

**NATIONAL FALLEN FIREFIGHTERS FOUNDATION
MEMORIAL WEEKEND
OCTOBER 4 – 5, 2008**



**HONOR GUARD
STANDARD OPERATING PROCEDURES**

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**NFFF HONOR GUARD SOP
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INTRODUCTION

The National Fallen Firefighters Memorial Weekend is an annual tribute and commemoration to those firefighters who lost their lives in the Line of Duty. As Honor Guard members, you are the *National Representative* and *Ambassador* for your respective Fire Service Agency, as well as your local community. Regardless of your firefighting affiliation, be it career or volunteer, structural or wild land, we have all been touched in some way by the loss of a fellow firefighter. Some of you may have the unfortunate experience of honoring members from your own department or agency. Others of you are participating as an extended fire service family. All of us are honoring our fallen heroes.

This Standard Operating Procedure (SOP) provides guidance to insure Honor Guard uniformity in the conduct of ceremonies during the various Memorial Weekend events. These include the Chapel Vigil, Memorial Guards, Red Helmet Ride Wreath Ceremony, Basilica Candlelight Service and the National Memorial Service.

This SOP is designed for use by Honor Guard personnel of all agencies participating in the National Fallen Firefighters Memorial Weekend. Since exact procedures covering all situations pertaining to the Memorial Weekend events cannot be foreseen, the Honor Guard Commander(s) may find it necessary to adjust the procedures to the local condition. However, with the view toward maintaining consistency throughout the Honor Guard operations, the procedures prescribed herein should be adhered to as closely as possible.

DEFINITIONS

(1). Memorial Weekend Honor Guard. The Honor Guard will perform various ceremonial functions and disciplines as outlined in this SOP and as directed by the Memorial Weekend Honor Guard Commander. The following honor guard tasks are required during the weekend: posting and standing guard, assisting with the Red Helmet Wreath Ceremony, participating in the Memorial Service Processional/Recessional, and traditional bell service.

(2). Memorial Weekend Color Guard. The Memorial Color Guard will perform the various Color Guard duties as outlined in this SOP and as directed by the Memorial Weekend Honor Guard Commander. The following color guard tasks are required during the weekend: carrying, escorting, displaying, posting and recovering the National Color and any other appropriate flag(s) during various events.

- a. These functions will be performed unarmed. ALL flag movement *at the carry* will not be “Under Arms” of axes, pike poles or other fire service appliances.
- b. When the Color Guard is formed and marched in one rank at close interval, the bearers will be in the center. They do not execute *rear march* or *about face*, but can execute a *Counter March* if needing to face the opposite direction. The Color Guard marches at *right shoulder arms* or *port arms* and executes facing movements by *wheeling* to the right or left. The command for a facing movement is: **Right (Left) Turn, MARCH**. To execute a wheel movement, the guard nearest the direction of turn serves as the pivot point and executes the movement by marching in place and simultaneously turning in the new direction. Other members shorten their steps and turn in an arc, keeping abreast of each other to maintain alignment. When the movement has been completed, each member automatically marches in place until the command **HALT** or **Forward MARCH** is given.
- c. If the Color Guard is moving in a column, due to space constraints, facing movements will be a standard *column* movement to the left or right. The command will be: **Column Right (Left), MARCH**.
- d. When in a column, the National Color precedes all other flags. When in one rank, shoulder to shoulder, the National Color is to the right of all other flags.
- e. When in formation with other units and during ceremonies, the Color Guard may execute *order arms* and *parade rest*. The staffs of the colors remain vertical and the left arm goes behind the back as a normal parade rest. If the Color Guard is in the front of the ceremony, it may be best to remain *at the carry*, depending on the length of the ceremony.

STANDARD OPERATING PROCEDURE (SOP)

S-1: GENERAL

This SOP gives basic guidance for the Honor Guard and Color Guard units attending the National Fallen Firefighters Memorial Weekend.

S-2: PURPOSE

This SOP defines the different standards and procedures necessary for training and preparing for the various Memorial Weekend events. It is designed to be utilized as a basic planning guide to assist key honor guard personnel with preparation and the organization of responsibilities they have been assigned. This SOP will help the honor guard personnel participating in the Memorial Weekend recognize the importance of their contribution as individual teams and as part of the Honor Guard team. We are all working to present to the families and friends of the Fallen Firefighters, a reverent, professional and compassionate tribute.

S-3: SCOPE

This SOP applies to all Honor Guard elements participating in the Memorial Weekend.

S-4: RESPONSIBILITY

It shall be the responsibility of the National Fallen Firefighters Foundation Executive Director, or appointed designee, to insure that all personnel involved with this procedure, discharge their assigned responsibilities appropriately and professionally in accordance with the guidelines set forth in this SOP. The Executive Director, or designee, shall also be responsible for reviewing and updating this SOP as deemed necessary. It shall be the responsibility of the Memorial Weekend Honor Guard Commander to implement the standards and disciplines as herein prescribed.

S-5: EXECUTION

a. Organization. The Memorial Weekend Honor Guard Commander will serve as the coordinator for all Honor Guard elements. The Honor Guard Commander will have served the previous year as the Deputy Honor Guard Commander. The Foundation shall appoint a Deputy Honor Guard Commander to act as an assistant and be in training to serve as Honor Guard Commander the following year. The NFFF, with the assistance of the National Honor Guard Commanders Association, will appoint the next year's Deputy Commander by the conclusion of the Memorial Weekend. The NFFF or the Honor Guard Commander will also appoint a Master Sergeant at Arms, Battalion Commanders and Detail Commanders to assist with the training, preparation and management of Honor Guard personnel participating in Memorial Weekend events.

b. Equipment. All Honor Guard elements participating in the Memorial Weekend are responsible for providing their honor guard flags and harnesses as allowed and appropriate. State, City, County, Agency or other affiliation flags are welcomed and encouraged; however it is not necessary to bring your American Flag. The Foundation

does not provide any flags and equipment except the flags, harnesses and axes used by the National Color Team.

Note: *The National Emergency Training Center Security Office reserves the right to allow or disallow the carrying of any appliance by Honor Guard personnel. Swords, knives of any type, axes, and pike poles are prohibited. Firearms are prohibited unless participants are a sworn or commissioned and state POST certified officer and federal officer or local officer with concurrent jurisdiction. It is recommended that you do not bring any type of weapon of any kind to campus. Participation in the Memorial Weekend extends no privileges to any Honor Guard member not otherwise granted by law or when pre-empted by Campus Security as deemed necessary.*

c. Uniforms. All participating members are to insure that their uniform is neat and clean. There is NO standard Memorial Service uniform requirement for honor guard personnel participating in the Memorial Weekend; however, Department specific Class "A" (or equivalent) uniform should be worn with white gloves and black badge covers, if available. If no Department specific Class "A" (or equivalent) uniform is available, it is recommended to wear one's Sunday best.

HONOR GUARD COMMAND STAFF POSITIONS/RESPONSIBILITIES

Memorial Weekend Honor Guard Commander: The Honor Guard Commander is the overall manager of the Memorial Weekend Honor Guard Team. This position is appointed by the National Fallen Firefighters Foundation and reports directly to the Executive Director, or appointed designee. A single Honor Guard Commander oversees the Honor Guard Memorial weekend activities. All other Honor Guard Staff personnel will report to their respective Staff Commanders. The Honor Guard Commander will first serve as Deputy Commander the year prior to being Commander.

Responsibility Checklist:

- Attend Foundation Memorial Service Planning Meetings
- Responsible for establishing contact with other Memorial Weekend Branches and Incident Commander.
- Insuring the implementation of the Honor Guard Action Plan
- Briefing and conducting Honor Guard overview to all participating Honor Guard Unit Commanders and Honor Guard personnel
- Review Action Plan with Command Staff and Unit Commanders
- Identify and appoint Detail Commanders
- Review daily Memorial Weekend event responsibilities
- Maintain liaison with the Escort Commander
- Maintain liaison with the Production Staff
- The Honor Guard Commander shall contact the Executive Director or his designee to remove any personnel that is disruptive to the order of business.

Note: Responsibilities may increase or decrease as the event demands.

Deputy Memorial Weekend Honor Guard Commander (Deputy Commander): The Honor Guard Commander will have a Deputy Commander appointed by the Foundation. The Deputy Honor Guard Commander will be appointed based on the recommendations of the National Honor Guard Commanders Association Selection Committee. Deputies may also be used at the Battalion or Detail Commander levels to develop knowledge of the weekend activities. The Deputy Commander must be ready to assume the responsibilities of the Honor Guard Commander at any time.

Responsibility Checklist:

- Assist the Honor Guard Commander with managing the overall operations and weekend activities

- Assist with implementation of the Honor Guard Action Plan
- Monitor each Memorial Weekend event or detail
- Attend Foundation Memorial Service Planning Meetings, as required
- Review Action Plan with Honor Guard Commander and Command Staff
- Brief Unit Commanders and Honor Guard Personnel as needed
- Maintain liaison with other Memorial Weekend branches and Incident Commander.

Communications Officer: The Communications Officer, a member of the command staff, is responsible for facilitating effective communication between Honor Guard personnel and the Honor Guard Command Staff. The Communications Officer assists with the implementation of the Honor Guard Action Plan. The Communications Officer will report directly to the Honor Guard Commander, or appointed designee.

Responsibility Checklist:

- Submit request for radio equipment needed by Honor Guard Personnel for the Memorial Weekend. The Honor Guard Commander will determine what equipment is needed.
- Distribution and recovery of all communications equipment for Command Staff
- Instruct Honor Guard personnel in the use of the radio equipment
- Maintain a presence the Incident Command Post and facilitate the communication of information between the Honor Guard Command Staff and the Incident Command Post.
- Ensure the effective communication of scheduling and venue changes to the entire Honor Guard Staff

Logistics Officer: The Logistics Officer, a member of the command staff, is responsible for assisting with obtaining material and services in support of the Honor Guard activities. The Logistics Officer assists with the implementation of the Honor Guard Action Plan. The Logistics Officer will report directly to the Honor Guard Commander, or appointed designee.

Responsibility Checklist:

- Review the Honor Guard event task assignments and schedule of events
- Identify Logistics support personnel
- Coordinate with Master Sergeant at Arms and Detail Commanders
- Process requests for additional resources
- Brief the Honor Guard Commander and Deputy Commander on Logistics activities
- Work with the Planning Officer to maintain a list of event assignments and units participating in specific tasks along with their logistics needs

Planning Officer: The Planning Officer, a member of the command staff and is responsible for manpower and logistics planning. The Planning Officer assists with the implementation of the Honor Guard Action Plan. The Planning Officer will report directly to the Honor Guard Commander, or appointed designee.

Responsibility Checklist:

- Review the Honor Guard event task assignments and schedule of events
- Provide planning support to the Honor Guard Command staff as needed
- Brief the Honor Guard Commander and Deputy Commander on Planning activities

Work with the Logistics Officer to maintain a list of event assignments and units participating in specific tasks along with their logistics needs.

Staging Officer: The Staging Officer is a member of the Command Staff and reports to the Logistics Officer. The Staging Officer is responsible for providing additional available Honor Guard units and personnel throughout the Memorial Weekend as needed for the various details.

Responsibility Checklist:

- Initiate and maintain a staging area for additional Honor Guard personnel.
- Have additional available Honor Guard units assigned to this area in the event that additional personnel are needed and/or an Honor Guard detail fails to report for an assignment.
- Report to Logistics any needs and updates, including any deployment of resources

Production Liaison: The Production Liaison is under the direction of the Honor Guard Commander and is responsible for the implementation and execution of the Honor Guard Action Plan as it relates to weekend events and activities in coordination with the Production Staff. The Production Liaison will report directly to the Honor Guard Commander, or appointed designee.

Responsibility Checklist:

- Review the Honor Guard event task assignments and schedule of events
- Identify and work with the Production Staff
- Attend production meetings
- Brief the Honor Guard Commander and Deputy Commander on Production activities

Escort Liaison: The Escort Liaison is under the direction of the Honor Guard Commander. The Escort Liaison serves as liaison between the Escort OIC and the Honor Guard Command Staff. He is responsible for the implementation and execution of the Honor Guard Action Plan as it relates to the weekends events and activities in coordination with the Production Staff. The Escort Liaison will report directly to the Honor Guard Commander, or appointed designee.

Responsibility Checklist:

- Review the Honor Guard event task assignments and schedule of events
- Identify and work with the Escort OIC
- Attend Escort Meetings
- Brief the Honor Guard Commander and Deputy Commander on Escort activities

- Provide support to the Escort OIC, Gatekeeper Detail Commander and the Flag Presenter's Detail Commander

Master Sergeant at Arms: The Master Sergeant at Arms is under the direction of the Honor Guard Commander and is responsible for the implementation and execution of the Honor Guard Action Plan as it relates to weekend events and activities. The Master Sergeant at Arms will report directly to the Honor Guard Commander, or appointed designee.

Responsibility Checklist:

- Review the Honor Guard Memorial Weekend event assignments
- Develop with Detail Commanders, Battalion Commanders, and Company Commanders, methods of event task completion.
- Assign specific duty assignments for Detail, Battalion and Company Commanders
- Report to Honor Guard Commander, or appointed designee, when Action Plan has to be modified
- Act as Detail Commander for National Memorial Service (Sunday)

Memorial Area OIC: The Memorial Area OIC will oversee all details taking place during the Memorial Service on Sunday. This will include, but is not limited to, Wreath Detail, Plaque Detail, Stage/Stair Guards and the Bell Ringer. Delegation of these specific details to a Detail OIC is encouraged. Detail Commanders for these assignments will be appointed by the Honor Guard Commander or appointed designee.

Responsibility Checklist:

- Assist with implementation of the Honor Guard Plan
- Report alterations and modifications to Honor Guard Commander, or appointed designee
- Assign specific duty assignments for individual events
- Coordinate the fluid and efficient rotation of personnel for all Memorial Area Details

Detail Commanders: Detail Commanders will be assigned for each of the specific events that require Honor Guard participation. These include, but are not limited to:

- Registration
- The Chapel Vigil
- Memorial Guards
- Red Helmet Wreath Ceremony
- Basilica Candlelight Service.
- Basilica- Candlelight Vigil Remote Viewing
- Flag Presenters
- Stage/ Stair Guards
- Gate Keepers
- Security/ Ushers
- Sea of Blue

- Wreath Detail
- Plaque Detail
- Rose Presenters

Additional details may be added as needed. The Detail Commanders will report directly to the Honor Guard Commander, or appointed designee.

Responsibility Checklist:

- Assist with implementation of Honor Guard Action Plan
- Report alterations and modifications to Honor Guard Commander, or appointed designee
- Assign specific duty assignments for individual events
- Insure events are carried out as detailed in Appendix A-D

National Color Guard OIC: The National Color Guard OIC is under the direction of the Master Sergeant at Arms. He or she is responsible for leading the five-person National Color Team. The Honor Guard Commander will appoint the National Color Guard OIC.

The National Color Guard Team shall consist of:

- National Color Guard OIC will be appointed from the Honor Guard Commander's unit.
- National Color Guard OIC in training, will be appointed from the Deputy Honor Guard Commander's unit. He or she will assume the position of National Color Guard OIC the following year.
- Three additional Color Guard team members will be chosen from Honor Guards from the states that experienced the highest numbers of LODD's during the prior year.
- The National Color Guard Team shall carry the American Flag, National Fallen Firefighters Foundation Flag and the National Fire Administration Flag. If at all possible the colors will be protected by ceremonial axes.
- All equipment will be supplied by the Foundation.

Responsibility Checklist for the National Color Guard OIC:

- Inspect all flags and flag equipment prior the Memorial Service.
- Train and lead the National Color Guard Team.
- Insure assigned events are carried out as detailed in Appendix A-D
- Assist with implementation of Honor Guard Action Plan
- Report alterations and modifications to Honor Guard Commander, or appointed designee

Colors Sergeant: The Colors Sergeant is under the direction of the Master Sergeant at Arms. He or she is responsible for providing direction to the Honor Guard personnel carrying colors within each battalion. The Honor Guard Commander will appoint the Colors Sergeant.

Responsibility Checklist:

- Provide direction on uniformly carrying the colors with the battalions
- Provide additional support to the Master Sergeant at Arms as needed
- Assist with implementation of Honor Guard Action Plan
- Report alterations and modifications to Honor Guard Commander, or appointed designee

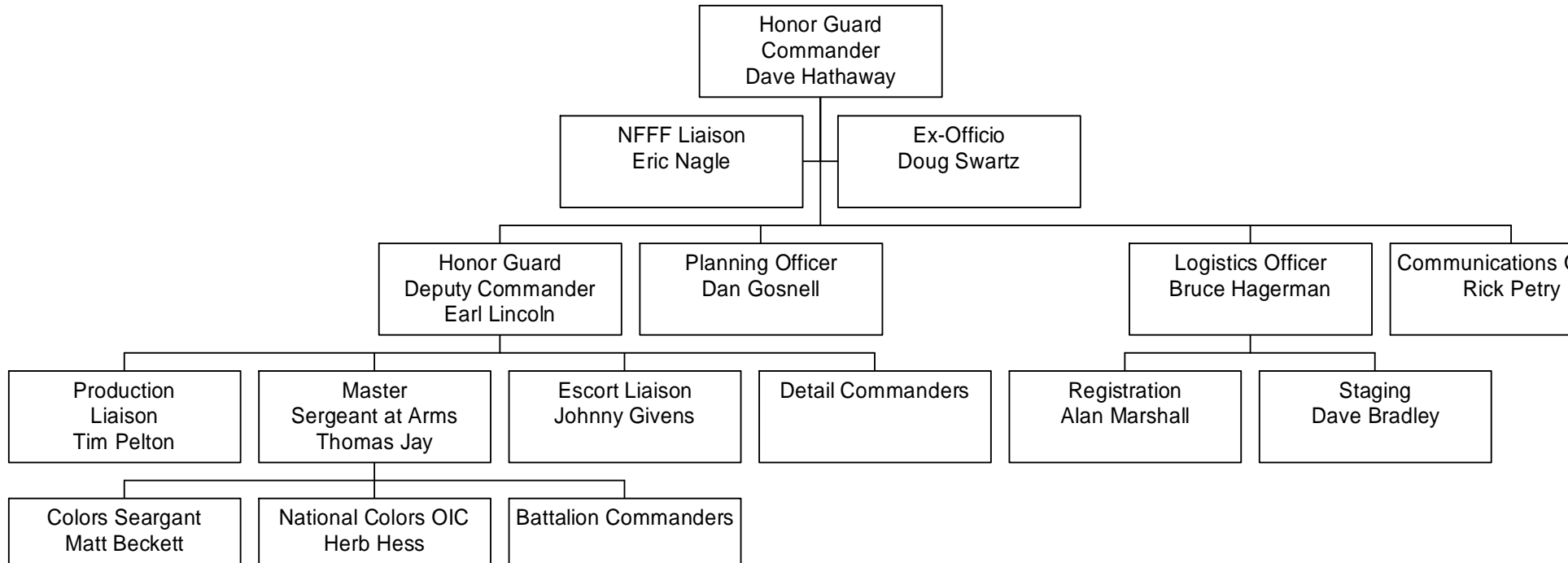
Battalion Commanders: The Battalion Commanders are under the direction of the Master Sergeant at Arms and are responsible for individual battalion element task assignments. Battalions will consist of approximately 200-300 personnel, each led by a Battalion Commander. The Battalion will consist of a Color Company made up of all the flags of the units represented in that particular Battalion. The balance of the battalion will be in one mass formation **OR** split into equal companies. Decisions regarding battalion formations will be made by the Honor Guard Commander and the Master Sergeant at Arms based on event details. The Honor Guard Commander, or Master Sergeant at Arms, will appoint Battalion Commanders to assist them.

Responsibility Checklist:

- Review task assignments and responsibilities
- Brief personnel on assignments, times and locations
- Inspect for uniform neatness and appearance

Ex-Officio Honor Guard Commander: The previous year's Honor Guard commander will fulfill the role of Ex-Officio. The sole function for this person will be to offer advice or make recommendations to the current Honor Guard commander should (s)he request such input. This person is not considered to be in a command staff position.

2008 NFFF Memorial Weekend Command Staff



APPENDIX-A

CHAPEL VIGIL

On Saturday afternoon, families and friends of America's fallen heroes will begin the Chapel Vigil in the Memorial Chapel. This will serve as a place of reflection for the families as they light candles in remembrance of their loved ones and leave a rose in the symbolic Maltese Cross. An Honor Guard Detail will be assigned to this event.

The Detail will consist of the following:

- One Detail Commander
- Several Assistant Detail Commanders
- Minimum 20 Honor Guard Personnel

The Vigil Detail will report to the designated area in, or near the Memorial Chapel by 9:30 a.m., 30 minutes prior to the beginning of the vigil. This will allow for a briefing on event procedures. The first guards will be posted 15 minutes prior to the doors being opened for receiving the families.

Post Positions:

1. Two guards will be posted exterior at the Memorial Chapel entrance. They will greet the family members as they enter.
2. Two guards will be posted interior to the right and left of the Maltese Cross, or at a position that does not interfere with or prevent family members from approaching the altar to place their rose.
3. Several roaming Honor Guard members to assist with any needs of the families.

Guards will be escorted and posted by the Detail Commander, or appointed designee (Assistant Detail Commanders). Since this is an extended tour, guards will stand a 10-15 minute watch. The watch length will be determined by the Detail Commander.

The Detail Commander, or appointed designee will post the guards. The relief guard will be escorted by the Commander and exchange positions with the standing guard. Specific movements will be detailed at the event to best address space constraints. The exchange should be done quickly yet professionally so as to interrupt the event as little as possible. Due to the length of the watch, guards will assume the position of "Ceremonial Parade Rest". (This is detailed below.) The Detail Commander may also choose to carry appliances if permitted and appropriate.

Ceremonial Parade Rest: Once the guards have moved into position, and are still at attention, the command is given for ceremonial parade rest. On the command of execution, the left foot moves to approximately shoulder width and the right foot stays in place. Keep 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 in front below the belt buckle, right hand fingers curled, tucked and grasping the left hand in a modified fist with fingers curled. Keep head and eyes as in the position of attention. Remain silent and do not move unless otherwise directed.

NOTE – Please remember that the Vigil is a time for families to reflect. This is not to be conducted as a funeral watch. The goal of the Honor Guard is to assist the families with their needs and to be a silent presence.

APPENDIX-B

MEMORIAL GUARDS

On Saturday, families and friends of America's fallen heroes will visit the Fallen Firefighter Memorial. This will serve as a place of reflection for the families as they view their loved ones names on the Memorial Plaque. An Honor Guard Detail will be assigned to this event.

The Detail will consist of the following:

- One Detail Commander
- Several Assistant Detail Commanders
- Minimum 20-30 Honor Guard Personnel

The Memorial Guard Detail will report to the designated area in, or near the Memorial by 9:30 a.m., 30 minutes prior to the beginning of the vigil. This will allow for a briefing on event procedures. The first guards will be posted 15 minutes prior to the doors being opened for receiving the families.

Post Positions:

1. Two guards will be posted at the entrance to the Memorial. They will greet the family members and offer assistance, as they enter the Memorial.
2. Two guards will be posted interior to the right and left of the Memorial.
3. Several roaming Honor Guard members to assist with any needs of the families.

Guards will be escorted and posted by the Detail Commander, or appointed designee (Assistant Detail Commanders). Since this is an extended tour, guards will stand a 10-15 minute watch. The watch length will be determined by the Detail Commander.

The Detail Commander, or appointed designee will post the guards. The relief guard will be escorted by the Commander and exchange positions with the standing guard. Specific movements will be detailed at the event to best address space constraints. The exchange should be done quickly yet professionally so as to interrupt the event as little as possible. Due to the length of the watch, guards will assume the position of "Ceremonial Parade Rest". (This is detailed below.) The Detail Commander may also choose to carry appliances if permitted and appropriate.

Ceremonial Parade Rest: Once the guards have moved into position, and are still at attention, the command is given for ceremonial parade rest. On the command of execution, the left foot moves to approximately shoulder width and the right foot stays in place. Keep 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 in front below the belt buckle, right hand fingers curled, tucked and grasping the left hand in a modified fist with fingers curled. Keep head and eyes as in the position of attention. Remain silent and do not move unless otherwise directed.

NOTE – Please remember that this is a time for families to reflect. This is not to be conducted as a funeral watch. The goal of the Honor Guard is to assist the families with their needs and to be a silent presence while guarding the Memorial.

APPENDIX-C

RED HELMET RIDE WREATH CEREMONY

The Red Helmet Motorcycle ride is on Saturday, at approximately 12:00 noon. It honors fallen firefighters and their families. The staging area is in Fredrick, Maryland and the bikers lead a procession of buses transporting the families to the NFA campus in Emmitsburg.

The Detail will consist of the following:

- One Detail Commander
- One Four-person Color Guard Team
- One Honor Detail (8-10 members)
- Two Honor Guard members to assist with wreath placement

The Wreath Ceremony at the Memorial site will take place following the arrival of the Red Helmet Riders. The Honor Guard Detail Commander will be present to greet the Red Helmet Riders and to coordinate with the Red Helmet Representative that will lead the ceremony. The Detail Commander will be responsible for providing a Color Guard and Honor Detail. Report time is approximately 30 minutes prior to the ceremony. The Detail Commander will organize several practices prior to arrival of the riders and then make any adjustments after discussing with the Red Helmet Representative upon arrival.

We have some time flexibility on this event and we can use that time to insure that the detail and the riders are clear on the order of events. When all involved parties are ready to begin, the Color Guard and Honor Detail assemble in the staging area and prepare to march on. The Detail Commander will signal each team when it is time to march on to their pre-designated position. The Color Guard goes to the carry, marches in, halts, faces the appropriate direction and stands fast. The Honor Detail marches into position on either side of the walkway approaching the Memorial, halts, faces the center and executes a **parade rest** on command.

The Red Helmet Riders conduct their service and when it is time for the wreath placement, the Detail Commander will call all personnel to **attention**. The Detail Commander and the wreath bearers will move into position with the assistance of one or two Honor Guard members. When the wreath has been placed the assisting Honor Guard members and Detail Commander should face towards the wreath.

The Detail Commander will then give the command, **Present, ARMS**. All members of the Wreath Ceremony should render present arms or hand salute. After holding the salute the Detail Commander will give the command, **Ready, TWO**.

This is the conclusion of the Wreath Ceremony and the Color Guard will march through the Honor Detail. As the Color Guard passes through the Honor Detail, they will render a hand salute, by order of the Detail Commander. After the Color Guard passes, the Honor Detail will make their exit. Each team will be responsible for the appropriate commands to post at the beginning and retire and the conclusion of this ceremony. The retiring of the Honor Detail should involve the two ranks stepping towards each other and then facing the direction of exit (left and right face or **ready, FACE**). Each team should march off to an appropriate location before the Detail Commander dismisses them.

APPENDIX-D

BASILICA CANDLELIGHT SERVICE

The Basilica Candlelight Service takes place on Saturday evening at 6:30p.m. This event will be held at the Basilica of the National Shrine of Saint Elizabeth Ann Seton, which is adjacent to the NFA campus. The Candlelight Service will be broadcast live via satellite. There will be a direct feed to the Memorial Chapel Building on the NFA campus as well as a possible second location in the Auditorium in Building E.

This service will feature musical selections by members of the Fire Service and survivors of fallen firefighters, and a video tribute to the fallen heroes. An Honor Guard detail will seat the families and assist them as they light luminaries in memory of their loved ones. Honor Guard personnel will also be posted at the designated broadcast sites to distribute event programs and candles to those in attendance.

There will be limited seating in the Basilica, and it is reserved for immediate family members of the firefighters being honored, returning survivors, and special invited guests. Extended family members, co-workers, escorts and other Honor Guard members will watch from the remote broadcast locations on the NFA campus.

The Detail will consist of the following:

- One Detail Commander for the Basilica
- 40-50 Honor Guard personnel for the Basilica to assist
- One Detail Commander for the remote viewing at the Memorial Chapel
- One Detail Commander for the remote viewing at the Auditorium in building E
- 6-8 Honor Guard personnel at each of the remote viewing locations to assist with seating, passing out candles, programs and opening doors.

The Honor Guard Detail Commanders will be responsible for insuring that all Honor Guard members report according to the attached schedule of events.

*Honor Guard personnel will assist families to their buses at conclusion of service.

APPENDIX-E

NATIONAL MEMORIAL SERVICE

The National Memorial Service is the culmination of a weekend long tribute to the Fallen Firefighters. It is held Sunday at 10:00a.m. It will be broadcast live via satellite. Keep in mind that security for this event is extremely tight and extra time should be allowed to process through several checkpoints.

Saturday

There will be two Honor Guard rehearsals at the Memorial site at a pre-designated times on Saturday. These times are outlined on the attached schedule of events. The rehearsals will involve run-throughs of the procession/ recession and cover the special assignments needed for the Memorial on Sunday. All Honor Guard personnel are encouraged to attend the rehearsals, especially those personnel attending the Memorial for the first time.

Sunday

All Honor Guard Unit Commanders will meet at 7:30a.m., Sunday morning in Building H gymnasium. This meeting will cover final details and adjustments prior to the start of the Memorial Service. It is important that all Unit Commanders attend so that information can be rapidly passed to all personnel.

At approximately 8:45a.m. Honor Guard members are asked to assemble along the walkway from the family drop off point to the memorial site. This formation is the "Sea of Blue" and provides a walk of honor for the families as they arrive for the Memorial Service. Honor Guard members are to render a hand salute as families pass by. The Sea of Blue will remain in place until shortly before the service begins so personnel are asked to stand quietly and attentively.

There are several special details that take place during the Memorial Service. These details will be pre-assigned and rehearsed on Saturday. Personnel requirements for the special details are as follows:

- Color Guard- 4 members + 1 OIC
- SIG Escort Detail- 4-6 members
- Wreath Ceremony- 10 members + 1 OIC (This allows for two members to place the wreath and 8 members to serve as relief of watch during the remainder of the Service.)
- Rose Presenters- 10 members to remove flowers from Maltese and hand to flag presenters
- Flag Presentation Gatekeepers- 5 members, located according to flag presentation format to send families to appropriate presenter
- Stage/ Stair- 10 members to assist SIG's on and off the stage
- Plaque Detail- 10 members + 1 OIC
- Bell Ceremony- 1 member
- Several dozen members to stand by as flag presenters (carry flag out to Chief Officer for presentation to family).

The Memorial Service begins promptly at 10:00a.m. All Honor Guard personnel should assemble in the designated muster area by 8:45 a.m. to participate in the Sea of Blue. The Master Sergeant at Arms, Battalion Commanders and individual Unit Commanders will be responsible for insuring that their personnel are ON TIME. Once all Honor Guard personnel

have assembled, the Master Sergeant at Arms, or designee, will take charge of the Honor Guard Battalions and align them according to the following order of procession:

- First Element: National Color Guard Team
- Second Element: Honor Guard Command Staff
- Third Element: LODD Battalion
- Fourth Element: Bagpipers (may assemble nearby and fall in during procession)
- Fifth Element: Battalion 2
- Sixth Element: Battalion 3
- Seventh Element: Battalion 4

A Color Company will lead each Battalion and consist of the flags from the departments in that Battalion. The processional formation will be aligned in a Battalion formation (four abreast).

The formation selected is determined by space available and other desires of the Honor Guard Commander. The Honor Guard Commander may alter the formation and prescribed distances to meet special situations.

Since all situations cannot be foreseen, minor changes may be suggested and/or recommended to the stated procedures.

When the service is called to order, the procession and posting of the Colors is the first item in the program. Order of commands will be as follows:

C = Command

A = Action

C: *Honor Guard/Battalion (echo if necessary), **Attention***

A: All personnel come to attention.

C: *Carry (echo), **Colors***

A: Flag bearers go to the carry (in holsters). Right hand lifts the flag to the carry and remains at eye level. Left hand guides the flagpole into the holster/sling at belt level and remains there. The right forearm can rest along the flagpole to help steady it. The pole should be straight up and down.

C: *Forward, **March*** (This will be by the command of the Pipe/Drum Major)

A: On the command forward march, only the Color Guard, Honor Guard Staff and LODD Battalion step off. All other Battalions stand fast until directed by their Battalion Commander to *Forward, March*. Units will proceed in the predetermined route to their position for the Presentation of Colors and will be halted by their Battalion Commander. **(This can include more route details once they are determined.)**

C: *Center (echo), **Face***

A: All personnel will face **the audience** for the playing of the National Anthem, Pledge of Allegiance and the Invocation. The Color Team will be in advance of the personnel along the stage front, so appropriate honors can be rendered to the National Colors.

C: *Present (echo), **Arms***

A: Flag bearers extend right arm forward and slightly to the right to avoid hitting the person in front of them with the flag. All other personnel render a hand salute. This is a “snap” salute.

Note: Salute will be held for National Anthem and Pledge of Allegiance unless an extended delay is expected between them. This will be at the discretion of the Battalion Commander.

C: *Ready (echo), Two*

A: Flag bearers return to the carry and all others cut their salute.

C: *Ready (echo), Face*

A: All personnel face back in the direction they were facing prior to Colors presentation.

C: *Forward, March* (By the command of the Pipe/Drum Major)

A: LODD Battalion steps off; all others stand fast and await the command of *Forward, March* from their Battalion Commander. Units will continue, in the original direction of travel, to the ceremony staging area. This area will be determined during Saturday’s rehearsal. Units will be halted by their Battalion Commander and receive any additional info before falling out for the ceremony. Keep in mind that the ceremony is in progress and keep noise and commotion to a minimum.

After being released from formation, all flag presenters (most should be in the LODD Battalion) should muster in the predetermined area and begin to get into alphabetical order by state. All other Honor Guard members may watch the service unless assigned to a Special Detail. A particular event in the service will be identified as the signal to form back up in formation for the recessional and final salute. All personnel should reassemble in the location where they were dismissed from, unless otherwise directed by their Battalion Commander.

C: *Honor Guard/Battalion (echo if necessary), Attention*

A: All personnel come to attention.

C: *Carry (echo), Colors*

A: Flag bearers go to the carry (in holsters). Right hand lifts the flag to the carry and remains at eye level. Left hand guides the flagpole into the holster/sling at belt level and remains there. The right forearm can rest along the flagpole to help steady it. The pole should be straight up and down.

C: *Forward, March* (By the command of the Pipe/Drum Major)

A: On the command forward march, only the lead elements, Command Staff and LODD Battalion step off. All other Battalions stand fast until directed by their Battalion Commanders to *Forward, March*. Units will proceed in the predetermined route to their position for the final salute and will be halted by the Battalion Commander.

C: *Center (echo), Face*

A: All personnel will face in the direction of the family section of the audience. This will again require some units to do a left face while others do a right face. The main goal is that everyone is facing the center section where the families are sitting for our final salute to them

C: *Present (echo), Arms*

A: Flag bearers extend the right arm forward and slightly to the right to avoid hitting the person in front of them. Be especially aware of family members when dipping the flags. All other personnel render a hand salute. This is a slow ceremonial salute on a four count.

C: *Ready (echo), Two*

A: Flag bearers return to the carry and all others cut their salute.

C: *Ready (echo), Face*

A: All personnel face back in the direction they were facing prior to the final salute.

C: *Forward, March* (By the command of the Pipe/Drum Major)

A: Lead elements and LODD Battalion step off and all others stand fast and await the command of *Forward, March* from their Battalion Commander. Units will continue, in the original direction of travel, to the area where they formed to begin the ceremony. This area will be determined during Saturday's rehearsal. Units will be halted by their Battalion Commanders and addressed by the Master Sergeant at Arms and Honor Guard Commander before being dismissed.

Honor Guard Schedule of Events 2008 National Memorial Weekend

<u>Friday, October 3rd</u>				
<u>Start Time</u>	<u>End Time</u>	<u>Event</u>	<u>Location</u>	<u>Building</u>
5:00 p.m.	9:00 p.m.	Honor Guard Registration	Gymnasium	H
5:00 p.m.	8:30 p.m.	Dinner for the Honor Guards	Dining Hall	K
6:30 p.m.	TBD	Social Gathering	Vigilant Fire Company	
7:00 p.m.	TBD	Honor Guard Command Staff Meeting	Room L-100	L
<u>Saturday, October 4th</u>				
<u>Start Time</u>	<u>End Time</u>	<u>Event</u>	<u>Location</u>	<u>Building</u>
6:00 a.m.	9:00 a.m.	Honor Guard Breakfast	Dining Hall	K
7:30 a.m.	8:20 a.m.	Command Staff and Detail Commanders Meeting	Room L-100	L
8:00 a.m.	TBD	Escort Orientation	Auditorium	J
8:00 a.m.	4:00 p.m.	Honor Guard Registration	Gymnasium	H
8:30 a.m.	9:30 a.m.	Honor Guard Unit Commanders Meeting	Gymnasium	H
9:30 a.m.	11:00 a.m.	Honor Guard Rehearsal	Memorial Site	
10:00 a.m.		Families arrive on Campus		
10:00 a.m.	5:00 p.m.	Chapel Vigil	NFFF Memorial Chapel	Chapel
10:00 a.m.	5:00 p.m.	Memorial Guards Detail	Memorial Site	
10:00 a.m.	10:30 a.m.	Pipe Majors/ Drum Majors Meeting	Gymnasium	H
10:30 a.m.	12:00 p.m.	Pipes & Drums 1st Rehearsal	East of 9/11 Memorial	
11:00 a.m.	TBD	Basilica Rehearsal for assigned Honor Guard Units, lunch will be served afterward	Basilica	Basilica
11:00 a.m.	12:00 noon	Honor Guard Lunch	Dining Hall	K
11:15 a.m.		Red Helmets Motorcycle Ride Ceremony	Memorial Site	
12:00 noon		Piper assignment to wrap up Red Helmet Ride	Memorial Site	
1:00 p.m.	4:00 p.m.	Small Group Sessions for department members having a fallen firefighter honored this year		J
1:00 p.m.	2:30 p.m.	Pipes & Drums 2nd Rehearsal	East of 9/11 Memorial	
2:00 p.m.	TBD	Memorial Service flag presentation rehearsal and procession practice	Memorial Site	
2:30 p.m.	3:30 p.m.	Pipes & Drums to rehearse with Honor Guards	Memorial Site	

Honor Guard Schedule of Events 2008 National Memorial Weekend

<u>Saturday, October 4th</u>				
<u>Start Time</u>	<u>End Time</u>	<u>Event</u>	<u>Location</u>	<u>Building</u>
4:00 p.m.	6:30 p.m.	Honor Guard Dinner	Dining Hall	K
5:15 p.m.		Honor Guard personnel assigned to meet Special Invited Guests and seat families, report to Basilica	Basilica	
5:15 p.m.		Honor Guard personnel assigned to assist as Ushers in Chapel for overflow crowds and other Honor Guards, report to Auditorium.	NFFF Chapel	
5:30 p.m.	5:45 p.m.	Pipes & Drums form up and take a position along the path from NFA campus and the Basilica		
5:30 p.m.		Doors open at the Basilica for families, and at the NFFF Chapel for Honor Guards to view Candlelight Service	Basilica NFFF Chapel	
5:45 p.m.	TBD	Pipes & Drums to play between NFA campus and the Basilica		
6:00 p.m.	6:30 p.m.	Assigned Honor Guard personnel to seat families	Basilica	
6:30 p.m.	8:30 p.m.	Candlelight Service at The Basilica of St. Elizabeth Ann Seton	Basilica	
6:30 p.m.	8:30 p.m.	Honor Guard viewing of Candlelight Service	Chapel	E
<u>Sunday, October 5th</u>				
<u>Start Time</u>	<u>End Time</u>	<u>Event</u>	<u>Location</u>	<u>Building</u>
6:00 a.m.	9:00 a.m.	Honor Guard Breakfast	Dining Hall	K
6:00 a.m.	9:00 a.m.	Honor Guard on-campus housing check out	Lobby - 1st Floor	C
7:30 a.m.		Honor Guard Unit Commanders Meeting	Gymnasium	H
8:30 a.m.		Honor Guard units muster for the Sea of Blue	Memorial Site	
9:00 a.m.		Pipes & Drums and Honor Guards begin to form up in staging area	Outside	H
9:15 a.m.		Families begin to arrive on campus	NFA Campus	
10:00 a.m.	TBD	National Memorial Service begins	Memorial Site	
12:15 p.m.		Honor Guard Lunch	Dining Hall	K
1:00 p.m.		Demobilization begins	Gymnasium	H