

# Sergeant-at-Arms

*Troy Horsley*

SERGEANT-AT-ARMS

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

# Sgt-at-Arms | Resources

- ★ Officers Guide
- ★ Department of Florida Sgt-At-Arms & Protocol Manual
- ★ Flag Code of The United States Title 4 Chap 1
- ★ DOD Directive 1005.8
- ★ Flag Flying Order
- ★ Guidelines for displaying the United States Flag

# Sgt-at-Arms | 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

# Sgt-at-Arms | Protocol Manual

- ★ Sgt-at-Arms Duties
- ★ The American Legion Cap
- ★ Hallowed Ground
- ★ Preamble of The American Legion
- ★ The Meaning & History of the Pledge of Allegiance
- ★ POW/MIA Remembrance Ceremony
- ★ History of the American Flag
- ★ 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

# Sgt-at-Arms | Flag Code

## 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 the flag
- ★ Conduct during hoisting, lowering, and passing of flag
- ★ Modification of rules and customs by the President

# Sgt-at-Arms | Flag Display Guidelines

- ★ 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.

# Sgt-at-Arms | 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.

# Sgt-at-Arms | Internet is never wrong

## **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



# Sgt-at-Arms | 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 windstorms 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

## **Helpful Resource:**

US Flag Manual from Military Salute Project MSP-08

<https://www.usmhc.org/Flag.php>

# Sgt-at-Arms | 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."

# Sgt-at-Arms | Calender of Events

The screenshot displays the website for the American Legion Department of Florida. The header features the organization's logo and name, along with social media icons and navigation links. A dark blue navigation bar contains links to Home, About, Department, Programs & Services, News & Events, Membership, and Resources. Below this is a search bar and three prominent buttons: JOIN, RENEW, and DONATE. The main content area shows a calendar interface for June 2025, with the current date set to 'Now - July 4'. A sidebar on the right offers various view options: List, Month, Day, Week, and Map. The calendar grid highlights Friday, June 27, as 'PTSD Awareness Day'.

AMERICAN LEGION | Department of Florida

Find a Post | Calendar | Contact

HOME ABOUT DEPARTMENT PROGRAMS & SERVICES NEWS & EVENTS MEMBERSHIP RESOURCES

Search...

JOIN RENEW DONATE

< > Today Now - July 4 ▾

Event Category City Featured Events Day Time

June 2025

FRI 27 June 27  
**PTSD Awareness Day**

List  
Month  
Day  
Week  
Map

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

# Sgt-at-Arms | Agenda



Commander Troy Horsley  
Vice Commander Lena Heredia-Perez  
Vice Commander Mike Garcia  
Adjutant Joe Maichle  
Assistant Adjutant Sonny Kirkwood



[www.AL3rdDistrictFL.org](http://www.AL3rdDistrictFL.org)  
Events:  
[www.facebook.com/3rdDistrictEvents](https://www.facebook.com/3rdDistrictEvents)  
Bulletins:  
[www.facebook.com/groups/3rdDistrictFL/](https://www.facebook.com/groups/3rdDistrictFL/)

5<sup>th</sup> District Meeting Post Sunday, April 11th, Post 54 1400

- I. Call to Order, Commander
- II. Opening Ceremonies, Commander/Chaplain/Sgt-at-Arms/Adjutant (Roll Call) Minutes
- III. Introduction of Guests/ District Officers
  - a. Post Commander 54 Don Lyons
  - b. Department Membership-Jim Ramos
- IV. Finance Report Finance Officer Comrade Heredia Perez
- V. Membership Vice Commander Heredia Perez
- VI. Chairman Reports -
  - A) AL Riders- Comrade Luka
  - B) Baseball Comrade Steve Adams
  - C) Americanism- Commander Whitman
  - D) Boy Scout- Comrade Glaxar
  - E) Boys State- Comrade Flanagan
  - F) Blood Donor- Comrade Leharua
  - G) Children & Youth- Commander Johnson
  - H) Disaster Preparedness- Comrade Beal
  - I) FHP Academy- Commander Brewster
  - J) Law & Order- Comrade Barry Links
  - K) Oratorical- Commander Perez
  - L) SAL Advice- SAL Commander Racco
  - M) School Medals- Comrade Reeves
  - N) Shooting Sports- Vacant
  - N) Social Media- Commander Havskant
- VII. Commander's Report-Elections/CBL
- VIII. Post Reports (Should be written and submitted to the Adjutant to include Membership percentage and Legion Programs supported by Post, 2 minutes)

UNFINISHED BUSINESS Boys state orientation/update

- IX. Business for the Good of the Legion.
- X. Closing Ceremony Commander / Chaplain/ Sgt at Arms

#### UPCOMING EVENTS

Next District Meeting: DCC Saturday May 8th, Post137 at 9am. Post everlasting starts 0830 54, C&Y month April, Teacher of the Year (15 April) Law Enforcement/Firefighter of the Year (25 April) ALR in state unity ride 426-52), Program awards deadline 12 May, CPR due 12 May Elections will be held at the DCC, next year installation schedule (after 5 July, bring proposed dates) requests. Also bring request for district meeting schedule.

# Sgt-at-Arms | Check List

## Make a Guest checklist for legion officers

**For Department Officers go to**

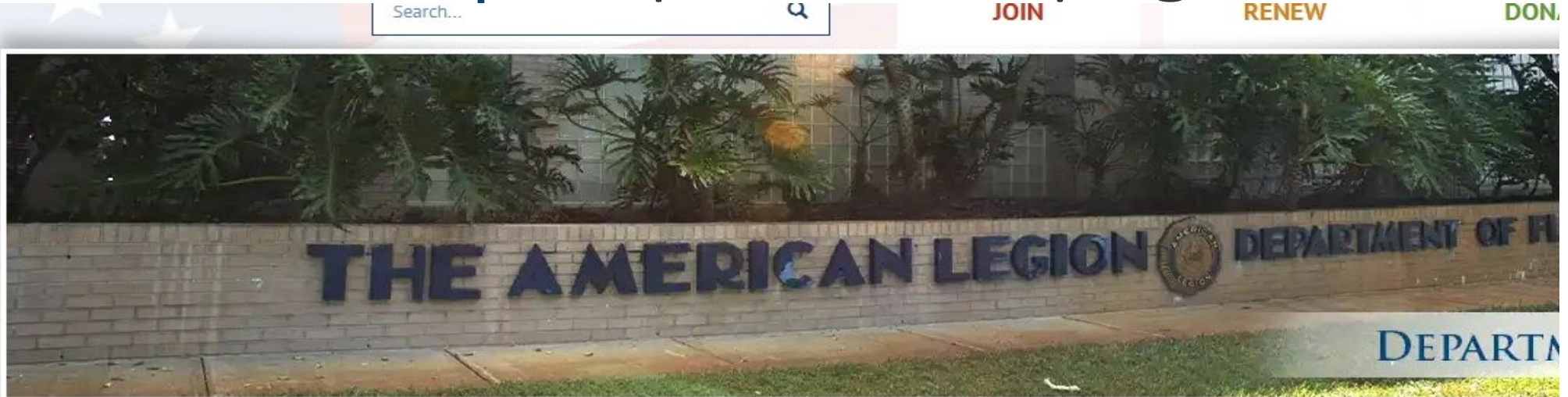
Department | Florida American Legion ([floridalegion.org](http://floridalegion.org))

You will find officers/area/district commanders and chairs

**For National Officers go to**

<https://www.legion.org/about/leadership>

# Sgt-at-Arms | Department page



[Homepage](#) > [Department](#)

## Department

- [Commander's Corner](#)
- [Officers](#)
- [Area/District Commanders](#)
- [Program Chairs](#)
- [Staff](#)
- [Past Department Commanders](#)

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA



# Sgt-at-Arms | National page

HOME / ABOUT THE AMERICAN LEGION / LEADERSHIP

## NATIONAL LEADERSHIP

The American Legion is led by dedicated volunteers and staff whose mission is to carry out the resolutions of the membership, serve veterans and their families, advocate on behalf of the U.S. Armed Forces, mentor youth and promote Americanism.



**National Commander**



**National Officers**



**National Vice Commanders**

# Sgt-at-Arms | Guest list

<b>Dept.</b>		<b>Dept Chairs</b>	
Commander	Jerry Brandt	Membership	Robert Brewster
1st Vice	Eunice Butts	FHP Cadet Academy	Tom Gora
2nd Vice	Michael Raymond	Fl. Legion College	Troy Horsley
3rd Vice	Chris Hamrick	School Medals	Jim Winland
Sgt at Arms	Jeff Dyeden	ALR	Kathryn Hockenberry
Chaplain	Barry Roberts	Public Relations	Robert Brewster
Historian	Phillip Crouthamel	Youth law Cadet	
Northern Area	Troy Horsley		
NEC	Dennis Boland		
NECA	Art Schwabe		
J A			
<b>District</b>		<b>Chairs</b>	
Commander	Lena Heredia Perez	ALR	Joe Maltese
1st Vice	Mike Garcia	Americanism	Bob Brewster
2nd Vice	Joe Maichle	Baseball	Mark Wolford
Adjutant	Richard Rowe	Boy Scouts	Cory Glassner
Finance	Jeff Durden	Boys State	Michael Flannigan
Sgt at Arms	Walter Rasco	Blood Donor	
	Tim Pratt	Children & Youth	Joe Johnson
Chaplain	Brian Hancher	Disaster Prep	Shawn Beal
Judge Advocate	Troy Horsley	FHP Cadet Academy	Bob Brewster
Historian	Patricia Patrick	Law & Order	Barry Lisky
Service Officer	Edgardo Silva	Membership	Mike Garcia
		Oratorical	Meri West
<b>Past Natl. Commander</b>	Clarence Hill	SAL Advisor	Walter Rasco
		School Medals	Devron Reaves
<b>Past Dept. Commander</b>	Clarence Hill	Shooting Sports/ JROTC	
		Social Media	Roy Havecost
<b>Past N. Area</b>	Jeff Durden	Special Olympics	
	Clarence Hill	Special Events	
	Robert Brewster		
	Jerry Brandt		
	Joe Nolan		
	Chuck Levitt		
<b>Past Dist. Commander</b>	Troy Horsley		
	Fred Matthews		
	Lawson Dukes		
	Tom Gora		
	Jerry Brandt		
	Robert Brewster		
	Clarence Hill		
	Joe Nolan		
	Greg White		
	Joe Logan		



# Sgt-at-Arms | Guests

## Order of Guest Introductions for Meetings

- ★ 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
- ★ American Legion Chairs
- ★ A national executive committeeman (NEC) or alternate NEC (NECA) should be introduced immediately before the department commander.
- ★ If it is a function of both The American Legion and the American Legion Auxiliary, the Auxiliary officers, dignitaries, etc., are introduced first.

# Sgt-at-Arms | 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", Jessica Moore, with us today, and we would be happy to hear from her."*

The Master of Ceremonies or the Commander introducing should start the Dignitary Clap so others will join in; (the Sergeant-at-Arms escorts them to the podium).

# Sgt-at-Arms | Intro chairpersons

- |                          |                    |
|--------------------------|--------------------|
| A) AL Riders             | I) FHP Academy     |
| B) Americanism           | J) Law & Order     |
| C) Baseball              | K) Oratorical      |
| D) Boy Scout             | L) POW/MIA         |
| E) Boys State            | M) SAL             |
| F) Blood Donor           | N) School Medals   |
| G) Children & Youth      | O) Shooting Sports |
| H) Disaster Preparedness | P) Social Media    |

# Sgt-at-Arms | Members

There is another duty--one that has a tremendous impact on the post's image, its membership, and its relationship with the members. Every Legionnaire wants to be part of the group. This is particularly important for that new Legionnaire attending their first few meetings. The Sergeant-at-Arms must make certain new members are welcomed, introduced, and made to feel they are important to the post. A welcome committee should be standard for every post. The Sergeant -at-Arms is the logical person to chair such a committee. The members of this committee must welcome new members and guests, make sure they are introduced, and keep the Commander advised as to who should be acknowledged in the proper Protocol order. This committee can also be used to encourage present members to attend meetings.

# Questions?

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA