

**SARASOTA  
COUNTY FIRE  
DEPARTMENT  
FUNERAL  
PROTOCOL**

## INTRODUCTION

The purpose of this Funeral Guideline is to provide a checklist and guide in the event of a death of a member of the **Sarasota County Fire Department**. It will enable the Department and surviving members of the family to select those options, which are appropriate according to the situation. The information set forth may be used to organize and coordinate a ceremony with the funeral director, the department's chaplains, administration and officers.

The information can be followed in its entirety or used cafeteria style by selecting those options that are appropriate to the situation. By using the information included in this guideline a tribute fitting the deceased and meeting the family's wishes can provide a moving service reflecting the professionalism of the department.

It is essential that the fire department personnel involved in the planning process understand their role and specific responsibilities. A series of brief but detailed job descriptions have been included for the "task force" of officers who will be in charge of coordinating the numerous details that may arise. It needs to be clearly understood that the funeral director will play a significant role in the funeral service, as well as the clergy. Paramount in coordinating the service is maintaining sensitivity in working within the wishes expressed by the surviving family and if appropriate the deceased.

The key word throughout the investigation, funeral and grieving process is *restraint*. It is imperative that the correct information be released to the next of kin and the news media. This must be handled in a timely and sensitive manner.

The circumstances leading up to the death may result from any of the following:

- Death at the scene.
- Dead on arrival at the hospital.
- Alive upon arrival at the hospital, later expires.
- Injuries or trauma that result in death later on.
- Death due to natural causes.

The conditions that prevail at the time of the tragedy will require specific procedures to be handled in a sequence to insure that the organization continues to function under extreme emotional distress. The following quick emergency checklist can be used as a review to identify the necessary steps to begin the investigation process.

- Restrain the use of two-way radio communications.
- Establish a telephone link to the Chief or his designee and the department's Chaplain.

- Activate an investigation team, and the State Fire Marshal.
- Notify the National Fire Incident Reporting System (NFIRS).
- Activate the Critical Incident Stress Debrief team.
- Note and record the exact: location of the accident.
- Impound protective clothing & equipment.
- Assemble Chaplain and Support Group to notify the next of kin.
- Appoint a liaison to the hospital.
- Review the personal information sheet for instructions.
- Assign the PIO
- Prepare a statement for the news media.
- Ask the Coroner to order an autopsy & toxicology test, be sure to specify exact blood carbon monoxide & alcohol levels.
- Provide the family transportation to the hospital.
- Assign Family Liaison Officer.
- Screen the media from the family.
- Appoint a Funeral Officer.

The members of the "task force" assigned to areas of responsibilities need to function with full authority and in the best interest of the department.

In order to provide each member of the department an opportunity to express their personal desires, a personal information sheet has been developed and provided to all personnel. This information is maintained in a limited access confidential file to be used only in the event of an individual's death.

# **FUNERAL PREPARATION**

## **PREPARATION**

The importance of being prepared for a funeral can provide the members of the surviving family and the Department with the emotional support to successfully handle the numerous details that will arise in the event of a death of a member or affiliate of the department. The purpose of this policy is to outline the procedures that may be implemented in the event of a death of a current member, a past member or an individual affiliated with the department. This policy is divided into three (3) categories that define who is entitled to a fire service funeral and the department's level of participation. This basic framework allows for the many unique situations that might contribute to an individual's death. This Funeral policy will be available to all employees. The following areas contain brief descriptions, which can be followed as preparatory considerations to minimize the potential confusion that might result from a death.

## **BACKGROUND**

The Fire Department will assume the responsibility to notify the next of kin by providing a Chief Officer and Chaplain in the event of a line of duty death. Every effort will be made to notify the next of kin in person and to provide support through the funeral planning process. The information outlined in this policy can be used to organize and coordinate a ceremony fitting the family's wishes. It is customary for the funeral director to spearhead the funeral arrangements, however, the Fire Department will provide cooperation and support to achieve the goals of the service. The information previously expressed by the individual will be included according to the wishes of the surviving family (See Fire Fighter Last Wish Form\*\*).

### **Fire Fighters Last Wish Form\* \***

The Department will provide a personal information sheet as a courtesy to every member of the department. It is not a legal document, but an inventory to assist personnel in organizing their personal affairs. The information contained in the personal information sheet will be maintained in a file in the office. The only person with the key will be the Chaplain or his designee. Only in the event of death will the file be opened and the information read. The Department will provide a Fire Fighter Addendum Form for personal finances. If he or she chooses to use this form the employee will seal it in an envelope and attach it to the Last Wish Form. The only time this envelope will be opened is for the employee to update it or for a Line of Duty Death. The employee will place instructions on the outside of the envelope, to return or destroy on or before a particular date. It will be the responsibility of every employee to update the information by October 1st of each fiscal year.

## **PHOTOGRAPHS**

The department member should maintain a current set of photographs of themselves, included with their personal information sheet, for media use. The release of the photos will be at the expressed desires of the surviving family.

## **RESUMES**

In addition to Fire Fighter Last Wish form, the members will be encouraged to maintain a current resume including their educational background, work experience, professional

affiliations and awards received within the fiscal year. The resume can be included on the Personal Information Sheet. The information will be helpful in the event of death to write an obituary, eulogy or select readings befitting the individual.

### **MEMBER RESPONSIBILITIES**

Every member of the department and his/her family should be informed of the services available prior to a tragedy striking. This awareness will be extremely helpful in the event of a death and initial procedures and decisions will need to be implemented as soon as possible.

### **MEMBER BENEFITS**

The department will maintain a checklist of items that need to be closed out in the event of a death. Some of these items include:

- Autopsy Report
- Final Paycheck
- Outstanding Debts
- Insurance Policies
- Social Security (survivor's benefits)
- Special Benefits for Settlement
  - Vacation
  - Holiday/Personal Days (terminates upon death)
  - Sick Time applicable only if sick
  - Longevity
- Association Benefits
- Federal Death Benefits

### **UNIFORM**

In the event of a death of a fire fighter, the department will provide a uniform for burial. This must be clearly expressed by the individual in the Personal Information Sheet or by the surviving family. This does not include protective clothing for burial purposes.

**INVENTORY OF FUNERAL SUPPLIES** The following is a recommended list of supplies that may be used during the funeral service and mourning period.

- Badge Shrouds

- Black bunting
- Wreath

### **FUNERAL DIRECTORS**

The local funeral directors will be made aware of the existence of this manual and traditional guidelines. Depending upon the situation, the information may serve as a guide or be implemented in its entirety. The Funeral Director will play a major role in all aspects of the funeral planning process.

### **FLORISTS**

The local florists will be informed of the special considerations that they may be called upon to develop for a fire fighter funeral. A copy of line art showing examples of floral arrangements is included in the manual. Some of these special arrangements include:

- Maltese Cross
- Department patch
- Broken Rung Ladder
- Crossed pike pole and ax
- Helmet

### **CHAPLAIN(S)**

The Department Chaplain(s) will play a significant role during the period of tragedy, and also with the debriefing sessions during the grieving process.

**TYPES OF  
CIRCUMSTANCES  
AND FUNERAL  
SERVICES**

## **TYPES OF CIRCUMSTANCES AND FUNERAL SERVICES**

There are three sets of circumstances that have been identified that entitle an individual with a fire service funeral. There are also certain funeral procedures that are offered to each different circumstance. The purpose for the difference is to not make light of the ultimate sacrifice of the Line of Duty Death that happens while operating at an emergency scene.

### **TYPE 1 LINE OF DUTY DEATH**

Any death that occurs while a fire fighter is on duty. This may be from trauma that occurs on scene of an emergency. The individual may be deceased on scene or die later on from the injuries. Also included are deaths due to illness contracted in the performance of one's duties. Line of Duty also includes those deaths caused by natural causes while the person is on duty.

An individual who dies on the scene of an emergency is entitled to a full formal fire department funeral. This will include a formal escort for the casket to and from the funeral home, place of viewing and graveside. Posting of guards for the viewing and before the church service. Fire Department Paul Bearers and the use of fire apparatus as caisson. The graveside service will include a firing detail, the playing of TAPS. The American Flag will be folded ceremoniously over the grave and presented to the family along with the deceased helmet, badge and IAFF medal. If deemed appropriate by the Fire Chief a fly-by of aircraft will be performed. The bell will be rung and the last alarm will be sounded.

Other TYPE 1 deaths will be entitled to the above service with the following changes: There will be no formal escort for the casket. At graveside there will be no firing detail.

### **TYPE 2 OFF DUTY DEATHS**

This is the death of any line-personnel while not on duty. If the individual is rendering aide at an emergency scene then he will be considered a TYPE 1 Line of Duty Death. Type 2 circumstances are entitled to the following: Posting of the guard at the viewing and before the church service. Fire department Paul Bearers. At graveside the folding of the American Flag, fly-by, the ringing of the bell and the Last Alarm. Retired Chiefs from our department may also be included in this type of service.

### **TYPE 3 RETIRED OR AFFILIATE MEMBER OF THE DEPARTMENT DEATH**

These are individuals who are employed by the department but are not line fire-fighting personnel. They may also be an honorary member of the department or a member of the community the Fire Chief deems deserving of a fire department presence at their funeral. The level of involvement will be left up to the Fire Chief, but may include: Fire department uniform presence at the viewing and memorial service.

Note: If the deceased is an honorable discharged veteran no matter what the circumstance they are entitled to a grave side service that includes a firing detail, the playing of TAPS and the folding and presentation of the American Flag.

**LINE OF DUTY  
DEATH  
PROCEDURES**

## INITIAL ON-SCENE ACTIONS IN DETAIL

A series of on-scene events can occur which directly or indirectly cause the death of a fire fighter. The incident may take one of the following forms:

- Death at the scene.
- Dead on arrival at the hospital.
- Alive upon arrival, but expires later.
- Injuries or distress not detected at the scene and the individual dies later.

In all cases, a series of steps must be taken to insure that the cause of death is accurately reported and investigated. These need to be implemented by the on-scene Incident Commander as soon as possible to effectively handle the situation.

- Secure the scene.
- No statements to the media.
- Notify the following individuals via telephone, to insure confidentiality.
  - Chief and Chaplain(s)
  - Direct supervisor (if applicable)
  - Investigation team
    - a. Department Investigator
    - b. Law Enforcement
    - c. Safety Officer
  - Department photographer

All radio traffic relating to the incident should be kept to a minimum. This will help to insure that the Chief or his designee and the department's Chaplain(s) will handle the notification of the next of kin.

### Hospital Liaison

- Appoint an individual to serve as a **Hospital Liaison**. This individual should report directly to the hospital and establish the role of liaison between the hospital and Incident Commander via **telephone**. This individual remains in this position until relieved by the Incident Commander. The responsibilities of the **Hospital Liaison** will be as follows:

- Request that blood gases be drawn as soon as possible.
- Insure that no information is released to the news media.
- Collect all personal articles should death occur.
- Periodically brief the Incident Commander concerning the condition of involved individual.

Note: It is critical the cause of death is accurately reported. An autopsy should be requested along with a request for a toxicological examination with a test for specific levels of Carbon Monoxide (CO) in the blood expressed in an "exact percent". This is absolutely critical in the event of a collapse of a member at or following an incident without a physical injury present. (This test may not be performed if the individual has been hospitalized for more than a few days under heavy medication, as the result will be inconclusive.)

**If an individual is admitted to the hospital with injuries sustained in the line of duty or reasonably connected with line of duty, a request should be made upon admission for a blood test with a specific test for Carbon Monoxide expressed in an exact percent.** Emphasize the importance of the percent level as opposed to generalities such as "CO" present or "Trace of CO". This again is critical if there is any possibility of a coronary involvement, even if it is not obvious at the time of admission. For example, a member is admitted with a broken leg at a fire but subsequently suffers a heart attack that was brought about by low level smoke inhalation that did not produce an obvious symptom at the scene. The broken leg certainly was not the cause of death but if a CO level of 15% or more (10% for non-smokers) is detected on admission, that will be considered as a "physical injury" which resulted in death under the Public Safety Officers Benefit Law. Do not make any statements that might indicate "Stress", "Strain" or "Exertion" was a contributing factor in the incident. This will surely lead to the denial of benefits.

### **Public Information Officer**

- Assign the Public Information Officer to obtain from the investigative team information in order to document all the facts of the incident as they occurred and begin a preliminary news release concerning the incident. Remind the PIO that under no circumstances will information be released until the next of kin have been notified and the Incident Commander has approved the information.
- The responsibilities of the **Public Information Officer** will be as follows:
  - Gather all facts pertaining to the incident.
  - Gather background information pertaining to the fire fighter.

- Prepare a brief statement.
- Wait for approval and notification of next of kin **before** releasing any information to the news media.
- **The Hospital Liaison and Public Information Officer** should be maintained until instructions are received from the Incident Commander. In the absence of the Chief, his designee and the Chaplain should assume the responsibility of notification of the next of kin.
- Restrict the release of information to the press or other agencies until the next of kin have been notified.
- Activate the Critical Incident Stress Debriefing team. The death of a fire fighter is psychologically traumatic for all members of the department. The reaction to such emotional stress can affect each individual differently. It has been demonstrated that psychological counseling shortly after a traumatic incident can be extremely beneficial.
- Critical Incident Stress Debriefing, a relatively new area, focuses on a person's reactions to unusually stressful incidents (mass-casualties, mutilations, incidents involving loved ones). The debriefing is primarily an educational session, emphasizing that unusual dreams or emotions are probably normal reactions to abnormal situations.

## **PROCEDURES FOR NOTIFICATION**

At the time of death, in addition to the next of kin, the following notifications will need to be made:

- State Fire Marshal
- State Worker's Compensation Board (within 48 hours)
- Department's Worker's Compensation Board
- National Fire Academy
- National Fire Incident Reporting System
- Federal Public Safety Officer's Benefit Program\*\*

\*\*If a fire fighter (career or volunteer) dies as a result of line of duty trauma, his survivors are eligible for a one hundred thousand dollar (\$100,000) Federal Public Safety Officers' Benefit. There are restrictions for eligibility as follows:

- The individual must suffer death while performing on-duty responsibilities. In other words, a fire fighter acting independently may not be eligible. A volunteer performing fire department or EMS operations becomes "on-duty" based upon the individual's department policies.
- The benefits do not extend to a fire fighter performing intentional misconduct, voluntary intoxication or suicide.
  
- To initiate a claim, contact the Public Safety Officer's Benefit program at the following address: - PSOB Program Bureau of Justice Assistance 633 Indiana Avenue NW Washington, D. C. 20531 (202) 724-7620
  
- Indicate at the time of contact that you are making a preliminary report with pertinent details to follow.

## **NOTIFICATION OFFICER**

Prompt notification of the next of kin is of the utmost importance in the case of a line of duty death. **Notification shall be made in person by the Notification Officer, a role assumed by the Chief or his designee and accompanied by the Chaplain(s)**

The official notification serves to assure the next of kin as to the validity of the information and to provide a knowledgeable source of information concerning the death.

The Chief or his designee and the Chaplain(s) are jointly responsible for the notification of the next of kin.

If the next of kin should arrive on the scene, mark them with a bright armband or other similar identification. Tell them that this is to assist the department in locating them in the event they are needed for questioning. Remind other emergency personnel to be careful of comments within earshot of the survivors.

- The primary role of the **Notification Officer** is to assume responsibility for making the initial contact with the next of kin. This shall be done in person whenever possible. This official notification must be made before any details of a death are released to the news media.
  
- The **Notification Officer and Chaplain** should be prepared to assist the next of kin with the immediate emotional trauma associated with the notification. The support resources under the direction of the **Notification Officer** should include emergency medical personnel equipped with portable radio communications and

medical equipment. The **Notification Officer and Chaplain(s)** should be prepared to stay with the next of kin, until a family member or friend arrives. Under no circumstances should the next of kin be left alone.

- It is common for the survivors to become extremely emotional immediately after notification. This behavior is normal and important. Avoid phrases like, "it's all right."
- **The Notification Officer** shall have official fire department identification in his possession. Prior to visiting the **survivors, the Notification Officer** will do the following:
  - Familiarize their self with the circumstances of the death and the personal data concerning the individual.
  - Be **sure to** check and double check with the hospital as to the condition of the fire fighter.
  - Be absolutely certain about the status of the fire fighter. Insist upon an official pronounce of death before proceeding.
  - Check the personnel files for any background information.
  - Always clear the release of information with the Incident Commander.
  - Try to determine if the family has a particular person, specifically, a close family friend and department member, to act as Family Liaison Officer.
- Once the notification has been made, then the Chief, PIO, dispatch and religious affiliations will need to be notified. After the notification has been completed with the next of kin, the Chief will instruct the communications center to dispatch the death announcement. Upon receipt of the "official" notification it will be entered into the logbook and the station(s) flag(s) will be lowered to half-staff. The front of the station will be draped with black bunting until seven (7) days after the funeral.
- As soon as possible, a news conference should be arranged to distribute the most factual information to the media.

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□ The individual must suffer death while performing on-duty responsibilities. In other words, a fire fighter acting independently may not be eligible. A volunteer performing fire-rescue operations becomes "on-duty" based upon their departments policies.

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The Chief or his designee and the Chaplain(s) are jointly responsible for the notification of the next of kin.

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- **The Notification Officer** and Chaplain should be prepared to assist the next of kin with the immediate emotional trauma associated with the notification. The support resources under the direction of the **Notification Officer** should include emergency medical personnel equipped with portable radio communications and medical equipment. The **Notification Officer** and Chaplain(s) should be prepared to stay with the next of kin, until a family member or friend arrives. Under no circumstances should the next of kin be left alone.
- It is common for the survivors to become extremely **emotional** immediately after notification. This behavior is normal and important. Avoid phrases like, "it's all right."
- The **Notification Officer** shall have official fire department identification in his possession. Prior to visiting the survivors, the **Notification Officer** will do the following:
  - Familiarize himself with the circumstances of the death and the personal data concerning the individual.
  - Be sure to check and double check with the hospital as to the condition of the fire fighter
  - Be absolutely certain about the status of the fire fighter. Insist upon an official pronouncement of death before proceeding.
  - Check the personnel files for any background information.
  - Always clear the release of information with the Incident Commander
  - Try to determine if the family has a particular person, specifically, a close family friend and department member, to act as Family Liaison officer.

Once the notification has been made, then the Chief, PIO, dispatch, and religious affiliations will need to be notified. After the notification has been completed with the next of kin, the Chief will instruct the Communications center to dispatch the death announcement. Upon request of the "official" announcement it will be entered into the log book and the station(s) flag(s) will be lowered to half-staff. The front of the deceased normal home station will be draped in black bunting until seven (7) days after the funeral. As soon as possible, a news conference should be arranged to distribute the most factual information to the media.

## **SURVIVOR ACTION OFFICER**

It is recommended that the Chief assume \_ - delegate the position of the **Survivor Action Officer** to act as a liaison to the next of kin. Typically, the **Survivor Action Officer** is a special staff assignment. As a direct representative of the Fire Chief, the **Survivor Action Officer** should receive the full cooperation of the entire department.

- **The Survivor Action Officer** is responsible for the management of several important activities. His principal concern is the ongoing welfare of the next of kin. It is his responsibility to render whatever assistance is necessary in settling the personal affairs of the deceased member and assisting the family through the crisis.

· **The Survivor Action Officer** coordinates the activities of a number of personnel assigned to handle specific aspects of the funeral arrangements to assist the surviving family.

Additional duties of the **Survivor Action Officer include** the following:

- Confirm that the next of kin has been notified.
- Notify all department personnel of the death.
- Confirm the notification of all outside agencies and vacationing personnel.
- Arrange to have flags lowered to half-mast and bunting placed on station(s) as appropriate.
- Assure that dispatch has been notified.
- Follow up contacts when funeral arrangements have been determined.
- Personally collect all of the deceased's personal items from the station and forward in person to the Family Liaison Officer.
- Conduct a coordination meeting with the "task force" of officers as soon as possible (Family Liaison and Funeral Officer) so that all key individuals will be instructed to make the appropriate contacts and when the next meeting will be scheduled.
- Remain a key contact person for outside agencies, news media and other departments in relation to the death and subsequent ceremony (PIO and Survivor Officer).
- Make appropriate arrangements for a post funeral meal and facility to handle a large group of people with the family's approval through the Liaison Officer.
- Call a final meeting of the "task force" to establish the Department's participation in the funeral services based on the family's wishes.
  - Establish a timetable or schedule of events.
  - Identify times and places for group gatherings in accordance with ceremonies.
  - Recontact all appropriate people and agencies with the schedule, meeting places and any special instructions.
- Contact support agencies as appropriate to arrange their assistance through the appropriate key person.

- Bands
- Honor guards
- Firing squads
- Bugler
  
- Contact appropriate department (personnel to arrange for finalization of required paperwork, forms, etc.).
  
- Obtain six (6) copies of the death certificate and distribute to the personnel department. -
  
- Contact outside agencies for support during the funeral.
  
- Maintain key coordination and contact position for the remainder of events.
  
- Coordinate the post funeral meal process and establish milestones for future family follow up by Family Liaison Officer.
  
- Assure that all department functions return to normal.
  
- Autopsy reports, birth certificates, marriage certificates, death certificates (Workman's Comp.) VA or military records. (Order death certificates in Departments name to obtain free of charge.)
  
- Check the individual's retirement plan--survivor benefits
  
- VA widow and children benefits and burial benefits
  
- Social Security--survivor benefits
  
- Insurance policies
  - Continue medical plan for the family
  - Life insurance
  - Optional insurance
  - Widows and orphans funds
  
- W-2 form
  
- Final paycheck, including sick leave and vacation time
  
- Income tax report

- Outstanding loans
- Transfer of ownership of property and vehicles to survivors.
- Review all outstanding bills. Include the last medical and funeral expenses  
Determine what is covered by insurance.
- Advise survivors not to loan money
- Investigate possibility of college scholarships for dependents.
- Mortgage insurance
- Workmen's compensation

# **FUNERAL OPTIONS**

## **DESCRIPTION OF FUNERAL OPTIONS**

### **HONOR GUARDS**

If the family requests an Honor Guard, it becomes the responsibility of the Funeral Director and the Department to assure that the request is fulfilled. The Honor Guard will report directly to the Assigned Honor Guard Commander. All Honor Guard activity will be coordinated through the Funeral Officer. Typically, the honor guards are to report in their respective dress uniforms and outfitted in white gloves.

### **PALLBEARERS**

Should the family choose to use department personnel as pallbearers, it must be determined which fire fighters the family would like to have participate in the service. The total number of pallbearers should be between six (6) and eight (8). The pallbearers should wear dress uniforms and white gloves.

Usually, pallbearers are exempt from following the majority of order given to the remainder of the formation due to the specific responsibility they are assigned. The instructions on the removal, handling and transporting of the casket should be given by the funeral director.

Should a piece of fire apparatus be used as a caisson to carry the casket, the pallbearers should be assigned to drive and ride the apparatus from beginning to end of the funeral procession. This will be implemented at the discretion of the Department.

Traditionally, the casket is draped with an American flag for veterans and all uniformed personnel. Should this option be exercised, The Flag Fold Team from the Honor Guard will need to remove, fold and present the flag(s) to the Chief of the Department who will present it to the Next of Kin.

### **TRANSPORTATION**

A department vehicle and driver will be offered to the immediate next of kin during the viewing and funeral period. Assignment of vehicle and personnel will be at the discretion of the Administration.

### **MEALS**

During the period of mourning and post funeral reception, meals may become a matter of aggravation for the deceased's family. Friends of the family, unions or associations may be able to provide for these needs in all cases through their

preparation, delivery and financial support. Should these arrangements be needed, the Office Manager under the direction of the Chief will coordinate these efforts.

## **CHILD CARE**

If childcare presents a problem for the family during the viewing and funeral period, this need should be identified and assistance provided accordingly.

## **FAMILY LIAISON OFFICER**

A Family Liaison Officer should be established for all situations involving a death in order to offer the available department services and establish two way communications between the family and the department. Responsibilities include providing assistance to the bereaved family during the funeral process and determining the amount of involvement the union or fire department will provide for the services. This needs to be in direct accordance with the family's wishes.

## **FUNERAL OFFICER**

The Funeral Officer is responsible for implementing the wishes of the family as expressed through the Family Liaison Officer. The Survivor Action Officer at the beginning of the funeral planning process assigns this position.

## **CHAPLAIN**

The amount of involvement the Chaplain has will be dependent upon the family's wishes and/or religion. One option that can be proposed is a shared responsibility between the clergy of family choice and the department's Chaplain. Once again, the family's wishes must be honored and communicated by the Family Liaison Officer.

Areas handled by the Chaplain will be as follows:

- Initial notification of the next of kin
- Comfort and counseling of surviving family members
- Prayer services in the home
- Church services
- Cemetery interment
- Follow-up counseling for the surviving family members

## **PROCESSION**

The family may indicate the desire for a procession from the funeral home or church to the cemetery. The procession process needs the staging of vehicles at the funeral home prior to the funeral beginning and ends upon arrival at the cemetery. Specifics in the option may under the direction of the Funeral Director with the corporation of the Procession Officer, the Church Officer, the Cemetery Officer and include the following:

- Department vehicle(s) used as caisson, flower car and/or miscellaneous transportation
- Procession route must be chosen and may include a drive or walk by the deceased fire station, home or any other special considerations.
- Is a static display of apparatus requested or appropriate on the procession route?
- Are crossed ladders or aerial equipment requested or appropriate at the cemetery entrance?

## **CAISSON**

An engine may be appropriate as a caisson to carry the casket. Should this option be exercised, the apparatus will have to be cleaned, draped in bunting, retrofitted to easily accept the casket and taken out of service for a period of time.

## **FLOWER APPARATUS**

A piece of fire apparatus can serve as a flower vehicle in the procession. It will have to be cleaned, draped in bunting, and retrofitted to carry flowers. Arrangements will need to be made to take the vehicle out of service.

## **FORMATIONS**

Formations may be appropriate under certain circumstances. The Funeral Officer will shoulder the responsibilities for the formations. Should the option be exercised, the formations would be at the following points in the ceremony:

- Walk through of all attending fire fighters at the funeral home (optional).
- Honor guard formations either side of the exit path of the casket at the funeral home, to the hearse or caisson.
- Honor guard formations either side of the casket entry to and exit from the church.
- Honor guard formations are located on either side of the exit path from the hearse or engine caisson to the interment.

Note: For references see the Military Standards section.

## **TAPS**

One or more bugler at the cemetery may play military taps. The location should be approximately 50 to 75 feet from the gravesite.

## **FIRING DETAIL**

A military firing detail may be exercised at the cemetery ceremony. This consists of firing three volleys from the weapons. The number of firing squad members is up to local determination. The position of a firing squad is 50 to 75 feet from the gravesite.

## **BAND**

A band may be recruited to play certain ceremonial arrangements during the interment process. Music such as the Battle Hymn or the Republic may be in order. Bands may be utilized as follows:

- During the church service
- Should the procession involve walking, the drum section can be used for cadence.
- At the cemetery
- Local bands can be contacted for their availability. These might include The Shriners or local high school bands.

## **LAST ALARM SERVICE**

A traditional bell ringing ceremony at the end of the graveside service may be exercised, signifying the fire fighter's last alarm. A short reading accompanies the ringing of the bell.

## **MUSICAL ARRANGEMENTS**

Musical arrangements should be selected by the family and coordinated through the Family Liaison Officer to the appropriate key personnel. This includes choirs, bands, singers and organ arrangements.

## **READINGS**

Numerous Scripture readings or verses are available and appropriate during the funeral home, church and cemetery services. Again, the family must indicate the appropriate readings and who will read them. The service will be arranged with the family church and clergy involved.

## **EULOGY**

Typically, the family decides what, when and where. This may be appropriate at any one of the steps in the entire ceremony, including funeral home, church and cemetery. A clergy member and/or close family friend from the Department may perform this task. The Family Liaison Officer makes the appropriate contacts with the Church and Cemetery Officers, along with the Funeral Director.

## **CROSSED AERIAL LADDERS**

Should the family wish to have the crossed aerial ladders at the cemetery entrance, the Family Liaison Officer should forward this request to the Survivor Action Officer for coordination and approval. The implementation of this request is handled by the Procession Officer.

## **STATIC EQUIPMENT DISPLAY OF OUTSIDE EQUIPMENT**

During the procession process, the family may choose to exercise a static display of department apparatus with fire personnel at attention and saluting the passing casket. This final tribute may be set up anywhere, however, it is usually at the church, fire station on procession route, or at the cemetery entrance. The Procession Officer is responsible for handling the placement of all vehicles during the procession.

## **BURIAL IN UNIFORM**

Should the family choose to bury the deceased in uniform, the department will provide one for this purpose. The Family Liaison Officer will have to deliver the clothing to the Funeral Director upon request.

## **CLOSED CASKET**

A consideration on closed casket ceremonies may be to place a picture of the deceased in uniform and the deceased's helmet (cleaned up) on top of the closed casket. This can be presented to the family.

## **WALK THROUGH**

A scheduled walk through paying tribute to the deceased may be exercised as a form of paying tribute from fellow fire fighters. This should be coordinated with the Funeral Director and the Funeral Officer. Should it be exercised the fire personnel

lines up single file by rank and agency. The formation then files through single file past the casket, stopping briefly to pay tribute. The contingent then exits the chapel.

### **REFRESHMENTS OR POST SERVICES RECEPTION**

An after service reception may be held at a church hall, school cafeteria or fire station, should the family approve. The Survivor Action Officer should coordinate the event, calling upon affiliated agencies to assist in donating food for the service.

### **BUNTING**

Station and apparatus bunting should be available for a department to use with short notice. It may be appropriate to purchase it on a regional basis. Should fire trucks be used for caissons or flower cars, they too should be bunted. The front of the station be draped with black bunting until seven (7) days after the funeral.

### **HALF STAFF FLAGS**

American flags can be brought to half-mast at the point of notification that a Department member has passed away up to 1700 hours of the day of the funeral and interment. When a flag is at half-mast, no other flags should be flown on the same halyard.

### **BADGE SHROUDING**

Shrouding of a badge is accomplished by a 4" to 6" piece of black material horizontally at the badge's midpoint entirely around the badge. The shroud should be placed on the badges at the time of notification of the death and may remain on the badge until 1700 on the day of interment.

# **MILITARY STANDARDS**

### 3-1. General

- a. This section contains most of the individual positions and stationary movements required in drill. These positions and the correct execution of the movement, in every detail, should be relearned before proceeding to other drill movements.
- b. Movements are initiated from the position of *attention*. However, some *rest* movements may be executed from other *rest* positions.
- c. The explanation of a movement that may be executed toward either *flank* is given in this chapter for only one *flank*. To execute the movement toward the opposite *flank*, substitute *left* for *right*, or *right* for *left*, in the explanation.

### 3-2. Position of Attention

- a. Assume the position of *attention* on the command **FALL IN** or the command **Squad (platoon), ATTENTION** (see [note](#) following paragraph 3-3d).
- b. To assume this position, bring the heels together sharply on line, with the toes pointing out equally, forming an angle of 45 degrees. Rest the weight of the body evenly on the heels and balls of both feet. Keep the legs straight without locking the knees. Hold the body erect with the hips level, chest lifted and arched, and the shoulders square.
- c. Keep the head erect and *face* straight to the front with the chin drawn in so that alignment of the head and neck is vertical.
- d. Let the arms hang straight without stiffness. Curl the fingers so that the tips of the thumbs are alongside and touching the first joint of the forefingers. Keep the thumbs straight along the seams of the trouser leg with the first joint of the fingers touching the trousers ([Figure 3-1](#)).

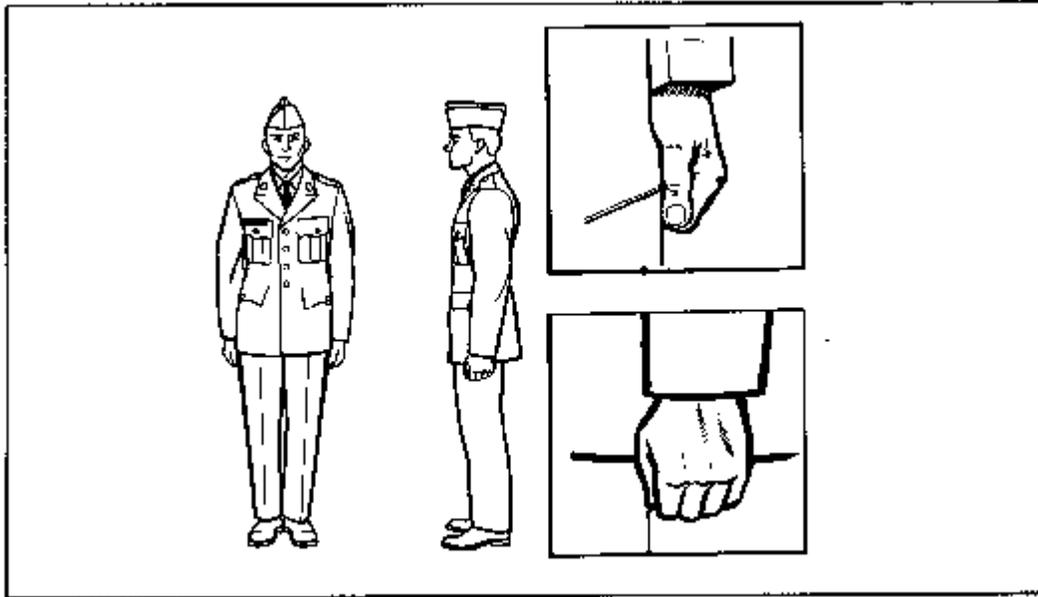


Figure 3-1. Position of Attention

e. Remain silent and do not move unless otherwise directed.

### 3-3. Rest Positions at the Halt

**NOTE:** Any of the positions of *rest* may be commanded and executed from the position of *attention*.

a. **Parade Rest.** *Parade rest* is commanded only from the position of *attention*. The command for this movement is **Parade, REST**. On the command of execution **REST**, move the left foot about 10 inches to the left of the right foot. Keep the legs straight without locking the knees, resting the weight of the body equally on the heels and balls of the feet. Simultaneously, place the hands at the small of the back and centered on the belt. Keep the fingers of both hands extended and joined, interlocking the thumbs so that the palm of the right hand is outward ([Figure 3-2](#)). Keep the head and eyes as in the position of *attention*. Remain silent and do not move unless otherwise directed. *Stand at ease*, *at ease*, and *rest* may be executed from this position.

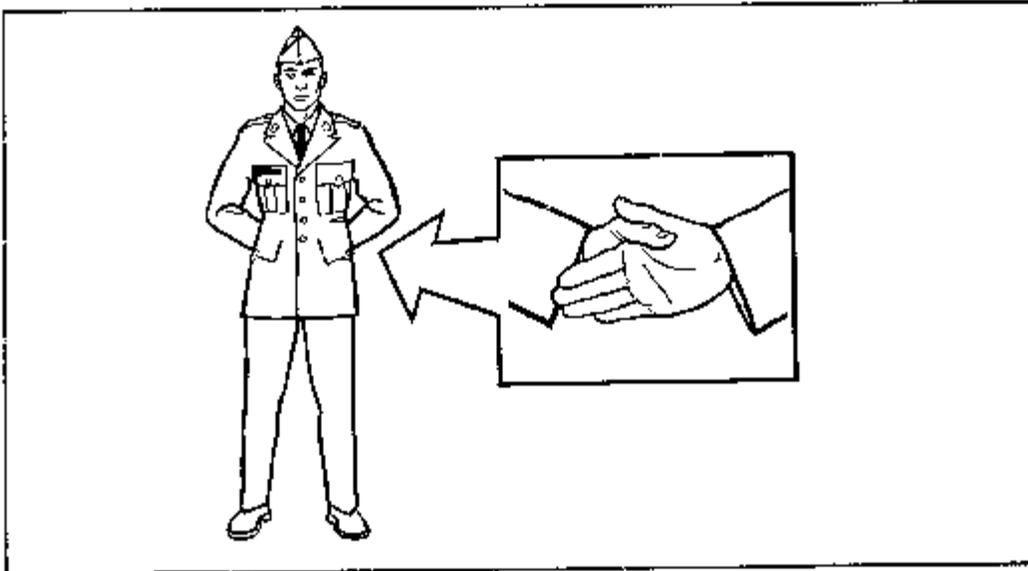


Figure 3-2. Parade Rest

b. **Stand At Ease.** The command for this movement is ***Stand at, EASE.*** On the command of execution **EASE**, execute *parade rest*, but turn the head and eyes directly toward the person in charge of the formation. *At ease* or *rest* may be executed from this position.

c. **At Ease.** The command for this movement is **AT EASE.** On the command **AT EASE**, the soldier may move; however, he must remain standing and silent with his right foot in place. *Rest* may be executed from this position.

d. **Rest.** The command for this movement is **REST.** On the command **REST**, the soldier may move, talk, smoke, or drink unless otherwise directed. He must remain standing with his right foot in place. *At ease* may be executed from this position.

**NOTE:** On the preparatory command for *attention*, immediately assume *parade rest* when at the position of *stand at ease*, *at ease*, or *rest*. If, for some reason, a subordinate element is already at *attention*, the members of the element remain so and do not execute *parade rest* on the preparatory command, nor does the subordinate leader give a supplementary command.

### 3-4. Facing at the Halt

a. *Facing* to the flank is a two-count movement. The command is ***Left (Right), FACE.*** On the command of execution **FACE**, slightly raise the right heel and left toe, and turn 90 degrees to the left on the left heel, assisted by a slight pressure on the ball of the right foot. Keep the left leg straight without stiffness and allow the right leg to bend naturally. On the second count, place the right foot beside the *left.* foot, resuming the position of *attention*. Arms remain at the sides, as in the position of *attention*, throughout this movement ([Figure 3-3](#)).

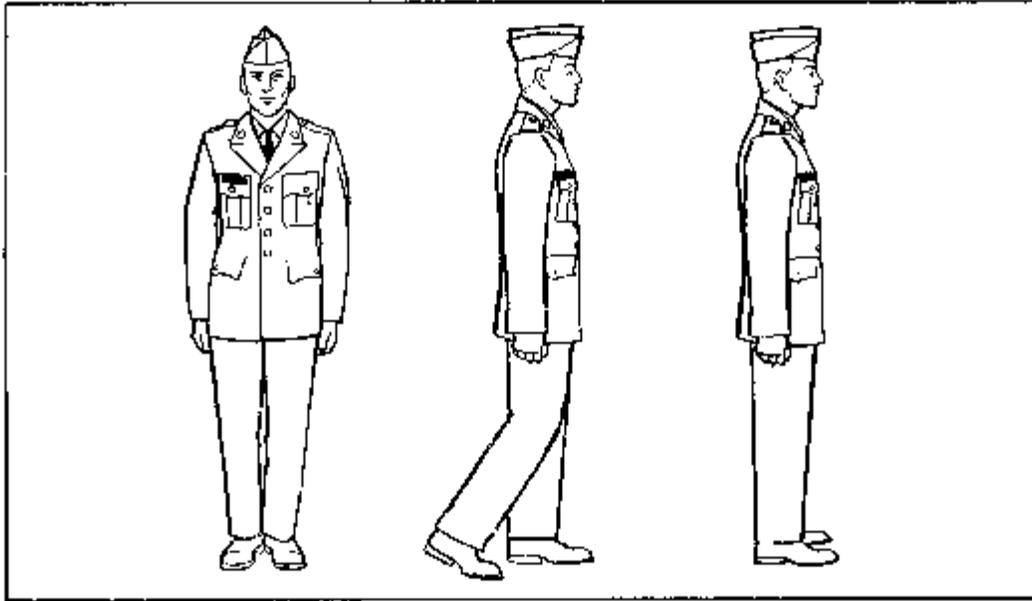


Figure 3-3. Left Face

b. *Facing* to the rear is a two-count movement. The command is ***About, FACE***. On the command of execution **FACE**, move the toe of the right foot to a point touching the marching surface about half the length of the foot to the rear and slightly to the left of the left heel. Rest most of the weight of the body on the heel of the left foot and allow the right knee to bend naturally. On the second count, turn to the right 180 degrees on the left heel and ball of the right foot, resuming the position of *attention*. Arms remain at the sides, as in the position of *attention*, throughout this movement ([Figure 3-4](#)).

**NOTE:** Throughout these movements, the remainder of the body remains as in the position of *attention*.

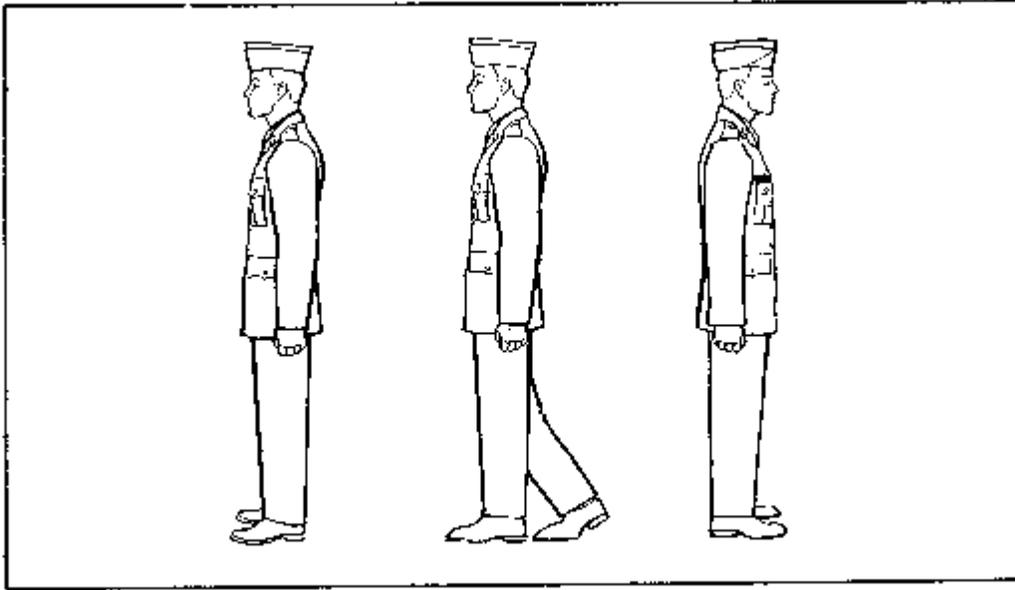


Figure 3-4. About Face

### 3-5. Hand Salute

a. The *hand salute* is a one-count movement. The command is ***Present, ARMS***. When wearing headgear with a visor (with or without glasses), on the command of execution ***ARMS***, raise the right hand sharply, fingers and thumb extended and joined, palm facing down, and place the tip of the right forefinger on the rim of the visor slightly to the right of the right eye. The outer edge of the hand is barely canted downward so that neither the back of the hand nor the palm is clearly visible from the front. The hand and wrist are straight, the elbow inclined slightly forward, and the upper arm horizontal ([1, Figure 3-5](#)).

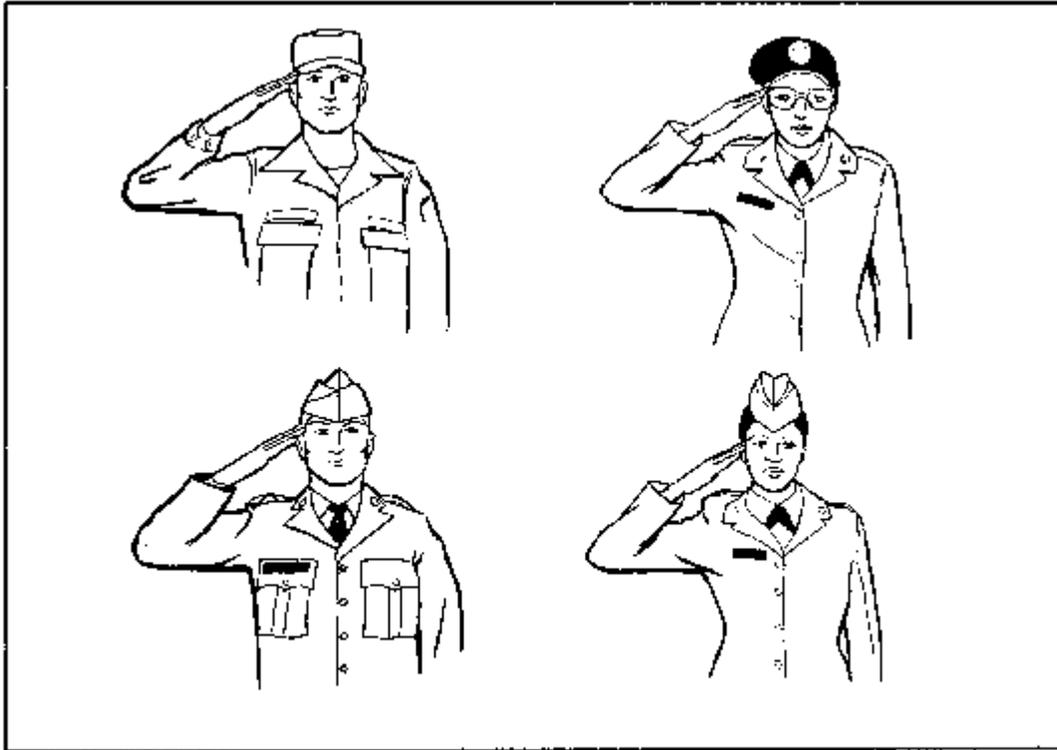


Figure 3-5. Hand Salute

b. When wearing headgear without a visor (or uncovered) and not wearing glasses, execute the *hand salute* in the same manner as previously described in [subparagraph a](#), except touch the tip of the right forefinger to the forehead near and slightly to the right of the right eyebrow ([3, Figure 3-5](#)).

c. When wearing headgear without a visor (or uncovered) and wearing glasses, execute the *hand salute* in the same manner as described in [subparagraph a](#), except touch the tip of the right forefinger to that point on the glasses where the temple piece of the frame meets the right edge of the right brow ([2, Figure 3-5](#)).

d. *Order arms* from the *hand salute* is a one-count movement. The command is **Order, ARMS**. On the command of execution **ARMS**, return the hand sharply to the side, resuming the position of *attention*.

e. When reporting or rendering courtesy to an individual, turn the head and eyes toward the person addressed and simultaneously *salute*. In this situation, the actions are executed without command. The *salute* is initiated by the subordinate at the appropriate time and terminated upon acknowledgment ([4, Figure 3-5](#)).

f. The *hand salute* may be executed while *marching*. When *double timing*, a soldier must come to *quick time* before *saluting*.

**NOTE:** When a formation is *marching at double time*, only the individual in charge assumes *quick time* and *salutes*.

# Section II

## STEPS AND MARCH

### 3-6. General.

- a. This section contains all of the steps in *marching* of the individual soldier. These steps should be learned thoroughly before proceeding to unit drill.
- b. All marching movements executed from the *halt* are initiated from the position of *attention*.
- c. Except for *route step march* and *at ease march*, all marching movements are executed while *marching at attention*. *Marching at attention* is the combination of the position of *attention* and the procedures for the prescribed step executed simultaneously.
- d. When executed from the *halt*, all steps except *right step* begin with the left foot.
- e. For short-distance marching movements, the commander may designate the number of steps forward, backward, or sideward by giving the appropriate command: ***One step to the right (left), MARCH***; or, ***Two steps backward (forward), MARCH***. On the command of execution **MARCH**, step off with the appropriate foot, and *halt* automatically after completing the number of steps designated. Unless otherwise specified, when directed to execute steps forward, the steps will be 30-inch steps.
- f. All *marching* movements are executed in the cadence of *quick time* (120 steps per minute), except the 30-inch step, which may be executed in the cadence of 180 steps per minute on the command ***Double time, MARCH***.
- g. A step is the prescribed distance from one heel to the other heel of a marching soldier.
- h. All 15-inch steps are executed for a short distance only.

### 3-7. The 30-Inch Step

- a. To *march* with a 30-inch step from the *halt*, the command is ***Forward, MARCH***. On the preparatory command ***Forward***, shift the weight of the body to the right foot without noticeable movement. On the command of execution **MARCH**, step forward 30 inches with the left foot and continue *marching* with 30-inch steps, keeping the head and eyes fixed to the front. The arms swing in a natural motion, without exaggeration and without bending at the elbows, approximately 9 inches straight to the front and 6 inches straight to the rear of the trouser seams. Keep the fingers curled as in the position of *attention* so that the fingers just clear the trousers.

b. To *halt* while *marching*, the command **Squad (Platoon), HALT** is given. The preparatory command **Squad (Platoon)** is given as either foot strikes the marching surface as long as the command of execution **HALT** is given the next time that foot strikes the marching surface. The *halt* is executed in two counts. After **HALT** is commanded, execute the additional step required after the command of execution and then bring the trail foot alongside the lead foot, assuming the position of *attention* and terminating the movement.

**NOTE:** When *marching*, there are five steps in the step-by-step method: (1) preparatory command step, (2) intermediate step or thinking step, (3) command of execution step, (4) additional step after command of execution, (5) execution of the movement that was commanded. This method is fully described in [paragraph 1-3](#).

## FUNERALS

### 9-28. General

a. **Funeral services of great magnificence evolved as custom (from what is known about early Christian mourning) in the 6th century. To this day, no religious ceremonies are conducted with more pomp than those intended to commemorate the departed.**

b. **The funerals of soldiers, more than any other ceremony, have followed an old pattern as the living honor the brave dead.**

c. **The first general mourning proclaimed in America was on the death of Benjamin Franklin in 1791 and the next on the death of George Washington in 1799. The deep and widespread grief occasioned by the death of the first President assembled a great number of people for the purpose of paying him a last tribute of respect, and on Wednesday, 18 December 1799, attended by military honors and the simplest but grandest ceremonies of religion, his body was deposited in the family vault at Mount Vernon, Virginia.**

d. **Several military traditions employed today have been brought forward from the past**

(1) **Reversed arms, displayed by one opponent on the battlefield, signaled that a truce was requested so that the dead and wounded could be carried off and the dead buried.**

(2) **Today's customary three volleys fired over a grave probably originated as far back as the Roman Empire. The Roman funeral rites of casting dirt three times on the coffin constituted the "burial." It was customary among the Romans to call the dead three times by name, which ended the funeral ceremony, after which the friends and relatives of the deceased pronounced**

the word "vale" (farewell) three times as they departed from the tomb. In more recent history, three musket volleys were fired to announce that the burying of the dead was completed and the burial party was ready for battle again.

(3) The custom of using a caisson to carry a coffin most likely had its origins in the 1800s when horse-drawn caissons that pulled artillery pieces also doubled as a conveyance to clear fallen soldiers from the battlefield.

(4) In the mid to late 1800s a funeral procession of a mounted officer or enlisted man was accompanied by a riderless horse in mourning caparison followed by a hearse. It was also a custom to have the boots of the deceased thrown over the saddle with heels to the front signifying that his march was ended.

## 9-29. Types of Funerals

a. Military funerals are divided into the two following classes:

(1) Chapel service, followed by movement to the grave or place of local disposition with the prescribed escort.

(2) With graveside service only.

b. A full military funeral normally consists of the following elements:

(1) Band.

(2) Escort appropriate to the grade of the deceased, including a firing party and bugler ([AR 600-25](#)).

(3) Colors.

(4) Clergy.

(5) Hearse (caisson) and active pallbearers.

(6) Honorary pallbearers.

(7) Personal color (if appropriate).

c. Upon request, chaplains conduct or arrange for appropriate burial services for interment of members of the military service, active and retired, and for members of their families. The family of the deceased (or its representative) may, however, request some other clergyman to officiate in lieu of a military chaplain. A civilian clergyman can conduct all religious elements of a military funeral or interment. The

desires of the family are given the fullest consideration possible in the selection of elements involved, but the funeral is conducted as prescribed in this manual.

d. The commanding officer or his representative, in coordination with the cemetery superintendent and the funeral director, makes the funeral arrangements and supervises the conduct of the funeral.

e. When honorary pallbearers are desired, they are selected by the family of the deceased or its representative, or when the family or its representative so desires, by the commanding officer. As a rule, no more than twelve honorary pallbearers should be selected.

f. At a military funeral, persons in military uniform attending in their individual capacity *face* the casket and execute the *hand salute* at the following times: when honors, if any, are sounded; at any time when the casket is being moved (the exception being when they themselves are moving); during *cannon salutes*, if sounded; during the firing of volleys; and while "Taps" is being played.

(1) Honorary pallbearers in uniform conform to those instructions when not in motion.

(2) Military personnel in civilian clothes in the above cases, and during the service at the grave, stand at *attention, uncover*, and hold the headdress over the *left* shoulder with the *right* hand over the heart. If no headdress is worn, the *right* hand is held over the heart.

(3) Female military personnel in civilian clothes hold the *right* hand over the heart.

g. During the religious graveside service, all personnel bow their heads at the words "Let us pray." All mourners at graveside except the active pallbearers follow the example of the officiating chaplain. If he *uncovers*, they *uncover*; if he remains covered, they remain covered. When the officiating chaplain wears a biretta (clerical headpiece) during the graveside service, all personnel, as indicated above, *uncover*. When the officiating chaplain wears a yarmulke (Jewish skull cap), all personnel remain covered.

h. The remains of a member of the armed forces, who died while on active duty, may be consigned directly to a national cemetery from a military installation. In such cases, the cemetery superintendent will, regardless of time of arrival, if not otherwise provided for, engage a funeral director to receive the remains at the common carrier terminal, hold the remains at his establishment until the date of the funeral, if necessary, and deliver the remains to the cemetery. The superintendent will not authorize a funeral director to render any other service incident to the interment.

i. The word chapel is interpreted to include the church, home, or other place where services are held, other than the service at the grave.

j. The word casket is interpreted to include a receptacle containing the cremated remains of the deceased.

### 9-30. Funeral with Chapel Service

a. Before the beginning of the service, the funeral escort is formed in line *facing* the chapel. The band forms on the flank toward which it is to *march*.

b. Members of the immediate family, relatives, and friends of the deceased are requested to enter the chapel and be seated before the casket is taken in. Members of the immediate family and relatives occupy pews (seats) to the right (front) of the chapel.

c. The hearse bearing the remains to the chapel should arrive in front of the chapel a few moments before the time set for the service. As the hearse approaches, the escort commander commands *Escort, ATTENTION* and he *salutes* until the hearse stops in front of the chapel. When all is in readiness to move the casket into the chapel, the commander of the escort brings the escort to *Present, ARMS*. As the escort commander *presents arms*, the band renders the honors prescribed in [AR 600-25](#), if appropriate, followed by a hymn. At the first note of the hymn, the casket is moved from the hearse by the active pallbearers and carried between the ranks of honorary pallbearers, if any, into the chapel. The remains are handled in a dignified, reverent, and military manner, ensuring that the casket is carried level and feet first at all times. As soon as the casket enters the chapel, the band ceases to play, and the escort commander brings the escort to *Order, ARMS* and *AT EAST*.

d. When honorary pallbearers are present, they are formed in two ranks, each *facing* the other, in order of seniority, most senior closest to the hearse, thus forming an aisle from the hearse to the entrance of the chapel. At the first note of the music, and while the casket is being borne between the ranks of honorary pallbearers, they *uncover* or *salute* as prescribed in [paragraph 9-29f](#). They then follow the casket in column of twos and occupy pews (seats) to the left front of the chapel.

e. When the casket has been placed on the church truck, two active pallbearers push the truck to the front of the church while the other active pallbearers move to the vestibule and await the termination of the church service. If there is no church truck, the active pallbearers carry the casket to the front of the church as instructed by the chaplain before the service. When no honorary pallbearers are used, and if the active pallbearers are selected friends of the family, they may, if desired by the family, occupy the pews (seats) to the left front of the chapel.

f. After the chapel service, the honorary pallbearers (if present) precede the casket in column of twos as the two active pallbearers push the church truck to the

entrance of the chapel. The honorary pallbearers again form an aisle from the entrance of the chapel to the hearse with the senior closest to the chapel. They *uncover* or *salute* as prescribed. When the casket has been placed in the hearse, the honorary pallbearers enter their vehicles. When *marching*, the honorary pallbearers form columns of files on each side of the hearse, the leading member of each column opposite the front wheels of the hearse.

g. The casket, followed by the family group, is moved to the entrance immediately behind the honorary pallbearers. As soon as the honorary pallbearers have taken their positions, the active pallbearers carry the casket to the hearse and form a column of twos behind it if the honorary pallbearers *march*. If the honorary pallbearers do not *march*, the active pallbearers form files on each side of the hearse, the leading member of each column opposite the front wheels. The family group remains at the chapel entrance until the honorary pallbearers have broken ranks to enter their vehicles or have taken their positions for *marching*. The members of the family group then are guided to their vehicles.

h. When the casket appears at the entrance of the chapel at the conclusion of the service, the funeral escort and band repeat the procedure as prescribed for entering the chapel. The band ceases playing and the escort is brought to the *order* when the casket has been secured into the hearse.

i. The procession is then formed in the following order ([Figure 9-14](#)):

- (1) Escort commander.
- (2) Band.
- (3) Escort, including colors, firing party, and bugler.
- (4) Honorary pallbearers, if riding in cars.
- (5) Clergy.
- (6) Caisson or hearse, and honorary pallbearers, if walking.
- (7) Active pallbearers.
- (8) Personal color (if appropriate).
- (9) Family.
- (10) Members of the former command of the deceased.
- (11) Friends and patriotic or fraternal organization.

**NOTE: The firing party and bugler will be pre-positioned at gravesite if they are not a part of the escort ([AR 600-25](#)).**

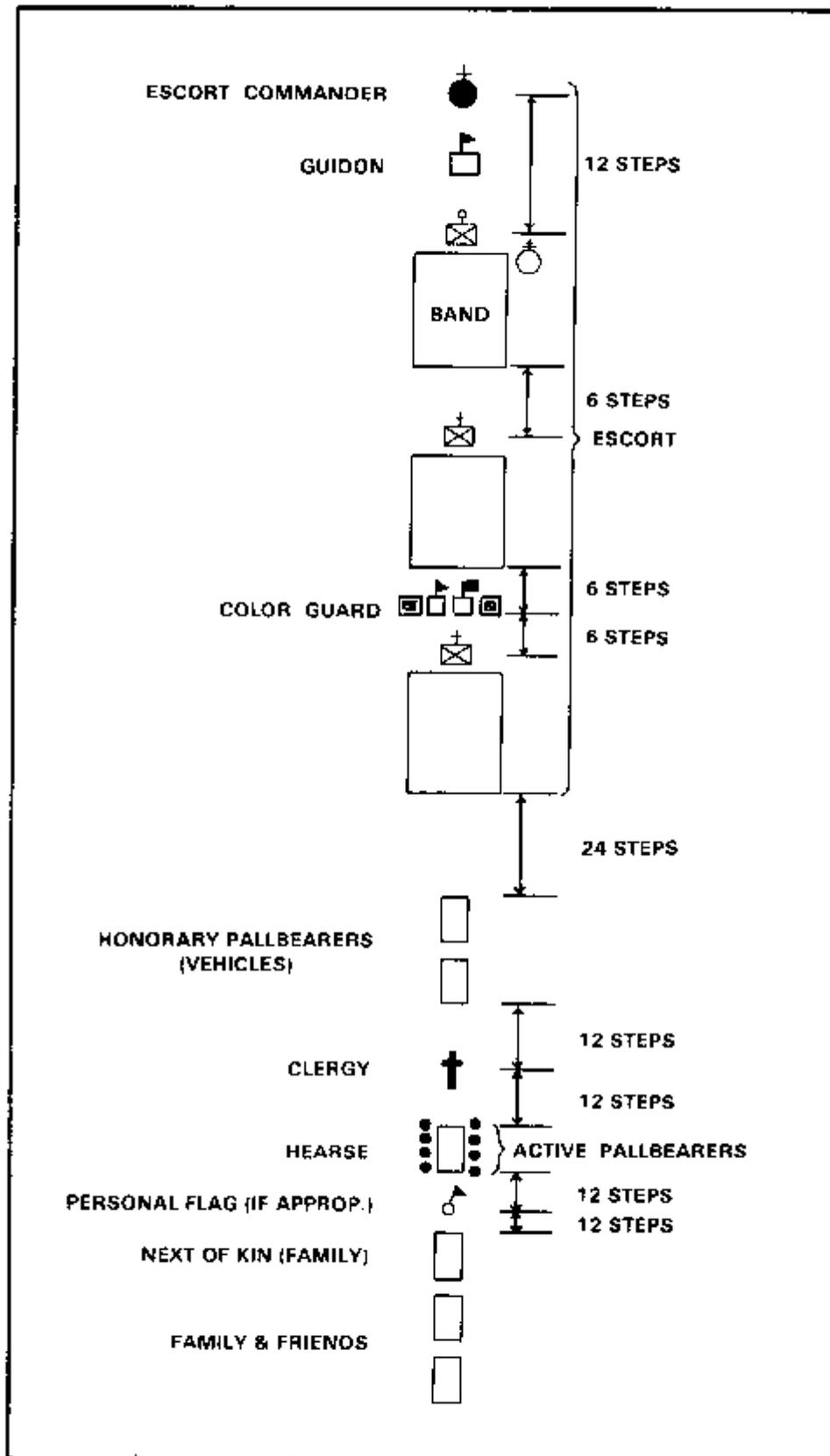


Figure 9-14. Funeral Procession

**j.** When the procession has been formed, the escort commander commands *Forward, MARCH*, to the band and escort. The elements in the rear conform. The procession *marches* slowly to solemn music (cadence of 100 beats per minute). When there is considerable distance from the chapel to the grave, the escort, after leaving the vicinity of the chapel, may *march in quick time*. The band plays appropriate music throughout the *march*. Care is exercised to avoid disturbing other funeral processions or services that may be passed on the route of *march*. When the escort is in the vicinity of the grave, it resumes a slow cadence to solemn music. Customary music is used.

**k.** As the procession approaches the grave, the marching elements move directly to their predesignated positions. The band and military escort are formed in line in view of the next of kin. The other marching elements are *halted* as near as practicable to the grave. The firing party is positioned so that it fires over the grave, and so that it is in view of the next of kin.

**l.** Before the hearse is *halted*, the honorary pallbearers are formed in two ranks, senior closest to the hearse, forming an aisle extending from the hearse toward the grave. When the grave is too near the road to permit this formation, they take their position at the grave before the casket is removed from the hearse.

**m.** When all is in readiness to move the casket from the hearse, the escort commander commands *Present, ARMS*. At the command of execution *ARMS*, the escort executes *present arms* and the band renders honors, if appropriate, followed by a hymn. At the first note of the hymn, the active pallbearers remove the casket from the hearse.

**n.** The chaplain and the cemetery representative or funeral director precede the active pallbearers bearing the casket between the ranks of honorary pallbearers. As soon as the casket has passed, the honorary pallbearers *face* toward the grave and follow the casket in column of twos, followed by personal colors (when appropriate), the family, and friends. The active pallbearers, on reaching the grave, place the casket on the lowering device and remain in place *facing* the casket. Honorary pallbearers move to a predetermined position near the grave. Active pallbearers raise the flag from the casket and hold it in a horizontal position, waist high, until the conclusion of "Taps."

**o.** When the casket has been placed over the grave, the band ceases playing, and the escort commander commands *Order, ARMS and Parade, REST*.

**p.** When the escort has been brought to *parade rest*, the chaplain conducts the graveside service. At the conclusion of the benediction, he moves two steps to the side or rear.

**NOTE:** If the deceased is entitled to a *gun salute*, the chaplain, before the benediction, moves two steps to the side or rear, the escort

commander commands *Escort*, ATTENTION and *Present*, ARMS; the salute battery fires appropriate honors at five-second intervals; at the conclusion the escort commander commands *Order*, ARMS. The chaplain returns to his position and pronounces the benediction, concluding the service.

q. When the service has been completed, the commander commands *Escort*, *Present*, ARMS; *Firing party*, FIRE THREE VOLLEYS. The firing party fires three volleys of blank cartridges, assumes the position of *present arms* at the command of the noncommissioned officer in charge, and remains in this position until the conclusion of "Taps." The bugler, positioned near the firing party and in view of the next of kin, sounds "Taps" immediately after the firing party has been brought to *present arms*. At the first note of taps, and until its last note has sounded, military personnel attending in the individual capacity and honorary pallbearers *uncover* or *salute*.

r. At the conclusion of "Taps," the rifles of the firing party are locked, and the escort commander commands *Order*, ARMS and *Parade*, REST. The active pallbearers holding the flag above the casket fold the flag into the shape of a cocked hat ([Figure 9-16](#)). The band plays appropriate music as the flag is folded. The flag, when folded, is passed to a pallbearer who *faces left* at the head of the grave and places the flag at chest level into the hands of the officer in charge or noncommissioned officer in charge. The pallbearer *salutes* the flag for three seconds and then *faces right* to assume his original position. The active pallbearers *face left* or *right* together and *march* away from the grave in *column of twos*. The officer in charge or noncommissioned officer in charge presents the flag to the next of kin or passes it to the military chaplain for presentation. The presenter uses an expression similar to that which has become standard at Army Funerals: "This flag is presented on behalf of a grateful nation, as a token of our appreciation for the honorable and faithful service rendered by your loved one." The band and escort remain in position until the family begins to move away from the grave. The escort commander commands the band and escort to *march* from the area, at, *quick time*, with a single drum tap; the other elements conform. At the first *halt*, the rifles of the firing party are unloaded and inspected.

**NOTE:** If a military chaplain is not present the officer in charge or noncommissioned officer in charge will present the flag to the next of kin.

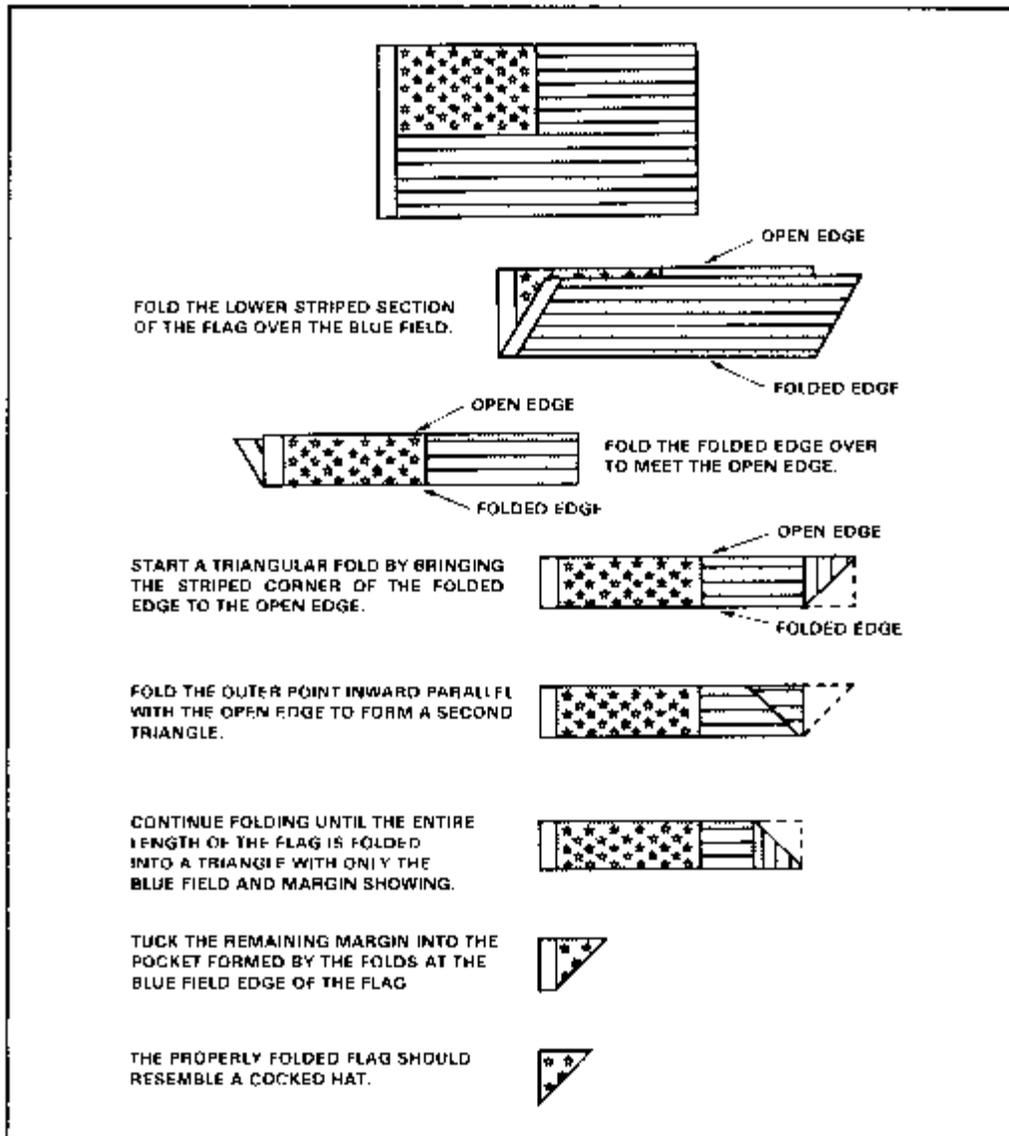


Figure 9-16. Correct Method of Folding United States Flag

### 9-31. Graveside Service

For a funeral without chapel service, all elements of a military funeral are present and used as described in [paragraph 9-30](#). However, if troops are not conveniently available, or if the family desires to eliminate other elements, the following are used ([Figure 9-15](#)):

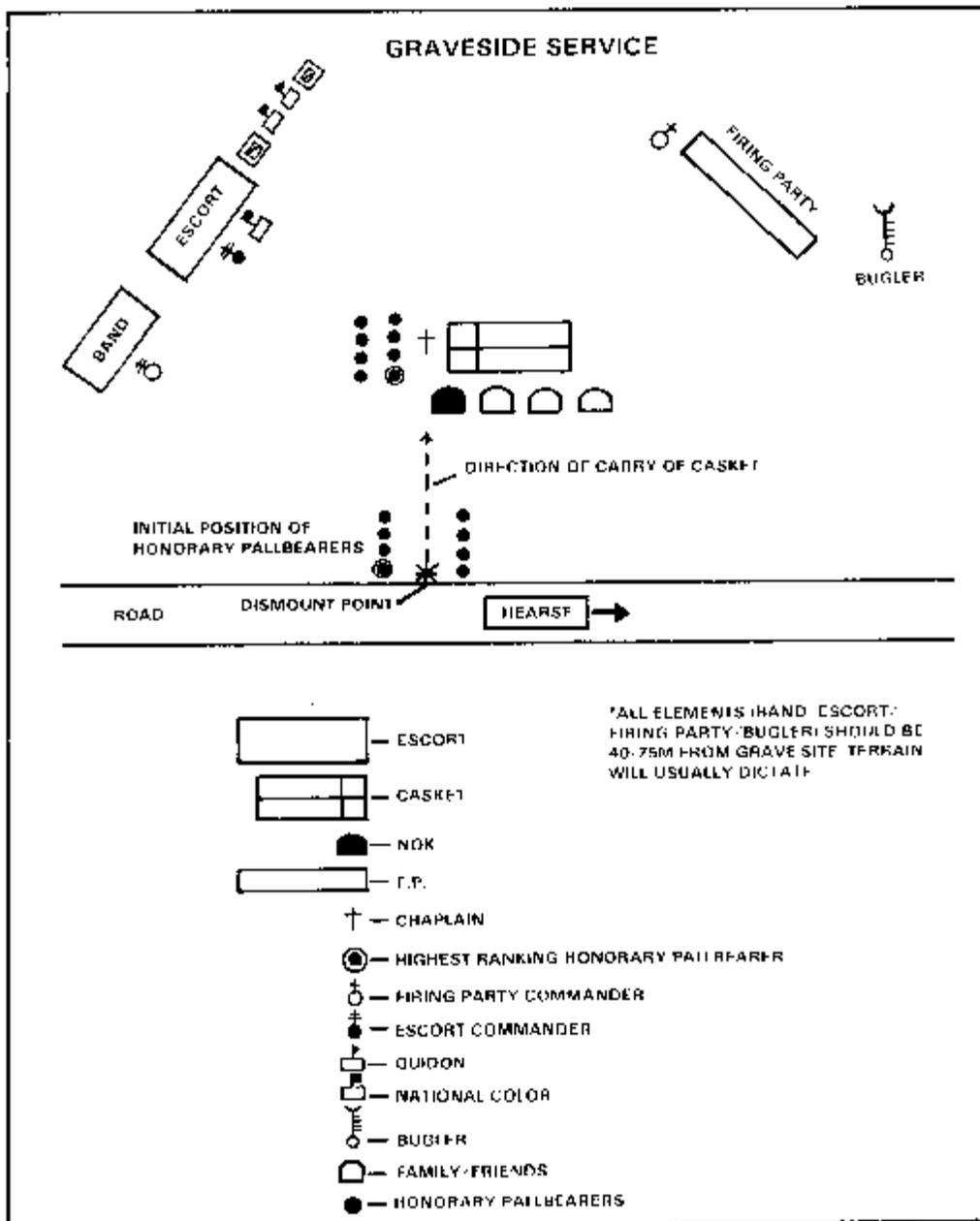


Figure 8-15 Graveside Service

- a. Clergy.
- b. Officer in charge or noncommissioned officer in charge, appropriate to the grade of the deceased ([AR 600-25](#)).
- c. Active pallbearers.
- d. Firing party.

**e. Bugler.**

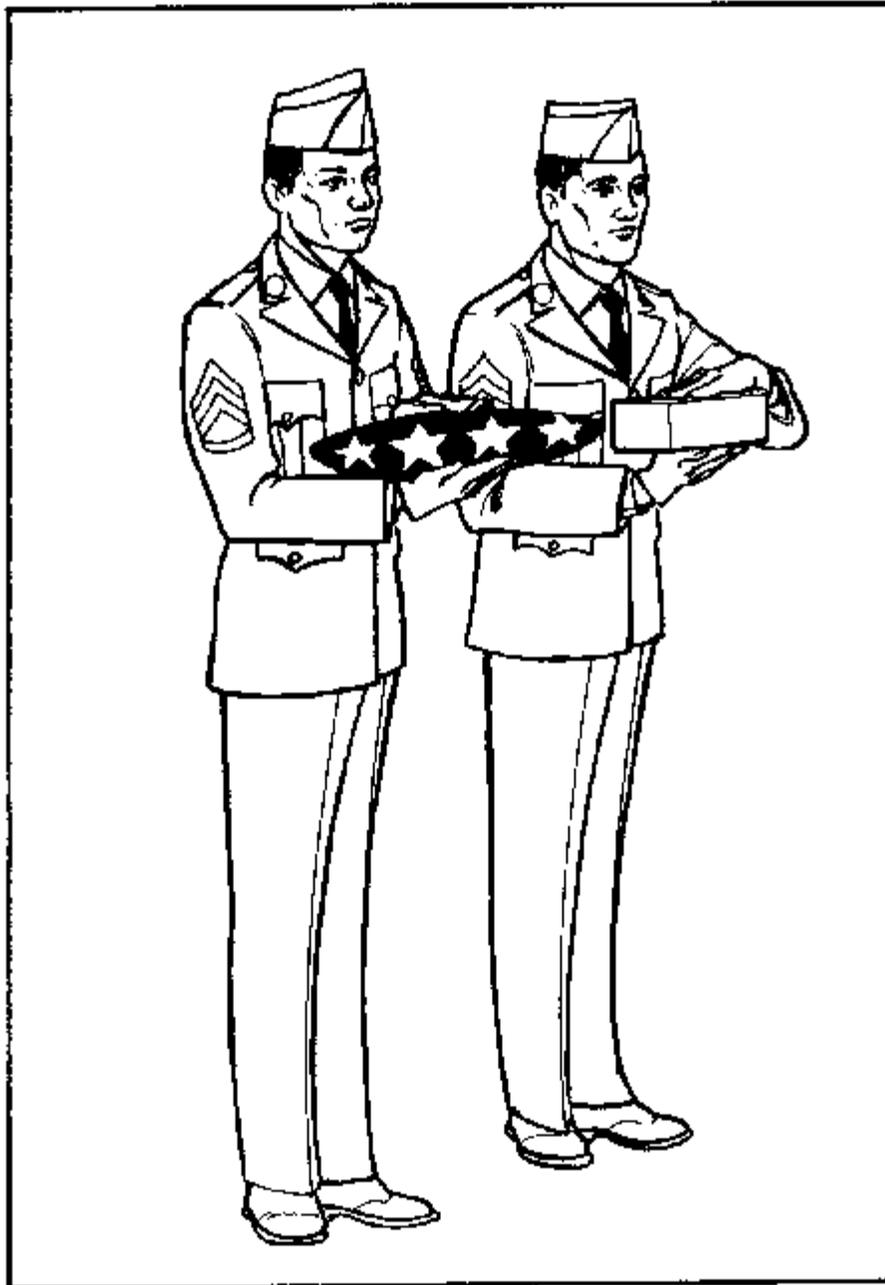
**f. Personal color bearer (if appropriate).**

**These elements are in position at the graveside before the arrival of the remains.**

#### **9-32. Cremated Remains**

**a. When the remains are cremated and the ashes interred with military honors, the provisions of [paragraphs 9-29](#) and [9-30](#), with necessary modifications, will govern.**

**b. For all phases of the funeral, where the cremated remains are carried by hand, one man is detailed to carry the receptacle (casket) containing the ashes and another is detailed to carry the flag, folded into the shape of a cocked hat. The pallbearer carrying the flag is always positioned to the right of the remains ([Figure 9-17](#)). When the receptacle is carried from the hearse into the chapel and from the chapel to the hearse, these two men are the only participants in the ceremony. During the procession to the gravesite, the receptacle and flag are carried by the two pallbearers followed by four additional pallbearers. When the receptacle has been placed on the gravesite, all six pallbearers unfold the flag and hold it over the grave.**



**Figure 9-17. Pallbearers for Cremated Remains**

c. When the receptacle and flag are placed before the chancel of the chapel or transported to gravesite by vehicle, the receptacle and folded flag are placed side by side. If the pallbearers walk to the gravesite, the two bearers who carried the receptacle and the flag join the other four pallbearers already pre-positioned on either side of the hearse.

**d. When no hearse is used, suitable transportation is provided for the receptacle and flag bearers, and the other pallbearers.**

**e. When the remains are moved to a crematory and the ashes are to be interred with military honors at a later time, the ceremony consists only of the escort to the crematory. All personnel *salute* as the remains are carried into the crematory. The firing of volleys and the sounding of "Taps" are omitted. When the funeral ceremony is held at the crematory, and when no further honors are anticipated, the volleys are fired and "Taps" is sounded at the discretion of the commanding officer.**

### **9-33. Ceremony Before Shipment of Remains**

**When the remains of a deceased soldier are moved to a railway station or other point for shipment to another place for interment or final disposition, funeral services are modified as necessary. When no further military honors are anticipated at the place of interment or final disposition, the volleys are fired and "Taps" sounded at the discretion of the commanding officer. When military honors are anticipated at the place of final disposition, the volleys and "Taps" are omitted.**

### **9-34. Cannon Salute**

**a. When the funeral of a general officer on the active or retired list, who was entitled to a *cannon salute*, takes place at or near a military installation, guns equal to the number to which the officer was entitled ([AR 600-25](#)) may be fired at noon on the day of the funeral. The military installation mentioned in general orders will fire the prescribed *salutes*.**

**b. Immediately preceding the benediction, a *cannon salute* corresponding to the grade of the deceased ([AR 600-25](#)) is fired at five-second intervals. Following the benediction, three volleys of musketry are *fired*.**

### **9-35. Funerals Off Post**

**a. The commander, upon request, provides a funeral detail for deceased active duty or retired Army personnel when the burial is to take place in a civilian or national cemetery off the installation (for veteran funerals, see [AR 600-25](#)). The detail is normally composed as follows:**

- (1) Officer in charge or noncommissioned officer in charge.**
- (2) Six active pallbearers.**
- (3) Firing party.**
- (4) Bugler.**

**NOTE: When military pallbearers are not available the firing party will fold the flag.**

**b. The arrangements for the funeral are supervised by the survivor assistance officer. The officer in charge or noncommissioned officer in charge of the funeral detail coordinates all aspects of the ceremonies with this officer.**

**c. Upon arrival at the city where the funeral is to be conducted, the officer in charge or noncommissioned officer in charge meets the survivor assistance officer and ascertains the sequence of the ceremony. The normal sequence of events is as follows:**

**(1) At the funeral home, on the order of the funeral director, the pallbearers move the casket to the hearse. The pallbearers should be certain to carry the casket feet first and level at all times.**

**(2) At the church:**

**(a) The active pallbearers carry the casket from the hearse into the chapel.**

**(b) When the casket has been placed on the church truck, two pallbearers push the truck to the front of the church while the other pallbearers move to the vestibule and await the termination of the church service. If there is no church truck, the pallbearers carry the casket to the front of the church as instructed by the funeral director or minister concerned. If desired by the family, the active pallbearers may occupy the pews (seats) to the left front of the church.**

**(c) After the church service, the pallbearers, under the direction of the funeral director, move the casket to the hearse. When the casket has been placed in the hearse, the pallbearers enter their vehicles.**

**(3) At the cemetery:**

**(a) The officer in charge or a designated individual commands the pre-positioned firing party and bugler to *Detail*, ATTENTION and *Present*, ARMS as soon as the casket is moved from the hearse. The command *Order*, ARMS is given when the casket, reaches the grave.**

**(b) The pallbearers carry the casket, feet first and level, to the grave. On reaching the grave, the casket is placed on the lowering device. The pallbearers raise the flag from the casket and hold it in a horizontal position, waist high, until the conclusion of "Taps."**

(c) The remainder of the ceremony is conducted as prescribed in [paragraphs 9-29](#) and [paragraph 9-30 p-r](#).

(d) Firing is conducted as outlined in [paragraph 9-41](#).

#### **9-36. Participation of Aviation**

When aviation participates in a military funeral, it is timed so that the aircraft appear over the procession.

#### **9-37. Participation of Fraternal or Patriotic Organizations**

The family or representative of the deceased may request fraternal or patriotic organizations, of which the deceased was a member, to take part in the funeral service. With immediate family approval fraternal or patriotic organizations may conduct graveside service, at the conclusion of the military portion of the ceremony, signified by the flag presentation to the next of kin and escort departure from the cemetery.

#### **9-38. Duties of the Chaplain**

The chaplain takes his position in front of the chapel before the arrival of the remains. He precedes the casket, when it is carried from the hearse into the chapel and from the chapel to the hearse. While the remains are being placed in the hearse, he stands at the rear and to the side *facing* the hearse. When he is wearing vestments, he may, at his discretion, proceed from the chancel to the sacristy (vestry) at the conclusion of the chapel service and divest, joining the procession before it moves from the chapel. He then precedes the hearse to the graveside and precedes the casket to the grave.

#### **9-39. Preliminary Arrangements**

The officer in charge of a military funeral, the commander of the escort, the funeral director, and the superintendent of the cemetery or his representative visit the places involved and make careful arrangements before the time set for the funeral. They determine the positions at the grave for the various elements of the funeral and make arrangements for traffic control.

#### **9-40. Floral Tributes**

a. In the absence of the chaplain, the chaplain's assistant helps the funeral director in arranging all floral tributes in the chapel. The commanding officer or his representative coordinates with the funeral director the necessary transportation for prompt transfer of floral tributes from the chapel to the gravesite. The vehicle bearing the floral tributes is loaded promptly at the conclusion of the chapel service. It precedes the funeral procession, moving as rapidly as practicable to the site of the

grave. The funeral procession does not move from the chapel until the vehicle carrying the floral tributes has cleared the escort.

b. The funeral director or the cemetery representative is responsible for removing cards and making a record that gives a brief description of the floral piece pertaining to each card. After completion of the funeral services, the cards and records are turned over to a member of the family of the deceased.

#### 9-41. Rules for Ceremonial Firing

a. For ceremonial firing, the firing party consists of not more than eight riflemen and not less than five with one noncommissioned officer in charge ([Figure 9-18](#)).

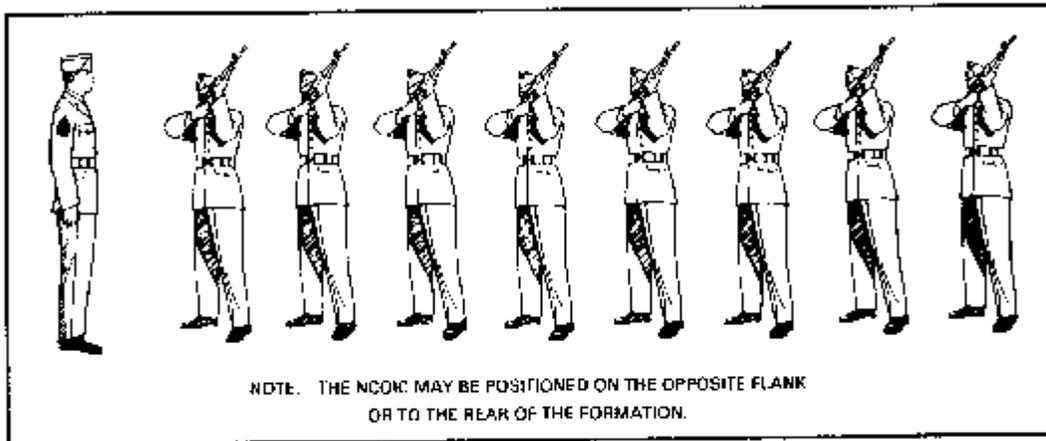


Figure 9-18. Position of Fire, Ceremonial Firing

b. The firing party is normally pre-positioned at the gravesite and *facing* in the direction that allows it to fire directly over the grave. However, care should be taken to ensure that rifles are fired at a 45-degree angle from the horizontal.

##### (1) To load:

(a) Magazines or clips are loaded with three rounds and blank adapters are attached before forming the firing party.

(b) At the conclusion of the religious services or on the escort commander's command, the noncommissioned officer in charge commands *With blank ammunition, LOAD*. At the command *LOAD*, each rifleman executes *port arms, faces to the half right*, and moves his right foot 10 inches to the right to a position that gives him a firm, steady stance. He then chambers a round, places the weapon in the safe position, and resumes *port arms*.

##### (2) To fire by volley:

(a) When the riflemen have completed the movements and the weapons are locked, the commands are *Ready, Aim, FIRE*. At the command *Ready*, each rifleman moves the safety to the fire position. On the command *Aim*, the rifle is shouldered with both hands with the muzzle to the front at an angle of 45 degrees from the horizontal. On the command of execution *FIRE*, the trigger is squeezed quickly, and the weapon is immediately returned to *port arms*.

(b) To continue the firing with weapons that function automatically (blank adapter), the commands *Aim* and *FIRE* are given and executed as previously prescribed. To continue the firing with weapons that must be manually operated to chamber another round (without blank adapters), the commands *Ready, Aim, FIRE* are again given. On the command *Ready*, each rifleman manually chambers the next round. The commands *Aim* and *FIRE* are then given and executed as previously prescribed.

(c) When the third round has been fired and the riflemen have resumed *port arms*, the noncommissioned officer in charge commands **CEASE FIRING**. The riflemen immediately place the weapon on safe, assume the position of *attention* (at *port arms*), and *face* to half left. From this position, the firing party is commanded to *Present arms* before the playing of "Taps." After "Taps," they are commanded to *order arms*. The noncommissioned officer in charge executes a *right (left) face* and remains at *attention* until the flag has been folded and *saluted* by the officer in charge or noncommissioned officer in charge of the funeral detail. At this time, the firing party noncommissioned officer in charge executes a *right (left) face* and commands *Right (Left), FACE; Port, ARMS; and Forward, MARCH*. The weapons are unloaded and cleared as soon as possible after leaving the gravesite.

**NOTE:** The noncommissioned officer in charge may position himself on the opposite flank or to the rear of the firing party.