

Summary of additions and changes to the HLHG Handbook.

This is a Member approved supplement and takes precedent over the Handbook when different. Refer to the HG Senior Officer before each service for questions concerning these procedures. The purpose of this is not only to implement changes, but ensure standardization of procedures. Most importantly, it provides a somewhat quick review of what we need to go over when preparing for each service. Suggestions for changes should consist of a written proposal presented at the monthly meeting. It should include the perceived problem, and the suggested solution.

1. Riflemen, Rifle Commander, and Armorer add 30 min to muster.
2. Select safe direction, pivot **slightly RIGHT** (left foot forward swings the barrel left).
3. Detailed review of commands, 2 dry fire runs with rifles (Finger outside the trigger guard)
4. Add “**Safety**” **command**, right after “Port Arms” during the Rifle Salute (allow 2 sec for this).
5. Step into it with left **foot forward**, barrel swings left, and shoulder the rifle, ready for the cadence.
6. Ready – Aim - Fire on all 3 shots, with a solid 2 seconds between
7. After 3<sup>rd</sup> shot, “Cease Fire – **Port Arms** - Present Arms” All one Command
  - 7a. After Taps, **Port Arms-Safety**, Order Arms
8. Bugler hits Play (5 sec delay) at the cease fire call.
9. After Commander marches up front, stay quietly in formation until his return.
10. Double check port arms for safety before policing brass.
11. Added Position for Door Security
12. New Offset Flag Folding technique
13. Added “Casket” Position to Flag Detail

Contact the Commander or Deputy if you have questions, find errors, or have suggestions. I recommend you re-write any needed steps in your own words, print them out and carry them with you.

**Positions, Procedures, and Pockets Guides**  
Member approved supplement to the Handbook

Flag Folder	Offset Flag Folding
Flag Holder	Flag Presenter
Flag Middle	Casket Post
Chaplain	Rifle Commander
Learning Commands	Rifleman
Amorer	Bugler
Door Security	On-Site Superviisor

## **Flag Folder**

Coordinate with the Holder, Flag Middle and Casket Post as you scan for obstacles and space needed (maybe move chairs, center pole, or Flowers). Conduct a dry run (or 2) with a flag when time and space permits. When the funeral director or family arrives, confirm who gets the flag and where they will be seated (should be where the headstone will go). Bottom line is where the stars end up. When space is limited, flag middle will move to Casket Post.

Get with the Chaplain and coordinate the best side for everyone to line up. Senior Officer (or his designee) will call commands for the casket salute. Hold fast for the Chaplain prayer. When he begins with "The flag folding ceremony", you will approach the casket to arrive on the stripes side, then pause until the Holder and Casket post are in position. Flag middle holds back, and both folders (and Casket Post) slowly salute, initiated by ranking member.

Slowly remove the elastic band and hand it to the casket post behind. Pick up the flag and bring it sideways toward the family as you do the half fold, stripes up to the center of the first star. Second (1/4) fold, same side, just far enough to cover the red.

After you are facing each other and the flag is vertical, the Flag Middle will approach and take hold of the flag top, hands shoulder width apart. In heavy wind, hold top and bottom. Everyone remains at attention for the Volley/Taps, only Chaplain and Casket Post salute.

When taps is finished, turn the flag horizontal (offset on top) and begin the fold as you follow the count in the narrative. See below for Offset Fold Instructions.

When the Holder finishes stowing the flap, help checking the corners, making sure no red is visible and underside material pulled tight.

After the holder salutes, do an about face (or L/R face twice toward the family). After the Rifle Commander Salutes, reverse to face the Holder if he is presenting, otherwise just L/R face to line up with the recipient if you are presenting.

Follow the presenter's lead and join the slow salute, then follow everyone as they depart.

Get the flag container and tri-fold insert. Be patient, and when the time is right, delicately retrieve the flag for insertion as you explain it will be returned immediately. If necessary, refold the flag for best presentation, being careful to reinsert the brass. Confirm the presenter explains the meaning of both sides of the tri-fold insert, as well as providing the small Zip container of cards and unit handout.

## Offset Flag Folding

### **Most everything is LEFT**

Casket Head opens toward audience LEFT during a viewing (open casket).

Stars Normally on Audience LEFT with the US Flag.

Flag draped with stars over Veteran's LEFT Shoulder.

Casket normally loaded into hearse feet first, so Stars are aft LEFT.

Stars should always be at the casket head, and next to the headstone.

NOTE: Beware, sometimes the funeral home changes these. Just follow the steps no matter where the stars are.

Rifle Commanders must find the STRIPES to enter.

First master the fundamentals on a flat surface. Only then, practice it free hand with the material up off the table, or someone holding.

**Remember:** Keep the triangle small by gathering loose material as you go.

Every fold needs to be on or inside the edge. If part of it sticks out, point the top slightly towards the middle.

### Offset Sequence

- 1 Diagonal fold to the offset - Offset Hand grabs opposite edge,  
Slide other hand up to where the fold will be, then flip it to the offset
- 2 Match the outside opening.
- 3 Keep it just inside of the outside edge (point it to the inside if needed).
- 4 Shrink the triangle by gathering up loose material.
- 5 Back to the offset, pinching it off short as needed.
- 6 Check the tip is a little less than 1 fold width from the blue.
- 7 Same as 3.
- 8 Force the fold so the tip hits between the Red-Blue seam and the first star.

**NOTE:** If you are before the blue, the flap will be long. Past the star means the flap is short. If possible, force the tip into the correct position, it will correct itself later.

- 9 Back to the offset, keep it aimed inside.
- 10 Check the tip is about 1 ½ fold widths from the end.
- 11 Same as 7.
- 12 Keep pulling it tight for the flap insert.
- 13 Last fold, pull as tight as you can toward you.

### Holder inserts the flap

- 1 Set a 45 deg fold to compensate for the diagonal, keeping it 2 inches from the opening to allow extra material for the curve.
- 2 Start on that side rolling it over and down the inside curve on the long side (diagonal).
- 3 Get a good grip on the other flap end, and pull back hard toward you to take up all slack in the back side material. Check underneath and do it twice if needed.
- 4 Check the corners and shape the material to make them sharp, with no red showing.

## **Flag Holder**

The most important part is coordination with the Folder. This is best done with a flag up front, as close to where you will be during the service.

### **Casket**

Check the area for obstacles and tripping hazards. Take your position up front with the Chaplain and folder. Find out who will call the commands to salute the casket. Most graveside funerals will require approaching from the sides.

When the chaplain says “The flag folding Ceremony.....“ You will approach the casket and head toward the stars. Once in position at the ends, you and the folder will slowly salute the flag. Next is removing the band and laying it down behind, or passing to the casket post.

Both pick up the flag, move it off the casket for partial folding. You half-fold the stripes up to the center of the first star. The second  $\frac{1}{4}$  fold brings the stripes up to just over the red.

You will now hold the flag vertically until Taps is complete. When the Chaplain begins again, you will rotate the flag horizontal (offset on top) and the folder commences folding. Keep enough tension for the folder to make it tight and also to stop sagging, continually checking it is level with the folder’s hands. When he makes the last fold, look at the opening to determine which side is first as you must do a 45 degree fold on the long side (diagonal). Leave about a 2 inch space to keep enough material to go up over the curve. Stuff it in and roll it over the curve if able. Help the folder straighten out the corners and push in any red that is showing. When finished, half step back, Ten Hut and slowly salute. He will about face to get the brass. When finished he will turn to face you or the recipient depending on who is presenting. Everyone follows the presenter’s lead for the salute and follows them out together.

Join the presenter to help placing the flag in the protective cover.

### **No Casket.**

There will probably be a display up front with the flag. Just before the service begins, the presenter will retrieve the flag to the rear. When the Chaplain begins, the Folder and Holder will open the flag and do the  $\frac{1}{4}$  fold, Flag Middle remains behind. When the Chaplain begins “The Flag Folding Ceremony...” you will slowly march up front and stop in front of the family, stars in front of (or near) the recipient. Ask the folder who will go first. If you are in the lead he will tug on the flag to signal you to stop.

## Flag Presenter

First, get with the Funeral Home Rep, Pastor, or family and make sure you know who will be receiving (confirm branch of service 1 more time as well as their relationship, and if possible where they will be seated). Next make sure there is a plastic flag holder placed up near the podium (or near your seat if inside) to place the flag in right after the presentation. Check that the printed insert is in there explaining the folds and taps.

For a Memorial service (no casket), the flag is normally displayed up front. Check with the Pastor to determine an appropriate time to retrieve the flag to the rear (or side room). Slowly march up front squaring your corners and pause at attention, slowly bow, then stand and salute. Slowly retrieve the flag and L/R face back to the rear.

When finished with the Rifle Commander, the folder does an about face back to you. Offer your hand palm up and he will place it on as you put your other hand on top, then back away and pause as he salutes. Make sure you have the top of the triangle pointing towards you. Turn right or left face as needed to face the recipient, square your corners as needed. If your knees are having a bad day, lean over instead of kneeling. Look them in the eye and relax your composure, less military at that moment and more empathy. No need for everyone to hear you, I suggest soft, medium-low voice. The narrative I use is slightly different than the Handbook:

***On behalf of the Commander in Chief,  
The United States \_\_\_\_\_ (branch),  
And a grateful Nation,  
We are honored to present to you this flag of our country,  
Under which your \_\_\_\_\_ (loved one)  
so honorably and faithfully served  
May God bless you, bless your family and  
may God bless the United States of America***

If you wish to use anything different from this or the handbook, present it to the leadership for approval. Once you have the final narrative, write it down and carry it with you. I can have yours laminated if you like. I recite it in the car out loud for every service just to keep it fresh. I still do the same with the rifle commands, I never want to lose the familiarity.

**After the Service** – Find the flag container and tri-fold insert. Be patient, and when the time is right, delicately retrieve the flag for insertion as you explain that it will be returned immediately. If necessary, refold the flag for best presentation, being careful to reinsert the brass. Explain the meaning of both sides of the tri-fold insert, and present the small Zip container with business cards and handout explaining our HG. Check with the Armorer for any extra brass to be returned.

## **Flag Middle**

**Coordinate** with the flag folders on where they want you before and during the fold. Your primary responsibility is to steady the flag in high winds, NOT to help fold the flag. Scout out your avenues of approach for obstacles and tripping hazards.

**Cemetery-Casket** - Take your position up front with the Commander for the casket arrival and be ready for the Commands to Salute. When the Chaplain says "The flag Folding Ceremony", the folders (and Casket Post) will approach the casket, you HOLD SHORT at attention (NO Salute). They will salute the flag, remove the band, pull it off the casket and partially fold it as they line up the stars with the recipient.

When they stop in position with the flag vertical (and are FINISHED adjusting the "Offset"), you slowly approach the center behind the flag, square your corner to face the family. Help adjust the top edges to make it straight and level, hold the offset in place, both hands on top. Move one hand to the bottom if it's needed for wind. Hold your position at attention (NO salute).

**Folding Begins** - When Taps is finished, release your hands to allow them to rotate the flag to horizontal. Line up with your overhand 1 FOOT from the blue, and the near hand on the side of the folder. Hold your feet in the same spot (DO NOT shift towards the blue), continually checking the top edge is straight and level.

**Release** – After the Chaplain calls the 5<sup>th</sup> fold he will be 1 full fold away, drop the near hand. After the very next fold, drop the far hand. DO NOT DELAY this release. He needs to see ahead to make adjustments. Dropping hands early is always better than late. Once released, step back slightly to give the folder room to pass you. Remain at attention until the flag presentation.

**Presentation** - Follow the commanders lead, face the recipient, and salute slowly as he does, then get in line with everyone as they march out.

**No Casket** - Same procedure, only the folders will be marching in with the flag already ¼ folded. Stay behind the last man until they are finished adjusting the offset and vertically displaying the flag as they face each other.

## **Casket Post**

When we have enough members with a casket graveside, this position (along with the Door and Middle) helps reduce the rifle count as well as offering a spot for new members not rifle trained, or those unable to hold the rifle. It is also helpful when there is not enough room for flag middle. You will be part of the Flag Folding Detail and line up with them in the front. Be sure and coordinate with the folders and inspect the approaches for obstacles and tripping hazards. Just like flag middle you may not have enough safe space to walk or post.

After the prayer, when the Chaplain says the “Flag Folding ceremony” you will slowly approach the rear of the casket as the folders approach the ends. Square your corners and use L/R face to arrive in the middle, close to the flag at attention. Mirror the Commander as he and the folder slowly salute. They will then remove the band and hand it to you. Slowly lower it the ground. Remain at attention and Salute with the Chaplain during Taps. Continue to remain at attention until the Commander finishes presenting the flag and mirror his salute with the rest of the detail. Do L/R face to exit with the other members and form up off to the side.

## **Chaplain**

1. Coordinate with Funeral Director to determine the order of service. Find a que for when you will begin.
2. Check out your approach and the PA system (How to adjust position, on-off, Vol, etc.)
3. Confirm Veteran’s name and branch of service (see if there is a preferred nickname)

Uniform check: belt, gloves, hat, cell phones off - Lead Team Prayer at scheduled muster, inserting Vet’s name. Follow Commander’s lead for forming up and find out who will call commands for casket.

Intro, Prayer – Insert Veteran’s name and branch in place of Honored Veteran

Flag Folding Intro – Folders will approach casket for quarter fold (or March in for memorials) Come to attention after the request to stand for Rifle salute and taps. Salute during Taps. When Taps is finished invite everyone to be seated.

Flag folding – Watch the folder to try and match your narrative to his count of the folds. Slower is better than faster, the folder merely waits for your count to advance.

Brass Insert – when folding is complete, pause as necessary for the Rifle Commander to arrive in proper position for the insert. Watch as he pulls out each casing to not get ahead, slower is better.

Presentation – at the end of the narrative, recite the appropriate Latin and translation.

## Rifle Commander

**Preparation** Scout out avenues of approach for obstacles (both sides)

Approach is always behind the folder, he will do an about face

BOTTOM LINE - approach where the STRIPES are, no matter what side

Put 3 polished shells in your pocket, give the zip bag to #2 for brass pickup

Give Instructions for calling commands after you leave. Remind them to stay in formation

Location – along side of the seating or slightly forward, to see/hear the chaplain and casket.

Check safe direction, and do a dry Run with Rifles.

Review all commands and instructions for when you leave. Coordinate with Bugler

Show them safety push with back side of trigger finger

Use portable rifle rack to avoid fouling gloves-shirts

When indoors, bring the squad back in to the back of the chapel to salute the presentation.

If you are shooting, give your rifle to the bugler for the flag salute.

**Casket Arrival** ID the location you expect to see them.

Post someone as lookout (may be police, fire, headlights or just the flower van)

Upon arrival, get team quieted down and in formation, check uniforms

Hearse Doors opened – “RIFLE DETAIL, TEN HUT” (or when Leadership calls it)

Flag Starts to emerge – “PORT ARMS, PRESENT ARMS”.

When they back away from the casket: “ORDER ARMS”, “REST”

Where are the stripes ? Walk up front if needed to confirm.

Don't forget, you can move your team for any reason (safe direction, shade, rest, to see chaplain, etc)

**Rifle Salute and Taps** Look for the chaplain to approach the podium. Motion Bugler to power on. Quickly Form Up slightly right of safe direction.

“RIFLE DETAIL, TEN HUT”, “DRESS RIGHT DRESS”, “READY FRONT”

When Prayer ends, Listen “For all those that are able, please stand...”

“DETAIL, TEN HUT”, “PORT ARMS-SAFETY”, wait 1-2 sec and listen for the safety clicks

“PREPARE TO FIRE” (Left Foot Fwd)

“READY-AIM-FIRE” (2, 3) “READY-AIM-FIRE” (2, 3) “READY-AIM-FIRE”

“CEASE FIRE-PORT ARMS-PRESENT ARMS” \*TAPS\* You Salute

“PORT ARMS\_SAFETY”, “ORDER ARMS, REST”



**Brass Insert** - Meet with the Commander and/or folder for details on what they prefer, then follow their instructions. The following is the most common procedures for the average service. Always be prepared to adjust as necessary, and ALWAYS get your questions answered BEFORE the service. Don't forget to check your approach lanes for spacing, and obstacles, and "FIND the STRIPES".

Get polished brass from the ammo can (or Armorer). Assign a member to call commands for the flag presentation and give them the zip bag for empties. Remind everyone to stay quiet and in formation until you return (no talking or brass pickup). Don't leave the front until the Chaplain/Folders break formation, they know when it's appropriate.

You should have already scouted out the side with the stripes. If you forgot, get close enough to see who is folding. Don't assume you know who the folder is, things can change at the last minute. **The most important thing is making sure you come in on the STRIPES side**, where the folder is. He will turn about to receive the brass.

Most Graveside services will require you to approach from the sides. The key is to know (or find out) where the stripes are. Get your polished brass ready as you slowly walk towards the front, squaring your corners as best you can. You need to be inconspicuous as you get close being careful not to block the family from seeing the flag. When you hear John Paul Jones, slowly approach the folder and hold short 2-3 paces, leaving the folder plenty of space for the turn (when in doors, hold short in the back or to the side out of sight).

When he turns to face you, close the gap for the insertion. Listen to the Chaplain say the 3 key words. Hold up the brass and insert after each word DUTY-HONOR-COUNTRY. Pause briefly with your hand up to show the brass. Push the shells half way in towards the closest side, then over the curve in the fold.

Watch the commander and folder. Copy their movements as they turn toward the family, then salute. As they depart, get in line and follow them out. Stay with them until they break ranks and then return to your squad to retrieve the brass.

Finally, check the rifles are safe and give them to an armorer (Karl, Tim, Matt, Gary) along with the brass in the zip bag.

**Tell us if there were any malfunctions. DO NOT open the action if there was a malfunction, an armorer needs to run the troubleshooting guide.**  
**Any rifle with a live round in the chamber needs to be unloaded (being careful to preserve the "dummy" rounds for loading).**

**For indoor services**, quietly, bring the squad in to form up in the rear of the sanctuary. Stay with them until you hear "John Paul Jones", march up front squaring your corners to arrive behind the folder 2-3 feet, leaving extra room for his turn. If you were shooting, give your rifle to the bugler for the flag salute.

**Port Arms Command** - From now on the “Port Arms” command will be given before ALL “Present Arms”. This includes the casket salute, the flag presentation and also after the cease fire call. This will prepare everyone to “Present Arms” in unison, and also make sure the barrel is in a safe direction after “Cease Fire”.

After Taps, Call “Port Arms, Safety”. This is especially important if someone missed a volley leaving a live round in the chamber. Remind everyone, no one moves for anything without a command.

## **Pocket Guides**

### Dry Run

SAFETY ON, FINGERS CLEAR of the trigger

### Casket Arrival

**Rifle Detail Ten Hut** (when they form up)

**Port Arms - Present Arms** (start to move back)

**Order Arms – Rest** (after departing casket)

### Rifle Salute (RAISE YOUR VOICE)

**Rifle Detail Ten Hut**

**Port Arms - Safety** (wait 2 sec)

**Prepare to Fire** (Left foot Fwd)

**Ready - Aim - Fire 2 3 (TWICE)**

**Ready - Aim – Fire - Cease Fire**

**Port Arms - Present Arms \*\*TAPS\*\***

**(NO safety until commanded)**

**Port Arms – Safety, Order Arms – Rest**

### Form Up

**Rifle Detail Ten Hut**

**Dress Right Dress – Ready Front**

### Flag Presentation

**Rifle Detail Ten Hut** (when he kneels)

**Port Arms - Present Arms** (when he stands)

**Order Arms – Rest**

## **Trigger basics**

Trigger can't move when safety on

Hammer released = safety won't engage

Trigger moves freely, does nothing

## **Malfunction Review**

1-Can't pull the trigger = Safety ON, Push it off, catch up on 2nd shot

Next 3 – Your done, point safe, follow commands

2-Hammer clicks – does not fire = Warning: Possible hang-fire, stay outside

3-Trigger pulls – no click = Not Cocked

4-Jammed – don't touch, most likely extractor or ejector

## **Methods to learn the Commands** (or any other position)

Best way to practice is a method I used with new pilots called "chair flying". This may sound silly, BUT IT REALLY WORKS. It's a great defense against CRS. You will feel like you have already done it for real.

1. Find some place quiet, and hide your phone, Get an empty rifle or a stick, close your eyes and picture yourself standing in the cemetery. One event at a time, practice the whole sequence OUTLOUD with the rifle and the motions: Form-up, Casket, Safety Off, Volley, Brass Insert, Present Arms.
2. Every service, I walk through everything in my mind that's going to happen, including every position. I do this the night prior and during the long drives. I run through ALL commands out loud, recite the flag presentation, etc. This prepares me to step into ANY position as needed. If you have forgotten anything, or simply are not sure, read the manual and review notes, then ask questions when you arrive.
3. Anytime you are waiting during a service (dead time), run through the very next thing that's coming up, silently recite the commands, always staying one step ahead.

## **Rifleman**

Always read the Military HB and Funeral Ops on the web page before any service that you expect to be Shooting, especially the pocket guides with commands and typical malfunctions.

Plan on arriving 30 minutes earlier than Muster to allow the Rifle Commander enough time for dry-run practice of the commands. Help out with equipment set-up while waiting.

## Armorer

### Prep Before Service

Unload clip and 5 empties, then reload with 3 live rounds, place in back of your can  
Finish cleaning in order of usage (careful not to get behind more than 3).

Contact Armorer when complete, so he can update Status Chart.

White glove check with lint free towels.

Get zip bag ready with 3 polished brass.

When loading deliveries, be sure #Tag is with the correct rifle.

Check next to shoot from Rifle Status on Web Page

### Arriving On Site

Load deliveries into cage (check correct #Tag, safety on)

Confirm "Next to Shoot", take them out with the ammo can.

Make sure the gas cylinder lock and BFA are tight, wipe down butt stock.

Check the handhold moves back and forth making a clicking sound.

### Loading Clips

In safe direction, lock open the bolt (push against the lever to be sure)

Push in the clip until it locks (the bolt will not release)

Pull back the OpRod until it unlocks and slam the bolt shut, loading the first round.

Check the slot under the OpRod for no space under the lug.

Cycle the safety off (forward), then on (inside trigger guard)

If you can't push it into safe, it is NOT ARMED - unload and repeat

### Misc

Always load rifles with clips from front of the Trailer can, then refill from yours to the rear.

Present zip bag with 3 polished brass to Rifle Commander.

1. When not sure, load an extra rifle and leave the tag on it. This will be last to shoot for late, no-shows, or extras.
2. Leave the cage unlocked, unless you feel it is a security risk.
3. Make sure the loaded rifles are monitored visually at all times.
4. Lock-up: ammo can behind rifles, bungies to secure can, bungies across all rifles, steel bar inside 4 Tabs plus short vertical bungee.

## Bugle Player

**3 controls: clockwise L to R: Play** (Only “rounded” button, starts taps in 5 sec)

Green Light (on when playing, basically useless)      Volume - Knurled Dial (R increase)

Red Light (on steady = good batt, tough to see in bright light)

Power – “Slide” switch furthest to the right (L on – towards Red light, R off)

**SETUP:** Check Battery – power on (furthest to the right), red on steady if battery good, flashes if low

Select location where you can see/hear Chaplain and Rifle Commander (it is best to be out of direct sight of the family (to the side and slightly behind, far enough to sound somewhat distant)

Test Play – it is the only “rounded” button (and furthest to the left).

Set Volume based on distance, get a helper to assist. The older bugle (#2) needs at least ½ volume

**CEREMONY:** Follow all the commands from the Rifle Commander (Attention, Present Arms, etc.)

When Chaplain begins, turn power on (square slide towards the red light, check on)

Get your finger ready to push the rounded button (furthest away from power)

As soon as you hear “Cease Fire” push play. You have 5 sec to get it to your lips.

When finished playing, lower it to turn power off (slide away from red light, check light off)

**MALFUNCTION:** If anything goes wrong, **FIRST GET THE POWER OFF**.

Start over, power on, Red light on, Hit play

Still not working after two 5 sec delays ?? Motion to David thumbs down and he will play the app

Once again check power OFF

### **POCKET GUIDE**

Check Battery – Volume (test location)

Chaplain Begins – Power on (Red on)

Cease Fire – Play (Green on)

POWER OFF – Light off

## **Securing Door - Inside Services**

This is an important position for keeping outside noise from distracting from the service. It can be done by the bugler but not efficiently, or completely.

As soon as possible (best time is during Dry Run practice), coordinate with the Rifle Commander AND Bugler on how you will operate the door, and what your signal will be for him to begin the Volley.

When the rifle squad and bugler file outdoors, you stay inside as they get formed up and review last minute commands. Position yourself to see and hear the Chaplain. The bugler turns power on, and everyone waits for you to open the door. Open and close the door slowly and be careful when it shuts.

When the Chaplain invites everyone to stand for the Rifle Salute and playing of Taps (you should see everyone stand), you open the door fully and signal the Rifle Commander to begin. If able to hold it open at attention, salute during Taps, otherwise, just secure the door fully open.

When Taps is finished, stay outside and close the door completely. When the team is ready to re-enter, quietly open the door for them to file in and form up at the rear.

Occasionally, mostly at funeral homes, you may be needed to assist in opening a lane for the casket dolly, opening double doors, or loading the casket.

## On-Site Supervisor

Our order of Seniority (Chain of Command) is listed in our Admin Guide.

The on-site supervisor will be assigned by the Commander (or acting commander in his absence). By default it automatically follows this chain unless the acting Commander delegates otherwise.

The Commander or Deputy is responsible for the scheduling and training, and as such takes the calls for service requests from funeral homes, churches, and families. On-Site Supervisor may need to fill this role in the absence of Commander and Deputy.

### Basic Information needed:

Point of Contact – Funeral Director, Family Member, Minister, etc  
Veteran's Name, Branch of service, and Next of Kin (Flag Presentation)  
Date, Time, and Location of Service  
Do they have a flag, do they need it folded ?  
Time they want Military Honors (Before or After), what part of the program.  
Type of Service - Visitation (Viewing), Memorial (Ashes), Graveside (Casket)  
Will there be a Preacher ? Who is leading the service, do they need us ?  
Coordinate with the minister for the introduction (our cue to begin)  
Assign who will call the commands for the casket salute during arrival ?  
Any Special Services – Visitation on site, Masonic, Lowering of casket, Ashes  
Need help with Pall Bearers ?  
For Residential (Home) Service, consider site visitation to help organize and prep flag

### Arrival

Flags and Banner, Podium, PA System, Test Bugles (spare at the ready)  
Shooting location, AND safe direction  
Clear path for Hearse and casket approach.  
Clear path (and enough space) for Flag folders, middle, and casket post ?  
Family, NOK seating  
Flag Case (Insert), Polished brass for Rifle Commander  
Spent Brass – save best 3, rest to NOK  
Cards and Handout Sheet