

	Lower Providence Emergency Medical Service Standard Operating Guidelines	
	Subject: <i>Administration- Member Death Process</i>	SOG #100-018
		Initiated: March 2021
Approved: Chief Christopher J. Reynolds	Revised: N/A	

Description: The most solemn of duties is to prepare for a Line of Duty Death or Catastrophic injury of a member of the Emergency Services Family; no one likes to consider the prospect of arranging and conducting a funeral or memorial service for someone who has touched our lives. When the unthinkable happens, it is up to the organization where they serve to do all that can be done to ensure that the fallen member receives a tribute befitting the sacrifice. In this regard, no effort is too large, and no detail is too small. It is truly a time for “all things to be done decently and in order.”

Purpose: The purpose of this manual is to provide basic information that can be used to help LPEMS through a very trying time. This process is not intended to be all-inclusive in content or to present only one approach. Instead, it provides information covering a broad spectrum of subjects. There are two keys to conducting a proper Emergency Services funeral: (1) showing honor to the fallen member, and (2) caring for those left behind.

Procedure:

Section A: General

1. When a member of the Fire, Emergency Medical or Rescue Services dies in the line of duty, several considerations are crucial for those dealing with the tragedy.

These include:

- i. Identifying and meeting the needs of the surviving family.
 - ii. Ensuring that the needs and wishes of the family always come first.
 - iii. Providing ongoing emotional and spiritual support for the next of kin.
 - iv. Using good organization, coordination, and communication.
 - v. Maintaining flexibility.
 - vi. Monitoring constantly not to overload any individuals.
2. The primary goal of the organization should be to work with the family, the funeral director and others involved to ensure that the fallen member receives a fitting tribute. At all times, the organization must carry out the wishes and desires of the surviving family regarding the funeral ceremonies.
3. The organization’s responsibilities are not the same as those of the funeral director. LPEMS personnel should work with the funeral director in the best interest of the member's family.
4. If services will occur outside the local area, the department should coordinate all planning steps with officials and agencies in that location. If possible, representatives from fire and police departments in all the communities involved should participate in the planning.

5. For a line-of-duty death, a large contingent of out-of-town emergency service personnel will want to attend the funeral. If there will be a procession from the funeral home to the church, ask these members to report directly to the church for staging prior to the start of the procession from the funeral home.

6. All members and apparatus/units may take part in the procession from the funeral or memorial site to the place of final committal.

i. If there will be a procession of members marching to the church, only members from the fallen member's organization and the other community organizations should participate.

- a. Township Police Department
- b. Township Fire Department

7. Inclement weather may have an impact upon funeral services. If severe weather conditions are anticipated, personnel involved in coordinating the funeral services should work with the Survivor Action Officer and Family Liaison Officer to implement alternative plans.

Section B: Pre-Incident Planning – Pre-planning is essential to ensure that the organization meets the needs of the family, friends, and co-workers of the fallen member.

1. **Personnel Information**- The organization should maintain an Emergency Member Contact Information Record on all active members. The organization will use this to assist in the treatment of personnel following serious injury or line-of-duty death. This form should contain the following:

- i. Complete name of member
- ii. Name and address of next of kin with specific directions to address if needed.
- iii. Names of parents and children/dependents, including those who may not live with the member.

2. **Photographs**- The organization should arrange for individual photographs of all active members and should maintain current photographs in members' personnel file. These photos could be needed for immediate identification after an incident.

- i. After a line-of-duty death, there will be requests for photos from media and other sources.

3. **Local Support Agencies**- The organization should periodically contact local public safety agencies to maintain a current list of potential resources such as:

- i. Honor and Color Guard
- ii. Bands, Buglers, & Pipers
- iii. Firing Parties
- iv. Bells for "Last Alarm" Service
- v. Vocal and instrumental performers.

4. **Funeral Directors**- The organization should contact and provide the local funeral directors a copy of this document; this will allow them to understand local protocols before a line-of-duty death.

5. **Ceremonial Clothing & Equipment**- The Organization should have the following available or have a vendor available for immediate obtainment.

- i. Badge and name tag presentation frame
- ii. Extra badge for each rank in the organization as well as the name of a vendor for obtaining a duplicate badge and name tag on an emergency basis.
- iii. Presentation Flags
 - a. United States
 - b. County
 - c. EMS

iv. White gloves in sufficient numbers for the Honor Guard and eight Pallbearers.

6. **Key Positions-** The organization should maintain and annually update a list of personnel selected to serve in the following key positions:

i. **Survivor Action Officer-** The Chief may assume the position of Survivor Action Officer but will probably assign another senior officer this function. As a direct representative of the Chief, the Survivor Action Officer should receive the full cooperation of the entire organization. The officer is responsible for managing several important activities, the principal concern being the ongoing welfare of the next of kin. The officer will give whatever assistance is necessary to assist the family. The Survivor Action Officer may appoint the following positions as needed and delegate responsibilities as required to successfully complete all assigned duties.

ii. **Notification Officer(s)-** If assigned by the Survivor Action Officer the following shall be completed. If no assignment is made this shall be completed by the Survivor Action Officer and the Executive Director.

a. Send two officer level members to contact the injured or deceased members family.

1. If there is more than one family member living in the household, take two vehicles, one for transporting family members to the hospital; the other to allow an LPEMS member to remain with the rest of the family.

b. Transport family member(s) to the hospital and introduce to the Family Liaison Officer (if assigned) .

iii. **Family Liaison Officer-** If assigned by the Survivor Action Officer the following shall be completed. If no assignment is made this shall be completed by the Survivor Action Officer.

a. The Family Liaison Officer provides the Survivor Action Officer with regular updates on the family's status and needs. Because of the critical nature of the liaison's role and the around-the clock coverage required, the organization should appoint a back-up liaison to provide relief as needed.

b. All officers must work closely with the Family Liaison Officer to ensure that the family understands their options and that their wishes are honored.

iv. **Procession Officer-** The procession officer arranges and directs the funeral procession from the funeral home to the church, if there is a church service, and to the final committal site.

v. **Final Committal Services Officer-** The Final Committal Service Officer coordinates all the individuals responsible for the final committal service.

Section C: Funeral Types

The death of a member may occur under a variety of circumstances. Based on the circumstances, the organization should provide appropriate services from the planning of the funeral through the survivor follow-up process. To ensure all fallen members are honored in a consistent manner, the organization has adopted the following policy on the types of services it will provide.

Definitions

1. **Line-of-duty-** The death of a member because of an injury or medical condition suffered in the line of duty.

2. **Nonduty death-** Death that is not related to emergency service duty.

i. **Active Member-** A career or volunteer corpsman serving the agency in an active capacity.

ii. Inactive Member- A retired or former member of the organization with at least 6 months of active participation.

iii. Auxiliary Member- A volunteer member who has served with the organization for at least 6 months.

Types of Services

1. Level Alpha- A line-of-duty or job -related death. This may include an inactive member whose death has stemmed from an injury sustained during active duty.

2. Level Bravo- A nonduty death of an active member

3. Level Charlie- A nonduty death of an inactive or auxiliary member.

Event	Level Alpha	Level Bravo	Level Charlie
EMS Service Flag	X	X	X
Badge Shroud	X	X	X
Hat Badge Shroud	X		
Bagpiper	X		
Bell Service	X		
Bugler	X		
Color Guard	X		
Crossed Ladders	X		
Ladder Arch (American Flag)	X	X	X
Eulogy	X	X	
Ambulance Caisson	X		
Hearse Caisson		X	X
Flower Unit	X	X	
Honor Guard	X	X	X
Honor Detail	X	X	
Pallbearers	ACTIVE DUTY	ACTIVE DUTY	HONORARY
Station Bunting	X	X	X
Vehicle Bunting	X	X	
Organized Walkthrough	X	X	X

Section D: Funeral or Memorial Service Planning- There are many ways that the organization can offer to help the family in the planning of a funeral or memorial service. Some families will welcome the help and thoughts of the organization, while others will not want any organizational involvement. The family shall always have the final say and be allowed to make their own choice.

1. Honor Guard – If the family requests an Honor Guard, the Funeral Officer should coordinate with Honor Guard personnel to schedule Honor Guard activities according to the family’s and funeral director's wishes. The following basic rules apply to these activities:

- i. Two Honor Guard members should be posted at the casket. During viewing hours, they should be posted at the head and at the foot.
- ii. There should be a minimum of four Honor Guard members for each set of viewing hours.
- iii. Honor Guard members should rotate at 15-minute intervals. Relief guards should march up together. Posted guards should come to attention and smartly make the transfer and then march off together.
- iv. Posted Honor Guard should assume the position of parade rest.
- v. American and EMS Service flags (or a state flag if there is no EMS Service flag) should be posted at the casket.

- vi. Honor Guard members should wear Class A uniforms, if available, with white gloves.
 - a. They should use black mourning bands over uniform badges. If a department does not have Class A uniforms, dress uniforms are an acceptable option.

2. Pallbearers - Should the family choose to use LPEMS members as pallbearers, it is the Family Liaison Officer's responsibility to ask which members the family would like to use.

i. There should be between six and eight pallbearers.

ii. They should wear Class A uniforms with hats and white gloves.

a. Due to their specific responsibilities, pallbearers are exempt from following most orders given to the remainder of the formation.

b. The Funeral Officer, assisted by the Funeral Director, should give instructions on removing, handling, and transporting the casket.

c. If an ambulance or Fire Truck serves as a caisson, pallbearers should hold a practice session the day before the funeral. If this is not possible, pallbearers should report to the funeral home several hours before the beginning of the service for a protocol briefing and practice.

d. If the casket is draped with a flag to present to the next of kin, three pallbearers will be instructed on the proper method of removing, folding, and presenting the flag.

1. Two pallbearers will fold the flag and present it to the third pallbearer who, in turn, will present it to the next of kin.

2. The Final Committal Officer will coordinate the flag folding.

3. If the casket is not draped with a flag, the Department can present a pre-folded flag to the next of kin.

e. If an EMS or Fire Unit serve as caisson and flower vehicle, pallbearers should ride on them.

1. If they are not used, the organization will provide the pallbearers other vehicles for the procession.

3. Transportation

i. The organization should offer an EMS vehicle and driver to the immediate family during the viewing and funeral period. The Family Liaison Officer normally arranges for this service.

ii. The organization should ensure that the next of kin have limousine service available on the day of the funeral.

4. Family Liaison Officer - Regardless of the circumstances surrounding the death, or the deceased members status in the organization, a Family Liaison Officer should be assigned to make contact with the family. The officer will determine the amount of involvement the family wants from the organization. The officer will provide this information to the Survivor Action Officer. The Family Liaison Officer will assist the family throughout the process.

5. Initial Family Support - The organization will determine this based on the family requests as relayed by the Family Liaison Officer. The organization should assign appropriate key personnel as the needs arise. The organization should not act on assumptions without contacting and getting the consent of the immediate family.

6. Meals – The organization should plan to provide meals for the deceased members family.

i. For a line or duty death the organization should plan on providing meals from date of death at least until after the funeral.

a. Friends of the family and members of the organization and outside agencies may help provide these meals.

b. The Survivor Action Officer, in conjunction with the Family Liaison Officer, will determine the need and coordinate providing the meals.

7. Procession - The family may request a procession from the funeral home or church to the place of final committal. The procession involves staging vehicles at the funeral home or church prior to the funeral, directing vehicles as they leave for the place of final committal, and staging of vehicles upon arrival there. Specific considerations include:

- i. EMS or Fire vehicles used as caisson, flower car, and for transportation.
- ii. Coordination with the funeral director to determine the procession route, including a drive by the deceased members station or home.

- a. If the procession passes the station, apparatus should be parked on the apron.
- b. Personnel on duty should assemble outside, come to attention as the procession passes.
- c. Static displays of apparatus along the procession route.
- d. Crossed ladders or aerial equipment at the funeral home, church, or place of final committal entrance.

8. Caisson – An EMS or Fire unit may be appropriate as a caisson to carry the casket. If a unit is used, personnel must take it out of service for a period and prepare it as follows:

- i. Thoroughly wash and wax the unit.
- ii. Remove hoses and dividers (Fire Unit).
- iii. Add available mourning flags or bunting.
 - a. The operator of the unit should be in dress uniform.
 1. In the event of inclement weather, an enclosed hearse should carry the casket and the unit should serve as a flower car.

9. Flower Car – An EMS or Fire Unit may also serve as a flower vehicle. If so, personnel must take it out of service and prepare it as indicated above for a caisson.

- i. Hoses and dividers need not be removed (Fire Unit)

10. Formations - Special formations may be appropriate at the following points:

- i. Walkthrough of all attending members at the funeral home or church.
- ii. Honor Guard formations on either side of the casket's path from the funeral home to the hearse or caisson.
- iii. Honor Guard formations on either side of the casket path during entry to and exit from the church.
- iv. Honor Guard formations on either side of the casket path from the hearse or caisson to the place of final committal.

11. Taps - Taps may be sounded by one or more buglers at the place of final committal. The location of the bugler should be approximately 75 feet from the final committal site.

12. Musical Selections

- i. A band, a piper, an organist, a choir, or soloists may play or sing during various funeral ceremonies.
- ii. The Family Liaison officer should discuss this option with the family and communicate its wishes to the Funeral Officer.

13. Last Alarm Service - A traditional bell-ringing ceremony at the end of the church service or committal service usually signifies the members last alarm in the event of a line-of-duty death. A short reading accompanies the ringing of the bell.

14. Readings - Numerous scripture passages and emergency-service-related readings are appropriate during the funeral services. The Family Liaison Officer will work with the family to determine if they would like any readings and who should read them.

15. Eulogy - A eulogy may be appropriate at any point in the funeral ceremonies. The family should decide who will deliver the eulogy and when it is fitting. The Chief, a clergy member, or a close family friend from the organization/ public safety community may be asked to perform this task. The Family Liaison Officer will make the necessary contacts and advise the Funeral Officer.

16. Crossed Aerial Ladders - If the family wishes to have the crossed aerial ladders at the entrance to the final committal site, the Family Liaison Officer will forward this request to the Survivor Action Officer for approval and coordination.

i. This is reserved for line-of-duty death only.

17. Aerial Ladder Arch - If the family wishes to have an aerial ladder arch('s) at the entrance to the final committal site, the funeral home, and/or along the procession route, the Family Liaison Officer will forward this request to the Survivor Action Officer for approval and coordination.

18. Static Equipment Display - During the processions, the family may choose to have a static display of apparatus and crews at attention and saluting the passing casket and family vehicle. This final tribute may be set up at the funeral home or church, at key locations along the procession route, at a station on the procession route, or at the place of final committal entrance. The Family Liaison Officer will communicate this request to the Survivor Action Officer.

19. Burial in Uniform - If the family chooses to bury the deceased member in uniform, the Family Liaison Officer will deliver the uniform to the Funeral Officer or funeral director.

i. If the family selects non-departmental clothing, the Family Liaison Officer should deliver this as well.

20. Presentation of Badge - As a part of the funeral service at the funeral home or church, the Chief may present the badge and name tag worn by the deceased member to the next of kin.

i. The items should be in a framed display containing a department uniform patch.

Administration will work with the Chief to obtain a badge and name tag worn by the member if applicable, or to obtain one and a duplicate to be placed on the burial uniform.

a. This is reserved for line-of-duty deaths and high-ranking officials.

21. Closed Casket - If the family requests a closed casket, the family may wish to place a picture of the member in uniform along with a dress hat or helmet on top of or next to the casket.

22. Walkthrough - A walkthrough of emergency service members at the funeral home may occur to pay tribute to the deceased member. If so, the Funeral Officer will schedule the walkthrough and have members form line by organization/department.

i. The formation will pass single file by the casket with each member stopping briefly to pay tribute.

ii. Formation should be arranged in order of Rank with Chief leading the group followed in order by officers and general membership in height arrangement.

23. Post-services Reception - A reception may be held following the funeral. A church hall, school cafeteria, fire station, or other facility may serve for this purpose. The Survivor Action Officer will coordinate the event and ask the organization, the members, the county association, or local service organizations to assist in donating and/or preparing food.

24. Memorial Fund - LPEMS members and local organizations may want to start a memorial fund for the deceased members family. The Survivor Action Officer should work with local financial organizations in establishing this fund. The family should be involved in deciding how this will occur. The officer will emphasize to the family the importance of working with a local bank to avoid legal complications.

25. Flags at Half-staff - Upon notification that a member has died, the Chief will direct that all station flags be lowered to half-staff.

- i. They will remain at half-staff until 18:00 hours the day of the final committal.
- ii. When the American flag is at half-staff, no other flags will fly on the same pole.
- iii. For line-of-duty deaths, the Chief will request that the local officials ask other facilities to fly their flags at half-staff.
 - a. Township/Police Station
 - b. Fire Station
 - c. Public Works Facilities

26. Badge Shrouding - The shroud should appear on badges at the time of notification of the death and should remain on the badge until after the funeral and final committal.

- i. For line-of-duty deaths, the badge shrouds will remain in place for a 30-day mourning period.
 - a. To shroud a badge, place a 1/2" to 3/4" piece of black material horizontally around the badge at its midpoint.

27. Flag Presentation - When the casket is draped with a flag, an appropriate flag presentation ceremony should take place immediately before the conclusion of the committal service.

Section E: Ceremonies-If the family requests, the following personnel may take part in the ceremonial portion of the funeral:

1. A Chief
2. Six or eight pallbearers
3. A Color Guard of four emergency services personnel and one officer
4. A bugler and piper, pipe band, or drummer.

1. Due to the important role of pallbearers and Color Guard, a practice session should occur the day before the funeral. If not possible, these personnel must report to the funeral home several hours before the service for a protocol briefing and practice. The funeral director will instruct the pallbearers on how to handle the casket.

2. If the procession will include members marching from one point to another, the Procession Officer must coordinate with the Funeral Officer, Service Officer, or Final Committal Officer to establish an assembly point, order of alignment, and route for the march. If marching will occur, a drummer should be part of the parade contingent to provide a steady cadence. Cadence should not be called verbally. Determine an appropriate assembly point for personnel participating in the march.

- i. Basic Alignment for the marching personnel is:
 - a. Color Guard
 - b. Pipe band/drummer
 - c. Home Community Emergency Services Personnel
 - d. Apparatus/Unit Caisson or hearse
 1. The Officer-in-Charge (OIC) will walk immediately in front of Apparatus/Unit Caisson or hearse.
 2. Three pallbearers will march on either side of the Caisson or hearse.
 3. Two pallbearers will ride on the tailboard (Fire) or walk immediately behind Caisson or hearse.

A. If only six pallbearers, two Honor Guard members will assume this position.

- e. Family Cars
- f. Friends Cars

Note: If the immediate family of the deceased desires to join in the march, they will fall in immediately behind the caisson or hearse and will receive an Honor Guard escort

ii. If the casket will be driven from the funeral home to the church, the following should occur:

- a. Determine an assembly point several blocks from the church for emergency services personnel and the pipe band/drummer.
- b. Assign an assembly point for visiting emergency services personal at the church on the church side of the street.
- c. Immediately after loading the casket at the funeral home, transport the Color Guard to the meeting location.
- d. Have pallbearers board the unit or provided transportation with two remaining on the rear step.
 - 1. If they can be properly secured.
 - 2. For line-of-duty death only.
- e. With police escort, have the apparatus proceed slowly to the meeting point with the Emergency Services Contingent.
- f. When the procession arrives, the following should occur:
 - 1. As the procession nears the location of the service, move the Color Guard to the side and allow the pipe band/drummer and emergency services contingent to pass.
 - 2. Near the entrance to the service area, assemble the pipe band/drummer.
 - 3. Line up National, State, and local dignitaries near the entrance, leaving room for the Color Guard.
 - 4. When marching membership arrived at the location of the service move then to the other side of the street.
 - A. When in place, give the command “Right Face.”
 - 5. When personnel line the street on both sides and face the center, begin the Color Guard march toward the service site followed by the apparatus/unit or hearse. Leave a space between the Color Guard and hearse.
 - A. The service assembly OIC commands “Present Arms.”
 - 6. As the Color Guard arrives, assemble near the front of the church.
 - 7. Move apparatus/unit or hearse to the front of the service site and turn of engine.
 - 8. Have the service assembly OIC command “ Order Arms.”
 - 9. Assemble pallbearers at the rear of the unit/apparatus or hearse and prepare to remove casket.
 - A. If using Fire Apparatus two members should be in the hose bed.
 - 10. Have the Honor Guard OIC command “ Present Arms.”
 - 11. Have the pipe band play as the pallbearers carry the casket to the entrance. If a cleric performs a blessing at the rear of the apparatus/unit, the pipe band/drummer should delay playing until the pallbearers begin to move.
 - 12. Have the pallbearers escort the casket to the front of the service area.
 - 13. Have the assembled Emergency Services personnel file into the area and take positions in the designated seating areas.

iii. At the close of the service, the following should take place:

- a. Emergency Services personnel file out and assemble in specified areas in the following order:
 - 1. Visiting personnel
 - 2. Home community personnel

3. National, state, and local dignitaries

4. Color Guard

b. At the funeral director's signal, the pallbearers move to the front of the location of the service and escort the coffin to the rear.

c. The service assembly OIC commands "Detail, attention."

d. When the casket arrives at the rear, the OIC commands "Present arms."

e. If used, the piper/pipe band plays.

f. The pallbearers move slowly to the rear of the hearse or apparatus/unit to load the casket.

g. After loading, the pallbearers face each other and the OIC commands "Detail, present arms." The pallbearers give a hand salute.

h. The OIC commands "Order arms" for all personnel.

i. The Color Guard officer commands "Color Guard, dismissed."

j. The OIC commands "Detail, dismissed" to the pallbearers.

k. The Color Guard, bugler/piper, and OIC enter the waiting organization provided vehicles for transportation to the place of final committal. The pallbearers will ride on the caisson or other units directly behind the caisson.

l. Fire personnel and national, state, and local dignitaries prepare to leave for the place of final committal.

m. The Procession Officer and Assistants direct vehicles taking part in the procession to the place of final committal.

iv. Upon arrival at the place of final committal, the following will take place:

a. The emergency services contingent and Color Guard take up positions in formations as determined by the Final Committal Officer.

b. If space permits, the Color Guard assembles near the place of final committal.

c. The bugler is 75 feet away from the grave and will await the command from the OIC.

d. When the caisson or hearse is in position, the pallbearers take up positions at the rear and remove the casket.

e. The pallbearers carry the casket and place it on the grave stand. The family and other guests follow.

f. As the pallbearers begin to move the casket, the OIC commands "Detail, attention" and all personnel come to attention. When the pallbearers place the casket on the grave stand, the OIC commands "Parade Rest."

g. If the family wants the casket draped, two pallbearers will drape it with an American flag or Emergency Services Flag.

1. If the casket is not draped, an already folded flag will be placed on the casket for presentation.

h. The cleric will conduct the committal service and lead in the final prayer.

Note: If not part of the funeral or religious service, the "Last Alarm" ceremony may occur at this point. The OIC orders "Present arms" prior to the ringing of the bell. The hand salute should occur during the playing of Taps.

i. The OIC next commands "Detail, attention" and "Present arms." A hand salute follows; the Color Guard presents arms and dips the emergency services flag. The hand salute occurs during the playing of Taps.

j. The bugler plays Taps.

k. The OIC commands "Order arms."

l. At the conclusion of Taps, the Honor Guard removes the American flag from the casket and folds it. The Honor Guard Officer presents the folded flag to the chief who, in turn, presents it to the family.

m. The funeral director gives words of thanks on behalf of the family and indicates the conclusion of the services.

n. The OIC commands "Detail, dismissed."

Section F: Misc. Details

Position of Attention

Assume the position of "Attention" on the command of "Attention." To assume this position, bring the heels together smartly so that the heels are on the same line with the toes pointing out equally, forming an angle of 45 degrees. Keep the legs straight without locking the knees. Hold the body erect with the hips level, chest lifted and arched, and the shoulders square and even. Let the arms hang straight, without stiffness, along the sides with the back of the hands outward. Curl the fingers so that the tips of the thumb are alongside and touching the first joint of the forefingers. Keep the thumbs straight and along the seams of the trousers with all fingertips touching the trouser leg. Keep the head erect and hold it squarely to the front with the chin drawn slightly in so that the axis of the head and neck is vertical. Look straight to the front. Rest the weight of the body equally on the heels and balls of the feet. Remain silent except when replying to a question or when directed otherwise.

Position of Parade Rest

Parade rest is commanded from the position of "Attention" only. The command for this movement is "Parade, Rest." On the command of execution "Rest," move the left foot ten inches to the left of the right foot. Keep the legs straight, resting the weight of the body equally on the heels and balls of both feet. Simultaneously place the hands at the small of the back, centered on the belt line. Keep the fingers of both hands extended and joined, interlocking the thumbs so that the palm of the right hand is outward. Hold the head and eyes as at the position of "Attention." Remain silent and do not move. "Stand at, Ease", "At Ease", or "Rest" may be commanded from this position.

Stand at Ease.

The command for this movement is "Stand At, Ease." On the command of execution "Ease," execute "Parade, Rest" but turn the head and eyes directly toward the officer in charge. "At Ease" or "Rest" may be commanded from this position.

At Ease

The command for this movement is "At Ease." On the command "At Ease," movement is allowed but personnel must remain standing and silent with the right foot in place. "Rest" may be commanded from this position.

Rest

The command for this movement is "Rest." On the command "Rest," NO talking, smoking, or drinking are allowed unless otherwise specified. Personnel must remain standing with the right foot in place. "At Ease" may be commanded from this position.

Hand Salute

The hand salute is a one-count movement. The command is "Present, Arms." On the command of execution ("Arms"), raise the right hand to the head dress. With the tip of the forefinger touch the rim of the visor slightly to the right of the right eye. The fingers and thumb are extended and joined, palm down. The outer edge of the hand is barely canted downward so that neither the palm nor the back of the hand is visible from the front. The upper arm is horizontal with the elbow inclined slightly forward and the hand and wrist straight. Order arms from this salute are in a one count movement. The command is "Order, Arms."

On the command of execution "Arms," return the hand smartly to the side, resuming the position of attention. When uncovered or when wearing a head dress without a visor, the hand salute is executed in the same manner as previously described, except the tip of the forefinger touches the forehead near the eyebrow and slightly to the right of the right eye.