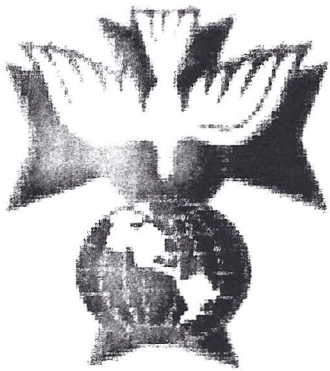


HONOR GUARD



WAKE SERVICE MANUAL



NEW YORK 1ST DISTRICT

PREPARATION

1. CHECK FOR CORRECT PARLOR LOCATION.
2. INSPECT PARLOR LAYOUT FOR POSTING.
3. MEET WITH FUNERAL DIRECTOR TO DISCUSS SPECIAL REQUESTS, CIRCUMSTANCES AND IF THERE WILL BE SERVICES BY COUNCIL, PRIEST, ORGANIZATIONS THE DECEASED WAS A MEMBER OF.
4. DETERMINE IF SWORD IS IN CASKET. IF NOT, OIC PLACES CLOSING LIEUTENANT'S SWORD IN CORRECT POSITION IN CASKET AFTER POSTING CLOSING GUARDS ON NIGHT OF CLOSING SERVICES.
5. OIC DESIGNATES LIEUTENANTS FOR POSTINGS.
6. GUARDSMEN WEAR ONLY AMERICAN FLAG PIN ON LEFT LAPEL. NO BADGES, MISC PINS OR HONOR GUARD JEWELS ARE TO BE WORN.
7. PAIR UP GUARDSMEN BASED ON TURNOUT, CONSIDERING EXPERIENCE. PLACE MORE EXPERIENCED GUARDSMEN IN FRONT DIRECTLY BEHIND LIEUTENANT. OFFICER IN CHARGE MARCHES IN FRONT DOWN SIDE AISLE.

ALL GUARDSMEN STEP OFF ON LEFT FOOT.

8. POSTING OF GUARDS USUALLY BEGINS AT 7:00 P.M., CHANGING EVERY 10-15 MINUTES DEPENDING ON TURNOUT AND CLOSING CEREMONIES AT 8:30 P.M.
9. WHEN IN PARLOR, OIC COMMANDS MUST BE AUDIBLE BUT NOT LOUDER THAN NEEDED BASED ON NOISE LEVEL AT TIME

NEVER BEGIN POSTING UNTIL FAMILY HAS ARRIVED

INITIAL POSTING

1. OIC LINES UP TWO GUARDS FACING HIM. PAIR OFF MORE EXPERIENCED GUARD TO MARCH DIRECTLY BEHIND OIC.
2. COMMAND TO "DRAW SWORD".
3. OIC ABOUT FACES.
4. TWO GUARDSMEN FOLLOW IN SINGLE FILE, SWORDS DRAWN AT CARRY POSITION,
5. MARCH IN SINGLE FILE DOWN A SIDE AISLE. ATTEMPT TO BE CONSISTANT ON DIRECTION OF ENTRANCE AND EXIT TO AVOID CONFUSION. IF PATH IS BLOCKED USE DIFFERENT AISLE. WHEN NECESSARY SOFTLY AND POLITELY SAY " EXCUSE US PLEASE". NEVER ORDER OR PUSH PEOPLE ASIDE.
6. GUARDSMEN PROCESS ALWAYS STEP OFF ON LEFT FOOT. STAY IN STEP WITH GUARD DIRECTLY IN FRONT OF YOU TO FRONT OF PARLOR MAINTAINING EVEN SPACING AND SQUARE OFF ALL TURNS.
7. OIC WILL WAIT AT FRONT OF AISLE FOR CASKET KNEELER TO BE CLEAR AND ASK THOSE IN LINE TO PAY RESPECTS TO WAIT FOR GUARD CHANGE.
8. OIC WILL MOVE TO POSITION AT CENTER OF CASKET FACING WALL. NEXT GUARD IN LINE WILL STEP OUT AROUND OIC TAKING PLACE INFRONT OF OIC FACING WALL. REAR GUARD FALLS IN BEHIND OIC FACING WALL.
9. ALL GUARDSMEN CENTER FACE TOWARD CASKET AT OIC COMMAND. DO NOT ANTICIPATE, DO NOT AUTOMATICALLY FACE CASKET UPON REACHING POSITION.
10. AT COMMAND "SWORD SALUTE" ALL SWORDS COME UP TOGETHER, RIGHT HAND TO CHIN, SWORDS STRAIGHT UP, RIGHT ELBOW IN TO SIDE AND LEFT HAND HOLDING SCABBARD AT ALL TIMES.
11. AT COMMAND "TO" ALL SWORDS RETURN TO CARRY POSITION.

12. AT COMMAND "POST" BOTH GUARDS TAKE ONE STEP FORWARD, STOP, CENTER FACE, STOP, AND TAKE ONE STEP BACK TO ENDS OF CASKET. IF NECESSARY ADJUST POSITIONS SO AS NOT TO BLOCK CASKET VIEWING AND BE DIRECTLY ACROSS FROM EACH OTHER.
13. OIC WILL LEFT OR RIGHT FACE IN DIRECTION OF ENTRANCE AND PROCESS OUT ALONE.

SUBSEQUENT POSTINGS

14. SEE STEPS 1-7.

BE SURE TO HOLD THE SCABBARD AT ALL TIMES.

15. OIC WILL MOVE TO POSITION AT CENTER OF CASKET FACING WALL. NEXT GUARD IN LINE WILL STEP OUT AROUND OIC TAKING PLACE INFRONT OF OIC FACING WALL. REAR GUARD FALLS IN BEHIND OIC FACING WALL. POSTING GUARDSMEN SHOULD BE CLOSE TO LIEUTENANT SO THOSE ON DUTY CAN STEP INTO LINE ON THE OUTSIDE.

16. AT OIC COMMAND "CENTER FACE" POSTING GUARDSMEN CENTER FACE TOWARD CASKET AND TWO POSTED GUARDS CENTER FACE AND STEP BACK INTO LINE ON OUTSIDE POSITIONS WITH GUARDS TO BE POSTED.. **DO NOT ANTICIPATE, DO NOT AUTOMATICALLY FACE CASKET UPON REACHING POSITION.**

17. IF CASKET KNEELER IS OCCUPIED, OIC WILL WAIT FOR IT TO CLEAR BEFORE PROCEEDING WITH POSTING.

18. AT COMMAND "SWORD SALUTE" ALL SWORDS COME UP TOGETHER, RIGHT HAND TO CHIN, **SWORDS STRAIGHT UP**, RIGHT ELBOW IN TO SIDE AND **LEFT HAND HOLDING SCABBARD AT ALL TIMES.**

19. AT COMMAND "TO" ALL SWORDS RETURN TO CARRY POSITION.

20. AT COMMAND "POST" BOTH NEW GUARDS TAKE ONE STEP FORWARD, STOP, CENTER FACE, STOP, TAKE ONE STEP BACK TO ENDS OF CASKET. IF NECESSARY ADJUST POSITIONS SO AS NOT TO BLOCK CASKET VIEWING AND BE DIRECTLY ACROSS FROM EACH OTHER

21. OIC WILL COMMAND LEFT OR RIGHT FACE PREFERABLY IN SAME DIRECTION AS ENTRANCE WAS FROM TO AVOID CONFUSION.

22. OIC WILL MARCH OUT PAST GUARD IN FRONT OF HIM DEPENDING ON FACING MOVEMENT. GUARD BEHIND FOLLOWS OUT LAST IN LINE ALLOWING GUARD OIC PASSES TO FOLLOW DIRECTLY BEHIND OIC. **SQUARE OFF ALL TURNS.**
23. OIC WILL LEAD BACK TO STAGING AREA AND ABOUT FACE. BOTH GUARDS LINE UP SIDE BY SIDE FACING OIC.
24. OIC WILL COMMAND "SHEATHE SWORD" THEN "DISMISSED".
25. POSTINGS WILL TAKE PLACE EVERY 10-15 MINUTES.
26. OIC WILL ATTEMPT TO CHANGE GUARDS JUST PRIOR TO ANY SERVICES BY PRIEST OR ORGANIZATIONS.

REMOVAL OF LAST GUARDS (NO CLOSING)

27. WHEN HONOR GUARD IS SCHEDULED FOR MULTIPLE NIGHTS, THE CLOSING SERVICES ARE ONLY DONE ON THE LAST NIGHT. ALL OTHER NIGHTS, THE FINAL TWO GUARDS WILL BE REMOVED BY AN OIC @ 8:30 P.M.
28. OIC MARCHES IN ALONE TAKES POSITION IN CENTER OF CASKET FACING WALL
29. AT COMMAND "CENTER FACE" OIC FACES CASKET, POSTED GUARDS CENTERFACE AND STEP BACK IN LINE WITH OIC AND TAKE ONE SIDESTEP TOWARD OIC.
30. AT COMMAND "SWORD SALUTE" ALL SWORDS COME UP TOGETHER, RIGHT HAND TO CHIN, **SWORDS STRAIGHT UP**, RIGHT ELBOW IN TO SIDE AND **LEFT HAND HOLDING SCABBARD AT ALL TIMES.**
31. AT COMMAND "TO" ALL SWORDS RETURN TO CARRY POSITION
32. OIC WILL COMMAND ALL TO "ABOUT FACE" AND FACE TOWARD FAMILY.
33. AT COMMAND "SWORD SALUTE" ALL SWORDS COME UP TOGETHER, RIGHT HAND TO CHIN, **SWORDS STRAIGHT UP**, RIGHT ELBOW IN TO SIDE AND **LEFT HAND HOLDING SCABBARD AT ALL TIMES.**

34. AT COMMAND "TO" ALL SWORDS RETURN TO CARRY POSITION

35. OIC WILL STEP TOWARD FAMILY AND ANNOUNCE CONCLUSION OF HONOR GUARD

PRESENCE, THANK THE FAMILY AND ADVISE THAT THE HONOR GUARD AND OFFICERS
WILL RETURN THE NEXT DAY FOR GUARD DUTY AS WELL AS CLOSING PRAYER SERVICES.

36. OIC WILL COMMAND RIGHT OR LEFT FACE, AND PROCESS OUT. GUARDS FOLLOW IN
NORMAL FORMATION SINGLE FILE BACK TO STAGING AREA.

CLOSING

37. OIC DESIGNATES CLOSING GUARDS, OIC AND COMMANDER FOR SERVICES.
38. OIC POSTS CLOSING GUARDS AND ADVISES FUNERAL DIRECTOR THAT SERVICE IS ABOUT TO BEGIN SO AISLES ARE CLEAR.
39. ALL GUARDSMEN WILL CARRY SWORDS SHEATHED IN SCABBARDS.
40. OIC LINES UP GUARDSMEN AND OFFICERS IN TWO LINES. COMMANDER IN FRONT ON L/SIDE. CHAPLAIN IN FRONT ON R/SIDE. OFFICERS ARE PAIRED OFF NEXT IN LINE ON BOTH SIDES FOLLOWED BY EVEN NUMBER OF GUARDSMEN ON BOTH SIDES. OIC'S ARE IN FRONT OF LINES WITH LESS EXPERIENCED GUARDS MIXED IN BETWEEN MORE EXPERIENCED GUARDSMEN. CLOSING OIC IS FIRST GUARD ON L/SIDE BEHIND OFFICERS. FAITHFUL NAVIGATOR IS DIRECTLY BEHIND CHAPLAIN.
41. OIC AND CHAPLAIN LEAD PROCESSION IN TWO LINES SIDE BY SIDE FROM STAGING AREA TO PARLOR.
42. AFTER ENTERING PARLOR, COMMANDER WILL GO TO FRONT USING L/SIDE AISLE AND CHAPLAIN WILL LEAD DOWN R/SIDE AISLE STOPPING ACROSS FROM GUARDS POSTED AT HEAD AND FOOT OF CASKET.
43. COMMANDER MOVES INTO CENTER OF ROOM OFF TO L/SIDE. CHAPLAIN TAKES POSITION AT CASKET IN FRONT OF GUARD POSTED AT FOOT OF CASKET. NAVIGATOR TAKES POSITION IN FRONT CENTER NEXT TO COMMANDER.
44. ALL OFFICERS AND GUARDS FORM A "V" BEGINNING JUST OFF THE SHOULDER OF POSTED GUARDS ON EITHER SIDE BACK UP SIDE AISLES.
45. NAVIGATOR AND COMMANDER TURN TO AUDIENCE TO IDENTIFY ASSEMBLY AND ANNOUNCE START OF PRAYER SERVICE.
46. OIC WILL SILENT COMMAND "CHAPPEAU TO SHOULDER" FOR PRAYER SERVICE.

47. IF YOU ARE UNABLE TO SEE THE OIC, FOLLOW THE GUARD ON OPPOSITE SIDE OF AISLE.
- IF THE OIC MAKES A MISTAKE IN MOVEMENT OR LACK THEREOF, **ALL GUARDSMEN** **FOLLOW NO EXCEPTIONS**. ALL GUARDSMEN SHOULD GLANCE TO SIDE AND FORWARD TO BE SURE EVERYONE IS CONSISTANT. IF A GUARD IS OUT OF PROTOCOL, DESCRETELY CUE HIM TO CORRECT POSITION IF POSSIBLE. UNDER NO CIRCUMSTANCES SHOULD WE ATTRACT UNDUE ATTENTION.
48. AT CONCLUSION OF PRAYERS, OIC WILL SILENT COMMAND " CHAPPEAUS ON".
49. CLOSING LIEUTENANT MOVES UP NEXT TO COMMANDER, BOTH STEP TOWARD CASKET.
50. AS OIC REACHES INTO CASKET FOR SWORD, POSTED GUARDS REMAIN IN POSITION FACING EACH OTHER.
51. AFTER COMMAND " WORTHY COMMANDER SHEATHE THY BROTHER'S SWORD"
- COMMANDER WILL COME UP TO PRESENT ARMS AND COMMAND "KEEP IT BRIGHT FOR LIBERTY'S SAKE" AT WHICH TIME BOTH GUARDS COME TO "SWORD SALUTE". THEN ALL THREE AUTOMATICALLY PLACE THE SWORD DIRECTLY INTO SCABBARD BYPASSING NORMAL SHEATHE SWORD POSITION AT LEFT SHOULDER. COMMANDER WILL WAIT FOR GUARDS TO BE READY SO ALL COMPLETE MOVE INTO SCABBARD AT SAME TIME.
52. OIC AND COMMANDER FACE EACH OTHER SO AUDIENCE HAS VIEW OF SHEATHING CEREMONY.
53. OIC STEPS BACK INTO PLACE NEXT TO COMMANDER, FACING CASKET, AND POSTED GUARDS REMAIN IN NORMAL FACING POSITION.
54. STARTING FROM THE FRONT OF BOTH LINES, ALL OFFICERS AND GUARDS MOVE TO CENTER OF CASKET, 2 AT A TIME, BETWEEN POSTED GUARDS TO SALUTE DECEASED. SALUTE IS SLOW MOVEMENT AND TURNS SHOULD BE SQUARED OFF. AFTER SALUTING, RIGHT OR LEFT FACE TO GO OUT THE SAME SIDE, 1 BEHIND THE OTHER SINGLE FILE,

DO NOT BREAK RANKS TO STOP AND SPEAK TO FAMILY. YOUR PERSONAL RESPECTS
MAY BE DONE BEFORE OR AFTER THE SERVICE WITHOUT REGALIA.

55. THE NAVIGATOR WILL PAY RESPECTS TO FAMILY AND PRESENT SWORD IF IT BELONGED
TO DECEASED.

56. AS EACH OFFICER/GUARD MOVES FORWARD TO SALUTE, THE LINE OF OFFICERS/GUARDS
MOVES FORWARD WITH THE FRONT OFFICER/GUARD OFF THE SHOULDER OF THE
POSTED GUARD. AS OFFICERS/GUARDS LEAVE THEY PROCESS OUT ON THE INSIDE OF
THE GUARD LINE, BETWEEN THE LINE OF GUARDS AND COMMANDER OR NAVIGATOR.

57. ALL OFFICERS AND GUARDS RETURN TO STAGING AREA, OFFICERS ON ONE SIDE OF
ROOM GUARDS ON THE OTHER AWAITING DISMISSAL BY COMMANDER.

58. CLOSING OIC STAYS WITH THE COMMANDER.

59. AFTER ALL GUARDS HAVE SALUTED, CLOSING GUARDS STEP TOWARD EACH OTHER AND
FACE OFF TO CASKET, SALUTE AND PROCESS OUT.

60. THE CHAPLAIN IS LAST TO PAY RESPECTS.

61. COMMANDER AND OIC ARE ONLY ONES LEFT AND NOW SALUTE CASKET.

62. COMMANDER WILL ORDER "HAND SALUTE" AND "TO" FACING DECEASED FOLLOWED BY AN
"ABOUT FACE" AND "HAND SALUTE" AND "TO FACING THE FAMILY.

63. OIC REMAINS IN POSITION WHILE COMMANDER PAYS RESPECTS TO THE FAMILY.

64. COMMANDER PROCESSES OUT FOLLOWED BY OIC, SINGLE FILE, BACK TO STAGING AREA
FOR DISMISSAL.

NOTE:

THIS IS A RECOMENDED GUIDE FOR A WAKE SERVICE. IT IS UP TO THE COMMANDER TO MAKE ANY ADJUSTMENTS HE FEELS NECESSARY REGARDING THE FUNERAL PARLOR LAYOUT, SIZE OF THE ROOM AND/OR THE NUMBER OF GUESTS AND GUARDSMEN IN ATTENDANCE.