

**Forest Service Handbook
National Headquarters - Washington Office
Washington, DC**

**Forest Service Handbook 1309.13 – Forest Service Honor Guard Handbook
Chapter 20 - Events**

Amendment: 1309.13-2008-1

Effective date: December 15, 2008

Duration: This amendment is effective until superseded or removed.

Superseded Directive:

Approved by: Robin Thompson, Associate Deputy Chief, S&PF

Date approved: November 20, 2008

Responsible Staff:

Posting Instructions: Amendments are numbered consecutively by handbook number and calendar year. Post by document; remove the entire document and replace it with this amendment. Retain this transmittal as the first page(s) of this document.

Explanation of changes: Following is an explanation of the changes throughout the directive by section.

1309.13: Establishes a new handbook, FSH 1309.13, Forest Service Honor Guard Handbook, which provides direction and recommended standard operating procedures for the Forest Service Honor Guard.

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The Honor Guard may participate at the following events and participation must be preceded by an official request from the Forest Service line officer at the unit hosting the event. The Honor Guard line officer shall review and approve Honor Guard participation as appropriate. The Honor Guard must participate only as an entire unit at any approved event.

21 - Funerals

The Honor Guard may perform the following duties during a funeral:

1. Serve as ushers, escorts, or pall bearers.
2. Form a Cordon of Honor.
3. Present or post colors.
4. Fold and present the United States flag or the Forest Service flag.

At line of duty death funerals for law enforcement officers, firefighters, or veterans of the armed forces, the Honor Guard may drape the casket with the United States flag.

At other line of duty death funerals, the Honor Guard should place a folded United States flag or Forest Service flag on the casket.

By law, the Honor Guard may not perform at funerals for Forest Service retiree's or for employees who died off-duty. However under the reasonably and necessary doctrine in appropriation law, the Forest Service may incur expenses to attend funerals of retirees or employees who die off duty to improve employee morale (70 Comp. Gen. 200). Only the Chief or designated acting may approve the use of the Forest Service Honor Guard in a memorial service honoring Forest Service employees whose death did not occur while in the performance of their official duties, employees from other Federal agencies, or non-employees where the interests of the Government can be benefited. Travel expenses may be authorized (6109.11, sec. 38.42-22).

22 - Memorials

The Honor Guard may perform the following duties at memorials:

1. Present wreaths, plaques, statues, or other memorial items, on behalf of the Forest Service, purchased with employees' personal donations (private funds) or the Chief's representation fund.
2. Present or post colors.
3. Fold and present the United States flag or the Forest Service flag.
4. Serve as ushers and escorts.

5. March with colors, pipes, drums, or perform drills.

23 - Special Events

The Honor Guard may perform during the following special events:

1. Wildlandfire Prevention and Conservation Education.
2. Meetings, conferences, and workshops where it is appropriate and in the best interest (for example, the fostering of working relationships) of the Forest Service to have such representation.
3. Parades where it is appropriate and in the best interest (for example, the fostering of working relationships) of the Forest Service to have such representation. The Honor Guard may march with colors, march with pipes, drums, or perform drills.
4. Ceremonies where it is appropriate and in the best interest (for example, the fostering of working relationships) of the Forest Service to have such representation. The Honor Guard may post, present or march with colors, perform drills, or simply provide a professional presence only at the following approved events:
 - a. Forest Service Employee Award Ceremonies.
 - b. Forest Service Building Dedications.

24 - Non-Forest Service Events

By law, the Forest Service Honor Guard may not participate at events for State, county or local agencies, tribes or the private sector. However under the reasonably and necessary doctrine in appropriation law, the Forest Service may incur expenses to attend funerals to foster working relationships between the Forest Service and other federal, state, and/or local fire-fighting or law enforcement units. Only the Chief or designated acting may approve the use of the Forest Service Honor Guard in a memorial service honoring non-employees where the interests of the Government can be benefited. Travel expenses may be authorized (6109.11, sec. 38.42-22).