

**Forest Service Handbook
National Headquarters (WO)
Washington, DC**

**Forest Service Handbook 1309.13 – Forest Service Honor Guard Handbook
Zero Code**

Amendment: 1309.13-2008-1

Effective date: December 15, 2008

Duration: This amendment is effective until superseded or removed.

Superseded Directive:

Approved by: Robin Thompson, Associate Deputy Chief, S&PF

Date approved: November 20, 2008

Responsible Staff:

Posting Instructions: Amendments are numbered consecutively by handbook number and calendar year. Post by document; remove the entire document and replace it with this amendment. Retain this transmittal as the first page(s) of this document.

Explanation of changes: Following is an explanation of the changes throughout the directive by section.

1309.13: Establishes a new handbook, FSH 1309.13, Forest Service Honor Guard Handbook, which provides direction and recommended standard operating procedures for the Forest Service Honor Guard.

Table of Contents

01 - Authority	3
02 - Objective	3
03 - Policy.....	3
04 - Responsibility	4
04.1 - Line Officers	4
04.2 - Honor Guard Coordinator.....	4
04.3 - Honor Guard Chief of Party	5
04.4 - Honor Guard Members.....	5
05 - Definitions.....	5
06 - References.....	6

01 - Authority

1. Title 4, United States Code, chapter 1 (4 U.S.C. 1). Prescribes the proper display of, and respect for, the United States flag.
2. Title 4, United States Code, section 7 (4 U.S.C. 7). Establishes the protocol for the display and use of the United States flag for ceremonies.
3. Title 5, United States Code, section 6328 (5 U.S.C. 6328) authorizes Federal agencies to finance expenses related to firefighters and law enforcement officers attendance at the funeral or memorial service of a fellow Federal firefighter or Federal law enforcement officer who was killed in the line of duty.
4. Comptroller General's Decision, volume 70, page 200 (70 Comp. Gen. 200) sets forth that an officially designated representative(s) may be designated and approved in writing to travel to and attend the funeral as official business.
5. Title 5, United States Code, section 4503 (5 U.S.C. 4503). Allows agency heads to incur necessary expenses for honorary recognition of an employee who performed a special act or service within their official employment. These "necessary expenses" for employee award ceremonies have been defined by the U. S. Comptroller General in the General Accountability Office's publication, Appropriations Law, Volume I, Chapter 4 (<http://www.gao.gov/legal.htm>).
6. Title 49, Code of Federal Regulations, section 1544.219 (49 CFR 1544.219). Sets out requirements for carrying firearms aboard a commercial aircraft or a common carrier pursuant to Transportation Security Administration (TSA) requirements.

02 - Objective

The objective is to set forth procedure for the Forest Service Honor Guard to show merited respect at funerals and memorials for employees killed in the line of duty, and to represent the Forest Service in events such as high visibility fire prevention or law enforcement events, parades, recruitment, and award ceremonies, presenting an appearance of professionalism, dignity, honor, and pride in the Forest Service.

03 - Policy

One Forest Service Honor Guard headquarters must be established at a Forest Service installation. Selected employees assigned to duty stations throughout the Forest Service, upon approval and training, may serve as Forest Service Honor Guard members.

04 - Responsibility

04.1 - Line Officers

1. The Forest Supervisor at the Honor Guard headquarters shall serve as the Honor Guard line officer. This responsibility may be delegated. The Honor Guard line officer shall:
 - a. Make final selections for Honor Guard membership.
 - b. Approve Honor Guard participation at authorized events (sec. 20). Participation must be in accordance with federal regulations and any expenditure must be reasonable and necessary to the Federal Government and the Forest Service.
 - c. Provide formal training and policy for the Forest Service Honor Guard program.
 - d. Provide and manage the annual budget for the Forest Service Honor Guard Program.
2. The line officer at the requesting unit shall request the Honor Guard line officer to approve Honor Guard participation at an authorized event (sec. 20) and provide the appropriate funding.

04.2 - Honor Guard Coordinator

The Honor Guard Coordinator has the responsibility and authority to:

1. Make recommendations to the Honor Guard line officer to approve selected employees to the Honor Guard.
2. Ensure proper training, maintenance and upkeep of uniforms and equipment, and funding are available.
3. Coordinate and communicate with the requesting or host unit and Honor Guard members regarding decisions and official communications.
5. Designate Chief of Party (sec. 04.3).
6. Assign Honor Guard members to specific events, coordinate travel, and assign duties. This responsibility may be delegated to the Chief of Party.
7. Serve as a member of the Forest Service Honor Guard Committee (see FSM 1355.27), prepare annual report, and maintain a historic financial and event record of the Honor Guard.

04.3 - Honor Guard Chief of Party

The Chief of Party shall:

1. Coordinate travel, funding, event member selection, and assignment of duties.
2. Coordinate and communicate with the requesting or host unit regarding decisions and official communications.

04.4 - Honor Guard Members

All Honor Guard members shall:

1. Notify their supervisor and obtain approval to participate prior to scheduled events.
2. Participate at approved events in a professional manner in accordance with the Forest Service Honor Guard Drill and Ceremony Guide.
(<http://fsweb.sanbernardino.r5.fs.fed.us/honorguard/hb.shtml>.)
3. Maintain all government-issued Honor Guard-related property in accordance with the property direction in FSM 6414.2.
4. Expend only reasonable and necessary government resources in carrying out Honor Guard related duties.

05 - Definitions

Ceremonial Unit. An assembly performing at a formal event which may be composed of one or more units such as; honor guard, pall bearers, color guard, piper, drummer, usher(s), equestrian guard, rifle squad and so forth.

Color Guard. A ceremonial escort for the display or presentation of colors (flags).

Honor Guard. A ceremonial guard turned out to greet a distinguished person(s) or accompany a casket at a funeral, or perform at other events.

Line of Duty Death. Death of an employee that occurs on official time while the employee is performing official duties or in travel status, acting within the scope of his/her employment.

Non-Employee. A person who at the time of death was not an employee of the Forest Service. Contractors and retirees are considered non-employees for the purpose of this directive.

06 - References

1. Army Regulations, AR-840-10, Department of Army, Washington D.C.
2. Bishop, Jay, Lead With Your Left, White Smoke Honor Guard, 816 So. Glenwood, Springfield, IL 62704, (217) 744-3311.
3. Booth, Dwight, For Those Who Gave So Much, O'Leary's Emporium, Emmitsburg, MD, (301) 447-2795.
4. Department of Army, Field Manual 22-5, 12/8/96, Drill and Ceremony. Chapter 1-9, Appendix A-K, Headquarters, Department of Army, Washington D.C.
5. Taking Care of Our Own: A Resource Guide, National Fallen Firefighters Foundation, Emmitsburg, MD 21727, (301) 447-1365.
6. United States Marine Corps Close Order Drill Manual Regimental Order P1510.37.
7. Title 36, United States Code, chapter 10 Patriotic Customs, Patriotic Societies and Observance.