. Your hands should be placed around the area of the belly button.
4. The left hand is placed over the right hand.
5. All fingers are extended and joined with the palms to the rear.

6. Keep your head and body erect. Look straight ahead. Keep your mouth closed and chin pulled in slightly.
7. Stand still and do not talk.
8. The only command you may receive at "Parade, Rest", is "Attention".

#### **At Ease**

1. Command is "At Ease".
2. On "Ease", move the left foot twelve inches smartly to the left. The heels remain on line and the body weight rests equally on both legs. This movement is less precise than "Parade, Rest" and does not have to be performed crisply.
3. At the same time the left foot is moved, clasp the hands behind the back. Again, this movement is less precise and does not have to be performed crisply.
4. The left hand is placed in back with the right hand over the left.
5. You are permitted to look around and speak in low tones.

#### **Fall Out**

1. Command is "Fall Out".
  2. On "Out", leave your position in ranks, but remain nearby or proceed to a predesignated area.
- Dismissed

1. Command is "Dismissed".
2. On "Dismissed", take a 12 in step backward with the left foot, followed with the right foot returning to the Position of Attention.
3. Then perform an About Face, afterwards you would leave the area.

### **Facing Movements**

**Right Face** The purpose of facing movements is to face a unit or person to the right, left or about. While facing, your arms should not swing out from your sides, but remain at the Position of Attention.

1. Command is "Right, Face". It is a 2-count movement.
2. On "Face", turn your body to the right by pivoting on the heel (rear) of the right foot and ball (front) of the left foot. This is count 1.
3. Next, place the left foot crisply next to the right foot at the Position of Attention. This is count 2 and completes the movement.

#### **Left Face**

1. Command is "Left, Face". It is a 2 count movement.
2. On "Face", turn your body to the left by pivoting on the heel (rear) of the left foot and ball (front) of the left foot. This is count 1.
3. Next, place the right foot crisply next to the left foot at the Position of Attention. This is count 2 and completes the movement.

#### **About Face**

1. Command is "About, Face". It is a 2-count movement.
2. On "Face", place your right toe half a foot length behind and slightly to the left of your heel. Do not change the position of your left foot. Rest your weight evenly on the left heel (rear) and the ball (front) of the right foot. This is count 1.
3. Next, turn smartly to the right until facing rear. The turn is made on the left heel (rear) and ball (front) of the right foot resuming the Position of Attention. The knees remain straight, but not locked during the movement. Your thumbs will remain on the seams of your trousers throughout the turn. This is count 2 and completes the movement.

## **Salutes**

### **Present Arms**

1. Command is "Present, Arms". This is a 1-count movement.
2. On "Arms", raise your right hand smartly in the most direct manner until the tip of your forefinger touches the lower part of the cover above and slightly right of your right eye. Your fingers should be extended straight and joined with the thumb along the forefinger. You should be able to see your entire palm when looking straight ahead. Your upper arm should be parallel with the deck with the elbow in line with the body and your forearm at a 45-degree. Your wrist and hand should be straight, a continuation of the line made by your forearm. The rest of your body will remain at the Position of Attention. This is count 1 and completes the movement.

### **Order Arms**

1. Command is "Order, Arms". This is a 1-count movement.
2. On "Arms", lower your right hand down to your right side resuming the Position of Attention. Your fingers should resume its natural curl. This is count-1 and completes the movement.

### **Honor Salute**

1. Command is "Honor, Salute". This is a 2-count movement.
2. On "Salute", raise your right hand slowly over 3 seconds in the most direct manner until the tip of your forefinger touches the lower part of the cover above and slightly right of your right eye. Your fingers should be extended straight and joined with the thumb along the forefinger. You should be able to see your entire palm when looking straight ahead. Your upper arm should be parallel with the deck with the elbow in line with the body and your forearm at a 45-degree. Your wrist and hand should be straight, a continuation of the line made by your forearm. The rest of your body will remain at the Position of Attention. This is count 1.
3. After a period of 3 seconds, slowly lower your right hand down to your right side over 3 seconds resuming the Position of Attention. Your fingers should resume its natural curl. This is count 2 and completes the movement.

## **Marching**

### **Forward March**

1. Command is "Forward, March".
2. On "Forward", shift your weight to the right leg without noticeable movement.
3. On "March", step off smartly, left foot first, and march straight ahead with 30-inch steps. Swing your arms easily in their natural arcs, 6 inches straight to the front and 3 inches to the rear. Do not exaggerate movements.
4. Proceed in the direction of march until instructed with another command.

### **Halt**

1. Command is "Honor Guard or (Color Guard), Halt". The preparatory command "Honor Guard", and command of execution "Halt" should both be given as the left foot strikes the deck. The command "Halt" can be given from Forward March, Mark Time, and Half Step.
2. On "Halt", take one more step forward with the right foot then bring the rear heel of the left foot forward against the heel of the right foot already planted resuming the Position of Attention.

### **Mark Time**

Mark Time can be given at the halt or on the march.

1. At the Halt the command is "Mark Time, March".
2. On "March", beginning with your left foot, then alternating, raise each foot so that the ball of the foot is approximately 2 inches and the heel approximately 4 inches from the deck at a cadence of quick time. At the same time, swing your arms naturally as in marching. Do not exaggerate movements. The rest of your body will remain at the Position of Attention. The commands "Forward, March", "Half Step, March", or "Honor Guard, Halt" are given to resume or stop marching.

1. On the March the command is "Mark Time, March". The preparatory command "Mark Time", and command of execution "March" should both be given as the left foot strikes the deck.
2. On "March", take one more step forward with the right foot and stop, then beginning with your left foot, then alternating, raise each foot so that the ball of the foot is approximately 2 inches and the heel approximately 4 inches from the deck at a cadence of quick time. At the same time, swing your arms naturally as in marching. Do not exaggerate movements. The rest of your body will remain at the Position of Attention. The commands "Forward, March", "Half Step, March", or "Honor Guard, Halt" are given to resume or stop marching.

### **Half Step**

Half Step can be given at the halt or on the march.

1. At the Halt the command is "Half Step, March".
2. On "March", step off forward in quick time cadence with 15-inch steps. The balls of your feet should strike the deck before your heels. At the same time begin swinging your arms 6 inches to the front and 3 inches to the rear. Do not exaggerate movements. The rest of your body will remain at the Position of Attention. The commands "Forward, March", "Mark Time, March", or "Honor Guard, Halt" are given to resume or stop marching.

1. On the march the command is "Half Step, March". The preparatory command "Half Step", and command of execution "March" should both be given as the left foot strikes the deck.
2. On "March", step off forward in quick time cadence with 15-inch steps. The balls of your feet should strike the deck before your heels. At the same time begin swinging your arms 6 inches to the front and 3 inches to the rear. Do not exaggerate movements. The rest of your body will remain at the Position of Attention. The commands "Forward, March", "Mark Time, March", or "Honor Guard, Halt" are given to resume or stop marching.

### **Side Step**

The purpose of side step is to move the unit a short distance to the right or left. There are no counts, however there is a cadence of 1-2. This movement begins at the Position of Attention.

1. Command is "Right or (Left) Step, March". This is a 2 count movement.
2. On "March", move your right foot 12 inches to the right, then place your left foot smartly beside your right. Repeat this movement at quick time. Keep your legs straight, but not stiff. Hold your arms at your sides as in the position of attention.
3. To Halt this movement the command is "Honor Guard, Halt".
4. On "Honor Guard" the feet are separated taking a side step
5. On the command "Halt", the feet should be together. Then take one more side step and Halt at the Position of Attention.

### **To The Rear**

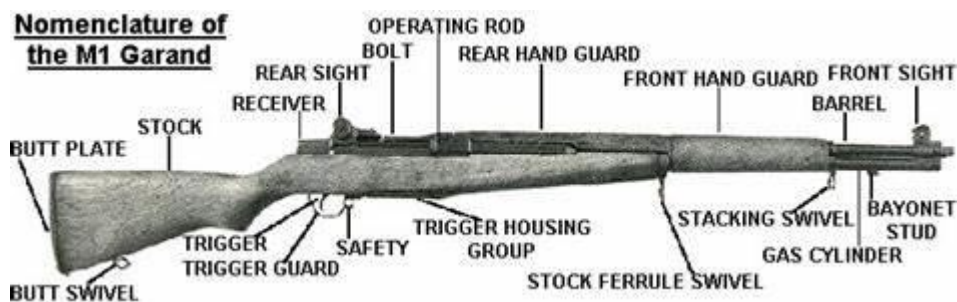
The purpose of this movement is to march the unit to the rear for a short distance.

1. Command is "To the Rear, March". The preparatory command "To The Rear", and command of execution "March" should both be given as the right foot strikes the deck.
2. On "March", step forward with the left foot.
3. Then turnabout to the right on the balls of both feet and immediately step out to the rear with the left foot. This is done without loss of cadence. When turning, the feet should be about 15 inches apart. Hold your arms at your sides as in the position of attention.
4. Proceed in the direction of march until instructed with another command.

#### **Change Step**

1. Command is "Change Step, March". The preparatory command "Change Step", and command of execution "March" should both be given as the right foot strikes the deck.
2. On "March", take one more 30-inch step, then as your right foot comes forward to the next step, place the toe near the left heel and step out again with the left foot. This changes the cadence count, but not the rhythm.
3. Proceed in the direction of march until instructed with another command.

## **2. MANUAL OF ARMS FOR THE RIFLE (M-1 GARAND)**



In describing the manual of arms, the term, "at balance", refers to a point on the rifle just forward of the trigger housing.

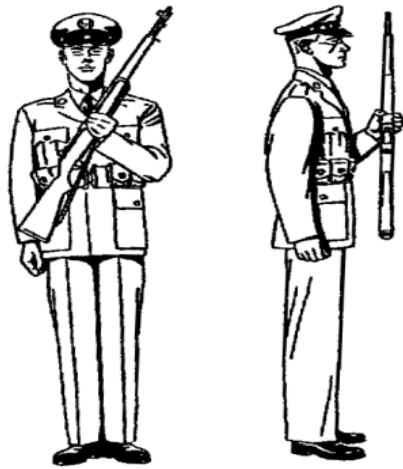
Whenever a position is described as "diagonally across the body", the rifle barrel is up. The butt is in front of the right hip, and the rifle barrel crosses a point opposite the junction of neck and left shoulder. The rifle is grasped at the balance with the left hand. Hold palm of hand toward the body with wrist straight.

The cadence for rifle movement is quick time. In the early stages of training give full attention to the details of the motions. Cadence is acquired gradually as handling the rifle is mastered. Sometimes the instructor may require counting aloud in cadence with motion.

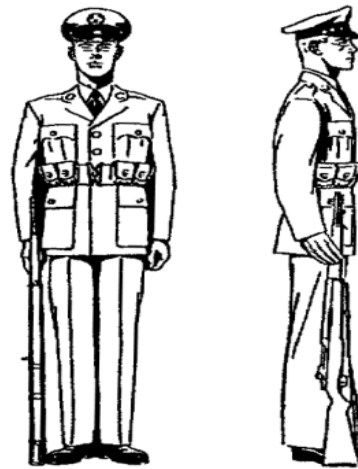
The manual of arms is taught at the halt. For the purpose of instruction, it may be taught BY THE NUMBERS. To add interest to the drill or to prevent fatigue in long marches, right shoulder to left shoulder (or left shoulder to right shoulder), or port arms may be given when marching at attention.

#### **POSITION OF ORDER ARMS**

Rest the butt of the rifle on ground with barrel to rear. Hold toe of the butt against right shoe and on line with the toe. Hold rifle between thumb and fingers of right hand, keeping the open part of the hand to the front and hand and forearm behind the weapon. Hold left hand as in the position of attention.



LEFT HAND AT THE BALANCE.



POSITION OF ORDER ARMS.

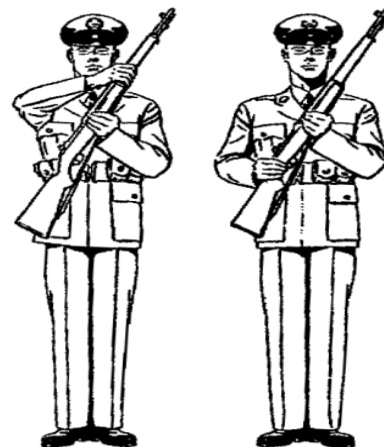
### ORDER ARMS FROM TRAIL ARMS

From trail arms, the command is "ORDER ARMS". At the command "ARMS", lower rifle with right hand and resume the order.

### PORT ARMS FROM ORDER ARMS

At order arms, the command is "PORT ARMS". At the command "ARMS" which is the count of (one) in this movement, raise the rifle with the right hand and carry it diagonally across the front of the body until the right hand is in front and slightly to the left of the face. The butt of the weapon is in front of the right hip, with the barrel up. The barrel crosses a point opposite the junction of neck and left shoulder.

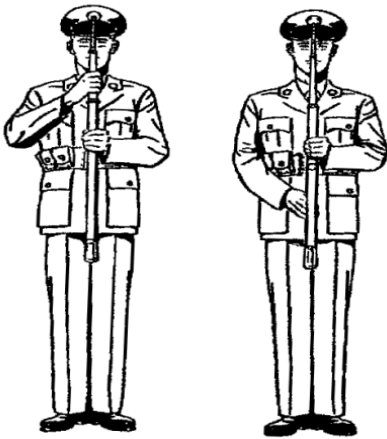
At the same time, grasp rifle at the balance with the left hand, palm toward body with wrist straight and fingers joined. (Two) Move right hand to the small of the stock, grasping it, palm down, holding the right forearm horizontal; left elbow rests against the body. The rifle is held approximately 4 inches from and parallel to the body.



EXECUTION OF PORT ARMS.

## **PRESENT ARMS FROM ORDER ARMS**

At the order arms, the command is "PRESENT ARMS". At the command "ARMS", which is the count of (one) in this movement, carry the rifle in front of the center of body with right hand. The barrel is to the rear and vertical. Grasp the rifle with left hand at the balance, the forearm horizontal and resting against the body. (Two) Grasp the small of the stock with the right hand.



**PRESENT ARMS.**



**NEXT TO LAST POSITION IN EXECUTING ORDER ARMS.**



## **ORDER ARMS FROM PRESENT ARMS**

At present or port arms, the command is "ORDER ARMS". On the command "ARMS", which is the count of (one) in this movement, move right hand from its grasp on the stock and regrasp the weapon between the upper sling swivel and stacking swivel. (Two) Release the grasp of the left hand, lower rifle to the right so that the butt is 3 inches from the ground, barrel to the rear, left hand with fingers extended and joined steadying the rifle.

Keep forearm and wrist straight and inclined downward. (Three) Complete the order by lowering rifle gently to the ground with right hand. Cut away the left hand smartly to side. Lower rifle gently but smartly. Do not thrust it down forcibly

## **PRESENT ARMS FROM PORT ARMS**

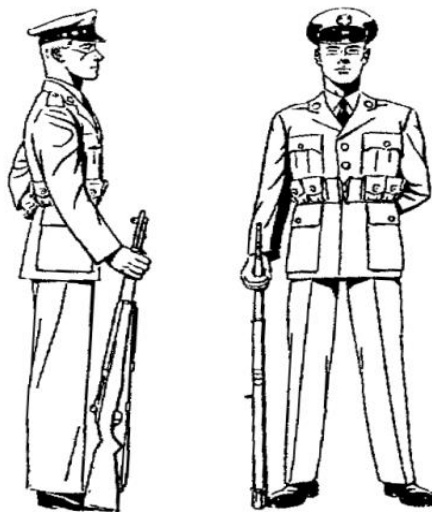
At port arms, the command is "PRESENT ARMS". At the command "ARMS", lower and twist the rifle with the right hand, moving the rifle to a vertical position and regrasping it just forward of the balance with the left hand. This movement is executed in (one) count.

## **PORT ARMS FROM PRESENT ARMS**

At present arms, the command is "PORT ARMS". At the command "ARMS", raise and twist the rifle with the right hand, moving the muzzle with left hand and regrasping the rifle at the balance with the left hand. This movement is executed in (one) count.

## **PARADE REST FROM ORDER ARMS**

At order arms, the command is, "PARADE REST". At the command "REST", move the left foot smartly 12 inches to the left of the right foot, keeping the legs straight so that the weight of the body rests equally on both feet. At the same time, incline the muzzle of the rifle to the front. Extend right arm with right hand grasping rifle just below the stacking swivel. Place left hand behind body, resting it on small of back, palm flattened and to the rear.



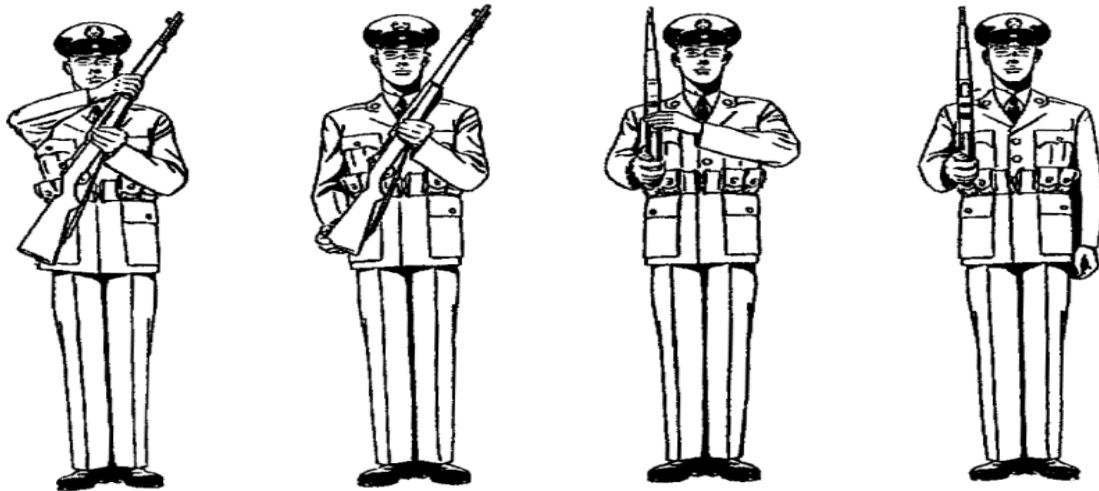
PARADE REST WITH RIFLE.

## ATTENTION FROM PARADE REST

At parade rest, the command is "TEAM (COLOR GUARD) ATTENTION". At the command "ATTENTION" resume the position of order arms.

## RIGHT SHOULDER ARMS FROM ORDER ARMS

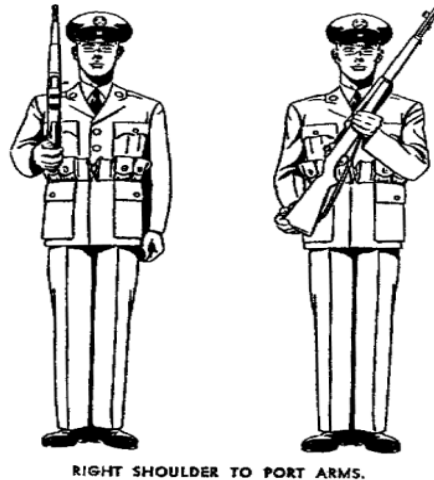
At order arms, the command is "RIGHT SHOULDER ARMS". On the command "ARMS" (one) raise and carry the rifle diagonally across the body with the right hand. At the same time grasp the rifle at the balance with the left hand. (Two) Regrasp the butt with the right hand, the heel of the butt between the first two fingers and thumb with fingers closed on the stock. (Three) Without changing the grasp of the right hand, place the rifle on right shoulder, barrel up and inclined at an angle of about 45 degrees from the horizontal. Hold the right elbow against side of body with the forearm horizontal, with the rifle in a vertical plane perpendicular to the front. The trigger guard should be in the hollow of the right shoulder. (Four) At the same time with the left hand at the small of the stock, thumb and fingers extended and joined; guide the rifle to the right shoulder. The first joint of the forefinger touches the rear end of the receiver. Hold wrist straight and elbow down. (Five) Cut away left hand smartly to the side.



EXECUTION OF RIGHT SHOULDER ARMS.

## **PORT ARMS FROM RIGHT SHOULDER ARMS**

At right shoulder arms, the command is "PORT ARMS". On the command "ARMS" (ONE) press the rifle butt down quickly and throw the rifle diagonally across the body, at the same time turning the butt clockwise  $\frac{1}{4}$  turn so as to bring the barrel up. Retain the grasp of right hand on the butt and with the left, grasp the rifle at the balance. (Two) Move the right hand to the small of the stock.



## **ORDER ARMS FROM RIGHT SHOULDER ARMS**

At right shoulder arms, the command is "ORDER ARMS". On the command "ARMS", execute the first movement as prescribed for port arms from right shoulder arms. (Two) (Three) (Four) Execute the three movements prescribed for order arms from port arms.

## **RIGHT SHOULDER ARMS FROM PORT ARMS**

At port arms, the command is "RIGHT SHOULDER ARMS". On the command "ARMS" bring the right hand to the butt. (Two) (Three) Execute the last two movements as prescribed for right shoulder arms from order arms.

## **MANUAL OF ARMS WHILE MARCHING**

The manual of arms is not executed in marching except when marching at attention, to change from right shoulder to left shoulder or port arms and the reverse. These movements may be used to add interest to the drill or to prevent fatigue in long marches at attention. The command of execution is given as the foot in the direction of the desired movement strikes the ground. One more step is taken and then the ordered movement is executed in the cadence of the march.

### 3. SABER AND SWORD

When performing Manual of Arms, please keep these important points in mind:

- Blade tips are relatively sharp; exercise care during use.
- Sword and saber manual of arms is a developed and practiced skill. Do not be flamboyant when handling a drawn sword.
- Swords/sabers are intended for ceremonial use only. Horseplay, re-enactment fighting, and sword-to-sword impact is dangerous and can result in damage to the blade and personal injury.
- Children have a natural fascination with swords and often mistake a ceremonial sword for a weapon. Supervise children closely and teach them that the misuse of a sword is dangerous.

*The saber is worn by officers while participating in ceremonies with troops under arms, or as directed. It is carried on the left side of the body attached to the belt by the scabbard chain with the guard of the saber to the rear.*

#### NOMENCLATURE

The nomenclature for the saber is saber for all officers, model 1902. The blade is 31 inches long. The nomenclature for the sword is noncommissioned officer's sword, model 1840.

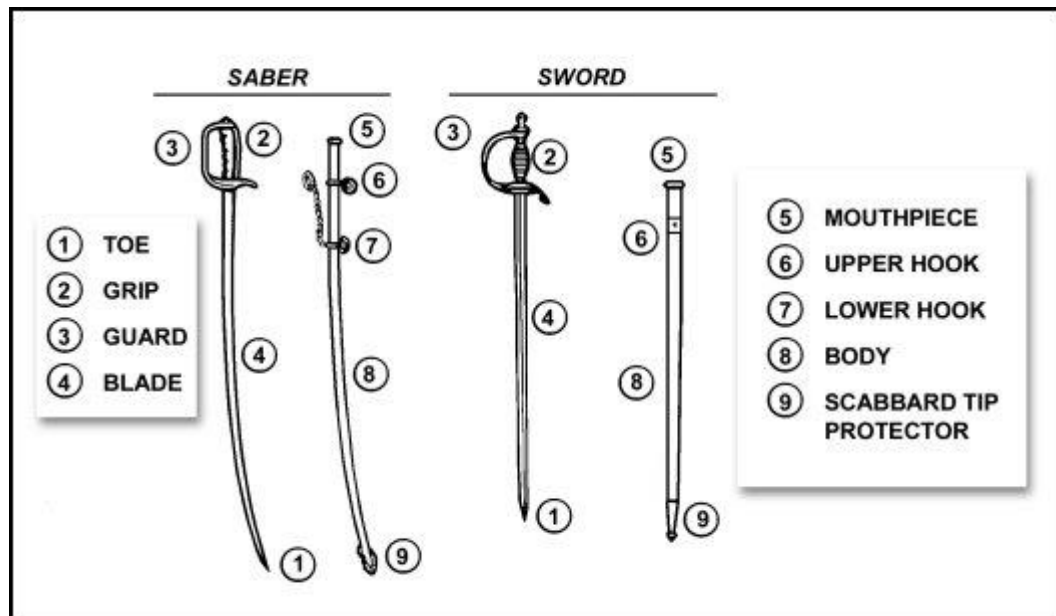


Figure F-1. Nomenclature, saber and sword.

## STANDING MANUAL OF ARMS

Execute *Standing* with the saber (sword) using the following procedures:

**Attention.** This is the position before the command ***Draw, SABER (SWORD)*** and after the command ***Return, SABER (SWORD)***. The hands are behind the trouser seams and the thumbs touch the first joint of the forefingers ([Figure F-2](#)).

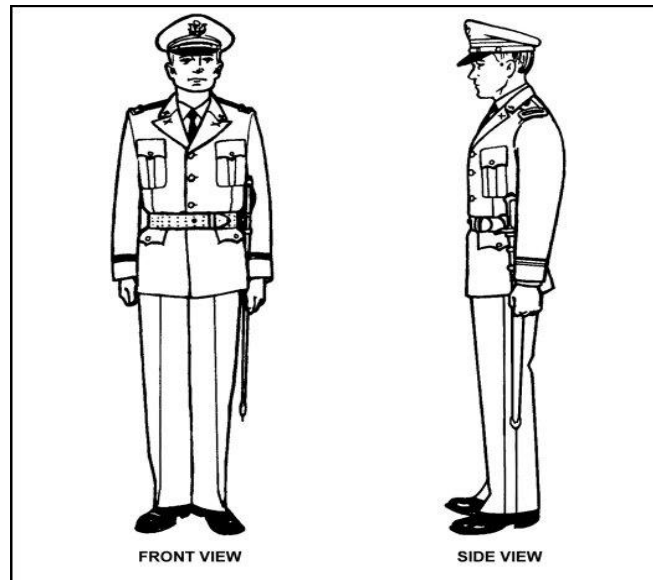


Figure F-2. Position of Attention.

**Draw Saber (Sword).** [Figure F-3](#) shows the sequence for executing *Draw Saber (Sword)*.

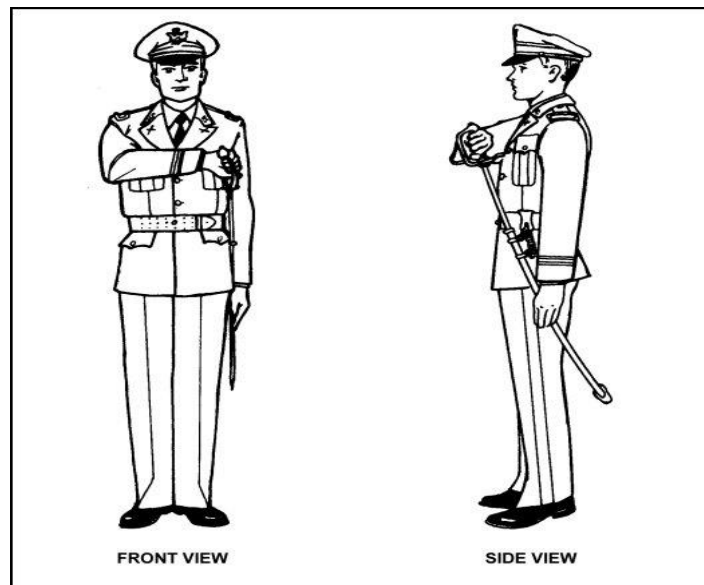


Figure F-3. Draw Saber (Sword).

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

On the command of execution **SABER (SWORD)**, the saber (sword) is pulled out of the scabbard and held in the position of *Carry Saber (Sword)*. The saber (sword) should be held with the inner blade-edge riding in a vertical position along the forward tip of the right shoulder ([Figure F-4](#)).

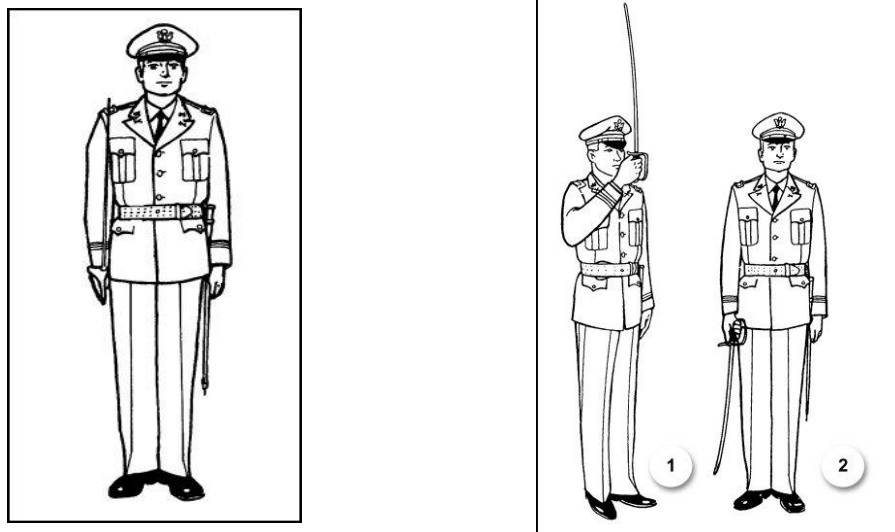
**Carry Saber (Sword).** The *Carry Saber (Sword)* position is assumed under the following situations:

- To give commands.
- To change positions.
- By officers when officially addressing (or when officially addressed by) another officer, if the saber is drawn.
- By NCOs when officially addressing a Soldier, or when officially addressed by an officer, if the sword is drawn.
- Before returning the saber (sword) to the scabbard.
- At the preparatory command for (and while marching at) quick time.

**At *Carry Saber (Sword)*** ([Figure F-4](#)), 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 trouser leg. The point of the blade rests inside the point of the shoulder and not along the arm. The saber (sword) is held in this position by the thumb and forefinger grasping the grip, and it is steadied with

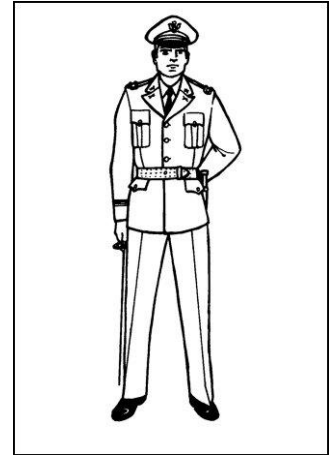
***Present Saber (Sword)*** may be executed from the *carry* when serving in the capacity of commander of troops or serving in a command that is not part of a larger unit. On the preparatory command of ***Present***, the saber (sword) is brought to a position (at the rate, of two counts) approximately four inches from the nose so that the tip of the saber (sword) is six inches from the vertical (1, [Figure F-5](#)). At the command of execution **ARMS**, the right hand is lowered (at the rate of two counts) with the flat of the blade upward, the thumb extended on the left side of the grip (2, [Figure F-5](#)), and the tip of the saber (sword) about six inches from the marching surface.

On the command **Order ARMS**, the saber (sword) is returned to the position of *Carry Saber (Sword)*.



**Figure F-5. Present Saber (Sword).**

**Parade Rest.** This position is assumed without moving the saber (sword) from the *Order Arms* position. At the command of execution, the left foot is moved about 10 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 ([Figure F-6](#)). At the command of execution **ATTENTION**, the left hand and foot are returned to the *Position of Attention*.



**Figure F-6. Parade Rest.**

**NOTE:** Whenever the saber (sword) is at the *Order Arms* position the saber (sword) is straight, not at an angle inward or outward in relationship to the body.

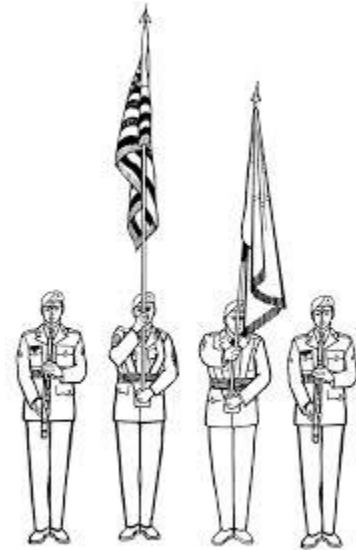
**Return Saber (Sword).** This movement is executed from *Carry Saber (Sword)* in three counts. At the preparatory command **Return** of the command.

## 4. COLOR GUARD

**THE COLOR AND COLORS** The National and organizational flags carried by Color-bearing units are called the National Color and the organizational Color. When used singularly, the term Color implies the National Color. The plural term Colors means the national and positional or organizational Colors. By regulation, the organizational Color is not authorized a Salute.

**During a review, parade, or honor guard ceremony,** ordinarily only one National Color is present. The National Color is given the honor position and is carried on the marching right of positional and organizational Colors. The organizational flag (Wisconsin, Honor Guard, others when authorized) is carried to the immediate left of the National Color.

**SALUTES** The National Color renders no Salute (dip).



The organizational Color salutes (dips) in all ceremonies while the National Anthem, "To the Color," or a foreign national anthem is being played, and when rendering honors to the organizational commander or an individual of higher grade including foreign dignitaries of higher grade, but in no other case.

**The Color guard is formed and March in one rank at Close Interval,** the bearers in the center. They do not execute Rear March or About Face. The Color guard marches at Right Shoulder Arms and executes Facing movements by wheeling to the right or left. The command for a Facing movement is Right (Left) Wheel, MARCH. To execute a Wheeling movement, the guard nearest the direction of turn serves as the pivot point and executes the movement by marching in place and simultaneously turning in the new direction. Other members shorten their steps and turn in an arc keeping abreast of each other to maintain alignment. When the movement has been completed, each member automatically marches in place until the command HALT or Forward, MARCH is given.

**When passing in review,** the Color guard executes Eyes Right at the prescribed saluting distance on the command of the Color sergeant. The commands are Eyes, RIGHT and Ready, FRONT. The organizational color salutes at the command RIGHT, and resumes the Carry at the command FRONT. The guard on the right flank of the Color guard does not execute Eyes Right.

**During ceremonies,** the Color guard remains at Right Shoulder Arms except when executing Present Arms (as specified in subparagraph f).

**When not participating in a ceremony and a situation occurs that warrants a Salute by the organizational Color,** the Color sergeant commands Color, SALUTE. The return to the Carry is made at the command Carry, COLOR.

When in formation with the Color company, and not during a ceremony, the Color bearers execute At Ease and Rest, keeping the staffs of the Colors vertical. The Color guard executes Right Shoulder Arms, Order Arms, and Present Arms with the Color company. During ceremonies when the Colors are not forward and remarks are to be made, the Color guards and Color bearers execute Order Arms and



Parade Rest on command of the Color company commander. During any ceremony when the units are At Ease, the Color guard and Color bearers are at Parade Rest.

**POSTING AND RETIRING THE COLORS** Formal assemblies conducted indoors begin with the presentation of the Colors, referred to as posting the Colors, and end with the retirement of the Colors.

The following instructions outline the procedures for posting and retiring the Colors, with a head table and without head table. Since indoor areas vary in size, configuration, and intended purpose, these instructions do not apply to all situations. Therefore, persons planning an indoor ceremony can modify these instructions based on their specific floor plan.

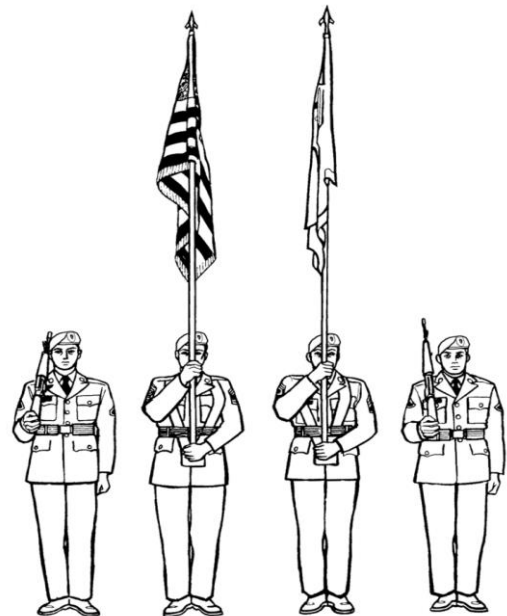
**Posting the Colors.** The Color guard forms outside the entrance to the dining area, auditorium, or meeting hall. The audience is directed to stand until the Colors are posted. If the playing of the National Anthem (or other appropriate music) and the invocation are scheduled, the audience will remain standing until they are completed. (1) When the arrangements include a head table, the Color guard enters in a line formation, preferably, or forms in a line immediately inside the room and moves to a position centered on and facing the head table/lectern.

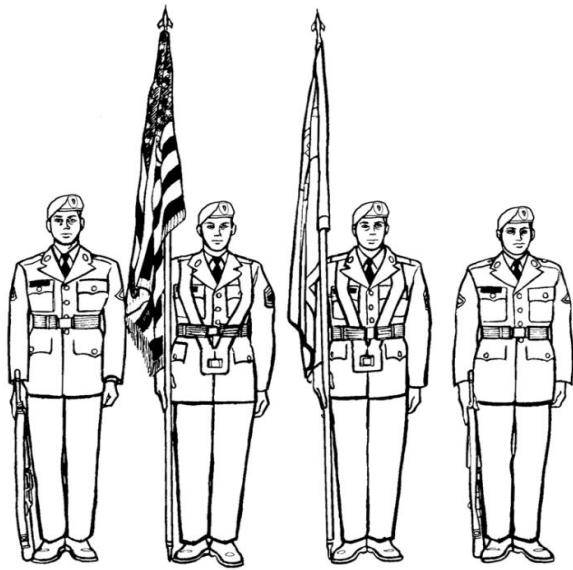
When the Colors arrive at the predesignated position, the command: Post Colors, one motion colors are placed in stand, fronts the flag, takes two steps back (Together) and the command is given Present, ARMS.

After a three count, the flag bearers will return to the formation.

**Retiring the Colors,** in most circumstances we present colors for an event, we generally do not retire the colors of an event. Each event is different and the commander will need to address the color guard with any plans to close and event and retire the colors.

**POSITION OF THE COLORS AT THE CARRY** At the Carry, rest the ferrule of the staff in the socket of the sling. The socket is below the waist and adjusted to ensure that the finials of all Colors are of equal height. Grasp the staff with the right hand (even with the mouth) and incline it slightly to the front with the left hand securing the ferrule in the socket. The left hand may be positioned immediately below the right hand to more firmly secure the Colors on windy days.



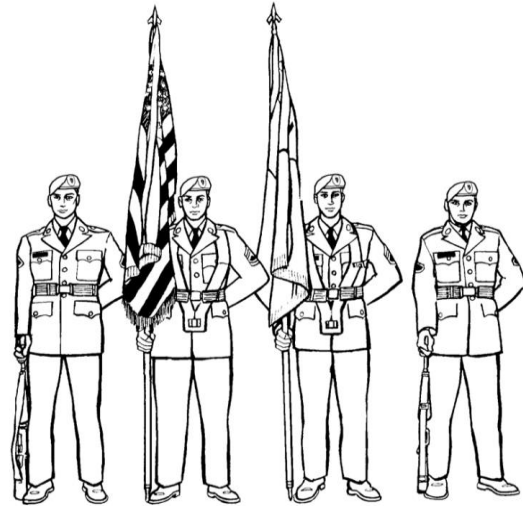


## POSITION OF THE COLORS AT THE ORDER

At the *Order*, rest the ferrule of the staff on the marching surface touching the outside of the right footgear opposite the ball of the right foot. Hold the staff in the right hand with the back of the hand facing outward and the fingers wrapped around the staff. Rest the staff against the hollow of the shoulder.

## POSITION OF THE COLORS AT PARADE REST

*Parade Rest* with the Colors is executed with staffs vertical. The *Order* and *Parade Rest* are executed with the Color company except during ceremonies when the Colors remain at the *Carry Position*.



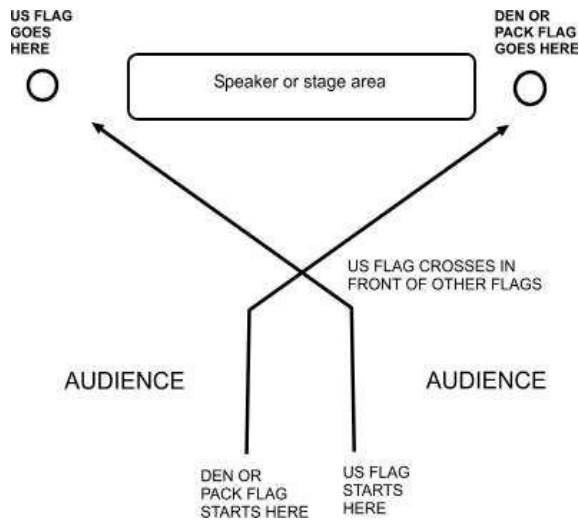
## POSITION OF THE ORGANIZATIONAL COLOR AT COLOR SALUTE

This position is assumed from the carry by slipping the right hand upward about 4 inches and then thrusting the arm forward shoulder high and horizontal to the marching surface forming an approximate 45-degree angle. When the Colors salute with troops who execute *Present Arms* from the *Order*, the Color bearers assume the position of *Carry* at the command **ARMS** and then execute the *Color Salute* (Figure 15-9). When casing or uncasing Colors indoors (at the *Order*), the organizational Color bearer salutes (dips) by slipping his right hand upward and grasping the staff firmly, with the forearm horizontal and the staff thrust forward until the arm is fully extended. The United States flag does not dip/salute.

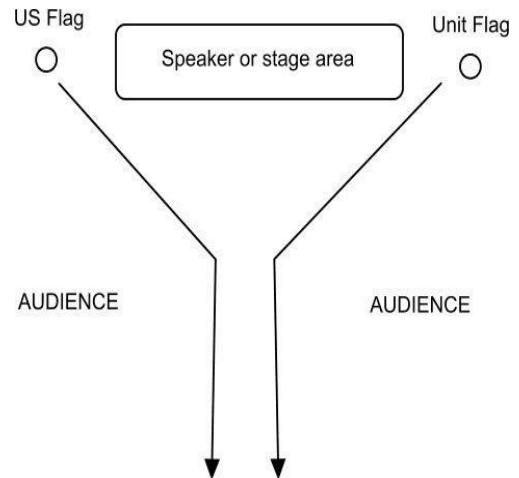


## 5. POSTING OR RETRIEVING THE FLAG AT CERMONIES

### Posting flags

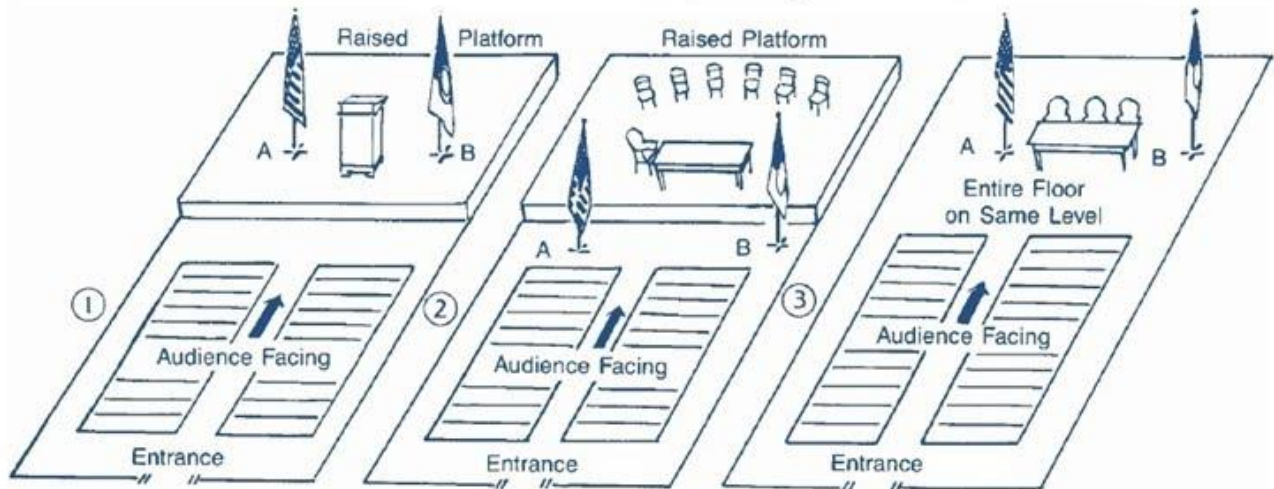


### Retrieve Flags



## Diagrams of Flag Positions

Note: A stands for the national flag,  
B stands for any other flag.



## 6. FLAG FOLDING

### *“On behalf of a grateful nation...”*

To properly fold the flag follow these directions:



- 1 To begin, with one person at either end, hold the flag waist high so that its surface is parallel to the ground.



- 2 Fold the lower half of the stripe section lengthwise over the field of stars, holding the bottom and top edges securely.



- 3 Fold the flag again lengthwise, now with the blue field on the outside.



- 4 Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag.



- 5 Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.



- 6 Continue the triangular folding until the entire length of the flag is folded in this manner.



- 7 When the flag is completely folded, only a triangular blue field of stars should be visible. If a hem protrudes beyond the blue field, it should be neatly tucked inside the folds of the flag so it does not show.

The folded flag is then presented to the next of kin.

Shall only be folded wearing white gloves, do not touch bare handed even in drill/practice.

## 7. PALLBEARER

Occasionally a family may ask us to provide this service. If EMS Honor Guard is requested to do so, understand this is an honor to be asked, and a great service to the family. We must have a minimum of six personnel to do this. The NBP will work with the funeral director On details of the service.

### General Rules

Six- Personnel:

#1: Hand-off      #2: cross mark      #3: Fold



#4: Carry      #5: mark      #6: command

Hand positions posture footing are important to properly carry the casket with an effortless expression. NPB's side (Carry & Mark) will carry the casket with their left palm facing down on the carrying handle and the right palm facing up. Fold's side (Cross Mark & Hand-Off) carries the casket with their right palm facing down on the carrying handle and the left palm facing up

The proper posture for carrying is body straight up and down, shoulders rolled back, and head and eyes straight forward. 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. *Note: To prevent injury, DO NOT lean away from the casket or have it resting on your hip when carrying.*

When transporting an urn (cremate container), Pallbearers walk with suspended arm swing (arms remain stationary at the sides, not pinned to the side). NPB will always carry the flag and Fold will carry the urn. *Note: In the case of multiple urns, Cross Mark will carry the second urn. If more urns are present, the funeral director should preposition those at the lowering device.*

**The casket, with two exceptions, will always travel feet first (blue field of stars toward the rear).**

One variant of this rule is during an **"UP and FACE"** at which time the casket will travel head first due to an obstruction to the lowering device, or some other adverse condition, preventing the team from going onto the platform over the head-end of the grave. In this instance, as with a normal "feet first" carry; the team will follow the presiding Chaplain.

Another variation is during the funeral for a Military Chaplain. It is customary that when carried into or out of the chapel, that their casket travel head first. Their remains will be transported to gravesite in the normal, "feet first" manner.

Six Pallbearers will be used for funerals when a casket or urn is transported. The order when the team is carrying the casket is as follows.

#6 Commands: responsible for the accountability, conduct, safety, position assignments and performance of the Pallbearers under his/her direction. NBP will be accountable to the OIC/NCOIC of the ceremony for all actions of their team. *Note: NPB and Hand-Off do not have to be the highest-ranking members of the team. He/she should be the most experienced and qualified member to complete the mission successfully. During a Standard Honors Funeral, the NPB will be the OIC/NCOIC.*

Will perform graveside checks to determine path of travel and casket placement, and attend all post ceremony briefings.

Ensure all personnel are prepared to execute pre-ceremony (warm-ups), inspection and ceremony procedures. Possess extensive knowledge of element procedures and pallbearing sequences.

Commands given by #6 shall be

++called using the correct volume, projection, distinctness, inflection, and snap as trained.

In most cases will 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.

## **Pallbearing Move**

The commands and movements match all other commands. Added to commands are:

**Hang Step.** The “Hang Step” sequence is executed after the command of “STEP” is given and is used to position the team behind the hearse. Arms should be suspended, but not pinned to the side. Sharply place the left foot in front of and to the left of the right, letting it “hang” approximately 1-2 inches off the ground. After the pause, the entire team will glide forward keeping the elevated foot level and parallel to the ground, placing it down approximately 12 inches in front of the stationary foot. Sharply place the right foot directly in front of and to the right of the left, letting it “hang” slightly off the ground. Repeat as necessary until given the command of left/right flank.







### Pallbearing Sequences

**Behind the Hearse Sequence:** Pallbearer team will continue to march to the back of hearse. When the team is approximately 1 to 2 feet or the doors length away from the hearse, NPB will command **“MARK, TIME”**. **“MARK”** is called on the left foot and **“TIME”** is called on the right foot. NPB must allow 4-6 Mark Time steps for the team to adjust their distance; this is followed by NPB’s command, **“BEARERS, HALT”**.

The team halts and executes a center face and then takes one side step toward the hearse (except Hand-Off). *Note: The cadence for the behind the hearse sequence is as follows: “Bearers, HALT”; step stop, center in, step down (toward the hearse).*

Hand-Off will stop and stand fast as the team faces toward each other and as the team side steps towards the hearse; Hand-Off takes one side-step diagonally and centers between each file. *Note: The cadence for the behind the hearse sequence for Hand-Off is as follows: “Bearers, HALT”; step stop, stand fast, step diagonal, centering their shoulder on Carry.*

### Behind the Hearse (Casket Removal).

After steps are complete, the entire team (except Hand-Off) makes eye contact with the person across from them and executes a three-second head drop (1 second pause then head drops will be executed off the cadence of the commander.

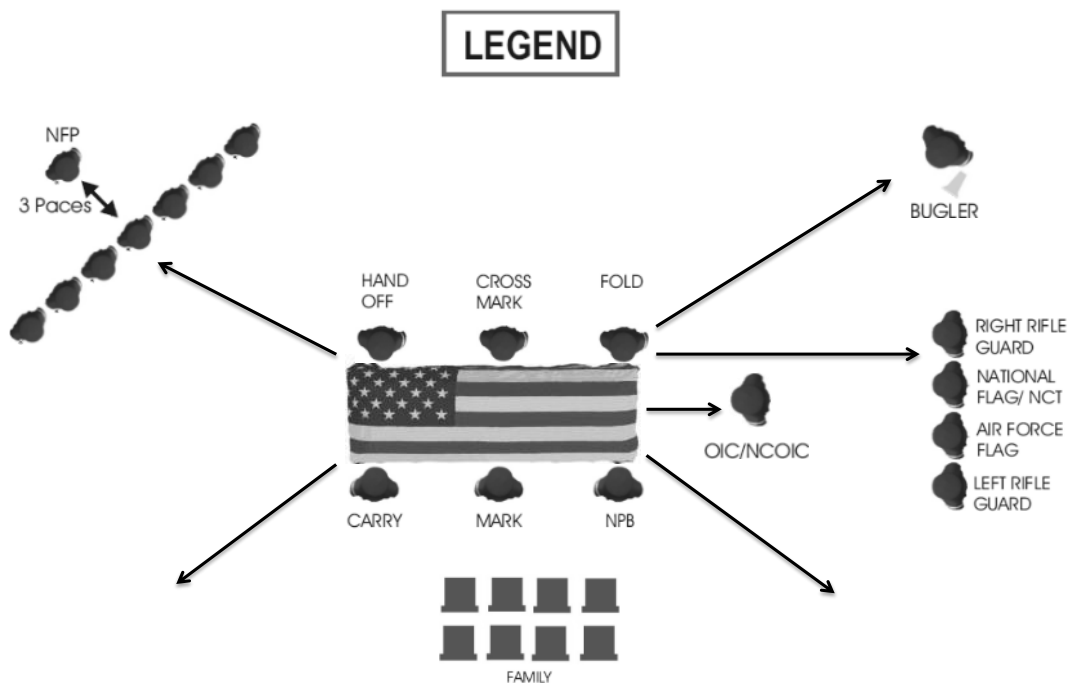
## PALLBAERS - COMMANDER DUTIES

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. *Note: Prior to OIC/NCOIC giving the command, "Secure" it is their responsibility to ensure the adjustable bier pin "stopper" has been removed from the head of the casket.*

Conducts post-ceremony briefing so all members can brief any discrepancies noticed within any of the teams during the ceremony.

Presents the folded flag to the Next of Kin (NOK) placing long fold towards the receiver and then delivers the message of condolence.

Message of condolence is as follows: ***"On behalf of the Governor of the State of Wisconsin, the Wisconsin EMS Honor Guard, and a Grateful Community, please accept this flag as a symbol of our appreciation for your loved one's honorable and faithful service."***





## 8. BUGLER

### General Information

The Bugler is a necessary and crucial component to military funerals. At least two (2) members of the funeral honors detail will be members of the armed services (other than members in a retired status) at least one (1) of whom will be a member of the military service of which the decedent was a member.

### Bugler Location:

Bugler is positioned at a minimum 50 paces diagonally from gravesite. If possible, the entire family should be able to see the Bugler. If Firing Party is also performing, the Bugler is positioned in the opposite line of sight, usually diagonal to the foot end of the casket.

### Equipment

Every effort will be made to provide Taps via a professional Bugler, military or civilian, voluntary or contracted. If a professional Bugler is not available, Taps will be provided using the ceremonial bugle. If neither professional musician nor the ceremonial bugle is available, a high-quality recorded version of Taps will be played, if the family has been advised. The detail will provide the audio equipment if not otherwise available for use at the cemetery. Test Ceremonial Bugle prior to departing Honor Guard facility and on location to ensure it is functioning properly and to familiarize yourself with the operating procedures. *Note: Ensure an extra set of batteries is available.*

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.

During memorial services, the Bugler may be placed indoors or outdoors. If indoors, the acoustics of the area should be such that the sound is not overbearing.

### Ceremonial Bugle Operating Diagram

1. Play Button – Taps will start in five seconds and the bugle should be placed near the mouth.
2. Green Operating Light- The green light will illuminate 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.



## Parade Rest



## Present/ Order Arms



## TAPS COMPLETE

Once Taps is complete; the Bugler will bring the ceremonial bugle back to the position of Attention and render a salute. *Note: Ensure to turn the selector switch to the "Off" position after the completion of Taps.*

