Army Regulation 600–25

Personnel—General

# Salutes, Honors, and Visits of Courtesy

Headquarters
Department of the Army
Washington, DC
24 September 2004

UNCLASSIFIED

# SUMMARY of CHANGE

AR 600-25
Salutes, Honors, and Visits of Courtesy

This revision dated 24 September 2004--

- Adds a responsibilities paragraph (para 1-4).
- Changes authority to delegate local saluting policy to commander of major Army commands (para 1-4).
- Clarifies when the hand salute is not required to be rendered (para 1-5).
- Adds a paragraph to require soldiers to salute the commander in chief when in uniform (para 1-5).
- Updates saluting stations to reflect base closures (para 1-9).
- Deletes the requirement to render salutes when any vessel or craft flying the President's flag passes an Army installation (chap 1).
- Clarifies what actions military and civilians should take during the playing of foreign national anthems (para 1-11).
- Clarifies the situations when soldiers can recite the Pledge of Allegiance to the flag (para 1-12).
- Changes table 2-1 to make it easier to read (chap 2).
- Clarifies the appropriate music to play when honors are rendered (table 2-1).
- Deletes the requirement to render honors to the director of Defense Research and Engineering (para 2-2).
- Clarifies honors to be provided when 2 or more visitors arrive or depart an installation at the same time (para 2-3).
- Clarifies the requirements for retirement ceremonies (para 3-4).
- Adds a paragraph on the Army song and the requirement to stand at attention and sing the lyrics when the Army song is played (para 3-5).
- Changes precedence for members of the Armed Forces and Merchant Marines during formations (para 3-2).
- Allows different styles to be used for visiting cards (para 4-2).
- Clarifies a number of terms used by the Navy (chap 5).
- Adds former Secretaries of the Army and Sergeants Major of the Army to the official announcement list (chap 6).

- Deletes the use of Reserve Officers' Training Corps units in conducting burial honors (chap 6).

- Updates the policy and procedures for conducting burial honors (chap 6).

- Deletes the requirement to compile, maintain, and forward funeral support data (chap 6).

- Adds paragraphs on the Authorized Provider Partnership Program (AP3) (chap 6).

- Adds a reference appendix (app A) and renames remaining appendixes.

- Changes instructions for the national flag at half staff to reflect Presidential Proclamation 3044 of 1 March 1954 and amplified by Department of Defense Instruction 1005.6 of 13 December 1956 (app B).

- Adds a glossary.

This is a change to AR 600-25, 15 May 1970.

- Changes have been made in chapter 6.

- Major changes include the addition of guidance concerning funeral honors accorded the Sergeant Major of the Army, former Sergeants Major of the Army, Command Sergeants Major, and Sergeants Major.

Headquarters
Department of the Army
Washington, DC
24 September 2004

# *Army Regulation 600–25

Effective 24 October 2004

**Personnel—General**

## Salutes, Honors, and Visits of Courtesy

By order of the Secretary of the Army:

PETER J. SCHOOMAKER
*General, United States Army*
*Chief of Staff*

Official:

JOEL B. HUDSON
*Administrative Assistant to the Secretary of the Army*

**History.** This publication is a rapid action revision. The portions affected by this rapid action revision are listed in the summary of change.

**Summary.** This regulation provides general policies and procedures for the rendition of salutes, honors, ceremonies, customs, and visits of courtesy.

**Applicability.** This regulation applies to the Active Army, the Army National Guard of the United States, and the U.S. Army Reserve.

**Proponent and exception authority.** The proponent of this regulation is the Chief of Staff, Army. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling laws and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or a direct reporting unit or field operating agency of the proponent agency in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army management control process.** This regulation contains management control provisions in accordance with Army regulation 11–2, but does not identify key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from Chief of Staff, Army, ATTN: DACS–ZA, 200 Army Pentagon, Washington, DC 20310–0200.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Office of the Chief of Staff, Army, Director, Army Protocol, ATTN: DACS–ZDV–PRO, 204 Army Pentagon, Washington, DC 20310–0204.

**Distribution.** This publication is available in electronic media only and is intended for command levels A for Active Army and D for the Army National Guard of the United States and the U.S. Army Reserve.

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*This regulation supersedes AR 600–25, dated 1 September 1983.



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## Glossary

# Chapter 1
# General

## 1–1. Purpose

This regulation provides general policies and procedures for the rendition of salutes, honors, ceremonies, customs, and visits of courtesy.

## 1–2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

## 1–3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

## 1–4. Responsibilities

*a.* The Chief of Staff, Army will—

(1) Serve as the Department of the Army (DA) functional proponent for salutes, honors, ceremonies, customs, and visits of courtesy.

(2) Make official worldwide announcement, by electronic message, of the death of any of the persons listed in paragraph 6–2 and such others as may be directed by the Secretary of the Army.

*b.* Commanders of all major Army commands (MACOMs) will—

(1) Carefully review saluting policies for their installations. Commanders may develop and publish modified saluting policies for congested, high–density, or student living areas where saluting would be highly repetitious or otherwise infeasible.

(2) Notify Office of the Chief of Staff, Army (OCSA), Director, Army Protocol, when a designated saluting station listed in paragraph 1–9 is inactivated or placed under caretaker status, rendering it incapable of returning salutes, or when any additional stations have been staffed and are able to return salutes.

*c.* The commander of the Military District of Washington will—

(1) Serve as the Army subject matter expert on salutes, honors, ceremonies, customs, and visits of courtesy.

(2) Activate contingency plans for the conduct of funeral arrangements, interment, and participation by members of the Armed Forces of the United States in the event of the death of the President, a former President, or President–elect.

*d.* Commanders of saluting stations (see para 1–9) will, as directed by DA, acting upon the request of the Department of State, participate with vessels of war of foreign nations (at peace with the United States lying in U.S. ports or harbors) in celebration of their national festivities by firing salutes or by parading soldiers. In such cases, the ceremonies prescribed in paragraph 3–1 for raising and lowering the flag of the United States will be conducted simultaneously with those of the ship on which the celebration occurs.

## 1–5. Hand salutes and salutes with arms

*a.* For instructions on executing the hand salute, see FM 3–21.5, paragraph 4–4.

*b.* All Army personnel in uniform are required to salute when they meet and recognize persons entitled to the salute. Salutes will be exchanged between officers (commissioned and warrant) and enlisted personnel, and with personnel of the Armed Forces of the United States (Army, Navy, Air Force, Marine Corps, Coast Guard), the commissioned corps of the National Oceanic and Atmospheric Administration, and the commissioned corps of the Public Health Service entitled to the salute.

*c.* The junior person shall salute first. Accompanying the rendering of the hand salute with an appropriate greeting such as, "Good Morning, Sir" or "Good Morning, Ma'am" is encouraged. Personnel will not salute indoors except when reporting to a superior officer.

*d.* The practice of saluting officers in official vehicles (recognized individually by rank or identifying vehicle plates and/or flags) is considered an appropriate courtesy and will be observed. Salutes are not required to be rendered by or to personnel who are driving or riding in privately owned vehicles, except by gate guards who will render salutes to recognized officers in all vehicles unless duties are of such a nature as to make the salute impractical. When military personnel are acting as drivers of a moving vehicle, they should not initiate a salute.

*e.* It is customary to salute officers of friendly foreign nations when recognized as such. The commanding general, U.S. European Command; the commanding general, U.S. Army Europe and Seventh U.S. Army; commanding general, U.S. Forces Korea and Eighth U.S. Army; commanding general, U.S. Army, Pacific; and commanding general, U.S. Army, Southern Command, are delegated the authority to establish policies for recognition courtesies prevailing locally for foreign officials. Should inactivation eliminate any of these commands, the authority will pass down to the next level of command. This authority will not be delegated further.

*f.* The President of the United States, as the commander in chief, will be saluted by Army personnel in uniform.

*g.* Civilian personnel, to include civilian guards, are not required to render the hand salute to military personnel or other civilian personnel.

*h.* Military personnel under arms will render the salute prescribed for the weapon with which they are armed, whether or not that weapon ordinarily is prescribed as part of their equipment.

*i.* Salutes are not required to be rendered or returned when the senior or subordinate, or both are—

(1) In civilian attire.

(2) Engaged in routine work if the salute would interfere.

(3) Carrying articles with both hands so occupied as to make saluting impracticable.

(4) Working as a member of a detail, or engaged in sports or social functions where saluting would present a safety hazard.

(5) In public places such as theaters, churches, and in public conveyances.

(6) In the ranks of a formation.

## 1–6. Courtesies to the national flag and the national anthem of the United States

*a.* The flag of the United States is not dipped by way of salute or compliment. The organizational color will be dipped in salute in all military ceremonies while the national anthem of the United States, "To the Colors," or a foreign national anthem is being played, and when rendering honors to organizations and individuals for which the military ceremony is being conducted.

*b.* The U.S. Army flag is an organizational color and as such is also dipped under the situations stated in paragraph 1–6*a*.

## 1–7. Cannon salutes

*a.* A salute with cannon (towed, self–propelled, or tank mounted) will be fired with a commissioned officer present.

*b.* Salutes will not be fired between retreat and reveille, on Sundays, or on national holidays (excluding Memorial Day and Independence Day) unless, at the discretion of the commander directing the honors, international courtesy, or the occasion requires an exception. Salutes will be rendered at the first available opportunity thereafter, if still appropriate.

*c.* The salute to the Union consists of 1 gun for each State. The national salute and the salute to a national flag are each 21 guns.

*d.* The flag of the United States, or national color, is always displayed at the time of firing a salute, except as indicated in paragraph 6–3*c*(2).

*e.* For cannon salutes to be rendered in honor of persons, see paragraph 2–3*b*.

## 1–8. Salutes involving foreign vessels

Commanders of saluting stations or other military installations will, as directed by DA acting upon the request of the Department of State, participate with vessels of war of foreign nations (at peace with the United States, lying in U.S. ports or harbors), in celebration of their national festivities by firing salutes or by parading soldiers. In such cases, the ceremonies prescribed in paragraph 3–1 for raising and lowering the flag of the United States will be conducted simultaneously with those of the ship on which the celebration occurs.

## 1–9. Saluting stations

Listed below are DA saluting stations designated to return salutes of foreign vessels of war in the ports and territorial waters of the United States. Major commanders will notify Office of the Chief of Staff, Army, Director, Army Protocol, 204 Army Pentagon, Washington, DC 20310–0204, if any designated station is inactivated or placed under caretaker status, rendering it incapable of returning salutes, or if any additional stations are manned and able to return salutes.

*a.* Fort Lewis, Tacoma, WA 98433–9500.

*b.* Fort Monroe, Hampton, VA 23651.

## 1–10. Holidays

During the conduct of a ceremony, the performance of the national anthem of any foreign country will be followed without pause by playing the national anthem of the United States. (An exception may be made only when 2 or more foreign national anthems are played in succession. The U.S. national anthem will be played following the sequence.) The same honors rendered to the U.S. national anthem will be rendered during the playing of foreign national anthems. The U.S. and foreign national anthems will not be incorporated into any musical arrangement, composition, or medley and will be played through without repetition of any part except as required to make both words and music complete.

*a. General*. Public holidays, established by law and listed below, will be observed by the Army except when military operations prevent. When holidays fall on Saturday, the preceding Friday may be considered a holiday by appropriate authority. When holidays fall on Sunday, the succeeding Monday may be considered a holiday by appropriate authority.

(1) New Year's Day, 1 January.

(2) Martin Luther King, Jr. Day, the third Monday in January.

(3) President's Day, the third Monday in February.
(4) Memorial Day, the last Monday in May.
(5) Independence Day, 4 July.
(6) Labor Day, the first Monday in September.
(7) Columbus Day, the second Monday in October.
(8) Veterans Day, 11 November.
(9) Thanksgiving Day, the fourth Thursday in November.
(10) Christmas Day, 25 December.

*b. Memorial Day*. On Memorial Day, the national flag will be displayed at half staff from reveille until noon at all Army installations. Immediately before noon, the band, if one is available, will play an appropriate musical selection, and at 1200 hours the national salute (21 guns) will be fired at all installations provided with the necessary equipment for firing salutes. At the conclusion of the salute, the flag will be hoisted to the top of the staff and will remain there until retreat. When hoisted to the top of the staff, the flag will be saluted by playing appropriate patriotic music.

*c. Independence Day*. In commemoration of the Declaration of Independence, a salute to the Union (50 guns) will be fired at 1200 hours on Independence Day at all Army installations provided with the necessary equipment for firing salutes. When Independence Day falls on a Saturday, special ceremonies or salutes will take place on Saturday. When Independence Day occurs on a Sunday, commanders may authorize the special ceremonies or salutes take place on that day or the following day.

*d. Armed Forces Day*. Armed Forces Day will be observed with appropriate ceremonies on the third Saturday in May.

### 1–11. Foreign national anthems

During the ceremonies, the performance of a foreign country's national anthem will be followed without pause by playing the national anthem of the United States. (An exception may be made only when 2 or more foreign national anthems are played in succession; then the U.S. national anthem will be played following the sequence.) The same honors rendered to the national anthem of the United States will be rendered during the playing of the foreign national anthems. The anthems of the United States and other countries will not be incorporated into any musical arrangement, composition, or medley and will be played through without repetition of any part except as required to make both words and music complete. Military personnel in uniform and civilians will render honors during the playing of all anthems as prescribed in appendix C. The performance of a territorial song at ceremonies will not be played in place of anthems.

### 1–12. Pledge of Allegiance to the flag

Soldiers may recite the Pledge of Allegiance as noted below in accordance with Section 4, Title 4, United States Code (4 USC 4)—

*a.* During military ceremonies, soldiers will not recite the Pledge of Allegiance.

*b.* At official functions, social events, and sporting events, soldiers should—

(1) When in uniform, outdoors, stand at attention, remain silent, face the flag, and render the hand salute.

(2) When in uniform, indoors, stand at attention, remain silent, and face the flag.

(3) When in civilian attire, stand at attention, face the flag with the right hand over the heart and recite the Pledge of Allegiance. Headgear should be removed with the right hand and held over the left shoulder, the hand being over the heart.

## Chapter 2
## Personal Salutes and Honors

### 2–1. Honors

*a.* Table 2–1 lists the military and civilian personnel entitled to honors, together with the number of guns, ruffles and flourishes, and prescribed music for each.

*b.* The music indicated in table 2–1 will follow the ruffles and flourishes without pause. Unless otherwise directed, civilian officials of the Department of Defense (DOD) and military departments receive the final 32 bars of "The Stars and Stripes Forever."

*c.* Foreign military officials listed in table 2–1, holding positions equivalent to those of DOD and military department officials, both military and civilian, will be rendered the honors to which the equivalent U.S. official is entitled, regardless of actual military rank. All other foreign military persons will receive the honors due their actual rank or its U.S. Army equivalent. In the case of foreign dignitaries who are the equivalent of civilian officials of DOD and military department officials (see *b*, above), "Hands Across the Sea" should be substituted for the 32–bar excerpt from "The Stars and Stripes Forever."

*d.* A designated representative of an official entitled to honors will be afforded honors based on the representative's rank.

## 2–2. Reduction of ceremonial honors for official visits to field installations

*a.* In the interest of economy and efficiency, ceremonies such as parades, guard mounts, motorcades, and other activities involving large numbers of personnel and equipment will be held to an absolute minimum when officials entitled to such honors visit military installations on field trips. In general, full honors will be reserved for statutory appointees and general or flag officers of the Armed Forces of the United States (to include retirees), for foreign dignitaries, and on occasions when such ceremonies promote international good will.

*b.* Department of the Army officials entitled to ceremonial honors as specified in table 2–1 will provide adequate advance notice to the appropriate installation commander of an impending official visit. Notification will include information such as the general purpose of the visit, items or areas of particular interest to the visitor, and which ceremonies may be dispensed with during the visit. All visitors are encouraged to decline routine honors unless a ceremony serves a useful purpose. Officials of the DOD and of the other military departments may be expected to conform to this practice.

*c.* Commanders who receive requests to omit ceremonies will comply with such requests unless special local circumstances indicate that ceremonies should be rendered, in which case the commander will so advise the visitor.

*d.* Normally an aide, duty officer, or designated escort officer will meet important visiting officials when they arrive and escort them to the field commander's headquarters, if appropriate, to be welcomed and to conduct the official business of the visit.

*e.* Nothing in this regulation will be construed as discouraging formal welcoming ceremonies when planned by an appropriate authority for specific objectives and purposes, such as improving morale or maintaining national prestige, nor does this paragraph minimize regulation protocol observed within the military chain of command.

## 2–3. When and how rendered

*a. General.*

(1) Except in the case of the President, a former President, or President–elect of the United States, honors are rendered only when the persons listed in paragraph 2–1 and table 2–1 are officially visiting a military installation. Senior commanders visiting their own installations or posts are not normally rendered honors.

(2) Honors will not be rendered between retreat and reveille, on Sundays, or on national holidays (except Memorial Day and Independence Day) unless, at the discretion of the commander directing the honors, the occasion requires an exception. The person or persons will be honored at the first available opportunity thereafter.

(3) As a rule, only soldiers assigned to garrison duty render honors.

(4) If honors are to be rendered, the commander (or a person senior to or of the same grade as the installation commander), will meet the visitor upon arrival at the installation's entrance and will escort the visitor to the installation's exit at departure. If a dignitary senior to the person arriving or departing is already present, the installation commander will detail another officer to represent him. When honors are to be rendered a person junior to the installation commander, the latter may detail another officer to meet and escort the visiting person.

(5) When 2 or more persons entitled to honors arrive at or depart from an installation at the same time, only the senior will receive honors.

(6) Any official or officer holding 2 or more positions (civil or military), 1 of which entitles him or her to honors, will receive only the honors due the highest grade. In no event will the same person be honored in more than 1 capacity.

*b. Cannon salutes to persons.*

(1) The time interval between rounds in a cannon salute will be 3 seconds except as follows:

*(a)* When honors are rendered at funerals, in which case the cannon salute will be fired at 5 second intervals.

*(b)* When such interval is in conflict with prescribed safety regulations for the type of cannon employed.

*(c)* When such interval is not feasible considering condition of ammunition and materiel, number of guns available, proficiency of gun crews, atmospheric conditions, and other local limitations.

(2) As a rule, the firing of a salute will begin at the time the person entitled to it enters the installation and, if entitled to a salute on departing, the last round will be fired as the individual leaves the installation.

(3) Cannon salutes generally will be rendered only to officers and officials of 4 star or equivalent grade or higher. Cannon salutes for officers and officials of lower than 4 star or equivalent grade may be rendered on special occasions when so ordered by the major commander concerned, or in the case of foreign dignitaries, may be ordered by DA at the request of the Department of State.

(4) Cannon salutes to officers and officials of 4 star or equivalent grade or higher will be rendered on the occasion of each official visit if requested (see para 2–2). Salutes to officers and officials of lesser grade will not be fired at the same place in compliment to the same person more than once in a calendar year unless, in the meantime, such person has been advanced in grade.

(5) When the cannon salute is an integral part of other honors (ruffles and flourishes and appropriate music), the

band and the firing battery will be coordinated so that the first round of the salute is fired simultaneously with the first note of music. Military personnel being saluted and other military personnel in the ceremonial party will render the hand salute during the playing and firing. Civilian personnel being honored and other civilians in the ceremonial party will stand at attention. Personnel on security duty will not render honors.

*c. Honor Guard*. See FM 3–21.5, paragraph 12–1.

**Table 2–1**
**Ceremony and parade requirements (in order of precedence)**

| Grade, title, or office | Number of guns: arrival | Number of guns: depart | Ruffles and flourishes | Music |
|---|---|---|---|---|
| President | 21 | 21 | 4 | National anthem or "Hail to the Chief," as appropriate |
| Former President or President–elect | 21 | 21 | 4 | National anthem |
| Sovereign or chief of state of a foreign country or member of reigning royal family | 21 | 21 | 4 | National anthem of foreign country |
| Vice President | 19 | None | 4 | "Hail Columbia" |
| Speaker of the House of Representatives; Cabinet member, President pro tempore of U.S. Senate; governor of a State, or Chief Justice of the United States | 19 | None | 4 | Honors March 1 |
| American or foreign ambassador, or high commissioner while in country to which accredited | 19 | None | 4 | National anthem of the United States or official's country |
| Premier or Prime Minister | 19 | None | 4 | National anthem of official's country |
| Secretary of Defense, Deputy Secretary of Defense, Secretaries of the Army, Navy and Air Force, or Under Secretaries of Defense | 19 | 19 | 4 | Honors March 1 |
| Chairman and Vice Chairman of the Joint Chiefs of Staff, General of the Army, Fleet Admiral, General of the Air Force; Chief and Vice Chief of Staff, Army; Chief and Vice Chief of Naval Operations; Chief and Vice Chief of Staff, Air Force; or Commandant and Assistant Commandant of the U.S. Marine Corps | 19 | 19 | 4 | Honors March 2, 3, or 4 |
| Chairman of a Committee of Congress | 17 | None | 4 | Honors March 1 |
| Assistant Secretaries of Defense and General Counsel of the Department of Defense; Under Secretary of the Army, Navy, or Air Force; Assistant Secretaries of the Army, Navy, or Air Force | 17 | 17 | 4 | Honors March 1 |

**Table 2–1**
**Ceremony and parade requirements (in order of precedence)—Continued**

| Grade, title, or office | Number of guns: arrival | Number of guns: depart | Ruffles and flourishes | Music |
|---|---|---|---|---|
| Generals or admirals (4 star) | 17 | 17 | 4 | Honors March 2, 3, or 4 |
| Governors of a territory of foreign possession within the limits of their jurisdiction or American ambassadors having returned to the United States on official business | 17 | None | 4 | Honors March 1 |
| American envoys, American ambassadors having returned to the United States but not on official business, or ministers and foreign envoys, or ministers accredited in the United States | 15 | None | 3 | Honors March 1 |
| Lieutenant generals, vice admirals | 15 | None | 3 | Honors March 2, 3, or 4 |
| Major general or rear admiral (upper half) | 13 | None | 2 | Honors March 2, 3, or 4 |
| American ministers resident and ministers resident accredited to the United States | 13 | None | 2 | Honors March 1 |
| American charges d'affaires and charges d'affaires accredited to the United States | 11 | None | 1 | Honors March 1 |
| Brigadier generals or rear admirals (lower half) | 11 | None | 1 | Honors March 1 or 2 |
| Consuls general accredited to the United States | 11 | None | None | Honors March 1 |

Notes:
[1] Honors March 1: The 32–bar medley of "The Stars and Stripes Forever."
[2] Honors March 2: "General's March."
[3] Honors March 3: "Admiral's March."
[4] Honors March 4: "FLAG OFFICER'S MARCH." (This march is the prescribed music for flag officers (admirals) of the U.S. Navy or the U.S. Coast Guard and general officers (generals) of the U.S. Marine Corps.)

# Chapter 3
# Ceremonies and Parades

## 3–1. Reveille and retreat

*a. Time*. Installation commanders will set the time of sounding reveille and retreat.

*b. Reveille*. At every installation garrisoned by soldiers other than caretaking detachments, the flag will be hoisted at the sound of the first note of reveille. (See app C for courtesies to be rendered by individuals.)

*c. Retreat*. At the last note of retreat, a gun will be fired (if available) on military installations, followed by the playing of the national anthem or sound of "To The Color" (using a drum and bugle corps, a bugler, or recorded music) concurrent with the lowering of the flag. The flag will be lowered to ensure completion at the last note of the music. The same respect will be observed by all military personnel whether the national anthem is played or "To the Color" is sounded. (See app C for courtesies to be rendered by individuals.)

*d. Gun salute*. Commanders are encouraged to use subcaliber ammunition devices where possible when firing salutes for reveille and retreat. Questions on using subcaliber devices (such as brass artillery shell casings adapted to

fire 10–gauge shotgun shells) may be directed to the Commander, U.S. Army Field Artillery Center and Fort Sill, ATTN: ATZR–F, 6322 NW Currie Road, Fort Sill, OK 73503–7971.

### 3–2. Precedence of soldiers at parades and reviews

*a.* For the conduct of parades and reviews, see FM 3–21.5, chapters 10 and 11.

*b.* During ceremonial occasions, except for funerals, soldiers ordinarily are arranged from right to left in line, oldest to youngest lineage, subject to the discretion of the commander of troops.

*c.* In reviews in which 2 or more branches are present, units of various branches will be posted at the discretion of the commander of troops.

*d.* In parades and in ceremonies on shore in which several Services are participating, precedence should be according to *e* below, without regard to the relative grades of the commanding officers of the detachments. A member of the senior Service present will bear the national colors, and the organizational colors of the Services represented will be carried in order of seniority from right to left as viewed from the rear.

*e.* Members of the Armed Forces of the United States and Merchant Marine midshipmen will take precedence in the following order during formations in which members thereof may participate, except as indicated in *e*(18), below—

(1) Cadets, United States Military Academy.

(2) Midshipmen, United States Naval Academy.

(3) Cadets, United States Air Force Academy.

(4) Cadets, United States Coast Guard Academy.

(5) Midshipmen, United States Merchant Marine Academy.

(6) U.S. Army.

(7) U.S. Marine Corps.

(8) U.S. Navy.

(9) U.S. Air Force.

(10) U.S. Coast Guard.

(11) Army National Guard of the United States.

(12) U.S. Army Reserve.

(13) Marine Corps Reserve.

(14) Naval Reserve.

(15) Air National Guard of the United States.

(16) Air Force Reserve.

(17) Coast Guard Reserve.

(18) Other training organizations of the Army, Marine Corps, Navy, Air Force, and Coast Guard, in that order. School cadet corps not organized per 10 USC 2031 (Junior Reserve Officers' Training Corps) and 10 USC 2102 (Senior Reserve Officers' Training Corps) do not fall within these categories.

(19) During any period when the U.S. Coast Guard operates as a part of the U.S. Navy, the cadets, United States Coast Guard Academy, and members of the U.S. Coast Guard and Coast Guard Reserve are upgraded in precedence to immediately follow their Navy counterparts (the midshipmen of the United States Naval Academy and members of the U.S. Navy and Naval Reserve, respectively).

### 3–3. Participation of foreign soldiers in parades

*a.* When foreign soldiers are invited by U.S. forces to participate in parades, they will be assigned a position of honor ahead of U.S. soldiers. As a special compliment, a small escort of honor composed of U.S. soldiers will precede the foreign soldiers. Police or special forces may be assigned to clear the line of march, and the grand marshal and his staff should lead the parade.

*b.* On occasions when soldiers of more than one foreign nation participate, the order of precedence will be decided by the grand marshal. The normal method of fixing this precedence is as follows:

(1) When the parade or ceremony is in honor of a particular nation, for example, a celebration of a national holiday, that nation's soldiers should be assigned a position in the line ahead of all others.

(2) On occasions other than described in *b*(1) above, assignment may be made by the relative grades of the commanders of the forces from which parade detachments are drawn. When this method does not readily apply, precedence may be fixed by—

*(a)* Relative grades of the commanders of the parade detachments.

*(b)* Alphabetical order in the English language of the names of the nations concerned.

### 3–4. Retirement ceremonies

Military personnel being retired after long and faithful service will be given appropriate recognition at retirement to include reviews, ceremonies, or other similar functions. It is especially important that commanders of Army medical centers, where personnel may be undergoing a final physical examination related to being processed for physical

disability retirement, advise the appropriate major commanders of pending retirements in this category so that ceremonial arrangements may be made. Maximum publicity will be given to retirement ceremonies.

### 3–5. The Army song

"The Army Goes Rolling Along" is the official song of the U.S. Army. The Army song concludes all reviews, parades and honor guard ceremonies. Individuals will stand at attention and sing the lyrics of the Army song when the Army song is played. Individuals will stand at attention during the playing of official songs of other Services. For the lyrics to the Army song, visit The Army Bands' Web site at http://www.bands.army.mil.

## Chapter 4
## Courtesy Visits Within the Army

### 4–1. General

*a.* The exchange of visits of courtesy helps establish social contacts among officers of the Army which are essential to the development of mutual understanding, respect, confidence, and teamwork. The present size and complexity of the Army may prevent the exchange of courtesy calls in accordance with traditional concepts; therefore, commanders may exercise individual discretion as to the extent to which these principles outlined in this regulation are observed in a given situation. Officers will obtain guidance as to the commander's wishes from the organization or installation adjutant, the commander's aide, or the executive officer of the agency, as applicable.

*b.* If a visit of courtesy is paid, it should be prompt and last approximately 15 minutes. The time must be convenient to the officer being visited.

*c.* Courtesy visits other than those made by departing officers should be returned in person within 10 days except in the following instances:

(1) In cases where the numbers are so great that this is not possible, a general officer occupying the position of a major general or higher may designate a staff officer to return the courtesy visit of an officer below general officer grade.

(2) In case of sickness or other unavoidable circumstances, such visits may be omitted. However, the officer should send a visiting card and a brief note expressing his regrets and explaining why the visit was not paid.

(3) Calls may be returned by senior officers through a mass social function. Hails and farewells and unit social functions normally satisfy this custom.

*d.* Courtesy visits are not required in connection with short absences on leave or temporary duty away from a home station.

### 4–2. Visiting cards

Visiting cards are used during calls as an individual optional courtesy. Visiting cards will include the individual's name, grade, and the words "United States Army." The visiting cards of chaplains will not designate grade. Indication of branch is optional and component will not be shown. The size and type of the care may be determined by the officer; however, the traditional size is 3 1/4 by 1 1/2 inches, with shaded Roman engraving. Standard business sized cards may be used if desired. There should be no directives or requirements for individuals to purchase visiting cards.

### 4–3. Visiting by newly arrived or departing officers

Newly arriving or departing officers will ask the installation or unit adjutant which courtesy visits should be made.

### 4–4. On New Year's Day

It is customary for all officers of a unit, organization, or installation to call upon the commanding officer on New Year's Day. The commander may designate a convenient hour and place for receiving such visits or omit the visit if desired. Commanders may exercise the option to have such visits take place on a day other than New Year's Day if deemed more practical.

## Chapter 5
## Interservice and Military–Civilian Visits

### 5–1. General

The interchange of courtesy visits among Army, Navy, Air Force, and Marine Corps officers opens the way to official and social courtesy among the members of the Services and furthers mutual understanding.

## 5–2. United States Air Force

Customs governing courtesy visits among officers of the U.S. Air Force are as prescribed by the individual installation commander.

## 5–3. Between ship and shore

*a.* No action is required if the senior officer of the newly arrived vessel is junior to the senior naval officer present afloat already present at the installation. Otherwise, the following applies:

(1) If a naval vessel or vessels arrive at an installation, the installation commander will send a suitable officer to the flagship or ship of the senior naval officer present afloat to show courtesy and offer assistance. This is called the boarding visit, and it is expected that this courtesy will be returned.

(2) Within 24 hours of the boarding visit, weather permitting, the senior naval officer present afloat should pay a visit of courtesy to the commanding officer of the installation, if the latter is equal or superior in rank. This visit should be returned within 24 hours, circumstances permitting, if the installation commander is a colonel or a general. If the installation commander is of lower grade than colonel, the senior naval officer present afloat, when of flag rank, may send his or her chief of staff to return official visits. When an Army officer plans an official visit to a naval vessel, advance notice will be provided through the officer's adjutant or aide to the aide of the senior naval officer present afloat or the executive officer of the naval vessel or unit. Similarly, notice may be expected of the intended official visit of the senior naval officer present afloat.

*b.* If a naval vessel or vessel carrying soldiers carries on board an Army officer of higher rank than the installation commander, the latter will pay a visit of courtesy to the Army officer aboard the naval vessel after the initial visit prescribed above. Similarly, should the installation commander be of higher rank than the Army officer aboard ship, the latter will pay the first visit.

*c.* When approaching or leaving a vessel, follow these procedures—

(1) A naval vessel will be approached and boarded by commissioned officers and persons in their company on the starboard (right) side and accommodation ladder; all other persons should use the port (left) accommodation ladder. If only one side is rigged with a brow or accommodation ladder, as when the ship is moored to a pier, then the forward such access is used by commissioned officers and those who accompany them. This rule is subject to change because of particular circumstances at the discretion of the commanding officer of the ship.

(2) Upon entering a boat, the lowest ranking officer goes first and the other officers follow in order of rank; upon leaving a boat this order is reversed.

(3) A landing over another boat (that is to say, another boat is already alongside the vessel to be board, requiring landing to it to get aboard the vessel) will not be made without permission and should be avoided.

(4) Boats will always haul clear of a ship's accommodation ladder while waiting and when about to leave a ship's side will endeavor to give way in ample time to clear the accommodation ladder for other boats approaching.

(5) Naval vessels designated as saluting ships fire gun salutes to those officers entitled to receive them. If the visiting officer is entitled to a gun salute on arrival, the salute is fired as the officer approaches and is still clear of the side. If the ship being visited is moored to a pier in such a position that it is not practicable to render the gun salute prior to arrival on board, the salute is rendered, provided local regulations do not forbid gun salutes, after the visiting officer has been piped over the side of the vessel. On departure, the gun salute is fired after he is clear of the side of the vessel. When on board during the firing of a gun salute, the officer saluted will stand at attention and render the hand salute; when alongside and clear of the side, the officer's boat or vehicle should be stopped, if practicable to do so, and will render the hand salute.

*d.* When receiving an officer on board a naval vessel, follow these procedures—

(1) An officer paying a boarding visit to a naval vessel is met at the accommodation ladder by the officer of the deck.

(2) An Army installation commander paying a courtesy visit to the senior naval officer present afloat aboard a naval vessel is met at the accommodation ladder by that officer, the commanding officer, and the officer of the deck and accompanied there on departure by the same officers. When the visiting officer is a general officer, the senior naval officer present afloat, if a unit commander, is accompanied by his/her chief of staff. When the visiting officer is junior to the senior naval officer, the latter may have one of their staff or ship's officers represent them at the accommodation ladder.

(3) Upon the occasion of the official reception of an officer of the Army on board a naval vessel (except between sunset and 0900 hours, during meal hours of the crew, general drills and evolutions, period of overhaul, and on Sunday), the side is piped and side boys attend at both the arrival and departure of the visiting officer. General officers are invited to inspect the guard after completion of the gun salute or such other honors as may be rendered.

## 5–4. Between officers on shore

*a.* In the interchange of visits between commanding officers of the Army and commanding officers of the Navy, the Air Force, and the Marine Corps, whether within the continental limits, outlying territories, or insular possessions of

the United States, the officer already established will send an officer to render the customary courtesies on the arrival for duty of a newcomer of the other Service.

*b.* After the visit described in paragraph *a*, above has been paid, the commanding officers will exchange visits, the lower in rank paying the first visit. If the commanding officers are of equal rank, the newcomer will pay the first visit.

*c.* When a commanding officer of the Navy, the Air Force, or Marine Corps visits an Army installation, the officer will be met by the installation commander at headquarters, if during office hours; otherwise at the installation commander's quarters. If this is not practical, other arrangements may be made.

### 5–5. Change of station of a unit

*a.* When an organization or unit as such is moved to an installation or facility of any Service of the United States or a friendly nation, a commanding officer of the organization will make and receive the appropriate courtesy visits on behalf of his or her command unless other arrangements are made by mutual agreement of the commanders involved. Preliminary arrangements will usually be made by adjutants or aides of the 2 commanders and generally the commander of lesser rank will make the initial visit.

*b.* When an organization or unit as such is moved from an installation or facility of any Service of the United States or of a friendly nation, the commanding officer of the departing unit, if he or she is of equal or lesser rank than the installation commander, will make the appropriate courtesy visit in behalf of his or her command unless other arrangements are made by mutual agreement between the commanders involved. If the unit commander is of higher rank, the installation commander will make the courtesy visit.

### 5–6. Official visits between commanding officers and civil officials

*a.* Upon arrival at the capitol of a U.S. territory or possession having a governor general or governor commissioned as such by the President, the ranking officer will pay an official call on the governor general or governor within 24 hours after arrival. Similar visits will be made whenever a governor general or governor takes office. The provisions of this paragraph may be modified by agreement with the governor general or governor.

*b.* Upon the official arrival of U.S. soldiers in a foreign municipality or locality where U.S. diplomatic or consular representatives are stationed, the ranking officer will exchange official visits with the ranking diplomatic and the ranking consular representatives. Prior notice of such visits should be furnished when possible. Commanding officers of the Army will make the first visit to diplomatic officials of the rank of charge d'affaires and above. An individual officer on official business will pay calls on diplomatic and consular officials in like manner.

## Chapter 6
## Deaths and Funerals

### 6–1. General

*a.* See AR 600–8–1 for Army casualty reporting procedures and specific notification requirements to the Army Casualty and Memorial Affairs System.

*b.* Action will be taken to render the honors prescribed in this chapter immediately upon receipt of official notification or the receipt of information through radio, television, or other news media of the death of any person entitled to such honors. At joint installations or commands, the procedures prescribed by the responsible military commander will be executed uniformly by all U.S. military units present.

### 6–2. Death announcement

Official worldwide announcement of the death of any of the following persons and such others as may be directed by the Secretary of the Army will be made by electronic message by Director, Army Protocol, OCSA:

*a.* The President, a former President, or President–elect of the United States.

*b.* The Vice President of the United States.

*c.* Secretary, Deputy Secretary, or former Secretary of Defense.

*d.* Secretary of the Army or former Secretary of the Army.

*e.* Chairman of the Joint Chiefs of Staff or former Chairman of the Joint Chiefs of Staff.

*f.* Vice Chairman of the Joint Chiefs of Staff or former Vice Chairman of the Joint Chiefs of Staff.

*g.* Chief of Staff, or former Chief of Staff, United States Army.

*h.* General of the Army, Active, or retired 4–star generals.

*i.* Sergeant Major of the Army or former Sergeant Major of the Army.

### 6–3. Death notice for the President, a former President, or President–elect

*a.* The commander, Military District of Washington, activates contingency plans for the conduct of funeral arrangements, interment, and participation by members of the Armed Forces of the United States.

*b.* On the day after receipt of notification of death of the President, a former President, or President–elect of the United States (unless this day falls upon a Sunday or holiday, in which case the honors will be rendered on the day following the Sunday or holiday), the commanding officers of all Army installations equipped with the necessary personnel and materiel will require the following:

(1) One gun to be fired every half–hour, beginning at reveille and ending at retreat. Uniformed personnel will not salute.

(2) All soldiers at Army installations and the cadets of the United States Military Academy to be formed and notified of the death.

*c.* On the day of interment—

(1) A 21–gun salute will be fired commencing at noon at all military installations equipped with the necessary personnel and the materiel. Guns will be fired at 1 minute intervals. Uniformed personnel will not salute.

(2) An additional salute of a number of guns equal to the number of States of the Union will be fired at retreat at all military installations equipped with the necessary personnel and the materials. This salute will be fired at 5 second intervals immediately following lowering of the flag. Uniformed personnel will not salute.

### 6–4. Death notice of the Vice President

*a.* On the day after receipt of notification of the death of the Vice President of the United States (unless this day falls upon a Sunday or holiday, in which case the honors will be rendered on the day after the Sunday or holiday), the commanding officer at all installations equipped with the necessary personnel and materiel will cause a 19–gun salute to be fired at noon.

*b.* On the day of interment, a 19–gun salute will be fired at noon at all installations equipped with the necessary personnel and materiel. Guns will be fired at 1 minute intervals. Uniformed personnel will not salute.

### 6–5. Death announcement of certain other officials

*a.* Upon the death of the Secretary of Defense, the Deputy Secretary of Defense, or the Secretary of the Army, the same honors will be rendered as prescribed in paragraph 6–4.

*b.* Upon the death of any other person who was entitled to a cannon salute, with the exception of those persons specifically provided for in paragraphs 6–3, 6–4, and *a*, above, and whenever it is desired to render honors other than those prescribed, the message announcing the death will so specify. The number of guns to which the official or functionary was entitled as a salute will be fired at noon on the day after receipt of the official notification of death (unless this day falls on a Sunday or holiday, in which case the honors will be rendered on the day after the Sunday or holiday), and again at noon on the day of the funeral (see table 2–1).

### 6–6. Funeral of general officer

*a.* The message announcing the death of a general officer in active service will specify the installation or installations at which a cannon salute will be fired. A 1 minute gun salute limited to the number of rounds to which the officer was entitled (table 2–1) will be fired at noon on the day after the receipt of the message. If this day falls on a Sunday or holiday, the honors will be rendered on the day after the Sunday or holiday. Personnel will not salute.

*b.* The military installation directed to do so in the DA message, will fire a gun salute (at 1 minute intervals) equal to the number of rounds to which the officer was entitled (table 2–1) at noon on the day of the funeral. Personnel will not salute.

*c.* During the religious grave site service, the chaplain will pause before the final benediction at which time a gun salute corresponding to the grade of the deceased (table 2–1) will be fired with a 5 second interval between rounds; the chaplain will then pronounce the final benediction. At its completion, a 7–person firing party will fire 3 volleys, to be followed by "Taps." Individuals will render courtesies as prescribed in appendix C.

### 6–7. Remains of flag officer or general officer brought ashore

*a.* If the remains of a flag officer of the Navy or a general officer are brought ashore in the vicinity of a military installation and the funeral takes place in the vicinity of the installation, the flag will be displayed at half staff and a 1 minute gun salute will be fired at noon on the day of the funeral.

*b.* The number of guns will be that to which the officer was entitled as a salute (table 2–1).

### 6–8. Funeral of civil functionary

*a.* In the case of the funeral at or near a military installation of a civil functionary who was entitled to a cannon salute, the flag will be displayed at half staff and a 1 minute gun salute will be fired at noon on the day of the funeral.

*b.* The number of guns will be that to which the functionary was entitled as a salute (table 2–1).

### 6–9. National flag at half staff

See appendix B. The Secretary of the Army has approval authority for all requests not covered in appendix B.

## 6–10. Military funerals

Military funerals will be conducted in accordance with FM 3–21.5, chapter 14. The funeral will be under the supervision of the installation commander or his representative. See appendix C of this regulation and FM 3–21.5, chapter 14, for courtesies to be rendered.

## 6–11. Mourning brassards

See AR 670–1, paragraph 28–29*b*(8), figure 28–161.

## 6–12. Draping of flags

See AR 840–10 and FM 3–21.5, chapter 15.

## 6–13. Funeral escorts

*a.* A funeral escort will be formed and marched as prescribed in FM 3–21.5, chapter 14.

*b.* The composition and commander of the funeral escort for the President, a former President, a President–elect, the Vice President, the Secretary of Defense or a former Secretary of Defense, the Deputy Secretary of Defense or a former Deputy Secretary of Defense, Secretary of the Army or former Secretary of the Army, the Chairman of the Joint Chiefs of Staff or a former Chairman of the Joint Chiefs of Staff, the Vice Chairman of the Joint Chiefs of Staff or former Vice Chairman of the Joint Chiefs of Staff, the Chief of Staff or a former Chief of Staff, Army, for a general of the Army, and for the Sergeant Major of the Army will be as directed by the Secretary of the Army.

*c.* Commanders of funeral escorts of other officers will be officers of the same grade as the deceased or of a higher grade, or if none are present, as directed by the immediate commanding officer of the deceased.

*d.* The composition and commander of the funeral escort for a cadet of the United States Military Academy will be as prescribed by the superintendent of the United State Military Academy. When the death or funeral service occurs elsewhere, the composition and commander of the escort will be the same as that for a lieutenant.

*e.* Funeral escorts for warrant officers will be commanded by a lieutenant or higher; from sergeant through sergeant major, by a noncommissioned officer of equal or higher grade; for all other grades by a sergeant or as directed by the immediate commanding officer of the deceased.

*f.* The composition of funeral escorts of honor for persons other than those listed in paragraph *b* above will be determined by each commander of the deceased. The following composition is furnished for guidance only and may be changed locally as appropriate:

(1) Chief of Staff, Army and 5–star generals may receive special military funeral: 10 companies plus a band (normally reinforced). Such soldiers may be furnished by any of the armed services (including the U.S. Coast Guard and cadets from the service academies, where available).

(2) Retired Chief of Staff, Army and 4–star generals may receive a special full–honor funeral consisting of 4 companies from the officer's Service, plus a band.

(3) The Sergeant Major of the Army or former Sergeants Major of the Army may receive a full–honor funeral consisting of 1 company (normally 2 platoons) with band and a command sergeant major as noncommissioned officer (NCO) in charge).

(4) Three–star generals through colonels may receive a full–honor funeral consisting of 1 company (normally 2 platoons) with band. General officers will also receive a cannon salute commensurate with grade.

(5) Lieutenant colonels through warrant officers may receive a full–honor funeral consisting of one platoon with a band.

(6) Command sergeants major and sergeants major may receive a full–honor funeral consisting of 1 platoon with a band (or recorded music), and a command sergeant major or sergeant major as NCO in charge.

(7) All other enlisted personnel, cadets, and personnel in the delayed entry program may receive a funeral consisting of an NCO in charge firing party, pallbearers and bugler (or recorded bugle music).

## 6–14. Authority

Department of Defense Directive 1300.15, 12 June 1979, establishes policy to govern support for military funerals.

## 6–15. Policy

It is DA policy to provide Military Funeral Honors for all present and former military personnel as follows:

*a. Active duty soldiers and retirees*. Full Military Funeral Honors, consisting of a 9–member team (6 pallbearers and/or firing party, a chaplain, and officer and/or NCO in charge, and a bugler (if available)). The team serves as pallbearers and the firing party, folds and presents the American flag to the next of kin, and plays "Taps." A member of the decedent's parent military Service will present the flag. Military Funeral Honors for retirees is the same as for active duty soldiers (resources permitting). Medal of Honor recipients will receive full military honors regardless of status.

*b. Veterans*. All veterans are entitled to a service detail consisting of at least 2 uniformed military members, at least 1 of whom will be from the parent service of the veteran. The team will fold the American flag and the parent Service

representative will present it to the next of kin. Also, every effort will be made to obtain a live bugler to play "Taps." Otherwise, the team will play "Taps" using an electronic recording.

*c. Resources*. Subject to *a* and *b* above, local commanders determine the availability of their resources as they pertain to Military Funeral Honors support, the composition of the burial honor details, and any restrictions relating to military honors.

### 6–16. Service responsibility for burial honors

*a.* The National Defense Appropriations Act for Fiscal Year 2000 provides for the rendering of Military Funeral Honors. Military Funeral Honors are a statutory entitlement. Eligible beneficiaries are active duty members, retirees, veterans (as defined by 38 USC 101(2) including Section 3.7, Title 38, Code of Federal Regulations), and deceased members and former members of the Selected Reserve (using the burial flag eligibility criteria in 38 USC 2301).

*b.* Commanders will ensure the military funerals are provided to all eligible former soldiers, when requested. Commanders are permitted to provide Military Funeral Honors for members of other Services; however, the parent Service of the deceased veteran has the ultimate responsibility for rendering Military Funeral Honors. The rendering of Military Funeral Honors is a total force commitment. Participation by the Reserve components is encouraged.

### 6–17. Use of Ready Reserve

Members of the Ready Reserve may volunteer to perform funeral honors or the preparation for such honors as a federal function. Such duty shall be with the consent of the member and may be in a paid or unpaid status.

*a.* Pay, allowances, travel, and transportation expense reimbursements, when appropriate, will be paid from appropriated funds and paid in accordance with the applicable chapters of 37 USC.

*b.* Pay, allowances, and service credit for Ready Reserve members shall be based on the duty category in which the member is performing funeral honors and the preparation for such honors.

*c.* Funeral honors and the preparation for funeral honors may be performed by members of the Ready Reserve in one of the following duty categories as described in DODI 1215.19:

(1) Active duty other than for training.

(2) Ful–time National Guard duty other than training duty.

(3) Funeral Honors Duty as specified in 10 USC 12503 or in 32 USC 115 in the case of members of the Army National Guard of the United States.

*d.* Members of the Ready Reserve performing funeral honors in Funeral Honors Duty status may receive service credit under 10 USC 12732(a)(2)(E) and, if authorized by the Secretary of the Army, the allowance under 37 USC 435 for any day on which the member performs at least 2 hours of such duty.

*e.* Members of the Ready Reserve performing funeral honors in Funeral Honors Duty status may be reimbursed for travel and transportation expenses incurred in conjunction with such duty as authorized in 37 USC, chapter 7 if such duty is performed at a location 50 miles or more from the member's residence.

*f.* The duty category in which funeral honors and the preparation for funeral honors are performed shall be determined by the Secretary of the Army, but in no case may the performance of funeral honors or the preparation for such honors be considered a period of drill or training.

*g.* Members of the Army National Guard may not be ordered to perform funeral honors in any duty status without the consent of the Governor of the state or territory or the commanding general of the National Guard of the District of Columbia or other appropriate authority of the state, territory, or District of Columbia.

*h.* Ready Reserve members performing funeral honors shall be entitled to medical benefits authorized for the duty status in which such honors are performed. Members of the Ready Reserve in funeral honor duty status under 10 USC 12503 or 32 USC 115 shall be entitled to benefits under 10 USC 1074a.

### 6–18. Authorized Provider Partnership Program (AP3)

*a.* Effective 1 October 2004, local commanders will establish an ongoing liaison and formal agreements with other authorized providers who are willing to participate in providing Military Funeral Honors. Other authorized providers include Veterans Service Organizations and other appropriate individuals and organizations which support the rendering of Military Funeral Honors, in accordance with DODD 1300.15, Military Funeral Support.

*b.* The authorized provider will be trained as a provider by local commanders prior to his or her use in a funeral detail to ensure a professional, dignified, and coordinated delivery of Military Funeral Honors in accordance with ceremony, standards, and procedures established by the Army. The commander shall make continuous training available to authorized providers according to FM 3–21.5 for Military Funeral Honors for the basic ceremony and in accordance with procedure established by the Army for any additional ceremonial elements.

*c.* Upon completion of training, the commander may give advance approval to these providers for the reimbursement of their reasonable expenses related to the delivery of funeral honors. Further, they may provide honor guard equipment and access to military clothing sales stores for appropriate uniforms, decorations, and insignia in accordance with legislative and DOD policy. Local commanders may use their authority to determine appropriateness of requests for support from authorized providers.

*d.* The trained provider will be recognized with documentation that may take the form of a certificate or other appropriate record.

*e.* The recognized provider may be used as an additional team member and complement a Military Funeral Honors detail by rendering additional elements of honors such as firing party, pallbearers, bugler, or color guard. The provider will be considered a Government employee for the purposes of liability and workers compensation when augmenting as Armed Forces Military Funeral Honors detail in accordance with 10 USC 1588. A uniformed Army officer or NCO will always be in charge of the detail and act as the Army representative.

*f.* The commander must document the recognition of an individual authorized provider. Recognition as an authorized provider is Service–specific. A prospective authorized provider must secure the same status from each military Service that he or she desires to participate with unless there is an agreement between Services to accept the other's recognition.

## 6–19. Reimbursement of expenses for authorized providers

*a.* The local commander may reimburse the authorized providers for participating in the performance of Military Funeral Honors. SF 1164 (Claim for Reimbursement for Expenditures on Official Business), will be used by authorized providers to submit expense claims in accordance with DOD Financial Management Regulation, volume 9, chapter 4, section 0409. The parent Service of the honored veteran shall be responsible for the processing and payment of claims of authorized providers.

*b.* The commander may only approve reimbursement to authorized providers for expenses incurred while augmenting a Military Funeral Honors detail if such approval precedes the incurring of any expenses, in accordance with 10 USC 1491(d).

*c.* Covered expenses must be in direct support of the Armed Forces of the United States funeral detail and include, but are not limited to, fuel (not mileage), parking fees, tolls, public transportation, occasional meals, and other related expenditures.

*d.* The commander may provide Government transportation instead of the use of privately owned vehicles.

*e.* In the rare case that a command's approval of a request by an authorized provider to augment a Military Funeral Honors detail requires travel that necessitates overnight accommodations, the military department must place the authorized provider on invitational travel orders prior to travel.

## 6–20. Denial of funeral honors

Funeral Honors can be denied to any authorized recipient under the following circumstances:

*a.* Ordinarily, no funeral honors will be provided to a member absent without authority in excess of 30 days or for an individual declared a deserter at the time of death by competent authority.

*b.* Military honors at the funeral or burial of a person who has been convicted of a capital offense under Federal or State law for which the person was sentenced to death or life imprisonment without parole is prohibited (see 10 USC 985). Military funeral support of any kind may be withheld from an individual otherwise entitled to receive such support who has been convicted of a serious offense. A serious offense, as used herein, is a military or civilian offense, which if prosecuted under the Uniform Code of Military Justice, could be punished by confinement of six months or more and/or a punitive discharge; and any other misconduct, which if prosecuted under the Uniform Code of Military Justice, would require specific intent for conviction.

*c.* Military Funeral Honors shall not be provided to individuals who have at any time been discharged or released from military service with any of the following (as per DODI 1300.15 para E2.1.9):

(1) A Dishonorable Discharge.

(2) A Bad Conduct Discharge.

(3) A Dismissal from the Service awarded by court–martial.

(4) An Under other than Honorable Conditions Discharge.

(5) An Officer Resignation in lieu of court–martial, which results in a discharge characterization of Under other than Honorable Conditions.

*d.* The commander may provide Government transportation instead of the use of privately owned vehicles.

## 6–21. Burial honors (minimum requirement)

The following will be observed as the minimum support requirements when requested by the next of kin and when sufficient notification is received to properly plan, prepare, and transport the funeral detail to the interment site. Additional support or assistance may be provided to supplement the minimum funeral support requirements at the discretion of the installation commander

*a.* Active duty soldiers and Medal of Honor recipients will receive at least a 9–member team for the conduct of Military Funeral Honors. The team will consist of an officer in charge or NCO in charge, bugler, a 6–soldier casket bearer and/or firing party (dual function), and a chaplain (if requested by family).

*b.* An Army retiree of any component will receive the Military Funeral Honors team listed in paragraph 6–19*a* when

resources permit. When full Military Funeral Honors cannot be rendered, the minimum requirements described in paragraph 6–19*c* will be provided

*c.* Veterans will be provided at least two uniformed service members to perform the minimum mandatory funeral honors consisting of the ceremonial folding and presentation of the American flag and the playing of Taps. At least one of the uniformed military representatives will be of the parent Service of the deceased veteran. They will participate at this ceremony and will present the flag to the family or other appropriate individual. A bugler is preferred, either military or civilian. Bugler support may be contracted or voluntary. The command or activity responsible for providing Military Funeral Honors will ensure there is an active search for a bugler. If none is available, the designated person responsible for the funeral honors may authorize instead the playing of a recording of "Taps" and will ensure that a quality recording is available.

# Appendix A
# References

## Section I
## Required Publications
This section contains no entries.

## Section II
## Related Publications
A related publication is a source of additional information. The user does not have to read it to understand this publication. Except where otherwise indicated, Army regulations and pamphlets are available on the Army Publishing Directorate's Web site at http://www.apd.army.mil. Department of Defense directives, instructions, and manuals can be accessed from the Army Home page at http://www.army.mil.

**AR 220–90**
Army Bands

**AR 310–25**
Dictionary of United States Terms

**AR 310–50**
Authorized Abbreviations and Brevity Codes

**AR 600–8–1**
Army Casualty Operations/Assistance/Insurance

**AR 670–1**
Wear and Appearance of Army Uniforms and Insignia

**AR 840–10**
Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates

**DOD Financial Management Regulation, Vol. 9**
Travel and Transportation for Funeral Honors Detail

**FM 12–50**
U.S. Army Bands

**FM 3–21.5**
Drill and Ceremonies (http://www.atiam.train.army.mil)

**DA Pam 1–1**
State, Official and Special Military Funerals

**DA Pam 600–60**
A Guide to Protocol and Etiquette for Official Entertainment

**Presidential Proclamation 3044**
Display of the flag of the United States of America at half–staff upon the death of certain officials and former officials (http://www.archives.gov/federal_register/codification/proclamations/03044.html)

**38 CFR 3.7**
Individuals and groups considered to have performed active military, naval, or air service (http://www.access.gpo.gov/nara/cfr)

**4 USC 4**
Title 4—Flag and Seal, Seat of Government, and the States (http://www.gpo.gov/uscode)

**10 USC 1074a**
Medical and dental care: members on duty other than active duty for a period of more than 30 days (http://www.gpo.gov/uscode)

**10 USC 1491**
Funeral honors functions at funeral for veterans (http://www.gpo.gov/uscode)

**10 USC 1588**
Authority to accept certain voluntary services (http://www.gpo.gov/uscode)

**10 USC 2031**
Junior Reserve Officers' Taining Corps (http://www.gpo.gov/uscode)

**10 USC 2102**
Senior Reserve Officers' Taining Corps (http://www.gpo.gov/uscode)

**10 USC 12503**
Ready Reserve: funeral honors duty (http://www.gpo.gov/uscode)

**10 USC 12732**
Entitlement to retired pay: computation of years of service (http://www.gpo.gov/uscode)

**32 USC 115**
Funeral honors duty performed as a Federal function (http://www.gpo.gov/uscode)

**37 USC**
Pay and allowances of the uniformed services (http://www.gpo.gov/uscode)

**37 USC 435**
Funeral honors duty: allowance (http://www.gpo.gov/uscode)

**37 USC chapter 7**
Allowances (http://www.gpo.gov/uscode)

**38 USC 101(2)**
Definitions: veteran (http://www.gpo.gov/uscode)

**38 USC 101(24)**
Definitions: active military, naval, or air service (http://www.gpo.gov/uscode)

**38 USC 2301**
Flags (http://www.gpo.gov/uscode)

**Joint Federal Travel Regulation**
(http://www.dtic.mil/perdiem/jftr.html)

**United States Navy Regulation 1990**
(https://www.neds.nebt.daps.mil)

**DODD 1300.15**
Military Funeral Support (http://www.dtic.mil/whs/directives)

**DODD 1005.10**
Table of Honors for Civilian and Military Officials of the Department of Defense (http://www.dtic.mil/whs/directives)

**DODI 1005.4**
Performance of "The Star–Spangled Banner," Foreign National Anthems and "Hail to the Chief' by Service Bands (http://www.dtic.mil/whs/directives)

**DODI 1005.6**
Half–Staffing of the National Flag (http://www.dtic.mil/whs/directives)

**DODI 1215.19**
Uniform Reserve, Training, and Retirement Category Administration (http://www.dtic.mil/whs/directives)

### Section III
### Prescribed Forms
This section contains no entries.

### Section IV
### Referenced Forms

**SF 1164**
Claim for Reimbursement for Expenditures on Official Business

## Appendix B
## National Flag at Half Staff

### B–1. Presidential Proclamation
Per Presidential Proclamation 3044 of 1 March 1954 and amplified by Department of Defense Instruction 1005.6 of 13 December 1956, the following instructions apply to flying the national flag at half staff.

### B–2. Upon receipt of notification
The flag will be lowered to half staff upon receipt of notification of death of one of the designated officials from any reliable source, including news media.

### B–3. Memorial Day
See paragraph 1–10 for information on flying the flag on Memorial Day.

**Table B–1**
**National Flag at Half Staff**

| Death of | Location of flag | Period |
|---|---|---|
| President, former President, or President elect | All installations, activities, and vessels of DA in the District of Columbia and throughout the United States and its territories and possessions. U.S. embassies abroad, including all military facilities and naval vessels and stations. | 30 days from day of death during prescribed hours (reveille to retreat) |
| Vice President, the Chief Justice or a retired Chief Justice of the United States, or the Speaker of the House of Representatives | All installations, activities, and vessels of the Department of the Army in the District of Columbia and throughout the United States and its territories and possessions. | 10 days from day of death during prescribed hours (reveille to retreat) |
| Associate Justice of Supreme Court, a member of the Cabinet, a former Vice President, President pro tempore of the Senate, Majority or Minority Leader of the Senate, Majority or Minority Leader of the House of Representatives, Deputy Secretary of Defense, Former Secretary of Defense, a Service Secretary, Chairman or former Chairman of the Joint Chiefs of Staff, Chief of Staff or former Chief of Staff, U.S. Army, General of the Army | All installations, activities, and vessels of DA in the District of Columbia and throughout the United States and its territories and possessions. | During prescribed hours (reveille to retreat) from day of death until retreat on day of interment. Exception: Flags flown at place of burial will be hoisted to the top after the last salvo or volley is fired over the grave. |

**Table B–1**
**National Flag at Half Staff—Continued**

| Death of | Location of flag | Period |
|---|---|---|
| General (Army 4 star) active or retired | All installations, activities, and vessels of DA in the District of Columbia and throughout the United States and its territories and possessions. | During prescribed hours (reveille to retreat) on day of interment. Exception: Military installation where funeral takes place. During prescribed hours (reveille to retreat) from day of death until flag is hoisted after the last salvo or volley has been fired over the grave. |
| United States Senator, Representative, Territorial Delegate, or the Resident Commissioner from the Commonwealth of Puerto Rico | All installations and activities of DA in the metropolitan area of the District of Columbia. All installations and activities of DA in the State, Congressional District, Territory, or Commonwealth of such Senator, Representative, Delegate or Commissioner, respectively | Day of death and the following day during prescribed hours (reveille to retreat). During prescribed hours (reveille to retreat) from day of death until retreat on day of interment. Exception: Flags flown at place of burial will be hoisted to the top after the last salvo or volley is fired over the grave. |
| Governor of a State, territory, or possession | All installations and activities of DA located in the State, territory, or possession of the deceased governor. | During prescribed hours (reveille to retreat) from day of death until retreat on day of interment. Exception: Flags flow at place of burial will be hoisted to the top after the last salvo or volley is fired over the grave. |
| Other officials, former officials, or foreign dignitaries | To be displayed in accordance with orders or instructions as may be issued by or at the direction of the President, or in accordance with recognized customs or practices not inconsistent with law. | As directed by or at the direction of the President |
| Sergeant Major of the Army or former Sergeant Major of the Army | To be displayed in accordance with orders or instructions as may be issued by or at the direction of the President, or in accordance with recognized customs or practices not inconsistent with law. | During prescribed hours (reveille to retreat) on day of interment. Exception: Military installation where funeral takes place. During prescribed hours (reveille to retreat) from day of death until flag is hoisted after the last volley has been fired over the grave. |
| Army officer on the active or retired list and not covered above and active enlisted personnel. | *Military installation where funeral or death takes place | *If interment takes place on the installation: During prescribed hours on day of interment (reveille to retreat) until flag is hoisted to the top after the last salvo or volley has been fired over the grave. *If interment takes place off the installation: During prescribed hours (reveille to retreat) from day of death until remains are removed from the installation. |
| *Warrant officer, Cadets of the United States Military Academy or enlisted personnel inactive or retired. | *Military installation where funeral takes place. | *During the funeral: Flag will be hoisted to the top after final volley is fired over the grave. If the remains are not interred on the installation, flag will be hoisted to the top after the remains have been removed from the installation. |

Notes:
[1] Location of flag. At joint installations or commands, the procedures prescribed by the responsible military commander or the executive agent will be executed uniformly by all the U.S. military units present.

# Appendix C
# Courtesies Rendered by Individuals During Various Ceremonies and Public Events (On and Off Post)

## C–1. General

In general, to render honors: If indoors, stand at attention, unless reporting to a superior. If outdoors, execute the hand salute when in uniform, or place the right hand over the heart when in civilian clothes.

## C–2. During ceremonies

When ceremonies (excluding military funerals) are being conducted, moving vehicles will be brought to a halt. Military passengers and drivers will dismount and render the appropriate courtesy. When riding in buses and trucks, only the senior occupant will dismount and render appropriate courtesy.

## C–3. When in headgear

Military personnel will follow guidelines for wearing headgear in accordance with AR 670–1, paragraph 1–10*i*.

**Table C–1**
**Courtesies rendered by individuals during various ceremonies and public events (on and off post)**

| | Reveille | Retreat when played as prelude to “To The Color” | “To The Color” or national anthem | When uncased Colors pass by or when passing uncased Colors | Cannon salute rendered to person (note 1) | Military funeral |
|---|---|---|---|---|---|---|
| 1. Military personnel in uniform and in formation (with or without headgear). | Execute "Present Arms" at the command of officer or NCO in charge. Execute "Order Arms" at the command of officer or NCO in charge. | Execute "Parade Rest" at the command of the officer or NCO in charge. Remain at Parade Rest until given "Attention" by officer or NCO in charge. | Same as for reveille. | COLORS ARE PASSING: Execute "Present Arms" at the command of officer or NCO in charge. Command is given when Colors approach 6 paces of the flank of the unit, and held until the Colors are 6 paces past the flank of the unit. At that time, the command "Order Arms" will be given. PASSING THE COLORS: Execute orders at the command of officer or NCO in charge. | Execute "Present Arms" at the command of officer or NCO in charge. Hold salute until command "Order Arms" is given by officer or NCO in charge. | Execute "Present Arms" at the command of officer or NCO in charge whenever casket is moved. |
| 2. Military personnel in uniform not in formation (with or without headgear). | At the first note of music, face flag and render hand salute (if flag is not in view, face direction of music). End salute on last note of music. | At the first note of music, face flag and stand at attention (if flag is not in view, face direction of music). Remain at attention until last note of "TO THE COLOR" has been played. | (note 2) At the first note of music: If outdoors, render hand salute; if indoors, stand at attention. Hold this position until the last note of music has been played. | COLORS ARE PASSING: When Colors are within 6 paces: If outdoors, render hand salute; if indoors, stand at attention. Hold this position until the Colors have passed 6 paces. PASSING THE COLORS: Outdoors: When within 6 paces of the Colors, turn head in direction of Colors and render hand salute. Hold salute until 6 paces past the Colors. | At the first note of music or first round of salute, face the ceremonial party and render hand salute. End salute on last note of music or when last round of salute has been fired. | Each time casket is moved: Outdoors: Render hand salute. Indoors: Stand at attention. |

**Table C–1**
**Courtesies rendered by individuals during various ceremonies and public events (on and off post)—Continued**

| | Reveille | Retreat when played as prelude to “To The Color” | “To The Color” or national anthem | When uncased Colors pass by or when passing uncased Colors | Cannon salute rendered to person (note 1) | Military funeral |
|---|---|---|---|---|---|---|
| 3. All men wearing civilian clothes (military and civilian) (includes sports attire with headgear). (Note 3) | At the first note of music, face flag, stand at attention, remove headgear with right hand and hold over left shoulder with right hand over heart (if flag is not in view, face direction of music). | At the first note of music, face flag, remove headgear with right hand and stand at attention. Remain at attention until last note of "TO THE COLOR" has been played (if flag is not in view, face direction of music). | (note 2) At the first note of music: If outdoors or indoors hold headgear over the left shoulder with the right hand over the heart. Hold this position until the last note of music has been played. | COLORS ARE PASSING: When Colors are within 6 paces: If outdoors, stand at attention, remove headgear with right hand and hold over left shoulder with right hand over heart; if indoors, stand at attention. Hold this position until the Colors have passed 6 paces. PASSING THE COLORS: Outdoors: When within 6 paces of the Colors, turn head in direction of Colors, remove headgear with right hand and hold over left shoulder with right hand over heart and render hand salute. Hold salute until six paces past the Colors. | At the first note of music or first round of salute, face the ceremonial party, remove headgear and stand at attention. Hold this position until the last note of music or last round of salute has been fired. | Each time casket is moved: Outdoors: Stand at attention, remove headgear with right hand and hold over the left shoulder with right hand over heart. Indoors: Stand. |
| 4. Military personnel and civilians in civilian dress without headgear. Personnel engaged in sports and attired in a sports uniform without headdress. | At the first note of music, face flag, stand at attention with the right hand over the heart. Hold this position until the last note of music has been played (if flag is not in view, face direction of music). | At the first note of music, face flag and stand at attention. Remain at attention until last note of "TO THE COLOR" has been played (if flag is not in view, face direction of music). | (Note 2) At the first note of music: If outdoors or indoors stand at attention with the right hand over the heart. Hold this position until the last note of music has been played. | COLORS ARE PASSING: When Colors are within 6 paces: If outdoors, stand at attention with right hand over heart; if indoors, stand at attention. Hold this position until the Colors have passed 6 paces. PASSING THE COLORS: No action is required. | At the first note of music or first round of salute, face the ceremonial party and stand at attention. Hold this position until the last note of music or last round of salute has been fired. | Each time casket is moved: Outdoors: Stand at attention with right hand with right hand over heart. Indoors: Stand at attention. |

Notes:
[1] When a cannon salute is rendered to the Union or nation, no individual action is required.
[2] Military photographers covering ceremonies will render appropriate courtesy during the playing of the national anthem.
[3] Women wearing civilian attire never remove their headgear during ceremonies.

## Glossary

### Section I
### Abbreviations

**DA**
Department of the Army

**DOD**
Department of Defense

**MACOM**
major Army command

**NCO**
noncommissioned officer

**OCSA**
Office of the Chief of Staff, Army

**U.S.**
United States

### Section II
### Terms

**Authorized providers**
Individuals or groups recognized by a Secretary of a Military Department, who are not members of the Armed Forces of the United States or employees of the United States and who augment the uniformed members of a Military Funeral Honors detail. Authorized providers may include, but are not limited to, Veterans Service Organizations, members of the Reserve Officers' Training Corps and other appropriate individuals and organizations which support the rendering of Military Funeral Honors.

**Authorized representative**
A person chosen by the next of kin to represent them in matters dealing with the loss of the eligible beneficiary.

**Colors**
A U.S. flag trimmed on 3 sides with golden yellow fringe.

**Commander and commanding officer**
As used in this regulation, includes commanders, chiefs of staff sections of combatant and major commands, installation commanders, division commanders, and heads of branches, offices, and agencies of comparable size.

**Eligible Beneficiaries for Military Funeral Honors**
Deceased active duty personnel and veterans (as defined in 10 USC 1491), to include members and former members of the Selective Reserve (as defined in 38 USC 2301(f)).

**Service aggravation**
Refers to a medical condition that existed prior to service and which worsened or was aggravated as a result of military service more than it would have been worsened or aggravated in the absence of military service.

**Ensign**
A rectangular U.S. flag flown from aircraft, ships, and boats.

**Firing of 3 volleys at Military Funeral Honors**
In accordance with FM 3–21.5, the firing party may include 3 to 8 rifle bearers, reflecting the American military custom of firing "three volleys of musketry" over the graves of fallen comrades. This practice of firing 3 volleys originated in the old custom of halting the fighting to remove the dead from the battlefield. Once each army had cleared its dead for the battlefield, it would fire 3 volleys to indicate that the dead had been cared for and that they

were ready to go back to the fight. The fact that the firing party consists of 7 riflemen, firing 3 volleys does not constitute a 21–gun salute.

**Funeral director**
A State–licensed individual responsible of arranging all details of the burial. This includes requesting Military Funeral Honors.

**Honors to persons**
Honors to persons consists of cannon salutes, escort of honor or honor guard, parades or review of troops, ruffles and flourishes, together with certain music which is played upon presentation of the escort to the person being honored and as part of the parade or review of troops.

**Military Funeral Honors**
The ceremonial paying of respect and the final demonstrations of the country's gratitude to those who, in times of war and peace, have faithfully defended our nation. The Military Funeral Honors ceremony consists of, at a minimum, the folding and presentation of the American flag and the sounding of "Taps" by a detail of 2 uniformed members of the Armed Forces of the United States. At least 1of the detail's members shall be from the parent Service of the beneficiary

**National flag**
The flag of the United States.

**National Standard**
A name formerly used for flags of mounted units.

**Regional Honors Coordinator**
The military office, as directed by each military Service, responsible for arranging the delivery of Military Funeral Honors within a specific geographic region.

**Service Representative**
Uniformed member of the parent Service of the eligible beneficiary who leads the honors detail and presents the flag to the next of kin.

**Taps**
The traditional "lights out" musical composition played at military funerals and memorials. The official version of "Taps" is played by a single bugle. In accordance with AR 220–90, "Echo or Silver Taps," which is performed by 2 buglers, is not authorized.

**Vessels**
Ships, boats, aircraft.

**Veteran**
A decedent who served in the active military, naval, or air Service (as defined in 38 USC 101 (24)) and was discharged or released under conditions other than dishonorable by means of an honorable or under honorable conditions (general) discharge; or was a member or former member of the Selected Reserve as described in 38 USC 2301(f).

**21–gun salute**
The 21–gun salute is fired in honor of the national flag, the sovereign or chief of state of a foreign nation, a member of a reigning royal family, and the President, former President, and President–elect of the United States. It is also fired at noon on the day of the funeral of a President, former President, or President–elect. Gun salutes are also rendered to other military and civilian leaders of this and other nations. The number of guns is based on their protocol rank. These salutes are always in odd number (see app C).

## Section III
## Special Abbreviations and Terms
This section contains no entries.