



Saratoga National Cemetery Honor Guard Association, Inc.

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RIFLE PRE-CEREMONY, TRANSPORT TO SHELTER AND POST CEREMONY PROCEDURES

- Rifle Detail Leader (RDL), Squad Leader (SL) or his/her Designee opens safe and notes total rifle count.
- Up to Seven rifles are taken from safe, recorded in the Rifle Usage Log and placed in the rifle rack.
- Each Squad member handling a rifle **will ensure bolt is opened, safety lever is placed in the ON position and inspected for empty and clean chamber.** If chamber appears dirty, clean with solvent using a Q-tip.
- The Blank firing adaptor (BFA) is checked for security, gas cylinder plugs tightened and rifle number recorded in the Log Book.
- Rifles and clips are wiped down with sanitary wipes by member with PPE gloves on.

RIFLE TRANSPORT & ARRIVAL AT THE SHELTER

- Squad members remove rifles from Squad Room rifle rack with **BOLTS OPEN AND SAFETIES ON** and transport to the rear of the bus at PORT ARMS or in the CRADLE CARRY position.
- The RDL or Designee inside the bus rear door receives the rifle, **ensures bolts are open, chambers are empty, safety lever is in ON position** and secures the rifles in the rifle rack for transport.
- Upon arrival at the Committal Shelter rifle detail (RD) members receive rifles through the rear bus door, receive a loaded clip from the RDL or Designee and proceeds to the Cemetery Designated Rifle Safe Area (RSA).
- RD member line up facing towards the tree line away from the bus, **ensure that safety is on** and load the rifle.
- When in possession of a rifle in proximity of the Committal Shelter, RD members **always keep rifle pointed away from other personnel** and remain with the rifle detail (RD).
- When directed by the RDL to proceed to the Cemetery-Designated Firing Line, RD members will carry rifle at PORT ARMS POSITION or CRADLE CARRY **WITH FINGER AWAY FROM THE TRIGGER.**

POST CEREMONY ON-SITE PROCEDURES

- Following each MFH Service, RD member ensures **safety is on and FINGER IS KEPT AWAY FROM TRIGGER** when returning to the Rifle Safe Area (RSA). Wait until service is complete before removing clip from rifle if reloading them or returning to the squad room area unless otherwise directed.
- Following the final MFH ceremony, and within the RSA, RD member will **remove the clip, open the bolt, ensure the chamber is empty and that the safety lever is in the ON position.**
- The RDL or his/her Designee will inspect each rifle for the conditions listed above and hand the rifle to a team member on the bus to place and secure the rifle in the rifle rack. All clips are returned to the RDL.
- Upon return to the bus parking area, rifles are returned to the squad room at PORT ARMS or in the CRADLE CARRY position and placed into the squad room rifle rack.
- RDL or his/her Designee will don PPE gloves and wipe rifles with sanitary wipes. The rifle is handed to RDL or his/her Designee to **ensure the chamber is empty, closes the bolt, pull the trigger to relieve spring tension** and places the rifles in the safe.
- RDL or Designee will conduct a final count of the rifles, then close and lock both the rifle and ammunition safes.



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