

	Section 900 – Administration / Organization		Procedure & Instruction	
	<h1>Ceremonial Protocol</h1>		Number	<b>900-40</b>
			Version	1.0
			Dated	05/02/07
			Page	1 of
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## Purpose

This document establishes the protocol for assembly and addressing the American Flag during ceremonies and observances.

## Policy

It is policy of the Anchorage Fire Department to present a uniform, respectful, and professional appearance during parades, ceremonies, and formal assemblies.

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## Procedure & Instruction

### 1.0 Indoor and Outdoor Protocol

An event organizer or emcee will specify Indoor or Outdoor Protocol for those in uniform at ceremonies and official functions.

#### 1.1 Indoor Protocol

1.1.1 The uniform hat is worn with the Class A or B uniform only during official ceremonies.

1.1.2 No uniform hat is worn with the Class A or B uniform for meals and casual or social functions.

#### 1.2 Outdoor Protocol

1.2.1 A Class A uniform hat must be worn with the Class A Uniform and may be worn with Class B uniform under Outdoor Protocol if all other hats are similar. The ball-cap is acceptable for routine daily outdoor activities.

#### 1.3 General

1.3.1 When participating in a formal ceremony or official function of another agency or military service, it is appropriate to modify these protocols to conform to the protocols of the other agency or service.

### 2.0 Addressing the Flag

#### 2.1 Outdoor Protocol

2.1.1 Remain at parade rest until the flag approaches. As the flag approaches during movement (parade or ceremony), come to the position of "attention". Salute the flag when it is six paces from the viewer. Hold the salute until the flag has passed six paces beyond.

2.1.2 At the first note of the National Anthem, salute the flag and hold the salute until the last note is played.

#### 2.2 Indoor Protocol

2.2.1 Remain at parade rest until the flag approaches. Come to the position of "attention", face the flag and follow it (turning your body incrementally and in unison) as it passes.

2.2.2 At the first note of the National Anthem, come to the position of "attention" until the last note is played.

2.2.3 Do not salute the flag indoors.

#### 2.3 When in civilian attire or class C or D uniform

2.3.1 Remain at ease until the flag approaches. MEN remove cap and hold at left shoulder with hand over heart. Without cap, place right hand, palm open, over heart. WOMEN place right hand, palm open, over heart.

2.3.2 When in athletic clothing, face the flag or music, remove cap and stand at attention, right hand over heart.

### 3.0 Hoisting or Lowering the Flag

#### 3.1 When in Uniform (Outdoor Protocol)

- 3.1.1 Before the start of the ceremony of hoisting or lowering the American flag, all personnel should face the flag shoulder to shoulder with a twelve inch separation, in a straight line or lines, in line with the person in front of them.
- 3.1.2 When the command of "Dress, Right, Dress" is given, personnel should align themselves with the person to the right to ensure a straight line. The last person on the right needs to ensure they are about thirty inches from the person in front of them.
- 3.1.3 When the command "Ready, Front" is given, personnel will face forward at parade rest.
- 3.1.4 When the ceremony begins, the OIC (officer in charge) will give the command of "Attention"; personnel should come to attention.
- 3.1.5 When the command of "Present, Arms" is given, personnel should render the military salute.
- 3.1.6 When the command of "Order, Arms" is given, personnel should return to the position of attention.
- 3.1.7 When ceremony is completed, personnel will be given the command of "Dismissed", they are then released.

### 4.0 The Position of Attention

- 4.1 Bring the heels together with the toes pointing out equally, forming an angle of 45 degrees. Rest the weight of the body evenly on the heels and balls of both feet. Keep legs straight without locking the knees, hold the body erect with the hips level, chest lifted and arched, and shoulders square.
- 4.2 Keep the head erect and face straight forward with the chin drawn in so that alignment of the head and neck is vertical.
- 4.3 Let the arms hang straight without stiffness. Curl the fingers so that the tips of the thumbs are alongside and touching the first joint of the forefingers. Keep the thumbs straight along the seams of the trouser leg with the first joint of the finger touching the trousers.
- 4.4 Remain silent and do not move unless otherwise directed.

### 5.0 The Hand Salute

- 5.1 The hand salute is one movement. The command is "present, arms". On the command of "arms", raise the right hand slowly, fingers and thumb extended and joined, palm facing down, and place the tip of the right forefinger on the rim of the service cap visor slightly to the right of the eye. The outer edge of the hand is slightly turned downward so that only the back of the hand is clearly visible from the front. The hand and wrist are straight, the elbow inclined slightly forward, and the upper arm horizontal.
- 5.2 Order arms is one movement. The command is "order, arms". On the command of "arms", return the hand slowly to the side, resuming the position of attention.

## 6.0 The Position of Parade Rest

- 6.1 Parade rest is the standard position for assembly and formation at memorials, parades, and assemblies.
- 6.2 From the position of Attention, raise the left leg from the hip just enough for the foot to clear the ground.
- 6.3 Keeping legs straight but not stiff, smartly move left foot to the left and place it down 22½° off center line of the body. Heels are approximately 12 inches apart measured inside the heels and on line.
- 6.4 Simultaneously, bring your hands to the back of the body, extend and join your fingers pointing them toward the ground; palms out.
- 6.4.1 Place the back of right hand into palm of the left hand and with right thumb over left so thumbs form an "X", pointing down.
- 6.4.2 Keep arms fully extended.
- 6.5 Keep your head and eyes forward, maintaining silence and immobility

## 7.0 The Position of At Ease

- 7.1 Keep your right foot in position. You may move around as appropriate (e.g., adjust your hat, stretch, wipe your brow) but keep in mind the constant need to act like a professional.

## 8.0 References

- 8.1 United States Code, Title 36 – Patriotic Societies and Observances (Chapter 10 – Patriotic Customs)
- 8.2 “Lead With Your Left”, Precision Drill and Ceremonial Instructions for Fire Fighter Color and Honor Guards
- 8.3 United States Air Force Auxiliary Military Customs and Courtesies

## 9.0 Version History

Supersedes:		
P&I		
Memo		
Revisions:		
Date:	Version #	Changes
05/02/07	1.0	➤ New