



# ASSOCIATED FIRE FIGHTERS OF ILLINOIS HONOR GUARD

## TRAINING SESSION 1

**TOPIC:** Drill and Ceremony  
Basic Marching  
Marching in Formation

**OBJECTIVE:** 1. Members shall perform proper movements of basic drill and ceremony  
When given the proper commands.

- A. Drill Commands
  - a. Preparatory Commands
  - b. Command of Execution
  - c. Echo Commands
  
- B. Attention
  - a. Position of Feet
  - b. Position of Hands
  - c. Body Posture
  
- C. Present Arms
  - a. Position of Hand
  - b. Position of Arm
  
- D. Order Arms
- E. Parade Rest
  - a. Position of Hands
- F. Right Face
- G. Left Face
- H. About Face
- I. Dismissed

2. Members shall perform proper movements of basic marching.
  - A. Fall In
  - B. Dress Right
  - C. Dress Right at Close Intervals
  - D. Forward March
  - E. Forward March with Mark Time/Halt
  - F. Fall Out
  
3. Members shall perform proper movements of group marching.
  - A. Discuss Route Step
  - B. Formation
    - a. Columns
    - b. Lines
    - c. Honor Corridor
  - C. Marching Forward
  - D. Column Right/Left

**Performance Standard:** Associated Fire Fighters of Illinois Honor Guard Training Manual.

1. Drill and Ceremony: Pages 16 through 24
2. Basic Marching and Group Movements: Pages 24 through 26



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## TRAINING SESSION 2

**TOPIC:** Flag Movements  
Color Guard  
Flag Etiquette  
Guidons

- OBJECTIVE:**
1. Members shall perform proper movements, with commands, for the posting of the colors.
    - A. Posting of Colors
    - B. Retrieval of Colors
  2. Members shall perform proper movements, with commands, the duties of the color guard.
    - A. Colors at the Order/Attention
    - B. Colors at the Carry
    - C. Colors at Present Arms
    - D. Colors at Parade Rest
    - E. Right Shoulder Arms
  3. Members shall review the standard for Flag etiquette.
  4. Members shall perform proper movements, with commands, for the use of the guidon.
    - A. Guidon General Information
    - B. Guidon at the Order/Attention
    - C. Guidon while Marching
    - D. Guidon at Present Arms
    - E. Guidon at Order Arms
    - F. Guidon at Parade Rest

**PERFROMANCE STANDARD:**

Associated Fire Fighters of Illinois Training Manual.

1. Flag Movements: Pages 39 through 41
2. Color Guard: Pages 39 through 41
3. Flag Etiquette: Pages 42
4. Guidons: Page 35 through 38



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## TRAINING SESSION 3

**TOPIC:** Casket Management  
Caisson Procedures  
Casket Guard  
Flag Folding

- OBJECTIVE:**
1. Members shall perform proper movements, with commands, of casket movements.
    - A. Casket Carries
      - a. Straight Arm Carry
      - b. Shoulder Carry
    - B. Lowering of Casket
      - a. From Straight Arm Carry
      - b. From Shoulder Carry
    - C. Forward Casket
    - D. Raise Casket (to place on caisson)
    - E. Review General Information
  2. Members shall perform various flag folding techniques.
    - A. Four Person Fold
      - a. Over Casket
      - b. Next to Casket
    - B. Six Person Fold
      - a. Over Casket
      - b. Next to Casket
  3. Members shall perform proper movements, with commands, of casket guard procedures.
    - A. Initial Posting of the Guard
    - B. Changing of the Guard
    - C. Additional information

**Performance Standard:**

1. Casket Management: Pages 50 and 51
2. Flag Folding: Pages 44 through 48
3. Casket Guard: Page 49 and 50
4. Caisson Loading: Pages 52 and 53



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## TRAINING SESSION 4

**TOPIC:** Pikes and Axes  
Local Union Responsibilities

- OBJECTIVE:** 1. Members shall perform proper movements, with commands, of pike poles.
- A. Attention
  - B. Present Arms
  - C. Order Arms
  - D. Parade Rest
  - E. At the Carry
    - During all of the above
      - a. Position of Hands
      - b. Position of Pike Head
  - F. Right shoulders Arms
2. Members shall perform proper movements, with commands, of Parade axe.
- A. Attention
  - B. Present Arms
  - C. Order Arms
  - D. Parade Rest
  - E. At the Carry
  - F. Right shoulders Arms
    - During all of the above
      - a. Position of Hands
      - b. Position of Axe Head

3. Members shall review the Local Unions responsibilities during a Line of Duty Death incident.
  - A. Contact IAFF/AFFI
  - B. Liaison with Fire Department/Municipality
  - C. Family liaison
  - D. Event Coordinator
  - E. Funeral Home Coordinator
  - F. Procession Coordinator
  - G. Church Coordinator
  - H. Cemetery Coordinator

**Performance Standard:**

Pikes: Pages 26 through 28

Axes: Pages 29 through 34

Local Union Responsibilities: Pages 6 through 15



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## TRAINING SESSION 5

**TOPIC:** Open Topic/Make-up  
Multi-District Training

**OBJECTIVE:**

1. Drill Captains may use this session for any topic of interest.
2. Drill Captains may use this session as a make-up for any prior Subjects that were covered.
3. Drill Captains are encouraged to schedule a training session with district/districts close to them for a large training session.
  - a. Pipes and Drums are always willing to participate in district trainings

**Performance Standard:**

1. Associated Fire Fighters of Illinois Training Manual.
2. Any Handout provided by the Honor Guard Training Division.
3. Any Material approved by the Honor Guard Training Division





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## TRAINING TOPICS

- Topic 1      DRILL AND CEREMONY  
                  BASIC MOVEMENTS  
                  GROUP MOVEMENTS
- Topic 2      FLAG MANAGEMENT  
                  FLAG ETIQUETTE  
                  COLOR GUARD  
                  GUIDONS
- Topic 3      CASKET MANAGEMENT  
                  CASKET GUARD  
                  FLAG FOLDING
- Topic 4      PIKES AND AXES  
                  LOCAL UNION RESPONSIBILITIES
- Topic 5      MULTI-DISTRICT TRAINING  
                  OPEN TOPIC/ MAKE UP



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## Sample Training Outline

This is a sample of a training outline that can be used in conjunction with the training schedule that has been presented for the upcoming year. This sample is based on a 2 ½ hour training session. This can be varied based on each districts training needs. But, in this example, all the needs of the training session should be covered and it keeps the training consistent.

00:00-00:15 – Business Meeting

1. Old Business
2. New Business
3. Upcoming Events
4. Questions

00:15 - 00:45 – Basic Drill & Ceremony

00:45 – 01:00 – Break

01:00 – 02:30 - Scheduled Training Topic

ASSOCIATED FIRE FIGHTERS OF ILLINOIS  
HONOR GUARD

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