

**99<sup>th</sup> RRC**  
**US ARMY HONOR GUARD**



**BASIC PROTOCOL, HONORS, AND CEREMONIES**

***TRAINING GUIDE***



# **99<sup>th</sup> Regional Readiness Command**

## **US ARMY HONOR GUARD**

### **BASIC PROTOCOL, HONORS, AND CEREMONIES**

#### ***TRAINING GUIDE***

##### **Foreword**

This manual includes information about ceremonies performed by the United States Army Honor Guard and Base Honor Guards worldwide. It will be used to standardize ceremonies and the manner in which they are performed from base to base. It provides detailed instructions on key areas such as manuals, uniforms, history and traditions, and ceremonies.

The “ceremonial guardsmen” is an individual of good reputation having integrity, ethical conduct and exhibiting standards which merit respect; responsible for protecting and overseeing the maintenance of standards on and off duty. It is truly an occupation, which requires outstanding devotion and commitment to duty. In keeping with traditions and maintaining exceptionally high standards the honor guard will continue to remain an icon of excellence.



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## **Chapter 1**

### **STANDING MANUALS (without a weapon)**

#### **1.1. Introduction.**

1.1.1. This chapter explains the basic movements which must be mastered before attempting to accomplish drill and ceremonies with a weapon. Many of the drill movements resemble those covered in FM 3-21.5, Drill and Ceremonies, and others are unique to the Honor Guard.

#### **1.2. Position of Attention.**

1.2.1. The command of execution is Attention and will be preceded by a preparatory command (i.e. Colors, Bearers, Firing Party, Flight, etc). To come to attention, bring the feet together smartly, the heels and balls of feet are together and on line. Keep the legs straight without stiffening or locking the knees. The body is erect with hips level, chest lifted, and shoulders square and even. Arms hang straight down along side the body and wrists are not bent. Place thumbs, which are resting along the first joint of the forefinger, along the seams of the trousers. Hands are cupped with palms facing the leg. Head is erect, neck is vertical with the body, and eyes are facing forward with the line of sight parallel to the ground. The weight of the body rests equally on the heels and balls of both feet, and silence and immobility are required.

#### **1.3. Positions of Rest.**

##### **1.3.1. Parade Rest.**

1.3.1.1. The command is **Parade, REST**. Upon the command of execution **REST**, lift the left foot smartly and move it to the left six to eight inches apart and parallel with each other. Feet point straight forward, legs are straight but not stiff.

1.3.1.2. As the left foot moves, arms extend to the back with hands flared properly, right hand over left hand with middle finger resting over middle finger, right hand inside of the left hand with fingers extended and joined, thumbs touching.

##### **1.3.2. At Ease.**

1.3.2.1. The command is **AT EASE**. Relax, keep the right foot in place.

1.3.2.2. The position in the formation does not change, silence is maintained.

##### **1.3.3. Rest.**

1.3.3.1. The command is **REST**. Relax, keep the right foot in place.

1.3.3.2. You may talk in low conversational tones. The position in the formation does not change.

##### **1.3.4. Fall out.**

1.3.4.1. The command is **FALL OUT**. From the position of attention, step off with the left foot, and leave the formation. Unless told otherwise, remain in the immediate area.

#### **1.4. Facing Movements.**

##### **1.4.1. Three-Count About Face:**

1.4.1.1. There is no command for this movement. This movement is only performed while moving as a solitary member and from the position of attention. Lift the left foot just enough to clear the ground and place it in front (perpendicular) of the right foot forming a "T" with both feet, bend the knees slightly. This is the first count of the movement. The position of the left foot is not changed. On the second count, lift the right foot just high enough to clear the ground and pivot 180 degrees, bringing the heels

together to form a ninety degree angle (an "L"), then bring the left foot smartly to the right foot, resuming the position of attention or step off with the left foot when necessary to move forward. Keep unoccupied arms pinned at the side for the entire movement. Head and eyes follow the lead foot on each count.

### **1.5. Present Arms/Order Arms.**

1.5.1. The command is **Present, ARMS**. Upon the command of execution **ARMS**, from the position of attention, raise the right hand up the centerline of the body, uncupping the hand and extending the fingers and thumb at approximately waist level. Continue to raise the right hand until the upper arm is parallel with the ground and slightly forward of the body (or to the extent of the belt, so that the blouse does not ride up). The line between the middle finger and elbow should be straight (do not bend your wrist or cup your hand) and the palm is slightly tilted toward the face. Touch the middle finger to the right front corner of the brim of the hat, the outer right point of the eyebrow, or the right outer point on the eyeglasses, depending on what is worn. Thumb and fingers are extended and joined. (Do not tuck thumb.)

1.5.2. To return to the position of attention, the command is **Order, ARMS**. Upon the command of execution **ARMS**, simply retrace your steps backward from present arms recupping your hand at approximately waist level. During present arms, silence and immobility are required. When performing this movement with a formation using a rifle, present arms and order arms are completed as three count movements.

## **Chapter 2**

### **APPROPRIATE WEAR OF CEREMONIAL UNIFORM ITEMS**

#### **(Dress Blue Uniform)**

##### **2.1. Ceremonial Hat.**

2.1.1. Secure the black patent leather chinstrap into the up position:

2.1.1.1. Unscrew the two chrome hat buttons holding the chinstrap into position.

2.1.1.2. Reverse the chinstrap so that the strap buckle is to the right of center when viewed from the rear.

2.1.1.3. Screw the chrome hat buttons into place ensuring the wings are in the up position.

2.1.2. Color teams and personal colors bearers wear the black patent leather chinstrap down. Wearing the chinstrap down prevents the flag(s) from knocking the ceremonial hat from the head.

##### **2.2. Ceremonial Coat.**

2.2.1. Iron the lapels of the blouse down to enable all three buttons of the blouse to be displayed. Always iron with an ironing cloth. This prevents ironing marks, burns, shining, etc.

##### **2.3. Ceremonial Belt.**

2.3.1. The ceremonial belt is worn when it is practical and pertinent to the ceremony. Wear the ceremonial belt where the member does not do an extreme amount of moving (i.e., marching in parades). Awards bearers, flower bearers, OIC/NCOIC (optional), color teams, personal colors bearer etc., wear the ceremonial belt. Pallbearers and Firing Party do not wear the ceremonial belt.

2.3.2. When blousing a guardsman, a minimum of two people are used.

2.3.2.1. Adjust the ceremonial belt to fit very tightly around the waist. The ceremonial belt rests between the second and third button of your uniform

2.3.2.2. The "blousee" holds the belt in the approximate position where the belt fastens with some slack being provided for the "blousers" hands.

2.3.2.3. The "blouser" positions the hands along two side seams on the back of the blouse, raincoat, or overcoat.

2.3.2.4. The "blouser" pulls the excess material from the front of the uniform and folds it underneath the two side seams in a forward position. When bloused, the entire uniform appears neat, wrinkle-free, and without bunches.

2.3.2.5. The "blousee" then fastens the belt in front.

2.3.2.6. The "blouser" re-checks the ceremonial belt and places the two keepers one thumbs length from the chrome belt buckle on both sides of the buckle.

##### **2.4. Ceremonial Trousers/Slacks.**

2.4.1. Use an ironing cloth when ironing.

2.4.2. When sitting down in ceremonial trousers/slacks, roll the excess material located under the knees into a neat fold to prevent wrinkling.

##### **2.5. Ceremonial Shoes.**

2.5.1. Clean and shine the shoes. Furniture polish works well.

2.5.2. Use edge dressing on the soles of the shoes, to include the welts.

2.5.3. Tuck the bows from the shoe strings into the shoe.

##### **2.6. Ceremonial Gloves.**

2.6.1. Gloves will be white.

2.6.2. Worn with the end of the glove folded under providing a neat appearance.

**2.7. Combat Boots.**

2.7.1. May be worn with the ceremonial uniform during heavy snowfall or extremely muddy conditions.

2.7.2. Do not blouse the ceremonial trousers/slacks over or into the boot.

**2.8. Overall Appearance for Ceremonial Uniform**

2.8.1. No jewelry is worn with the ceremonial uniform, i.e. earrings, bracelets, watches. Wedding rings are optional.

2.8.2. Females; if makeup is worn, it should be conservative and natural. No red or bright lipstick should be worn while in ceremonials. Hair should be pulled back, preferably in a bun. If hair is short, it must be pinned back from the face, not to protrude from ceremonial hat.

## Chapter 3 COLORS

### 3.1. General Information.

3.1.1. **Introduction:** An Army Color Team will be composed of two rifle guards and two (or three) flag bearers. The height of the team members should be as closely matched as possible. If there is a noticeable difference in members' height, the team should be arranged in a manner that is aesthetically pleasing. The NCT (NCOIC of Color Team) is the US National flag bearer and will call all commands from this position. The NCT does not have to be the highest-ranking member of the team. He/she should be the most experienced and qualified member to successfully complete the mission. The NCT is responsible for ensuring all members are well versed on their positions and ceremony sequences as well as making sure members are in proper uniform. All Color team members will wear the black chinstrap on the ceremonial hat in the down position to secure the cover to their heads. All flag bearers within the team will wear flag harnesses, even if they will not be used. (Note: ribbons and accouterments are optional when wearing the flag harnesses.) The flags should always be carried and displayed in proper order. The order (from front to rear when in column formation and from left to right as the audience views the team when abreast) is as follows:

1. National Emblems (U.S. Flag)
2. State and Territorial Flags
3. Service Flags (Army, Marines, Navy, Air Force, Coast Guard)
4. Organizational Flags
5. Personal Colors (never part of a color team; preposted)

3.1.2. **Commands:** The supplementary command of **Colors**, will be called for all commands whenever performing with another element. (i.e. funerals, etc.) Example: **Colors, Present, ARMS**. During funerals, commands should be called at a moderately subdued level. They should not be disruptive to the family. At all other ceremonies, commands will be called either in a manner and volume fitting to command the attention of the audience or at such a low volume that only the color team can hear.

### 3.2. Definition of Terms.

3.2.1. **Colors Turn.** There are two positions in which a colors turn is executed: When abreast at the position of attention and in column formation at the position of mark time. When at attention, the command is **Colors Turn**. Upon the command of execution the team will begin a mark time with their left foot simultaneously turning 22.5 degrees to the right on each of the first four steps. On the fifth step the team will automatically forward march in a natural stepping motion. When at the position of mark time, immediately upon the command of execution each team member will begin to rotate 22.5 degrees to the left on each of the next 4 heel beats. On the fourth heel beat after the command of **Colors Turn**, the team will slide their left foot over next the right foot halting in unison.

3.2.2. **Left About, MARCH.** This movement can be executed only when the team is abreast. This movement is used to rotate color team one hundred eighty degrees while keeping the national flag in the position of honor. This movement should be completed in sixteen counts for a four-person team and twenty counts for a five-person team. The command is **Left About, MARCH**. This command can be given from the position of

attention or mark time. When executed from the position of attention the count begins on the first heel beat. When executed from mark time, the count begins on the foot following the command of execution. Upon the command of execution, all team members should begin to rotate the team in a wheeling manner to the left. It is very important that rifle guards provide enough shoulder and hip pressure to keep the team tight. The pivot point for this movement should be the center of the team. The team should stay in a straight line through the duration of the movement. Upon the completion of the turn, either the command of **Forward, MARCH or Colors, HALT** will be given on a left heel beat.

3.2.3. **Right/Left Wheel.** This movement can be executed only when the team is abreast. This movement is used to rotate the team ninety degrees to the left/right. This movement should be executed in eight counts for a four-person team and ten counts for a five-person team. The command is **Right/Left Wheel, MARCH**. This command can be given from the position of attention or mark time. Upon the command of execution, all team members should begin to rotate the team in a wheeling manner in the appropriate direction. It is very important that rifle guards provide enough shoulder and hip pressure to keep the team tight. The pivot point for this movement should be the center of the team. The team should stay in a straight line through the duration of the movement. Upon the completion of the turn, either the command of **Forward, MARCH or Colors, HALT** will be given on a left heel beat.

3.2.4. **Mark Time, MARCH.** The command is given from attention or while marching and is used to suspend progress temporarily. This command can be given in any colors formation. The command is **Mark Time, MARCH**. When given while marching the command should be called on the left heel beat, and all members will take one twenty-four inch step after the command of execution before suspending forward progress. If called from Attention, all members will begin marching in place beginning with their left foot.

3.2.5. **Stand Fast.** This is a term used by the colors to remain in a certain position while other units or parties are performing another movement.

3.2.6. **Colors, Stand At, EASE.** This is a type of “parade rest” in which the color team is in a posture ready to return to attention and receive commands.

3.2.7. **Dip.** This is not a command. It is the action of lowering the flag to approximately a forty-five degree angle, performed upon the command of **Present, ARMS**. A “dip” can be executed from the positions of port arms and right shoulder arms.

3.2.8. **Ready Cut Sequence.** At the position of Right Shoulder, the ready cut movement is used to return the flag bearers left hand to the position of attention. The command is **Colors, Ready, CUT**. On the command of execution the flag bearer sharply returns the left hand to the position of attention on a one-count cadence. At the position of attention with the left hand in the ready cut position, the color team executes a two count movement. On the first count, the team sharply brings their left hand to their side, parallel to the ground. On the second count, the team cuts their hand straight down to their side.

### **3.3. General Rules for Colors.**

3.3.1. First and foremost, it is the duty of all color team members to ensure the safety and security of the colors they are carrying. Every precaution feasible should be taken to ensure this.

3.3.2 Never dip the American flag.

3.3.3. All commands echoed by the NCT are performed on the Commander of Troops (COT) command of execution. Example: If the command **Present, ARMS** is given by the COT, the NCT echoes the command **Present** in between the COT's **Present** and **Arms** and the movement will be executed on the COT's command of **ARMS**.

3.3.4. All commands given or echoed by the NCT while marching are given and executed on the left foot.

3.3.5. **Chin Straps Down.** Color team members will always wear the black patent leather chinstraps on the ceremonial hat around their chins to prevent their hat from being pulled off by the flag.

3.3.6 Flag bearers will always wear flag harnesses, even if they will not be used.

### **3.4. Implementation.**

3.4.1. **Formation.** Color teams can be formed up in either column or rank (abreast) formation.

3.4.2. **Receiving, Posting and Retiring the Colors.** The colors are presented during each full honors funeral, arrival/departure of a distinguished visitor and retirement ceremonies. Colors are also commonly posted and retired during ceremonies honoring a person or occasion.

### **3.5. Responsibilities.**

3.5.1. **Right and Left Rifle Guards.** The primary responsibility of the right and left rifle guards is to safeguard the National and Army Colors. The rifle guards keep unauthorized personnel from walking between the colors and other elements. They also assist in the alignment of the colors during windy days, while marching. Right rifle guard has the additional responsibility of placing the team in the pre-determined position when marching in column formation.

3.5.2. **Bearer of National Colors.** The bearer of the National Colors is also the NCOIC of the Color Team (NCT). The NCT is responsible for the entire color team including personal colors. The NCT is responsible for the appearance, conduct, and performance of the color team. The NCT is responsible for calling the correct command at the right time and in a way that other members of the team can hear the commands clearly and distinctly. This position on the color team should be reserved only for the most experienced troops.

3.5.3. **Bearer of Colors Other than National.** The bearer of Colors is responsible for performing all commands on the NCT command of execution.

### **3.6. Equipment.**

3.6.1. The equipment of a color team consists of:

3.6.1.1. National Colors

3.6.1.2. The Army Colors

3.6.1.3. Additional Colors may be used as appropriate

3.6.1.4. Staffs of equal length and design.

3.6.1.5. Flag harnesses.

3.6.1.6. Two inert M1 rifles, M16 rifles, M14 rifles or Springfield 1903s

### **3.7. Flagstaff Manuals.**

3.7.1. **Attention.** For this position the flagstaff should be held in the right hand. The palm of the right hand should be placed on the front of the staff with the fingers and thumb of the right hand grasping the staff tightly. The index finger of the right hand should be

extended down the centerline of the staff. The right arm should be fully extended with the right thumb pinned along the seam of the trousers. The pike of the flagstaff should be placed approximately two inches away from the side of the foot and in-line with the second eyelet on the shoe. The flag should be tightly secured between the flagstaff and right arm.

3.7.2. **Stand At, EASE.** This one-count movement is executed when the colors are at the position of attention.

3.7.2.1. On the command of execution, the left foot will move six to eight inches to the left while simultaneously placing their left hand in the small of their back.

3.7.2. **Colors ATTENTION.** This one-count movement is executed when members are at **Stand-At, EASE.**

3.7.2.1. Upon the command of **ATTENTION**, flag bearers will promptly return to the proper position of attention.

3.7.3. **Port, ARMS.** This is a three-count movement, utilized to keep the colors mobile, yet close to the ground.

3.7.3.1 Upon the command of execution the flag bearers will raise their left hand and grasp the flagstaff at its mid-section.

3.7.3.2 Using their left hand they will lift the flagstaff four to six inches off of the ground.

3.7.3.3 For the final count, the flag-bearers will place their hand in a flared position across the front of their abdomen. Fingers should be fully extended and joined; thumb should be tucked behind the fingers. Hand and forearm should be held parallel to the ground and approximately four inches from the body.

3.7.4. **Angle Port Arms.** This movement is utilized when the color team encounters extremely low obstacles. The command for this movement is **Bearers, Ready Two.** This command can only be executed from the position of **Port, ARMS.** This command should always be given in a subdued manner.

3.7.4.1. Upon the command of execution, the flag bearers will lower their flags to a fortyfive degree angle. Flag bearers should grasp the flagstaff at its midsection with their left hand and, while keeping their right arm extended downward, flare their right hand along the lower portion of the flagstaff.

3.7.5. **Order, ARMS** (from Port, ARMS). This movement is executed at each flag bearers individual cadence.

3.7.5.1. Upon the command of execution, flag-bearers will slowly allow the flagstaff to slide through their right hand to the ground.

3.7.5.2. Next the flag-bearers will grasp the mid-section of the flagstaff with their left hand and tuck the flag under their right arm using their right arm.

3.7.5.3. Once the flag has been secured, the flag-bearers will place their hand in a flared position across the front of their abdomen. Fingers should be fully extended and joined; thumb should be tucked behind the fingers. Hand and forearm should be held parallel to the ground and approximately four inches from the body. This is the ready cut position.

3.7.5.4. At this point the command of ready cut is given.

3.7.6. **Right Shoulder, ARMS** (from Attention). This movement is used to carry colors outdoors, or in an indoor venue with an extremely high ceiling.

3.7.5.1. On the annunciation of the "SH" in **Shoulder**, flag bearers will release the flagstaff with their right hand and re-grip in the same fashion that you would hold a weapon at attention.

3.7.6.2. Upon the command of execution, the flag-bearers will sharply raise the flagstaff towards the “cup” on the flag harness. He/she will grip the pike of the staff with his/her left hand, and keep his/her right hand on the lower portion of the flagstaff. The flag bearer’s right hand will never go above eye level.

3.7.6.3. The flag-bearer will guide the pike of the flagstaff into the cup on the harness. The left hand of the flag-bearer will come to rest at a fist on the “cup” of the harness. The right hand will come to rest grasping the staff at eye level, with the wrist “cranked” around so that the flag-bearer’s first row of knuckles are facing inward. The right forearm should be at a forty-five degree angle. It is imperative that all flag-bearers keep their respective flags in a vertical position throughout this movement.

3.7.6.4. The NCT gives the command, **Colors Ready CUT**.

3.7.6.5. **Order, ARMS** (from Right Shoulder, ARMS). This movement is used to return to the position of attention.

3.7.6.6. Upon the command of execution, lift the flag from the “cup” of the harness. Simultaneously grasp the pike of the staff. Place your right forearm in a vertical position directly in front of your right shoulder and press the flagstaff against your right forearm.

3.7.6.7. Next, lower the flagstaff to the ground with your right arm and grasp the staff at its midsection with your left hand and begin to secure the flag under your right arm.

3.7.6.8. Once the flag has been secured, the flag-bearers will place their hand in a flared position across the front of their abdomen. Fingers should be fully extended and joined; thumb should be tucked behind the fingers. Hand and forearm should be held parallel to the ground and approximately four inches from the body. This is the ready cut position.

3.7.6.9. To finish this movement the NCT will give the command of **Colors Ready CUT**.

3.7.7. **Present ARMS** (from Attention) This movement is used to render honors outdoors or when there is a high ceiling.

3.7.7.1. Execute the same movements as in **Right Shoulder, ARMS**. However, instead of performing a “hand-flip” on the “SH” of shoulder, execute the “hand-flip on the “S” of **Present**.

3.7.7.2. When the staff has been secured in the harness, automatically execute a “dip” on a 3-second cadence.

3.7.7.3. To finish this movement the NCT will give the command of **Colors Ready CUT**.

3.7.8. **Present ARMS** (from Right Shoulder, ARMS). This command is used to render honors when already at the position of **Right Shoulder, ARMS**.

3.7.8.1. On the command of execution, **ARMS**, a **Dip** will be performed.

3.7.9. **Port ARMS** (from Right Shoulder ARMS) This movement is used to bring the flags from the harness to the position of port, typically for posting of the colors.

3.7.9.1. On the command of execution perform the **Order ARMS** sequence as previously noted, however, keep the pike of the staff four to six inches from the ground and you will not tuck the flag.

3.7.9.2. The command of **Colors Ready CUT** will NOT be called.

3.7.10. **Port ARMS** (from Present ARMS). This movement is used to bring the flags from the harness to the position of port, typically for posting of the colors.

3.7.10.1. On the annunciation of the “P” of **Port**, return the flag from the dipped position to the **Right Shoulder ARMS** position.

3.7.10.2. On the command of **ARMS** execute the same **Port ARMS** sequence as noted in 3.7.9.

3.7.10. **Colors, Stand At, EASE.** This two-count movement is executed when the colors are at the position of attention.

3.7.10.1. On the command of execution, the left foot will move six to eight inches to the left.

3.7.10.2. On the second count, members will raise their left hand to the “cup” on the harness, grasping it at with a fist.

3.7.11. **Stand-by, Colors ATTENTION.** This two-count movement is executed when members are at **Stand-At, EASE.**

3.7.11.1. On the command of **Colors**, flag bearers will sharply place their left hand into the small of their backs. Left hand should be flared with fingers fully extended. Left forearm should be parallel with the ground.

3.7.11.2. Upon the command of **ATTENTION**, flag bearers will promptly return to the proper position of attention.

### **3.8. Weapons Movement (Rifle Guards).**

#### **3.8.1. Attention.**

3.8.1.1. Weapon is held on the right side of the body with the stock parallel to the foot and even with the toes.

3.8.1.2. Stand at the position of attention with the right hand flared to the right of the barrel along the hand guard. The web of the thumb is along the rear of the spindle valve.

3.8.1.3. The rest of the body is in the normal position of attention (refer to 1.2.1.)

3.8.2. **Colors, Stand At, Ease.** This is a one-count movement given from the position of attention only.

3.8.2.1. On the command of execution, briskly move the left foot six to eight inches to the left. Feet should remain parallel with each other.

3.8.2.2. As the left foot moves, the left arm extends to the back with the hands flared properly, simultaneously extend the weapon (in your right hand) forward to a forty-five degree angle resting on the “toe” of the butt.

3.8.3. **Colors, ATTENTION.** This command is used to return the team to the position of attention.

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

3.8.4 **Port Arms from Attention.** This movement is executed in two counts. The command is **Port, ARMS.**

3.8.4.1 Lift the rifle with the right hand to the centerline of the body. Grasp the rifle with the left hand so the left pinky is at the lower hand guard retainer band. Spindle valve should be positioned between the left shoulder and ear. Right forearm should be at a forty-five degree angle to the left front of the body, so that the right hand is between the left shoulder and head.

***NOTE: This first count is the basic first count for all shoulder and present movements from the order position.***

3.8.4.2 Move the right hand from the top of the stock to the small of the stock and grip it with a fist. The rifle should be four inches way from the chest.

3.8.5. **Order Arms** (from Port, ARMS) This is a three-count movement.

3.8.5.1 Release the small of the stock with the right hand and grasp the top of the stock.

3.8.5.2 Lower the weapon to a forty-five degree angle next to the right leg. Left hand should be flared, resting on the knuckle of the right thumb. Trigger housing of the rifle should be at knee level. Right elbow should be fully extended.

3.8.5.3 Sharply return the rifle to the position of attention. Do Not slam the rifle on the ground. Simultaneously bring your left hand to the ready cut position.

3.8.6. **Present ARMS** (from Attention) This is a three-count movement.

3.8.6.1. On the command of execution perform count one of **Port ARMS** as described in 3.8.4.1

3.8.6.2. Next, perform count two of **Port ARMS** as described in 3.8.4.2.

3.8.6.3. For count three, twist the rifle counter-clockwise. The sling should be facing forward and the front sight should be at eye level. Right hand should be gripping the small of the stock, not flared

3.8.7 **Order ARMS** (from Present ARMS). This is a three-count movement.

3.8.7.1 On the command of execution **ARMS**, rotate the weapon counter-clockwise using the right hand returning it to **Port ARMS**.

3.8.7.2. Execute counts two, three, four and five in accordance with 3.8.5.1 – 3.8.5.3

3.8.8. **Present ARMS** (from Port ARMS). This is a three-count movement.

3.8.8.1. Execute count one of **Order ARMS** as described in 3.8.5.1

3.8.8.2. Execute count two of **Order ARMS** as described in 3.8.5.2

3.8.8.3. For count three, twist the rifle clockwise. The sling should be facing forward and the front sight should be at eye level. Right hand should be gripping the small of the stock, not flared.

3.8.8. **Right Shoulder, ARMS** (from Attention). This is a three-count movement.

3.8.8.1 Execute count one of **Port ARMS** as described in 3.8.4.

3.8.8.2. On count two, lower right hand to butt of weapon and sharply twist counterclockwise.

The sling should be facing inward and the weapon should be in a vertical position directly in front of the right shoulder. Simultaneously bring the left hand to a flare with middle finger at the lower hand guard. Left forearm should be at about a forty-five degree angle. Right arm should be fully extended.

3.8.8.3. On count three, keeping right elbow pinned to the side, raise forearm so that it is parallel with the ground. Allow the rifle to fall onto the right shoulder. Weapon should rest on shoulder at a forty-five degree angle.

3.8.8.4. To finish this movement the NCT will give the command of **Colors Ready CUT.**

3.8.9. **Order ARMS** (from Right Shoulder ARMS). This is a five-count movement.

3.8.9.1. On the command of execution, lower the rifle from the right shoulder to a vertical position directly in front of the right shoulder. The rifle should only be balanced using the right hand. Right arm should be fully extended. (count one)

3.8.9.2. Rotate the rifle clockwise and grasp it with the left hand. Sling should be facing to the left. Left pinky should be gripping the lower hand guard retainer band. Spindle valve should be between the left shoulder and head.

3.8.9.3. Grasp the top of the stock with the right hand. Right forearm is at a forty-five degree angle.

3.8.9.4. Execute count two of **Order ARMS** (from Port ARMS) as described in 3.8.5.4.

3.8.9.5. Execute count three of **Order ARMS** (from Port ARMS) as described in 3.8.5.3.

3.8.10. **Port ARMS** (from Right Shoulder ARMS). This is a three-count movement. The third count is a discreet movement.

3.8.10.1. Execute count one of **Order ARMS** (from Right Shoulder ARMS) as noted in 3.8.9.1.

3.8.10.2. Execute count two of **Order ARMS** (from Right Shoulder ARMS) as noted in 3.8.9.2.

3.8.10.3. Discreetly raise right hand from the butt of the stock to the small of the stock.

3.8.11. **Right Shoulder ARMS** (from Port ARMS). This is a three-count movement.

3.8.11.1. Lower right hand to butt of weapon and sharply twist counter-clockwise. The sling should be facing inward and the weapon should be in a vertical position directly in front of the right shoulder. Simultaneously bring the left hand to a flare with middle finger at the lower hand guard. Left forearm should be at about a forty-five degree angle. Right arm should be fully extended.

3.8.11.2. Keeping right elbow pinned to the side, raise forearm so that it is parallel with the ground. Allow the rifle to fall onto the right shoulder. Weapon should rest on shoulder at a forty-five degree angle.

3.8.11.3. Automatically return the left hand to the left side as if at the position of attention.

3.8.12. **Present ARMS** (from Right Shoulder ARMS). This is a three-count movement.

3.8.12.1. Execute count one of **Order ARMS** (from Right Shoulder ARMS) as noted in 3.8.9.1.

3.8.12.2. Execute count two of **Order ARMS** (from Right Shoulder ARMS) as noted in 3.8.9.2.

3.8.12.3. Quickly raise right hand to the small of the stock and twist rifle counterclockwise so the sling is facing forward. The front sight should be at eye level. Left pinky is at the lower hand guard retainer band. Right hand should be gripping the small of the stock, not flared.

3.8.13. **Right Shoulder ARMS** (from Present ARMS). This is a five-count movement.

3.8.13.1. Execute count one of **Order ARMS** (from Present ARMS) as noted in 3.8.7.1.

3.8.13.2. Execute count two of **Order ARMS** (from Present ARMS) as noted in 3.8.7.2.

3.8.13.3. Lower right hand to butt of weapon and sharply twist counter-clockwise. The sling should be facing inward and the weapon should be in a vertical position directly in front of the right shoulder. Simultaneously bring the left hand to a flare with middle finger at the lower hand guard. Left forearm should be at about a forty-five degree angle. Right arm should be fully extended.

3.8.13.4. Keeping right elbow pinned to the side, raise forearm so that it is parallel with the ground. Allow the rifle to fall onto the right shoulder. Weapon should rest on shoulder at a forty-five degree angle.

3.8.13.5. Automatically return the left hand to the left side as if at the position of attention.

3.8.14. **Left Shoulder ARMS** (from Attention). This is a three count-movement executed on the command of **Right Shoulder ARMS**.

3.8.14.1. Execute count one of **Port ARMS** (from Attention) as described in 3.8.4.1.

3.8.14.2. Grasp the small of the stock with the right hand. Place rifle at a forty-five degree angle in front of, but not resting on, the left shoulder. Left hand will go to a flare along the outside of the rifle with the base of the left palm on the spindle valve.

3.8.14.3 Place rifle onto the left shoulder using the right hand. Simultaneously lower left hand and grasp the butt of the rifle. When left hand grasps butt, right hand should automatically come to a flare, with the right index and middle fingers splitting the corner of the rear receiver. The left forearm should be parallel with the ground and the right forearm should be at a forty-five degree angle.

3.8.14.4 To finish this movement the NCT will give the command of **Colors Ready CUT.**

3.8.15 **Order ARMS** (from Left Shoulder ARMS). This is a five count movement.

3.8.15.1 Raise right hand, grasp the small of the stock, pull rifle from shoulder to the centerline of the body.

3.8.15.2. Raise left hand and grip the rifle at **Port ARMS**. Left pinky will be at the lower hand guard retainer band. Spindle valve should be between the left shoulder and head.

3.8.15.3 Execute count three of **Order ARMS** (from Right Shoulder ARMS) as noted in 3.8.9.3.

3.8.15.4 Execute count four of **Order ARMS** (from Right Shoulder ARMS) as noted in 3.8.9.4.

3.8.15.5 Execute count five of **Order ARMS** (from Right Shoulder ARMS) as noted in 3.8.9.5.

3.8.15.6 To finish this movement the NCT will give the command of **Colors Ready CUT.**

3.8.16 **Port ARMS** (from Left Shoulder ARMS). This is a two-count movement.

3.8.16.1 Execute count one of **Order ARMS** (from Left Shoulder ARMS) as noted in 3.8.15.1.

3.8.16.2 Execute count two of **Order ARMS** (from Left Shoulder ARMS) as noted in 3.8.15.2.

3.8.17 **Left Shoulder ARMS** (from Port ARMS). This is a five count movement executed on the command of **Right Shoulder ARMS.**

3.8.17.1 Execute count one of **Order ARMS** (from Present ARMS) as described in 3.8.7.1.

3.8.17.2. Execute count two of **Order ARMS** (from Present ARMS) as described in 3.8.7.2.

3.8.17.3. Place rifle at a forty-five degree angle in front of, but not resting on, the left shoulder. Left hand will go to a flare along the outside of the rifle with the base of the left palm on the spindle valve.

3.8.17.4 Place rifle onto the left shoulder using the right hand. Simultaneously lower left hand and grasp the butt of the rifle. When left hand grasps butt, right hand should automatically come to a flare, with the right index and middle fingers splitting the corner of the rear receiver. The left forearm should be parallel with the ground and the right forearm should be at a forty-five degree angle.

3.8.17.5 Sharply pin the right hand to the right side as if at the position of attention.

3.8.18 **Present ARMS** (from Left Shoulder ARMS). This is a three-count movement.

3.8.18.1 Execute count one of **Order ARMS** (from Left Shoulder ARMS) as noted in 3.8.15.1.

3.8.18.2 Execute count two of **Order ARMS** (from Left Shoulder ARMS) as noted in 3.8.15.2.

3.8.18.3 Twist the rifle clockwise so the sling is facing forward. The front sight should be at eye level. Left pinky is at the lower hand guard retainer band. Right hand should be gripping the small of the stock, not flared.

3.8.19 **Left Shoulder ARMS** (from Present ARMS). This is a five-count movement.

3.8.19.1. Execute count one of **Order ARMS** (from Present ARMS) as noted in 3.8.5.1.

3.8.19.2 Execute count two of **Order ARMS** (from Present ARMS) as noted in 3.8.5.2.

3.8.19.3 Place rifle at a forty-five degree angle in front of, but not resting on, the left shoulder. Left hand will go to a flare along the outside of the rifle with the base of the left palm on the spindle valve.

3.8.19.4 Place rifle onto the left shoulder using the right hand. Simultaneously lower left hand and grasp the butt of the rifle. When left hand grasps butt, right hand should automatically come to a flare, with the right index and middle fingers splitting the corner of the rear receiver. The left forearm should be parallel with the ground and the right forearm should be at a forty-five degree angle.

3.8.19.5 Sharply pin the right hand to the right side as if at the position of attention.

**3.8.20 Ground, ARMS.**

3.8.20.1. The following movements are executed in one count

3.8.20.2. Step out with left foot while simultaneously flaring the left hand to the small of the back. Rotate weapon counter-clockwise 180 degrees so the sling is up.

3.8.20.3. Right hand should be flared to the side of the weapon, to the right of the barrel.

3.8.20.4. Right leg is straight and head is up.

3.8.20.5. Upon the command, **Ready, UP**; leave the weapon on the ground and bring the body up to the position of attention, maintaining balance.

**3.8.21. Take, ARMS.**

3.8.21.1. The following movements are executed in one count from the position of attention.

3.8.21.2. Upon the command **Take, Arms** Step out with the left foot while simultaneously flaring the left hand to the small of the back.

3.8.21.3. Flare right hand to the right of the barrel with head raised.

3.8.21.4. Upon the command **Ready, UP**; turn the weapon counter clockwise 180 degrees bringing the body back to the position of attention, simultaneously toeing the weapon.

**3.8.22 Colors, Stand At, Ease.** This is a two-count movement given from the position of attention only.

3.8.22.1. On the command of execution, briskly move the left foot six to eight inches to the left. Feet should remain parallel with each other.

3.8.22.2. Next, bring both hands, along with the rifle to the center of your body. The sling should be facing to the left. Both hands should be gripping the top of the barrel with fists, left over right.

**3.8.23 Stand-By Colors, ATTENTION.** This command is used to return the team to the position of attention

3.8.23.1. When the command of **Stand-By** is given lower the right hand from the barrel to the Spindle Valve.

3.8.23.2. Upon the command, **Colors**, move the left hand to the small of the back. Simultaneously extend the weapon forward to a forty-five degree angle resting on the "toe" of the butt.

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

## Chapter 4

### STANDARD POSTING AND RETRIEVING OF COLORS

#### 4.1. General Information.

4.1.1. **Introduction:** This is an all-purpose standard directive to retrieving and posting of colors. It can be modified for almost any Army indoor retirements / awards banquets / luncheons / promotions / graduation ceremonies and is meant to be referenced as the standard.

#### 4.2. Assembly The NCT commands **Colors Assemble.**

4.2.1. The Color Team assembles in a line formation at the position of attention ten minutes prior to ceremony time in the following order:

- Right Rifle Guard
- National Color Bearer
- State or Territorial Color Bearer(s)
- Organizational Color Bearer(s)
- Left Rifle Guard

4.2.1.1. If the NTC notices a lag in time he/she can call **Colors Parade Rest.**

#### 4.3. Advance the Colors Sequence.

4.3.1. Upon the announcement of “Ladies and Gentlemen, Please Rise and Remain Standing for the Advancement and the Presentation of the Colors”, the NCT commands, **Colors, ATTENTION.** Immediately following, the NCT commands either **Right Shoulder, ARMS; Ready, CUT** or **Port, ARMS,** depending on the clearance of the auditorium/room. The NCT then commands **Forward, MARCH.** The right rifle guard leads the way for the color team and positions the team in the proper location for the presentation of the colors.

#### 4.4. Rippling to Port Arms from Shoulder.

4.4.1. This sequence is used when a color team approaches a low clearance or an obstruction which would hinder the teams ability to remain at the shoulder position. When marching in a line formation the sequence is automatically started by the right guard with no verbal commands. When marching in a column formation, the movement is called by the NCT.

4.4.2. When the sequence is performed in the line formation, the right guard starts the ripple. The right guard begins the ripple down procedure before reaching the low clearance or obstructed area. The right guard begins to go to port arms on the left foot and complete the sequence on the next steps. The NCT starts to ripple down on the very next left after the right rifle guard. The Army bearer and the left guard then follow, completing the sequence. The flag bearers assume the angle port position. Warheads are flattened, with the Army bearer keeping the Army flag below the National.

4.4.3. When this sequence is performed in a column formation, the NCT gives the command **Split It, Port, ARMS.** Each command is given on the left foot and the whole team goes to the port arms position on the following foot after the command of execution **ARMS.** The team also breaks shoulder contact to allow for the movement. Once each member has completed the movement, the team resumes shoulder contact.

#### 4.5. Rippling to Shoulder from Port Arms.

4.5.1. This sequence is used when a color team, either in a line or an abreast formation, leaves a low clearance area. This sequence is always performed automatically, while marching, with the individual movements being executed on every other foot.

4.5.2. When performed in the line formation, the ripple is started by the right rifle guard. The right guard starts the movement after clearing the low clearance area. The right guard begins the sequence by going to the shoulder position, starting on the left foot. The NCT continues the sequence, going to the shoulder position on the very next left. The Army bearer and the left rifle guard then follow, completing the sequence.

#### **4.6. Presenting the Colors.**

4.6.1. To begin the sequence, the color team must be at either right shoulder arms or port arms and facing the audience (for this example, the color team will be at right shoulder arms). The sequence begins on a predetermined cue (right before the National Anthem, Pledge of Allegiance, etc.). The NCT will give the command **Present Arms**. On that command the color bearers (with the exception of the National Flag bearer) dip their staffs synchronically to a forty-five degree angle. The rifle guards will execute a Present Arms (as described in section 3.8.9 for right rifle guard and 3.8.18 for left rifle guard.)

4.6.2. Once the honors (the National Anthem, Pledge of Allegiance, etc.) have been bestowed, the NCT will give the command **Order Arms**. The flag bearers (with the exception of the National Flag bearer) will return their flags to the position of right shoulder arms. The right rifle guards will execute a right shoulder arms and the left rifle guard will execute a left shoulder arms.

#### **4.7. Posting Colors in Stands Sequence.**

4.7.1. To begin the sequence, the color team must be at either right shoulder arms or port arms and facing the audience. All counts are made without using verbal commands. The first count is executed by performing a three-count about face, during this sequence; the third count is a step instead of a close. All flag bearers execute the movement simultaneously, moving off the flag bearer furthest to the left. (Opposite the NCT)

4.7.2. The flag bearers take the appropriate amount of steps to their prospected stand, moving off the NCT. (This is determined before the beginning of the ceremony).

4.7.3. Once in position at the stands, the colors are placed in the stands simultaneously.

4.7.4. The colors are then dressed with the top edge of the flag to the right.

4.7.5. All flag bearers then have the flags gripped approximately shoulder width apart, forming a diamond appearance with the flag. With a slight tug of the flag, given by the middle person of the team (for a 3 or more person posting) or the NCT (for a 2 person posting), the flag bearers move their heads up at the same time (on a three count silent cadence) so that they can straighten the warheads using the right hand.

4.7.6. With another slight tug of the flag, the flag bearers move their heads back down (on a three count silent cadence) even with the ground simultaneously to redress the flags.

4.7.7. The colors are redressed, the flag bearers arms are brought straight out, palms down, parallel to the ground and then slowly dropped to the side.

4.7.8. The flag bearers take one step back together and salute the National Flag (on a three count silent cadence). The flag bearers then execute a three-count about face without closing and step off taking the appropriate amount of steps to return to the team. (NOTE: The rifle guards stand fast throughout the posting sequence. The NCT always waits for the other bearer(s) to complete their movements before beginning the next movement).

#### **4.8. Exiting**

The NCT commands **Forward, MARCH**. The right rifle guard leads the way for the color team (preferably retracing the advancement steps) using a predetermined route of departure.

#### **4.9. Retiring the Colors Sequences.**

4.9.1. Retiring the colors at indoor ceremonies: The color team executes the same procedures as in the advancement of the colors for indoor ceremonies with the exception of the narrator announcement of **Retire the Colors**. Once in position the NCT commands **Port, Arms**, the rifle guards execute a port arms and the flag bears perform a three-count about face, during this sequence, the third count is a step instead of a close. All flag bearers execute the movement simultaneously, moving off the flag bearer furthest to the left. (Opposite the NCT)

4.9.2. The flag bearers take the appropriate amount of steps to their prospected stand, moving off the NCT. (This is determined before the beginning of the ceremony). Once in position (one step away from the stands), the flag bearers salute the National Flag (on a three count silent cadence).

4.9.3 The flag bearers retrieve their flags going to port arms, then perform a three-count about face, during this sequence, the third count is a step instead of a close returning to the formation.

4.9.4. The NCT Commands **Right Shoulder Arms** at which time the color team simultaneously executes a right shoulder arms (left weapons guard executes a left shoulder arms.)

4.9.5. The NCT commands **Colors, TURN, or Colors, MARCH**. The right rifle guard leads the team out of the room using the predetermined route of departure.



## **Chapter 5**

### **PERSONAL COLORS**

#### **5.1. Responsibilities.**

5.1.1. The bearer of personal colors is responsible for checking out all the equipment, to include a sling, a flag bearing the rank of the person being honored, and a cover for the flag.

5.1.2. The personal colors presents arms either by dipping or with the left hand extended straight across the body at chest level with the palm down, parallel to the ground. This is done whenever honors are to be rendered.

#### **5.2. Personal Colors Furling/Casing Sequence.**

5.2.1. From the position of attention the PC bearer reaches straight across the body using the left hand to grasp the staff. The right and left hand are flush together. Using both hands lower the staff until it is parallel to the ground, both hands remain together close to the right side of the body. The flag is then furled completely and stopped with the warhead flat and parallel to the ground.

5.2.2. The NCOIC is positioned to the side of the flag helping to guide it as the bearer furls, with the case draped over the left arm, open end inside the arm. Once the furl is complete the NCOIC removes the case from the arm using the right hand. The case is then slipped over the flag and tied in a single knot.

5.2.3. Once the casing is complete the PC bearer brings the staff back to the position of port, both exit in a predetermined path.

#### **5.3. Uncasing/Unfurling Personal Colors.**

5.3.1. PC Bearer and NCOIC stop at predetermined position. Once stopped the PC Bearer lowers the staff until it is parallel to the ground using both hands as in the furling position.

5.3.2. The NCOIC takes a position beside the flag, ensuring the flag remains in full view. When the flag is in position the NCOIC unties the case, slips it off and places it over the left arm. The flag bearer proceeds to unfurl the flag while the NCOIC assists in guiding it.

5.3.3. The flag is unfurled and stopped with the warhead parallel to the ground. The PC Bearer then uses both hands to return the staff to the port position. The PC Bearer continues with predetermined route to post the flag or exit.



## **Chapter 6**

### **RETREAT CEREMONY**

#### **6.1. Personnel.**

6.1.1. (1) Non Commissioned Officer-in-Charge (NCOIC)

6.1.2. (2), (5) Flag Bearers

#### **6.2. Equipment.**

6.2.1. Base or All Purpose flag

#### **6.3. Support Materials.**

6.3.1. Job Commitment

6.3.2. Security Police for traffic control

6.3.3. Band or Installation PA system

#### **6.4. Preparation.**

6.4.1. Schedule at least one practice one day prior to the job.

6.4.2. The NCOIC ensures the Base Security Forces is notified of the upcoming retreat ceremony in order to provide the necessary traffic control.

6.4. Intersections surrounding the flagpole are blocked off 15 minutes prior to retreat time.

#### **6.5. Sequence of Events.**

6.5.1. At the appropriate time the NCOIC of the Flag detail commands **Forward, MARCH** and the Honor Guard moves into position:

6.5.1.1. The flag lowering portion of the ceremony is conducted IAW FM 3.21

6.5.2. The logistics of each installation will determine a large portion of how the retreat ceremony is conducted. While flexibility is required, great attention must be given to how the National flag is handled. The ultimate result of the ceremony should reflect pride and professionalism while providing the audience with a sense of patriotism.



## Chapter 7

### SABER AND SWORD MANUALS AND CORDONS

#### 7.1. General.

7.1.1. The saber is worn by officers and the sword is worn by NCO's.

#### 7.2. Standing Manual of Arms.

7.2.1. **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.

7.2.2. Draw Saber (Sword).

7.2.2.1. 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 grip in the right hand and pull the saber about 6 inches. The right forearm is now parallel to the ground.

7.2.2.2. On the command of execution **SABER (SWORD)**, the saber (sword) is pulled out the scabbard and held in the position of carry saber (sword). The saber (sword) is held with the inner blade-edge riding in a vertical position along the forward tip of the right shoulder.

7.2.3. Carry Saber (Sword).

7.2.3.1. At carry saber (sword), 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 the second finger behind the grip.

7.2.3.2. The carry saber (sword) position is assumed under the following situations:

7.2.3.2.1. To give commands.

7.2.3.2.2. To change positions.

7.2.3.2.3. By officers when officially addressing, or when officially addressed by, another officer, if the saber is drawn.

7.2.3.2.4. By NCO's when officially addressing an airman, or when officially being addressed by an officer, if the sword is drawn.

7.2.3.2.5. Before returning the saber (sword) to the scabbard.

7.2.3.2.6. At the preparatory command for, and while marching at, quick time.

7.2.3.3. Present saber (sword) may be executed from the carry position 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. At the command of execution **ARMS**, the right hand is lowered at the left side of the grip and the tip of the saber (sword) about six inches from the marching surface.

7.2.3.4. On the command **Order, ARMS**, the saber (sword) is returned to the position of carry saber (sword).

7.2.4. **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. At the command of execution **ATTENTION**, the left hand and foot are returned to the position of attention.

**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.

7.2.5. **Return Saber (Sword).** This movement is executed from carry saber (sword) in three counts.

7.2.5.1. At the preparatory command **Return** of the command **Officers (NCO's), Return, SABER (SWORD)**, the saber (sword) is brought to a vertical position. The forearm (wrist) is held parallel to the marching surface about three inches from the body; the guard is pointed to the left.

7.2.5.2. At the command of execution **SABER (SWORD)**, three actions take place simultaneously: the saber (sword) is pivoted downward toward the guard, at the same time grasp the scabbard with the left hand just above the upper brass ring mounting. Tilt it forward and turn it clockwise 180 degrees. The scabbard should form a 45-degree angle with the ground, and the saber (sword) bearer turns his head to the left and looks down to observe the mouthpiece of the scabbard (the shoulders remain squared to the front and level). As smoothly and as quickly as possible, the saber (sword) is inserted into the scabbard and stopped so that about 12 inches of the blade is showing; the right forearm (wrist) is horizontal to the marching surface and three inches from the body.

7.2.5.3. At the command of execution **CUT** of the command **Ready, CUT**, the saber (sword) is thrust smartly into the scabbard, the scabbard is rotated so that its tip is forward, and the saber (sword) bearer comes to attention.

### **7.3 Saber (Sword) Cordon.**

7.3.1. Saber (sword) Cordons consist of eight members and an OIC/NCOIC.

7.3.1.1. All nine members bear a saber (sword).

7.3.2. The cordon is formed in two elements four members deep, the OIC/NCOIC is centered outside one of the elements.

7.3.3. The distance between the two elements is dependent on available room, the distance should be at least adequate for those who are walking through the cordon to pass safely.

7.3.4. The distance between the members of each element is at least normal distance.

7.3.4.1. Distance can be adjusted in relationship to the performance area to achieve symmetrical spacing using pre-positioned marks on the floor.

7.3.5. The cordon enters the performance area at the position of carry, saber (sword).

7.3.6. The cordon picks up an automatic mark time on the marks then halted.

7.3.7. The OIC/NCOIC gives the commands **Center, FACE** followed by **Dress**

#### **Center, DRESS.**

7.3.7.1. On the command **DRESS**, the cordon members execute a head snap down and make small adjustments to center on the mark

7.3.8. The OIC/NCOIC gives the command **Ready, FRONT.**

7.3.8.1. The cordon members snap their heads to the front.

7.3.9. Upon cue or advancement of the honorees, the OIC/NCOIC gives the command **Present, ARMS.**

7.3.9.1. The cordon members form the arch by extending their right arm, forming a straight line with their arm and the saber (sword). The saber (sword) is at a 45 degree upward angle.

7.3.9.2 Once all honorees have exited the arch, the OIC/NCOIC gives the command **Order, ARMS.**

7.3.9.3 Cordon members return to the position of carry.

7.3.9.4 OIC/NCOIC gives the command **Ready, FACE**. Cordon members face in the direction they entered.

7.3.9.5 OIC/NCOIC gives the command **Forward, MARCH**. Members march to a predetermined location.



## **Chapter 8**

### **POW/MIA HAT TABLE CEREMONY**

#### **8.1. Personnel.**

8.1.1. (1) NCOIC

8.1.2. (5) Hat Bearers

#### **8.2. Equipment.**

8.2.1. (1) ceremonial Army hat

8.2.2. (1) ceremonial Marine hat

8.2.3. (1) ceremonial Navy hat

8.2.4. (1) ceremonial Air Force hat

8.2.5. (1) ceremonial Coast Guard hat

8.2.6. (1) civilian hat

#### **8.3. Support Materials.**

8.3.1. (1) Bible (Optional)

8.3.2. (1) red rose

8.3.3. (1) yellow ribbon

8.3.4. (1) slice of lemon on a coaster with a pinch of salt

8.3.5. (1) place setting at an open table

8.3.6. (5) wine glasses

NOTE: All support materials should be supplied by the host.

#### **8.4. Preparation.**

8.4.1. NCOIC meets with host upon arrival at ceremony site to go over specifics:

8.4.1.1. Entrance cue.

8.4.1.2. Entrance and departure area.

8.4.1.3. Make sure that there is enough room around the table for all team members to walk.

8.4.1.4. Proper set-up of the table:

8.4.1.4.1. Yellow ribbon tied around vase, placed in the middle of the table.

8.4.1.4.2. Bible is placed next to the vase.

8.4.1.4.3. Coaster with slice of lemon and pinch of salt on it is placed next to the Bible and the vase.

8.4.1.4.4. There is only one place setting with plate, silverware, and wineglass.

8.4.1.4.5. The other four wineglasses should be placed evenly around the table in empty place settings.

8.4.1.5. Have team practice at least once prior to the ceremony.

#### **8.5. Sequence of Events.**

8.5.1. Fifteen minutes prior to ceremony the team lines up outside of the entrance: holding hats in correct Joint Service order (Army, Marines, Navy, Air Force, Coast Guard, civilian), at waist level, and with the bill of the hat pointing out.

8.5.2. Once the narrator starts reading the POW/MIA HAT TABLE script the team is queued and enters the room headed toward the table.

8.5.3. Upon reaching the table the team circles it once and the NCOIC calls **HALT** when the Air Force hat is in front of the full place setting for the second time.

8.5.4. NCOIC calls **Ready, FACE** and the team faces the table.

8.5.5. The NCOIC starts the movement and at the same time all bearers move their right hands slowly around the front of the bill to the left side of the hat, touching their left hand. Then letting go with the left hand and keeping it in position, turning the hat around 180 degrees. Bearers then bend over and place hats in the place setting.

8.5.6. The bearers let go of the hat, stand up at attention and reach out with their right hand and cup the wineglass. All wineglasses will be lifted out in front of the bearers meeting in the center of the table. Glasses are turned upside down and then lowered back down to the table.

8.5.7. When the glasses are securely on the table the bearers come back to the position of attention.

8.5.8. NCOIC calls **Present, ARMS**. The bearers perform a three second present and a three second order.

8.5.9. Once back at the position of attention the NCOIC calls **Ready, FACE**. All bearers perform a right face, wait one count, and then step off with no arm swing toward the predetermined departure area.

**NOTE:** If the host wishes, after the dinner is over the team may go back in and get the hats. This is performed in the exact opposite order.

**NOTE:** All commands are subdued and called only loud enough for the members of the team to hear.

**8.6.** The following is the recommended script according to the POW/MIA league of families and endorsed by the Department of Defense:

### **MISSING MAN TABLE & HONORS CEREMONY**

Courtesy of  
NATIONAL LEAGUE OF FAMILIES  
OF AMERICAN PRISONERS AND MISSING IN SOUTHEAST ASIA

**Moderator:**

As you entered the dining area, you may have noticed a table at the front, raised to call your attention to its purpose -- it is reserved to honor our missing loved ones [or missing comrades in arms, for veterans].

Set for six, the empty places represent Americans still [our men] missing from each of the five services -- Army, Marine Corps, Navy, Air Force, Coast Guard - and civilians. This Honors Ceremony symbolizes that they are with us, here in spirit.

Some [here] in this room were very young when they were sent into combat; however, all Americans should never forget the brave men and women who answered our nation's call [to serve] and served the cause of freedom in a special way.

I would like to ask you to stand, and remain standing for a moment of silent prayer, as the Honor Guard places the five service covers and a civilian cap on each empty plate.

**Honor Guard:** (In silence or with dignified, quiet music as background, the Honor Guard moves into position around the table and simultaneously places the covers of the Army, Navy, Marine Corps, Air Force and Coast Guard, and a civilian hat, on the dinner plate at each table setting. The Honor Guard then departs.)

**Moderator:**

Please be seated ..... I would like to explain the meaning of the items on this special table.

The table is round -- to show our everlasting concern for our missing men.

The tablecloth is white -- symbolizing the purity of their motives when answering the call to duty.

The single red rose, displayed in a vase, reminds us of the life of each of the missing, and the[ir] loved ones and friends of these Americans who keep the faith, awaiting answers.

The vase is tied with a yellow ribbon, symbol of our continued determination to account for our missing.  
A slice of lemon on the bread plate is to remind us of the bitter fate of those captured and missing in a foreign land.  
A pinch of salt symbolizes the tears endured by those missing and their families who seek answers.  
The Bible represents the strength gained through faith to sustain those lost from our country, founded as one nation under God.  
The glass is inverted -- to symbolize their inability to share this evening's [morning's/day's] toast.  
The chairs are empty -- they are missing.  
Let us now raise our water glasses in a toast to honor America's POW/MIAs and to the success of our efforts to account for them.

**<end>**

*Note: The number of personnel can be varied from one to six.*

The ceremony can be altered as to the number of hats and personnel. You can also place the hats as the later part of the script is read and invert the glass as the script mentions it.



## **Chapter 9**

### **HISTORY AND TRADITIONS**

#### **9.1. Flag History**

9.1.1. Just as our country received its birthright from people of many lands, so did the stars and stripes rise from several origins. The stars and stripes are symbols of heavens and the divine goal to which man has aspired since the beginning of time. The stripes are symbolic of the rays of light emanating from the sun.

9.1.2. Both have been represented on standards of nations, from banners of ancient Egypt and Babylon to the 12 starred flag of the Spanish Conquistadors under Cortez. Continuing in favor, they spread to striped standards of Holland and West India company in the 17th Century and to the present patterns of stars and stripes on flags of several nations of Europe, Asia, Africa, and the Americas.

9.1.3. Many of the flags created by our forefathers were symbols of their struggles with the wilderness of new lands. Beavers, pine trees, rattlesnakes, and anchors are some examples used on the flags created by our forefathers with mottos such as: hope, liberty, appeals to heaven, or don't tread on me.

9.1.4. Standardization became necessary as the colonies became closer and the revolution grew.

9.1.5. On December 2, 1775 the Continental Congress approved a flag design to be flown by ships departing to intercept British supply vessels. The flag was first hoisted on the Alfred at Philadelphia by Lt. John Paul Jones. The flag had 13 red and white stripes and a (canton) with the British Union Jack with the St. George's and St. Andrew crossed on top. It was called the Continental Flag and later the Grand Union. It soon became inappropriate so they thought of a new idea for a flag.

9.1.6. An act of Congress established the Stars and Stripes on June 14, 1777. They stated that the 13 stars represented a "new constellation" on a union of blue. Stars and Stripes were added over the years, but would get too big by adding stars and stripes for every added state. So, Capt. Samuel C. Reid, Commander of the General Armstrong in the War of 1812 and Peter Waldone suggested to Congress that they should have a flag with 13 stripes for the 13 original colonies and just add a star for every new state on the blue union. Congress approved the idea on April 18, 1818. The flag would have 13 alternating red and white stripes, 7 red and 6 white, for the 13 original colonies and a new star would be added for each new state on July 4 following its admission. The next flag made after it was passed and had twenty stars. Stars were added over the years and the union began to fill. Then on July 4, 1960 we were flying our present flag with the admission of Hawaii as our 50th state.

9.1.7. Traditional customs and practices of displaying our flag and ensuring that it is properly honored were gathered by veterans and other patriotic organizations over 50 years ago. These served as a voluntary guide until World War II when Congress prepared a formal code of flag etiquette to assure uniform practices throughout the nation. In a joint resolution by both Houses in the 77th Congress, the Code became Public Law 829-77 on December 22, (1947). It was a guide for citizens who were not required to conform to the regulations of the armed forces or other branches of the government. The military services and the Department of Defense (DoD) have instructions, regulations, and manuals prescribing the use and display of the flag. Examples include DoD Instruction #1005.6, Half-staffing of the American Flag.

9.1.8. When our flag is raised it should be raised briskly. When lowered, it should be lowered ceremoniously. The same ceremonious respect should be used when folding our flag. By folding our flag with dignity and honor, we not only show our respect to our flag but patriotism to our country.

9.1.9. Webster's dictionary definition of a flag is: A piece of fabric displayed to identify a nation, group of persons, or to serve as a signal. The meaning derived from the design of our nations flag carries many traditions.

## **9.2. Changes in Flags.**

9.2.1. In 1912, New Mexico and Arizona were admitted to the Union to increase the number of stars to 48, the number remained that way for more than 46 years and two world wars. Finally, in January 1959 Alaska was admitted into the Union bringing the number to 49. That flag flew for only 8 months until our present flag came to be in August 1959 with the acceptance of Hawaii into the Union, our 50th state. From the first flag to our present, 27 changes were made to finalize the combination of 50 white stars on a blue field and 7 red and 6 white stripes.

## **9.3. Flags On Graves.**

9.3.1. The flags on graves we display on Memorial Day was started by Mrs. Laura D. Richardson of Knoxville, Tennessee. Mrs. Richardson was the Chairperson of a committee of 4 women to obtain flowers for decorating the three thousand graves in the national cemetery of Knoxville. Unfortunately, the flowers were unavailable or out-of-season, so a substitute was added. One day she saw some flags in the store window and got an instant idea. She purchased the flags and persuaded the local lumber mill to provide the wood for the tiny flagpoles and on May 30, 1874 we saw the flags in a national cemetery for the first time.

## **9.4. Flags Covering Caskets.**

9.4.1. The custom of covering the casket with a flag believed to have occurred during the pre-Civil War, Civil War days when on the battlefield caskets were not available. The flag was wrapped around the dead soldier's body forming a makeshift pall in which he could be buried. The word pall can mean different things depending on where you look. For example: A cloth often of velvet for spreading over a coffin, bier, or tomb (American College Dictionary) or denotes the flag held at waist level, stretched taut and kept even at all points while being held. Later, this custom assumed a deeper significance. According the US Flag Code, the union of the flag should always be draped over the left shoulder of the deceased. It may be said that the flag is embracing the deceased who in life has served the flag. Today, the American Flag that covers the casket symbolizes the decedents service in the armed forces of the United States of America.

## **9.5. Flag Position (Open Casket).**

9.5.1. It is customary to drape the flag on the casket over the part of the cover, which is usually left on the casket during the period that the body is being viewed. The flag is placed in the same position as when it is used to cover the casket (union at the head over the left shoulder) union in full view. The stripes should be folded under so the flag will not hang excessively at the foot.

Some interesting trivia pertaining to flags, the story of Betsy Ross and the first American Flag is very popular but no where in the history books is it supported by fact.

## **9.6. Disposal of the Flag**

9.6.1. When the National Flag is worn out, it should be disposed of with due reverence.

According to approved custom, the union is first cut from the flag then the two pieces, which are no longer forming a flag, are burned privately and without ceremony.

9.6.2. According to United States Code, Title 4, Chapter 1, Section 8 (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.

### **9.7. Taps**

9.7.1. Originally, the American Army used the *French L'Extinction Des Feux* (Lights Out) for Taps. It was said to be Napoleon's favorite but it did not suit General Daniel Butterfield. Not knowing a note of music, General Butterfield decided to put something together more suited for signaling the end of the day's activity. With the help of the brigade bugler, Oliver W. Norton, General Butterfield created Taps one night in July 1862. Taps was made official throughout the Army in 1932.

9.7.2. Taps was used in connection with military funerals during the same campaign. A soldier was buried at a time when Capt. Tidball's battery occupied an advanced position concealed in the woods. It was unsafe to fire the customary three volleys over the grave. So, Capt. Tidball thought that Taps would be the most appropriate ceremony that could be substituted. The custom went up through the chain-of-command of the Army and was finally confirmed by orders.

9.7.3. Taps over the grave today marks the beginning of the long last sleep and expresses hope and confidence in an ultimate reveille to come.

9.7.4. Words for Taps

*Fades the light,  
and afar  
Goeth day  
Cometh night;  
and a star  
Leadeth all,  
Speedeth all  
To their rest.  
Day is done,  
Gone the sun,  
From the hills,  
From the lake,  
From the sky,  
All is well,  
Safely rest,  
God is nigh*



## **Chapter 10**

### **99<sup>th</sup> REGIONAL READINESS COMMAND HONOR GUARD CREED**

**H**andpicked to serve as a member of the 99<sup>th</sup> Regional Readiness Command Honor Guard, my standards of conduct and level of professionalism must be above reproach, for I represent all others in my service.

**O**thers earned the right for me to wear the ceremonial uniform, one that is honored in rich tradition and history. I will honor their memory by wearing it properly and proudly.

**N**ever will I allow my performance to be dictated by the type of ceremony, severity of the temperature, or size of the crowd. I will remain superbly conditioned to perfect all movement throughout every drill and ceremony.

**O**bligated by my oath I am constantly driven to excel by a deep devotion to duty and a strong sense of dedication.

**R**epresenting every member, past and present, of the United States Armed Services, I vow to stand sharp, crisp, and motionless, for I am a ceremonial guardsman.