 <p><b>CD-030300</b></p>	<p><b>NEW MEXICO CORRECTIONS DEPARTMENT</b></p> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i>  <b>Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</b></p>	
	<p><b>ISSUE DATE: 03/22/06</b></p>	<p><b>REVIEW/REVISED: 02/19/15</b></p>
	<p><b>EFFECTIVE DATE: 03/22/06</b></p>	
<p><b>TITLE: NMCD Honor Guard / Color Guard</b></p>		

**AUTHORITY**

Policy *CD-000100*

**REFERENCE:**

None

**PURPOSE:**

The purpose of this administrative regulation is to describe the process for selection, training and activation of the Corrections Department Honor Guard and Color Guard Team.

**APPLICABILITY:**

All employees of the Corrections Department.

**FORMS:**

**NMCD Honor Guard Application** form (*CD-030301.1*)

**ATTACHMENTS:**

- A. **Introduction to Drill** Attachment (*CD-030301.A*) (2 Pages)
- B. **General Rules for Drill** Attachment (*CD-030301.B*)
- C. **Individual Instructions without Arms** Attachment (*CD-030301.C*) (3 Pages)
- D. **Steps and Marching** Attachment (*CD-030301.D*) (5 Pages)
- E. **Arms with Sling Drawn Tight** Attachment (*CD-030301.E*) (6 Pages)
- F. **National and Organizational Flags** Attachment (*CD-030301.F*) (2 Pages)
- G. **Color Guard** Attachment (*CD-030301.G*) (2 Pages)
- H. **Funerals** Attachment (*CD-030301.H*) (5 Pages)
- I. **Loading and Ceremonial Firing of the Rifle** Attachment (*CD-030301.I*) (2 Pages)

**DEFINITIONS:**

- A. Color Guard: A ceremonial escort for a flag.
- B. Honor Guard: A group assigned to perform a ceremonial duty such as at a funeral, change of command ceremony, ground breaking, dedications and community functions.
- C. Honor Guard Commander: A member of the team selected by the Warden to oversee administrative duties and coordination of team activation.

**POLICY:**


- A. It is the policy of the New Mexico Corrections Department to maintain an Honor Guard/Color Guard Unit.
- B. The Honor Guard Unit will be activated to serve as pallbearer or as an honor unit at funerals/memorial services for actual or retired NMCD employees and state law enforcement agency staff.
- C. The Color Guard will be activated to perform at facility dedications, ground breakings, staff academy graduations, and other NMCD or community activities, as requested.



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Gregg Marcantel, Secretary of Corrections  
New Mexico Corrections Department

02/19/15  
Date

 <p><b>CD-030301</b></p>	<h1>NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."  <b>Courage Responsibility Ethics Dedication - CRED</b>ibly serving the public safety of New Mexico</p>	
	<b>ISSUE DATE:</b> 03/22/06	<b>REVIEW/REVISED:</b> 02/19/15
	<b>EFFECTIVE DATE:</b> 03/22/06	
<b>TITLE: NMCD Honor Guard / Color Guard</b>		

**AUTHORITY:**  
Policy *CD-030300*  
**PROCEDURES**

**A. Command Structure:**

1. The Honor Guard/Color Guard Unit will normally be composed of a minimum of five members: four members and the commander.
2. Larger formations may be detailed; however, the composition of this detail will be dictated by the type of activity, space for maneuvering, and staff availability.
3. The Honor Guard Commander will oversee administrative duties and coordinate all team activations.

**B. Applicant Criteria:**

1. Must be a certified uniformed staff member.
2. Must have completed one year of service with the New Mexico Corrections Department.
3. Possess a high level of integrity and job proficiency.
4. Able to march two to three miles and be able to stand for long periods of time.
5. Able to devote personal time to the team.
6. Willing to commit to the mission of the team.
7. Available on short notice to perform in honor guard activities.
8. Maintain physical appearance and decorum, which promotes confidence and projects a professional public image.

**C. Application Selection:**

1. Interested staff member must complete a **NMCD Honor Guard Application** form (*CD-030301.1*) to include name, rank, work and home telephone numbers, NMCD work history, and a short narrative stating why they would be an asset to the team.
2. Application must be submitted to their facility Honor Guard Commander. The Honor Guard Commander will review applications and schedule tryouts.
3. Applicants will be interviewed and selected by the Honor Guard Commander and a three member team panel of the Honor Guard. Selections will be forwarded to the Warden for final approval.
4. Selections will be based on applicants marching capabilities, professional appearance, and attitude.
5. If the Honor Guard Unit is filled, the remaining qualified candidates will be placed on a waiting list, for up to six months.

**D. Removal:**

Any removal or disciplinary matters will be reviewed on a case by case basis and will be coordinated by the Warden and Honor Guard Commander. Reasons for removal may consist of, but not limited to the following:

1. Failure to attend two training sessions or Honor Guard activities without valid reasons.
2. Unsatisfactory Employee Development and Appraisal ratings.
3. Letters of Reprimand and/or suspension for the following:
  - AWOL;
  - Code of Ethic violations;
  - Excessive Use of Force.

**E. Activation:**

1. A minimum of two (2) days notice is preferred when requesting services of the Honor Guard/Color Guard Unit. The NMCD Corrections Academy will submit a schedule of all cadet graduations to the Wardens for scheduling purposes.

2. Requests for the Honor Guard/Color Guard may be made through the Commander or team members and processed through the facility Warden. Upon the request of a funeral director, law enforcement agency, family members, community agencies, or NMCD administrators, the Honor Guard Commander will obtain approval from the Warden and will then notify members and activate the team.
3. Upon learning of the death of a Corrections Department employee or former employee, the facility/unit head will ask the family if it desires the Corrections Department Honor Guard to render honors. Such services may include:
  - a. Acting as pallbearers, posting at the funeral service, folding of the flag at the gravesite, and playing of a recorded version of taps.
  - b. For employees who are killed in the line of duty or for special circumstances as approved by the Adult Prison Director, the additional services of posting at the funeral home and a gun salute at the gravesite may be provided.
4. The Warden or Designee will ensure that members are relieved when the unit is activated.
5. The facility Warden and/or Deputy Warden along with the Honor Guard Commander will determine the number of team members to be activated for the activity. No less than five (5) are preferred including Commander.
6. If possible, the Honor Guard Commander will attend each activity. If the Commander is not able to attend he or she will designate a team member who will be responsible for the attendance of activated members.

**F. Honor Guard Uniform:**

1. The members of the Honor Guard/Color Guard Unit will be dressed in the issued Honor Guard uniform. It will be the responsibility of the team member to maintain the uniform in a clean and presentable condition at all times.
2. The Honor Guard/Color Guard uniform will consist of:
  - a. NMCD Class "A" uniform;
  - b. Class "A" uniform tie;
  - c. Uniform jacket color of Class "A" uniform pants with Honor Guard shield badge;

- d. White gloves with snaps;
  - e. White web belt without eyelets with gold buckle; and
  - f. Smokey bear hat.
3. The Honor Guard Commander and team members will responsible for their equipment, storage and maintenance. A current and accurate inventory will be obtained by the Commander and will submit a copy to the Warden for final approval.
  4. The Honor Guard Commander will be responsible to store and maintain Honor Guard equipment at the facility. A current and accurate inventory will be submitted to and maintained by the Warden.

**G. Training:**

Following appointment to the Honor Guard/Color Guard Unit, new members will attend initial training as determined by the Honor Guard Commander.

Training for newly selected and current team members will train for at least two (2) hours per month and scheduled by the Commander.

**H. Requirements:**

1. Current home/cell phone numbers must be on file with the Honor Guard Commander. The Commander will ensure a current listing is submitted to the Warden.
2. Members of the Unit will be responsible for dry cleaning and maintenance of their uniforms.
3. Members must report when activated by the Honor Guard Commander, unless prior approval for absence has been authorized by the Commander.



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Gregg Marcantel, Secretary of Corrections  
New Mexico Corrections Department

02/19/15  
Date

**NEW MEXICO CORRECTIONS DEPARTMENT**  
**Honor Guard Application**

Applicant Name: \_\_\_\_\_

Rank: \_\_\_\_\_

Facility: \_\_\_\_\_

Phone (W): \_\_\_\_\_

Phone (H): \_\_\_\_\_

NMCD Work History:

Facility: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Rank: \_\_\_\_\_

Positions Held: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Facility: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Rank: \_\_\_\_\_

Positions Held: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Facility: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Rank: \_\_\_\_\_

Positions Held: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

State why you feel you would be an asset to the unit: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NEW MEXICO CORRECTIONS DEPARTMENT**  
**Introduction to Drill**

**PURPOSE:**

A commander uses drill to:

- Move his unit from one place to another in a standard, orderly manner.
- Provide simple formations, which may be readily assumed.
- Teach discipline by instilling habits of precision and automatic response to orders.
- Increase the confidence of the Honor Guard/Color Guard Unit through the exercise of command, by the giving of proper commands, and by the control of drilling the unit.

**DEFINITIONS:**

- A. Alignment: The dressing of several elements on a straight line.
- B. Base: The element on which a movement is regulated.
- C. Cadence: A rhythmic rate of march at a uniform step.
- D. Center: The middle element of a formation with an odd number of elements or the left center element of a formation with an even number of elements.
- E. Column: A formation in which elements are placed one behind the other.
- F. Depth: The space from head to rear of an element or a formation. The depth of a man is considered to be 12 inches.
- G. Distance: Space between elements in the direction of depth. Between individuals, the space between your chest and the person to your front.
- H. Double Time: Cadence at 180 steps (36 inches in length) per minute.
- I. Element: An individual or other unit, which is part of a larger unit.
- J. File: A single column of officers.
- K. Flank: The right or left extremity of a unit, either in line or in column. The element on the extreme right or left of the line. A direction at a right angle to the direction an element or a formation is facing.
- L. Formation: Arrangement of elements of a unit in line, in column or in any other prescribed manner.
- M. Front: The space occupied by an element or a formation, measured from one flank to the other. The front man is considered to be 22 inches.



- N. Guide: The individual (base) upon whom a formation, or other element regulates its march. To guide: regulate interval, direction, or alignment; to regulate cadence or a base file (right, left or center).
- O. Head: The leading element of a column.
- P. Interval: The lateral space between elements on the same line. Interval is measured between individuals from shoulder to shoulder. Normal interval between individuals is one arms length. Close interval is the horizontal distance between shoulder and elbow when the left hand is placed on the left hip.
- Q. Left or Right: Extreme left or right element.
- R. Line: A formation in which the elements are side by side or abreast of each other.
- S. Pace: The length of full steps in quick time, 30 seconds.
- T. Point of Rest: The point toward which all elements of a unit establish their dress or alignment.
- U. Quick Time: Cadence at 120 steps (12, 15, or 30 inches in length per minute). It is normal cadence for drills and ceremonies.
- V. Rank: A line of officers placed side by side.
- W. Slow Time: Cadence at 60 steps per minute. Used for funerals only.
- X. Snap: In commands or signals the quality that inspires immediate response. In drills, the immediate and smart execution of a movement.
- Y. Step: The distance from heel to heel between the feet of a marching man/woman. The half step and back step are 15 inches. The right and left steps are 12 inches. The steps in quick and double time are 30 and 36 inches respectively.

**NEW MEXICO CORRECTIONS DEPARTMENT**  
**General Rules for Drill**

- A. Certain drill movements may be made toward either flank. To move either direction it is necessary to substitute the word "left" or "right".
- B. The command AS YOU WERE cancels a movement or order started but not completed. At this command individuals should resume their former positions.
- C. While marching, guide is always maintained toward the right, except upon command GUIDE LEFT or GUIDE CENTER, in which case guide is maintained toward the left.
- D. Regardless of the direction in which alignment is established at the command of execution for a drill movement involving marching, the direction toward which alignment is obtained is the flank toward which the movement is made.

Upon completion of the drill movement, alignment will be in the direction established prior to commencing the movement.

- E. Slight changes in direction are made by:
  - 1. Adding HALF to the preparatory command for turning or column movements; for example COLUMN HALF RIGHT or LEFT, MARCH changes direction 45 degrees.
  - 2. At the command INCLINE TO THE RIGHT or LEFT, the guide changes his direction of march slightly to the right or left.
- F. Whenever drill movements are executed while unit is marching the command of execution MARCH is given as the left foot strikes the deck if the movement is to the left and as the right foot strikes the deck if the movement is to the right.
- G. The cadence of command should be that of quick time, even though no marching is involved. The pause between preparatory commands and those of execution should be adapted to the size and formation of the unit.

- 1. The best pause to allow for a unit is one step between the two commands i.e.:

One	Two	Three
<u>COLUMN LEFT</u>	(Step)	<u>MARCH</u>

- 2. To develop the proper cadence for commands at a halt, count One, Two, Three, Four in quick time. Then give commands (RIGHT, FACE) without interrupting the cadence:

One	Two	Three	Four
<u>RIGHT</u>		<u>FACE</u>	

- 3. Longer commands such as BY THE RIGHT FLANK, MARCH must be started so the preparatory command will end as the foot in the desired direction of movement strikes the deck. There is then a full count before the command of execution, which is given on the same foot:

Left	Right	Left	Right
	<u>BY THE RIGHT FLANK</u>		<u>MARCH</u>
Left	Right	Left	Right
<u>BY THE LEFT FLANK</u>		<u>MARCH</u>	

**NEW MEXICO CORRECTIONS DEPARTMENT**  
**Individual Instructions without Arms**

**POSITIONS:**

**A. Attention:**

1. The position of attention to be used is the basic military position. Come to the attention with smartness and snap at the commands "FALL IN" or "ATTENTION". Thereafter you move only as ordered until give "AT EASE", "REST", "FALL OUT" or you are dismissed. To come to attention:
  - a. Bring your left heel against the right.
  - b. Turn your feet out equally to form an angle of 45 degrees, keep your heels on the same line and touching.
  - c. Your legs should be straight but not stiff at the knees.
  - d. Keep your hips and shoulders level and your chest lifted.
  - e. Your arms should hang naturally, thumbs along the trouser seams, palms facing inward toward our legs and fingers joined in their natural curl.
  - f. Keep your head and body erect. Look straight ahead. Keep your mouth closed and your chin pulled slightly.
  - g. Stand still and do not talk.
2. ATTENTION may be given when you are halted, at parade rest, at ease or rest. It may also be given when you are marching at route step or at ease.
3. When given at parade rest, come to attention.
4. When halted at ease or rest, take position of parade rest on the Command Squad. When ATTENTION is given, come to that position.
5. When marching at route step or at ease, get in step as soon as possible and continue marching at attention.

**B. Rests:**

There are four rests for halted units and all are executed from the position of attention:

1. PARADE REST:

The command is PARADE REST. It is executed in one count. At the command Rest, move your left foot smartly 12 inches to the left. Both legs should be straight so our weight rests equally on each foot. At the same time, join hands behind your back with your right hand inside your left, palms to the rear just below the belt. The right hand loosely holds the left thumb. Fingers are extended and joined. Do not move and do not talk. Hold your head and eyes in the same position as you would if at attention.

2. AT EASE:

The command is AT EASE. It is executed in one count. At the command, keep your right foot in place. You may move about but must not talk.

3. REST:

The command is REST. It is executed in one count. At the command, you may move and talk; however keep your right foot in place.

4. FALL OUT:

The command is FALL OUT. At the command, leave your position in ranks but remain nearby. When Fall In is given, go back to your place in rank and come to attention.

**C. Eyes Right or Left:**

1. The command is EYES, RIGHT or LEFT. It may be given at a halt or while marching. When Right or Left is given turn your head smartly and look 45 degrees to the right or left.
2. The command to turn your head back to the position of attention is READY, FRONT. On the command FRONT, turn your head and eyes back to the front.
3. When marching give the command, EYES, FRONT on the right foot and the command EYES, LEFT on the left foot. Give the command READY, FRONT from eyes right on the left foot and the command READY, FRONT from eyes left on the right foot.

**D. Facings:**

Facings are executed in the cadence of quick time. While facing your arms should not swing out from your sides, but remain at the position of attention.

1. RIGHT, FACE is a two-count movement.
  - a. On count one at the command FACE, raise your left heel and right toe slightly. Turn to the right on your right heel and left toe. Keep your left leg straight but not stiff.
  - b. On count two, place the left foot smartly beside the right and stand at attention.
2. LEFT, FACE is executed in the same manner described above substituting “left” for “right”.
3. ABOUT, FACE is a two-count movement:
  - a. At the command ABOUT, shift your weight to your left leg without noticeable movement.
  - b. On count one, at the command FACE, place your right toe half a foot length behind and slightly to the left of your heel. Do not change the position of your left foot. Rest most of your weight on the left heel.
  - c. On count two, turn smartly to the right until facing rear. The turn is made on the left heel and ball of the right foot. Your feet will be at attention when the turn is completed if your right toe was placed properly in the beginning.

**E. Hand Salute:**

The command is HAND, SALUTE; READY, Two.

1. When SALUTE is given, raise your right hand smartly in the most direct manner until the tip of your forefinger touches the lower part of the headdress above and slightly right of your right eye.
2. Your thumb and fingers should be straight and touch each other. You should be able to see your entire palm when looking straight ahead.
3. Your upper arm should be level with the deck and your forearm at a 45 degree angle. Your wrist and hand should be straight, a continuation of the line made by your forearm.
4. At the same time, if not in ranks, turn your head and eyes toward the person or colors you are saluting.
5. At the command READY, TWO, return to attention. Move your hand smartly in the most direct manner back to its normal position by your side.
6. You may salute without command from attention, while walking or while seated in a vehicle.
7. When walking, it is not necessary to halt to salute. Keep walking, but at attention. The salute is rendered when the person or color to be saluted is 6 paces distant, or at the nearest point of approach if it is apparent that the person or color is not going to approach within 6 paces. The salute will not be rendered if the person or color to be saluted does not approach within 30 paces.
8. Hold the first position of the salute until the person or color saluted has passed or the salutes is returned, and then executes the second movement of the hand salute.
9. When the command PRESENT, ARMS is given, if not around, you execute the hand salute on the command ARMS. Stay at that position until the command ARMS is given.

**NEW MEXICO CORRECTIONS DEPARTMENT**  
**Steps and Marching**

**A. General:**

1. With the exception of right step, all steps and marching beginning from a halt start with the left foot.
2. The instructor indicates the proper rhythm by counting cadence. He should do so only when necessary.
3. To change direction on the march, both the preparatory command and the command of execution are given as the foot in the desired direction of the turn strikes the deck.

**B. Quick Time:**

If at a halt, the command to march forward at quick time is FORWARD MARCH.

1. On FORWARD - shift your weight to the right leg without noticeable movement.
2. On MARCH - step off smartly, left foot first, and walk straight ahead with 30 inch steps. Swing your arms easily in their natural arcs, 6 inches straight to the front and 3 inches to the rear. Do not overdo movements and do not march stiffly.

**C. Double Time:**

1. DOUBLE TIME, MARCH may be given at a halt, while marching at quick time, or while marching in place. MARCH may be given as either foot hits the deck.
  - a. When halted - at the command DOUBLE TIME, shift your weight to your right leg without noticeable movement.
  - b. On MARCH - raise your forearms until level with the deck and make fists with the knuckles out. At the same time step off on the left foot and begin an easy run, taking 180 36-inch steps per minute.
  - c. When marching at quick time and the command MARCH is given you take one more 30 inch step then step off in double time.
2. To resume quick time, the command is QUICK TIME, March
  - a. On MARCH - take one more double time step, lower your arms and slow to quick time.
  - b. When marching in place - take one more step in mark time (or double time in place) then step off forward in double time.

**D. Double Time in Place:**

1. The command is IN PLACE DOUBLE TIME, MARCH. It may be given while halted, while marching at double time, or while marking time:
  - a. When halted - on the preparatory command, shift your weight to your right leg without noticeable movement.

- b. On the command MARCH - raise your arms for double time. Starting with the left foot alternating and in place, raise your feet 6 inches above the deck at 180 steps per minute.
  - c. When marching at double time - after MARCH, take two more double time steps then bring your feet together and begin double timing in place without loss of cadence.
2. The command DOUBLE TIME, MARCH resumes the march at double time.
    - a. At MARCH - take two more steps in place then step off with 10, 36-inch steps per minute.
    - b. When marking time - in the command MARCH take one more step in mark time then commence marching at double time in place.
    - c. The halt from in place double time is done the same as from double time.

**E. Half Step:**

To march with 15-inch steps, the command is HALF STEP, MARCH. It may be commanded at the halt or when either foot strikes the deck while marching at quick time.

1. At the halt:
  - a. On the preparatory command, shift your weight to your right leg without noticeable movement.
  - b. On the command MARCH, step off forward in quick time cadence with 15-inch steps. The balls of your feet should strike the deck before your heels. At the same time begin swinging your arms 6 inches to the front and 3 inches to the rear.
2. Marching in quick time:

On the Command MARCH, take one more 30-inch step. Begin the 15-inch steps; the balls of your feet should strike the deck before your heels. At the same time begin swinging your arms 6 inches to the front and 3 inches to the rear.
3. To resume quick time from half step, the command is FORWARD, MARCH. It may be given as either foot strikes the deck.

On MARCH - take one more half step. Step off at quick time.

**F. Side Step:**

The command RIGHT (LEFT) STEP, MARCH is given only when you are at a halt.

At the command MARCH, move your right foot 12 inches to the right, and then place your left foot beside your right. Repeat this movement at the rate of 120 steps a minute. Keep your legs straight, but not stiff. Hold your arms at attention.

**G. Back Step:**

The command BACKWARD, MARCH is given only when you are at a halt.

At the command MARCH step off to the rear with your left foot and take 15-inch steps at a rate of 120 steps a minute. Swing your arms naturally.

**H. To Face in Marching:**

1. This is an important part of the following movements:

- Column Right (Left);
- By The Right (Left) Flank;
- Close ;
- Take Interval and extend.

2. For instructional purposes, the command is BY THE RIGHT (LEFT) FLANK, MARCH.

From a halt:

On MARCH, turn to the right (left) on the ball of the right foot. Step off with your left foot in the new direction with a 30-inch step.

3. While marching:

- a. The command of execution is given as the foot of the desired direction of movement hits the deck.
- b. On MARCH, without losing cadence, take one more step then pivot to the right (left) and step off in the new direction. If commanded and executed properly, the pivot will be on the foot away from the desired direction of movement, and the first step in the new direction will be with the other foot. The pivot and step are done together in one count.

**I. To About Face While Marching:**

The command is TO THE REAR, MARCH. It is given when the right foot strikes the deck. It may be commanded while marching at either quick time or double time.

1. When at quick time:

On the command MARCH, take one more step. Turn about to the right on the balls of both feet and immediately step off to the rear with your left foot. This is done without loss of cadence. When turning, the feet should be about 30 inches apart.

2. When at double time:

On MARCH, take two more steps and then turn about to the right. This turn requires 4 steps in place at double time cadence. Then double time to the rear.

3. To march to the rear from a halt:

- a. The command is TO THE REAR, MARCH.



- b. On MARCH, step off with the left foot. Turn about to the right on the balls of both feet and immediately step out to the rear with the left foot.

**J. To March by the Flank:**

The command is BY THE RIGHT (LEFT) FLANK, MARCH. It is given only when marching, except when used for instructional purposes, and as the foot in the direction of the movement strikes deck.

1. While at quick time:

On MARCH, take one more step. Turn to the right (left) on the ball of the left (right) foot. At the same time, step off in the new direction with the right (left) foot.

2. While double timing:

On MARCH, take two steps and then turn to the right (left). This turn requires 2 steps in place at double time cadence. Double time in the new direction.

**K. To Change Step:**

The command is CHANGE STEP, MARCH. It may be given while marching at quick or double time, marking time, or double timing in place. The command of execution is given as the right foot strikes the deck.

1. While marching at quick time or double time:

On MARCH, take one more step, 30 or 36 inches, as appropriate. As your right foot comes forward to the next step, place the toe near the left heel and step out again with the left foot. This changes the cadence count, but not the rhythm.

2. While marking quick time:

On MARCH, lift and lower the left foot twice in succession. The second time it touches the deck, raise the right foot and continue marking time.

3. While double timing in place:

On MARCH, hop twice on the left foot. Continue double timing in place.

**L. To March at Ease:**

The command is AT EASE, MARCH. It is given as either foot strikes the deck and only while marching at quick time.

After MARCH, you are no longer required to march in cadence, but must keep interval and distance. Do not talk.

**M. To March at Route Step:**

The command is ROUTE STEP, MARCH. It is commanded as either foot strikes the deck and only while marching at quick time.

After MARCH, you are no longer required to march in cadence, but must keep interval and distance. You may talk, but in a low voice.

**N. To Resume Marching at Quick Time from Route Step or at Ease:**

The command is (SQUAD, PLATOON, COMPANY, or DETAIL etc.) ATTENTION.

After commanding ATTENTION, the commander or instructor will count cadence until all troops are in step. Pick up the step as soon as possible and continue marching at attention.

**O. To Give Commands While Marching at Ease or at Route Step:**

Command which involve precision in execution will not be given until the command to resume marching at quick time has been given.

When moving a unit from one place to another under circumstances which would render their execution in a precise manner inappropriate, commands may be given by arm-and-hand signals.

**NEW MEXICO CORRECTIONS DEPARTMENT**  
**Arms with Sling Drawn Tight**

**A. General:**

**(All movements of arms are executed smartly and with snap.)**

1. Execute FALL IN with the rifle at order arms.
  - a. Facings, alignments, and short distance marching movements are executed at order arms. Side step, back step, open and close ranks, and close and extend are short-distance movements.
  - b. Before a command for any marching movement is given, they are faced in the direction the unit will march and their weapons brought to right (left) shoulder, port, or sling arms by the appropriate command.
  - c. FORWARD MARCH may be given from order arms to march units forward for a short distance. When these movements are commanded while at order arms, it is necessary to come automatically to travel arms and step off on the command of execution for the movement. The rifle is returned to order arms upon halting.
2. After a marching movement has been completed and it is desired to execute a facing movement, the command to order or un-sling arms is given, followed by the command for the facing movement.
3. When at a position other than sling arms, the unit must come to port arms for double time. When the unit is in formation, the commander gives the appropriate commands.
4. Generally, the rifle should be carried at sling arms except for ceremonies and overall periods.
5. Prior to commencement of the manual of arms, the magazine is removed, and the sling is drawn tight and positioned on the left side of the rifle. This configuration facilitates execution of the manual of arms.

**B. Order Arms:**

Order arms are the position of the individual at attention with the rifle. It is assumed on the command ATTENTION from any of the rest positions except fall out. Order arms are assumed on the command FALL IN and on the command ORDER, ARMS from any position in the manual except inspection arms and sling arms.

The basic position of the rifle manual is order arms. Properly executed, the butt of the rifle rests on the deck, and the stock rests along the outer edge of the right shoe. The pistol grip is to the front and the barrel is in a near vertical position. The rifle is grasped by the right hand at the junction of the front sight assembly and the barrel. The barrel rests in the "V" formed by the thumb and forefinger. The fingers are extended and joined and placed on line with the barrel. The thumb is placed along the trouser seam and the entire right arm is behind the rifle. This may cause a slight bend to the right arm of shorter troops. Those persons who are too tall to accomplish this may slide their hand up the barrel so that their posture remains erect.

**C. Rest Positions:**

Rest positions with the rifle are commanded and executed as without arms, with the following exceptions and additions:

1. On the command PARADE, REST, the left foot is moved 12 inches to the left. The rifle butt is kept against the right foot. The grasp of the right hand is moved up the barrel to just below the flash suppressor with the fingers joined and curled with the forefinger touching the thumb. The right arm is straightened directly to the front so that the muzzle points forward and up. At the same time the left foot is moved, the left hand is placed behind the back just below the belt line with fingers and thumb extended and joined and the palm facing the rear.
2. On the command AT EASE or REST, the right foot remains in place and the rifle is held as in parade rest with the right arm relaxed slightly.

**D. Trail Arms:**

When at order arms and a command is given to move a unit a short distance, to face the unit, or to align the unit, trail arms is executed automatically on the command of execution for the movement. The rifle is returned to order arms gently and without command upon completion of the movement.

At the command ORDER (ARMS) the rifle is gently and quietly lowered vertically to the position of order arms.

**E. Port Arms from Order Arms:**

The command is PORT, ARMS.

1. This is a two-count movement from order arms.
  - a. At the command of execution and for the count of one, slide the right hand up and grasp the barrel near the flash suppressor. The fingers are joined and wrapped around the barrel with the thumb wrapped around the inboard portion. Without loss of motion, raise and carry the rifle diagonally across the front of the body until the right hand is level with and slightly to the left of the face. The right wrist is on the outboard portion of the front sight assembly. The elbow is held down without strain and nearly touches the hand-guard. The barrel is up and bisecting the angle formed by the neck and left shoulder. The pistol grip is to the left. The butt is in front of the right hip. At the same time, smartly grasp the hand-guard with your left hand just above the slip-ring. The sling is included in the grasp. The fingers are joined and grasping the rifle. The little finger is in line with the slip-ring with the Thumb on the inboard side of the hand-guard. The left wrist and forearm are straight. The elbow is held in against the body.
  - b. On the second count, release the grasp of the right hand and smartly re-grasp the small of the stock. The fingers are joined and wrapped around the small of the stock with the thumb wrapped around the inboard portion. The right wrist and forearm are straight and parallel to the deck. The elbow is held into the side and the upper arm is in line with the back. The rifle is about 4 inches from the body.
2. Port arms to order arms is a three-count movement.
  - a. On the first count, at the command ORDER ARMS, the right hand is moved from the small of the stock and smartly re-grasps the barrel. The palm of the right hand is to the rear. The fingers are joined and wrapped around the barrel with the thumb wrapped around the inboard portion. The little finger is just above the bayonet stud. The right wrist is on the outboard portion of the front sight assembly. The elbow is held down without strain and nearly touches the hand-guard.

- b. On the second count, lower the rifle initially with the left hand while changing the grasp of the right hand to the junction of the barrel and the front sight assembly as in the position of order arms. Without loss of motion, release the grasp of the left hand from the hand-guard and, with your right hand, carry the weapon to your right side until the butt is 3 inches from the deck. The barrel is in a vertical position and the pistol grip is to the front. At the same time guide the weapon with the left hand until the right thumb is on the trouser seam. The fingers of the left hand are extended and joined and touch the rifle near the flash suppressor. The palm of the left hand is toward the rear. The left wrist and forearm are straight and the left elbow is in against the body.
- c. On the third Count, return the left hand to the left side at the position of attention. At the same time, gently lower the rifle to the deck with the right hand.

**F. Right Shoulder Arms from Order Arms:**

The command is RIGHT SHOULDER, ARMS. This is a four-count movement from order arms.

1. On the command of execution, ARMS grasp the barrel of the weapon with the right hand. Without loss of motion, raise and carry the rifle diagonally across the front of the body until the right hand is level with and slightly to the left of the face. The right wrist and forearm are straight. The right elbow is held down without strain. The barrel is up and bisecting the angle formed by the neck and left shoulder. At the same time, grasp the hand-guard with the left hand.
2. On the second count, release the barrel with the right hand and grasp the butt placing the heel of the butt between the first two fingers. The heel will be visible between the index and middle fingers.
3. On the third count, release the grasp of the left hand from the hand-guard and carry the rifle to the right side. The left hand remains in contact with the rifle in order to assist in the movement. At the same time, with the right hand, rotate the rifle a quarter turn counterclockwise and place the rifle into the right shoulder. Slide the left hand to the junction of the stock and receiver just below the charging handle. Guide the rifle into the shoulder with the left hand. The thumb and fingers are extended and joined with the palm turned toward the body. The first joint of the left forefinger touches the rear of the receiver. The left wrist and forearm are straight. The left elbow is held against the body. The grasp of the right hand is unchanged. The right wrist and forearm are straight. The left elbow is held against the body. The grasp of the right hand is unchanged. The right wrist and forearm are straight and parallel to the deck. The elbow is held into the side with the upper arm in line with the back.
4. On the fourth count, move your left hand back to the left side at the position of attention. The rifle is held at a 60 degree angle from the deck.

**G. Order Arms from Right Shoulder Arms:**

The command is ORDER, ARMS. This is a four-count movement.

1. At the command of execution and for the count of one, pull the rifle butt back quickly with the right hand so the rifle comes off the right shoulder. At the same time, with the right hand rotate the rifle a quarter turn clockwise so that the pistol grip is to the left. Allow the rifle to fall diagonally across the front of the body. Bring the left hand up and smartly grasp the hand-guard with the sling included in the grasp. The fingers are joined grasping the hand-guard. The little finger is in line with the slip-ring but not touching it. The thumb is on the inboard side. The left wrist and forearm are straight. The elbow is held in against the body. The barrel is up; bisecting the angle formed by your neck and left shoulder. The butt is in front of the right hip.

The grasp of the right hand has not changed. The right arm is nearly extended with the elbow held against the body.

2. On the second count, release the grasp of the right hand from the butt and smartly re-grasp the barrel. The palm of the right hand is to the rear. The fingers are joined and wrapped around the barrel with the thumb wrapped around the inboard portion. The little finger is just above the bayonet stud. The right wrist is on the outboard portion of the front sight assembly.
3. On the third count, lower the rifle initially with the left hand while changing the grasp of the right hand to the junction of the barrel and the front sight assembly as in the position of order arms. Without loss of motion, release the grasp of the left hand from the hand-guard and, with your right hand, carry the weapon to your right side until the butt is 3 inches from the deck. The barrel is in a vertical position and the pistol grip is to the front. At the same time, guide the weapon with the left hand until the right thumb is on the trouser seam. The fingers of the left hand are extended, joined and touching the rifle near the flash suppressor. The palm of the left hand is toward the rear. The left wrist and forearm are straight and the left elbow is in against the body.
4. On the fourth count, return the left hand to the left side at the position of attention. At the same time, gently lower the rifle to the deck with the right hand.

#### **H. Left Shoulder Arms from Order Arms:**

The command is LEFT SHOULDER, ARMS. This is a four-count movement from order arms.

1. At the command ARMS, the rifle is brought to port arms on the first two counts.
2. On the third count, release the grasp of the left hand from the hand-guard and, with the right hand carry the rifle to the left side rotating it a quarter turn counterclockwise. Place it on the left shoulder. The elbow is held down without strain. At the same time, grasp the butt of the rifle with the left hand in the same manner as for right shoulder arms.
3. On the fourth count, move your right hand back to the right side at the position of attention. The rifle is held at a 60 degree angle from the deck.

#### **I. Movements from Left Shoulder Arms:**

1. Port arms from left shoulder arms are a two count movement.
  - a. On the first count, the right hand is moved up across the body and grasps the rifle at the stock below the charging handle.
  - b. On the second count, the grasp of the left hand is released, and the rifle is brought from the shoulder diagonally across the body with the right hand and re-grasped at the hand-guard just above the slip-ring with the left hand as in the position of port arms.
2. Order arms and right shoulder arms from left shoulder arms are five-count movements.
  - a. On the first two counts, the rifle is brought to port arms.
  - b. On the last three counts, the rifle is brought to order arms or right shoulder arms.

**J. Present Arms:**

The command is PRESENT, ARMS. Order arms to present arms is a two-count movement.

1. At the command of execution slide the right hand up and grasp the barrel near the flash suppressor. The fingers are joined and wrapped around the barrel. Without loss of motion raise and carry the rifle to a vertical position centered on the body. The pistol grip is to the front. The wrist is on the right side of the front sight assembly. The elbow is held down without strain. At the same time, smartly grasp the rifle at the hand-guard with the left hand just above the slip-ring. The sling is included in the grasp. The fingers are joined and wrapped around the hand-guard. The little finger is on line with the slip-ring with the thumb on the inboard side of the hand-guard. The left wrist and forearm are straight and parallel to the deck. The elbow is held into the side with the upper arm on line with the back.
2. On the second count, release the grasp of the right hand and re-grasp the small of the stock. The charging handle rests on the thumb of the right hand. The fingers are extended and joined diagonally across the small of the stock. The right wrist and forearm remain straight. The elbow is held against the body. The rifle is 4 inches from the body.
3. Port arms to present arms are executed in one count. The rifle is rotated clockwise with the right hand, the muzzle moves to the right, and the rifle is re-grasped above the slip-ring with the left hand.

**K. Order Arms to Present Arms:**

The command order is ORDER, ARMS. Present arms to order arms is a three-count movement.

1. At the command of execution, releases the grasp of the right hand from the small of the stock of re-grasp the barrel. The palm of the right hand is to the left. The fingers are joined and wrapped around the barrel. The little finger is just above the bayonet stud. The wrist is on the right side of the front sight assembly. The elbow is held down without strain.
2. On the second count, lower the rifle initially with the left hand while changing the grasp of the right hand to the junction of the barrel and the front sight assembly as in the position of order arms. Without loss of motion, release the grasp of the left hand from the hand-guard and, with the right hand, carry the weapon to the right side until the butt is 3 inches from the deck. The barrel is in a vertical position and the pistol grip is to the front. At the same time, guide the weapon into the right side with the left hand. The fingers of the left hand are extended and joined with the thumb along the hand. The tips of the forefinger and middle finger are touching metal at a point near the flash suppressor. The palm is towards the rear. The left wrist and forearm are straight. Guide the weapon into the right side so that the thumb of the right hand will be on the trouser seam and push back on the barrel until the toe of the stock is on line with the toe of the right shoe. The entire right arm is behind the rifle.
3. On the third count, gently lower the rifle to the deck with the right hand so that the toe of the rifle is on line with the toe of the right shoe, and the barrel is in a near vertical position; at the same time smartly and in the most direct manner return the left hand to the side as in the position of attention. The thumb of the right hand remains along the trouser seam and the right arm remains behind the rifle.

**L. Rifle Salute:**

This movement may be executed from order arms, trail arms, or left or right shoulder arms. The command is, RIFLE, SALUTE, and to terminate the salute the command is, READY, TWO. Both of these commands are one-count movements.

1. When at order arms - the left arm moves smartly across the body with the forearm and wrist straight, fingers extended and joined and palm down. The first joint of the forefinger touches the flash suppressor. When not in ranks, the head turns toward the person or colors saluted. On READY, TWO, resume the position of attention.
2. When at trail arms - the movements are identical with those for saluting at order arms, except that the rifle is held in the trail arms position.
3. At right (left) shoulder arms, the left (right) arm moves across the body, fingers extended and joined, and palm down. The first joint of the forefinger touches the rear of the receiver just below the charging handle, and the forearm is held parallel to the deck. When not in ranks, the head and eyes turn toward the person or colors saluted. On READY, Two, the position of attention is resumed.



**NEW MEXICO CORRECTIONS DEPARTMENT**  
**National and Organizational Flags**

**A. Carry Color from Order Color:**

When changing from order color to carry color, the command is CARRY, COLOR.

1. At the command CARRY, change the grip on the staff so as to grasp it from the rear between the thumb and fingers of the right hand, the fingers around the staff.
2. At the command COLOR, raise the staff smartly with the right hand to a point where the lower ferrule is just above the sling socket. While raising it, keeps the staff pointing straight up. Grasp the staff just above the lower ferrule with the left hand to steady it.
3. Seat the lower ferrule in the sling socket. As the ferrule is seated, permit the right hand to slide down the staff to a position directly in front of the color bearer's face.
4. Grip the staff firmly with the right hand and move the left hand smartly to the side. In this position, the right hand is directly in front of the fact and the staff is inclined slightly to the front.
5. Color guards armed with rifles execute right and left shoulder arms at the command COLOR so that the rifles are on the outboard shoulder.

**B. Order Color from Carry Color:**

When changing from carry color to order color, the command is ORDER, COLOR (ARMS). Execution is begun on the preparatory command.

1. At the command ORDER, grip the staff with the left hand below the right hand and remove the ferrule from the sling socket.
2. At the command COLOR (ARMS), lower the ferrule to a point above the deck along the outside edge of the right toe; release the staff with the left hand and replace it above the right hand.
3. Relax the right hand so the staff will slide down between the thumb and fingers. Then change the position of the color and the grip of the right hand to that described in paragraph.
4. Move the left hand smartly back to the left side.

**C. Present Color from Order Color:**

To change from order color to present color the command is PRESENT, ARMS Execution is begun on the preparatory command.

1. At the command PRESENT, change the grip on the staff so as to grasp it firmly from the rear between the thumb and fingers of the right hand, the fingers around the staff.
2. At the command ARMS, raise the staff smartly with the right hand to a point where the lower ferrule is just above the sling socket. While raising it, keeps the staff pointing straight up. Grasp the staff just above the lower ferrule with the left hand to steady it.
3. Seat the lower ferrule in the sling socket permitting the right hand to slide down the staff to a point where it is directly in front of the face. Grip the staff firmly with the right hand.
4. Move the left arm smartly back to the side. In this position, the right hand is directly in front of the face, and the staff is perpendicular to the deck.

5. Lower the staff smartly to the front by straightening the right arm.
6. The national color bearer executes the movement to carry color upon the command **PRESENT**. The national color does not salute; therefore, he remains in this position.
7. Color guards armed with rifles execute present arms at the command **ARMS**.

**D. Order Color from Present Color:**

When changing from present color to order color, the command is **ORDER, COLOR (ARMS)**.

1. At the command **COLOR (ARMS)**, raise the staff so the right hand is again in front of the face and the staff is inclined slightly to the front. The national color bearer remains at carry color until the organization color bearer comes to this position.
2. Come to the position of order color.

**E. Rests With the Color:**

The color bearers and color guards assume the parade rest position in lieu of at ease or rest. At ease or rest are not used by the color guard when carrying colors. The command is given from the position of order color only by the senior color bearer or person in charge of a formation with which colors are posted. It is executed in one count.

1. At the command **REST**, the left foot of color bearers is moved smartly to the left as in the position of parade rest for individuals. The left hand is placed behind the back with the forearm parallel to the deck.
2. Color guards assume the position of parade rest.

**F. Eyes Right (left) from Carry or Order Color:**

The only command is **EYES, RIGHT (LEFT)**. It will be given only when halted at order color, or while marching at carry color.

1. At the command **RIGHT (LEFT)**, if at order color, turn the head and look 45 degrees to the right (left). If at carry color, the organizational color bearer also lowers staff smartly to the front by straightening his right arm (if the person saluted is entitled to a salute by the organizational color). The right (left) man in the color guard and the national color bearer do not execute the command.
2. When the reviewing officer of a parade is entitled to a salute by the organizational color, the salute is executed at the command **RIGHT (LEFT)**.

**G. Carry Color from Eyes Right (left):**

The command is **READY, FRONT**.

1. At the command **FRONT**, the head and eyes are turned smartly to the left (right) so you are looking straight ahead. Those members of the color guard who do not execute eyes right (left) remain looking straight ahead.
2. When the senior color bearer commands **FRONT**, if the organizational color saluted, it resumes the carry.

**NEW MEXICO CORRECTIONS DEPARTMENT**  
**Color Guard**

**A. General:**

The color guard consists of four officers. Two noncommissioned officers are the color bearers, and two other officers. The color bearers are unarmed, but the color bearer carries the national color and commands the color guard. He/she gives the necessary commands for movements and rendering of honors. The color bearer carries the organizational color, which is always on the left of the national color. When only the national color is carried, the color guard will include only one color bearer.

The color guard is formed and marches in one rank at close interval with the color bearers in the center. The color guard does not execute to the rear march, about face, or flanking movements.

**B. Movements of the Color Guard:**

To face the color guard to the right (left):

1. The command is RIGHT (LEFT) TURN, MARCH. It may be executed while halted, marking time, or marching.
2. On the command MARCH, with the right (left) flank man acting as a stationary pivot, the color guard inclines to the right (left) until they face the new direction. When making the turn, at any one moment, all members of the color guard face the same direction.

**C. To face the Color Guard to the rear:**

The command is COUNTERMARCH, MARCH. It may be executed while halted, marking time, or marching. When marking time or marching, the command is given as the left foot strikes the deck.

1. At the command or execution, the entire color guard picks up the hair-step. The national color bearer makes a small arc to his left, moving into the position formerly occupied by the organizational color bearer, facing the new direction or March.
2. The organizational color bearer makes an arc to his right and outside the national color bearer, moving into the position formerly occupied by the national color bearer, facing in the new direction or March.
3. The right rifleman takes two hair-steps forward, and then moves in an arc to his left outside the organizational color bearer, moving into the position formerly occupied by the left rifle man, facing the new direction or March.
4. The left rifleman takes three hair-steps forward, and then moves in an arc to his right outside the right rifleman, moving into position formerly occupied by the right rifleman, facing the new direction of March.
5. Upon completion of this move, the color guard marks time until it is halted or until it receives the command FORWARD, MARCH.

**NEW MEXICO CORRECTIONS DEPARTMENT**  
**Funerals**

**A. General:**

The aspect of a funeral usually begins at one of the following places: home of the deceased, mortuary, church or chapel, cemetery gates, or the grave site. It may, however, begin at any designated place.

1. The ceremony starts when the remains are first received by the escort. Before that, the body bearers may be detailed to conduct the remains wherever necessary. In general, the escort receives the body at one of the following places:
  - a. The designated place and conducts it to the place of services and then to the grave.
  - b. The chapel before, and conducts it to the grave after, the services.
  - c. The cemetery gates and conducts it to the grave.
  - d. The grave.
2. Each time the body bearers remove the remains:
  - a. The escort is brought to present arms.
  - b. The pallbearers salute.
  - c. All observers in uniform, except the body bearers, salute.
3. When the national color is draped on the casket, it shall be placed so the stars are at the head of the casket over the left shoulder of the deceased. Nothing shall rest on top of the national color. The color will be removed as the casket is being lowered into the grave and in time so that the color will not touch the ground.
4. The casket is always carried foot first, except in the case of a clergyman whose casket is carried into and out of the church or chapel head first.
5. Pallbearers may walk or ride, depending upon the distance to be covered:
  - a. The senior pallbearer will give necessary cautionary commands to the others in a low voice.
  - b. All pallbearers will salute at the command PRESENT, ARMS, when given by the escort commander.
6. If the entrance to the cemetery prevents the hearse from entering, the procession halts, and the casket is removed, and the procession proceeds again.
7. Uniformed officers in an official capacity will wear a mourning band on the left sleeve.

**B. Participation by fraternal or patriotic organizations is as follows:**

Fraternal or semi military organizations of which the deceased was a member may participate in the service if desired by the immediate family.

1. If the ritual is military or semi military, the rites will begin immediately after the military ceremony. If it includes the firing of three volleys and Taps, these features of the military ceremony may be postponed until their appropriate places in the ritual, at which times the military firing party and bugler may render the honors.
2. When the body has been cremated, casket, body, and remains, as used herein, refer to the container of the ashes.
  - a. For all phases of the funeral in which the cremated remains are carried by hand, one person will be detailed to carry the receptacle. Four persons will be detailed as flag bearers. When the receptacle is carried into or from the chapel, to the grave site, the flag bearers will follow the receptacle with the flag folded and carried by the leading flag bearer on the right.
  - b. When the receptacle has been placed on the stand before the chancel of the chapel, the flag will be folded and placed inside it.
  - c. When a hearse is not used, suitable transportation will be provided for the receptacle bearer and flag bearers.
  - d. When the remains are to be conducted to a crematory and the ashes interred with military honors at a later time, the ceremony will consist only of the escort to the crematory. Arms will be presented as the body is carried into the crematory. Volley firing and Taps are omitted. If the funeral is held at the crematory and no further honors are anticipated, the volleys will be fired (if local ordinances permit) and Taps sounded outside the crematory.

**C. Duties of the Officer in Charge of the Ceremony:**

The officer in charge should be detailed in sufficient time before the funeral to allow planning and prior arrangements. He/she will confer with the clergy and funeral director. Together they will ensure that all necessary arrangements have been made. The chaplain will perform the duties of an officer in charge of the ceremony in case no other officer is so designated.

As soon as the service in the church or chapel has begun, the officer in charge will:

1. Make sure the hearse is ready to receive the casket at the front entrance.
2. Ensure conveyance for flowers is posted at the side or rear entrance.
3. Arrange the cars for the clergy, pallbearers, and immediate family (if the procession is to ride) in the proper order.
4. Designate four of the body bearers to help carry the flowers out after the body has been placed in the hearse. They should return through the side or rear door, at whichever will secure the casket in the hearse. After the flowers have been moved, the four designated body bearers will take position in rear of the hearse.
5. When the body is transferred from the hearse, the officer in charge will be in the vicinity. He/she will signal the escort commander when the transfer begins and when it is completed.
6. When the procession is in motion, the officer in charge will go to the grave site and await the arrival of the funeral party. He or she will determine the position for the escort, and firing party (if separated from the escort). Upon their arrival, he/she will direct these individuals and units to their proper positions at the grave.

7. After the units and individuals are in position at the grave, he or she will signal the body bearers to carry the remains from the hearse and escort to render the honors.
8. When the widow or mother of the deceased is unaccompanied, the officer in charge will escort her from the car to the grave site. When practicable, he/she will remain with her to render assistance until completion of the commitment.
9. After the commitment service, he/she will deliver the folded national color, used on the casket, to the family of the deceased.
10. When situations arise which are not covered in this policy, the Officer in charge will use his/her own judgment.
11. The officer in charge must cooperate with the funeral director engaged by the deceased's family. He/she must not arbitrarily assume the duties the funeral director is being paid to perform.
12. The officer in charge will explain the nature and significance of the volleys to the next of kin, or those representing the next of kin, and ascertain whether the volleys are desired.

**D. Duties when Receiving the Remains:**

Whenever the remains are received the following procedure will govern:

1. Pallbearers:

- a. When the remains are received at the chapel before the services, form in two ranks facing inboard at the entrance. They must allow room between ranks for the casket to pass between them. As the casket is removed from the hearse, they execute the first movement of the hand salute. The second movement is executed as the casket passes, after which they face toward the door and follow the casket into the chapel. Seats are usually reserved for them among the left front pews.
- b. When the remains are received from a building, assemble inside the building in columns of twos. They follow the clergy from the building (preceding the casket), open to allow the casket to pass between, halt, face inboard, and salute while the casket is passing. They remain at hand salute until the escort executes order arms. They then take their place in two columns of files on each side of the casket. The leading person of each column opposite the front wheels of the hearse.
- c. When the remains are received at the cemetery gates. They form in a single rank on the flank of the escort, opposite the hearse and in such order of rank that moving to position alongside is facilitated. They execute and terminate the hand salute on the commands for present and order arms by the escort commander. After present arms, they take their places beside the hearse.

2. Body Bearers:

If not already with the remains, form on the left of the pallbearers. They leave the formation at the proper time to receive the casket and carry it to the chapel, or grave. They form, according to height, on each side of the casket. While indoors and not carrying the casket, they uncover. Outdoors they remain covered.

**E. At the Grave:**

1. As the procession arrives at the grave, units turn out or column and take the following positions:
  - a. The escort forms a line facing the grave at a position indicated by the officer in charge of the ceremony. It should be at least 50 feet from the grave so the mourners will not be disturbed by the volleys. The terrain may dictate that the formation be inverted with the band on the left.
  - b. The clergy forms between the hearse and the grave.
  - c. The bearer or the personal flag for the deceased takes post between the clergy and the hearse.
  - d. The pallbearers form in two ranks between the clergy and the grave. They face each other and allow room between their ranks to permit passage of the casket.
  - e. The families of the deceased remains near the hearse.
2. When all are in position and upon signal of the officer in charge of the ceremony, the body bearers remove the casket from the hearse. They carry it between the pallbearers and in front of the escort, then place it on the lowering device over the grave. They raise the national color by the corners and sides and will hold it waist or shoulder high until the end of the services.
3. When the body bearers remove the casket from the hearse:
  - a. The escort presents arms until the casket is placed on the lowering device.
  - b. The clergy precedes the personal flag and the casket to the grave.
  - c. The flag bearer follows the clergy, preceding the casket, and takes position at the head of the grave. He or she remains there during the service.
  - d. The pallbearers salute as the casket passes between them. When the casket has passed, they terminate the salute, face the grave, close interval, and follow the casket. Upon arrival at the grave, they form in two ranks facing the grave, usually just in rear and to one side of the clergy.
  - e. The family of the deceased follows the pallbearers and takes position provided for them.
4. When the casket is placed on the lowering device and the family has arrived:
  - a. The escort commander orders ORDER, ARMS; PARADE, REST. Members of the escort execute parade rest.
  - b. Pallbearers execute parade rest on the escort commander's order.
  - c. The body bearers remain in their positions, holding the national color so it will not touch the ground when the casket is lowered.
  - d. The clergy conducts the commitment services.

5. After the commitment services:
  - a. The escort commander orders ESCORT, ATTENTION. He/she then commands Escort, PRESENT, ARMS. The officer in charge of the firing party then gives the command for the firing of volleys. The firing party executes present arms after completion of the three volleys.
  - b. The pallbearers come to attention on the command of the escort commander and salute on his/her command for present arms.
6. After the last note of taps has sounded:
  - a. The escort commander brings the entire escort to order arms and, after the color has been folded by the body bearers and presented to the next of kin by the officer in charge, marches the escort to a suitable place for dismissal. The rifles of the firing party are unloaded and inspected. If the escort continues in formation after leaving the cemetery, they remove all mourning and muffling from any colors that may be present.
  - b. The pallbearers fall out and withdraw.
  - c. The flag bearer folds the flag and rejoins his/her unit.
  - d. The body bearers fold the national color and give it to the officer in charge of the ceremony and march away.



**NEW MEXICO CORRECTIONS DEPARTMENT**  
**Loading and Ceremonial Firing of the Rifle**

**A. General:**

1. Rifles are kept on SAFE while loaded, except during actual firing or with the command UNLOAD or INSPECTION, ARMS is ordered.
2. In order to enhance the appearance of the firing party, magazines with three blank cartridges will be inserted into the rifle out of view of spectators. (Two expended cartridges should be placed in the magazine below the three blank cartridges so that adequate tension will be placed on the spring.) A round will not be placed in the chamber.

**B. To Load:**

With the unit at attention, the command is WITH BLANK AMMUNITION, LOAD. The movements are executed quickly and smartly. On the command Load, members of firing party execute the following sequence of movements:

1. Face half right.
2. Move left foot 12 inches to the left. The legs are kept straight 80; the weight of the body rests equally in both feet.
3. Raise the rifle with the right hand and grasp it at the hand-guard with the left hand. This is the same as the first count of PORT ARMS.
4. Move the right hand to the small of the stock. This is the same as the second count of PORT ARMS. The rifle should now be in the position of port arms.
5. Pull charging handle fully to the rear with the right hand and release it, thus placing a round in the chamber.
6. Move the right hand to the pistol grip.

**C. To Fire By Volley:**

1. After the rifles are loaded as described above, the officer in charge of the firing party orders READY, AIM; FIRE.
  - a. On READY, each rifleman moves the selector lever from Safe to Semi Automatic with the right thumb.
  - b. On AIM, each rifleman raises the rifle to a position of 45 degrees from horizontal, places the butt firmly in the right shoulder, and rests the hand-guard in the "V" formed by the thumb and forefinger of the left hand. All fingers of the left hand are together and extended. The left wrist is straight. The right hand is wrapped around the pistol grip from the right. The right elbow is raised to near shoulder height. The head is turned 90 degrees to the left and held erect. Both eyes remain open with the right eye looking out over the front sight.
  - c. On FIRE, squeeze the trigger quickly and lower the rifle to the position of port arms.

2. To continue the firing, the commands are AIM; FIRE. Each command is executed as explained above. To continue the firing with weapons without blank adapters, the commands READY, AIM, FIRE are again given. On the command READY, each rifleman manually chambers the next round. The execution of the commands AIM and FIRE are as described above.
  
3. After the last round has been fired, rifles are brought to the position of PORT ARMS. From this position, the command PRESENT, ARMS is given by the officer. The command is executed in three counts:
  - a. With the left foot extended, pivot on the heel of the left foot and toe of the right, completing a left face.
  - b. Bring the heel of the right foot smartly against the heel of the left foot.
  - c. Move the weapon to present arms.

**D. To Unload:**

The weapons will be unloaded and inspected as soon as possible after leaving the site of the ceremony and out of sight of spectators, if possible. The command is UNLOAD. It is executed.