

Highland Lakes Honor Guard

“All Gave Some...Some Gave All”



highlandlakeshonorguard.org

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Introduction

This handbook was created for the members of the Highland Lakes Honor Guard (HLHG) to assist them in the performance of their duties rendering Military Funeral Honors for deceased Veterans. It was compiled from many different Military regulations, pamphlets and Field Manuals throughout the various Military branches, and adapted as necessary for the benefit and use by our volunteer Veterans. This handbook is not all inclusive and some procedures and policies may be changed "on the fly" due to unforeseen circumstances at various service sites, family requests, or space limitations. Whenever possible, the procedures listed in this handbook will be adhered to for uniformity and professionalism. Any discrepancies in this handbook should be brought to the attention of the HLHG Commander and other members during one of our scheduled meetings, or as soon as possible if no meeting is scheduled.

Rendering Military Funeral Honors with the HLHG is an honorable duty and should be performed in the highest professional manner, with dignity and respect for the deceased Veteran and his(her) family members and friends. This will be a lasting impression that they will never forget. You are greatly appreciated for volunteering for this service, and are respected and revered by the members of the HLHG, family and friends of the decedents and our local communities.

While the HLHG Commander tries to place each member in a role appropriate to their abilities, it is beneficial for all members to be proficient in all roles associated with Military Funeral Honors so there is no confusion during a service, and that all roles may be filled due to any absences.

Whenever a prayer is conducted, either by the HLHG Chaplain or another clergyman, all HLHG members should bow their heads, whether they are at the position of "*Attention*" or "*Rest*".

The HLHG uses ceremonial positions of "*Rest*". This is different from Military "*Rest*" positions in that the hands are not placed behind the back, but in front of the body. For clarification, see the HLHG Commander or other members. This is also explained later in this handbook depending on the role being assumed.

The HLHG performs their services free of charge, however some family members or friends may wish to tip you for your service. If this happens, politely decline and inform them that they may make a donation to our organization through one of our corporate officers.

Wherever gender is referred to in this handbook, it is to be construed to include both genders.

Duties and Responsibilities of Highland Lakes Honor Guard members

As a member of the Highland Lakes Honor Guard, you are a representative of a professional, dignified and honored organization and as such, expected to maintain high standards of conduct and responsibility. All members are expected to maintain high moral standards and ethical conduct and represent the Military branches so as not to bring discredit upon them. Residents of our communities look up to our members and expect nothing less.

Members meet regularly. Meetings are held at the Marble Fall United Methodist Church, Marble Falls, Texas. Members are expected to make all meetings unless good cause prevents them from doing so. Members also must be available to render Military Funeral Honors and participate in patriotic programs, parades, and other various civic ceremonies when called upon to do so.

Uniforms

Members are required to purchase their own ceremonial uniforms through the Highland Lakes Honor Guard at cost to assure uniformity within the detail. Uniforms currently cost about \$400. Special financial arrangements are available. The selected uniform consists of a white shirt with black trim with American Flag, the Highland Lakes Honor Guard (HLHG) patch, single loop braided shoulder cord and black ascot.

Guardsmen wear their own insignia of military rank or branch of service, military ribbons and name tag. Black uniform trousers with black web belt and white pistol belt, black combat boots and black dress shoes and white and black gloves complete the basic uniform. Headgear may be either a black beret with insignia or a western style felt hat with insignia. Additional uniform requirements may be added. Uniform items are to be kept clean and serviceable at all times at the member's expense. For any unserviceable items, see the Quartermaster for exchange or replacement. The only awards and decorations that are authorized to be worn are ones that have been awarded to the member and annotated on the DD-214. No other awards or decorations are authorized to be worn on the uniform.

The Highland Lakes Honor Guard Creed

- I am a proud member of the Highland Lakes Honor Guard.
- My standards of conduct and high level of professionalism place me above all others in my service.
- I have earned the right to wear the ceremonial uniform, one of which is honored in tradition and history.
- I am superbly conditioned to perfect all movements throughout every drill and ceremony.
- The level at which I perform will never be dictated by the type of ceremony, weather conditions, nor the size of the crowd.
- I am constantly driven to excel by a strong sense of dedication that runs deeper than patriotism.
- While on ceremonies, I stand sharp and crisp, motionless by choice, for I have voluntarily chosen to represent every member, past and present, of the United States Armed Forces.
- I am a ceremonial guardsman.

Code of Conduct

As a member of Highland lakes Honor Guard, I agree to comply with and live by the following Code of Conduct:

I. That I shall, at all times, conduct myself as a law-abiding, patriotic citizen of the United States of America and pledge allegiance to our Constitution and our democratic form of government,

II. That I shall never take up arms against the United States of America nor participate in any seditious manner to overthrow our democratic form of government,

III. That I publicly proclaim and maintain a belief in a Supreme Being and that I will respect other's religious beliefs as witnessed in the way I live my life,

IV. That I shall, at all times, conduct myself in such a fashion as to never bring discredit upon myself, my family, my community or the Highland Lakes Honor Guard.

V. That I shall never discriminate against another because of race, creed, ethnicity, national origin, gender, personal life-style choice, religious belief or, because of any particular situation in life. Nor will I engage in political or religious debate while in the performance of my duties as a member of the Highland lakes Honor Guard, or, in any situation where the Highland Lakes Honor Guard might be brought into focus of the debate.

VI. That I will always wear the uniform of the Highland Lakes Honor Guard as prescribed and according to their regulations; only at places, events and in such situations as authorized; and while wearing the uniform, conduct myself appropriately. If a male member, I will be clean shaven or have a trimmed beard

and/or mustache. While in uniform I will maintain a clean-cut, professional appearance and not dishonor the uniform by combining it with other items of clothing or decorations not previously authorized.

VII. That I shall not engage in nor tolerate the speaking of falsehoods, stealing, falsification of documents or any other activity that is unethical, dishonorable or would bring discredit or shame upon myself, the Highland Lakes Honor Guard or the legacy of Valor, Honor and Sacrifice embodied in our military veterans, and, that upon witnessing any such occurrence within the Highland Lakes Honor Guard organization, I shall immediately report the same to proper channels within the Highland Lakes Honor Guard organizational Chain-of-Command,

VIII. That I take this Code of Conduct seriously and willingly submit myself to any duly constituted Highland Lakes Honor Guard tribunal (“Honor Court”) called to investigate my conduct and will accept the outcome of any such tribunal in accordance with established procedures for the same,

IX. That I will not engage in the unlawful sell, transfer, possession or use of controlled substances and, shall not use alcoholic beverages unless of legal age,

X. That I will live my life honorably and be a positive influence on my family, in my community and for my country.

Sequence of Events

While most Military Funeral Honors that we perform are relatively the same, some deviations are incurred due to last minute changes by the family, Funeral Home or time constraints. Please be flexible to adapt to any last minute changes that may occur.

- HLHG members are notified (either telephonically or electronically) with date, time, location and uniform of service to be performed.
- Members assemble at the service location at muster time (usually 1/2 hour prior to start of funeral service) and are given their role for the service.
- Members set up all equipment under direction of HLHG Commander.
- All members assemble for the circle of prayer (usually 10-15 minutes prior to start time).
- Members stage in their appropriate place and await the start of the service.
- Family members arrive and await the start of the service.
- Family service is conducted.
- HLHG Chaplain approaches podium.
- HLHG Chaplain gives introduction and opening prayer.
- Flag is quarter-folded and displayed in front of mourners.
- Firing of the Three Volley Rifle Salute.
- Taps is played.
- Flag is folded.
- Flag is presented to Recipient.
- Ceremony is complete.
- HLHG equipment is secured.
- Members dismissed by HLHG Commander.

Chaplain

The HLHG Chaplain is the voice of the Honor Guard. He(she) is the one at the podium and narrates the entire service. The Chaplain may also be required to perform the officiating clergy duties in the absence of a civilian chaplain.

If at a chapel or funeral home service, the HLHG Chaplain will ensure that a podium and suitable sound system (microphone) are available for use. If one is not available the HLHG podium will be used.

The Chaplain will coordinate with the officiating clergy, Funeral Home Director or family members regarding the sequence of the service and when Military Funeral Honors are to begin.

Before every service, the Chaplain will assemble all members and lead the circle of prayer with the HLHG Prayer.

When it is time for Military Funeral Honors, the Chaplain will approach the podium, give the introductory remarks and recite the opening prayer. (***Before inviting the mourners to stand, the Chaplain will ensure that the Flag Folder and Flag Holder have approached the front of the service with the Flag***). When it is time for the Three Volley Rifle Salute, the Chaplain will motion to the Rifle Commander that it is time for the volleys. In the case of an indoor service, the Chaplain will motion to either the Bugler or Funeral Home Director, who will then motion to the Rifle Commander. During the Three Volley Rifle Salute the Chaplain is at the position of "Attention" and when the first note of Taps is played, he(she) renders the hand salute until the final note of Taps has concluded.

It is now time for the Flag folding and the Chaplain must ensure that the narration of each fold is kept in cadence with the Flag Folder. Once the Flag has been folded and the Flag Folder is facing the Rifle Commander, the Chaplain must ensure that he(she) also keeps cadence with the Rifle Commander as the three spent shell casings are inserted into the Flag. When the Flag Presenter takes a knee to present the Flag to the Recipient, the Chaplain will be at the position of "Attention" and when the Flag Presenter rises, the Chaplain will render the hand salute until the Presenter drops his salute. At this time the Chaplain will announce to the mourners that the service is concluded. The Chaplain then departs the podium, assists in securing all HLHG equipment and awaits dismissal from the HLHG Commander.

If at a graveside service, the Chaplain will secure the podium and assist with securing all HLHG equipment and await dismissal from the HLHG Commander.

Flag Holder / Presenter

This custom of special folding is reserved for the United States Flag alone.

Before the service, the Flag Holder (normally also the Flag Presenter) will identify the Flag Recipient and relationship to the decedent, whom is to receive the Flag. The Funeral Home Director or family members will be able to identify the Recipient. (Usually this is the Next of Kin).

If at a casket service, when the HLHG Chaplain finishes the opening prayer, the Flag Folder will approach the foot end of the casket (the stripes end), the Flag Holder will approach the head end of the casket (the stars end), and when the Flag Folder and Flag Holder are in position, both will render the hand salute. They will then secure the Flag, lift it over the casket and fold it to quarter height.



Fold the lower half of the stripe section lengthwise **over** the field of stars, holding the bottom and top edges securely. *(To better obscure any visible red once the Flag is folded, this first lengthwise fold should be folded so the bottom edge of the Flag is aligned approximately one inch from the top edge of the Flag, beneath any grommets on the hoist end. This creates approximately a one inch "offset").*



Fold the flag **again** lengthwise with the blue field on the **outside**. *(Again, to better obscure any visible red once the Flag is folded, the folded edge should be aligned with the offset, or bottom edge of the Flag, approximately one inch from the top of the Flag, beneath any grommets on the hoist end).* Hold the Flag in a vertical position with the stars to the mourners left. The Flag Holder and Flag Folder will remain in this position until the playing of Taps has concluded.



If at a service with cremated remains, the Flag will already be folded and must be secured by the HLHG Commander (or designated representative) approximately five minutes before the scheduled start time of the funeral. When the HLHG Chaplain stands to approach the podium, the Flag Folder and Flag Holder will unfold the Flag at the rear of the mourners and quarter-fold it as above. Once the Flag is quarter-folded, the Flag Holder and Flag Folder will march to the front of the mourners so that once halted in front of and centered on the mourners, the stars will be to the mourners left. They will keep the Flag in a vertical position until the last note of Taps is played.

After Taps, the Flag Folder and Flag Holder will bring the Flag to a horizontal position with the open edge to the Folder's right, and the Holder's left.

The Flag Folder will fold the Flag to the Flag Holder, keeping cadence with the narration of each fold given by the Chaplain. Once the twelfth fold is completed, you will have a short section of blue to tuck in. Fold the corner of blue nearest the diagonal edge of the Flag at 45 degrees and tuck the entire hoist end into the fold of the Flag.



When the flag is completely folded, only a triangular blue field of stars should be visible. *(If there is any red or white visible, make every effort to try and conceal it by further tucking and manipulating the edges of the Flag until no more red or white is visible).*

The Flag Holder will then render a hand salute and when he/she drops their salute, the Flag Folder faces about (or left or right, depending upon where the Rifle Commander is located) to receive the three spent shell casings. The Flag Folder then presents the Flag to the Flag Holder (you are now the Flag Presenter). *(In some special circumstances, the Flag Presenter may be someone other than the Flag Holder, which will be dictated by the HLHG Commander).* Once the Flag Presenter receives the Flag, the Flag Folder renders the hand salute. Once the hand salute is rendered, both the Flag Folder and Presenter face the Recipient and await for the HLHG Chaplain to order the Honor Guard to present the Flag. The Flag Presenter will ensure the long edge of the Flag is toward the Recipient and will place the right hand

underneath the Flag and the left hand on top of the Flag with fingers and thumbs extended and joined. (*The Recipient will normally be seated, in which case the Flag Presenter will take a knee, otherwise the Flag Presenter will adjust their position accordingly in a dignified manner*). The Flag Presenter will then say to the Recipient:

"ON BEHALF OF A GRATEFUL NATION, THE UNITED STATES (*Army, Navy, Marine Corps, Air Force, Coast Guard*)(*whichever branch the deceased served*) AND THE HIGHLAND LAKES HONOR GUARD, I AM HONORED TO PRESENT YOU THIS FLAG UNDER WHICH YOUR (*Husband, Wife, Loved One, Friend*)(*whichever relationship the Recipient had with the deceased Veteran*) SO HONORABLY AND FAITHFULLY SERVED. MAY GOD BLESS YOU, YOUR FAMILY, AND GOD BLESS AMERICA."

Once the Presenter stands, everyone renders the hand salute to the Recipient. The Flag Folder and Flag Holder (Presenter) face appropriately and march off to a designated area away from the mourners. The HLHG Chaplain will announce that the ceremony is over. The Flag Folder and Flag Holder will return to the Recipient when it is appropriate to do so, retrieve the Flag, and put it, and a tri-fold, into a flag bag and return it to the Recipient. The Flag Holder then assists in retrieving all HLHG equipment.

For any clarification of the folding of the Flag, see the following video, prepared by the 3rd Infantry Division "Old Guard":

<https://www.youtube.com/watch?v=j53Thhj3z8M>

Flag Folder

This custom of special folding is reserved for the United States Flag alone.

If at a casket service, when the HLHG Chaplain finishes the opening prayer, the Flag Folder will approach the foot end of the casket (the stripes end), the Flag Holder will approach the head end of the casket (the stars end), and when the Flag Folder and Flag Holder are in position, both will render the hand salute. They will then secure the Flag, lift it over the casket and fold it to quarter height.



Fold the lower half of the stripe section lengthwise **over** the field of stars, holding the bottom and top edges securely. *(To better obscure any visible red once the Flag is folded, this first lengthwise fold should be folded so the bottom edge of the Flag is aligned approximately one inch from the top edge of the Flag, beneath any grommets on the hoist end. This creates approximately a one inch "offset").*



Fold the flag **again** lengthwise with the blue field on the **outside**. *(Again, to better obscure any visible red once the Flag is folded, the folded edge should be aligned with the offset, or bottom edge of the Flag, approximately one inch from the top of the Flag, beneath any grommets on the hoist end).* Hold the Flag in a vertical position with the stars to the mourners left. The Flag Folder and Flag Holder will remain in this position until the playing of Taps has concluded.

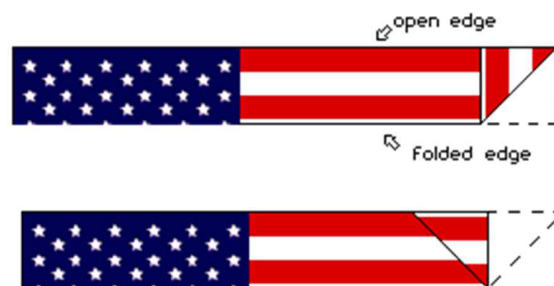


If at a service with cremated remains, the Flag will already be folded and must be secured by the HLHG Commander (or designated representative) approximately five minutes before the scheduled start time of the funeral. When the HLHG Chaplain stands to approach the podium, the Flag Folder and Flag Holder will unfold the Flag at the rear of the mourners and quarter-fold it as above. Once the Flag is quarter-

folded, the Flag Holder and Flag Folder will march to the front of the mourners so that once halted in front of and centered on the mourners, the stars will be to the mourners left. They will keep the Flag in a vertical position until the last note of Taps is played.

After Taps, the Flag Folder and Flag Holder will bring the Flag to a horizontal position with the open edge to the Folder's right, and the Holder's left.

(All triangular folds are kept in cadence with the HLHG Chaplain reading the narration for each fold). Make a triangular fold by bringing the striped corner of the folded edge to meet the offset (at the open edge of the Flag).



Turn the outer (end) point inward, parallel to the offset, to form a second triangle.



The triangular folding is continued until the entire length of the flag is folded in this manner, keeping cadence with the HLHG Chaplain narrating each fold. The remaining hoist end is tucked into the open fold of the Flag by the Flag Holder.



When the flag is completely folded, only a triangular blue field of stars should be visible. *(If there is any red or white visible, make every effort to try and conceal it by further tucking and manipulating the edges of the Flag until no more red or white is visible).*

The Flag Holder will then render a hand salute and when he(she) drops their salute, the Flag Folder faces about (or left or right, depending upon where the Rifle Commander is located) to receive the three spent shell casings. Upon facing the Rifle Commander, the Flag Folder will open the fold of the Flag to assist the Rifle Commander to place the shell casings in the fold. Once the Rifle Commander lowers his(her) salute, face about (or left or right) and present the Flag to the Flag Holder with the long edge of the Flag facing the Holder (who now becomes the Flag

Presenter). *(In some special circumstances, the Flag Presenter may be someone other than the Flag Holder, which will be dictated by the HLHG Commander. In this case, face the Flag Presenter and present them the Flag with the long edge of the Flag facing the Presenter to then present to the Recipient)*. Once the Flag Presenter receives the Flag, render the hand salute. Once the hand salute is rendered, both the Flag Folder and Presenter face the Recipient and await for the HLHG Chaplain to order the Honor Guard to present the Flag. Once the Presenter stands, everyone renders the hand salute to the Recipient. The Flag Folder and Flag Holder (Presenter) face appropriately and march off to a designated area away from the mourners. The HLHG Chaplain will announce that the ceremony is over. The Flag Folder and Flag Holder will return to the Recipient when it is appropriate to do so, retrieve the Flag, and put it, and a tri-fold, into a flag bag and return it to the Recipient. The Flag Folder then assists in retrieving all HLHG equipment.

For any clarification of the folding of the Flag, see the following video, prepared by the 3rd Infantry Division "Old Guard":

<https://www.youtube.com/watch?v=j53Thhj3z8M>

Flag Middle

The Flag Middle duty is a ceremonial only position and required when it is extremely windy or when the HLHG Commander necessitates its requirement.

If at a casket service, when the Flag Folder and Flag Holder have quarter-folded the Flag, the Flag Middle will march forward, behind the Flag, and take a position approximately half the length of the Flag, between the Holder and Folder. The Flag Middle then faces left or right so he/she faces the mourners and secures the top edge of the Flag with both hands approximately shoulder width apart. If it is windy, the Flag Middle will grasp the top and bottom edges of the Flag to prevent the Flag from blowing excessively. The Flag Middle will remain in this position until the last note of Taps has been played.

If at a service with cremated remains, the Flag will already be folded and must be secured by the HLHG Commander (or designated representative) approximately five minutes before the scheduled start time of the funeral. When the HLHG Chaplain stands to approach the podium, the Flag Folder and Flag Holder will unfold the Flag at the rear of the mourners and quarter-fold it as above. Once the Flag is quarter-folded, the Flag Middle will grasp the Flag along the top edge of the Flag with both hands approximately shoulder width apart and half the distance between the Flag Folder and Holder. The Flag Holder, Flag Middle and Flag Folder will march to the front of the mourners so that once halted in front of and centered on the mourners, the stars will be to the mourners left. They will keep the Flag in a vertical position until the last note of Taps is played.

After Taps, the Flag Folder and Holder will bring the Flag to a horizontal position. The Flag Middle will bring his/her arms underneath the Flag, with the forearms parallel with the ground, palms up and fingers and thumbs extended. If it is windy, the Flag Middle will inconspicuously grasp the near and far edges of the Flag with the hands to prevent the Flag from "blowing open".

The Flag Folder folds the Flag, and when he/she approaches a position near the Flag Middle that the next fold will interfere with the Flag Middle's grasp, the Flag Middle will drop their arm to a vertical position as in the position of "Attention". When the Flag Folder reaches the Flag Middle's other arm, the Flag Middle will drop their other arm and will now be at the full position of "Attention". The Flag Middle will remain at the position of "Attention" for the duration of the service, and will adjust their place accordingly if in the way of the Flag Folder, Rifle Commander or Flag Presenter.

When the Flag Presenter faces the Recipient, the Flag Middle will face the Recipient, and will render the hand salute simultaneously with the Flag Presenter and Flag Folder. The Flag Middle will accompany the Flag Folder and Flag Presenter to march off after the service has concluded, and may be required to assist in the placement of the Flag into the Flag bag. This will be dictated by the HLHG

Commander. The Flag Middle will then assist in securing all HLHG equipment and await dismissal by the HLHG Commander.

Rifle Commander

The Rifle Squad will be placed upon direction from the HLHG Commander.

If at a chapel or funeral home service, weapons will be stacked near the exit that the Rifle Squad will use. The Rifle Squad and Bugler will sit in the designated area until it is time for Military Honors. When the HLHG Chaplain rises to approach the podium, the Rifle Commander will direct the Riflemen and Bugler to take up the weapons and bugle and proceed outside.

The Rifle Commander will position him(her)self directly behind and centered upon the riflemen, or to the left or right flank, as appropriate, due to space limitations. The Rifle Commander will then command "*Detail, ATTENTION*", "*Dress Right, DRESS*" or "*At Close Interval, Dress Right, DRESS*", as appropriate, due to space limitations. Once the Riflemen are in line and spaced appropriately, the Rifle Commander will command "*Ready, FRONT*" and "*REST*". At this time the Rifle Commander will direct the Riflemen to place the safeties off. The Rifle Squad then waits until it is time to fire the volleys.

In the case of a graveside service or funeral when the casket has not yet arrived, the Rifle Squad waits until the casket arrives. Upon arrival and initial movement of the casket, the Rifle Commander will command "*Detail, ATTENTION*", "*Port, ARMS*" and "*Present, ARMS*" until the casket is placed over the grave or on the church truck and casket movement has ceased. Then the Rifle Commander will command "*Order, ARMS*" and "*REST*".

At this time the funeral service will commence and when Military Funeral Honors are to be rendered, the HLHG Chaplain will take his place at the podium.

The HLHG Chaplain will call the mourners to stand for the Three Rifle Volley Salute and the playing of Taps.

(Depending upon the location of the Rifle Squad, the Rifle Commander may be directed by the HLHG Chaplain, Bugler or Funeral Director that it is time for the volleys).

At this time the Rifle Commander will command "*Detail, ATTENTION*", "*Port, ARMS*", "*PREPARE TO FIRE*". The riflemen will now be ready to fire and the Rifle Commander commands "*Ready, Aim, FIRE*". "*Aim, FIRE*". "*Aim, FIRE*". There should be approximately a three second delay between volleys, and the Riflemen should fire upon hearing the "**I**" in "**FIRE**" to keep the shots uniform. The Rifle Commander immediately commands "*Cease, FIRE*" and "*Present, ARMS*". Once the final note of Taps has been played, the Rifle Commander will command "*Order, ARMS*" and "*REST*". The Rifle Commander will then direct the Riflemen to place the safeties on.

If the Rifle Squad is outside at a chapel or funeral home, the Rifle Commander may direct the Riflemen to retrieve the brass shells and secure the weapons.

(If at a graveside service, the Rifle Squad will wait until the service is over to do this).

Once the shells and weapons are secure, the Riflemen quietly return inside and await the conclusion of the service and dismissal by the HLHG Commander.

The Flag folding will commence and the Rifle Commander will take three spent shell casings and wait approximately three paces behind the Flag Folder (or a place designated by the HLHG Commander). Once the Flag Folder has finished folding and faces about (or left or right) the Rifle Commander will approach the Flag Folder, and the HLHG Chaplain will explain to the mourners the meaning of each spent shell casing. Upon hearing the word "**DUTY**", the Rifle Commander will raise one spent shell casing in his(her) right hand so all can see and immediately place the shell casing into the fold of the Flag. Upon hearing the word "**HONOR**" the Rifle Commander repeats the raising of the second shell casing and places it into the fold of the Flag. Upon hearing the word "**COUNTRY**" the Rifle Commander repeats the raising of the third shell casing and places it into the fold of the Flag. The Rifle Commander then salutes the Flag, faces about (or left or right) and returns to the Rifle Squad. The Flag is presented to the Recipient.

If at a graveside service, when the Flag Presenter takes a knee, the Rifle Commander will command "*Detail, ATTENTION*", "*Port ARMS*", "*Present, ARMS*" and render the hand salute until the Flag Presenter drops his salute.

If at a chapel or funeral home, the Rifle Commander will command "*Detail, ATTENTION*", "*Present, ARMS*" when the Flag Presenter takes a knee, and render the hand salute until the Presenter drops his salute.

The Rifle Commander then commands "*Order, ARMS*" and "**REST**".

If at a graveside service, the Rifle Commander will then direct the Riflemen to retrieve the brass shells and secure the weapons. The Military Funeral Honors is complete and the Rifle Commander directs the Riflemen to assist in retrieving all HLHG equipment and awaits dismissal by the HLHG Commander.

Rifleman

The Rifle Squad will be placed upon direction from the HLHG Commander. The Riflemen will form a single file rank in the designated area and take all commands from the Rifle Commander. Upon the command "*Detail, ATTENTION*" come to the position of attention. Place the butt of the rifle on the marching surface, centered on the right foot, with sights to the rear. The toe of the butt touches the foot so that the front and rear sights form a straight line to the rear. Secure the rifle with the right hand in a "U" formed by the fingers (extended and joined) and thumb. Hold the rifle above the front sight assembly with the right thumb and forefinger pointed downward. Keep the right hand and arm behind the rifle so that the thumb is straight along the seam of the trouser leg.



Position of Attention

Upon the command "*Dress Right, DRESS*" the right flank member stands fast. Each member, except the right flank member, turns his(her) head and eyes to the right and aligns him(her)self with the member on his(her) right. Each member, except the left flank member, extends his(her) left arm laterally at shoulder level, elbow locked, fingers and thumb extended and joined, palm facing down. He(she) ensures his(her) left arm is in line with his(her) body and positions him(her)self by short steps right or left until his(her) right shoulder touches the fingertips of the member on his(her) right. On the command of "*Ready, FRONT*", each member returns sharply to the position of "*Attention*".



Dress Right, DRESS

If given the command "*At Close Interval, Dress Right, DRESS*", movements are the same as in "*Dress Right, DRESS*" except members place the heel of the left hand on the left hip even with the waist, fingers and thumb joined and extended downward, and with the elbow in line with the body and touching the arm of the member to the left.



At Close Interval, Dress Right, DRESS

When given the command "**REST**" or "**AT EASE**" the riflemen will assume a Ceremonial "**AT EASE**" position. Bring both hands, along with the rifle to the front center line of the body centering the weapon on its "toe" approximately 90-degrees counterclockwise. The sling should be facing to the left. Simultaneously the right hand slides up the hand guard just under the front sight post. Simultaneously the left hand comes across the body, gripping the weapon just above the right hand. Weapon remains "toed" and in-line with the right foot. Shoulders will be rolled back, knees slightly bent, and the weapon is approximately a fist or four inches away from the body. Maintain silence and immobility.



Ceremonial At Ease

When given the command "*Port, ARMS*" from "*Attention*" (a two count movement) grasp the rifle barrel with the right hand and raise the rifle diagonally across the body, keeping the right elbow down (without strain). With the left hand, simultaneously grasp the hand guard just behind the stock ferrule swivel so that the rifle is about 4 inches from the waist. On count two, re-grasp the rifle at the small of the stock with

the right hand. Hold the rifle diagonally across the body, about 4 inches from the waist, the right forearm horizontal, and the elbows close to the sides.



Port, ARMS

When given the command "*Present, ARMS*" from "*Port, Arms*" twist the rifle with the right hand so that the trigger is to the front, and move the rifle to a vertical position with the hand guard about 4 inches in front of and centered on the body. Lower the rifle until the left forearm is horizontal; keep the elbows in at the sides.



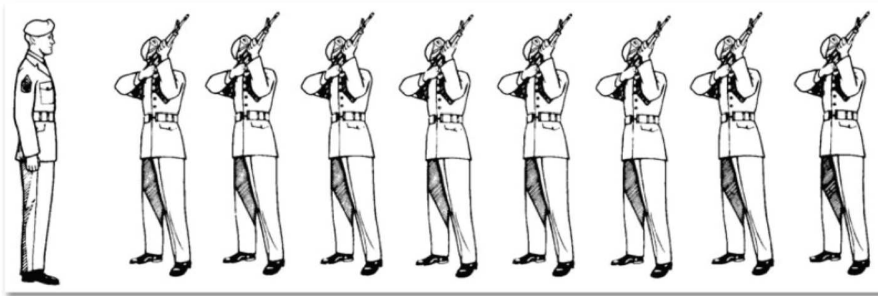
Present, ARMS

When given the command "*Order, ARMS*" from "*Present, Arms*" (a four-count movement), first return to "*Port, Arms*", then release the grasp of the right hand and move the right hand up and across the body to the right front of the front sight assembly, grasp the barrel firmly without moving the rifle, and keep the right elbow down without strain. On count three, move the left hand from the hand guard and lower the rifle to the right side until it is about 1 inch from the marching surface. Guide the rifle to the side by placing the forefinger of the left hand at the muzzle, fingers and thumb extended and joined, palm to the rear. On count four, move the left hand sharply to the left side, lower the rifle gently to the marching surface, and resume the position of *Order Arms*.



Order, ARMS

When given the command "**PREPARE TO FIRE**" from "*Port, Arms*" the Riflemen will face to the half right, and move the right foot approximately 10 inches to the right to a position that gives the Riflemen a firm, steady stance. On the command "**READY**" the rifle is shouldered with both hands with the muzzle to the front at an angle of 45 degrees from the horizontal.



NOTE: THE NCOIC MAY BE POSITIONED ON THE OPPOSITE FLANK OR TO THE REAR OF THE FORMATION.

On the command "*Aim, FIRE*" the trigger is squeezed quickly when the Rifleman hears the syllable "**I**" in "**FIRE**" (this ensures uniformity of the shots). The Rifle Commander will again command "*Aim, FIRE*" two more times for a total of three volleys. The firing of the volleys is the same for all three with approximately three seconds between shots.

The Rifle Commander will then command "*Cease, FIRE*". The Riflemen immediately assume the position of "*Port Arms*", and face half-left (forward) again. From this position, the Riflemen are commanded to "*Present, ARMS*" before the playing of Taps. At the conclusion of Taps, the Rifle commander will command "*Order, ARMS*" and "**REST**". At this time the Rifle Commander will take three spent shell casings for insertion in the folded Flag.

If at a chapel or funeral home service, the Rifle Commander will direct the Riflemen to retrieve the spent shell casings and secure the weapons. Once the weapons are secured, the Riflemen will quietly return inside and await the Flag presentation. Once the Presenter has risen, all members of the Honor Guard will render the hand salute to the Recipient, and when the Presenter drops his(her) salute,

all members will return to the position of "*Attention*", then "*Rest*" until dismissed by the HLHG Commander. Riflemen will then assist in securing all HLHG equipment.

If at a graveside service, the Riflemen will remain in the "*Rest*" position until the Flag presentation to the Recipient. When the Presenter takes a knee, the Rifle Commander will command the Riflemen to "*Attention*", "*Port ARMS*", and "*Present ARMS*". When the Presenter drops his(her) salute the Rifle Commander will command "*Order ARMS*" and "*FALLOUT*". The Riflemen will fallout and retrieve the spent shell casings (or brass) and assist in securing the weapons and all HLHG equipment and await dismissal by the HLHG Commander.

Bugler

The Bugler will be placed upon direction from the HLHG Commander.

Before the service, the Bugler will ensure the bugle insert powers on and performs a sound check of no more than two or three notes to check that the volume has been adjusted accordingly.

If at a chapel or funeral home service, the bugle will be placed near the exit that the Rifle Squad will use, and the Bugler will retrieve the bugle when it is time for Military Honors. When the HLHG Chaplain rises to approach the podium, the Rifle Commander will direct the Riflemen and Bugler to take up their weapons and bugle and proceed outside. If possible, the Bugler will remain in the doorway so that he/she can observe the HLHG Chaplain. When the HLHG Chaplain calls everyone to stand for the Three Rifle Volley Salute and playing of Taps, the Bugler motions to the Rifle Commander that it is time for the firing of the volleys.

If at a graveside service, the bugle will remain with the Bugler.

If at a service where the casket has not yet arrived, the Bugler will be at the "*Rest*" position until the hearse comes to a halt. (*Ceremonial Rest position is used for the HLHG*). When the door of the hearse is opened, the Bugler comes to the position of "*Attention*". The Bugler positions the bugle horizontally between the left arm and body, with the bell pointed forward and the left hand gripping the front tubing of the bugle and assumes the position of "*Attention*".



Position of Attention with Bugle

The Bugler then assumes the position of "*Present, ARMS*", rendering the hand salute until all casket movement has ceased, (*normally this is performed simultaneously with the Rifle Squad*) at which time the Bugler assumes the position of "*Attention*" and then "*Rest*".



Present, Arms with Bugle



Ceremonial Rest Position with Bugle

When the Rifle Squad is ready to fire (weapons shouldered and awaiting the "*Fire*" commands, the Bugler assumes the position of "*Attention*" and inconspicuously turns on the bugle insert. As soon as the third command to fire has been given by the Rifle Commander, the Bugler inconspicuously presses the play button on the bugle insert and assumes a "*Play*" position.

With your left hand, bring the bugle up to your lips while simultaneously bringing your right hand up to grip the top and center of the bugle. Release your left hand and bring it down to your side. The left arm hangs straight down without stiffness. Keep the left thumb straight along the seam of the trouser leg. The left hand fingers are curled with tip of the thumb touching first joint of index finger and with the first joint of the fingers touching the trousers. "Taps" is played and lasts about one minute. While "Taps" is being played, breath normally, as if actually playing the instrument. This will provide the Veteran's family with a more realistic visual image of a live bugler.



Play Position with Bugle

At the conclusion of "Taps" the Bugler returns to the position of "*Attention*" and then "*Rest*". It is at this time the Bugler turns off the bugle insert.

If at a chapel or funeral home service, the Bugler will quietly return inside, return the bugle to its case and await the Flag presentation.

When the Flag Presenter takes a knee to present the Flag to the Recipient, the Bugler will come to the position of "*Attention*". When the Flag Presenter rises, the Bugler will come to the position of "*Present, Arms*" until the Flag Presenter drops his salute. The Bugler then returns to the position of "*Attention*" and then "*Rest*".

If indoors, the Bugler awaits dismissal from the HLHG Commander.

At this time the service is complete and the Bugler assists in securing all HLHG equipment.

Highland Lakes Honor Guard Prayer

by Chaplain Harvey H. Klee

Dear Lord,

We come before you again as the Highland Lakes Honor Guard to render Military Funeral Honors for the men and women of our country who have served honorably in the Armed Forces of the United States and have now gone to their rest. Guide us in going about our duties in a dignified and respectful manner so that we may be a source of comfort and closure to those who are grieving their loss.

Loving Lord, bless our Comrade in Arms forever in Your eternal peace. Let the sounds of strife, the cries of battle, the wounds of war be calmed for all eternity in Your loving and endless grace.

Let these great Warriors find rest at last, ever reminded that we who are left behind cherish their spirit, honor their commitment, send them our love, and will never forget the service that they gave.

In the name of all that is holy, we pray.
Amen.

Military Funeral Honors

Introductory Remarks

The Highland Lakes Honor Guard extends to the family and friends of _____ their sincerest condolences for their loss.

It is an honor and privilege for us to be here today and to participate in this service on behalf of our Comrade in Arms.

It is with deep respect that we offer the following prayer on behalf of our Comrade in Arms:

Loving Lord, bless our Comrade in Arms forever in your eternal peace. Let the sounds of strife, the cries of battle, the wounds of war be calmed for all eternity in Your loving and endless grace. Let these great Warriors find rest at last, ever reminded that we who are left behind cherish their spirit, honor their commitment, send them our love and will never forget the service that they gave. In the name of all that is holy, we pray. Amen.

The Flag folding ceremony represents the same religious principles on which our country was originally founded. The portion of the Flag denoting honor is the canton field of blue containing the stars representing the states our Veterans served in uniform. The canton field of blue dresses from left to right and is inverted when draped as a pall on a casket of a Veteran who has served our country in uniform.

In the Armed Forces of the United States, at the ceremony of Retreat, the Flag is lowered, folded in a triangular fold and kept under watch throughout the night as a tribute to our nation's honored dead. The next morning it is brought out and, at the ceremony of Reveille, run aloft as a symbol of our belief in the resurrection of the body.

I invite all those who are able, to please stand for the Rifle Salute and sounding of Taps that follows.

Please be seated.

Each fold of the Flag has a solemn, symbolic meaning.

- The first fold of our flag is a symbol of life.
- The second fold is a symbol of our belief in the eternal life.

- The third fold is made in honor and remembrance of the Veterans departing our ranks, who gave a portion of their life for the defense of our country to attain a peace throughout the world.
- The fourth fold represents our weaker nature; as American citizens trusting in God, it is to Him we turn to in times of peace, as well as in times of war, for His divine guidance.
- The fifth fold is a tribute to our country. 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 hearts 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.
- 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.
- The ninth fold is a tribute to womanhood and mothers, for it has been through their faith, love, loyalty and devotion that the characters of the men and women who have made this country great have been molded.
- The 10th fold is a tribute to fatherhood and fathers, for they too have given of their sons and daughters for the defense of our country since they were first born.
- The 11th fold represents the lower portion of the seal of King David and King Solomon, and in Jewish tradition and belief, glorifies the God of Abraham, Isaac and Jacob.
- The 12th fold represents an emblem of eternity, and in Christian tradition and belief, glorifies God the Father, the Son and Holy Spirit.
- At the end of the last fold, the stars are uppermost, reminding us of our national motto, "In God We Trust."

When the flag is completely folded and tucked in, it takes on an 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 and they, followed by their comrades and shipmates in the Armed

Forces of the United States, have preserved for us the rights, privileges and freedoms which we enjoy today.

Three spent shell casings, taken from the Three Volley Rifle Salute, are now being placed in the fold of the folded Flag. They represent **Duty, Honor, and Country**. Those three hallowed words represent the ethics of those who have served honorably in the Armed Forces of the United States of America.

This banner of love and devotion, which we have folded, is a living memorial to the one you came to honor this day.

In the final fold, all the noble efforts and valiant sacrifice are now tucked away in the starry blue field, the emblem of our celestial home and the blessed hope that one day we may all stand together again before the Commander in Chief of us all.

USA: PRO DEO ET PATRIA.
USN: FAIR WINDS AND FOLLOWING SEAS.
USMC: SEMPER FIDELIS.
USAF: PRO DEO ET PATRIA.
USCG: SEMPER PARADUS.
USSF: SEMPER SUPRA.

Honor Guard, present the Flag.