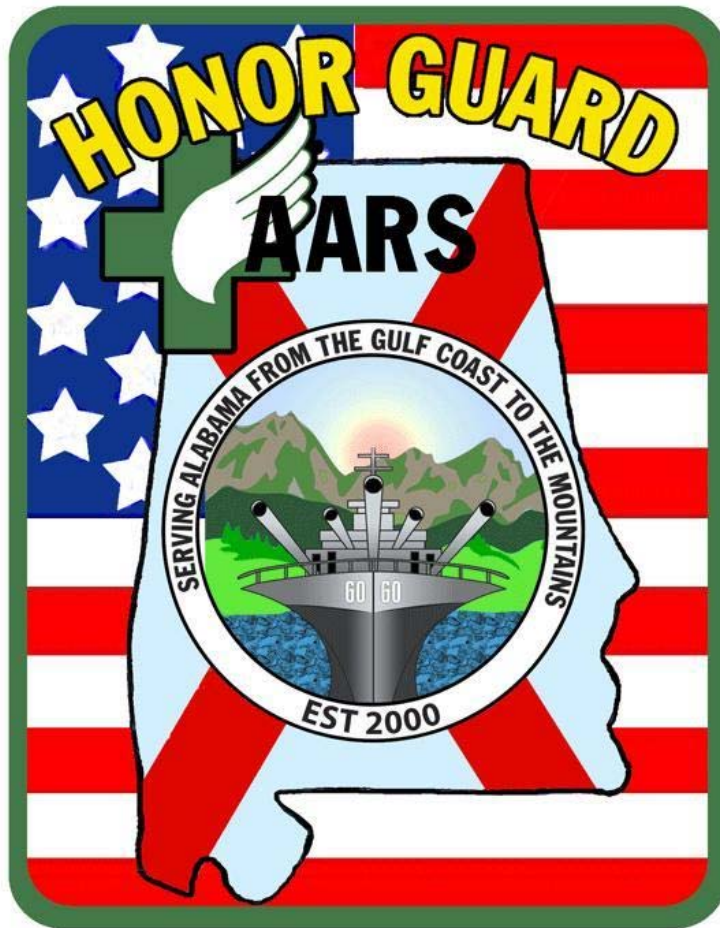


# Alabama Association of Rescue Squads



## Honor Guard Manual

**Alabama Association Of Rescue Squads  
Honor Guard Manual**

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**Honor Guard Manual Purpose**

The purpose of this manual is to establish guidelines and set forth policy, responsibilities and procedures with respect to the participation of the Honor Guard at AARS Funerals and other ceremonial occasions.

## **Mission**

**It is the mission of the Honor Guard to represent the Alabama Association of Rescue Squads at the request of the fallen or deceased members squad or next of kin.**

**To serve as a disciplined team serving with honor at ceremonial functions, with respect and dignity at funeral services for active and retired personnel and personnel who have died in the line of duty, and provide comfort and compassion for the survivors. This shall be accomplished through drilling in Military etiquette and attention to detail.**

## **Policy**

**It shall be the policy of the Honor Guard to :**

- (a) Plan, coordinate, and conduct all Alabama Association of Rescue Squad funerals when requested.**
- (b) Act as a clearing house for the Alabama Association of Rescue Squads regarding Ceremonial protocol matters.**
- (c) Represent the Alabama Association of Rescue Squads at the funeral of members of outside departments when feasible.**
- (d) Coordinate the Ceremonial functions at designated Alabama Association of Rescue Squads events.**
- (e) Perform other functions as deemed appropriate by the Alabama Association of Rescue Squads Executive Board and Honor Guard Commander.**

## **Protocol for Notification**

**All requests to Honor Guard members will come from the Honor Guard Commander via the AARS board or a board member**

**Any Honor Guard member being made a request will notify the Honor Guard Commander who will in turn notify the AARS President or his designee**

**No member will volunteer the Honor Guard for any event prior to notifying the Honor Guard Commander for approval**

**All Honor Guard members are responsible for any AARS equipment in their possession and will be held accountable for replacement due to loss, abuse or damage beyond normal use**

**All Honor Guard members must have current contact information and equipment list on file with the 1st Sergeant or his/ her designee**

## **Funeral Procedures**

**1. Every service is different and the type of service rendered will be at the recommendation of the Honor Guard Commander with approval of the deceased next of kin, funeral director or deceased member's squad. Service rendered will be only as requested.**

### **2. Official in charge of Honor Guard**

**The official in charge of the Honor Guard shall be the Honor Guard Commander or Executive Officer. He/ She is responsible for the proper functional execution of commands to the various elements of the Honor Guard. He / She shall have general responsibility for the following:**

- (a) shall issue all commands for the Honor Guard**
- (b) shall confer with the coordinator or contact person regarding the time of arrival and other information regarding assigned details.**
- (c) arrange for sufficient personnel to assist**
- (d) if directed, will confer with the Minister, Funeral Director and next of kin**
- (e) Designate an assembly point near the site of detail, at this time, He/ She will inspect the uniform of members and brief them on proper procedures.**

### **3. Honor Guard**

**The Honor Guard shall consist of the following:**

- (a) Honor Guard Commander**
- (b) Executive Officer**
- (c) 1st Sergeant**
- (d) Honor Guard Members**
- (e) Bugler**

**The team consists of     members, one of whom will be in command of all members participating.**

### **Bugler:**

**There will either be one or two buglers who will play taps or echo taps.**

### **Vigil Standers:**

**These are Honor Guard members who will be positioned at the head and foot of the casket from one quarter hour before the viewing to one quarter hour after the viewing closes. Unless changed by next of kin, funeral director or member squad.**

**The Honor Guard Commander or Executive Officer will supervise vigil standers and act as vigil stander as required.**

**Honor Guard will set out to perform the following tasks;**

- (a) establish a point of contact**
- (b) conform to the wishes of the next of kin and/ or official in charge, both in the church and at the burial site.**
- (c) other tasks as requested or required( IE: Stand at door or in line at end of ceremony to render hand salute as casket passes).**

## **Protocol**

**All Honor Guard personnel attending any type of funeral or memorial service shall be in Class A uniform to include: cap, Class A jacket, white cotton gloves, black patent leather shoes, white shirt with black tie, black pants with stripe. No wind breaker type jackets or coats are permitted.**

**Honor Guard designated to casket detail are permitted to wear black leather gloves. The Honor Guard Commander or his / her designee will make the decision. All Honor Guard members will remain uniform in appearance.**

## **Flag Manual**

**All flags will be treated with dignity and respect.**

**The National Colors will always be treated with the highest regard.  
(1st to be uncovered, last to be covered.)**

**Flag used for ceremony will always be folded properly and properly stored.**

**National Colors are never to be permitted to touch the ground.  
See attachment on folding and display.**

**"Remember to treat the National Colors with the respect and dignity it deserves."**



## Uniforms

### Class A Uniforms:

1. Class A dress coat- navy blue
2. Round visor cap with AARS badge
3. White military style long sleeve shirt
4. Black tie
5. Slacks to match Class A coat with gold stripe
6. White cotton gloves
7. Hardware as noted under hardware usage
8. Black mourning band horizontal on Badge (Funerals and Memorial services only)
9. Black socks all uniforms

Class A is mandatory for Funerals, Memorial services, other usages at the discretion of Honor Guard Commander.

### Class B Uniforms:

1. As above without Class A Uniform Coat
2. White Guard Belt
3. Gold shoulder cord and gold ascot as directed
4. Black tie as directed

### Hardware usage:

1. AARS Badge to be worn on left chest in all cases
2. Honor Guard collar brass on collars (see # 3)
3. Rank insignia on shirt collar in lieu of Honor Guard brass
4. Veterans may wear service ribbons under badge on class A coat only
5. No hardware other than specialty pins\* are permitted on Class A coat  
\* Presidential volunteer service pin, volunteer service pins
6. Name plate in all cases on right chest centered with center of badge

### Footwear:

1. Black patent leather shoes with high shine, worn out or cracked footwear is not acceptable

Uniform Note: All uniform gear is to be maintained and worn in a professional manner

**Uniform Accessories:**

**Sun glasses- Sunglasses are not permitted. Exception If you own a pair of prescription glasses with the lenses that automatically darken.**

**Ear Rings: Posts and studs are permitted, all other visible body piercings and jewelry that dangles is not authorized**

**Cell Phones/ pagers / PDA'S and all related electronic devices must be placed on vibrate or silent mode immediately upon arrival at a AARS Honor Guard presentation. Venue- Only the commander may leave his/ her cell phone in active status upon arrival and it must be placed in vibrate or silent mode immediately before set up.**

## **General Appearance**

- 1. All members must be neat in appearance. Beards neatly trimmed, mustaches groomed, neat hair condition**
- 2. Female hair must be restrained in any neat manner, flyaway hair is not acceptable**
- 3. Make up if worn must be in moderation and with neat appearance**
- 4. Hands and nails clean and neat ( no grease or dirt under nails)**
- 5. Uniforms in top shape ( cleaned, pressed, shoes shined etc)**

**The above is all common sense and adds to our overall neat and professional appearance**

**Members will all be in uniform, any missing or unauthorized items will be corrected prior to participation( ie; white socks, missing hardware, missing mourning band, etc)**

**In all events the following will be adhered to :**

- 1. Cell phones will not be worn or carried in any formation**
- 2. Pagers will not be worn or carried in any formation**
- 3. Sunglasses of non-prescription type will not be worn while in formation**
- 4. Jackets will be buttoned at all times when worn**
- 5. Gloves will not be stuffed in pockets, must be carried as specified under uniforms**
- 6. When cover is removed, will be carried under left arm, visor facing forward and top of cover under arm**
- 7. Horseplay and other loud or undignified actions while in uniform is prohibited**
- 8. Consumption of any alcohol while in uniform will result in dismissal**

## **Termination From Honor Guard**

- 1. Voluntary- member withdraws from unit**
- 2. Involuntary- 1. Not AARS member 2. Conduct unbecoming 3. non attendance of meetings, funerals, special events, etc 4. Adaptability**
  - A. At request of Honor Guard Commander**
  - B. At request of Honor Guard Commander, Executive Officer and 1st Sergeant (Formal committee hearing if requested slated as above)**
  - C. AARS Executive Board action in conjunction with Honor Guard Commander, Executive Officer and 1st Sgt.**
- 3. Return of AARS Honor Guard Equipment**
  - A. All equipment as per equipment list, signed out by member**
  - B. 1st Sgt will inventory returned equipment and issue receipt for return**
  - C. 1st Sgt will assess damaged equipment, cost of replacement items must be paid upon final check off and receipt by 1st Sgt**
  - D. Equipment not returned or reimbursement not being submitted at time of check in will be reported to Honor Guard Commander who will inform AARS Executive Board of failure to comply for further action**

## **Membership Requirements**

- 1. Current AARS member in an AARS member rescue squad**
- 2. Current member in good standing with AARS prior to Honor Guard application**
- 3. Not a member in any other civilian Honor Guard units**
- 4. Be willing to follow directions**
- 5. Ex military preferred ( will be given preference over non military**
- 6. Willing to participate in Funeral Services as requested**
- 7. Must be physically able to stand and walk as required**
- 8. Neat in appearance**
- 9. Interview with Honor Guard Commander and others as needed**
- 10. Have a current working phone for immediate contact**
- 11. Fill out application and present to Honor Guard Commander**
- 12. Purchase of members own patent leather shoes will be required prior to issuing of any Honor Guard uniform \***
- 13. Must agree to sign for issuance of any and all equipment provided and maintain all issued equipment**
- 14. Provide 3 references of non family members**
- 15. Be available for any function, event or training as needed**
- 16. Not a past AARS Honor Guard member having been dismissed**

**\* NOTE: Uniforms will be different from the current Honor Guard in that no Class A Jacket or cap will be issued until 12 months of active continuous service has been completed and evaluation by the Honor Guard Commander, Executive Officer and 1st Sgt. has been satisfactorily completed, and recommendation approved by Executive Board**

## Miscellaneous

Due to the nature of the Honor Guard, we will adhere to the policy set forth in this manual. Therefore any stipulation against smoking in public, wearing of uniform hat or any other related uniform items will be followed. Exceptions are the bomber jacket and black pull over shirt, to be worn other than at funerals or memorial services and not in formation, (off duty time at AARS functions) including travel.

Non prescription sunglasses will not be worn in any Honor Guard formation.

White gloves, when carried will be secured in the right hand. When the overcoat or guard belt is worn, gloves will be secured at the right front of the coat belt or by the guard belt with fingers looping over the top and inside of belt fingers cancelled.

It is the responsibility of any members of the Honor Guard to, upon being made aware of the presence of a member of the deceased family, a "survivor", to see that the "survivor" is rendered special attention and whatever assistance they may require or desire.

As it is one of our main goals to make anything we do "look professional", particularly anytime that we move in public, it will be marching in a formation.



**Honor Guard Membership Application Page 2**

**Why do you want to join the Honor Guard?**

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**Admin. Use Only:**

**Application Approved - Disapproved (Circle one) If disapproved explain briefly**

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**Date of interview with Honor Guard Commander, Executive Officer and 1st Sgt. \_\_\_\_\_**

**Interview results:**

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**Honor Guard Commander Signature:**

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**Executive Officer Signature:**

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**1st Sgt. Signature:**

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**Applicant Accepted - Rejected (Circle one)**

**Board notified - Date \_\_\_\_\_ by Honor Guard Commander**

**Board Approval \_\_\_\_\_**