

ALBUQUERQUE FIRE RESCUE



“Honor the Fallen, Guard the Tradition”

HONOR GUARD POLICY

Version 1.0

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ARTICLE I



Mission Statement

FIRST AND FOREMOST, IT SHALL BE THE HONOR AND PRIVILEGE OF THE ALBUQUERQUE FIRE RESCUE'S HONOR GUARD TO RESPECTFULLY REPRESENT THE CITIZENS OF THIS COMMUNITY , THE GOVERNING BODY, AND THE ALBUQUERQUE FIRE RESCUE'S MEMBERS AS WELL AS THE EXTENDED MEMBERSHIP OF THE ALBUQUERQUE FIRE RESCUE'S BROTHERHOOD.

THE HONOR GUARD SHALL EMBODY THE IDEAS OF HONOR, RESPECT, LOYALTY, AND DUTY TO SERVE BOTH AS INDIVIDUALS AND AS MEMBERS OF AN ELITE TEAM.

WHEN CALLED UPON, THE HONOR GUARD SHALL STAND POST OR GUARD, POST THE COLORS OF OUR NATION, PERFORM FLAG FOLDING CEREMONIES, AND/OR MARCH IN PROCESSIONS. PERFORMING THESE TASKS WILL BE DONE AT THE DISCRETION OF THE MEMBERS OF THE HONOR GUARD, AND THE FIRE CHIEF.

ARTICLE II

Protocol Manual

This manual will give you the basics and prepare you for your service to the Albuquerque Fire Rescue Honor Guard. There is one thing we have learned and that is to practice and prepare for the event, but be ready at a moment's notice for change. You must rely on the Honor Guard Commander or OIC for direction and listen to the commands given. This manual and its content will undergo continuous updates as needed.

Selection Process

When a vacancy becomes available on the AFR HG, the HG Coordinator will notify the Fire Chief and will notify other members of the department through active recruiting and through open letter. Only active members of the Albuquerque Fire Rescue are eligible to join the HG. Any member wishing to join the Honor Guard shall write a letter to the Fire Chief and Honor Guard Coordinator. Multiple factors will be utilized in selecting the candidate including but not limited to: years of service, perceived desire, any previous disciplinary actions, etc. The members of the AFR HG will vote on the candidates and a list of successful candidates(s) will be given to the Fire Chief for final approval. The new member must commit to 3 years of service to the AFR HG and sign a commitment letter. Members of the AFR HG will be expected to participate in requested details, scheduled training and respond to the HG Coordinators communications.

Honor Guard Coordinator Selection

Upon the notification of the resignation of the Honor Guard Coordinator, the current members of HG will select a new HG Coordinator from the Honor Guard. Only active members of the HG are eligible to become coordinator. The selected members name will be sent the Fire Chief for final approval.

Honor Guard Coordinator Duties

Upon the notification of a requested detail, the Honor Guard Coordinator will reach out to Honor Guard members to fill the detail request. The Honor Guard Coordinator will ensure that the members filling the detail know when to arrive and what will be expected of them. The Honor Guard Coordinator will then request the CTA hours worked be entered from the FOC Battalion Chief in an email. The person keeping the Honor Guard CTA log will also be included on the email, if it is not the FOC Battalion Chief.

Compensation

Honor Guard members will be compensated a minimum of 4 hours CTA for details or practice. In addition, the member who picks up the Honor Guard vehicle will be compensated an additional 2 hours of CTA so that they are in a work status while driving. If the detail takes more than 4 hours, members will accrue additional CTA until the end of the detail. The Honor Guard Coordinator or Designee will receive 2 hours CTA for the time spent filling the detail.

Resignation from the Honor Guard

Any member of the AFR HG may resign after his or her three (3) year commitment. The member shall write a letter of his or her intent to the Fire Chief and Honor Guard Coordinator so that the selection process for a new member can begin. Any member who resigns from the HG in good standing is eligible to rejoin the HG in the future.

Staffing

The membership goal will be 5-6 members per shift with 4-5 members in support. Preferred detail members would come from off duty members to reduce the number units out of service for a detail. Some attempt should be made to try and evenly distribute the members among the shifts but at no time shall a member be transferred to another shift solely for that purpose. The very nature of promotion, reassignments, new members, etc. makes it nearly impossible to have even distribution of Honor Guard members.

Ideally there will be an Assistant Coordinator that would be responsible for contacting the members of their shift for a detail after the Honor Guard Coordinator let them know about a requested detail. Staffing consists of:

1 Honor Guard Coordinator

1-4 Assistant Coordinators (1 for each shift and 1 for support)

15-24 Honor Guard Members

Funeral Protocol

Refer to AFR Rendering Final Honors Policy for guidelines in the event of a line-of-duty death, death of an off-duty firefighter or the death of a retired firefighter.

Firefighter Funeral Details In State

In the event of a firefighter death in the State of New Mexico, where AFR's Fire Chief determines AFR will send a detail to the services, AFR HG members will have the Right of First Selection. After the AFR HG has been given an opportunity to fill the detail, then the rest of AFR will be contacted.

Conduct

The Albuquerque Fire Rescue Honor Guard will diligently keep in mind the importance of the event in which we are in attendance. As such, Honor Guard members will at all times adhere to the Albuquerque Fire Department Code of Ethics and the Employee Code of Conduct found in the Albuquerque Fire Department Code of Ethics/Conduct and Disciplinary Guidelines whether in uniform or not.

ARTICLE III

Uniform Policy

Purpose:

To assist AFR Honor Guard members with the preparation of their uniform for use by providing detailed information for standardization so that all members uniforms will be exactly the same.

Scope:

Applies to all members of the Albuquerque Fire Rescue Honor Guard.

Uniform:

Refer to AFR Administrative Policy: Uniform and Appearance Policy Section II Class A Uniform. AFR HG members will have the following additional added to their Class A Uniform:

- Pants Strip– A 1” red textured piping centered down the outer seams of both pant legs.
- Jacket Shoulder Cord– A red Honor Guard Shoulder Cord will be worn on the left shoulder of the Class A Jacket. The Shoulder Cord will be a single braid with three loops at the top of the braid and single tip in gold at the bottom of the cord with a knot in between. There shall be two single cords attached at the top and bottom of the braid. The braid shall be worn on the left shoulder. The braid shall be worn under the arm with the two single cords on top of the arm and the brass tip cord hanging down naturally by the badge.
- Honor Guard Badge will be worn on Class A Jacket if issued.
- Honor Guard Patch will be worn on right in place of Specialty patch if approved.

- Shoes – High gloss oxford style shoes with black socks only.
- White Gloves – White Cotton Gloves.

The uniform shall be stored in a ready condition free of stray threads, lint, hair, or other debris with shirt starched and pressed and all brass cleaned and shined. Your uniform must be ready to use on short notice as most functions are generally made known with little lead time. Just prior to an event is not the time to find out that your uniform is not ready.

Once a Member has signed a commitment letter, AFR will supply a full Class A Uniform to include Jacket, Pants, Shirt, Shoes and White Gloves along with the additional items spelled out in the uniform section. Members can use their duty boots that have been shined. If a member does not complete their 3 years commitment, then they may be required to return all components of the Class A Uniform issued to them for the AFR Honor Guard.

ARTICLE IV

Military Standards

Position of Attention:

Assume the position of "Attention" on the command "ATTEN-HUT."

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 ("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 centered at the beltline in front of you. Place the left hand over the right hand with the left index finger at the right wrist line. 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 ("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"), movement, talking, or drinking is 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 ("Arms") raise the right hand slowly on a three count to the hat and 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" is a one-count movement. The command is "ORDER, ARMS." On the command ("Arms"), return the hand slowly on a three count to the side, resuming the position of attention.

When uncovered, 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.

Fall Out:

Fall out is commanded from the position of “Attention” only. The command for this movement is “FALL OUT”. On the command “Out”, the members are relieved from the formation.

Axe and Colors Movements:

It is highly recommended for members assigned to the Color Guard to utilize cotton, non-slip gloves.

For the axes, depending on the position of the member in formation, the axe will begin in the outside hand of the formation. The medallion on the axe will always face outwards away from the body towards the audience or the direction of marching. The outside hand will grasp the top of the axe head with the axe handle directly in line and against the outside leg. The pick portion of the axe should be facing forward. The free hand and the rest of the body will assume the “Attention” position. “Parade Rest” and “Colors Ready” may be commanded from this position.

For the colors, the pole will begin being held with the right hand. The right arm will be straight as possible while still maintaining control of the flagpole. If the formation is outdoors, it may be necessary to hold the colors in the right hand in addition to the flagpole. This is done to prevent the colors from waving uncontrollably. The flagpole shall rest against the forearm, arm bend, and shoulder to maintain as much control as possible. The left arm is at the side in the “Attention” position.

“Parade Rest” with the axe is a one count movement. The command is “PARADE REST”. On the command (“Rest”), bring the hand holding the axe in front of the body with the medallion facing outward and place the handle of the axe equally between the legs placing the free hand on top of the hand holding the axe. Simultaneously move the left foot 10 inches away from the right foot. “Attention” is the only command from this position.

“Parade Rest” for the colors is a one count movement. On the command (“Rest”), bring the left arm to the flagpole and grasp the pole so that the left arm is parallel with the floor.

Simultaneously move the left foot 10 inches away from the right foot. "Attention" is the only command from this position.

"Colors Ready" is a command given to the axes and flags in a color guard formation. The command is intended to get the axe and flag in a ready position for marching. The command is given from the position of "Attention".

For the axes, this is a 4-step movement. On the command ("Ready"), the first movement is to bring the hand holding the axe head up and to the center of the body with the hand at chin level. The second movement is to bring the free hand to the axe handle and grasp approximately 2/3's of the way down from the axe head. The third movement is to bring the hand from the axe head down to the handle just below the axe head. The fourth and final movement is to pivot the entire axe down to a 45-degree angle from the floor.

For the colors, this movement is entirely dependent on the marching situation. The colors may be carried in several different manners due to type of location (i.e. indoors/outdoors, ceiling height, up/down stairs, etc.). Some examples of carry positions include but are not limited to: in shoulder carried holders, at the side facing forward at an angle, etc. The carry position will be determined by the member in charge of the color guard at that function.

Present Colors:

"Present Colors" is a command given when displaying the colors before an audience. The command is ALWAYS given from the "Attention" position. This is accomplished by all colors with the exception of the National Color being dipped simultaneously to approximately a forty-five-degree angle from the body. Colors shall remain in this position until the command "Order Colors" is given.

Order Colors:

"Order Colors" is a command given when colors are to be returned to their previous marching position. This position is dependent upon the situation and logistics. This is accomplished by all colors with the exception of the National Color being raised simultaneously to the proper marching position.

Prepare Colors:

The command "Prepare Colors" designates that the flags will be moved from the position of which they were marched in to immediately in front of the individual flag bearer and over the flag base.

This command is also used when retiring colors from the posted position. The command "Prepare Colors" designates members to take hold of the flags.

Post Colors:

The command "Post Colors" designates the flags to be placed into the bases. Flags will be turned so that the eagle and spears are straightened with the seam of the flag along the back of the pole, Flags will be "fluffed" so that they are draped from upper left to lower right, when viewed from the front, with the tassels in front.

After the Colors have been posted, both members shall take one step backwards and perform a hand salute (member on the state colors shall turn slightly to face the National Colors prior to the hand salute).

Retire Colors:

The command "Retire Colors" designates the removing of the flags from their bases, and moving the flags to the position of in which they were marched in.

"Prepare Colors", "Post Colors", and "Retire Colors" are quite often unspoken commands due to the logistics associated with the posting of colors. This is because most posting ceremonies have the National Colors and the State Colors separated by some distance either on a stage or in an auditorium setting. The commands are executed silently by having the member assigned to the National Colors controlling the flow of the posting. The member assigned to the State colors must utilize their direct and peripheral vision to maintain symmetry with the member on the National Colors

ARTICLE V
FIRE FIGHTER'S PRAYER

When I am called to duty, God
Wherever flames may rage Give me
strength to save a life Whatever be its
age.

Let me embrace a little child
Before it is too late
Or save an older person from the
horror of that fate.

Enable me to be alert and hear
the weakest shout, and quickly
and efficiently
To put the fire out.

I want to fill my calling
To give the best in me,
To guard my friend and neighbor and
protect their property.

And, if, according to your will, while on
duty I must answer death's call;
Bless with your protecting hand My
family, one and all.

Flag Folding

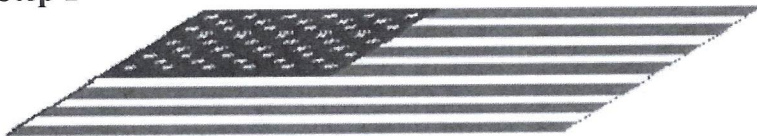
As an Army and Navy custom, the flag is lowered daily at the last note of retreat. Special care should be taken that no part of the flag touches the ground. The Flag is then carefully folded into the shape of a tri-cornered hat, emblematic of the hats worn by colonial soldiers during the war for Independence. In the folding, the red and white stripes are finally wrapped into the blue, as the light of day vanishes into the darkness of night.

This custom of special folding is reserved for the United States Flag alone.



How to fold the Flag

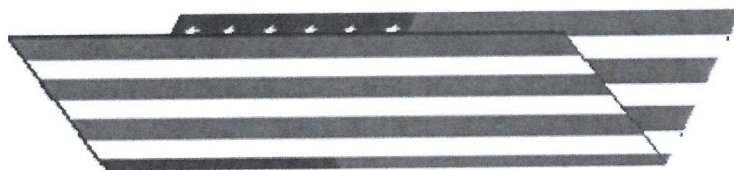
Step 1



To properly fold the Flag, begin by holding it waist-high with another person so that its surface is parallel to the ground.

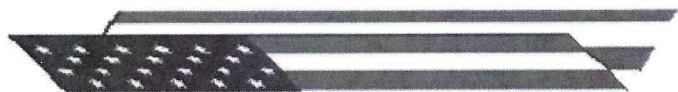


Step 2



Fold the lower half of the stripe section lengthwise **over** the field of stars, holding the bottom and top edges securely.

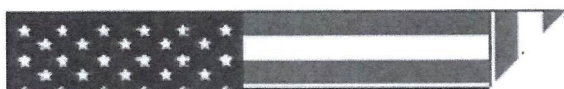
Step 3



Fold the flag **again** lengthwise with the blue field on the **outside**.



Step 4



Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag.



Step 5



Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.



Step 6



The triangular folding is continued until the entire length of the flag is folded in this manner.

Step 7



When the flag is completely folded, only a triangular blue field of stars should be visible.

Flag Folding Ceremony

The flag folding ceremony described by the Uniformed Services is a dramatic and uplifting way to honor the flag on special days, like Memorial Day or Veterans Day, and is sometimes used at retirement ceremonies.

Here is a typical sequence of the reading:

(Begin reading as Honor Guard or Flag Detail is coming forward).

The flag folding ceremony represents the same religious principles on which our country was originally founded. The portion of the flag denoting honor is the canton of blue containing the stars representing the states our veterans served in uniform. The canton field of blue dresses from left to right and is inverted when draped as a pall on a casket of a veteran who has served our country in uniform.

In the Armed Forces of the United States, at the ceremony of retreat, the flag is lowered, folded in a triangle fold and kept under watch throughout the night as a tribute to our nation's honored dead. The next morning it is brought out and, at the ceremony of reveille, run aloft as a symbol of our belief in the resurrection of the body.

(Wait for the Honor Guard or Flag Detail to unravel and fold the flag into a quarter fold--resume reading when Honor Guard is standing ready.)

The first fold of our flag is a symbol of life.

The second fold is a symbol of our belief in the eternal life.

The third fold is made in honor and remembrance of the veteran departing our ranks who gave a portion of life for the defense of our country to attain a peace throughout the world.

The fourth fold represents our weaker nature, for as American citizens trusting in God, it is to Him we turn in times of peace as well as in times of war for His divine guidance.

The fifth fold is a tribute to our country, for in the words of Stephen Decatur, "Our country, in dealing with other countries, may she always be right; but it is still our country, right or wrong."

The sixth fold is for where our hearts lie. It is with our heart that we pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

The seventh fold is a tribute to our Armed Forces, for it is through the Armed Forces that we protect our country and our flag against all her enemies, whether they be found within or without the boundaries of our republic.

The eighth fold is a tribute to the one who entered in to the valley of the shadow of death, that we might see the light of day, and to honor mother, for whom it flies on Mother's Day.

The ninth fold is a tribute to womanhood; for it has been through their faith, love, loyalty and devotion that the character of the men and women who have made this country great have been molded.

The tenth fold is a tribute to father, for he, too, has given his sons and daughters for the defense of our country since they were first born.

The eleventh fold, in the eyes of a Hebrew citizen, represents the lower portion of the seal of King David and King Solomon, and glorifies, in their eyes, the God of Abraham, Isaac, and Jacob.

The twelfth fold, in the eyes of a Christian citizen, represents an emblem of eternity and glorifies, in their eyes, God the Father, the Son, and Holy Ghost. When the flag is completely folded, the stars are uppermost, reminding us of our national motto, "In God we Trust."

(Wait for the Honor Guard or Flag Detail to inspect the flag--after the inspection, resume reading.)

After the flag is completely folded and tucked in, it takes on the appearance of a cocked hat, ever reminding us of the soldiers who served under General George Washington and the sailors and marines who served under Captain John Paul Jones who were followed by their comrades and shipmates in the Armed Forces of the United States, preserving for us the rights, privileges, and freedoms we enjoy today.



Albuquerque Fire Rescue

Paul Dow, Fire Chief

Honor Guard Commitment Letter

I _____ have read the AFR Honor Guard Policy and understand that I am committing to participate with the AFR Honor Guard for a minimum of 3 years.

I understand that I will be issued an AFR Class A Uniform that may need to be returned if I do not complete the 3-year commitment.

I understand that I will be expected to participate in requested details, scheduled training and respond to the HG Coordinators communications.

Print Name

Man#

Signature

Date

Print Witness Name

Man#

Witness Signature

Date