

## **Honor Guard Procedures**

- Deceased veteran's family requests military honors at funeral.
- Funeral home contacts VSA or Honor Guard Captain to provide rifle salute and bugler to play taps.
- Funeral home provides time and place to be at the service (usually is minutes before committal).
- Funeral home contacts active military branch to fold and present the flag.
- Honor Guard Captain, rifle team and bugler to meet at American Legion to load rifle and test bugle.
- Honor Guard team leaves American legion 30 minutes prior to being at service.
- Honor Guard Captain chooses site to fire rifles (50 to 75 feet from burial site facing east). Bugler stands behind and further away from rifleman.
- When service is complete active military will salute the flag. Honor Guard Captain calls to render a final salute to the deceased, calls to attention, port arms, ready, aim, fire 3 times. Calls present arms and taps is played.
- At the end of taps, Honor Guard Captain calls to order arms.
- Active military begins to fold flag.
- Honor Guard Captain picks three shells from the ground and moves to where the flag is being folded.
- After flag is presented, Honor Guard Captain presents 3 shells to person that received the flag.
- Honor Guard Captain and flag presenter do a slow salute, left face and march away from burial site.
- Honor Guard Captain calls rifle team to police the brass, once complete, return to the American Legion

### NOTES:

- If no active military is available, the director of the VSA or the Honor Guard Captain will present the flag.
- The Air force is the only branch to present the flag before the rifle salute and taps.