

Personnel—General

Salutes, Honors, and Visits of Courtesy

**Headquarters
Department of the Army
Washington, DC
1 September 1983**

UNCLASSIFIED

SUMMARY of CHANGE

AR 600-25

Salutes, Honors, and Visits of Courtesy

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

- o Changes have been made in chapter 6.
- o 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.

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*Army Regulation 600-25

Effective 1 October 1983

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Salutes, Honors, and Visits of Courtesy

By Order of the Secretary of the Army:

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History. This regulation provides general policies and procedures for the rendition of salutes and honors to individuals and for visits of courtesy.

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Applicability. Not applicable.

Proponent and exception authority. The proponent agency of this regulation is the Adjutant General's Office.

Army management control process. Not applicable.

Supplementation. Local limited supplementation of this regulation is permitted but is not required. If supplements are issued, Army Staff agencies and major Army commands will furnish one copy of each to HQDA (DAAG-PSI) WASH, DC

20314; other commands will furnish one copy of each to the next higher headquarters.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAAG-PSI), Alexandria, VA 22331.

Distribution. To be distributed in accordance with DA Form 12-9 requirements for AR, Personnel—General.

Active Army—A
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USAR—D

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RESERVED

Chapter 1 GENERAL

1–1. Purpose.

This regulation provides general policies and procedures for the rendition of salutes and honors to individuals and for visits of courtesy.

1–2. Explanation of terms.

a. Honors to persons consist of cannon salutes, an escort of honor or honor guard, parades or review of troops, and 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.

b. The terms "commander" and "commanding officer" as used in this regulation include chiefs of staff sections, installation commanders, division commanders, and heads of branches, offices, and agencies of comparable size.

1–3. Hand salutes and salutes with arms.

a. All Army personnel in uniform are required to salute when they meet and recognize persons entitled to the salute. The practice of saluting officers in official vehicles (recognized individually by rank or identifying vehicle plates/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. Salutes are not required in public areas such as theaters, outdoor athletic facilities, or other such situations when the act would be manifestly inappropriate or impractical. Accompanying the rendering of the hand salute with an appropriate greeting such as "Good Morning, Sir," is encouraged. Personnel will not salute indoors except when reporting to a superior officer. See section VII, chapter 4, FM 21–13 for general rules on saluting.

b. Salutes will be exchanged between officers (commissioned and warrant) and between officers (commissioned and warrant) and enlisted personnel. Salutes will be exchanged with personnel of the United States Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard entitled to the salute.

c. It is customary to salute officers of friendly foreign nations when recognized as such. The Commander in Chief, US Army, Europe and Seventh US Army; Commander, US Army, Japan; Commander, Eighth US Army; and the Commander, US Army Communications Command are delegated the authority to establish policies for recognition courtesies prevailing locally for foreign officials. This authority will not be delegated farther.

d. Civilians may be saluted by persons in uniform when appropriate, but the uniform hat or cap will not be raised as a form of salutation.

e. 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.

f. Salutes are not required to be rendered or returned if either the senior or subordinate or both are in civilian attire.

g. Local commanders will carefully review saluting policies for their installations. Where considered desirable in their judgment, they will develop and publish modified saluting policies for congested, student, or high density living areas where saluting would be highly repetitious or otherwise infeasible.

h. Civilian personnel, including civilian guards, will not be required to render the hand salute to military personnel or other civilian personnel.

1–4. Flags.

The flag of the United States, national color, and national standard are not dipped by way of salute or compliment. (One exception to this rule is followed by Naval vessels when, upon receiving a salute of this type from a vessel registered by a nation formally recognized by the United States, the compliment must be returned.) The organizational color or standard will be dipped in salute in all military ceremonies while the United States National Anthem, "To the Color," or a foreign national anthem is being played, and when rendering honors to the organizational commander, an individual of higher grade including foreign dignitaries of higher grade, but in no other case. The United States Army Flag is considered to be an organizational color and as such is also dipped while the United States National Anthem, "To the Color," or a foreign national anthem is being played, and when rendering honors to the Chief of Staff of the United States Army, his direct representative, or an individual of higher grade including a foreign dignitary of equivalent or higher grade, but in no other case.

1–5. Cannon salutes.

a. A salute with cannon (towed, self-propelled, or tank-mounted) will be fired with a commissioned officer present and directing the firing.

b. Salutes will not be fired between retreat and reveille, on Sundays, or on national holidays (excluding Memorial

and Independence Days) unless, in the discretion of the officer directing the honors, international courtesy or the occasion requires an exception. They will be rendered at the first available opportunity thereafter, if still appropriate.

c. The salute to the Union consists of one 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, national color, or national standard is always displayed at the time of firing a salute, except as indicated in paragraph 6-3b(2).

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

1-6. Salute to the President's flag.

When any vessel or craft flying the President's flag passes an Army installation which is equipped to fire salutes, that installation commander will fire the national salute, except as provided in paragraph 1-5b.

1-7. Salutes involving vessels.

a. It is the custom of ships of war when in territorial waters of other countries to fire salutes and participate in other ceremonies of that country.

b. It is the custom of foreign ships of war upon entering a harbor or passing near a fortification of another country to display at the main truck the flag of that country and to salute it with the national salute of 21 guns. On the completion of the salute to the flag of the United States, a salute of the same number of guns will be returned promptly by the designated saluting station. It is the rule, however, in the United States Navy and foreign navies to fire salutes only between sunrise and sunset. The United States Navy further refrains from firing salutes prior to 0800 hours and on Sunday, except when international courtesy requires. Certain type vessels such as cargo and transports are not normally equipped with saluting batteries, and thus do not salute. United States vessels return salutes to the flag in United States water only when there is no fort or battery designated to do so. United States vessels do not salute United States Army installations, or the converse.

c. A salute fired to the nation by a foreign ship arriving in port or a salute fired to a flag or general officer by a foreign ship or station shall be returned gun for gun. These salutes should be done promptly upon completion of the salute by the foreign ship or station, if practicable, but in no case should the intervening time exceed 24 hours. Failure to return such salutes is regarded as an act of courtesy or lack of friendship justifying the other party in asking for an explanation.

d. Notice by a vessel of an intention to salute the flag is sometimes given direct to a fort, but as giving notice involves delay, vessels may salute without it. If notice of intention to salute the flag is received at a fort or installation other than a designated saluting station (para 1-8), the commanding officer will notify the designated saluting station and will inform the vessel to that effect.

e. Commanders Of Saluting stations or other military installations will, as directed by the Department of the Army 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 United States ports or harbors, in celebration of their national festivities by firing salutes or by parading troops. 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.

1-8. Saluting stations.

Listed below are Department of the Army 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 HQDA (DAAG-AMP), Washington, DC 20314 if any designated station is inactivated or placed under caretaker status, thus rendering it incapable of returning salutes, or if any additional stations are manned and able to return salutes.

Fort Hamilton, Brooklyn, NY 11252

Fort Lewis, Tacoma, WA 98432

Fort Monroe, Hampton Roads, VA 23351

Fort Ord, Monterey, CA 93341

Presidio of San Francisco, CA 94129

1-9. Holidays.

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 a Saturday, the preceding Friday also will be considered a holiday. When holidays fall on Sunday, the succeeding Monday also will be considered a holiday.

- (1) New Year's Day, 1 January.
- (2) Washington's Birthday, the third Monday in February.
- (3) Memorial Day, the last Monday in May.
- (4) Independence Day, 4 July.
- (5) Labor Day, the first Monday in September.
- (6) Columbus Day, the second Monday in October.

- (7) Veterans Day, 11 November.
- (8) Thanksgiving Day, the fourth Thursday in November.
- (9) Christmas Day, 25 December.

b. Memorial Day ceremonies. 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 air, 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 so remain until retreat. When hoisted to the top of the staff, the flag will be saluted by playing appropriate patriotic music. In this manner tribute is rendered the honored dead.

c. Independence Day ceremonies. 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 Saturday, special ceremonies or salutes will take place on Saturday. When Independence Day occurs on a Sunday, the special ceremonies or salutes normally will take place the following day.

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

1–10. Foreign national anthems.

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 two or more foreign national anthems are played in succession. The United States National Anthem will be played following the sequence.) The same honors rendered to the United States National Anthem will be rendered during the playing of the foreign national anthems. The United States 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.

1–11. Pledge of Allegiance to the Flag.

- a. The Pledge of Allegiance is not recited in military formations or in military ceremonies.
- b. At protocol functions, social, and sporting events which include civilian participants, military personnel 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. The hand salute is not rendered. Where the participants are primarily civilians or in civilian attire, reciting the pledge is optional for those in uniform.
 - (3) When in civilian attire, recite the pledge while standing at attention, facing the flag with the right hand over the heart. Men should remove headdress with the right hand and hold it over the left shoulder, the hand being over the heart.

Chapter 2

PERSONAL SALUTES AND HONORS

2–1. Table of honors.

- a. Table 2–1 is a, list of persons who are entitled to honors, together with the number of guns, ruffles and flourishes, and the 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 and military departments receive the 32-bar medley in the trio of "The Stars and Stripes Forever."
- c. Foreign military persons holding positions equivalent to those of Department of Defense and military department of officials, both military and civilian, listed in table 2–1, will be rendered the honors to which the equivalent United States official is entitled, regardless of actual military rank. All other foreign military persons will receive the honors due their actual rank or its United States Army equivalent.
- d. A designated representative of an official entitled to honors will be afforded honors based on the representative's rank.

2–2. Reduction of frequency of ceremonial honors rendered on the occasion of official visits to field installations.

- a. In the interest of economy and efficiency, such ceremonies as parades, guard mounts, motorcades, and other ceremonies which involve large numbers of men 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 United States Military Establishment, for foreign dignitaries, and for occasions when ceremonies promote international good will.

b. Officials of the Department of the Army entitled to ceremonial honors (table 2-1) will advise the appropriate installation commander of impending official visits. Notification will include adequate advance notice, the general purpose of the visit, and particular items or areas of interest to the visitor. Such officials will also notify the field commander that ceremonies will be dispensed with unless for compelling reasons they are desirable. All visitors are encouraged to decline routine honors unless the ceremony serves a useful purpose. Officials of the Department of Defense 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 will be rendered, in which case the commander will so advise the visitor. If, however, the notification of the impending visit omits a request to dispense with ceremonies, the field commander will accord the visitor the honors prescribed in this regulation.

d. Normally an aide or duty 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 appropriate authority for specific objects 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, an ex-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.

(2) Honors will not be rendered between retreat and reveille, on Sundays, or on national holidays (except Memorial and Independence Days) unless, in the discretion of the officer 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 troops assigned to garrison duty render honors.

(4) If honors are to be rendered a person senior to or of the same grade as the installation commander, the latter will meet the visitor on his arrival at the entrance to the installation and will escort him to the place of exit upon his 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 two or more persons entitled to honors arrive at or depart from an installation at the same time, only the senior will receive honors. If they arrive or depart, successively, honors will be paid to each in turn, except that a senior will be notified prior to the rendering of honors to a junior.

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

b. Cannon salutes to persons.

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

(a) When honors are rendered at funerals, the time interval between rounds for the cannon salute will be fired at 5-second intervals.

(b) When such interval is in conflict with prescribed safety regulations for the type 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 he is entitled to a salute on departing, the last round thereof will be fired as he leaves the installation.

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

(4) Cannon salutes to officers and officials of four-star or equivalent grade or higher will be rendered on the occasion of each official visit if requested (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 the 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. See appendix A for honors to be rendered by other personnel.

c. Honor guard. See section III, chapter 10, FM 22-5.

Table 2-1
Ceremony and Parade Requirements

Grade, title, or office	Number of guns			Music
	Arrival	Departure	Ruffles and flourishes	
President	21	21	4	National anthem or "Hail to the Chief," as appropriate.
Ex- 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	4	"Hail Columbia."
Speaker of the House of Representatives	19	4	March.
American or foreign ambassador, or high commissioner while in country to which accredited	19	4	National anthem of United States or official's country.
Premier or Prime Minister	19	4	National anthem of official's country.
Secretary of Defense	19	19	4	Honors March ¹
Cabinet member, President pro temp ore of Senate, governor of a State, or Chief Justice of the United States	19	4	"
Deputy Secretary of defense	19	19	4	"
Secretary of the Army	19	19	4	"
Secretary of Navy or Air Force	19	19	4	"
Under Secretary of Defense	19	19	4	"
Director of Defense Research and Engineering	19	19	4	"
Chairman, Joint Chiefs of Staff	19	19	4	"
Chief of Staff, United States Army; chief of Naval Operations; Chief of Staff, United States Air Force; or Commandant of the Marine Corps	19	19	4	"
General of the Army, Fleet Admiral, or General of the Air Force	19	19	4	"
Chairman of a Committee of Congress	17	4	"
Assistant Secretaries of Defense and General Counsel of the Department of Defense	17	17	4	"
Governor of a Territory or foreign possession within the limits of his jurisdiction	17	4	"
Under Secretary of the Army	17	17	4	"
Under Secretary of the Navy or Air Force	17	17	4	"
Generals, Admirals	17	17	4	"
Assistant Secretary of the Army	17	17	4	"
Assistant Secretary of the Navy or Air Force	17	17	4	"
American ambassadors having returned to United States on official business	17	4	"
American envoys, American ambassadors having returned to United States but not on official business, or ministers and foreign envoys or ministers accredited in the United States	15	3	"
Lieutenant general or vice admiral	15	3	"
Major general or rear admiral (upper-half)	13	2	"
American ministers resident and ministers resident accredited to the United States	13	2	"
American charges d' affaires and charges d' affaires accredited to the United States	11	1	"
Brigadier general or rear admiral (lower-half)	11	1	"
Consuls general accredited to the United States	11	"

Notes:

¹ Generals receive the "General's March" Admirals receive the "Admiral's March" all others receive the 32-bar medley of "The Stars and Stripes Forever"

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 troops other than caretaking detachments, the flag will be hoisted at the sound of the first note of reveille. See appendix A for courtesies to be rendered.
- c. Retreat. See appendix A for courtesies to be rendered. At the last note of retreat a gun will be fired if the ceremony is on a military installation, at which time the band, drum and bugle corps, or a bugler will play the national anthem or sound "To the Color" and the flag will start to be lowered. The lowering of the flag will be regulated so as

to be completed 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.

d. Gun salutes. Commanders are encouraged to use sub caliber ammunition devices where possible when firing salutes for reveille and retreat. Questions on using sub caliber devices (such as brass artillery shell casings adapted to fire 10 gauge shotgun shells) may be directed to, CDR, US Army Field Artillery Center, ATTN: ATZR-F, Fort Sill, OK 73503.

3-2. Precedence of troops at parades and reviews.

a. For the conduct of parades and reviews, see sections I and II, chapter 10, FM 22-5.

b. On occasions of ceremony, except funerals, troops ordinarily will be arranged from right to left in line, with the unit representing the slowest moving element on the right and progressing to the unit representing the most rapidly moving element on the left, subject to the discretion of the commander of troops.

c. In reviews in which two 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.

e.

(1) 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 (2) below:

- (a) Cadets, United States Military Academy.
- (b) Midshipmen, United States Naval Academy.
- (c) Cadets, United States Air Force Academy.
- (d) Cadets, United States Coast Guard Academy.
- (e) Midshipmen, United States Merchant Marine Academy.
- (f) United States Army.
- (g) United States Marine Corps.
- (h) United States Navy.
- (i) United States Air Force.
- (j) United States Coast Guard.
- (k) Army National Guard of the United
- (l) Army Reserve.
- (m) Marine Corps Reserve.
- (n) Naval Reserve.
- (o) Air National Guard of the United States.
- (p) Air Force Reserve.
- (q) Coast Guard Reserve.

(r) Other training organizations of the Army, Marine Corps, Navy, Air Force, and Coast Guard, in that order respectively. School cadet corps not recognized as bona fide ROTC units do not fall within these categories.

(2) During any period when the United States Coast Guard operates as a part of the United States Navy, the cadets, United States Coast Guard Academy, the United States Coast Guard, and the Coast Guard Reserve will take precedence respectively, next after the midshipman, United States Naval Academy, the United States Navy, and the Naval Reserve.

3-3. Participation of foreign troops in parades.

a. When foreign troops are invited by US Forces to participate in parades, they will be assigned a position of honor ahead of United States troops. As a special compliment, a small escort of honor composed of United States troops will precede the foreign troops. 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 troops of more than one foreign nation participate, the order of precedence as between them will be decided by the grand marshal as may seem most appropriate. 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 of that nation, the troops thereof should be assigned a position in the line ahead of all others.

(2) On occasions other than those in (1) above, assignments 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, or

(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 on the occasion of their retirement to include reviews, ceremonies, or other similar functions. Official notice of the retirement of personnel from the Army is made in Department of the Army special orders. Local commanders may issue separate general orders citing in brief the career of each person retired from the Army after completion of 20 years or more of military service. It is especially important that commanders of Army hospitals, where these personnel may be undergoing final type physical examination for the purpose of being processed for a physical disability retirement, advise the appropriate major commanders of those in this category so that such arrangement may be made. Maximum publicity will be given any such ceremonies arranged.

Chapter 4

COURTESY VISITS WITHIN THE ARMY

4-1. General.

a. The exchange of visits of courtesy is the primary basis for the establishment of those social contacts among officers of the Army essential to the development of that mutual understanding, respect, confidence, and teamwork which together with professional competence and physical ability insures adequate military leadership at all echelons. The present size and complexity of the Army may preclude the exchange of courtesy calls in accordance with traditional concepts. However, the established customs of the service in this respect should be adhered to by all concerned to the extent practicable. Failure to follow these customs of officials and polite society may be prejudicial to the best interests of the service. Commanders will adhere as closely as possible to the principles outlined in this regulation but may exercise individual discretion as to the extent to which these principles can be observed in a given situation. Individual 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 their agency, as applicable.

b. Visits of courtesy will be paid promptly and should be of approximately 15 minutes' duration. They should be made at a time presumably convenient to the officer being visited.

c. Visits of courtesy 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. In such cases the officer should send his visiting card and a brief note expressing his regrets and the cause of his failure to pay the visit.

(3) Calls may be returned by senior officers through a mass social function.

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. The grade of rank indicated on visiting cards will be the grade of rank in which the officer is serving and the service designated as United States Army. The visiting cards of chaplains will not designate grade of rank. Indication of branch is optional and component will not be shown. Size and type are optional; however, the most commonly accepted size is 3 1/4 by 1 1/2 inches, with shaded Roman engraving.

4-3. By newly arrived officers.

A newly arrived officer who will remain at an installation for over 24 hours will pay a visit of courtesy to his immediate superior and that officer's immediate superior. For example, a lieutenant assigned to an infantry battalion would call upon his company commander and his battalion commander. If the arriving officer is of a higher rank than the ranking commander of the installation, the latter will pay the first visit. Official calls should be made at the offices of those called upon within 48 hours after the officer's arrival. Courtesy visits to commanders will be repeated at their quarters as soon as practicable after arrival, at proper calling hours; the newly arrived officer's spouse should accompany him, unless, by reason of duty assignment, distances to be traveled make such visit impractical. Officers should inquire of the adjutant of the organization or installation, or the executive officer, as to normal calling hours.

4-4. By departing officers.

Officers who are about to depart permanently from an installation or unit will inquire of the adjutant thereof as to the visits of courtesy which should be made.

4-5. To newly arrived officers.

Each officer assigned or attached for duty to a company or battery; battalion, group, or comparable headquarters; division of a staff section of a corps, army, or comparable headquarters; or branch of a staff section of a higher headquarters, except the commanders referred to in paragraph 1-2b, will pay a welcoming courtesy visit to each officer who has more recently arrived under permanent assignment to duty in the same organizational element.

4-6. 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. Usually the commander will designate a convenient hour and place for receiving such visits.

Chapter 5 INTER SERVICE AND MILITARY-CIVILIAN VISITS

5-1. General.

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

5-2. United States Air Force.

Customs governing visits of courtesy among officers of the United States 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(s) is junior to the senior naval officer present afloat already present at the installation. Otherwise, the following applies:

(1) If a naval vessel(s) arrives at an installation, it is proper for the installation commander to 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, should the latter be his equal or superior in rank. This visit should be returned within 24 hours. Should the senior naval officer present afloat be superior in rank to the installation commander, the latter will pay the first visit. 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 chief of staff to return official visits. When an Army officer officially visits a naval vessel, he will give advance notice of his intention to do so by having his adjutant or aide make arrangements with 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 troops 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. Approaching or leaving a vessel.

(1) A naval vessel will be approached and boarded by commissioned officers and persons in their company by the starboard side and accommodation ladder; all other persons use the port 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 in the discretion of the commanding officer of the ship.

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

(3) A landing over another boat will not be made without permission, and permission to do so will not be asked if it can 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 the 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, he will cause his boat or vehicle to be stopped, if practicable to do so, and will render the hand salute.

d. Reception of an officer on board a naval vessel.

(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 visit of courtesy 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 chief of staff. When the visiting officer is junior to the senior naval officer, the latter may have one of his staff or ship's officers represent him 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 0800 hours, during meal hours of the crew, general drills and evolutions, period of regular 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 the completion of the gun salute or such other honors as may be rendered.

(4) All members of the Army visiting a naval vessel will comply with the following paragraph of a U.S. Navy Regulation when boarding or leaving a naval vessel:

2108. Salutes to the National Ensign.

1. Each person in the naval service, upon coming on board a ship of the Navy, shall salute the national ensign if it is flying. He shall stop on reaching the upper platform of the accommodation ladder, or the shipboard end of the brow, face the national ensign, and render the salute, after which he shall salute the officer of the deck. On leaving the ship, he shall render the salutes in inverse order. The officer of the deck shall return both salutes in each case.

2. When passed by or passing the national ensign being carried, uncased, in a military formation, all persons in the naval service shall salute. Persons in vehicles or boats shall follow the procedure prescribed for such persons during colors.

3. The salutes prescribed in this article shall also be rendered to foreign national ensigns and aboard foreign men-of-war.

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, on shore, 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 *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 now comer will pay the first visit.

c. When a commanding officer of the Navy, the Air Force, or Marine Corps visits an Army installation he will be met by the commander thereof at headquarters, if during office hours; otherwise at his quarters. On occasions of unusual ceremony special 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 of a friendly nation, a commanding officer of the organization will make and receive the appropriate courtesy visits in behalf of his command unless by mutual agreement of the commanders involved other arrangements are made. Preliminary arrangements will usually be made by adjutants or aids of the two 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 be of equal or lesser rank than the installation commander, will make the appropriate courtesy visit in behalf of his 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 capital of a United States 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 United States troops in a foreign municipality or locality where United States

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.

Action will be taken to render the honors prescribed in this chapter immediately upon receipt of official notification or information received 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 United States military units present. Changes and questions pertaining to chapter 6 should be directed to (DAAG-PEM), WASH, DC 20314.

6–2. Announcement of death.

Official announcement of the death of any of the following persons and such others as may be directed by the Secretary or Acting Secretary of the Army will be published in Headquarters, Department of the Army orders:

- a. The President, ex-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.
- e. Chairman of the Joint Chiefs of Staff.
- f. Chief of Staff, or former Chief of Staff, United States Army.
- g. General of the Army.

6–3. Notice of death of President, ex-President, or President-elect.

a. On the day after receipt of notification of death of the President, ex-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 material will require the following:

- (1) One gun to be fired every half-hour, beginning at reveille and ending at retreat.
- (2) All troops at Army installations and the cadets of the United States Military Academy to be formed at 1000 hours and the official notification of death will be read.
- b.
- (1) On the day of the interment, a 21-minute 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. Personnel will not salute.
- (2) In addition, on the day of the interment, a 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-seconds intervals immediately following lowering of the flag. Personnel will not salute.

6–4. Notice of death 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 material will cause a 19-minute gun salute to be fired at noon.

- b. On the day of interment, a 19-minute gun salute will be fired at noon at all installations equipped with the necessary personnel and material.
- c. If the remains are removed from the immediate vicinity of the place of death, all troops along the route of the funeral train will be paraded to render appropriate honors.

6–5. Announcement of death of certain other officials.

a. Upon the death of the Secretary of Defense, the Secretary of the Army, or the Deputy Secretary of Defense, 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 salute of cannon, with the exception of those persons specifically provided for in paragraph 6–3, 6–4, and a above, and whenever it is desired to render honors other than those prescribed, the order 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. Orders announcing the death of a general officer in active service will specify the installation or installations at which cannon salute will be fired. A 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 receipt of the order. 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 installations mentioned in general orders will fire a minute gun salute 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 cannon salute corresponding to the grade of the deceased (table 2-1) will be fired with a 5-second interval between rounds; then the chaplain will pronounce the final benediction. At its completion three rounds of musketry will be sounded followed by taps.

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 minute gun salute will be fired at noon of 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 minute gun salute will be fired at noon of 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.

6-10. Military funerals.

Military funerals will be conducted in accordance with section XI, chapter 10, FM 22-5. The funeral will be under the supervision of the installation commander or his representative. See appendix A, this regulation, and section XI, chapter 10, FM 22-5, for courtesies to be rendered.

6-11. Mourning brassards.

See paragraph 26-27, AR 670-1.

6-12. Draping of Flags.

See AR 840-10.

6-13. Funeral escorts.

a. A funeral escort will be formed and marched as prescribed in section XI, chapter 10, FM 22-5.

b. The composition and commander of the funeral escort for the President, ex-President, Vice-President, Secretary of Defense, Secretary of the Army, Deputy Secretary of Defense, former Deputy Secretary of Defense, Chairman of the Joint Chiefs of Staff, Chief of Staff, former Chief of Staff, and General of the Army will be as directed by the Secretary of the Army or the Acting 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 such be present, as directed by the commanding officer.

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 States Military Academy when death or the funeral service occurs at West Point. When death or the 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; for a noncommissioned officer of pay grades E-5 through E-9 by a noncommissioned officer of equal or higher grade; for all other grades by a sergeant; or, if none be present, as directed by the commanding officer.

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

(1) Chief of Staff and 5-star general. Special military funeral: 10 companies plus a band (normally reinforced). Such

troops may be furnished by any of the armed services (including the US Coast Guard and cadets from the service academies, where available).

(2) Former Chief of Staff and 4-star general. Special full honor funeral: 4 companies from the officer's service, plus a band.

(3) 3-Star general through full colonel. Full honor funeral: 1 company (normally 2 platoons) with band.

(4) Lieutenant colonel through warrant officer (includes cadets). Full honor (plat) funeral: 1 platoon with band.

(5) Sergeant Major of the Army or former Sergeant Major of the Army. Full honor funeral: 3 squads with band, CSM as NCOIC.

(6) Command Sergeant Major and Sergeant Major. Full honor funeral; 2 squads, drummer, bugler, CSM/SGM as NCOIC.

(7) All other enlisted personnel. NCOIC, firing party, pallbearers and bugler.

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 the policy of the Department of the Army to assist in the conduct of funeral services for military personnel (present and former) to the extent possible.

6-16. Service responsibility for burial honors.

a. Each service is responsible for providing burial honors, if requested for deceased personnel of that service, including active duty and retired personnel as well as members of Reserve components and veterans, in agreement with paragraph 6-17. However, there is no objection to making arrangement with other services covering the furnishing of burial honors for deceased military personnel of the other service when such action does not interfere with the mission of the command. Commanders who have been requested to provide burial honors for funerals, regardless of the service of the deceased, will make every reasonable effort to insure that the honors are furnished. Where requests must be denied, commanders should offer assistance in obtaining the requested support from another Army activity, e.g., Reserve, National Guard (through the state Adjutant General), ROTC unit and veteran's organization before requesting support from another branch of the Military Services.

b. The decision as to selecting honorary pallbearers rests with the family of the deceased or their representative, if present; otherwise, with the commander.

c. Arrangements for the use of military chapels for funeral rites and/or services shall be made through the commander of the installation, except at Arlington National Cemetery where the senior service chaplain should be contacted. Availability will be determined by local manning mission requirements.

6-17. Burial Honors (Minimum).

The following will be observed as minimum support requirements, as resources permit, when requested by the next of kin and when sufficient notification is received to plan properly, 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. For a member who dies while on active duty or a holder of the Medal of Honor, there shall be: pallbearers (six enlisted personnel); a firing squad (preferably from the branch of the deceased, e.g., armor, infantry, engineers) a bugler (or substitute, such as a civilian musician or tape recording when military bugler is not available); an officer in charge or a noncommissioned officer in charge; and, a chaplain to attend the funeral.

b. For a retired member drawing retired pay, a member of the Ready Reserve forces, or a member of the Reserves who has 20 years of satisfactory service for retirement and has not reached the age of 60, there shall be: the same support as prescribed for active duty personnel, if available. If support described above is not available, a representative—officer or enlisted member, depending on the rank of the deceased—will represent the service at the funeral and present the flag to the designated recipient. Limitations which may preclude furnishing support for retired or qualified reserve members are: unavailability of trained personnel or equipment; the support will seriously interfere with primary mission of the post; the detail will be absent for more than 1 day; additional cost to the Government will exceed the cost included in the use of available transportation; or, the interment site is more than 50 statute miles from the installation.

c. Veterans who are honorably discharged may be furnished a Service representative—officer or enlisted member, depending on the rank of the deceased—whenever possible, who will represent the Service at the funeral and present the flag to the designated recipient. Limitations which may preclude furnishing support for veterans are: unavailability of trained personnel or equipment; the support will seriously interfere with the primary mission of the post; the detail will be absent for more than 1 day; additional cost to the Government will exceed the cost included in the use of available transportation; or, the interment site is more than 50 statute miles from the installation.

6-18. Resources for personnel participating in Burial Honors Details.

a. *Active duty personnel.* Available funds may be used for the transportation and subsistence of burial details required to travel some distance away from the military installation to render military honors at burial ceremonies, as determined necessary by the major Army commanders and the installation commander concerned.

b. *Reserve component members.* When performing funeral support duty, personnel may be in an Inactive Duty for Training status which may be authorized as additional drills, pay or non pay, or may be in an Active Duty Training status. Paid drill which is provided for unit training assemblies will not be used for this purpose. Drills or workdays used for funeral detail purpose must be clearly identified in appropriate orders.

c. *ROTC personnel* When a veteran or patriotic organization in the vicinity of place of interment cannot provide a burial detail the Commander, US Army Training and Doctrine Command (TRADOC), and the ROTC Region commanders may authorize the issuance of invitational travel orders to a volunteer ROTC burial detail from an educational institution located in the vicinity of place of interment. Invitational travel orders will be so worded as to obligate the Government only for meal tickets for the noon or evening meal. However, the ROTC Region commander may also authorize the issuance of meal tickets for one additional meal, if in his judgment, circumstances warrant such action. If it is impracticable to issue meal tickets, reimbursement may be made for the cost of such meals, not to exceed the cost of the meal tickets which otherwise would have been used. Meal tickets or reimbursement therefore will be authorized only when it is necessary for such details to be enroute during the noon or evening meal hour. Cost of meal tickets so issued or reimbursement for the cost of meals so authorized will be charged to, or paid from funds available to the Army commander authorizing the issuance or reimbursement. Such invitational travel orders will be worded substantially as follows:

"Under authority of the Secretary of the Army (date of regulation), the undersigned invites you to proceed on (date) Government conveyance from (educational institution or home, if not during school year) to (place of interment for the purpose of participating in graveside honors to Army personnel who died while in the military service (or while on the retired list) and upon completion thereof, to return to (Point of origin)."

"The Government of the United States shall be under no obligation whatever during the period covered by this invitation, except that should this invitation require your being enroute either the noon or evening meal hour, Government meal ticket(s) is (are) authorized for the purchase of one (two) meal(s), or if impracticable to issue or use meal ticket(s) for this purpose, reimbursement is authorized for the cost of such meal(s) not to exceed the value of the meal ticket(s) which otherwise would have been used.

Expenses authorized under this order are chargeable to_____."

d. Veteran and patriotic organizations. Recognized veteran and patriotic organizations, such as the American Legion and the Veterans of Foreign Wars, may obtain cartridge, caliber .30, blank M1898 (Krag), and cartridge, caliber .30, blank M1909, for use by firing squads for funeral ceremonies and authorized ceremonials. Availability of blank ammunition for the purpose is confined to the calibers referred to above.

6-19. The following funeral support data will be compiled, maintained and forwarded for each calendar year.

a. Number of requests received for funeral support in each of the following categories:

- (1) Active Duty
- (2) Retired
- (3) Reserve
- (4) Veteran

b. Number of honors provided for the above categories.

c. Cost of (b) above in terms of:

- (1) Man-days (including training required).
- (2) Dollar costs (those impacting on installation commander's budget).

d. Assess impact of funeral support requirements on accomplishment of installation primary mission.

e. Major Army Commanders will furnish consolidated command report to arrive HQDA (DAAG-PED) not later than 1 February.

Appendix A

COURTESIES RENDERED BY INDIVIDUALS DURING VARIOUS CEREMONIES AND PUBLIC EVENTS (ON- AND OFF-POST)

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

when ceremonies (excluding military funerals) are being conducted, moving vehicles will be brought to a halt. On buses and trucks, only the senior will dismount and render appropriate courtesy. Passengers and drivers of other vehicles will dismount and render the appropriate courtesy.

Women (military and civilian) never remove their headdress during ceremonies

Table APP-A
COURTESIES RENDERED BY INDIVIDUALS

	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 salutes rendered as honor to a person (note1)	Military funerals
1. Military personnel in uniform (with or without headdress) and information.	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 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 six paces of the flank of the unit and the salute is held until the Colors are six paces past the flank of the unit at which 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 (with or without headdress) not information.	At the first note of music, face the flag (or music if flag is not in view) and render hand salute. End salute on the last note of music.	At the first note of music, face the flag (or music if flag is not in view) and stand at attention. 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 last note of music has been played.	COLORS ARE PASSING: When Colors are within six paces: if outdoors, stand at attention. Hold this position until Colors have passed six paces. PASSING THE COLORS: Outdoors: When within six paces of the Colors, turn head in direction of Colors and render hand salute until six paces past the Colors.	At the first note of music or first round of salute, face the ceremonial party and render hand salute. Indoors, stand at attention.	Each time casket is moved: Outdoors, render hand salute. Indoors, stand at attention.
3. All men (civilian and military) wearing civilian clothes (including sports uniform) with headdress.	At the first note of music, face the flag (or music if flag is not in view), stand at attention, remove headdress with right hand and hold over left shoulder with right hand over the heart. Hold this position until last note of music has been played.	At the first note of music, face the flag (or music if flag is not in view) remove headdress with right hand and stand at attention. Remain at attention until last note of "To The Color" has been played.	(Note 2) At the first note of music: If outdoors, hold headdress over the left shoulder with right hand over the heart; if indoors, stand at attention. Hold this position until Colors have passed six paces. PASSING THE COLORS: Outdoors: When within six paces of colors, turn head in direction of Colors, remove headdress with right hand and hold over left shoulder with the right hand over the heart. Hold this position until six paces past the Colors.	COLORS ARE PASSING: When Colors are within six paces: if outdoors, stand at attention, remove headdress with right hand and hold over left shoulder with right hand over the heart; if indoors, stand at attention. Hold this position until Colors have passed six paces. PASSING THE COLORS: Outdoors: When within six paces of colors, turn head in direction of Colors, remove headdress with right hand and hold over left shoulder with the right hand over the heart. Hold this position until six paces past the Colors.	At the first note of music, or first round of salute, face the ceremonial party, remove headdress and stand at attention. Hold this position until last note of music or last round of salute has been fired.	Each time casket is moved: Outdoors: outdoors, stand at attention, remove headdress with right hand and hold over left shoulder with right hand over the heart. Indoors, stand at attention.

Table APP-A
COURTESIES RENDERED BY INDIVIDUALS—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 salutes rendered as honor to a person (note1)	Military funerals
4. Military personnel and civilians in civilian dress without head-dress. Female personnel (military and civilian) with headdress. Personnel engaged in sports and attired in a sport uniform without head-dress.	At the first note of music, face the flag (or music if flag is not in view), and stand at attention with right hand over the heart. Hold this position until last note of music has been played.	At the first note of music, face the flag (or music flag is not in view), and stand at attention. Remain at attention until last note of "To The Color" has been played.	(Note 2) At the first note of music: If outdoors, stand at attention with right hand over the heart; if indoors, stand at attention. Hold this position until last note of music has been played.	COLORS ARE PASSING: When Colors are within six paces: If outdoors, stand at attention with right hand over heart; if indoors, stand at attention. Hold this position until Colors have passed six 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 last note of music or last round of salute has been fired.	Each time casket is moved: Outdoors: stand at attention 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.

Appendix B **NATIONAL FLAG AT HALFSTAFF**

Table APP-B
NATIONAL FLAG AT HALFSTAFF

Death of	Location of Flag	Period
President Former President President-Elect	All installations, activities, and vessels of the Department of the Army in The District of Colombia and its Territories and possessions. US embassies abroad, including all military facilities and naval vessels and stations.	30 days from of death during prescribed hours(reveille to retreat).
Vice President Chief Justice or retired Chief Justice of the United States. Speaker of the House of Representatives	All installations, activities, and vessels of the Department of the Army in the District of Colombia and throughout the United States and its Territories and possessions.	10 days from day of death during prescribed hours(reveille to retreat).

Table APP-B
NATIONAL FLAG AT HALFSTAFF—Continued

Death of	Location of Flag	Period
Associate Justice of Supreme Court Member of the Cabinet Former Vice President President pro temp ore of the Senate Majority or Minority Leader the Senate Majority or Minority Leader of the House of Representatives Deputy Secretary of Defense Former Secretary of Defense Chairman or former Chairman of the Joint Chiefs of Staff Chief of Staff or former Chief of Staff, US Army General of the Army	do	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.
General (Army four star)active and retired	do	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 is fired over the grave.
US Senator US Representative Territorial Delegate Resident–Commissioner from the Commonwealth of Puerto Rico	All installations and activities of the Department of the Army in the metropolitan area of the District of Columbia. All installations and activities of the Department of the Army in the State, Congressional District, Territory, or Commonwealth of such Senator, Representative, Delegate or Commissioner, respectively.	Day of death and the following day during pre-scribe hours(reveille to retreat). During prescribed hours(reveille to retreat)from day of death until retreat on day of interment. Exception: Flag flown at palace 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 the Department of the Army 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 flown 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 Foreign officials	To be displayed in accordance with orders or instructions as may be issued by or at the direction of President, or in accordance with recognized customs or practices not inconsistent with law.	As directed by or at the direction of the President.
Army officer on the active or retired list and not covered above,	Military installations where funeral or death takes place.	If interment takes place on the installation: During prescribed hours on day of inter-ment(reveille to retreat)until flag 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 USMA or enlisted personnel inactive or retired.	Military installations 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 been removed from the installation.

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