2019 EDITION
OF THE
MARINE CORPS LEAGUE
HONOR GUARD
POLICY AND PROCEDURES

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MCL HONOR GUARD POLICIES AND PROCEDURES

Publication	Effective Date
Original	01 September 2019
Revision 09/30/2019	30 September 2019

The format revision of MCO 5060.20 and MCO 10520.3 changed the citations of specific references for drill and manual of arms, and flag manual.

Revision 09/30/2020	30 September 2020

Changes occurred in the following items

Section 2110 (C)	Page HG 2-1
Section 2130 (A) & (B)*	Pages HG 2-1, HG 2-2
Section 3410	Page HG 3-5
Section 4400	Page HG 4-2
Chapter 6 Attach 1	Pages HG 6-3, HG 6-4
Chapter 6 Attach 2*	Pages HG 6-6, HG 6-7

*Above change required some modifications to the index page numbers

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MARINE CORPS LEAGUE

National Headquarters

01 September 2019

From: National Headquarters

To: Distribution List

Subj: 2019 EDITION OF THE MARINE CORPS LEAGUE HONOR GUARD POLICIES AND PROCEDURES

Ref: January 2019 Edition of the National Funeral Honor Guard Standard Operating Procedures.

1. **Purpose**. Provide a comprehensive document for Honor Guard policies and procedures with clear guidance in Honor Guard matters in a coherent, relatively easy to follow sequence of events, commands, and narratives while supporting existing MCL regulations and policies.

2. **Background.** At the 2019 National Convention held in Billings, MT, the Board of Trustees revoked the January 2019 Edition of the National Funeral Honor Guard Standard Operating Procedures and voted the James M. Slay Honor Guard Policy and Procedures to be revised to an MCL document and submitted for approval via the National Judge Advocate. The Judge Advocate will route the draft to the Board of Trustees for approval.

3. **Goal.** 1) Adhere to our Marine Corps League and USMC uniform regulations, as currently prescribed; 2) adhere to all applicable Federal, DOD, VA, and Marine Corps laws, regulations, and instructions regarding the provision of Military Honors for deceased veterans and their families; 3) recognize that many Honor Guards have been established throughout our Marine Corps League and to support their established protocols, drill and manual of arms, and uniforms within the prescriptions of 1 and 2 above; 4) encourage more members to join existing

Honor Guards; and 5) encourage more Detachments to establish Honor Guards which meet the statutory requirement (3 MCL members) to render military honors of flag folding and presentation and the playing of Taps.

4. **Ratification**. Following instructions laid out at the 2019 National Convention, the draft of the 2019 Edition of the MCL Honor Guard Policy and Procedures Manual was presented to the Board of Trustees by the National Judge Advocate. The 2019 Edition of the MCL Honor Guard Policy and Procedures Manual was approved by majority vote by the Board of Trustees on Sunday, 18 August 2019.

5. **Effective Date**. Upon issue 01 September 2019.

6. **Reviewed and Approved**:

Johnny Baker
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MCL HONOR GUARD POLICIES AND PROCEDURES
TABLE OF CONTENT

TABLE OF CONTENT …… HG TC 1-1

CHAPTER ONE ……. THE HONOR GUARD

SECTION 1000 – MISSION …… HG 1-1
SECTION 1100 – AUTHORIZATION FOR HONOR GUARD……. HG 1-1
SECTION 1110 - VETERANS SERVICE ORGANIZATION (VSO) JOINT HONOR GUARDS …… HG 1-1
SECTION 1120 – JOINT CEREMONIES ……..... HG 1-1
SECTION 1200 – MEMBERSHIP …… HG 1-1
SECTION 1210 - ELIGIBILITY …… HG 1-1
SECTION 1220 – MEMBERSHIP ……..... HG 1-1
(A) TRAINEE ……..... HG 1-1
(B) ACTIVE MEMBER ……..... HG 1-1
(C) INACTIVE MEMBER ……..... HG 1-2
SECTION 1300 – RESPONSIBILITIES AND COMMITMENT…… HG 1-2
SECTION 1310 – CODE OF CONDUCT …… HG 1-2
SECTION 1320 – PROMISE OF SERVICE …… HG 1-2
SECTION 1400 – SERVICE CONDITIONS …… HG 1-2
SECTION 1500 – PARTICIPATION …… HG 1-3
SECTION 1510 - COMMITMENT …… HG 1-3
SECTION 1520 – REPLY TO NOTICE ……..... HG 1-3
SECTION 1600 – TRAINING …… HG 1-3
SECTION 1610 – CROSS TRAINING …… HG 1-3
SECTION 1620 – SCHEDULING …… HG 1-3
SECTION 1630 – ACCOMDATIONS …… HG 1-3
SECTION 1640 – REHEARSALS …… HG 1-3
SECTION 1650 – INDIVIDUAL TRAINING …… HG 1-3
(A) DRILL AND RIFLE TRAINING …… HG 1-3
(B) MODIFICATIONS …… HG 1-4
SECTION 1700 – ORGANIZATION AND ADMINISTRATION……. HG 1-4
SECTION 1710 – OFFICERS …… HG 1-4
(A) COMMANDER …… HG 1-4
(B) EXECUTIVE OFFICER …… HG 1-4
(C) OTHER …… HG 1-4
SECTION 1720 – HONOR GUARD GOVERNANCE…… HG 1-4
(A) BY-LAWS …… HG 1-4
(B) DECISIONS BY CONSENUS …… HG 1-4
SECTION 1800 – ADMINISTRATION AND LOGISTICS…… HG 1-4
SECTION 1810 – RECORDS …… HG 1-4
(A) ACTIVITY ……..... HG 1-4

MCL HONOR GUARD POLICIES AND PROCEDURES
TABLE OF CONTENT

(B) MEMBER ……..... HG 1-5
(C) ROSTERS AND CONTACT LIST …… HG 1-5
SECTION 1820 – AWARDS …… HG 1-5
SECTION 1830 – FINANCIAL …… HG 1-5
(A) REVENUE …… HG 1-5
(B) EXPENSES …… HG 1-5
(C) SURPLUS FUNDS …… HG 1-6
SECTION 1840 – CEREMONIAL RIFLES …… HG 1-6

CHAPTER TWO ……. HONOR GUARD UNIFORMS
SECTION 2000 – PREFACE ……. HG 2-1
SECTION 2100 – AUTHORIZED HONOR GUARD UNIFORMS …… HG 2-1
SECTION 2110 – UNDRESS UNIFORMS …… HG 2-1
(A) TROUSER OPTIONS (DRESS BLUES OR BLACK) ……. HG 2-1
(B) LEATHER BELTS …… HG 2-1
(C) TIE BAR …… HG 2-1
SECTION 2120 – CASUAL UNIFORM ……. HG 2-1
SECTION 2130 – SERVICE DRESS UNIFORMS ……. HG 2-1
(A) FLAG PRESENTER …… HG 2-1
(B) INTER-SERVICE SUPPORT …… HG 2-2
(C) MARINE CORPS FUNERALS …… HG 2-2
(D) OTHER SERVICE FUNERALS …… HG 2-2
SECTION 2140 – ASSOCIATE MEMBER UNIFORMS……. HG 2-2
SECTION 2150 – OTHER UNIFORMS ……. HG 2-2
SECTION 2200 – AUTHORIZED UNIFORM ITEMS …… HG 2-2
SECTION 2210 – MEDALS, RIBBONS, AND BADGES……... HG 2-2
(A) MEDALS AND RIBBONS …… HG 2-2
(B) BADGES AND OTHER DEVICES …… HG 2-2
(C) AUTHORIZED PROVIDER PARTNERSHIP PROGRAM PIN …… HG 2-2
SECTION 2220 - SHOULDER PATCHES …… HG 2-3
SECTION 2230 - MARINE CORPS LEAGUE COVER……..……. HG 2-3
SECTION 2240 - SPECIAL UNIFORM AUTHORIZATION……..…… HG 2-3
(A) WHITE GLOVES …… HG 2-3
(B) INCLEMENT WEATHER APPAREL …… HG 2-3
(C) PROTECTIVE CLOTHING EXTREME…… HG 2-3
(D) NAME TAGS …… HG 2-3
(E) WHITE DUTY BELTS …… HG 2-3
(F) ORTHOPEDIC SHOES …… HG 2-3
(G) PROSTHETIC DEVICES …… HG 2-4
(H) MARINE CORPS SWORDS …… HG 2-4

MCL HONOR GUARD POLICIES AND PROCEDURES
TABLE OF CONTENT

(I) SAFETY EQUIPMENT …… HG 2-4

CHAPTER THREE ……. DRILL AND MANUAL OF ARMS

SECTION 3000 – PREFACE …… HG 3-1
SECTION 3100 - DRILL AND RIFLE TRAINING …… HG 3-1
SECTION 3110 – MARCHING …… HG 3-1
SECTION 3200 - SWORD TRAINING …… HG 3-1
SECTION 3300 - BUGLE TRAINING …… HG 3-2
SECTION 3400 - FLAG FOLDING …… HG 3-4
SECTION 3410 – FLAG FOLDING CEREMONY …… HG 3-5
SECTION 3420 – PRESENTATION OF THE FLAG…….. HG 3-6
SECTION 3430 – SPECIAL PRESENTATION STATEMENTS…… HG 3-6
(A) SPENT CARTRIDGE …… HG 3-6
(B) FLAG FOLDING NARRATIVE …… HG 3-6
SECTION 3500 – FIRING PARTY TRAINING …… HG 3-7

CHAPTER FOUR …… MILITARY HONOR CEREMONIES

SECTION 4000 – GENERAL …… HG 4-1
SECTION 4100 – DRILL AND MANUAL OF ARMS …… HG 4-1
SECTION 4200 – CEREMONIES …… HG 4-1
SECTION 4300 – FUNERALS …… HG 4-1
SECTION 4310 – REQUEST …… HG 4-2
SECTION 4320 – COMMANDER …… HG 4-2
SECTION 4330 - DETAIL COMMANDER …… HG 4-2
SECTION 4400 – STATUTORY HONOR GUARD REQUIREMENT ……. HG 4-2
SECTION 4500 – FULL FUNERAL HONOR GUARD DETACHMENT…….. HG 4-3
SECTION 4600 – FUNERAL CEREMONIES …… HG 4-3
SECTION 4610 – INTERNMENT SERVICE HONORS …… HG 4-3
SECTION 4620 – CHURCH/CHAPEL SERVICE HONORS …… HG 4-3
SECTION 4630 – RECEPTION AND ESCORT CEREMONY …… HG 4-3

CHAPTER FIVE …… REFERENCES

10 U.S. CODE § 1491 – FUNERAL HONORS FUNCTIONS AT FUNERALS FOR VETERANS
DOD INSTRUCTION 1300.15 – MILITARY FUNERAL SUPPORT
MARINE CORPS LEAGUE ADMINISTRATIVE PROCEDURES (MCL-AP)
MARINE CORPS LEAGUE BYLAWS (MCL-B)
MCO 1020.34H – MARINE CORPS UNIFORM REGULATIONS
MCO 3040.4 – MARINE CORPS CASUALTY ASSISTANCE PROGRAM
MCO 5000.18 – MARINE CORPS BAND MANUAL
MCO 5060.20 – MARINE CORPS DRILL AND CEREMONIES MANUAL

MCL HONOR GUARD POLICIES AND PROCEDURES
TABLE OF CONTENT

MCO 10520.3 – MARINE CORPS FLAG MANUAL

CHAPTER SIX ……. ATTACHMENTS

ATTACHMENT 1 – FOLDING THE FLAG …… HG 6-3
ATTACHMENT 2 – FLAG FOLDING NARRATIVE …… HG 6-5
ATTACHMENT 3 – INTERNMENT SERVICE HONORS…… HG 6-8
ATTACHMENT 4 – CHURCH/CHAPEL SERVICE HONORS …… HG 6-10
ATTACHMENT 5 – RECEPTION AND ESCORT CEREMONY ……. HG 6-12

MCL HONOR GUARD POLICIES AND PROCEDURES

CHAPTER ONE
The Honor Guard

Section 1000. Mission. The mission of a Marine Corps League Honor Guard is to provide military honors for funerals, memorial services, dedication ceremonies, and other civic occasions as may be requested.

Section 1100. Authorization for Honor Guards. Marine Corps League (MCL) Detachments are authorized and encouraged to form Honor Guards. Two or more Detachments may agree to form an Area or Regional Combined Honor Guard. It is suggested that a Memorandum of Understanding should clearly define the obligation of each member detachment in a Combined Honor Guard, establish an Honor Guard command structure, establish administrative, fiscal, and logistic procedures, and ensure that all Honor Guard Honors activities will be conducted in accordance with the MCL Bylaws, Administrative Procedures, and all other MCL orders and instructions in effect or published in the future.

Section 1110. Veterans Service Organization (VSO) Joint Honor Guards. If an MCL Detachment is unable to form an Honor Guard with another Detachment or Detachments, the Detachment may form a Joint Honor Guard with another VSO, subject to agreeing to a Memorandum of Understanding as outlined in Section 1100 above. Only MCL members are authorized to wear the MCL cover. If wearing an MCL uniform item, all Honor Guard members must abide by the appropriate uniform regulation of the MCL.

Section 1120. Joint Ceremonies. MCL Honor Guards on occasion may conduct funerals, ceremonies, and other events with other Honor Guards. The MCL Honor Guard Commander shall be responsible for coordinating the participation with the other Honor Guard(s).

Section 1200. Membership.

Section 1210. Eligibility. Membership in a Detachment Honor Guard is voluntary. It shall be open to any regular, associate, or at-large member in good standing, who volunteers to serve, who accepts the precepts of serving on an Honor Guard, and who successfully completes training.

Section 1220. Membership.

(A) An Honor Guard Trainee is an MCL Member who has asked to join the Honor Guard, has read and understands the commitment and responsibilities contained in these procedures, who has observed at least one of the Honor Guard's Military Honors Funeral Detail, and is undergoing training. The Honor Guard Commander may award Active Member status after the Trainee has satisfactorily completed training and participated in at least one Military Honors Funeral Detail.

(B) An Active Member of an Honor Guard:

(1) Has completed training and been recognized by the Commander to be capable of performing the prescribed duties,

(2) Has participated in at least one Honor Guard detail in the preceding 12 months, or has been granted a participation waiver by the Commander, or is in the first year of service in the Honor Guard after completing training.

(C) An Inactive Member is a Member who due to health, age, or personal circumstances has voluntarily requested to be placed on the inactive member rolls or has not participated in at least one Honor Guard detail in the preceding 12 months. An Inactive Member may attend a meeting, but is not eligible to vote on Honor Guard matters.

Section 1300. Membership Responsibilities and Commitment. Honor Guards may establish a Code of Conduct and other standards for Honor Guards. Members and prospective members of Honor Guards should agree to honor and abide by a Code of Conduct and Promises and other standards which may be adopted.

Section 1310. Sample Code of Conduct.

"As members of an Honor Guard, we understand that we represent all members of our Detachment and the Marine Corps League. We agree to honor and support all Veterans from different branches of service who honorably served the United States of America.

We will be judged by our actions and words before, during, and after participating in Military Honors Ceremonies, regardless of the Ceremony size, location, or the number of participating Honor Guard members. Each Funeral Honors Ceremony must be conducted with the utmost respect for the Veteran and his/her family.

We will be observed by the grieving family and friends of the Veteran, and we may be observed by, or have cause to interact with, a representative of the funeral home or church, members of the Armed Forces active and reserve components, officials from various state and local agencies and members of Veteran organizations. We must maintain a solemn, military bearing at all times. Casual conversation or conduct must not take place while family members are present. If last minute changes must be announced or supplemental instructions must be given, it should be done in a hushed, respectful manner."

Section 1320. Sample Member's Promise of Service.

We promise to remember that:

- The Veteran we honor at each Ceremony is our brother or sister in arms.
- They signed a blank check made payable to "The United States of America for an amount up to and including their life," as did we.
- We respect and honor their service.

Section 1400. Service Conditions. Rendering Military Funeral Honors at gravesites and providing Military Honors at ceremonies can be physically demanding. The Commander works closely with the funeral director and other personnel to ensure timely arrival of the Unit and the level of participation in the ceremony. However, despite detailed planning, schedules may change. It is possible an Honor Guard Detachment may stand for long periods of time and be subject to the elements (high heat, cold, and precipitation in the form of rain or snow) while waiting for a ceremony to begin or while waiting at the gravesite for the funeral procession to arrive.

MCL HONOR GUARD POLICIES AND PROCEDURES

Section 1500. Participation.

Section 1510. Commitment. Membership in an Honor Guard requires a high level of commitment. While invitations to ceremonies may provide weeks of advance notice, allowing members to adjust their schedules to participate, requests to provide Military Funeral Honors typically come just a few days before a funeral. There is very limited time for the Commander to contact Honor Guard members and request their attendance.

Section 1520. Replying to a Notice. Funeral directors expect a confirmation from the Commander as soon as possible, so they can inform the family members whether the request was confirmed or denied. If the Honor Guard is unable to participate, families need time to make other arrangements. Therefore, Honor Guard members will ensure that their contact information is current and will quickly reply concerning their availability, or non-availability, to participate in a request for Military Honors.

Section 1600. Commitment to Training. Rendering Military Funeral Honors for a fallen Veteran in the presence of their family and friends is a privilege and one of the highest possible honors. An Honor Guard creates an indelible image for those in attendance at the funeral; therefore, it is important that Unit members attain and maintain a high level of individual and unit readiness.

Section 1610. Cross Training. Members should become skilled in all of the duties: Firing Party, Bugler (electronic), and Flag Folding Team. On those occasions where a full detail is unavailable, the Honor Guard can provide requested funeral honors consisting of the playing of Taps and the folding and presentation of the flag and a small Firing Party. Regular cross training will ensure that those duties will always be performed accurately and with precision.

Section 1620. Scheduling. The Commander, in consultation with the members, should designate training and practice dates and times, and distribute the schedule to all Honor Guard Members and Trainees. Members and Trainees should make every effort to attend and participate in rifle drill and flag folding exercises.

Section 1630. Accommodations. Some members of an Honor Guard may not be physically able to perform all the duties required of each position, but all members may participate in whatever capacity they are able. The Unit will make accommodation for all members willing to participate.

Section 1640. Rehearsals. Honor Guard participation in ceremonies may require rehearsals. The Honor Guard Commander should meet with the organization or person planning a ceremony to determine the level and type of Honor Ceremonial participation being requested, the location and alternate foul weather location, the sequence of the ceremony, and the coordinating instructions. Rehearsals should be scheduled as deemed appropriate by the Commander.

Section 1650. Individual Skills Training.

(A) Drill and Rifle Training. Members of the Marine Corps League received individual drill, rifle manual of arms, and unit drill training immediately upon entry into recruit training. Information regarding Individual drill and the rifle manual of arms are prescribed in MCO

5060.20. Please refer to Part I, Chapters 1 and 2 for individual drill without arms. MCO Appendix A contains instructions for the Manual of Arms with the M1 Service Rifle.

(B) Modifications. Chapter Three describes modifications of individual and unit drill and the manual of arms for the M-1 rifle, the sword, and the bugle which may be considered for adoption by MCL Honor Guards.

Section 1700. Organization and Administration. An Honor Guard is composed of volunteer members. The minimum number to fulfill the statutory requirement to provide military funeral honors is three. Leadership positions of an Honor Guard must be filled by active members of an Honor Guard.

Section 1710. Officers. The following Officer appointments are recommended:

(A) Commander: The Commander of a Detachment Honor Guard is an appointed Officer within a Detachment in accordance with the Marine Corps League National Bylaws, Article IX, Section 920. The Detachment Commandant shall appoint an Active Member of the Honor Guard who has been nominated by a consensus of the active Honor Guard Membership to the position of Commander.

(B) Executive Officer. The Honor Guard Commander, with consent of the Honor Guard membership, will appoint an Executive Officer.

(C) Other Officers: The Honor Guard Commander may, at his discretion, appoint other officers to perform specific support functions including, but not limited to, an Adjutant, Training Officer, Armorer, and a Quartermaster.

Section 1720. Honor Guard Governance. Membership in a Detachment Honor Guard is a voluntary enrollment into service as a member of a highly disciplined team. Any matters pertaining to the organization and the performance of the duties of a Marine Corps League Honor Guard, which are not addressed by public laws, Department of Defense Policies and Procedures, United States Marine Corps Policies and Regulations, and the Marine Corps League Bylaws are addressed and governed by the Marine Corps League Honor Guard Manual.

(A) By-laws. The Detachment Honor Guard may prepare, adopt, and publish by-laws, which govern the Detachment Honor Guard's management of internal operations, subject to the approval of the Detachment Commander.

(B) Decisions by Consensus. If by-laws are adopted, they shall require that decisions must be approved by the consensus of the Active Members of the Honor Guard. For purposes of this section, consensus is defined as one-half, or more, of those Active Members present during a previously announced meeting of the Honor Guard. In the event of a tie vote, the vote of the Commander will decide the issue under consideration.

Section 1800. Administration and Logistics.

Section 1810. Records.

(A) Honor Guard Activity Records. The Honor Guard Commander shall establish and maintain a file, or system of files, which records the details of the Honor Guard activities (ceremonies of all types and training to include practice, rehearsals and drills), which at a minimum records the date, nature of the event, and the Honor Guard Members who participated in the event.

(B) Honor Guard Member Records. The Honor Guard Commander should establish and maintain a file, or files, of each member, which lists participation in Honor Guard events of all types and the current classification of each member.

(C) Rosters and Contact Lists. The names, category of membership, and contact information must be accurate and readily available to rapidly coordinate scheduling and participation in ceremonies. However, the roster, phone, and email address lists contain sensitive personal information and must be protected with strong internal controls and distribution on a strict "need-to-know" basis.

Section 1820. Awards. Active Members of Honor Guards become eligible to receive and wear the Marine Corps League Ceremonial Guard Ribbon after successfully serving in 10 honors ceremonies. Subsequent participation in 10 events establishes the addition of stars (bronze, silver, and gold) to be attached to the Ceremonial Guard Ribbon. (MCL-AP Enclosure 4)

The Honor Guard Commander is authorized to award and present Honor Guard members with the first award of the Ribbon and all subsequent awards of stars when earned. Presentation of the awards should be made in a public ceremony, such as Honor Guard training events, social events, or at Detachment Meetings.

Section 1830. Financial.

(A) Revenues. Families of deceased veterans, who have received Funeral Honors, occasionally make donations to Honor Guards. Whenever such donors request those funds be used for specific charitable activities, such requests will be honored, provided they are approved by the Detachment and are consistent with its guidelines for contributions, and the mission of the Marine Corps League as defined in the MCL Bylaws Article I, Section 105. If donors request such funds be used for purposes which might jeopardize the Detachment's 501.c.4 tax exempt status or are inconsistent with the Detachment's guidelines for contributions or the mission of the Marine Corps League, such donations will be declined. When no specific charitable request is made such funds and all funds received from any other sources will be used by the Detachment consistent with its guidelines for contributions, other specific purposes approved the members of the Detachment, and the mission of the Marine Corps League. The Honor Guard Commander must promptly deliver all donations and other receipts to the Detachment Paymaster who will document and detail the receipt and disbursement of all funds related to the Honor Guard's activities. Documentation of sources and uses of all such funds will be available upon request to the Detachment Paymaster.

(B) Expenses. The Detachment will pay Honor Guard expenses related to purchases of supplies, equipment, uniform items held as Honor Guard property, and other appropriate expenses or allowances approved by the Detachment. The Honor Guard operates as a unit within the Detachment, and all funds it receives are for the benefit of the Detachment. The Honor Guard Commander will request the Detachment Paymaster issue checks in payment for authorized expenses.

(C) Surplus Funds. "Surplus Funds" is defined as the net balance when approved expenses are subtracted from revenue generated by Honor Guard activities, excluding revenue limited to a specific charitable purpose by its donor. The Honor Guard may request "Surplus Funds" be contributed by the Detachment to specific charitable causes of the Detachment, such as scholarships, support for needy veterans, disaster relief, and similar purposes, which directly benefit veterans, active duty personnel, etc. consistent with the Detachment's guidelines for contributions and the mission of the Marine Corps League.

Section 1840. Ceremonial Rifles. Information regarding ceremonial rifles for Detachments can be found on the following website: https://www.mclnational.org/ceremonial-rifle-program.html

MCL HONOR GUARD POLICIES AND PROCEDURES

CHAPTER TWO
Honor Guard Uniform

Section 2000. Preface. This Addendum to the Marine Corps League Uniform Code, which is Enclosure 3 of the 2018 Administrative Procedures (AP), provides Detachment Commandants and Honor Guard Members with information and specific guidance for Honor Guard uniforms and equipment. It clarifies Detachment Commandants' discretionary authority regarding certain cold and wet weather outerwear apparel items. It also clarifies the equipment which may be worn by Members of Detachment Honor Guards. All of the definitions and standards contained in the Uniform Code AP Enclosure 3 are applicable to the members who serve on Marine Corps League Honor Guards. Nothing contained in this Addendum authorizes any member of the Marine Corps League to wear any component of an Honor Guard Uniform, except when in a duty status as a member of an Honor Guard.

Section 2100. Authorized Honor Guard Uniforms.

Section 2110. Undress Uniform **(**AP Enclosure 3, pages 6, 7, 9, and 10). The Undress Long Sleeve and Undress Short Sleeve Uniform, both Male and Female, as prescribed for wear by regular and associate members, are authorized to be worn by those serving on Honor Guards. Honor Guard Commanders will ensure that the shirt and belt provisions for Female Undress Uniforms are followed.

(A) The Uniform Code provides options for trousers (Dress Blue or Black) and belts (khaki web or black leather with various buckles). The Honor Guard Commander shall prescribe the type of trousers and belt, and all members of an Honor Guard must wear the exact same uniform.

(B) If leather belts are prescribed, an authorized style of buckle shall be prescribed by the Honor Guard Commander and must be worn by all members.

(C) The Gold Enlisted Style tie bar or the MCL tie bar may be worn with the Undress Long Sleeve Uniform or the Casual – Red Blazer Uniform. The Honor Guard Commander may prescribe the type of tie bar.

Section 2120. Casual Uniforms **(**AP Enclosure 3, pages 7, 8, 10, and 11). The Casual – Red Blazer Uniform, both Male and Female, as prescribed for wear by regular and associate members is authorized to be worn by Honor Guards. MCL members who are participating in a ceremony as wreath layers, speakers, or distinguished guests in conjunction with an Honor Guard may wear this uniform in lieu of the uniform prescribed by the Honor Guard Commander.

Section 2130. Service Dress Uniforms

(A) Flag Presenter. At funeral Honors, when possible, the Flag Presenter should be a member of the decedent's service authorized to wear the Dress Uniform of that service.

(B) Inter-service Support. Active Duty and Reserve Members of the Marine Corps or other services providing Military Funeral Honors in conjunction with the Honor Guard will wear their Service Dress Uniform or other prescribed uniform.

(C) Marine Corps Funerals. When the Honor Guard provides Military Funeral Honors, without Marine Corps Active Duty or Reserve Support, the designated Flag Presenter may wear the USMC Dress Blue Uniform, subject to all applicable United States Marine Corps Uniform Regulations. All other members of the Honor Guard will wear the prescribed Honor Guard Uniform.

(D) Other Service Funerals. If a member of the decedents service, to include a member of the Honor Guard, is not available in the appropriate service uniform a member of the Honor Guard wearing the prescribed Honor Guard Uniform will present the flag.

Section 2140. Associate Member Uniforms (AP Enclosure 3, pages 12 and 13). The uniforms authorized for Associate Members are prescribed by AP Enclosure 3. When serving on an Honor Guard, the provisions of Section 2130 above also permit Associate Members to serve as Flag Presenter, if they are authorized to wear the dress uniform of another service.

Section 2150. Other Uniforms. No uniforms, other than those described above, or modification other than those described in Section 2240 below, may be worn by Marine Corps League Honor Guards. No additions to or modification(s) of the prescribed uniforms are authorized except those pursuant to the authority of the Detachment Commandant to authorize inclement weather outerwear and protective clothing, or are specifically identified and included in Section 2240 below.

Section 2200. Authorized Uniform Items.

Section 2210. Medals, Ribbons and Badges (AP Enclosure 3, page 1).

(A) Medals and Ribbons. Marine Corps League and Department of Defense medals and/or ribbons must NEVER be mixed on any uniform. However, Honor Guard members may elect not to wear either Marine Corps League or Department of Defense medals or ribbons.

(B) Badges and Other Devices. Rifle and pistol qualification badges, jump wings, pilot, aircrew wings, and other service badges may be worn on the MCL Undress Uniforms when Department of Defense authorized ribbons are worn.

(D) Authorized Provider Partnership Provider Pin. The pin is a Department of Defense device awarded in recognition of an Honor Guard Member's qualification and certification of training as an Authorized Provider Partnership Provider member. It is a lapel pin, not a badge or a medal, and it is not authorized to be worn on, or as a part of, an MCL Honor Guard Uniform or Service Dress Uniform. The pin may be worn on non-uniform clothing such as ball caps, vests, jackets, and shirts.

Section 2220. Shoulder Patches (AP Enclosure 3, page 3). Members of the Military Order of Devil Dogs (MODD) may choose to wear the MODD patch in lieu of the American Flag on the right sleeve of the aviator shirts when wearing the Undress Dress Uniform.

Section 2230. Marine Corps League Cover (AP Enclosure 3, pages 3 and 4 and Attachment 1-1). The Red Cover is the only cover authorized to be worn for participation with an Honor Guard. Members of the Military Order of Devil Dogs are always authorized to wear the MODD patch up front on the right side of the Red Cover. Detachment Strips, Life Member, and other authorized strips may be attached or embroidered on the right side of the Red Cover. Other covers, regardless of the Marine Corps League office held, may not be worn in lieu of the Red Cover while serving on an Honor Guard.

Section 2240. Special Uniform Authorization (AP Enclosure 3, pages 4, 5, and 6).

(A) White Gloves are specifically authorized to be worn by members participating on Honor Guards. White gloves may be worn only when prescribed by the Honor Guard Commander. (AP Enclosure 3, page 4)

(B) Inclement Weather Apparel and Protective Clothing may be worn when authorized by local Detachment Commandants. Items may include the USMC All Weather Coat, "military" style civilian rain/all-weather coats, jackets of various styles, including the USMC tanker jacket, the USMC blue crewneck sweater, black earmuffs, and insulated gloves (white or black but all members must wear gloves of the same color). Coats must be devoid of insignia, emblems, badges, or any other ornamentation. Red Satin Jackets may have "U. S. Marines" on the front and leather and cloth jackets, deemed appropriate by the Honor Guard Commander may have the Eagle, Globe, and Anchor (EGA) or the Marine Corps League Crest on the back. At the discretion of the Honor Guard Commander, the American Flag patch may be worn on the right shoulder of an authorized jacket. Patches, other than the American Flag shoulder patch, pins, badges, embroidery or designs, other than the EGA or MCL Seal, may not be authorized to be displayed on any jackets by Detachment Commandants. All members of an Honor Guard must wear identical inclement Weather Apparel items. (AP Enclosure 3, page 5)

(C) Protective Clothing, including parkas with or without hoods, insulated "arctic style" mittens, snowpack style boots, headgear, and face masks may be prescribed by Honor Guard Commanders when extreme cold, or cold with high winds, constitute a health or safety risk. All members must wear identical items of protective clothing. Protective Clothing apparel must conform to the marking and attachment limitations prescribed in Section 2240(B) above.

(D) Name Tags are only worn when prescribed by the Honor Guard Commander.

(E) White Duty Belts may be worn while performing Military Honors and Ceremonial Duties. The Honor Guard Commander may prescribe wearing the standard Marine Corps White Cotton Duty Belt with the EGA Buckle. The pistol belt may not be worn as a substitute for White Duty Belts. (AP Enclosure 3, page 6)

(F) Orthopedic shoes may be worn when needed. Such shoes must be black with plain toes and devoid of any ornamentation.

(G) Members, who are disabled or have other impairments, are eligible to serve on Detachment Honor Guards. Prosthetic devices, mobility/stability devices, crutches/canes for support, and other adaptive devices and technology may be permitted for members who want to participate in providing Military Honors. Specific assignments for members with disabilities or impairments within Honor Guards should be made on a case-by-case basis to ensure that there is no risk to the member, the other members of the Honor Guard, or to the public.

(H) Marine Corps Swords are recognized as badges of office and symbols of leadership and are traditionally worn in Parades and Ceremonies. Honor Guard Commanders and Firing Party Commanders may, but are not required to, wear Non-Commissioned Officer's swords and execute the sword manual during Honors Ceremonies. When sword(s) are carried during Funeral Honors (MCO 5060.20, Chapter 5, Paragraph 5012) Ceremonies, the Mourning Knot (black ribbon) must be affixed to the hilt(s) of the sword(s). When sword(s) are carried while wearing a Marine Corps style all weather coat, or similar coat, the black sword belt and frog will be worn outside the coat. Other weapons to include bayonets and holstered pistols (or empty holsters) are not authorized for wear by Honor Guards.

(I) Safety equipment, defined as eye wear and hearing protective devices is authorized and encouraged to be worn by Honor Guard Members. Various medical conditions require eye protection which limits bright light and wind. Protective eyewear, conservative design as determined by the Honor Guard Commander, is authorized for all members of an Honor Guard who are positioned outside during ceremonies. Hearing protection devices, such as ear plugs or electronic noise cancelling ear pieces are authorized to be worn by members of Honor Guards while assigned to firing parties.

MCL HONOR GUARD POLICIES AND PROCEDURES

CHAPTER THREE
Drill and Manual of Arms

Section 3000. Preface. This Addendum to MCO 5060.20 contains suggestions for modifications to both drill and manual of arms which may be considered to accommodate members of MCL Honor Guards whose wounds, other physical conditions, or age may make it difficult to stand in certain postures for extended period of time. Other suggested modifications reduce the risk of drill on the terrain found in many cemeteries, protect hearing, and recognize the use of electronic bugle inserts.

Section 3100. Drill with the M-1 Rifle. MCO 5060.20 Appendix A, Section A-19 describes and shows the position of Parade Rest with the M-1 Rifle. A modification to a Ceremonial Parade Rest is a posture identical to the position of Parade Rest with a Bugle, hands overlapping, left over right and centered. On the command Parade Rest, the right hand rotates the rifle counter-clockwise on the toe of the rifle butt and moves left to the centerline of the body, and the left hand simultaneously moves slightly forward and right to overlap the right hand. This position reduces stress on the lower back, shoulders and elbows.

Ceremonial Parade Rest

Section 3110 Marching. A Firing Party will usually march into position to fire the traditional three volleys and present arms. Following the conclusion of Military Honors, the Firing Party will usually march back to the assembly area. It is suggested that the Firing Party march at Port Arms. Port arms is an easier manual of arms movement than Right/Left Shoulder Arms and is less stressful on joints and small muscles. Trail Arms is prescribed for very short distances and is stressful on the hand and shoulder.

The drill and rifle manual of arms and suggested modifications for firing ceremonial volleys is described in Section 3500 of these procedures.

Section 3200 Sword Training. The sword manual of arms is prescribed in MCO 5060.20. Please refer to Chapter 5, Paragraphs 5001 through 5004, 5008, and 5009 for instructions on the basic sword manual.

Ceremonial Parade Rest

MCO 5060.20, Chapter 5, Paragraph 5008 describes and shows the position of Parade Rest with the Marine Corps Sword. A modification to a Ceremonial Parade Rest is a posture identical to the position of Parade Rest with a Bugle, hands overlapping, left over right, and centered. After commanding a unit to Parade Rest, the Commander moves the left foot to the left, while rotating the blade of the sword down and to the left, so that the point of the blade touches the ground, and the left hand is brought to the right

across the body and overlaps the right hand on the centerline. This posture reduces stress on the lower back, shoulders, and elbows.

Attention

Section 3300 Bugle Training. The manual for the trumpet is prescribed in MCO 5000.18. The manual for the bugle is similar, but the bugle is carried in the left hand instead of the right hand. The following bugle manual guidance refers to Enclosure 1 pages 2-16 through 2-20 of the Band Manual and is based upon the recorded performances of Marine and Army Field Music.

A Field Music (a skilled musician) will render Taps as prescribed by the Honor Guard Commander and in accordance with the sequence of the ceremony. For purposes of this manual, the term "Bugler" includes both a Field Music and a member of an Honor Guard with an electronic bugle.

If a Field Music is not available, a member of the Honor Guard will be assigned to render Taps with an electronic bugle. Bugler duty requires training in the manual of the bugle, learning to breathe in sequence with the playing of Taps, and in the operation and maintenance of the electronic insert. The Bugler will render Taps in accordance with the sequence of the ceremony.

Parade Rest

The position of Attention (Carry Bugle) is the position of attention with the bugle held in the left hand parallel to the ground with the bell to the front.

The position of Parade Rest is assumed from Attention. The left foot is moved 12" to the left and the left forearm and bugle are rotated to the right, and the right hand grasps the left hand beneath the bugle.

Up Bugle is a 3-count movement.

- Count 1 - The Bugler reaches across his/her body and grasps the bugle with their right hand.

Up Bugle – count 1

- Count 2 – The bugle, held with both hands is moved to the center of the body while being raised through vertical (bell down) and rotated to embouchure with the bell forward and the bugle parallel with the deck. The Play button may be pushed while raising the Bugle (optional).

Up Bugle – count 2

- Count 3 – As left hand releases the bugle, the index figure pushes the Play button (optional), and the left arm is lowered to the position of attention. The Taps program will begin 5 seconds after the Play button is pushed.

Up Bugle – count 3

The drill of Bugle Down (immediately upon completion of playing Taps) is a two-count movement. 1 – The bugler lowers the bugle down and to the left, as the left hand is raised to accept the bugle in the carry position. 2 – The right arm is lowered to the position of attention.

Bugle Down – count 1

Bugle Down – count 2

The Hand Salute, while carrying a bugle, is rendered immediately after playing Taps and completing Bugle Down. The hand salute is also rendered upon the command of the Honor Guard Commander when a Bugler is in formation with elements of an Honor Guard.

Hand Salute

MCL HONOR GUARD POLICIES AND PROCEDURES

The electronic bulge, stored in an instrument case, consists of two parts, the Bugle and the electronic insert. Two 9-volt batteries are required to power the electronic insert. The batteries should always be removed from the electronic insert and stored in the battery slots within the case following using the electronic insert.

The three controls on the flange surrounding the speaker are labeled in the picture:

- 1 – On/Off slide switch: The red diode glows when the power is on.
- 2 – Volume slide switch (low, medium, and high positions)
- 3- Play push button: The green diode glows when the program is active.
  The program (Taps) will begin about 5 seconds after the Play switch is pressed.
  The program will stop and the green diode will be dark.
  The Power switch does not have to be moved to the off position. However, if the Play button is pressed again, the program will play.

To prepare the bugle for use, remove the electronic insert and 2 9-volt batteries (new or tested). Install the batteries in the battery well and ensure the cover is latched shut. Insert the electronic insert into the bell of the bugle with the Play button at the 12 or 3 o'clock position. That will permit easy activation when preparing to render taps. However, Buglers may choose an alternate position which best suits their technique. Ensure that the electronic insert is a secure pressure fit in the bugle.

Section 3400 <u>Flag Folding</u>. Folding the American flag is prescribed in MCO 10520.3. See Chapter 6 – Attachment 1 for a detailed folding diagram.

At the casket

Section 3410 Flag Folding Ceremony. The ceremony is initiated by a silent signal from the Anchor (member who will hold the hoist (Blue Field) end of the flag). The Anchor and the Folder move into position and ceremonially lift, tilt, and display the flag to the mourners. The Display of the Flag is the signal to the Firing Party for the three volleys. The Display of the Flag is maintained during the playing of Taps.

Displaying the Flag

At the conclusion of Taps, the Anchor and Folder, while holding the flag taut, move to the position where they begin the ceremonial folding of the flag. See the folding diagram in Chapter 6 - Attachment 1.

If there is a Narrator, the Flag Folding Narrative will begin while the flag is being positioned. The Department of Veterans Affairs has clarified the department's policy and authorizes volunteer honor guards to read the Flag Folding Narrative or any comparable script. A sample of a "Flag Folding Narrative" can be found under Chapter 6 – Attachment 2.

The folder works in coordination with the narration while making each fold. The final tuck is made by the folder and the anchor making a corner fold and tucking the remaining portion of the hoist into the folded triangle so only the blue field is visible.

Final Tuck

The Presenter steps forward and renders a five-count salute and returns to a position to receive the folded flag. The flag is passed to the Presenter, and the member who had held the folded flag will take one step back and render a five-count salute.

Section 3420 Presentation of the Flag. Funeral honors ceremonies conducted by the Department of Defense use standardized language for the presentation of the flag to the designated flag recipient. The verbiage below will be used when presenting the U.S. flag during the funeral service.

Presenting the Flag

"On behalf of the President of the United States, (the United States Army; the United States Marine Corps; the United States Navy, the United States Air Force, or the United States Coast Guard), and a grateful Nation, please accept this flag as a symbol of our appreciation for your loved one's honorable and faithful service."

Section 3430 Special Presentation Statements.

(A) Three spent cartridge presentation. If a Firing Party is present and has rendered a 3-volley salute, after the flag presentation to Next of Kin has been completed, the Firing Party Commander may present the Next of Kin 3 spent cartridges. The Firing Party Commander presentation should include the following statement: "On behalf of the Marine Corps League's, (Detachment's Name) Honor Guard, we present you these three spent cartridges representing Duty, Honor, and Country, and thank you for allowing us to provide military honors for your loved one."

Presenting the Cartridges

(B) Printed narrative presentation. If a Flag Folding Narrative has been given during the folding of the flag, after the flag and 3 spent cartridge presentations and to Next of Kin has been completed, the Narrator may present the Next of Kin the printed narration. The Narrator presentation should include the following statement: "On behalf of the Marine Corps League's, (Detachment's Name) Honor Guard, we present you the narrative of the folding of the American flag."

Presenting the Narrative

Section 3500 Firing Party Training. The drill and manual of arms with the M-1 rifle are prescribed in MCO 5060.20, Appendix A, Section A-24, pages A-26 through A-28.

The ceremonial firing of the three volleys requires the M-1 rifle, equipped with a blank firing adapter, to be loaded with 3 blank rounds and spacers in a clip. MCO 5060.20 Section A-24 prescribes loading the rifle while in formation and requires both drill and rifle manual. A suggested modification of the loading procedure is recommended:

At the assembly area before an Honors Ceremony, the rifles may be loaded, a round chambered, and the safeties locked at the time they are issued to each rifleman.

The modification simplifies the drill and the rifle manual ensures the rifle is loaded safely, avoids loading errors during a ceremony, and recognizes and accommodates decreased small muscle skills, range of motion, and balance, which occur during aging.

Suggested modifications to the sequence for the commands, the drill, and rifle manual are:

The sequence begins with the Firing Party at attention with the rifle at order arms, in the location prescribed by the Commander and facing the direction prescribed for Present Arms following the volleys.

LEFT (or RIGHT) FACE This is a drill modification of the Half Face movement. A full facing movement allows better hearing protection than a half facing movement.

Ready

PORT ARMS

READY The riflemen simultaneously move the left foot 12 inches to the left and unlock the safeties. The Commander pauses to ensure all safeties have been unlocked.

AIM The riflemen pivot the rifle locking the heel of the rifle butt under the right forearm and slightly elevate the left arm to keep the muzzle elevated. Their heads are turned to sight along the line of fire. This is a rifle manual modification of placing the butt firmly against the right shoulder. An alternate modification would be to bring the butt of the rifle up near the arm pit firmly against the upper arm and chest, while extending and elevating the left arm.

Aim

The modification simplifies the rifle manual and accommodates range of motion and shoulder joint injuries.

FIRE The riflemen JERK the trigger, return to port arms, and return their heads to the front.

AIM - FIRE are repeated two times for a total of three volleys.

RECOVER The riflemen return to Port Arms and the position of Attention by returning the left foot smartly against the right foot.

PRESENT ARMS The riflemen execute a two-step movement of Left (or Right) Face (2 step movement) to face the front after firing of the volleys and executing Present Arms (1 step). The Firing Party remains at Present Arms during the rendition of Taps.

Present Arms – 1st step

Present Arms – 2nd step

Present Arms – last step

ORDER ARMS The Firing Party remains at Attention during the Flag Folding Ceremony.

MCL HONOR GUARD POLICIES AND PROCEDURES

CHAPTER FOUR
Military Honors Ceremonies

Section 4000. General. Military Honors are rendered for many purposes and in diverse locations. This section provides general guidance for most ceremonies, excluding parades, reception of dignitaries, and reviews. It also provides detailed regulations, directions, and guidance for Honor Guard drill and manual of arms for Funeral Honors and Patriotic and Civil Remembrances, Observances, and Celebrations.

Section 4100. Drill and Manual of Arms. Regulations for drill, manual of arms with rifles, and the sword manual are found in The Marine Corps Drill and Ceremonies Manual and are applicable to both Ceremonies and Funeral Honors. Chapter 3, Section 3100 contains instructions and pictures and authorizes modifications for Honor Guard drill and the rifle manual of arms which may be best suited for senior Marine Corps League Members and those with mobility, hand grasp, range of motion limits, or other limitations. Chapter 3, Section 3200 addresses the sword manual and authorizes a modification.

Drill, instructions, and pictures for use of both a bugle and an electronic bulge when rendering "Taps" are contained in Chapter 3, Section 3300.

Regulations for the display of the United States Flag are found in the Marine Corps Flag Manual and are applicable for both Ceremonies and Funeral Honors. Chapter 3, Section 3410 and Chapter 6, Attachment 1 contain instructions, diagrams, and pictures of folding the flag. Chapter 3, Section 3430(B) and Chapter 6, Attachment 2 contain instructions regarding the Flag Folding Narrative. The reading of the Flag Folding Narrative and the presentation of a folded flag are normally only provided during Funeral Honors.

Section 4200. Ceremonies. Most ceremonies held on National Holidays are nationally observed occasions or are specific local military or veteran oriented recognitions. Marine Corps League Honor Guards are not authorized to participate in partisan political events.

Most Honors Ceremonies are usually scheduled well in advance of the planned date and may involve numerous active duty military commands, veterans service organizations, ROTC units, bands, and civic organizations. Close coordination, rehearsals, and foul weather plans are essential, and Honor Guard Commanders are encouraged to be proactive members of the planning staff prior to participating in any ceremony.

Section 4300. Funerals. Requests for Military Funeral Honors may come from funeral directors, veteran's organizations, active duty service organizations, or directly from the family. The Unit may be requested to conduct Honors at a funeral home, at a cemetery graveside, or other area. Prior to the ceremony, the Commander will confirm the details and ensure the Unit is in compliance with

any local ordinances for the firing of rifles. If required the Honor Guard Commander shall notify local law enforcement that three rifle volleys will be performed at approximately ____ hours as part of a veteran funeral. The elements of Funeral Honors include Internment, Funeral Service, Escort, or a combination of the elements.

Section 4310. Request**.** It is imperative that all requests for military funeral honors be handled promptly. If the request is for a Marine veteran, in addition to responding to the request, the requestor should be given the toll-free number (866-826-3628) to the Marine Corps Military Funerals Honors section. Coordinating funeral activities with the local Marine Corps I&I staff is dependent on many factors, and how they are handled will be at the discretion the local Marine Corps I&I staff and the local Detachment Honor Guard.

Section 4320. Command**.** The Honor Guard Commander may appoint a Detail Commander for a specific event (the Commander may be a part of an individual detail as well as be the Detail Commander) and may designate the leadership roles for each participating contingent.

Section 4330. Detail Commander.

(A) The Detail Commander is responsible for ensuring each step in the ceremony is executed properly, from the arrival of the detail members at the designated assembly area to the conclusion of the ceremony, and return of the detail to the assembly area where they will be dismissed.

(B) The Detail Commander shall:

(1) Inspect participating Detail members to ensure uniforms are proper and equipment is on hand and prepared to use.

(2) Select the appropriate position for each of the Detail components.

(3) Coordinate with the funeral director or ceremony leader to arrange appropriate timing or signal for the Honor Guard Honors to begin.

(4) Ensure the position of the Next of Kin (who shall receive the folded flag) is identified. (Funerals only)

(5) Secure three spent polished shell casings for presentation to the Next of Kin. (Funerals only)

(C) All commands will be given in a clear manner, loud enough to be heard by all members of the Detail. The Firing Party Commander shall only issue commands to the Firing Party.

Section 4400. Statutory Honor Guard Requirement. Section 1491 of Title 10, United States Code directs that military funeral honors will be provided to eligible veterans upon the request of the Next of Kin, authorized representative, or authorized funeral director. The funeral honors detail, at a minimum, will perform at the funeral or internment, a ceremony that includes the folding of a U.S. flag, presentation of the flag to the designated flag recipient, and the playing of Taps. The rendering of military honors by VSO detachments, or a combination of VSO members and active service personnel, reflects the high regard and respect accorded to military service. At funeral Honors, when possible, the Flag Presenter should be a member of the decedent's service authorized to wear the Dress Uniform or other prescribed uniform of that service.

Section 4500. Full Honor Guard Detachment. Depending upon the specific request for a Funeral Honors Ceremony and available resources, the Full Honor Guard Detachment will consist of a minimum of three (3) members (Statutory Detail) and a small (3 member) Firing Party, if additional members are available.

Ideally, a Full Detail shall consist of:

- One (1) Funeral Honors Detail Commander
- Four-person (4) Flag Detail – 2 Flag Folders, 1 Military Service Presenter, and 1 Narrator
- Seven-person (7) Firing Party
- One (1) Firing Party Commander

A full detail may be augmented with a color guard, additional musicians, and escorts for certain funeral and for public ceremonies.

Section 4600. Funeral Ceremonies. There are two basic types of funerals where Military Honors are rendered.

Section 4610. Internment Service and Military Honors. They are held at a grave site, a columbarium, or a mausoleum. This may be held following a separate funeral service held early on the day of the internment, or on an earlier date. Military Honors are only rendered once. A suggested sequence of events, and the position of members of an Honor Guard, and commands and drill for Internment Honors are described in Chapter 6 - Attachment 3.

Section 4620. Church/Chapel Service and Military Honors. They are held within a structure and the internment is held separately after the service or at a later date. Military Honors are only rendered once. A suggested sequence of events, the position of members of an Honor Guard and commands and drill for Church/Chapel Honors are described in Chapter 6 - Attachment 4.

Section 4630. Reception and Escort Ceremony. It may precede either an internment or a church/chapel service. If the casket or urn is not prepositioned before the mourners arrive, remains will be delivered to the service by a transport vehicle, and then carried to the appropriate position prior to the start of the service. A funeral director or the family of the deceased veteran may request the casket or urn be received at the grave site or the Church/Chapel with an Escort Ceremony. A suggested sequence of events, the position of members of an Honor Guard and commands and drill for a Reception and Escort Ceremony are described in Chapter 6 - Attachment 5.

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MCL HONOR GUARD POLICIES AND PROCEDURES

CHAPTER FIVE
References

References are listed in numerical / alphabetical order.

10 U.S. CODE § 1491 – Funeral Honors Functions at Funerals for Veterans

DOD Instruction 1300.15 – Military Funeral Support

Marine Corps League Administrative Procedures (MCL-AP)

Marine Corps League Bylaws (MCL-B)

MCO 1020.34H – Marine Corps Uniform Regulations

MCO 3040.4 – Marine Corps Casualty Assistance Program

MCO 5000.18 – Marine Corps Band Manual

MCO 5060.20 – Marine Corps Drill and Ceremonies Manual

MCO 10520.3 – Marine Corps Flag Manual

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MCL HONOR GUARD POLICIES AND PROCEDURES

CHAPTER SIX
Attachments

Attachments are listed in the order they are referenced within the Policies and Procedures.

ATTACHMENT 1 – FOLDING THE FLAG HG 6-3

ATTACHMENT 2 – FLAG FOLDING NARRATIVE HG 6-5

ATTACHMENT 3 – INTERNMENT SERVICE HONORS HG 6-7

ATTACHMENT 4 – CHURCH/CHAPEL SERVICE HONORS HG 6-9

ATTACHMENT 5 – RECEPTION AND ESCORT CEREMONY HG 6-11

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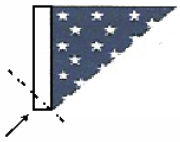
MCL HONOR GUARD POLICIES AND PROCEDURES

CHAPTER SIX
Attachment 1
Folding The Flag
(Reference Chapter 3 Section 3410)

Start		Begin by holding the flag waist-high with another person so that its surface is parallel to the ground and straighten out to full length
Step 1		Fold the lower striped section of the flag over the blue field.
Step 2		Folded edge is then folded over to meet the open edge.
Step 3		A triangular fold is then started by bringing the striped corner of the folded edge to the open edge.
Step 4		Outer point is then turned inward and parallel with the open edge to form a second triangle.
Step 5		Triangular folding is continued until the entire length of the flag is folded in the triangular shape with only the blue field and margin showing
Step 6		Tuck the remaining margin into the pocket formed by the folds at the blue field edge of the flag.
Complete		The properly folded flag should resemble a cocked hat.

Notes:

[1] The GSA Government Specified U.S, Flag has a “fly” to “hoist” ratio of 1:1.9 in either two-ply mercerized cotton (not intended for all-weather use) or industrial strength nylon with lock stitch seams. The Official Government Specification Casket Flag is 9’ 6” fly by 5’ hoist. The Government Specification medium size Flag is 6’ 7 ¼” fly by 3’ 6” hoist. The common traditional flags are 3’ by 5’, 4’ by 6’, or 5’ by 8’. The folding of traditional flag (with a ratio different from

1:1.9) into the triangle encased with the blue field and white stars requires a modified folding technique and will have a different number of folds.

[2] Funeral Directors should drape the casket with the Field over the deceased veteran's left shoulder. The casket should be moved into a church, chapel, or grave site with the foot of the casket in the direction of movement (MCO 5060.2). Placement of the casket in position for the service should be with the head of the casket toward the left of the mourners and parallel to the rows of seating.

[3] If the veteran' remains were cremated the urn or other container should be placed at the front of a church or chape or on a table at the columbarium or other internment site. The folded flag should be placed in front of the container, symbolizing the draping of the flag over a casket, until the beginning of the Military Honors.

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CHAPTER SIX
Attachment 2
Flag Folding Narrative
(Reference Chapter 3 Section 3430(B))

Preamble
[1]

To all who shall see these presents
Greetings:

Know ye that (Decease's Name) did so Honorably serve the citizens of the United States and (the United States Army; the United States Marine Corps; the United States Navy, the United States Air Force, or the United States Coast Guard).

In honor of (his/her) selfless service and sacrifice, the (Detachment's Name) Honor Guard presents "The folds of the American Flag".

The time-honored flag-folding ceremony that you are about to witness represents the same religious principles upon which our country was originally founded.

In the Armed Forces of the United States, at the ceremony of Retreat, the flag is lowered and reverently folded into 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 morning colors, jubilantly run aloft, to great the new day and as a symbol of the Christian belief in the resurrection of the body.

Symbols for the Folding of the Flag

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 veteran departing our ranks, and who gave a portion of his or her life for the defense of our country to attain peace throughout the world.

The ***fourth fold*** represents our weaker nature; as American citizens trusting in God, it is to Him we turn in times of peace, as well as in times 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.

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 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 our mother, for whom it flies on Mother's Day.

The ***ninth fold*** is a tribute to womanhood, 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 father, for he, too, has given his sons and daughters for the defense of our country since he or she was first born.

The ***11th fold***, in the eyes of Hebrew citizens, 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 ***12th 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 Ghost.

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

After the flag is completely folded and tucked in, it has 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 and were followed by their comrades and shipmates in the U.S. Armed Forces, preserving for us the rights, privileges and freedoms we enjoy today.

Note:

[1] Insert the appropriate military branch emblem of the deceased.

[2] There are many different Narratives of the Folds of the Flag, with different number of folds and variations of the wording. The example above is adapted from the American Legion "Folds of the Flag." The Veterans Administration has authorized the use of any comparable narration. MCL Honor Guards which offer a folding narration during the flag folding ceremony may select another version.

[3] See Note [1] in CHAPTER SIX, Attachment 1 regarding flag sizes and the number of folds.

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CHAPTER SIX
Attachment 3
Internment Service Honors
(Reference Chapter 4 Section 4610)

The prescribed order for a full Honor Guard Internment Ceremony includes the firing of 3 volleys by a firing party, the sounding of "Taps," the folding of the flag, and presentations to the family or designated person. The detail leader will coordinate the specific details for each Military Honors Ceremony with the funeral director, family representative, and, if present, a representative of the veteran's service prior to commencement of each ceremony.

The diagram provides suggested positions for the firing party, the bugler, and the flag detail in relation to a gravesite, mausoleum, or columbarium. The Honor Guard Commander shall consider those suggested positions and modify them with specific positions which are best suited for the internment ceremony and the specific requests of the family.

A Military Honors Escort, comprised of the Honor Guard Detail, is described in Attachment 5 and may be positioned in an appropriate location to honor the transfer of the remains from the transport vehicle to the internment site.

All elements of the Funeral Honors Detail should be at PARADE REST in the positions prescribed by the Commander prior to the start of the ceremony.

The Command and Execution Sequence:

The committal or religious service is conducted and coordinated by the funeral director, clergy, and family. At the conclusion of the service the funeral director will ask the mourners to stand for the rendering of honors or provide a signal to the Honor Guard Commander to begin the Military Funeral Honors Ceremony.

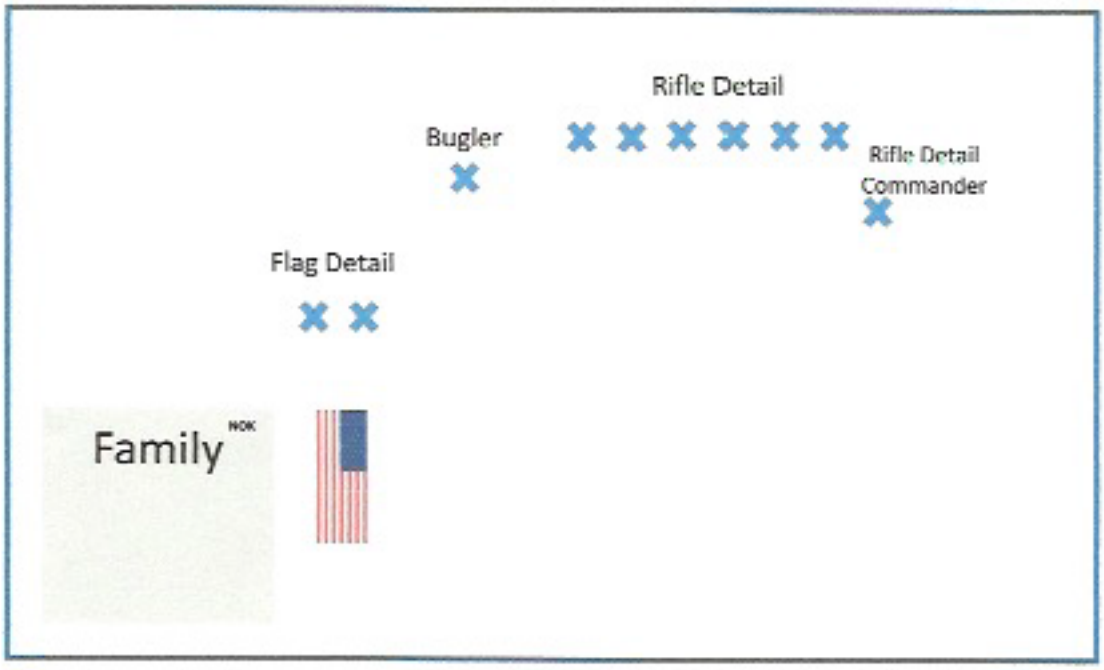
Commands and Actions.

	ATTENTION
(flag detail)	moves into position without command
(firing party)	LEFT or RIGHT FACE
(flag detail)	flag folder and flag anchor display the flag to the family
(firing party)	PORT ARMS
	READY unlock safety, and move left foot 12" to the left
	AIM rifle pivoted to firing position
	FIRE jerk trigger
	AIM
	FIRE
	AIM
	FIRE
	RECOVER port arms and left heel returned smartly to the right

	PRESENT ARMS three step movement of left or right face, present arms
(bugler)	renders taps
Funeral Director	Asks family and mourners to be seated
(firing party)	ORDER ARMS
	PARADE REST
(flag detail)	silent signal starts flag folding and the narrator begins reading
	When folding is completed, the flag is passed to the presenter
(flag presenter)	presentation of the flag
(firing party)	presentation of three cartridges
(flag narrator)	presentation of the Flag Folding Narrative
	completion of condolences
(firing party)	ATTENTION
	LEFT or RIGHT FACE
	PORT ARMS
	FORWARD MARCH firing party marches to the assembly area

Only after the family and mourners begin departing from the internment site may the firing party return and collect the spent cartridges.

Example Position Diagram:



CHAPTER SIX
Attachment 4
Church/Chapel Service Honors
(Reference Chapter 4 Section 4620)

The prescribed order for a full Honor Guard Internment Ceremony includes the firing of 3 volleys by a firing party, the sounding of "Taps," the folding of the flag, and presentations to the family or designated person. The detail leader will coordinate the specific details for each Military Honors Ceremony with the funeral director, family representative, and if present, representative of the veteran's service prior to commencement of each ceremony.

For military honors at funeral services inside a chapel, church, funeral home, mausoleum, or other structure the Honor Guard Commander must coordinate with the funeral director, the clergy, and members of the family to determine the initial posts for the bugler and the flag detail. The posts and arrangements of "Taps," the folding of the flag, and presentations must also be selected prior to commencement of the funeral service.

The firing party will march at port arms into position outside the structure. A post outside a window or a door which allows the family and mourners to see the Firing Party is preferred. If visibility is not possible, a post which best enables the 3 volleys to be heard should be selected. When in position the Commands will be HALT, ORDER ARMS, LEFT or RIGHT FACE (to face the structure), and PARADE REST.

A Military Honors Escort, comprised of the Honor Guard Detail, is described in Attachment 5. If requested, it should be positioned in an appropriate location to honor the transfer of the remains from the transport vehicle into the structure. Once the casket or urn are in place for the funeral service, the member will be ordered to their initial posts during the funeral service to await the end of the service and provide the Military Honors Ceremony the internment site.

The Command and Execution Sequence:

The funeral or celebration of life service is conducted and coordinated by the funeral director, clergy, and family. At the conclusion of the service the funeral director will ask the mourners to stand for the rendering of honors or provide a signal to the Honor Guard Commander to begin the Military Funeral Honors Ceremony.

Commands and Actions.

(firing party)	ATTENTION
(flag detail)	moves into position without command
(firing party)	LEFT or RIGHT FACE
(flag detail)	flag folder and flag anchor display the flag to the family
(firing party)	PORT ARMS
	READY unlock safety, and move left foot 12" to the left
	AIM rifle pivoted to firing position

	FIRE jerk trigger
	AIM
	FIRE
	AIM
	FIRE
	RECOVER port arms and left heel returned smartly to the right
	PRESENT ARMS three step movement of left or right face, present arms
(bugler)	renders taps
Funeral Director	Asks family and mourners to be seated
(firing party)	ORDER ARMS
	PARADE REST
(flag detail)	silent signal starts flag folding and the narrator begins reading
	When folding is completed the flag is passed to the presenter
(flag presenter)	presentation of the flag
(firing party)	presentation of three cartridges
(flag narrator)	presentation of the Flag Folding Narrative
	completion of condolences
(firing party)	ATTENTION
	LEFT or RIGHT FACE
	PORT ARMS
	FORWARD MARCH firing party marches to the assembly area

Only after the family and mourners begin departing from the internment site may the firing party return and collect the spent cartridges.

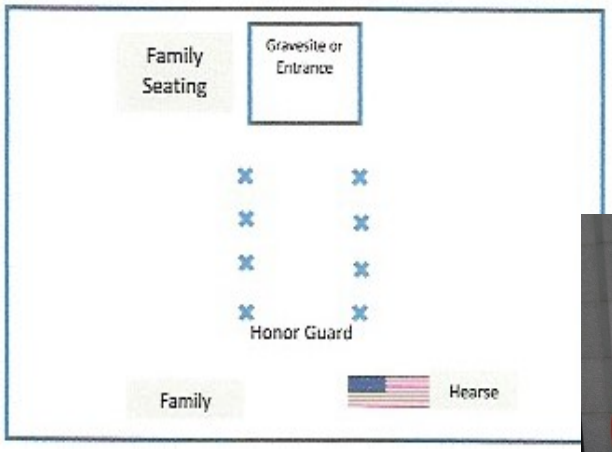
CHAPTER SIX
Attachment 5
Reception and Escort Ceremony
(Reference Chapter 4 Section 4630)

An Honors Escort to receive and honor a veteran's remains in a casket or urn should be composed of the firing party and commander. It may be augmented with the Flag Detail and Bugler.

It shall be positioned between the casket/urn transport vehicle and the church, chapel, or other site of an indoor service, or the graveside, or a columbarium prior to Military Funeral Honors. The following commands and diagram may be modified as deemed appropriate by the Honor Guard Detail Commander.

Prior to the arrival of the funeral procession the Escort Detail will march into position and form single rows lining each side of the path from the transport vehicle to the site of the service or the gravesite. The Escort Detail will be facing inboard and placed at PARADE REST.

As the funeral procession arrives, the Detail Commander shall call the Detail to ATTENTION.

As the remains are removed from the transport vehicle, the Escort Detail Commander will order PRESENT ARMS and render a sword or hand salute.

After the remains and family enter the structure, and the casket or urn are in position at the internment site, the Commander will ORDER ARMS and move the Honor Guard Escort into position to support the remainder of the service with Military Honors. This movement will include dismissing the Flag Detail and the Bugler to assume their posts and marching the Firing Party to its designated position.