



From the office of
the Chief Engineer.....

March 11, 1991

TO ALL OFFICERS

SUBJECT: DEPARTMENT FUNERAL MANUAL

The Funeral Manual was developed as a guide for officers who may someday be called upon to coordinate the funeral of a Department member, and as a reference for Department members who may participate in such a funeral.

This Funeral Manual emphasizes the importance of including the wishes and needs of the surviving family along with the needs of the Department.

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LOS ANGELES FIRE DEPARTMENT

FUNERAL MANUAL

BOOK 88

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I. INTRODUCTION

The loss of a uniformed member, whether duty related or not, is extremely traumatic for all involved. The intent of this Manual is to offer a standard protocol, checklist, and guide to organize and coordinate a ceremony.

The conditions that will prevail when tragedy strikes will require specific alignments in the organization as the needs of the family and direction of the Department are revealed. The specifics include:

- A. Good organization and coordination;
- B. Good communications;
- C. Maintenance of flexibility;
- D. Assurance not to overload one individual;
- E. Moral and emotional support to the next of kin; and, most importantly;
- F. Meet the requests and needs as determined by the surviving family members.

This Manual will meet these needs by acting as a guideline where options can be exercised. The Manual is designed so that the responsible member may follow the guides completely or select options as appropriate. Whatever the choice, the tribute should encompass the wishes and needs of the family and the Department.

It is most important to emphasize that the Fire Department personnel involved (especially the individual charged with the total coordination effort) understand their roles.

This involves being a coordinator for and liaison with the Fire Department, the deceased member's family, and the funeral director of the family's choice. The Fire Department's responsibility does not include the duties of a funeral director, but does include working with the funeral director in order to accomplish shared goals in the best interest of the deceased member's family.

II. GLOSSARY

Administrative Office - The Office of the Chief Engineer and General Manager of the Fire Department.

Fan Out - A procedure used by the Administrative Office (Community Liaison Officer) to simplify and spread the notification process to other fire departments or agencies interested in attending and showing respect to a member killed in the line of duty.

Flyby Missing Member Formation - A formation of helicopters flown during the latter stages of the internment ceremony. One helicopter exits from the formation to signify a lost member. (Use of apparatus during any funeral ceremony requires approval of the Administrative Office.)

Honor Guard - When the surviving next of kin selects a ceremony that includes a "viewing period" for the deceased, they might wish to have an Honor Guard standby with the deceased during this period of viewing. The suggested number of Honor Guards is six. Two members at a time can guard the casket. In Type II, III, and IV Funerals, a request for an Honor Guard will be made to the Relief Association and formed from a volunteer list gathered by teletype notice.

Honorary Pallbearers - Normally there are six to eight persons designated by the surviving family to act as Pallbearers for the deceased. The family may designate Honorary Pallbearers. This option is generally exercised at funerals of VIP's or dignitaries.

Static Equipment Display - Apparatus with its assigned members are stationed along the procession route in front of fire stations and locations as appropriate. Uniformed members are in dress uniform, in line at a position of attention. The company commander will render the hand salute. (Use of apparatus during any funeral ceremony requires the approval of the Administrative Office.)

Uniform Detail - A uniform detail normally consists of a minimum of six uniformed members and one Chief Officer.

Uniformed Member - For purposes of this Manual, "uniformed member" includes all members wearing the Department uniform.

III. FUNERAL TYPES

There are five circumstances under which a death occurs and the Department takes action. They are as follows:

Type 1 Funeral

An active member is killed, either during an incident or as a direct result of having been assigned to an incident.

1. The Planning Section is responsible for the logistical management and organization of the Department's funeral operations. A field Chief Officer (normally the member's last Battalion Chief) assists the Planning Section with these operations.
2. Fire or Paramedic Relief Association and Chaplain notifications are made for providing solace and assistance to the next of kin.
3. The Community Liaison Officer and the Public Service Unit institute a fan-out notification to other fire departments and interested agencies.
4. Placing apparatus from the member's fire station out of service. The on-duty crew attends the funeral ceremony.

NOTE: Placing Department apparatus out of service, taking apparatus out of the City, and/or using apparatus during any part of a funeral requires Administrative Office approval.

5. For funerals that are conducted within the City, a static display of apparatus in front of the fire stations with the members in dress uniform along the processional route. The Commanding Officer will tender the hand salute as the hearse passes. (See NOTE under No. 4 above for approval.)
6. A flyby with helicopters using the "missing member" formation is made during the latter stages of the internment service.
7. The flag at the member's last place of assignment is retired from duty and presented to the appropriate survivor by the Chief Engineer or his designated representative.
8. A memorial resolution from the Board of Fire Commissioners is presented to the appropriate survivor by the Chief Engineer or his designated representative.

9. The member's badge is retired from service, properly mounted, and presented to the appropriate survivor by the Chief Engineer or his designated representative.

Type 2 Funeral

An active member dies during the course of employment and as a direct result of an in-line-of-duty cause. The member's death is attributable to an in-line-of-duty cause, but is not directly incident-related (any of the presumptive causes or an accidental cause while on duty).

1. A Chief Officer is assigned to take charge of the funeral detail.
2. Fire or Paramedic Relief Association and chaplain notifications are made.
3. Utilization of Department apparatus and personnel if on-duty apparatus and personnel are not available:
 - a. Off Duty members who have volunteered their services as part of the official funeral detail may be allowed to use out-of-service apparatus, e.g., apparatus placed out of service due to EMT recertification (minimum of two members per apparatus). The number of apparatus shall be determined by the Administration.
 - b. The out-of-service apparatus shall be operated by certified members.
 - c. A one-hour time constraint (to return to the City) be used as a guideline in evaluating the distance out of the City limits that would be permissible to allow participation of Department apparatus in funeral services.

NOTE: Placing Department apparatus out of service, taking apparatus out of the City, and/or using apparatus during any part of a funeral requires Administrative Office approval.

Type 3 Funeral

A retired member expires as a result of an injured-on-duty (IOD) cause.

Fire or Paramedic Relief Association and chaplain notifications are made.

Utilization of Department apparatus (see #3 under Type 2).

IV. REPORTING THE DEATH OF A MEMBER

It shall be the duty of the member who first receives notice of the death of an active or retired uniformed member to notify OCD immediately, giving the date, time, place, and cause of death.

V. FIRE RELIEF ASSOCIATION/PARAMEDIC RELIEF ASSOCIATION

The Chief Engineer has designated the President of the Firemen's Relief Association for a Firefighter, or the President of the Paramedic Relief Association for a Paramedic, to act as primary representative in providing liaison with the next of kin. As a direct representative of the Chief Engineer, the President of the Fire/Paramedic Relief Association shall receive full cooperation in the performance of their duties.

The President of the Fire/Paramedic Relief Association is responsible for the management of several important activities. The principal concern is the ongoing welfare of the next of kin. The President will render assistance in settling the personal affairs of the deceased member and assisting the family as appropriate.

The President of the Fire/Paramedic Relief Association coordinates the activities of a number of personnel assigned to handle specific aspects of the funeral arrangements and to assist the surviving family. These assignments include, but are not limited to:

- A. Coordinating the requests from the Chief Officer in charge of the funeral detail with the Administrative Office.
- B. Being on call to the surviving family as the logistical contact.
- C. Providing transportation for the family and maintaining communication with the Chief Officer in charge of the funeral detail.
- D. Providing coordination and interaction with the mortuary.
- E. Providing coordination and interaction with the funeral director.
- F. Providing coordination and interaction with the church to arrange for funeral services.

- G. Providing coordination and interaction with the cemetery.
- H. Determining from the Administrative Office or OCD that next of kin notification has been made.
- I. Providing information to the Department for dissemination of a teletype notice regarding funeral arrangements.
- J. Determining that the personal items of the member which are to be used in the funeral have been collected. Include the flag flown on the day the death occurred.
- K. Conducting a coordination meeting with key personnel as soon as possible (Chief Officer in charge of detail, church, funeral director, cemetery personnel and/or minister/Department chaplain) so that everyone understands what procedures will be followed during the ceremony.
- L. When notified of a death, if applicable, reporting to the deceased's residence to provide information and support to the family.
- M. Being prepared to discuss all parameters of the funeral process and offer counsel to the family.
- N. Relaying information to the Administrative Office and Chief Officer in charge of the funeral detail as to what level of involvement is requested of the Department in the funeral ceremony.
- O. Assisting the family in its decisions to determine the events, readings, music, and extent of church and cemetery services desired.
- P. Assisting the family in determining the six or eight primary Pallbearers and the optional Honorary Pallbearers.
- Q. Arranging for the mortuary to provide the necessary white gloves for the Pallbearers/Honor Guard.
- R. Assisting the family in determining:
 - 1. Type of internment.
 - 2. Which funeral home will be used.

3. Which church will be used.
4. Clergy to be used (include Fire Department chaplain or not).
5. Which cemetery will be used.
6. Will the deceased be buried in uniform? If so, obtain uniform.
7. Obtain all articles of clothing that the deceased will wear (except shoes) and deliver them to funeral director or funeral officer. Arrange for a loaner badge through the Chief Officer in charge of the detail. (Hat piece and collar ornaments as necessary.)
8. If requested, obtain a recent photograph of the deceased for funeral director (personnel file or family).
9. Determine length of church service and establish a tentative schedule (if so desired) as well as:
 - a. Readers of Scripture.
 - b. Scripture to be read.
 - c. Music at church.
 - d. Who will deliver the sermon.
 - e. Deliver background information on deceased to individual delivering eulogy.
10. Determine what ceremonies will take place at the cemetery and coordinate these wishes with the Chief Officer in charge of the funeral detail.
 - a. Readings.
 - b. Eulogy and who will deliver it.
 - c. Rifle Squad (for Armed Forces Veterans).
 - d. Taps.
 - e. Flyby (Missing Member Formation).(NOTE: "c," "d," and "e" depend on funeral type.)

11. Procession route - Do they wish the procession to be routed past a certain point (depending on type of funeral)?
12. Identify and determine any other special considerations on behalf of the family (special requests, etc.).

Further items that the Fire/Paramedic Relief Association Officer needs to address with the survivors are:

1. Autopsy reports, birth certificates, marriage certificates, death certificates (Workers' Compensation), Veterans' Administration or military records.

NOTE: LAFD Medical Liaison will need the following to access the City's Death Benefit for active members who suffer an IOD death:

- a. FG-166 indicating member died.
 - b. Copy of Death Certificate.
 - c. Copies of all burial expenses.
2. Consult an attorney for the family to review all matters (optional).
 3. Fire Department Retirement Plan - Survivor Benefits.
 4. Veterans' Administration widows' and children's benefits and burial benefits.
 5. City insurance plans:
 - a. Continue medical plan to family.
 - b. Life insurance.
 - c. Optional insurance.
 - d. Local or association benefits.
 6. W-2 Form from the Controller's Office.
 7. Widows' and Orphans' Funds.

8. Final paycheck, including sick leave, vacation, uniform allowance, etc.
9. Income tax report.
10. Loans outstanding that may be insured (including credit union loans).
11. Transfer of ownership of property and vehicles to survivors.
12. Review all bills before payment by survivors for legality, honesty, and accuracy (including last illness, previous debts, and funeral expenses). Some bills may be covered by medical insurance.
13. Private insurance policies - assist in collecting same.
14. Change title of all bank accounts.
15. Check on mortgage insurance.
16. Check on Workers' Compensation with an attorney.

VI. NOTIFICATION OF OTHER AGENCIES

There is an expressed desire of other agencies to show their respect when a member dies in the line of duty. Use of the fan-out method of notification has proven to be successful. The Community Liaison Officer has been designated as the office to start the fan-out notifications and to receive or give telephone information regarding the funeral.

Cities in the Los Angeles County Basin are divided into areas with each area having a designated coordinator. By mutual agreement, areas notify each other and cities within their own area.

VII. FLAG ETIQUETTE

Lowering of City flags to half-staff in cases where a death occurs is regulated by policy of the Mayor's Office.

Permission to lower our flags to half-staff is requested directly by the Administrative Office to the Mayor's Office.

- A. In cases where a uniformed member of the Los Angeles City Fire Department is killed in the line of duty, the Mayor's Office authorizes all City flags to be flown at half-staff.
- B. When a uniformed member of another fire department is reported to have been killed in the line of duty, authorization by the Mayor's Office is generally granted to fly the Los Angeles City Fire Department flags at half-staff (Los Angeles Basin).

Once approved, the American flag will be flown at half-staff up to 1700 hours the day of the funeral and internment. When a flag is at half-staff, no other flag should be flown on the same halyard.

In a case of line of duty death, the flag is presented to the appropriate next of kin. The two methods of presentation are as follows:

- A. For members who were actively employed at the time of their in line of duty death, the flag that was flying at the deceased's last place of assignment is retired from service and presented by the Chief Engineer or designated representative at the conclusion of the internment services. (A memorial resolution from the Board of Fire Commissioners may be presented at this time or a later date to the appropriate survivor.)
- B. If the deceased member was an honorably discharged veteran of the armed forces and the surviving next of kin so requests, the casket is draped with an American flag during the ceremony and then presented by the Chief Engineer or designated representative at the end of the internment ceremony.

Whichever method is chosen, only one flag presentation is made by the Chief Engineer.

VIII. CHIEF OFFICER IN CHARGE OF FUNERAL DETAIL

This Chief Officer will normally be the Chief Officer in charge of the member's last assignment.

This Chief Officer's duties include the primary responsibility of handling the uniform detail and coordination with the President of the Fire/Paramedic Relief Association for fulfillment of the family's wishes. Additional duties include:

A. Liaison with the President of the Fire/Paramedic Relief Association to determine or ensure that the following have been done:

1. A tentative schedule of events is determined and the length of time the mourning and burial process will involve.
2. Coordinate formal walk-throughs of uniformed personnel during the period of viewing with the funeral director. This includes seating arrangements.
3. Develop a schedule for uniformed personnel prior to the funeral for coordination at the funeral home. This includes:
 - a. Arrival time of uniformed personnel with specific instructions regarding where to gather.
 - b. Briefing and development of formations that will be used when the casket is removed.
 - c. Review military commands for formations and give them when appropriate.
 - d. Briefing of the proper protocols for entering and leaving funeral home.
 - e. Ascertain that reserved seating has been secured for uniformed personnel on the left side facing the pulpit.
 - f. Members of the Fire Commission, the Chief Engineer, Deputy Chiefs, Chief Engineers from other departments, and dignitaries form a separate formation on the left side facing the pulpit. Note: Check with the Department chaplain as they may require special seating arrangements.
4. Coordinate all vehicle staging, including arrangements for Fire Department vehicles to be used.

- B. Depending on the size or the needs of the funeral, the Chief Officer in charge of the uniform detail might wish to appoint a Procession Officer to handle that portion of the funeral. Those duties would include and are listed under the Procession Officer's duties.

IX. PROCESSION OFFICER

The Procession Officer has the primary responsibility of coordinating the funeral procession from the funeral home to the church and then finally to the cemetery. The following duties fall within this responsibility.

- A. Determine the following:
 - 1. Name of funeral home.
 - 2. Name of church.
 - 3. Name of cemetery.
 - 4. Tentative time schedules.
- B. Establish a simple systematic scheme for staging and coordinating vehicles at each location.
- C. Determine any special considerations the procession may involve. These include:
 - 1. Will the procession drive past the deceased's home, fire station, or other significant geographic locations?
 - 2. Will a special lineup of equipment be needed at any point in the procession for purposes of showing respect? If so, give specific instructions to those members when to come to attention, when to salute, etc.
 - 3. Coordinating the vehicle staging at the church and cemetery with the appropriate people.
- D. Upon completion of the above, the Procession Officer will have to make contact with the local police department and:
 - 1. Determine a route.
 - 2. Determine appropriate traffic control. (Includes posting of no parking signs. Posting must be done two days in advance.)
 - 3. Request local police department to coordinate efforts with other police departments.

E. The Procession Officer should then develop maps indicating the route and any other specific instructions. These maps, when needed, should be distributed at the funeral home prior to the beginning of the service.

F. The basic sequence of vehicles in a procession is as follows:

1. Hearse.
2. Immediate family limousines or cars.
3. Chaplain/Minister.*
4. Lead fire apparatus of deceased member.
5. Pallbearers.
6. Chief Engineer.
7. Los Angeles City Mayor.
8. Los Angeles City Fire Commissioners.**
9. Deputy Chiefs.
10. Chief Engineers of other departments.
11. Heavy apparatus (LAFD).
12. Elected City officials.
13. Chief Officers' (LAFD).
14. Emergency sedans (LAFD).
15. Chief Officers of other departments.
16. Visiting fire departments' heavy apparatus.
17. Visiting fire departments' emergency sedans.
18. Other LAFD light vehicles (nonemergency).
19. Visiting police department vehicles.
20. Other municipal vehicles.
21. Friends of the family (private vehicles).

* Chaplain/Minister positioned here if they do not ride in the hearse or with the family. Confirm arrangements before the funeral.

** Fire Commissioners may, if appropriate, ride with the Chief Engineer or one of the Deputy Chiefs.

X. UNIFORM DETAIL

Members of the detail shall report to the officer in charge at least 30 minutes prior to the time of the service. Off-duty members not a part of the detail attending the funeral services are encouraged to wear the dress uniform.

All members attending funeral services in uniform are considered part of the funeral detail and shall be governed by the officer in charge. Members of the funeral detail shall be in dress uniform and be well groomed.

A. Church

Uniformed personnel below the rank of Deputy Chief will be assembled in ranks outside the chapel as they arrive and will be instructed in procedures by

the Chief Officer in charge. The Chief Engineer, Deputy Chiefs, Chief Engineers of other fire departments, and other dignitaries will be ushered to reserved seating. Department chaplains normally sit with the minister except during Catholic services where Department chaplains sit with the uniform detail and, therefore, require reserved seating.

The Chief Engineer and Deputy Chiefs shall attend in dress uniform. Subsequent to the service, they, along with members of the Fire Commission, Chief Engineers from other fire departments and dignitaries, will form into ranks near the location where the casket will be brought from the chapel. As the casket emerges from the chapel, the detail will be brought to attention and the order given to uncover. Members will remain uncovered until the conclusion of all prayers, the casket is placed in the hearse, and the Pallbearers have stepped back. The detail will then cover and be dismissed for the procession to the gravesite.

B. Gravesite

Upon arrival at the gravesite, the Chief Officer in charge shall form the uniformed detail into ranks. Preferred position for the formation is facing the grave and family. If such positioning is impractical due to foliage, terrain, and/or other factors, an alternate location should be selected.

The Chief Engineer should stand as close as practical to the deceased's family. The Mayor, Fire Commissioners, and command and staff officers shall form to the left of the Chief Engineer.

The Chief Engineer shall be on the extreme right of the formation's front rank. To the Chief Engineer's immediate left shall be the Mayor of Los Angeles. Next in position shall be the Fire Commissioners. The command and staff officers shall be positioned to the left of the Fire Commissioners and will be requested to follow the voice commands of the Chief Officer in charge.

NOTE: Whenever the casket is brought into view - arriving at the church, departing from the church, and arriving at the cemetery, and during all prayers, the detail should be brought to attention and the order given to uncover.

XI. CONDUCT OF SERVICES - GRAVESITE

A. Type No. 1 Funeral

As the casket is removed from the hearse, the detail shall be brought to attention and the order to "Uncover" shall be given. The detail shall remain uncovered until the casket is placed at the gravesite and the prayers are concluded. At that time, the order "Detail, Cover" is given and the detail is then placed in a position of "Parade Rest." Uniformed personnel shall remain covered during the graveside services.

When the chaplain or clergyman has concluded the ceremony, the detail is brought to attention and the flyby portion of the ceremony is conducted. At the conclusion of the flyby, any presentations that are appropriate are made. When the last officer has made their presentation and returned to the formation, the Pallbearers shall move forward in single file to the grave, place their white gloves on the casket, and return to their designated station. At this time, the Chief Officer in charge of the detail gives the order to "Dismiss" and the ceremony is concluded.

NOTE: The flyby portion of the ceremony requires radio contact to be maintained with the helicopters in order that the correct timing of the flyby is maintained.

B. Type Nos. 2, 3, 4, and 5 Funerals

As the casket is removed from the hearse, the detail shall be brought to attention and the order to "Uncover" shall be given. The detail shall remain uncovered until the casket is placed at the gravesite and the prayer is concluded. At that time, the order "Detail, Cover" is given and the detail is then placed in a position of "Parade Rest." Uniformed personnel shall remain covered during the graveside services.

When the chaplain or clergyman has concluded the ceremony, the detail is brought to attention and any presentations to be made are given at this time. At the conclusion of the presentations, the Pallbearers shall move forward in single file to the grave, place their white gloves on the casket, and return to their designated station. At this time, the Chief Officer in charge of the detail gives the order to "Dismiss" and the ceremony is concluded.

C. Veterans of Armed Forces

If the surviving family members request a service that is appropriate for a veteran of the Armed Forces, the following procedures should be considered:

1. Use of a Rifle Squad to fire three volleys.
2. Taps.
3. Folding and presentation of the flag that drapes the casket.

As the casket is removed from the hearse, the detail shall be brought to attention and the order to "Uncover" shall be given. The detail shall remain uncovered until the casket is placed at the gravesite.

At that time, the order "Detail, Cover" is given and the detail is then placed in a position of "Parade Rest." Uniformed personnel shall remain covered during the graveside services.

When the chaplain or clergyman has concluded the ceremony, the detail is brought to attention and the order to "Present Arms" is given. The person in charge of the Rifle Squad brings the Squad to attention and gives the order to "Port Arms" and then to fire three volleys. At the conclusion of the three volleys, the Squad returns to the position of "Present Arms". At this stage, the Bugler sounds taps. Upon completion of taps, the order is given for the Squad and the uniform detail to "Order Arms."

Two members of the Honor Guard or Pallbearers then step forward and, after removing the flag from the casket, fold it in the approved manner. One member then presents the flag to the Chief Engineer or designated representative, takes one step back, and salutes the Chief. The Chief Engineer or designated representative then presents the flag to the surviving family member.

Upon completion of this flag presentation and any other presentation indicated, the Pallbearers shall move forward in a single file to the grave, place their white gloves on the casket, and return to their designated location. At this time, the Chief Officer in charge of the detail gives the order to "Dismiss" and the ceremony is concluded.

XII. VETERANS' BURIAL ALLOWANCE ELIGIBILITY DATES

World War II - December 7, 1941 to December 31, 1946

Korean Conflict - June 27, 1950 to January 31, 1955

Vietnam Conflict - August 5, 1964 to May 7, 1975

Ninety days of honorable service with a minimum of one day's service during the above dates is necessary for Veterans' Administration benefits.

XIII. PROCEDURE FOR RIFLE SQUAD

The Rifle Squad consists of 6 Rifle Bearers and 1 Squad Commander.

At the completion of the graveside service, a Middle Person (one who is between the location of the casket and the Rifle Squad), will signal the Squad Commander.

The Squad Commander gives the following commands:

- Detail / Attention / Port Arms
- Ready
- Aim
- Fire
- Recover
- Prepare to Load
- Load
- Ready
- Aim
- Fire
- Recover
- Prepare to Load
- Load
- Ready
- Aim
- Fire
- Recover
- Present Arms

Bugler plays taps.

After taps, the Rifle Squad Commander commands:

- Order Arms

This will conclude the service.

Rifle Squad Commander then gives the appropriate facing movement and marches the Squad off.

See diagram.

Assuming all Rifle Squad members are right-handed:

- On the command "Ready" - Step forward with the left foot (still at port arms).
- On the command "Aim" - Shoulder the rifle and aim over the crowd (45 degree angle is usually best).
- On the command "Fire" - Fire.
- On the command "Recover" - Step back with left foot and go back to port arms.
- On the command "Prepare to Load" - Grab the bolt handle.
- On the command "Load" - Open the bolt and chamber a new round.

Repeat the process until three volleys have been fired.

NOTE: The first time around, the weapon is loaded, a round chambered, and ready to fire.

XIV. COMMANDS - DETAIL ORDERS

A. "Attention" Command

Heels on the same line and as near each other as the conformation permits.

Feet turned out equally and forming an angle of 45°.

Knees straight without stiffness.

Hips level and drawn back slightly; body erect and resting equally on hips; chest lifted and arched; shoulders square and falling equally.

Arms hanging straight down without stiffness so that the thumbs are along the seams of the trousers; back of the hands out; fingers held naturally.

Head erect and squarely to the front; chin drawn in so that the axis of the head and neck is vertical; eyes straight to the front.

Weight of the body resting equally on the heels and the balls of the feet.

In assuming the position of "ATTENTION," the heels are brought together smartly and audibly.

B. "Dismiss" Command

Indicates that the funeral ceremony is concluded and the detail ended.

C. "Uncover" Command

Using the right hand to remove the hat and cover your heart.

D. "Cover" Command

Placing the hat properly on your head.

E. "At Ease" Command

The right foot is kept in place. Silence but not immobility is required.

F. "Parade Rest" Command

1. PARADE, 2. REST. Move the left foot smartly 12 inches to the left of the right foot. At that same time, clasp the hands behind the back, palms to the rear, thumb of the right hand clasping the left thumb; arms hanging naturally without constraint. Preserve silence and immobility, except that the head and eyes may be turned toward the member in charge of the detail.

G. "Salute" Command

At the command "SALUTE," raise the right hand smartly until the tip of the forefinger touches the lower part of the headdress above and slightly to the right of the right eye, thumb and fingers extended and joined, palm to the left, upper arm horizontal, forearm, inclined at about 45°, hand and wrist straight. At the same time, turn the head and eyes toward the person saluted.

When the right hand is occupied and cannot be disengaged, the hand salute is executed with the left hand.

H. Facings

1. "Right (Left) Face" Command

Command: 1. RIGHT (LEFT), 2. FACE (Two motions). At the command "FACE," slightly raise the left heel and right toe; face to the right, turning on the right heel, assisted by a slight pressure on the ball of the left foot. Hold the left leg straight without stiffness. (Two) Place the left foot beside the right.

2. "Right (Left) Half Face" Command

Command: 1. RIGHT (LEFT) HALF, 2. FACE (Two motions). Execute half face as prescribed above, facing but 45°.

I. Marching

All marching begins with the left foot.

1. "Forward, March" Command

Being at a halt, to march forward, command: 1. FORWARD, 2. MARCH.

At the command "FORWARD," shift the weight of the body to the right leg without perceptible movement.

At the command "MARCH," move the left foot straight forward a full step, sole near the ground, and plant it without shock; next, in like manner, advance and plant the right foot; continue the march. Swing the arms about six inches to the front and about three inches to the rear of the body.

2. "Halt" Command

Command: 1. DETAIL, 2. HALT.

When marching, at the command "HALT," given as either foot strikes the ground, plant the other foot as in the movement being executed; raise and place the first foot by the side of the other.

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XV. DIAGRAMS FOR ALIGNING THE DETAIL

KEY TO SYMBOLS USED IN CEREMONIAL DIAGRAMS



FIRE COMMISSION,
CHIEF ENGINEER AND STAFF,
AND DIGNITARIES (NUMBERS
INDICATE ORDER OF RANK) *



PALLBEARERS



BUGLER



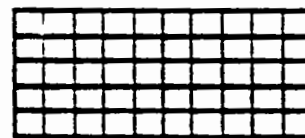
CASKET



FUNERAL DIRECTOR OR
CEMETERY REPRESENTATIVE



RIFLE SQUAD

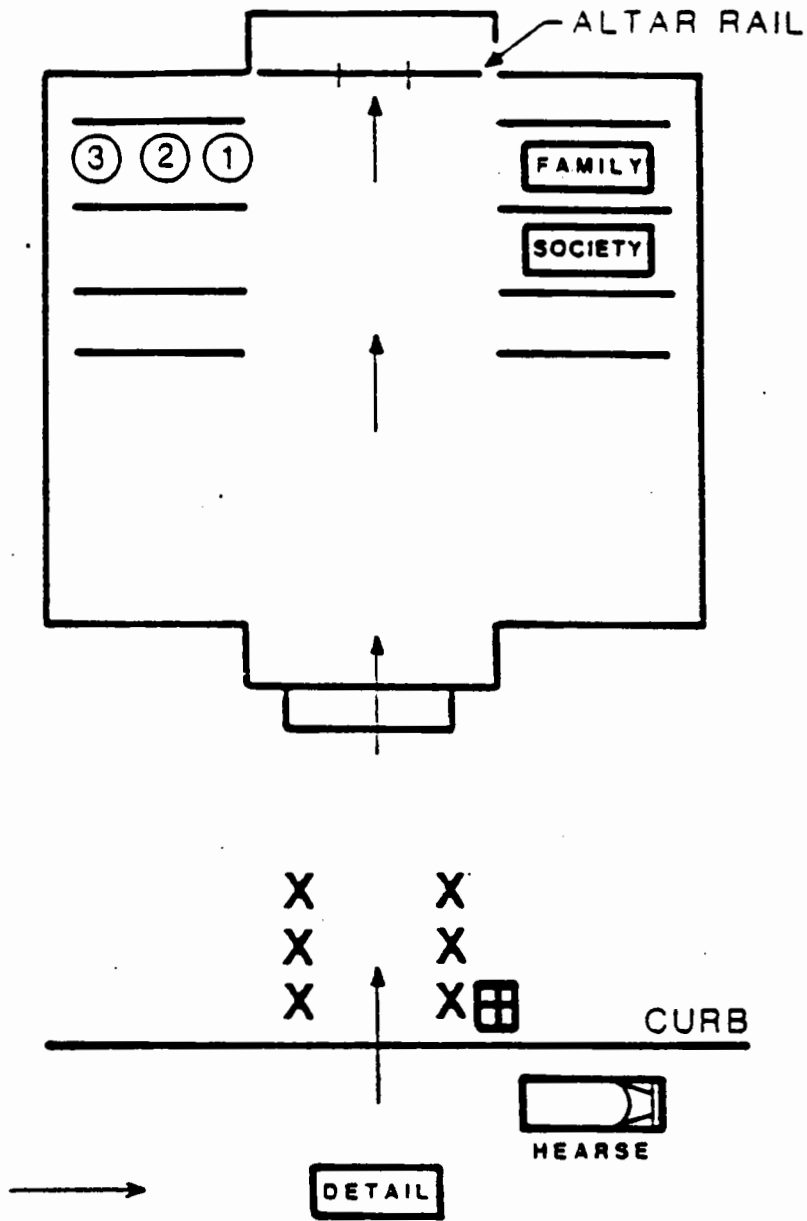


GRAVE

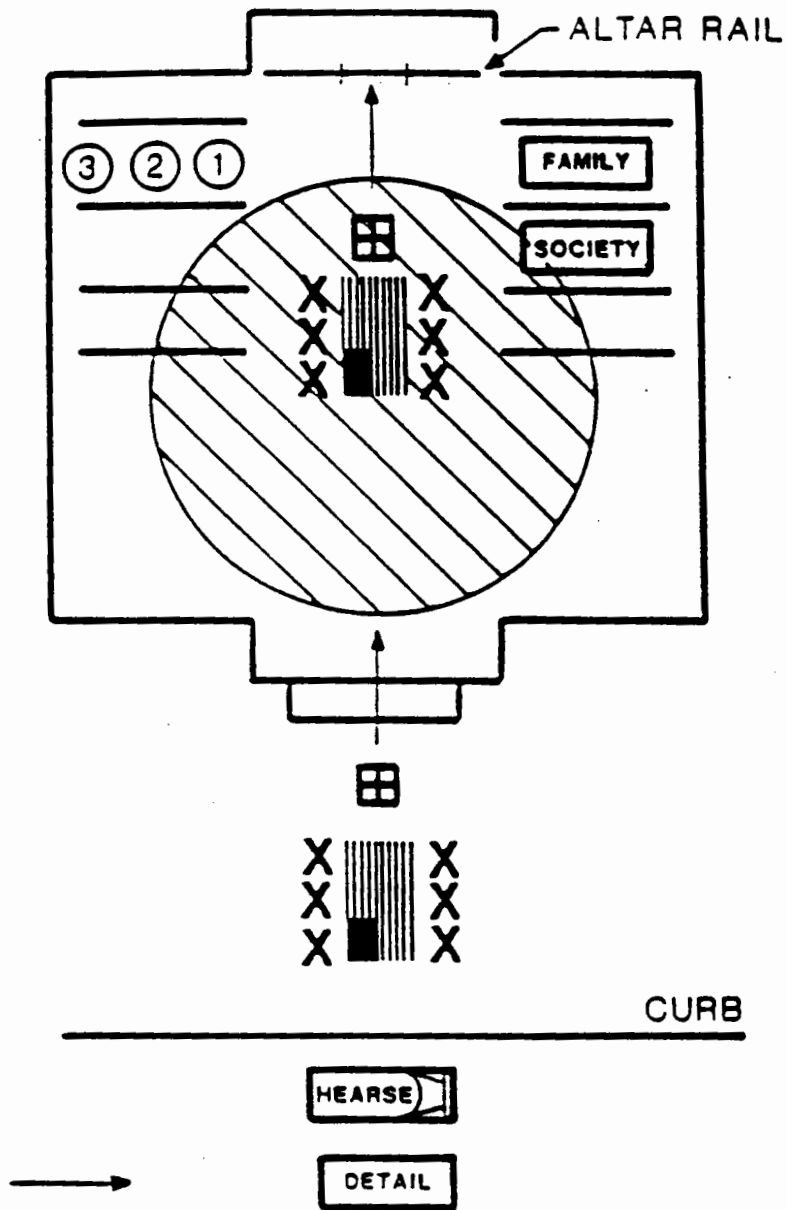


CHAPLAIN

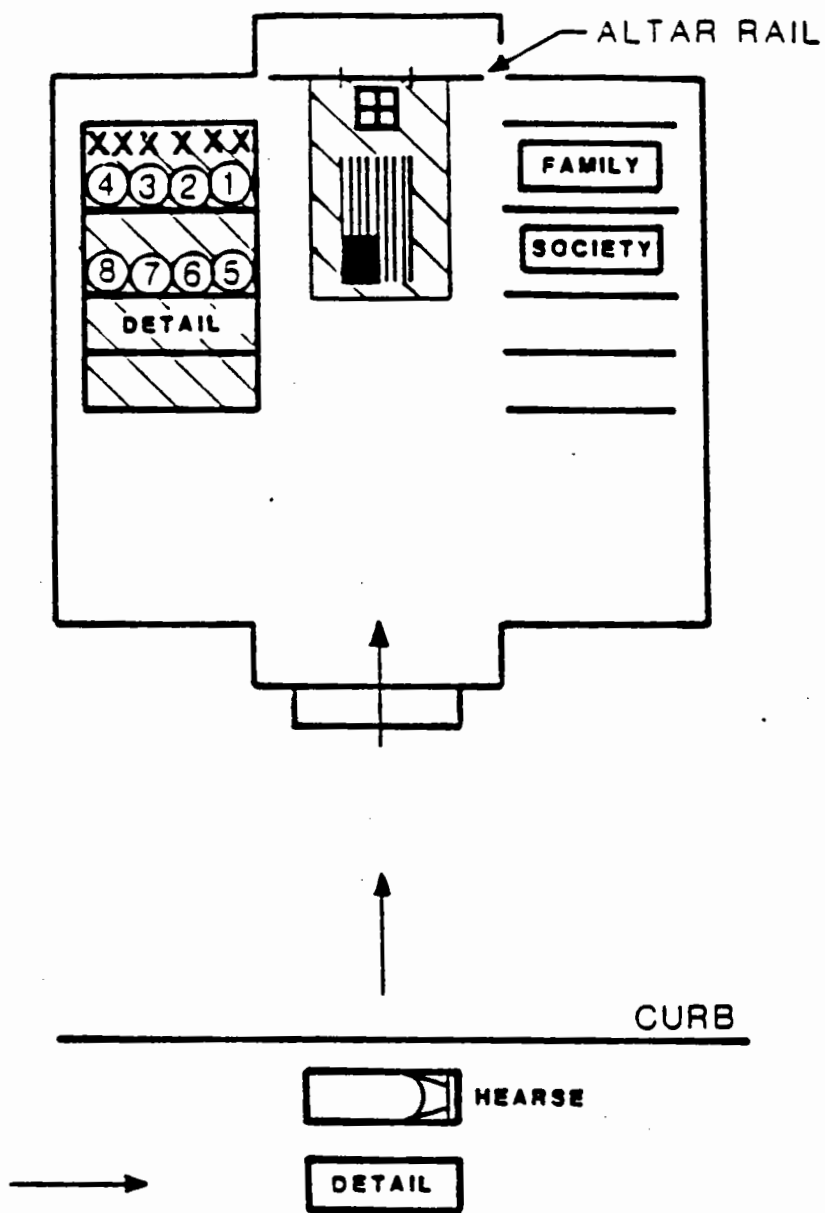




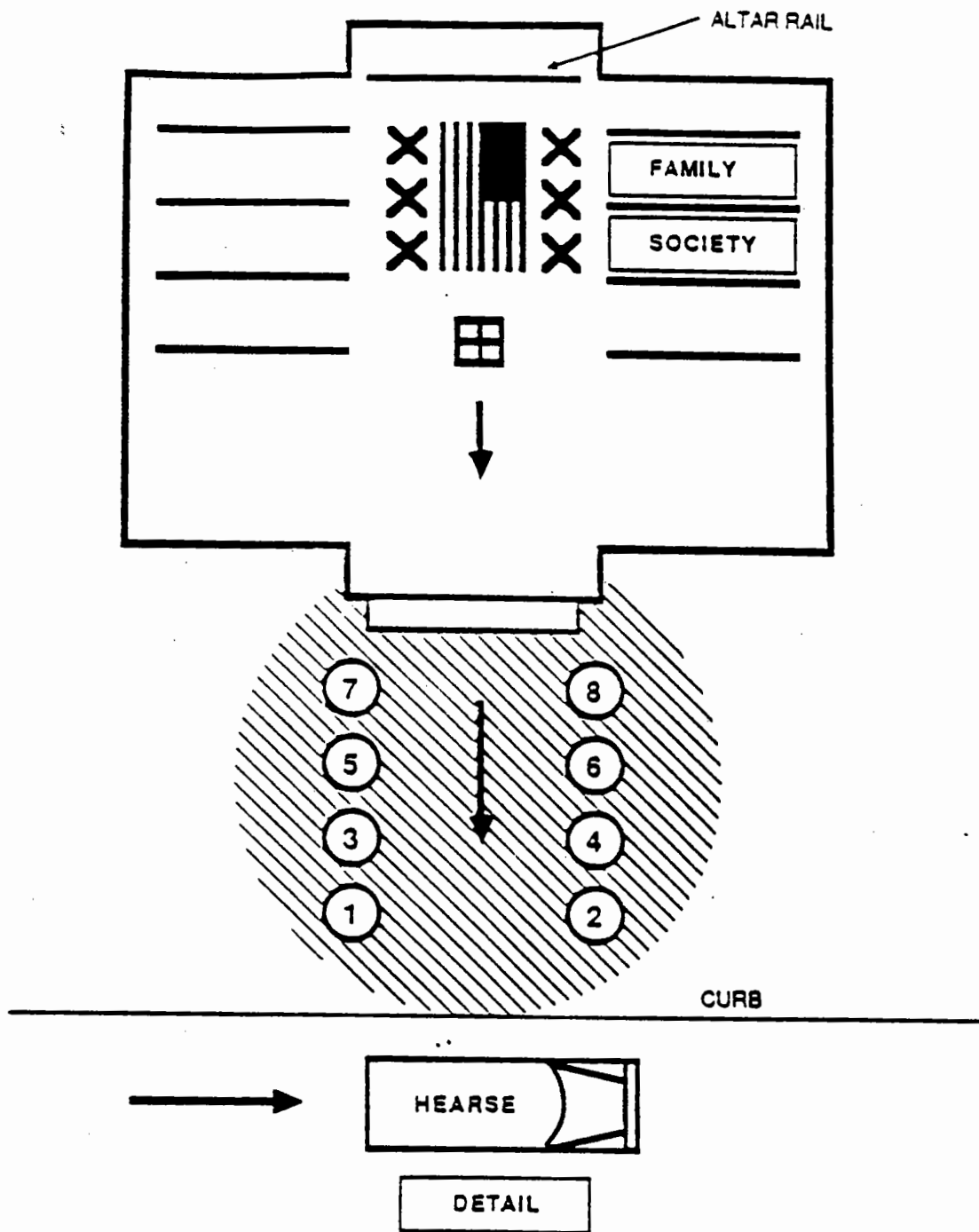
POSITION OF CEREMONIAL ELEMENTS AT THE CHAPEL BEFORE THE CASKET IS RECEIVED



POSITION OF CEREMONIAL ELEMENTS AS THE CASKET IS CARRIED INTO THE CHAPEL (HATCHED AREA INDICATES THE POSITION OF THE ELEMENTS AS THE CASKET IS CARRIED TO THE CHANCEL)

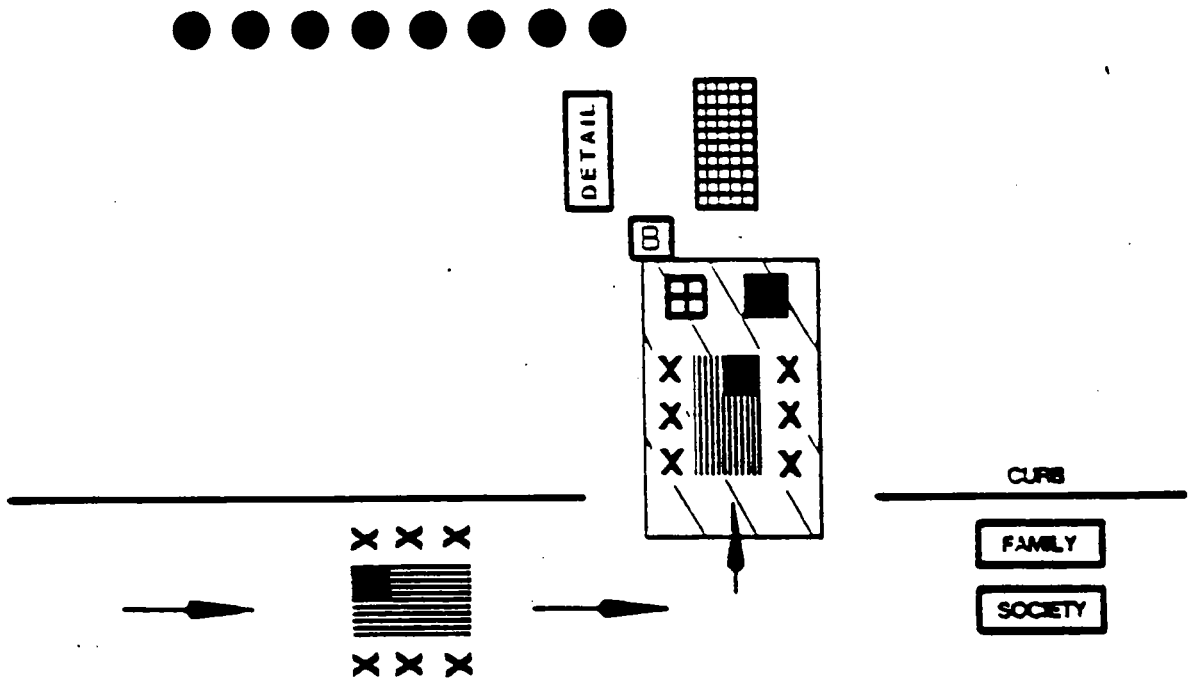


POSITION OF CEREMONIAL INSIDE THE CHAPEL
 (HATCHED AREAS INDICATE POSITION OF ELEMENTS
 DURING THE CHAPEL SERVICE)

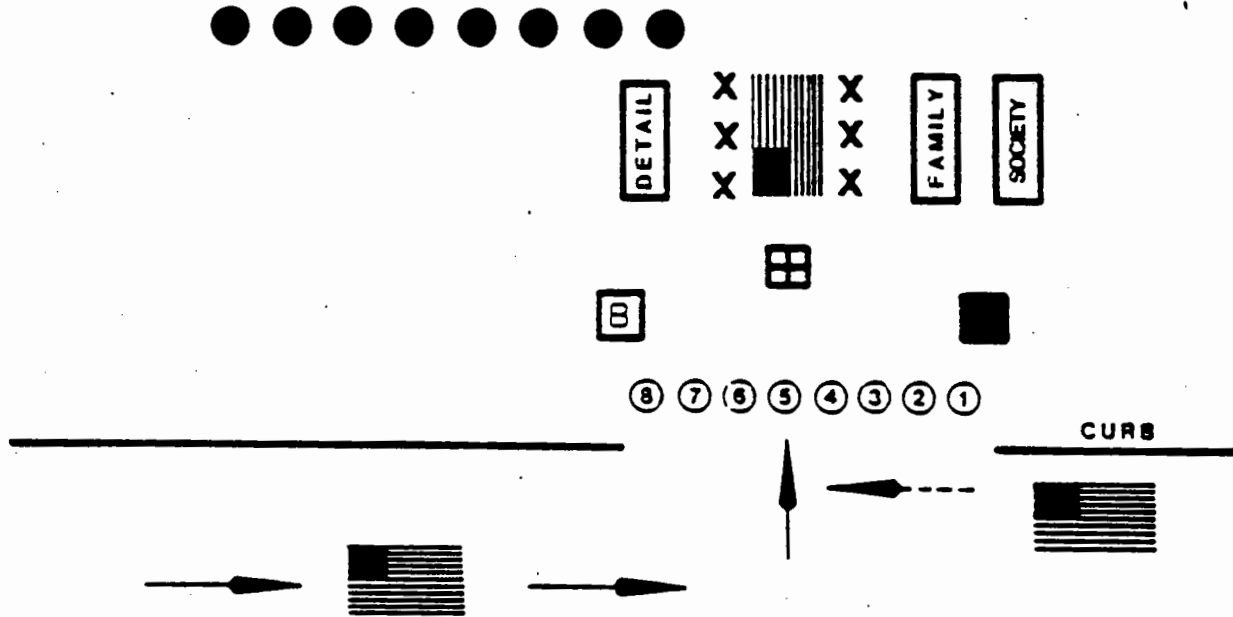


POSITION OF CEREMONIAL ELEMENTS AS CASKET IS CARRIED OUT OF THE CHAPEL.

(HATCHED AREA INDICATES THE POSITION OF THE FIRE COMMISSIONERS, THE CHIEF ENGINEER, DEPUTY CHIEFS, CHIEF ENGINEERS OF OTHER FIRE DEPARTMENTS AND OTHER DIGNITARIES IN FRONT OF THE CHAPEL)



POSITION OF CEREMONIAL ELEMENTS AS CASKET IS CARRIED TO THE GRAVE.



POSITION OF CEREMONIAL ELEMENTS DURING THE GRAVESIDE COMMITTAL SERVICE.

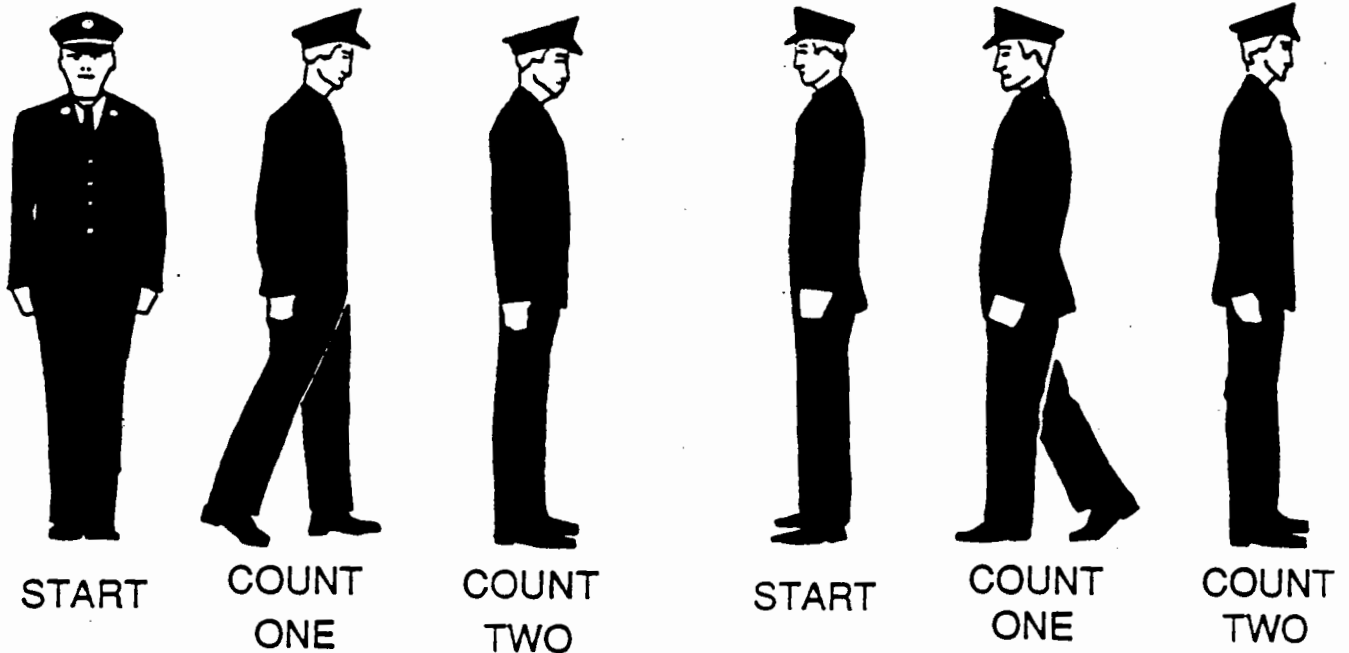


ATTENTION

PARADE REST

POSITIONS OF ATTENTION AND PARADE REST

FIGURE 1.



START

COUNT
ONE

COUNT
TWO

START

COUNT
ONE

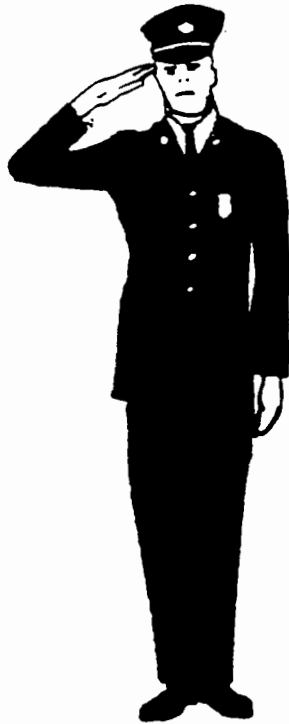
COUNT
TWO

LEFT FACE

ABOUT FACE

FIGURE 2.

FIGURE 3.



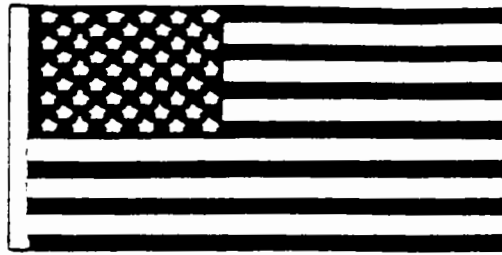
HAND SALUTE

FIGURE 4.

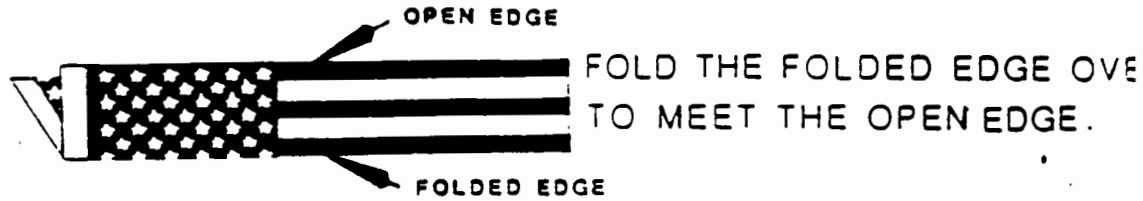
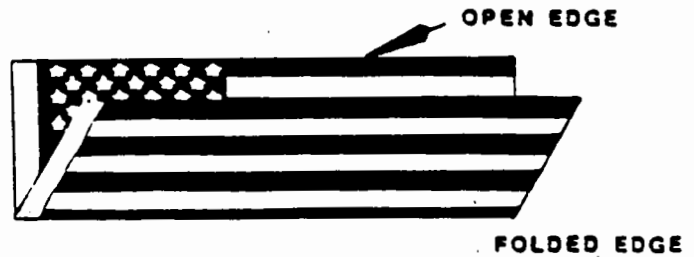


ALIGNMENT (CLOSE INTERVAL)

FIGURE 5.

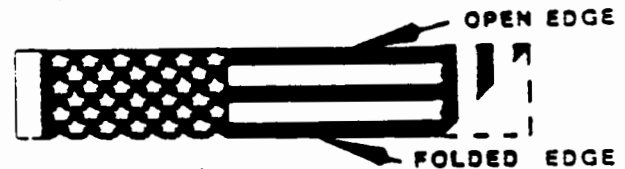


FOLD THE LOWER STRIPED SECTION OF THE FLAG OVER THE BLUE FIELD.



FOLD THE FOLDED EDGE OVER TO MEET THE OPEN EDGE.

START A TRIANGULAR FOLD BY BRINGING THE STRIPED CORNER OF THE FOLDED EDGE TO THE OPEN EDGE.



FOLD THE OUTER POINT INWARD PARALLEL WITH THE OPEN EDGE TO FORM A SECOND TRIANGLE.



CONTINUE FOLDING UNTIL THE ENTIRE LENGTH OF THE FLAG IS FOLDED INTO A TRIANGLE WITH ONLY THE BLUE FIELD AND MARGIN SHOWING.



TUCK THE REMAINING MARGIN INTO THE POCKET FORMED BY THE FOLDS AT THE BLUE FIELD EDGE OF THE FLAG.



THE PROPERLY FOLDED FLAG SHOULD RESEMBLE A COCKED HAT.

