

*Military Honors
Ceremonial Training Manual*



Marine Corps League/Dept. of CT.

Info

Military Funeral Honors have always been provided whenever possible. However, the law now mandates the rendering of Military Funeral Honors for an eligible veteran if requested by the family. As provided by law, an honor guard detail for the burial of an eligible veteran shall consist of not less than three members of the Armed Forces. One member of the detail shall be a representative of the parent Service of the deceased veteran. The honor detail will, at a minimum, perform a ceremony that includes the folding and presenting of the American flag to the next of kin and the playing of Taps. Taps will be played by a bugler, if available, or by electronic recording. Today, there are so few buglers available that the Military Services often cannot provide one.

Code of Conduct

As Military Honors Detail participants, we represent all members of the Marine Corps League. We are judged by our actions and words when performing the Military Honors Ceremony. It is important to remember that the Ceremony should be handled with the utmost respect for the Veteran and his/her family. When the funeral procession arrives at the grave site, members of the procession will be observing us. We must maintain a solemn, military bearing at all times even after the service is complete and while returning to our cars. Casual conversation must not take place while family members are present as sound travels easily. If different instructions must be given, it should be done in a hushed, respectful manner.

All commands will be given in a loud and clear manner.

- Do Practice on arrival - before Ceremony -

Positioning / Timing Protocol

Upon arrival at the cemetery, the Detail Commander will inspect the Detail to make certain that they are in the proper uniform.

The Detail Commander is responsible for ensuring each step in the ceremony is executed properly, from the arrival of the funeral cortege to its departure.

The bugler should be placed at the gravesite so they are in view of the family, approximately 30-40 yards from the grave.

The firing party should also be in view of the family, with positioning 45 degrees off head/blue field of flag, approximately 75 ft. from grave. But this is highly adjustable due to footing, family seating, etc. The firing party may include three to seven rifle bearers, reflecting the American military custom of firing "three volleys of musketry" over the graves of fallen comrades.

When the funeral procession is entering the cemetery and is within view, the Detail Commander will call the Detail to order.

- The Detail Commander gives the command, **DETAIL FALL IN.**

DETAIL FALL IN



The Detail is formed in line, with the Detail Commander, approximately 6 feet in front of and 3 feet to the left of the Detail Party

- The Commander will then give the command, **DETAIL ATTENTION**

DETAIL ATTENTION



- The Detail Commander will give the following commands;
 - a. **DRESS RIGHT DRESS**

DRESS RIGHT DRESS



b. **READY FRONT**

READY FRONT



c. **PARADE REST** (or “AT EASE” Detail Commanders choice)

PARADE REST



d. Whispered command “UNLOCK” (if not done at “Fall in”.)

When the family is ready to proceed, the funeral director will now signal the pallbearers to withdraw the casket from the hearse and carry it to the grave. The bugler and firing party are already at their gravesite positions.

When casket/urn arrives and is within immediate view of the gravesite, the Commander will give the following commands;

- **DETAIL ATTENTION**, at which time the Commander will give the following command, **PRESENT ARMS**

PRESENT ARMS



When casket/urn is in place

The Commander will give the following commands, **ORDER ARMS**, followed by the command, **PARADE REST**.

PARADE REST



When the religious service is completed, the clergy or the funeral director will ask the mourners to stand for the rendering of the Ceremonial Volley. The Active Marines will pick up the Flag and extend it over the casket/urn. The Commander will give the following commands

- Members of the Detail will execute the following sequence of three movements:
the Commander will give the commands

a. ATTENTION

b. HALF RIGHT – HACE (Pronounced Face with an H)

HALF RIGHT



c. PORT ARMS (3 step movement) Note: Move the right foot (Left always anchored), 12 inches to the right. The legs are kept straight so the weight of the body rests equally on both feet.

PORT ARMS



- Followed by the command READY UNLOCK.
- The Commander will now give the command, AIM FIRE three times

- When the command “AIM” is given, each rifleman will raise their rifle to a position of 45 degrees from the horizontal
- On the command “FIRE”, each rifleman will squeeze the trigger quickly and lower the rifle to the position of port arms

AIM, FIRE



- After the three commands AIM, FIRE have been given, the Commander will give the command CEASE FIRE – LOCK. At this point the Detail will bring their feet back together (smartly) and finger lock their rifle
- Then, on the command HALF LEFT, the Detail will bring the heel of their right foot smartly against the heel of the left foot, completing the left face.

HALF LEFT



- From this position, the Detail Commander gives the command “PRESENT, ARMS.”

PRESENT ARMS



- Taps are now played
- Upon completion of Taps, the Commander gives the command “ORDER ARMS”

ORDER ARMS



Note: The Detail will remain at attention while Taps is played and the Flag is folded and presented

- Upon completion of Taps, the Commander will give the command, PARADE REST.

- After the ceremony (memorial service) service is over, either family lays flowers on casket or funeral director makes closing announcements, the Commander will give the command, DETAIL ATTENTION
- At this point the Detail Commander will give the command DETAIL DISMISSED [one step to the back]
- Police All Brass. The Detail Commander will present to the Funeral Director the spent cartridges to be distributed amongst the immediate members of the family. The Detail Commander will now pay his respects to the immediate member of the family and present them with his Detail business card and Tribute Coin, if appropriate. (Tribute Coin to be distributed only to the families of Marines)
- The Detail will leave the grounds with their rifle at Trail Arms

Trail Arms



History of Taps

Of all the military bugle calls, none is so easily recognized or more apt to render emotion than Taps. Up to the Civil War, the traditional call at day's end was a tune, borrowed from the French, called Lights Out. In July of 1862, in the aftermath of the bloody Seven Days battles, hard on the loss of 600 men and wounded himself, Union General Daniel Adams Butterfield called the brigade bugler to his tent. He thought "Lights Out" was too formal and he wished to honor his men. Oliver Wilcox Norton, the bugler, tells the story, "...showing me some notes on a staff written in pencil on the back of an envelope, (he) asked me to sound them on my bugle. I did this several times, playing the music as written. He changed it somewhat, lengthening some notes and shortening others, but retaining the melody as he first gave it to me. After getting it to his satisfaction, he directed me to sound that call for Taps thereafter in place of the regulation call. The music was beautiful on that still summer night and was heard far beyond the limits of our Brigade. The next day I was visited by several buglers from neighboring Brigades, asking for copies of the music which I gladly furnished. The call was gradually taken up through the Army of the Potomac."

This more emotive and powerful Taps was soon adopted throughout the military. In 1874 It was officially recognized by the U.S. Army. It became standard at military funeral ceremonies in 1891. There is something singularly beautiful and appropriate in the music of this wonderful call. Its strains are melancholy, yet full of rest and peace. Its echoes linger in the heart long after its tones have ceased to vibrate in the air.

- from an article by Master Sergeant Jari A Villanueva, USAF.

Using the Ceremonial Bugle

Conditions: Given a ceremonial bugle, you will perform “Taps” as part of a military funeral honors ceremony. You have checked your instrument ahead of time and prepared yourself for the ceremony.

Standards: The performance of “Taps” is a stationary function.

Performance Steps:

1. Prepare for the ceremony:

- a. Inspect your uniform.
- b. Check the batteries in the insert and replace if necessary.
- c. Firmly seat the bugle insert inside the bell of the bugle. (Figure 1).
- d. Set the volume control based on distance from funeral site or for an inside ceremony.
- e. Test the bugle prior to the funeral service.

Fig 1



- f. Place the insert in the off position and prepare for the ceremony.
- g. Position the bugle horizontally between the left arm and body, with the bell pointed forward and the left hand gripping the front tubing of the bugle and assume the position of attention (Figure 2).
- h. Assume the parade rest position (Figure 3) while waiting for the veterans remains to arrive. Simultaneous movement occurs:

Fig 2



Fig 3



- 1) Left foot moves 10 inches to the left of the right foot.
- 2) Right hand moves to the small of your back, centered on the belt.
- 3) Fingers and thumb extended and joined with palm facing outward.

2. Perform the following actions:

- a. When the remains arrive at the burial location and are being moved from the hearse or caisson to the gravesite, come to the position of attention and render a hand salute (Figure 4). After the casket is put in place, cut your salute and return to the position of parade rest (Figure 3).

Fig 4



- b. On cue, when it's time for "Taps" to be played:

Fig 5



- 1) Come to the position of attention (Figure 2)

2) Ready instrument. With your right hand, reach across and using your right index finger place the insert in the "on" position (Figure 5).

This movement will require some practice if you are wearing gloves.

3) While your index finger is still inside the bell of the bugle, and the bugle is in the "on" position, continue on around and push the play button. You now have five seconds to bring the bugle up to the play position.

- 4) With your left hand, bring the bugle up to your lips while simultaneously bringing your right hand up to grip the top and center of the bugle. Release your left hand and bring it down to your side (Figure 6).
- 5) Left arm hangs straight down without stiffness.
- 6) Keep left thumb straight along seam of trouser leg.
- 7) Left hand fingers are curled with tip of the thumb touching first joint of index finger and with the first joint of the fingers touching the trousers.
- 8) "Taps" is played and lasts about one minute.
- 9) While "Taps" is being played, breathe normally as if actually playing the instrument. This will provide the veterans family with a more realistic visual image of a live bugler.

Fig 6



Fig 7

- 10) Upon completion of "Taps", bring your left hand up and grip the front tubing of the bugle and return to the carry position (Figure 7).

Release your right hand and bring it down to your side and remain in the position of attention until the ceremony is completed (Figure 2).

There is no need to place the bugle in the "off" position at this time. After the funeral detail departs the area, you may place the insert in the "off" position and the service is complete.



Flag Folding

How to fold the Flag

Step 1



To properly fold the Flag, begin by holding it waist-high with another person so that its surface is parallel to the ground and straighten out the flag to full length.

Step 2



Fold the lower half of the stripe section lengthwise **over** the field of stars, and offset 1 ½ inch at the very first fold, length-wise **holding the bottom and top edges** **securely**.

Step 3



Holding the flag so that the side with the blue square is toward the ground, fold the flag in half again lengthwise, bringing the folded edge up to meet the open edge (as shown) so that the blue square and stars are on the outside

Step 4



Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag.

Step 5



Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.

Step 6



The triangular folding is continued until the entire length of the flag is folded in this manner.

Step 7



When the flag is completely folded, there should only be a little bit of blue cloth remaining, which will be tucked neatly into the fold at the end. Once the flag is completely folded, the only thing visible should be the triangular blue field of stars.

Throughout the entire folding process, the flag never touches the ground and the two folders work together to execute each fold.



Flag Presentation Speech

Bent on right knee, in front of person to receive flag.

“Sir/Ma’am, On behalf of the President of the United States, the Commandant of the Marine Corps, and a grateful nation, please accept this flag as a symbol of our appreciation for your loved one's service to Country and Corps.”

After presenting the flag, return to the position of attention and render a hand salute.

All hand salutes will be given in a slow 4 second count, from the time your hand leaves your side to the time it touches your cover. And it will return to your side with the same 4 second count.

Meaning of Flag-Folding Program

The flag-folding ceremony represents the same religious principles on which our great country was originally founded.

The portion of the flag denoting honor is the canton of blue containing the stars representing states our veterans served in uniform. The canton field of blue dresses from left to right and is inverted only when draped as a pall on the casket of a veteran who has served our country honorably in uniform.

In the U.S. Armed Forces, at the ceremony of retreat, the flag is lowered, folded in a triangle fold and kept under watch throughout the night as a tribute to our nation's honored dead. The next morning it is brought out and, at the ceremony of reveille, run aloft as a symbol of our belief in the resurrection of the body.

Symbols for the Folds of the Flag

The **first** fold of our flag is a symbol of life.

The **second** fold is a symbol of our belief in eternal life.

The **third** fold is made in honor and remembrance of the veteran departing our ranks, and who gave a portion of his or her life for the defense of our country to attain peace throughout the world.

The **fourth** fold represents our weaker nature; as American citizens trusting in God, it is to Him we turn in times of peace, as well as in times of war, for His divine guidance.

The **fifth** fold is a tribute to our country, for in the words of Stephen Decatur, "Our country, in dealing with other countries, may she always be right, but it is still our country, right or wrong."

The **sixth** fold is for where our hearts lie. It is with our heart that we pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

The **seventh** fold is a tribute to our armed forces, for it is through the armed forces that we protect our country and our flag against all enemies, whether they be found within or without the boundaries of our republic.

The **eighth** fold is a tribute to the one who entered into the valley of the shadow of death, that we might see the light of day, and to honor our mother, for whom it flies on Mother's Day.

The **ninth** fold is a tribute to womanhood, for it has been through their faith, love, loyalty and devotion that the character of the men and women who have made this country great have been molded.

The **10th** fold is a tribute to father, for he, too, has given his sons and daughters for the defense of our country since he or she was first born.

The **11th** fold, in the eyes of Hebrew citizens, represents the lower portion of the seal of King David and King Solomon and glorifies, in their eyes, the God of Abraham, Isaac and Jacob.

The **12th** fold, in the eyes of a Christian citizen, represents an emblem of eternity and glorifies, in their eyes, God the Father, the Son and Holy Ghost.

When the flag is completely folded, the stars are uppermost, reminding us of our national motto, "In God We Trust."

After the flag is completely folded and tucked in, it has the appearance of a cocked hat, ever reminding us of the soldiers who served under Gen. George Washington and the sailors and Marines who served under Capt. John Paul Jones and were followed by their comrades and shipmates in the U.S. Armed Forces, preserving for us the rights, privileges and freedoms we enjoy today.

Throughout the entire folding process, the flag never touches the ground and the two folders work together to execute each fold.



How To Request Ceremonial Rifles For Detachment

1. The ceremonial rifle program is conducted by the US Army Ceremonial Rifle Program located in Warren, Michigan. This program is conducted in accordance with Title 10, United States Code 4683 as implemented by Army Regulation 700-131. The Secretary of the Army may conditionally lend or donate not more than 15 excess M1 Garand rifles to eligible organizations.
2. The Marine Corps League qualifies as a "Veterans Association".
3. Any Detachment in good standing can request ceremonial rifles and blank ammunition through your National Headquarters, for use with color guards, parades, burial detail, etc. A letter, requesting approval from National Headquarters, signed by the Detachment Commandant must be sent to this Headquarters, Attn: Executive Director. ALL the required forms should be sent directly to Army Donations Program. Your letter to the Executive Director must state that all of the required forms have been sent to the Army Donations Program.
4. Ceremonial rifles available are M1 Garand (equipped with blank firing adapters) which are issued on a conditional basis. These rifles remain the property of the United States Government. The rifles cannot be loaned, sold, transferred or given to anyone else.
5. **PLEASE REMEMBER THAT AT NO TIME IS LIVE AMMUNITION TO BE FIRED BY WEAPONS RECEIVED THROUGH THIS PROGRAM.**
6. Once your request for a letter of endorsement has been received here, we will endorse it and forward it to the Army Donations Program indicating you are a Detachment in good standing and what your strength was at the end of the most recent quarter. Once the Army Donations Program receives your request and our endorsement, they will correspond directly with you. Allow 4-6 weeks before your request starts the cycle at the Army Donations Program and 6-9 months before you receive the rifles.

The Marine Corps League Rifle Program is administered by Marine Corps League Executive Director, Michael A. Blum, ExecDir@MCLeague.org, and Marine Corps League National Adjutant/Paymaster, Meg Thoburn, MThoburn@MCLeague.org.

For any questions it is best to reach them through their e-mail.

Qualification Checklist for Ceremonial Rifles

- Written request - signed by the local commander, commandant, or president of the organization **must** be sent to your national headquarters for verification that the organization is in good standing. Your national headquarters will forward your request to the Army Static Display/Ceremonial Rifle Team at TACOM for processing.

Please complete the following questionnaire and return this form with the other required documents outlined below to:

US Army TACOM Life Cycle Management Command
ATTN: AMSTA-LCL-IWD, M/S: 419D
6501 E. 11 Mile Road
Warren, MI 48397-5000

Full Name of Organization: _____

Physical Address of Organization: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ FAX Number: _____

Organization E-mail Address: _____

Does your organization own the building where you meet (if Yes, photo required) _____

Name of Representative: _____

Organization Contact Information If Different Than Above:

Mailing Address _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ FAX Number: _____

E-mail Address: _____

Number of Active Organization Members: _____

Number of Honor Guard Members: _____

Number of Rifles You Currently Have (**complete attached inventory form**): _____

Number of New and/or Replacement Rifles Required: _____

Shipping Address for the new rifles **cannot be** a private residence or **PO Box**.
Must be open during normal business hours **9am to 5pm Monday thru Friday**. @Please note that we **cannot** notify you when the rifles will be shipped.

Business Name: _____ Business Hours: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Type of Display Items You Currently Have (Tanks, Cannons, Pistols...)

Ex: *M4 Sherman Tank* *125M145*

Item _____ Serial Number _____

Item _____ Serial Number _____

All documents outlined below **must be signed by the highest ranking official for the organization**, (i.e. current commander, commandant, president ...). Forms signed by anyone else (vice commander, honor guard captain, Jr. vice commander) will not be accepted. All documents must be originals with original signatures and notary seal.

- Photograph(s) of the exterior of the Post building to include any display equipment. Please include any display items located in parks and cemeteries your organization has obtained.
- Certificate of Arms Storage (enclosed) – this certificate identifies the storage location of the weapons.
- Affidavit of Compliance with Title 10 USC §4683 (enclosed) – this form identifies the intended use of the ceremonial weapons as required by law.
- Ceremonial Rifle Inventory (enclosed) – If your organization currently has or was issued ceremonial rifles in the past, you must complete this form.
- Privacy Act Notice (enclosed)- In the event your organization decides to use personal information (i.e. home address, personal phone/ cell number...), each individual providing such data is required to complete one of these forms

For each M1 Garand the organization wishes to replace, an inspection sheet from a licensed gun repair facility must be submitted. The inspection is to be functional in nature i.e.: Can the weapon be repaired to operate properly and fire (only) blank ammunition safely. The letter/ inspection report must contain: Functional inspection results (broken sear, cracked receiver) by serial number, Estimated repair costs, Statement by serial number for each rifle that it is not repairable. If the weapons are repairable, it is the responsibility of the organization to have the weapons repaired at their own expense.

Certificate of Compliance with 10 USC § 4683

I, the undersigned, acting for and on behalf _____
(Name & Address of Organization)
_____, certify that:

1. The organization will use the rifles for funeral ceremonies of a member or former member of the armed forces, or for other ceremonial purposes, and that the organization is (check one):

- ___ a local unit of a nationally recognized veterans' organization; **or**
- ___ a unit/organization of honor guards for a national cemetery; **or**
- ___ a law enforcement agency.

2. That the organization will use the rifles for (check all applicable reasons):

___ a funeral ceremony OF A MEMBER OR FORMER MEMBER OF THE ARMED FORCES.

___ a funeral ceremony for other than a member or former member of the armed forces.

___ a parade.

___ other ceremonial purpose(s). Specify:_____.

SIGNATURE:_____

NAME:_____

(Typed or printed)

TITLE:_____

Notary Public Endorsement

COUNTY OF _____ STATE OF _____

I, the undersigned, certify that I am a duly commissioned, qualified, and authorized notary public. Before me personally and within the territorial limits of my warrant of authority, appeared the above named individual, who is known by me to be the person who is described herein, whose name is subscribed to, and who signed this Certificate of Compliance and who, having been duly sworn, acknowledged that this instrument was executed after its contents were read and duly explained, and that such execution was a free and voluntary act and deed for the uses and purposes herein set forth.

IN WITNESS WHEREOF, I have hereunto set my hand and affix my official seal on this _____ Day of _____, 20____.

Notary Public

My Commission expires:_____

Certificate of Arms Storage

I, the undersigned, acting for and on behalf of _____
(Name & Address of Organization)
_____, certify that:

1. Rifles received from the US Army TACOM Life Cycle Management Command will be stored as specified below:

- a. _____ In the arms room of a National Guard Armory, U.S. Army Reserve Center, Military Installation or local Law Enforcement Agency;
- or**
- b. _____ In a secured room located within the organization inaccessible to the general public;
- or**
- c. _____ Other, please specify _____.

2. I hereby certify that to the best of my knowledge and belief this storage facility meets the requirements of local, state and federal laws applicable to the security of firearms and that all of my statements are true, correct, complete and made in good faith. I understand and acknowledge that concealing material fact and/or making a false statement is a violation of Title 18 USC §1001 and may result in the cancellation of the Conditional Deed for any US Army property on loan to my organization and is punishable by fine or imprisonment.

SIGNATURE: _____

NAME: _____
(Typed or Printed)

TITLE: _____

Notary Public Endorsement

COUNTY OF _____ STATE OF _____

I, the undersigned, certify that I am a duly commissioned, qualified, and authorized notary public. Before me personally and within the territorial limits of my warrant of authority, appeared the above named individual, who is known by me to be the person who is described herein, whose name is subscribed to, and who signed this Certificate of Arms Storage and who, having been duly sworn, acknowledged that this instrument was executed after its contents were read and duly explained, and that such execution was a free and voluntary act and deed for the uses and purposes herein set forth.

IN WITNESS WHEREOF, I have hereunto set my hand and affix my official seal on this _____ Day of _____, 20____.

_____ My Commission expires: _____

Notary Public

Ceremonial Rifle Inventory

I, _____, the undersigned,
(Printed or Typed Name of Certifying Official)
 representing _____,
(Name and address of Organization)
 certify that the following weapons were inventoried on _____.
(Date)

	<u>Model</u>	<u>Manufacturer</u>	<u>Serial Number</u>
Ex:	<u>M1903A3</u> <u>M1 Garand</u>	<u>Winchester</u> <u>Remington</u>	<u>123456789</u> <u>325989876</u>

(If the organization is requesting replacement for any of the rifles annotate an asterisk (*) next to the listed rifle.)

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____

Ceremonial Rifle Inventory (Cont.)

18. _____

19. _____

20. _____

If you have additional weapons, please list them on plain paper and attach to this form.

I hereby certify that to the best of my knowledge and belief that a 100% inventory of all Ceremonial Rifles in our possession was performed and that the rifles listed above (and on attachments) are the only rifles in the possession of this organization at this time and that all of my statements are true, correct, complete and made in good faith. I understand and acknowledge that concealing material fact and/or making a false statement is a violation of Title 18 USC§1001 and may result in the cancellation of the Conditional Deed for any US Army property on loan to my organization and is punishable by fine or imprisonment. Furthermore, if any additional rifles are located we will notify the US Army within 30 days of their discovery.

SIGNATURE: _____

NAME: _____
(Typed or Printed)

TITLE: _____

Notary Public Endorsement

COUNTY OF _____ STATE OF _____

I, the undersigned, certify that I am a duly commissioned, qualified, and authorized notary public. Before me personally and within the territorial limits of my warrant of authority, appeared the above named individual, who is known by me to be the person who is described herein, whose name is subscribed to, and who signed this Ceremonial Rifle Inventory and who, having been duly sworn, acknowledged that this instrument was executed after its contents were read and duly explained, and that such execution was a free and voluntary act and deed for the uses and purposes herein set forth.

IN WITNESS WHEREOF, I have hereunto set my hand and affix my official seal on this _____ Day of _____, 20__.

Notary Public My Commission expires: _____

(Mail to: **US Army TACOM LCMC, ATTN: AMSTA-LCL-IWD, MS: 419D, 6501 E. 11 Mile Road, Warren, MI 48397-5000**)

How can a VSO transfer, replace, or obtain ceremonial rifles in order to provide or continue to provide honors?

The Army Ceremonial Rifle Donations Program is the responsibility of the U.S. Army TACOM Life Cycle Management Command (TACOM).

U.S. Army TACOM LCMC
6501 E. 11 Mile Rd.
ATTN: AMSTA-LCL-IWD M/S 419D
Warren, MI 48397-5000

Contact: Rebecca Chodynieck
Phone: 586-467-6289
Work Schedule: M/W/Th
Email: Rebecca.l.chodyniecki.civ@mail.mil

Alt. Contact: Audrey Clarke - Deputy Chief
Phone: 586-467-6296
Email: Audrey.j.clarke.civ@mail.mil

Go to the TACOM Website for all forms and information.

- Contact the MFHP toll-free at 1-877-944-6667 and we will mail the information packet with the proper forms.

General Information

- Ceremonial rifles issued by TACOM are the M1 Garands. Rifles are conditionally loaned to VSOs. By law, no more than 15 rifles are loaned to one post or department.
- VSOs cannot transfer Springfield weapons to other posts; they must be turned in.
- M1 Garands can be transferred to another post **once they are approved by TACOM** for transfer. A letter from the post with transfer information and completion of a rifle inventory form must be sent directly to TACOM.
- All paperwork submitted must be 100% complete before any transactions can occur.
- Once you complete an application, ensure you maintain a copy for your records to include any supporting documents, photographs or certifications.
- Original application must be sent through your national headquarters; they will verify it, approve it and mail it to TACOM.
- Forms require a notary public endorsement. It is suggested you mail the packet with a return receipt from your national headquarters.
- Timeline; after TACOM receives the correct paperwork, it takes at least 120 days before an organization will receive the weapons.

FACT SHEET

Issue of Cartridge Caliber .30 Blank and Clips

NOTE: Only authorized organizations that have been issued weapons through the Ceremonial Rifle Program at the US Army TACOM Life Cycle Management Command in Warren, MI are authorized to order and receive blank ammunition and/or clips. If you have privately owned weapons or borrow weapons from another organization, your organization is not eligible to receive blank ammunition and/or clips through this program. For authorized organizations, forms are sent to the following officer's residential address:

Officer of AL = Commander or Adjutant

Officer of VFW = Commander, Quartermaster, or Adjutant

Officer of DAV = Commander or Adjutant

Officer of MCL = Commandant, Sr. Vice Commandant or Adjutant/Paymaster

Officer of AMVETS = Commander, 1st Vice Commander or Adjutant

- *Your request for forms to order blank ammunition and/or clips can be by letter, fax, phone call, or email. **A new form needs to be requested each time you need to order blank ammunition and/or clips.***
- *Request for forms must provide the current post officer's name (as listed above), home mailing address, and **phone number**, post designation, post number, and the city/state where the post is located, and an email address if you have one. Forms are sent to the residence of the officer and not to the post.*
- *Address your request for issue of AMSJM Form 725-2/AMSJM Form 725-1 to:*

Commander
US Army Joint Munitions Command
ATTN: AMSJM-CDS
1 Rock Island Arsenal
Rock Island, IL 61299-6000

POC: Dawn Folland

Email: dawn.l.folland.civ@mail.mil

TOLL FREE 877-233-2515 or Commercial 309-782-4608

Fax 309-782-7292/309-782-1776

- **Request shipment of ammunition be to a residential address of an officer or other individual, not to the post.**
- *Ammunition is sent 1,240 rounds (2 metal cans in a wooden box). Quantity is limited to 2 boxes (2,480 rounds) of ammunition. Clips are sent in multiples of 25.*
- **PLEASE DO NOT SEND ANY MONEY/CHECKS. AMMUNITION AND CLIPS ARE PROVIDED FREE OF CHARGE (NO SHIPPING AND HANDLING). ALL CHECKS/MONEY WILL BE RETURNED.**
- *Allow 6-8 weeks delivery after Rock Island receives and processes your order. You will receive notification by letter of the tentative ship out date of your ammunition order.*
- *All ammunition will be shipped via Federal Express (FEDEX) from Lake City Army Ammunition Plant, Independence, MO. Normal FEDEX delivery will be Monday through Friday between 9:00 am and 5:00 pm. **A signature is required when delivered.***

Ammunition & Accoutrement Information

Slings, cleaning kits, replacement M1 Garand blank adapters, repair parts, cartridge belts and bayonets are not provided through the Donations Program Group. They must be obtained through commercial sources. Two known sources are:

Amherst Depot , P.O. Box 1457, Englewood, FL 34295, Telephone number (941) 475-2020, <http://amherst-depot.com/garand.htm>

Fulton Armory, 8725 Bollman Place #1, Savage, MD 20763, Telephone number (800) 878-9485, <http://www.fulton-armory.com/>

The U.S. Army does not endorse any specific commercial source for rifle accoutrements.

Blank Ammunition is provided only to authorized organizations who are in possession of and use U.S. Army issued ceremonial rifles. Organizations who use privately owned weapons or weapons obtained from another source are not authorized to receive ammunition from the U.S. Army. Send requests for blank ammunition and clips to:

Commander
U.S. Army Operations Support Command
ATTN: SOSMA-PRC-S (Dawn Folland)
One Rock Island Arsenal
Rock Island, IL 61299-6000
(309) 782-4608
Email: dawn.l.folland.civ@mail.mil

Where can my Veteran Service Organization have rifles repaired?

Veterans groups are responsible for the maintenance and accountability of the rifles they are issued from TACOM. For repair, a veterans organization may contact any local gun dealer. Veterans groups are responsible for the cost to repair rifles they have been issued. If a gun dealer determines a rifle to be unsafe or beyond repair the veterans organization should then contact TACOM for further guidance. The Army National Guard's Maintenance Facility at Camp Douglas, WI is another source that veterans organization can contact for repair of rifles. Rifles must be dropped off and repairs will be conducted on a first come basis and when time permits. All labor to repair weapons is free, but parts must be purchased by the veterans organization. For more information or to coordinate repair of rifles by the Army National Guard contact them at (608) 427-7334.