

NAVAJO NATION

DEPARTMENT OF NAVAJO VETERANS AFFAIRS

Honor Guard Procedures Manual



This manual has been developed for the specific use of the Navajo Nation
Department of Navajo Veterans Affairs in cooperation with the below organizations:





Navajo Nation Honor Guard Procedures Manual

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PURPOSE

The purpose of this manual is to provide standardized training material for use by all Navajo Nation Veterans Chapters thereby enabling each chapter to develop a training program for their veterans that will be consistent throughout the Navajo Nation.

Standardized training allows for maximum consistency and enables veterans from different chapters to come together and participate as one coordinated unit when necessary. It also allows the *Navajo Nation Department of Navajo Veterans Affairs* to assist individual chapters and/or veterans with any needed training to meet the needs of the Navajo Nation veterans and their families.

SCOPE

The scope of this manual is currently limited to training in Flag Etiquette and providing for Color Guard and Honor Guard ceremonies for veterans activities (i.e., parades and awards ceremonies) and for military funerals honors for deceased veterans and their families.

The scope of this manual can be broadened as the need for additional training is determined or desirable.

METHOD

The method of training will be taken from procedures already in place at the national level (i.e., Military Training Manuals and laws governing flag protocol); and current training procedures used by the sponsoring organizations—*Vietnam Veterans of America Colorado State Council*, *Vietnam Veterans of America Chapter 57* and the *Grand Valley Combined Honor Guard*.

RESPONSIBILITIES

It is the responsibility of the *Navajo Nation Department of Navajo Veterans Affairs* to review, approve and implement all training in this manual and to see that the training is done in as consistent a way as possible.

It is the responsibility of the Navajo Nation Veterans Chapter Houses to implement this training at their respective level and to coordinate their efforts with the *Navajo Nation Department of Navajo Veterans Affairs*.

It is the responsibility of each individual Navajo Nation veteran taking advantage of this training opportunity to do their best to quickly and thoroughly learn and understand the procedures in this manual and to assist their chapter and/or the Navajo Nation in bringing the training to fruition as quickly as possible.



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US FLAG CODE (4 CODE US 1)

Displaying the Flag

Previous to Flag Day, June 14, 1923 there were no federal or state regulations governing display of the United States Flag. It was on this date that the National Flag Code was adopted by the National Flag Conference which was attended by representatives of the Army and Navy which had evolved their own procedures, and some 66 other national groups. This purpose of providing guidance based on the Army and Navy procedures relating to display and associated questions about the U.S. Flag was adopted by all organizations in attendance.

A few minor changes were made a year later during the Flag Day 1924 Conference. It was not until June 22, 1942 that Congress passed a joint resolution which was amended on December 22, 1942 to become Public Law 829; Chapter 806, 77th Congress, 2nd session. Exact rules for use and display of the flag (36 U.S.C. 173-178) as well as associated sections (36 U.S.C. 171) Conduct during Playing of the National Anthem, (36 U.S.C. 172) the Pledge of Allegiance to the Flag, and Manner of Delivery were included.

The code is the guide for all handling and display of the Stars and Stripes. It does not impose penalties for misuse of the United States Flag. That is left to the states and to the federal government for the District of Columbia. Each state has its own flag law.

Criminal penalties for certain acts of desecration to the flag were contained in Title 18 of the United States Code prior to 1989. The Supreme Court decision in *Texas v. Johnson*; June 21, 1989, held the statute unconstitutional. This statute was amended when the Flag Protection Act of 1989 (Oct. 28, 1989) imposed a fine and/or up to 1 year in prison for knowingly mutilating, defacing, physically defiling, maintaining on the floor or trampling upon any flag of the United States. The Flag Protection Act of 1989 was struck down by the Supreme Court decision, *United States vs. Eichman*, decided on June 11, 1990.

While the Code empowers the President of the United States to alter, modify, repeal or prescribe additional rules regarding the Flag, no federal agency has the authority to issue 'official' rulings legally binding on civilians or civilian groups. Consequently, different interpretations of various provisions of the Code may continue to be made. The Flag Code may be fairly tested: 'No disrespect should be shown to the Flag of the United States of America.' Therefore, actions not specifically included in the Code may be deemed acceptable as long as proper respect is shown.

The following information is taken from Title 4 - FLAG AND SEAL, SEAT OF GOVERNMENT, AND THE STATES - of the United States Code Chapter 1 - THE FLAG - as provided on the Internet by the Legal Information Institute at Cornell University School of Law.

Sec. 1. - Flag; stripes and stars on

The flag of the United States shall be thirteen horizontal stripes, alternate red and white; and the union of the flag shall be fifty stars, white in a blue field.



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Sec. 2. - Same; additional stars

On the admission of a new State into the Union one star shall be added to the union of the flag; and such addition shall take effect on the fourth day of July then next succeeding such admission.

Sec. 3. - Use of flag for advertising purposes; mutilation of flag

Any person who, within the District of Columbia, in any manner, for exhibition or display, shall place or cause to be placed any word, figure, mark, picture, design, drawing, or any advertisement of any nature upon any flag, standard, colors, or ensign of the United States of America; or shall expose or cause to be exposed to public view any such flag, standard, colors, or ensign upon which shall have been printed, painted, or otherwise placed, or to which shall be attached, appended, affixed, or annexed any word, figure, mark, picture, design, or drawing, or any advertisement of any nature; or who, within the District of Columbia, shall manufacture, sell, expose for sale, or to public view, or give away or have in possession for sale, or to be given away or for use for any purpose, any article or substance being an article of merchandise, or a receptacle for merchandise or article or thing for carrying or transporting merchandise, upon which shall have been printed, painted, attached, or otherwise placed a representation of any such flag, standard, colors, or ensign, to advertise, call attention to, decorate, mark, or distinguish the article or substance on which so placed shall be deemed guilty of a misdemeanor and shall be punished by a fine not exceeding \$100 or by imprisonment for not more than thirty days, or both, in the discretion of the court. The words "flag, standard, colors, or ensign", as used herein, shall include any flag, standard, colors, ensign, or any picture or representation of either, or of any part or parts of either, made of any substance or represented on any substance, of any size evidently purporting to be either of said flag, standard, colors, or ensign of the United States of America or a picture or a representation of either, upon which shall be shown the colors, the stars and the stripes, in any number of either thereof, or of any part or parts of either, by which the average person seeing the same without deliberation may believe the same to represent the flag, colors, standard, or ensign of the United States of America.

Sec. 4. - Pledge of allegiance to the flag; manner of delivery

The Pledge of Allegiance to the Flag, *I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.*, should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform men should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute.

Sec. 5. - Display and use of flag by civilians; codification of rules and customs; definition

The following codification of existing rules and customs pertaining to the display and use of the flag of the United States of America is established for the use of such civilians or civilian groups or organizations as may not be required to conform with regulations promulgated by one or more executive departments of the Government of the United States. The flag of the



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United States for the purpose of this chapter shall be defined according to sections 1 and 2 of this title and Executive Order 10834 issued pursuant thereto

Sec. 6. - Time and occasions for display

(a) It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstaffs in the open. However, when a patriotic effect is desired, the flag may be displayed 24 hours a day if properly illuminated during the hours of darkness.

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

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

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

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

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

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

Sec. 7. - Position and manner of display

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

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

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

(c) No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America, except during church services conducted by naval chaplains at sea, when the church pennant may be flown above the flag during church services for the personnel of the Navy. No person shall display the flag of the United Nations or any other national or international flag equal, above, or in a position of superior prominence or honor to,



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or in place of, the flag of the United States at any place within the United States or any Territory or possession thereof: Provided, That nothing in this section shall make unlawful the continuance of the practice heretofore followed of displaying the flag of the United Nations in a position of superior prominence or honor, and other national flags in positions of equal prominence or honor, with that of the flag of the United States at the headquarters of the United Nations.

- (d) The flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right, and its staff should be in front of the staff of the other flag.
- (e) The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs.
- (f) When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to the United States flag's right.
- (g) When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.
- (h) When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half-staff. When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out, union first, from the building.
- (i) When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window, the flag should be displayed in the same way, with the union or blue field to the left of the observer in the street.
- (j) When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street.
- (k) When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a church or public auditorium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker or to the right of the audience.
- (l) The flag should form a distinctive feature of the ceremony of unveiling a statue or monument, but it should never be used as the covering for the statue or monument.



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(m) The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day. On Memorial Day the flag should be displayed at half-staff until noon only, then raised to the top of the staff. By order of the President, the flag shall be flown at half-staff upon the death of principal figures of the United States Government and the Governor of a State, territory, or possession, as a mark of respect to their memory. In the event of the death of other officials or foreign dignitaries, the flag is to be displayed at half-staff according to Presidential instructions or orders, or in accordance with recognized customs or practices not inconsistent with law. In the event of the death of a present or former official of the government of any State, territory, or possession of the United States, the Governor of that State, territory, or possession may proclaim that the National flag shall be flown at half-staff. The flag shall be flown at half-staff 30 days from the death of the President or a former President; 10 days from the day of death of the Vice President, the Chief Justice or a retired Chief Justice of the United States, or the Speaker of the House of Representatives; from the day of death until interment of an Associate Justice of the Supreme Court, a Secretary of an executive or military department, a former Vice President, or the Governor of a State, territory, or possession; and on the day of death and the following day for a Member of Congress. The flag shall be flown at half-staff on Peace Officers Memorial Day, unless that day is also Armed Forces Day. As used in this subsection -

- (1) The term "half-staff" means the position of the flag when it is one-half the distance between the top and bottom of the staff;
- (2) The term "executive or military department" means any agency listed under sections 101 and 102 of title 5, United States Code; and
- (3) The term "Member of Congress" means a Senator, a Representative, a Delegate, or the Resident Commissioner from Puerto Rico.

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

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

Sec. 8. - Respect for flag

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

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



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- (b) The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.
- (c) The flag should never be carried flat or horizontally, but always aloft and free.
- (d) The flag should never be used as wearing apparel, bedding, or drapery. It should never be festooned, drawn back, nor up, in folds, but always allowed to fall free. Bunting of blue, white, and red, always arranged with the blue above, the white in the middle, and the red below, should be used for covering a speaker's desk, draping the front of the platform, and for decoration in general.
- (e) The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.
- (f) The flag should never be used as a covering for a ceiling.
- (g) The flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.
- (h) The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.
- (i) The flag should never be used for advertising purposes in any manner whatsoever. It should not be embroidered on such articles as cushions or handkerchiefs and the like, printed or otherwise impressed on paper napkins or boxes or anything that is designed for temporary use and discard. Advertising signs should not be fastened to a staff or halyard from which the flag is flown.
- (j) No part of the flag should ever be used as a costume or athletic uniform. However, a flag patch may be affixed to the uniform of military personnel, firemen, policemen, and members of patriotic organizations. The flag represents a living country and is itself considered a living thing. Therefore, the lapel flag pin being a replica, should be worn on the left lapel near the heart.
- (k) The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

Sec. 9. - Conduct during hoisting, lowering or passing of flag

During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in review, all persons present except those in uniform should face the flag and stand at attention with the right hand over the heart. Those present in uniform should render the military salute. When not in uniform, men should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Aliens should stand at attention. The salute to the flag in a moving column should be rendered at the moment the flag passes.

Sec. 10. - Modification of rules and customs by President

Any rule or custom pertaining to the display of the flag of the United States of America, set forth herein, may be altered, modified, or repealed, or additional rules with respect thereto



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may be prescribed, by the Commander in Chief of the Armed Forces of the United States, whenever he deems it to be appropriate or desirable; and any such alteration or additional rule shall be set forth in a proclamation.

METHODS OF DISPLAYING THE FLAG



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



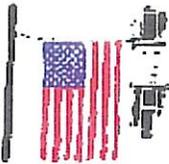
2. The flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right [*that means the viewer's left*], and its staff should be in front of the staff of the other flag.



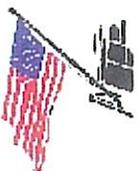
3. The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day. By "half-staff" is meant lowering the flag to one-half the distance between the top and bottom of the staff. Crepe streamers may be affixed to spear heads or flagstaves in a parade only by order of the President of the United States.



4. When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to the right of the flag of the United States (the viewer's left). When the flag is half-masted, both flags are half-masted, with the US flag at the mid-point and the other flag below.



5. When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out, union first, from the building.



6. When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half-staff.



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



8. When the flag is displayed in a manner other than by being flown from a staff, it should be displayed flat, whether indoors or out. When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window it should be displayed in the same way, that is with the union or blue field to the left of the observer in the street. When festoons, rosettes or drapings are desired, bunting of blue, white and red should be used, but never the flag.



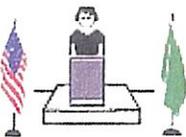
9. That the flag, when carried in a procession with another flag, or flags, should be either on the marching right; that is, the flag's own right, or, if there is a line of other flags, in front of the center of that line.



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



11. When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace. The order of precedence for flags generally is National flags (US first, then others in alphabetical order in English), State (host state first, then others in the order of admission) and territories (Washington DC, Puerto Rico, etc.), Military (in order of establishment: Army, Marine Corps, Navy, Air Force, Coast Guard), then other.



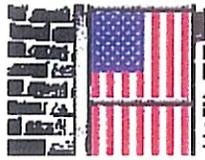
12. When displayed from a staff in a church or public auditorium on or off a podium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker (to the right of the audience). Please note that the old guidelines differed from this updated and simplified one.



13. When the flag is displayed on a car, the staff shall be fixed firmly to the chassis or clamped to the right fender.



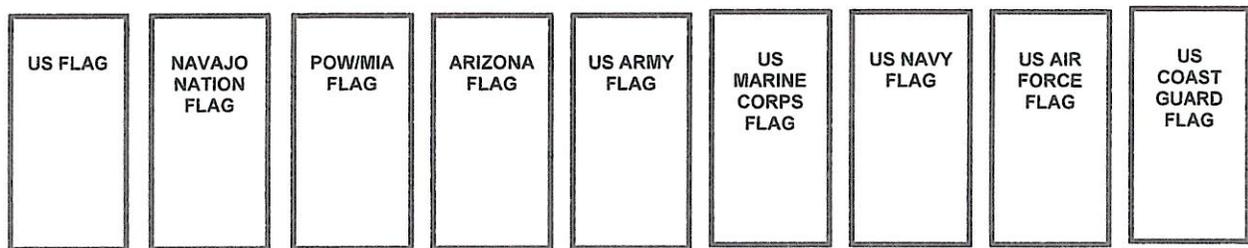
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14. When hung in a window, place the blue union in the upper left, as viewed from the street.

FLAG DISPLAY FOR MEETING AND EVENTS

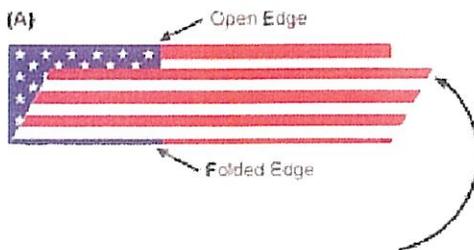
The following illustration shows the correct order of display for flags used at meetings and displayed on flag poles, suspended from wire or against a wall. The order is from the viewers left to right.



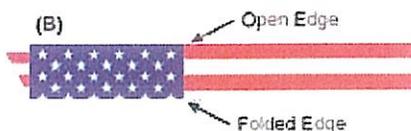
Should other flags than the above be displayed they would come after the other ones in order of precedence (i.e., VFW—1889; American Legion—1919; Disabled American Veterans—1921; Vietnam Veterans of America—1978; etc.)

PROPER FOLDING OF THE US FLAG

(A) Fold the lower striped section over the blue field.



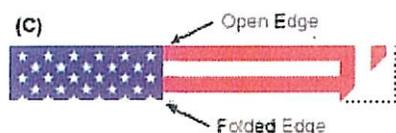
(B) Folded edge is then folded over to meet the open edge.





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(C) A triangular fold is then started by bringing the striped corner of the folded edge to the open edge.



(D) Outer point is then turned inward parallel with the open edge to form a second triangle.



(E) Triangular folding is continued until the entire length of the flag is folded in the triangular shape of a cocked hat with only the blue field visible (F).



Why the American Flag is Folded 13 times

Have you ever wondered why the flag of the United States of America is folded 13 times when it is lowered or when it is folded and handed to the widow at the burial of a veteran?

Here is the meaning of each of those folds and what it means to you.

The '**first fold**' of our flag is a symbol of life.

The '**second fold**' is a symbol of our belief in eternal life.

The '**third fold**' is made in honor and remembrance of the veterans departing our ranks who gave a portion of their lives for the defense of our country to attain peace throughout the world.

The '**fourth fold**' represents our weaker nature, for as American citizens trusting in God, it is to Him we turn in times of peace as well as in time of war for His divine guidance.

The '**fifth fold**' is a tribute to our country, for in the words of Stephen Decatur, "Our Country, in dealing with other countries may she always be right; but it is still our country, right or wrong."

The '**sixth fold**' is for where our hearts lie. It is with our heart that we pledge allegiance to the flag of the United States Of America, and to the Republic for which it stands, one Nation under God, indivisible, with Liberty and Justice for all.



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The '**seventh fold**' is a tribute to our Armed Forces, for it is through the Armed Forces that we protect our country and our flag against all her enemies, whether they be found within or without the boundaries of our republic.

The '**eighth fold**' is a tribute to the one who entered into the valley of the shadow of death, that we might see the light of day, and to honor mother, for whom it flies on Mother's Day.

The '**ninth fold**' is a tribute to womanhood; for it has been through their faith, their love, loyalty and devotion that the character of the men and women who have made this country great has been molded.

The '**tenth fold**' is a tribute to the father, for he, too, has given his sons and daughters for the defense of our country since they were first born.

The '**eleventh fold**', in the eyes of a Hebrew citizen represents the lower portion of the seal of King David and King Solomon, and glorifies in their eyes, the God of Abraham, Isaac, and Jacob.

The '**twelfth fold**', in the eyes of a Christian citizen, represents an emblem of eternity and glorifies, in their eyes, God the Father, the Son, and Holy Spirit.

When the flag is completely folded, the stars are uppermost reminding us of our nation's motto, "In God We Trust".

After the flag is completely folded and tucked in, it takes on the appearance of a cocked hat, ever reminding us of the soldiers who served under General George Washington, and the sailors and marines who served under Captain John Paul Jones, who were followed by their comrades and ship-mates in the Armed Forces of the United States, preserving for us the rights, privileges, and freedoms we enjoy today.

The next time you see a flag ceremony honoring someone that has served our country, either in the Armed Forces or in our civilian services such as the Police Force or Fire Department, keep in mind all the important reasons behind each and every movement. They have paid the ultimate sacrifice for all of us by honoring our flag and our Country.



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MILITARY FUNERAL HONORS

Military Funeral Honors provide the final opportunity to show our respect for the deceased veteran and for that veterans service to his or her country. It gives each of us who are veterans one last chance to say goodbye and thank you. It gives the family of the veteran an opportunity to see just how much the veterans service was, and is, appreciated.

Military Funeral Honors should be the most solemn of occasions and provided with all the precision, dignity and expertise that the Honor Guard has to offer.

The roll of the Honor Guard is to provide Military Funeral Honors for the veteran and the veterans family. It is extremely important that the families considerations be taken into account and that the Military Funeral Honors program adheres as closely as possible to their desires while still meeting the requirements of rendering those honors.

The Honor Guard should establish certain policies of conduct that it will maintain regardless of circumstances or request to the contrary by the family of the veteran. These policies should include what the "minimum" service program will be as well as the maximum. Normally, at a minimum the service would include two Honor Guard members who would fold and present the US Flag to the next of kin and who would play an electronic recording of "Taps". Once the guidelines have been established it is the duty of all members to see that they are adhered to. A "Chain of Command" must exist and it must be used properly if you wish to be successful. The following are items that should be established and responsibility for each determined:

Leadership: At the very least you should have the following officers: Commander, Vice Commander, and Secretary/Treasurer. If you have sufficient personnel then you can expand on these positions with a Senior and Junior Vice Commander and separate out the Secretary and the Treasurer. You will also need a "Point of Contact" person for the funeral homes of families to contact when requesting Military Funeral Honors. This person could be one of the officers or a separate individual altogether. **ALL REQUESTS FOR THE HONOR GUARD SHOULD GO THROUGH THE "POINT OF CONTACT" PERSON ONLY!!** It would also be beneficial if you have one or more "Training Officers" and a Quartermaster to handle equipment and supplies.

Uniforms: Make sure you maintain consistency in uniforms! Nothing looks more unprofessional than a bunch of veterans in assorted degrees of informing. To start with the uniform can be fairly simple and then expanded upon as funding (both personal and organizational) become available.

Equipment: Here you must determine what equipment is essential and what is desirable. Once you obtain the essential equipment uniforms, flags, etc.) then you can start to work on the desirable (Electronic Bugle, sound system, etc.) The limiting factor here is funding. Make sure you have the funds "in hand" before going out and spending them. If you cannot pay for it—DON'T GET IT!!

Records: You will want to have a continuing set of records for your Honor Guard. These records should include minutes from all meetings, financial records (checkbook ledger, receipt, etc.), Membership roster and any other records you feel might be beneficial. It is far easier to have too many records than not enough.



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Training: The key to success in any endeavor is training. If you establish a solid training program from the start and stick to it you will have many veterans willing to participate.

Start you training with the basics—marching, formations, proper handling of firearms and so forth. You can always expand your training program as the confidence level of your members increases.

CONDUCTING THE MILITARY FUNERAL HONORS PROGRAM

Plan to arrive at the location for the Military Funeral Honors program at least 30 minutes ahead of the scheduled time. This will allow you the opportunity to check uniforms, equipment and other incidentals and to meet with the family or funeral home representative ahead of the program to make sure that their needs, and yours, are met.

The Commander and Chaplain should accompany the casket or, in the event of cremated remains, the urn into the area where the service is to be conducted. If sufficient personnel are available then one or more may already be stationed at the location holding the US Flag and such other flags as may be available. Normally if a second flag can be held it would be that of the branch of service of that the deceased veteran.

The program below can be modified to meet your specific needs but is the general way that the program should be conducted. Spoken parts are shown for the Commander and Chaplain along with indicators as to what should be taking place.

Interment Ceremony

The Commander will began the ceremony by turning toward the casket or urn, slowly saluting it and saying the following:

COMMANDER: *“We are here assembled to pay a lasting tribute of respect to our departed comrade. When the call of our country was heard, Comrade _____ answered; self was forgotten in the cause of the greater good. As a brave man (woman) he (she) marched away with an abiding faith in his (her) God, his (her) country and his (her) flag.*”

“The red of our country’s flag was made redder by his (her) heroism; the white more stainlessly pure by the motives which impelled him (her); and, in the starry field of our nation’s glorious banner, the blue has been glorified by the service he (she) has given for American ideals.”

The Commander will order Parade Rest and then say:

COMMANDER: *“The Chaplain will invoke the divine blessing.”*

The Chaplain will turn toward the casket or urn, slowly salute it, and invoke the divine blessing as fol-



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lows, after which he/she will turn toward the casket or urn, slowly salute it and turn back:

CHAPLAIN: *"Almighty and Merciful God! Father of all! Amidst these monuments of the dead we see Thy hand. In the depth of our sorrow we realize the truth of the inspired words: 'I am the resurrection and the life; he that believeth in Me, though he were dead, yet shall he live.'*

"As comrade after comrade departs we march on with the ranks grown thinner.

"Help us to be faithful unto Thee and to one another.

"We beseech Thee, look in mercy upon all of us here assembled and, with Thine own tenderness, console and comfort those bereaved by the hand of death.

"Give them the 'oil of joy for mourning, the garment of praise for the spirit of heaviness.'

"Heavenly Father, bless our country with freedom, peace and righteousness, and through Thy Sovereign and Holy Spirit's favor, may we all meet at last before Thy throne of Grace in Heaven. And to Thy Great Name shall be praise forever and ever. Amen."

After the divine blessing, the Commander will turn toward the casket or urn, slowly salute it, and continue with his/her address as follows, after which he/she will turn toward the casket or urn, slowly salute it and turn back:

COMMANDER: *"One by one, as the years roll on, we are called upon to fulfill these sad duties of respect to our departed comrades.*

"The present, full of the cares that beset all nations whether engaged in war or peace, fades away as we look back on the day this comrade left his (her) home to defend his (her) country. Imbued by a spirit of devotion and inspired by an undying love of his (her) native land, he (she) gladly went forth and joined with comrades both young and old to preserve our heritage of freedom.

"We trust that the example set by our comrades will prove a glorious beacon to the youth of our country, who may be called to uphold the honor of our flag.

"As the years roll on, we, too, shall have finished our fight, shall be laid to rest, and our souls follow the long column to the realms above, as all-enfolding death, hour by hour, shall mark his recruits.



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“Comrades, let us so live that when the Keeper of the Eternal Records shall have called our names for the last time, those we leave behind may say of us, as we say now of this comrade, ‘Here lies all that is mortal of a true-hearted comrade, and a fearless defender of his (her) country and flag.’”

The Chaplain will turn toward the casket or urn, slowly salute it, and finish his/her part of the ceremony as follows, after which he/she will turn toward the casket or urn, slowly salute it and turn back:

CHAPLAIN: *“The march of our comrade is over and he (she) lieth down in the house appointed for all the living.*

“This bier (urn) reminds us of the frailty of human life and the tenure by which we hold our own. ‘In such an hour as ye thing not, the final summons may come which no one disobeys.’

“If seems fitting that we should leave our comrade to rest under the arching sky, as he (she) did when he (she) pitched his (her) tent or laid down in days gone by, weary and footsore by the roadside or on the field of battle.

“Our departed comrades of the (deceased veteran’s branch of service) no longer hear the sound of the waves or float upon the bosom of the deep, no longer sail beneath peaceful skies, nor are driven before the angry storm.

“May each of us, when our voyages and battles of life are over, find a welcome in that region of the blest where there is no more storm-tossed sea, nor scorching battlefield.

“Our comrade is in the hands of our Heavenly Father, and ‘God giveth His beloved sleep.’

“He (she) will be laid to rest, but let us cherish his (her) virtues and learn to imitate them, reminded by the place he (she) fills no more, that our ranks are growing thinner’.

“Let each one be so loyal to every virtue, so true to every friendship, so faithful in the remaining marches, that he will be ready to fall out and take his place in the great review hereafter; not in doubt, but with faith that the merciful Captain of our Salvation will call him to that fraternity which on earth and in heaven remains unbroken.

“The Master saith: ‘Thy brother (sister) shall rise again. I am the resurrection and the life.’

“Dust shall be returned to dust and the spirit to God who gave it.



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"Earth to earth, ashes to ashes, dust to dust and the spirit unto the Great Spirit, that watcheth over the lives and souls of men. Amen."

Upon conclusion of the Chaplain's part above, the firing detail will come to attention and, as commanded, fire three volleys of gunfire after which it will come to Present Arms.

The bugler will then sound Taps followed by the folding of the flag by the Commander and Chaplain. The Commander will present the flag to the designated person.

After presenting the flag, the Commander will return to his/her place and order Post Colors. Any flag bearers will place their flags slightly into their respective holders and wait for the Commander's order to post. At the command of Post, the flag bearers will drop their flags *fully* into their holders and salute the American flag.

After Order Arms is given, the Commander will dismiss the Honor Guard.

Once the order to dismiss has been issued you will need to have one or two member make sure that they pick up all of the brass. If possible, the brass can then be given to the family of the deceased veteran for them to distribute as they so choose.

RETREAT CEREMONY

1. Musical Selection(s)

A patriotic musical selection(s) will be provided either by a live group or electronically.

2. Retreat

At the direction of the Cemetery Director or designee, the bugle call, "Retreat," will be sounded by a live bugler, a member of the Grand Valley Combined Honor Guard, or electronically. The live bugler will be posted at the west end, on top of Columbarium # 2.

3. Firing Detail

At the last note of "Retreat," one shot will be fired from a cannon. If a cannon is not available, a firing detail, consisting of seven Honor Guard riflemen, will fire one volley of blanks in unison. The cannon or firing detail will be located on the walkway, near Columbarium # 1, at the east end of the bridge, and will aim toward the south/southwest.

4. Lowering of the Flag/"To the Colors" or National Anthem

After the cannon shot or rifle volley, the American flag will begin to be lowered by a member of the



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Honor Guard. At the same time, "To the Colors" will be sounded by a live, Honor Guard bugler or electronically. Alternatively, the National Anthem may be played or sung. Lowering of the flag should be timed to the music in such a way as the flag reaches its lowest point on the flagpole at the same time as the last note of music.

5. Folding and Presentation of the Flag

Once the flag reaches its lowest point on the flagpole, it will be unfastened, folded in the traditional triangle and presented. The number of Honor Guard personnel involved in part of the ceremony will depend on the size of the flag. In the case of a 12' x 18' garrison flag, eight persons are needed, not including a detail commander if one is available, or the Honor Guard lowering the flag.

The process for folding a 12' x 18' garrison flag will be as follows:

- a. Personnel will be posted as shown. (Figure 1)

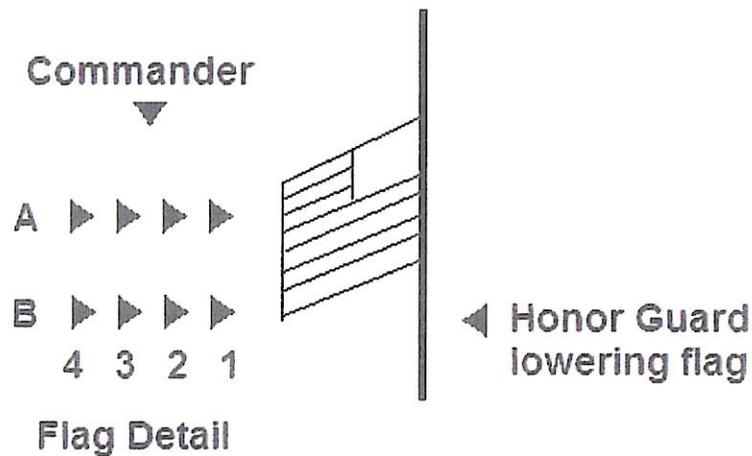


Figure 1

- b. As the fly end of the flag reaches the first rank (1), both personnel will grab it and, as the flag continues to be lowered, pass the fly end to the second rank (2) and then the third rank (3) and then the fourth rank (4). Once the flag has been lowered, it will be unfastened from the halyard and stretched out as shown. (Figure 2)



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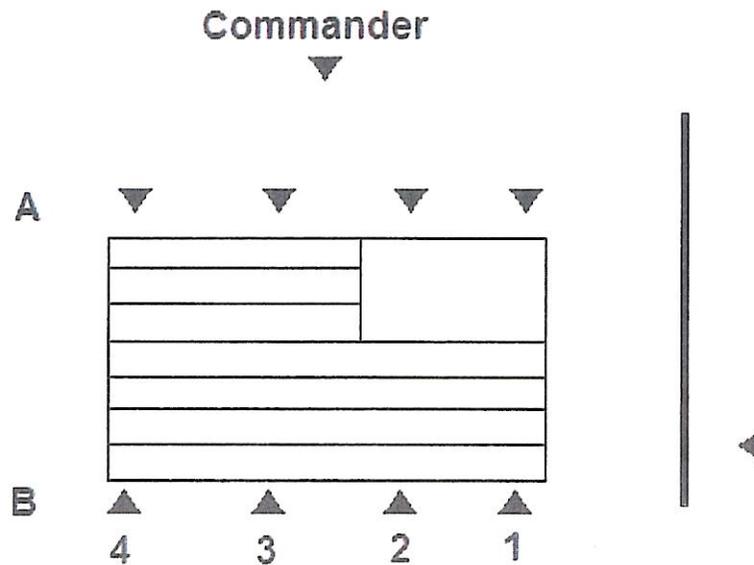
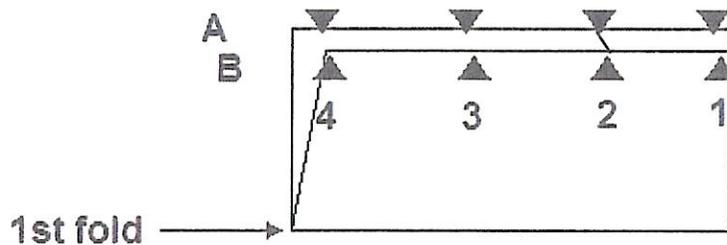
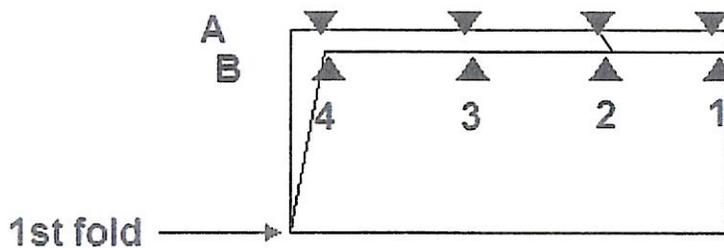


Figure 2

c. The Commander will order, "Prepare the Colors." The upper or A Rank will stand fast while the lower or B Rank brings its portion of the flag to A Rank.



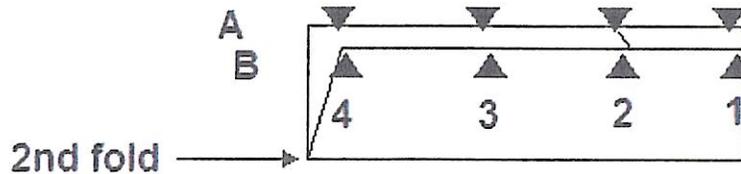
d. The A Rank will grab both sides of the flag, leaving 1" – 2" of the original top portion showing, and hold them while the B Rank bends down and picks up the 1st fold that is hanging down.



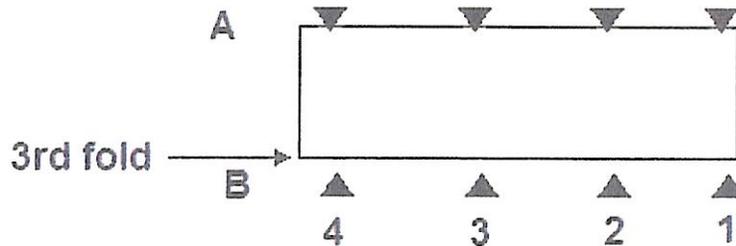


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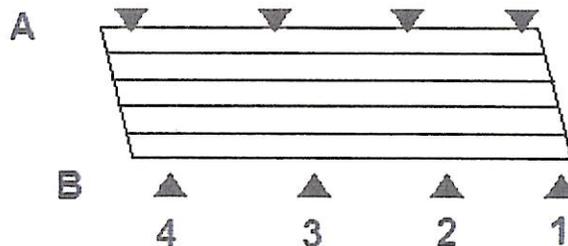
e. The upper or A Rank will again stand fast while the lower or B Rank brings the 2nd fold portion of the flag to A Rank.



f. Once this 2nd fold has been made, the lower or B Rank will again bend down, grab the 3rd fold, stand up and pull it taunt



g. The flag will then be folded into the traditional triangle. Folding will be done by the # 4 Honor Guards in both ranks. Honor Guards # 3 and # 2, both ranks, will support the flag while it is being folded and, if necessary, assist with its folding. Honor Guards # 1, both ranks, will stand fast and anchor the flag while it is being folded.



h. Once the flag has been folded into a triangle, it will be presented to the Honor Guard Commander who will, in turn, present it to the Cemetery Director or designee.

6. Musical Selection(s)

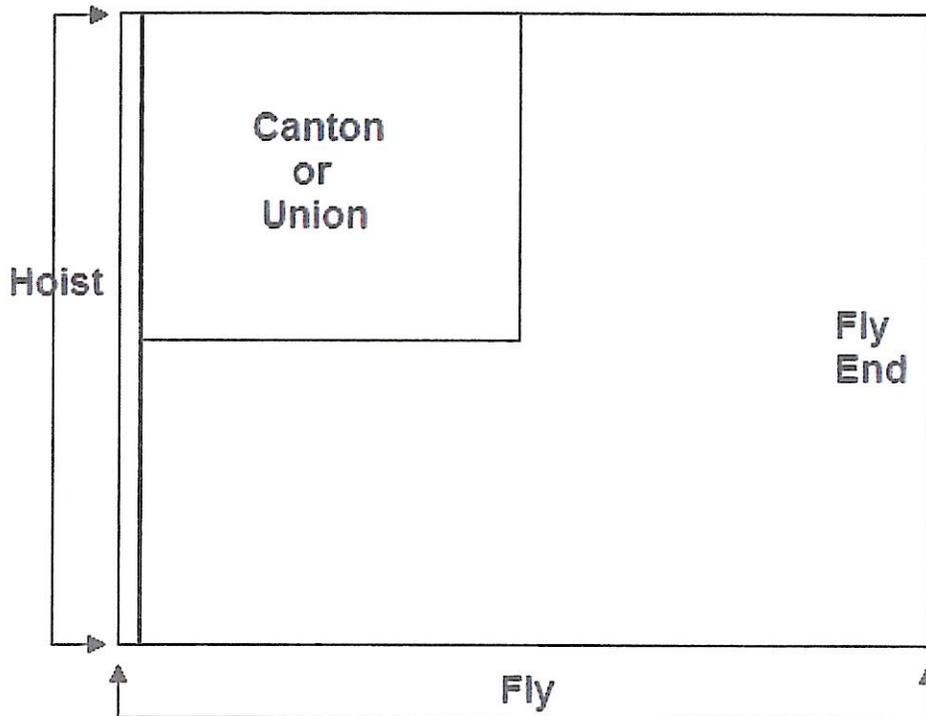
A patriotic musical selection(s) will be provided either by a live group or electronically.



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7. Dimissal

Upon conclusion of the patriotic musical selection(s), the Honor Guard will order, "Attention," and then dismiss the Honor Guard contingent.



FLAG RETIREMENT and BURNING CEREMONY

When the United States flag becomes worn, faded or badly soiled it must be retired and replaced with a new one. The old flag should be retired with all the dignity and respect befitting the sacred symbol of the United States of America.

The United States Flag Code, Title 4, Chapter 1, Section 8(k) states: "The Flag, when it is in such condition that it is no longer a fitting emblem of display, should be destroyed in a dignified way, preferably by burning."

The Veterans Memorial Cemetery of Western Colorado will conduct Flag Retirement and Burning Ceremonies at least once a year and invite the community to participate by bringing unserviceable flags and, by their presence, render the appropriate tribute.

The Flag Retirement and Burning Ceremony will take place normally during the evening before Veterans Day, i.e., November 10th. Additional ceremonies may be scheduled periodically throughout the year as needed.



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A Retreat Ceremony will be scheduled at the same date and time and before the Flag Retirement and Burning Ceremony. At the conclusion of the Retreat Ceremony, the Flag Retirement and Burning Ceremony will commence.

A hole or fire pit, large enough to hold the ashes of the flags being retired and burned, will be made inside the Cemetery's Assembly Area perimeter. A large table will be placed in front of this hole or fire pit. A large pair of scissors will be placed on the table. Charcoal will be placed in the pit and lit. A guard will be placed at the fire pit to keep spectators away.

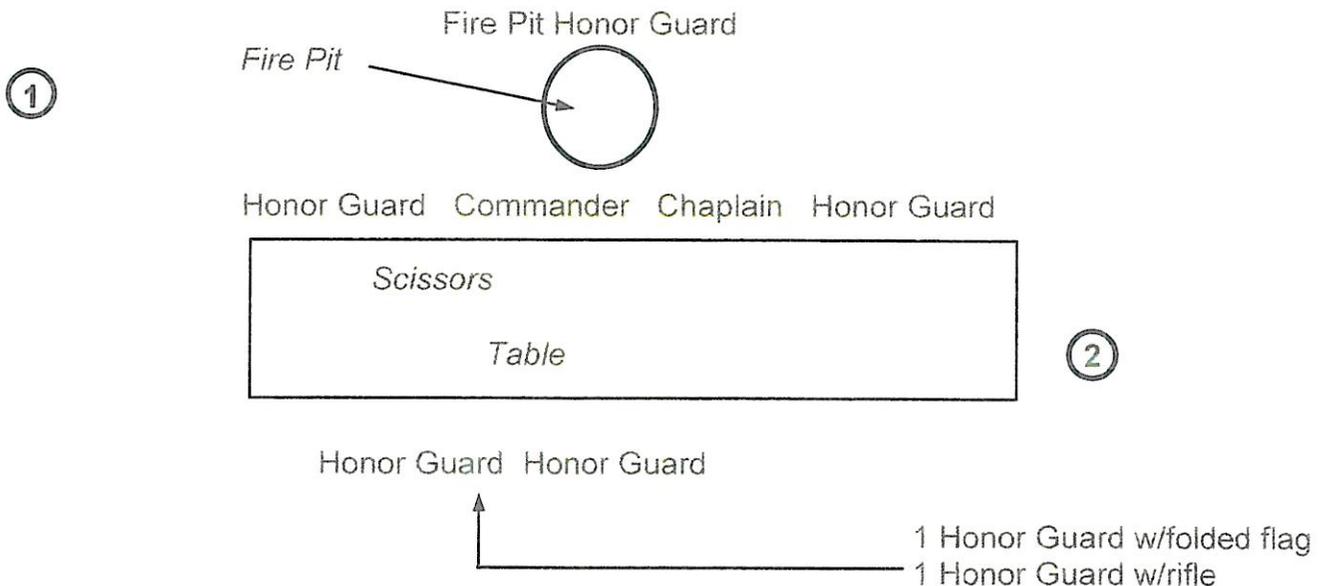
The Flag Retirement and Burning Ceremony will be conducted by the Grand Valley Combined Honor Guard and/or other appropriate organizations in accordance with the following procedure.

One flag, representing all of those to be destroyed, shall be used. If it has not already been folded into a triangle, it shall be by two Honor Guards who will maintain custody of it thereafter. One of these Honor Guards will be armed with a rifle.

- ① After the retreat ceremony, the Honor Guard Commander, Chaplain and two Honor Guards will post themselves at the table - Commander and Chaplain behind the table and centered on the table (Commander to the right, facing the audience) and one Honor Guard on each side of the Commander. The Commander will call the detail to attention and order the colors presented.

COMMANDER:

"Attention. Present the colors."





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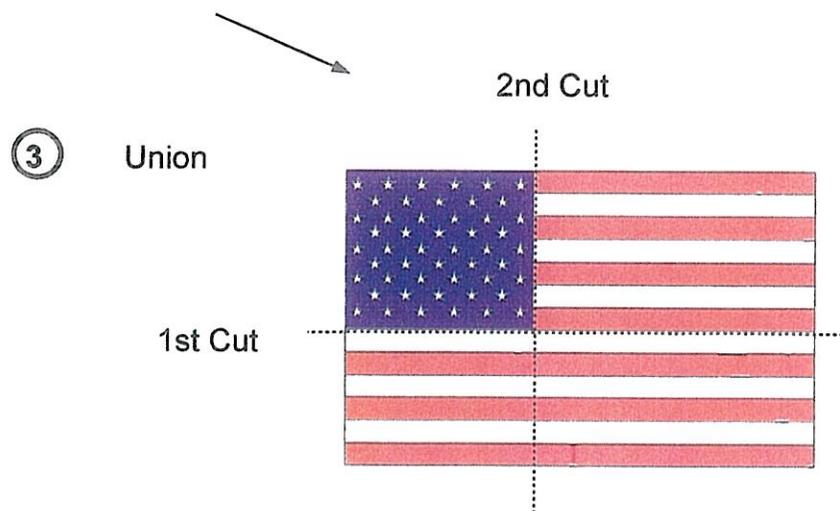
- ② The two Honor Guards attending the flag to be burned will march to the table, opposite the Commander, and present it to the Commander. He or she will first salute the flag as it is being held by the Honor Guards and then take it from them. They will take one step to the rear, salute the flag being held by the Commander, execute a right or left face and march off. The Commander will then say:

COMMANDER:

“These flags have served their nation long and well. They have worn to a condition to which they can no longer be used as symbols of our nation.

“This particular flag represents all of the flags collected here and being retired from service tonight. We honor them all as we salute one flag.”

- ③ The Commander and the two Honor Guards assisting him/her, will unfold the flag and lay it out on the table. The Commander will cut the flag in half, horizontally (see illustration below), taking care not to cut the Union, i.e., the blue field of white stars (The Union is not cut because it represents the union of the fifty states and one should never let the union be broken). The two halves should then be placed together and cut in half, vertically. Upon completion, there should be four pieces of flag, one being the Union.

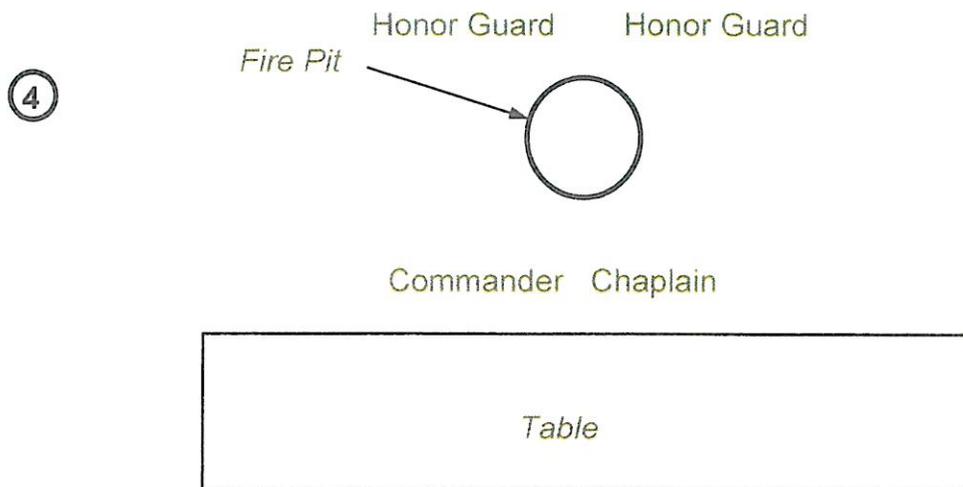




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- 4 The Honor Guards will then place one piece of the stripes at a time in the fire pit to be burned. The union will be the last piece burned.

Fire Pit Honor Guard



While the Honor Guards are burning the pieces of the first flag, the Commander will say the following:

COMMANDER:

"We have presented here these flags of our country which have been determined to be unserviceable. They have reached their present state in a proper service of tribute, memory and love.

"A flag may be a flimsy bit of printed gauze or a beautiful banner of finest silk. Its intrinsic value may be trifling or great; but its real value is beyond price, for it is a precious symbol of all that we and our comrades have worked for and lived for and died for – a free nation of free people, true to the faith of the past, devoted to the ideals and practice of justice, freedom and democracy.

"Let these faded flags of our country be retired with respectful and honorable rites and their places be taken by bright new flags. Let no grave of our soldier or sailor dead be unhonored and unmarked.

"The Chaplain will invoke the divine blessing."



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The Chaplain will say the following:

CHAPLAIN:

"Almighty God, Captain of all hosts and Commander over all, we ask you to bless and consecrate this present hour.

"We thank Thee for our country and for its flag and for the liberty for which it stands. To clean and purging flame we commit these flags, tattered and worn through worthy service. As they yield their substance to the pyre, may Thy Holy Light spread over us and bring to our hearts renewed devotion to God and Country, Amen."

The Commander asks those present to join him/her in the Pledge of Allegiance and recites it.

COMMANDER:

"I pledge allegiance to the flag of the United States of America and to the country for which it stands. One nation, under God, indivisible, with liberty and justice for all."

After the Pledge of Allegiance, the Chaplain says the following:

CHAPLAIN:

"Almighty God. May the souls of our comrades who have fought and died under this flag be with You tonight. May You protect those who fight under this flag tonight. And may You take to your bosom those who will die tonight and in the future while fighting under this flag.

"May their souls and all the souls of our departed comrades rest in peace. Amen."

⑤ Commander will order present arms. Bugler will sound TAPS.

COMMANDER:

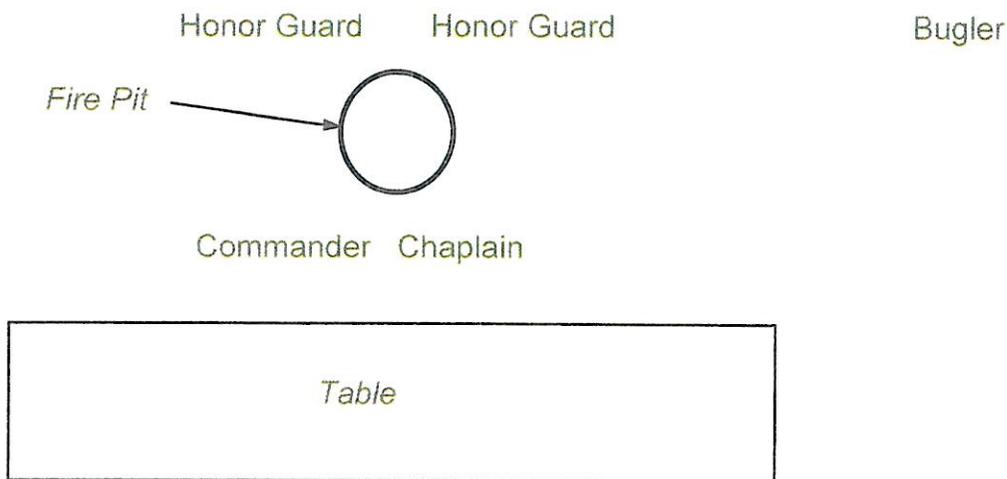
"Present arms."



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Fire Pit Honor Guard

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At the conclusion of TAPS, Commander will command order arms and announce that the Flag Retirement Ceremony is concluded. Anyone wishing to dispose of a flag should bring it to the Honor Guard and/or other organization(s) manning the table.

COMMANDER:

“Order arms. This concludes our ceremony. Anyone wishing to dispose of an unserviceable flag may bring it forward.”

Volunteers at that location will ensure that each flag is cut into four pieces, as directed above, and burned.

Upon completion of the flag burning, water will be used to extinguish the fire and the hole will be filled with dirt and the sod replaced.



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