



# Sgt-at-Arms, Color Guard, and Honor Guard Training

Instructor (s): Troy Horsley

2025 DEPARTMENT OF FLORIDA

# DEPARTMENT CONVENTION

# SGT-AT ARMS resources

- Officer Guide
- Department of Florida SGT-At-Arms Protocol Manual
- Flag Code of The United States Title 4 Chap 1
- DOD Directive 1005.8- Provides Guidance for formations
- Guidelines for displaying Flag

# Officers Guide

- Arrange Meeting Hall
- Assist Post Commander & Adjutant
- Lead Color Guard Detail
- Flag Etiquette
- Post Color Guard Detail
- Burial Detail
- Other Pageantry
- Chair Welcome Committee
- Encourage Members To Attend Meetings
- Advise Commander on Who Should Be Acknowledged

# AMERICAN LEGION DEPARTMENT OF FLORIDA SGT-AT-ARMS PROTOCOL MANUAL

- SGT-AT-ARMS DUTIES
- THE AMERICAN LEGION CAP
- HALLOWED GROUND
- PREAMBLE OF THE AMERICAN LEGION
- THE MEANING OF THE PLEDGE OF ALLEGIANCE
- POW/MIA REMEMBRANCES
- HISTORY OF THE AMERICAN FLAG
- HISTORY OF PLEDGE OF ALLEGIANCE
- LEGION UNIFORMS; CORDS & BRAIDS
- ORIGIN OF FLAG DAY
- PROPER FLAG DISPOSAL CEREMONY
- PROPER FLAG DISPLAY ON VEHICLES & BIKES
- MILITARY FUNERAL FLAG PROTOCOL
- AMERICAN LEGION PROTOCOL

# Flag Code Title 4 U.S.C 5 code Chap 1

- Flag Stars Advertising/Mutilation of flag
- Pledge of Allegiance
- Display and use of flags by civilians
- Time and occasions for display
- Position and manner of display
- Respect for flag
- Conduct during hoisting, lowering and passing flag
- Modification of rules and customs by president

# Guidelines for Displaying the flag

- Public Law 94-344, known as the Federal Flag Code, contains rules for handling and displaying the U.S. flag. While the federal code contains no penalties for misusing the flag, states have their own flag codes and may impose penalties. The language of the federal code makes clear that the flag is a living symbol.

# Half Staff Notification's

Email

[Starsandstripesdaily.org](mailto:Starsandstripesdaily.org)

Txt the word Flag to 534466

# Flag Flying order

## FLAG FLYING ORDER

| U.S. Flag                                                                                                                                                                   | State Flag                                                                                                                                                                    | POW/MIA                                                                                                                                                                                                      | Army Flag                                                                                                                                  | Marine Corps                                                                                                                                                  | Navy Flag                                                                                                                                                           | Air Force                                                                                                                                                       | Space Force                                                                                                                                             | Coast Guard                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01                                                                                                                                                                          | 02                                                                                                                                                                            | 03                                                                                                                                                                                                           | 04                                                                                                                                         | 05                                                                                                                                                            | 06                                                                                                                                                                  | 07                                                                                                                                                              | 08                                                                                                                                                      | 09                                                                                                                                                                   |
| The U.S. flag should always be placed at the top of the flagpole, in a position of honor, above an organization, state or city flag if they are displayed on the same pole. | The state flag should always fly below the U.S. flag and be at least one size smaller. Flown on separate poles, the state flag should be flown to the right of the U.S. flag. | The POW/MIA flag should always fly below the U.S. flag and be at least one size smaller if flown on the same flagpole. If the U.S. and state flags are on the same pole, it should fly below the state flag. | The Army flag was first unveiled on June 14, 1956. The Army flag should be the first in order of precedence for U.S. Armed Services flags. | The Marine Corps flag was first adopted on January 18, 1939. The Marine Corps flag should be the second in order of precedence for U.S. Armed Services flags. | The Navy flag was formally introduced to the public on April 30, 1959. The Navy flag should be the third flag in order of precedence for U.S. Armed Services flags. | The Air Force flag was officially adopted on March 26, 1951. The Air Force flag should be the fourth flag in order of precedence for U.S. Armed Services flags. | The Space Force flag was unveiled on May 15, 2020. The Space Force flag should be the fifth flag in order of precedence for U.S. Armed Services flags.* | The Coast Guard flag was officially adopted on January 28, 1964. The Coast Guard flag should be the sixth flag in order of precedence for U.S. Armed Services flags. |
|                                                                                           |                                                                                            |                                                                                                                           |                                                       |                                                                          |                                                                                |                                                                            |                                                                    |                                                                                 |

**WITH THE FLAGS OF OTHER NATIONS:** Each flag should be the same size and displayed at the same height. It is inappropriate to display one country's flag above another.

\*The Space Force flag pictured above is the official military flag design and may only be sold to customers with a website ending in .gov or .mil according to the licensed manufacturer.

A different Space Force flag design is available to be sold to consumers. See photo and item number below if you would like to order one today.

# Answers

- **Public Law No: 116-67 (11/07/2019) National POW/MIA Flag Act**
- The bill changes the days on which the POW/MIA flag is required to be displayed at specified locations to all days on which the U.S. flag is displayed. (Current law requires the POW/MIA flag to be displayed only on Armed Forces Day, Memorial Day, Flag Day, Independence Day, National POW/MIA Recognition Day, and Veterans Day.)
- The order in which the POW/MIA flag is displayed depends on the number of flagpoles and the flags being flown with it:
- **Single flagpole-** The POW/MIA flag is flown directly below the US flag, and is no larger than the US flag
- **Two flagpoles-** The POW/MIA flag is flown under the US flag, and the state flag is flown on the other pole
- **Three flagpoles-** The US flag is flown on the right pole, the POW/MIA flag is flown on the middle pole, and the state flag is flown on the left pole
- During war, the Coast Guard flag flies between the Navy and the Air Force, matching the date of origin or birthday rule.

# Things to remember

- Traditional guidelines call for displaying the flag in public only from sunrise to sunset. However, the flag may be displayed at all times if it's illuminated during darkness. The flag should not be subject to weather damage, so it should not be displayed during rain, snow and wind storms unless it is an all-weather flag.
- It should be displayed often, but especially on national and state holidays and special occasions. The flag should be displayed on or near the main building of public institutions, schools during school days, and polling places on election days. It should be hoisted briskly and lowered ceremoniously

# 2025 CHANGE TO FLAG CODE

- Pentagon drops ban on service members displaying US flags horizontally at big events
- Under the old rules outlined on Feb. 10, 2023, uniformed service members were barred from participating directly in the “unfurling, holding, and/or carrying of giant horizontal U.S. flags.”
- Defense Department personnel may now show the flag, regardless of its size or position, at eligible public sporting and other community events, provided that such displays are done in a respectful manner

# Helpful reference

- US Flag Manual from Military Salute Project MSP-08
- <https://www.usmhc.org/Flag.php>

# Prior to your meeting

- The Sergeant-at-Arms should meet with the Commander prior to the meeting and see if any guests are expected, any special requirements he or she has to set the Meeting room up properly. Go over Escorting any special guests and how the room should be set up. It may need to be set up different from time to time and as Sergeant-at-Arms you have to Anticipate different things and what the Commander may be thinking of next during the meeting. Always get assistant Sergeant-at-Arms in order to help you setup and break down the room, identify guests and check membership cards.

# Make a Guest check list for legion officers

- **For department officers go to**
  - Department | Florida American Legion (floridalegion.org)
- **You will find officers/area/district commanders and chairs**
  - **For national officers go to**
    - <https://www.legion.org/about/leadership>

# Guest introductions for meetings

- American Legion officers are introduced in the order by which they were installed into office: sergeant-at-arms, historian, judge advocate, chaplain, treasurer or finance officer, vice commanders, and commander. As with all rules, there are some exceptions. If it is a function of both The American Legion and the American Legion Auxiliary, the Auxiliary officers, dignitaries, etc., are introduced first. A national executive committeeman (NEC) or alternate NEC (NECA) should be introduced immediately before the department commander.

# Guest introductions for meetings

- Order of Introduction
  - - Are generally done in order of rank within the organization, from low to high:
    - - Local dignitaries, non-American Legion guests S.A.L. Officers - Local, District, Department, National
      - - Auxiliary Officers -Local District, Department, National
- - American Legion Officers -Local, District, Department, National American Legion

# Guest Protocol

- Department Officers present should be given special recognition and the opportunity to extend greeting. The highest office that is present during the meeting should be given the proper respect by first: 3 Raps of the Gavel to get everyone to standing at attention and then stating
  - the words:
- "We are delighted to have our "Department Commander", Chris Hamrick, with us today, and
  - we would be happy to hear from him." The M of C or Commander introducing should
- start the Dignitary Clap so others will join in; (the Sergeant-at-Arms escorts him to the podium).

# POW/MIA

- **Resolution 288, adopted at the Legion's 67th National Convention, calls for a POW/MIA empty chair to be placed at all official meetings of The American Legion as a physical symbol of the many American POW/MIAs still unaccounted for from all wars and conflicts involving the United States of America. This is a reminder for all of us to spare no effort to secure the release of any American prisoners from captivity, the repatriation of the remains of those who died bravely in defense of liberty, and a full accounting of those missing. Let us rededicate ourselves to this vital endeavor."**
- Some post do the ceremony some do not
- Some posts Have SAA advance and place while being read during the opening
- Upon completion, observe a moment of silence
- During closing of meeting, all present join SAA rendering a slow salute

# Welcoming Committee

- The Importance of Having a Welcoming Committee for a POST

A welcoming committee is an integral part of any organization, especially for a POST. The role of this committee is often underestimated, but it is crucial for fostering community engagement, building trust, and establishing a positive first impression for newcomers. Here are several reasons why having a welcoming committee is important for a POST.

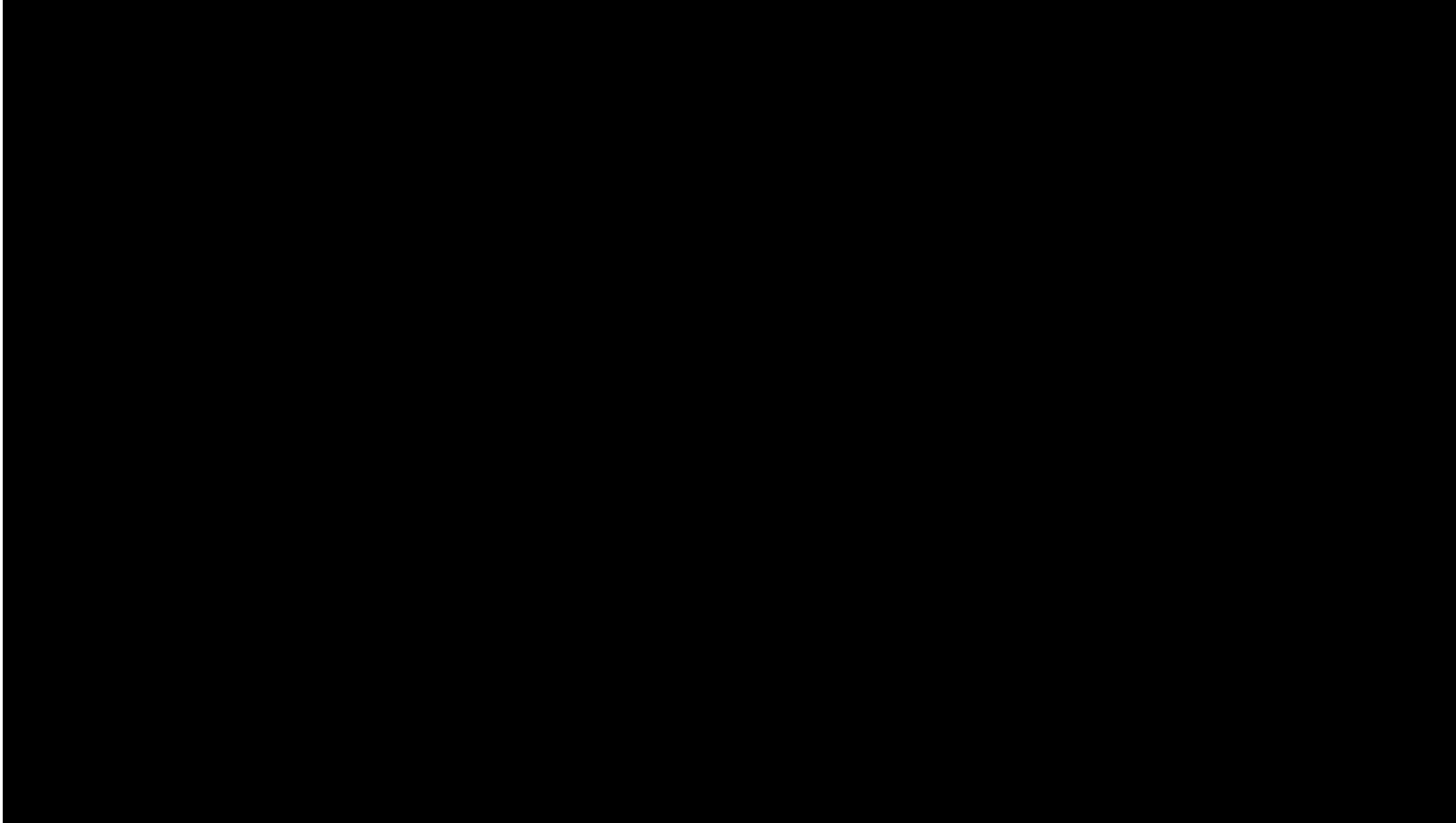
# Welcoming Committee

- 1. First Impressions Matter
- 2. Facilitates Smooth Transitions
- 3. Promotes Inclusion and Belonging
- 4. Encourages Engagement and Retention
- 5. Creates a Culture of Hospitality
- 6. Boosts Networking Opportunities
- 7. Provides a Resource for New Members
- 8. Strengthens the Organization's Reputation

# You Can Help

In a world where individuals seek meaningful connections and community involvement, the role of a welcoming committee in a POST cannot be overstated. It is the first line of communication that establishes trust, fosters inclusion, and encourages active participation. By creating an environment where new members feel genuinely welcome and supported, the welcoming committee not only enhances individual experiences but also contributes to the overall success and longevity of the organization. As such, investing time and resources into a welcoming committee should be a priority for any POST that wants to thrive in today's interconnected world.

# Honor/Color Guard



# Honor/Color Guard

- [https://youtu.be/WEEYCuGJmOw?si=884qys6199T\\_bKt-&t=1116](https://youtu.be/WEEYCuGJmOw?si=884qys6199T_bKt-&t=1116)
- Start 18:36

# Honor/Color Guard

- There are five classes of competition: Advancing/Retiring Colors, Military, Military-Open, Open and JROTC Drill. To be considered for the National Commander's Color Guard, units must compete in either Military or Military-Open and Advancing/Retiring Colors. Units can represent any part of the Legion Family or have a combination of members in the unit

# Honor/Color Guard

- The inspection will certify that the required number of participants are available for competition, and to ensure personal appearances and condition of uniforms are both professional and identical. Uniforms should be in accordance with each director's judgement of visual presentation. However, a general inspection of the members entering the competition area will take place and if an infraction is noticed, a penalty will be assessed.

# UNIFORM AND EQUIPMENT

The style and color of uniform will be optional with each unit provided they are within the dignity and propriety required when carrying the National Colors. Headgear is required to be worn by all members of the unit. If the Color Guard does not wear Color Guard headgear specific to the Color Guard such as helmets or berets, members shall wear the official uniform hat of the member's organization within The American Legion Family.

Required authorized equipment will consist of National Colors\*, American Legion Organizational Banner, and at least two weapons.

Additional authorized equipment, such as flags, sidearm, sabers and swords may be carried and can be simulated. "Replica rifles" may be used, as long as they have the same weight as the real rifle, plus the bolt mechanism. **"Simulated rifles" (rifles of lesser weight with or without**

- **simulated bolt mechanism) should not be used**

# POST AND RETRIEVE

This maneuver includes the U.S. Flag and The American Legion organizational banner. The U.S. Flag is to be posted to the right of the Saluting Point with its front facing the field. Colors must be properly guarded at all times; for guarding purposes, weapons shall at all times be in the possession of the guarding member. During the ceremony of Posting and Retrieving, two (2) salutes are required, to be executed simultaneously by all members; one directly following posting and one salute directly prior to retrieving colors. A color is deemed posted immediately upon the release of the pike. A color is deemed retrieved upon the intentional grasp of the pike. The U.S. Flag and Banner may be posted simultaneously, if not so posted the U.S. Flag must be posted last. The U.S. Flag and Banner may be retrieved simultaneously. However, if not so retrieved, the U.S. Flag must be retrieved first.

# POSTING (ADVANCING) COLORS

Color Guard consisting of a minimum number of four (4) is formed at the rear of the room/hall in a rank or file, whichever may suit the situation best, formation facing the Commander's station.

In forming a rank, the National Color is to the right of the Post Color and the two Guards are on the respective flanks. In forming a file, the National Color is second in file, preceded by a Rifle Guard and followed respectively by the Post Color and a Rifle Guard.

To properly form the Guard, the following sequence of Commands may be used: "Fall In"- "Dress Right Dress"- "Ready Front"- "Right or Left Shoulder Arms"- (Color bearers should assume the position of carry or any other suitable position at this command) "Forward March." The above-mentioned commands put the Guard in a forward motion.

# POSTING (ADVANCING) COLORS

Upon arriving at a position in front of the Commander's station, the following commands may be used: "Guard Halt-Post Colors" (The National Color bearer steps off in the direction of the Flag receptacle to the right of the Commander's station, halting and facing front upon arriving in front of same). The Post Color bearer follows the same procedure to the Flag receptacle to the left of the Commander's station. During this procedure the Rifle Guards will assume the position of Port Arms. The next command may be "Place Colors." Colors may be placed by stepping forward with one foot and placing Colors into the receptacles, making sure any top ornament on each respective color is facing the assemblage. It must be remembered that the Colors may be posted simultaneously, or the Post Color is posted first followed by the National Color. The Color Bearers then return to the position of attention. The next command may be "Present Arms." The Rifle Guards should render the prescribed salute with their pieces and the Color Bearers should render a right hand salute. (Post Color Bearer should either face the

- National Color or turn toward the American Flag while executing the salute).

# POSTING (ADVANCING) COLORS

The next command sequence may be “Right Shoulder Arms” (Color Bearers recovering from hand salute on same), “Assemble March” (Color Bearers may face the center and step off respectively in the direction from which they came and assume their positions in the formation facing the rear of the competition area).

The Rifle Guards may execute an about-face on command and be prepared to move out on the next command with Guard intact).

The next command may be “Forward March” and upon arriving at the starting point, the Guard should be halted with the command of “Guard Halt” and then the Guard may be given “Fall Out.”

# RETRIEVING COLORS

Retrieving the Colors may be executed in nearly the same manner except substituting the command of “Retrieve Colors” for “Post Colors,” and giving the command “Present Arms” upon the Color Bearers arrival in front of their respective colors (Color Bearers will salute at this time).

The next sequence of commands may be “Right Shoulder Arms” (Color bearers will assume position of attention) “Take Colors” (Color Bearers putting one foot forward to take Colors and assuming position of attention, after securing same). It must be remembered that the Colors may be retrieved simultaneously, or the National Color is retrieved first followed by the Post Color. The next commands may be “Assemble, March” (Color Bearers executing same marching as in returning from Posting). The Rifle Guards will execute about-face after Colors have arrived in respective positions. The Guard may be retired in the same manner as it was in Posting, with the exception of the last command, which should be “Dismissed.”

# Honor/Color Guard

[www.legion.org](http://www.legion.org) › Color-Guard-Application-Advancing-Retiring

Usually required mid to late July after approval from Department of Florida

# Questions

# Thank You for attending