

SERVICE REP (TWO MAN FLAG FOLD)

1. Personnel Requirement.

a. Two man flag fold will consist of 2 soldiers, a Detail Leader (DL), and another team member.

2. Report times / Position Times.

a. Detail team will arrive NLT 1 HOUR prior to scheduled funeral time.

b. Upon arrival Detail will recon the gravesite, checking for obstructions at the gravesite, choose the direction to face at the conclusion of the flag- fold, and identify the route to be taken to the Detail vehicle, whenever possible take the team behind the chairs/ tent and out of sight of the family.

c. Gravesite / Columbarium: Detail will form up NLT 15 minutes prior to the scheduled funeral time.

d. DL will confirm with Funeral Director whether flag gets folded before of after committal service is complete. (Usually after committal service.)

e. Detail will perform a run-through of flag folding procedures at the gravesite prior to start of funeral.

3. General.

a. Detail team will conduct all movements at a natural cadence as to preserve the dignity of the ceremony.

b. All commands will be by head nod / eye wink/ thumb raise, which ever the DL decides is appropriate. Verbal commands will be called only loud enough for the detail to hear.

c. Team will position on opposite curb that the hearse will pull up to. Team will follow the family to the gravesite, or the team can position next to the gravesite.

d. Second team member may escort the person to receive flag to appropriate seat so DL can identify who the flag goes to.(Preferably the first seat at the head of the gravesite.)

e. Do not park in view of the gravesite, or play music too loud leaving the funeral. Cell phones will be on silent or left in the vehicle.

4. Sequences.

A: Action

C: Command

a. The Detail team takes positions:

1. DL near the head of the gravesite 45 degrees away from, but facing the family.
2. Other member near the ceremonial bugle, off the foot of the gravesite 10-15 steps, 45 degrees away from, but facing the family.
3. As pall bearers take casket/ urn out of car, which ever team member has clear view of car calls commands.

A: Pallbearers pull remains out of hearse/ car.

C: "DETAIL, ATTENTION, PRESENT ARMS".

b. Detail will continue to present arms until casket/ urn is laid on lowering device/ urn stand.

A: Pallbearers place remains on lowering device/ urn stand.

C: DL will call "ORDER ARMS".

c. At the appropriate time, either before or after the committal service, DL will step to the head of the remains, pause then "PRESENT ARMS"

d. At that time the other team member will start "TAPS", simulating playing taps on the ceremonial bugle.

A: "TAPS" is being sounded.

C: DL will present arms until "TAPS" is complete.

e. At the completion of "TAPS" other team member will ensure device is off as not to play again, then second team member will step towards foot of the remains.

f. Both team members will secure the flag at the corners, raise the flag and take 3 side steps away from the family if space permits. The DL will give the signal (eye wink, or a thumb raise) to start the fold.

g. On the signal the team will fold the flag in half length wise, blue should be on the bottom of the flag, leaving one inch of the union showing. Then another signal and another fold length wise. Blue should be on top and bottom of flag now. Make sure the folds always go to the DLs left.

h. Once that is done, DL will secure flag as so it will not fall out of their hands. Team member at the foot of the casket (not the end with the blue) will begin to fold the flag, beginning with the first fold from left to right in a triangle. Fold Man may "crimp", or cheat the flag on the second or fourth fold of the flag. "Crimping" the flag will shorten it so there is not excess at the end to be tucked. **Remember 2 folds then a step towards the DL.** Continue to fold until the eighth fold, at this point the tip of the fold should be in the blue of the flag, but not to extend past the first star.

i. On the ninth fold, Fold Man will make sure to cover the tip of the fold with the blue part of the flag. Continue on until the thirteenth fold, at which point Fold Man will tuck the excess flag into the flag itself, making sure the end will not fall out, or become untucked.

j. When flag is completely folded, DL will salute the flag for three seconds; while simultaneously the Fold Man will cradle and raise then lower the flag. DL will then receive the flag from the Fold Man. Fold Man will then salute the flag for three seconds and DL will cradle and raise then lower flag. After salutes are rendered; DL will secure the flag left hand on top, right hand on bottom, point facing him / her. **(NEVER have point of flag facing person to receive it.)** Other team member will take a position next to, or to the rear of the family, at which time the DL will present the flag to the person using the following words:

" On behalf of the President of the United States, the United States Army, and a grateful Nation, please accept this flag as a symbol of our appreciation for your loved one's honorable and faithful service."

k. After the script, make presentation of the flag to designated person to receive the flag, return to position of attention, render hand salute holding it for three seconds, drop salute.

l. Once completed the team will march in the direction of the family car, by the easiest route, stop and post near the family car until the mourners depart. Team may stand at PARADE REST until person carrying the flag approaches your location, come to position of ATTENTION, and both team members will salute flag one more time before dismissing detail to their vehicle. **(At the DL digression, they may dismiss the detail to their vehicle, due to inclement weather, or if family stays at the gravesite longer than 10 minutes).** Face to the most expedient route to the car, MARCH to the vehicle; **do not start to remove any part of your uniform until you are out of sight of the family.**