

**Forest Service Handbook  
National Headquarters (WO)  
Washington, DC**

**Forest Service Handbook 1309.13 – Forest Service Honor Guard Handbook  
Chapter 50 - Administration**

**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**Duration:** This amendment is effective until superseded or removed.

**Superseded Directive:**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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## **51 - Operating Funds**

Operating funds provided to the Honor Guard Line Officer are approved and allocated through the Washington Office Fire and Aviation Management Director to support honor guard activities, consistent with the direction in FSM 6510, and the FSH 6509.11g, Servicewide Appropriation Use Handbook. Honor Guard uses official funds to finance professional appearance, training, travel, and necessary equipment and supplies in order to provide the high level of ceremonial service representing the Forest Service.

### **51.1 - Uniforms**

Honor Guard uniform components, which may or may not be included in the regular Forest Service uniform program, are authorized. Components must be identified and ordered in accordance with the uniform standards found in section 31 and in the Honor Guard Drill and Ceremony Guide. Where appropriate, honor guard uniform components must be incorporated into the Forest Service uniform program to maximize procurement, accounting, and reporting efficiencies.

Honor Guard member uniforms are authorized by the Honor Guard line officer. The Honor Guard uniform is official government property, issued in accordance with property management regulations (FSM 6414.2 through 6414.33).

### **51.2 - Supplies and Materials**

The Honor Guard line officer shall authorize the procurement of the necessary supplies and materials in support of the uniform program and in accordance with FSH 6309.32, Federal Acquisition Regulations and Forest Service procurement regulations (FSM 6300).

### **51.3 - Committee Meeting Attendance**

The Honor Guard Coordinator shall participate in the Honor Guard Committee meeting(s) (see FSM 1355.27). Funding for travel is subject to availability of funds. Efforts should be made to participate via teleconference or video conference when feasible.

### **51.4 - Training**

Training is authorized and is essential to establish and maintain Honor Guard member proficiency in accordance with the Honor Guard Drill and Ceremony Guide. The Honor Guard Coordinator shall ensure proper training in drill and ceremony and shall establish mandatory training requirements (type and frequency) to ensure proficiency in appearance and mastering of ceremonial activities.

## **51.5 - Salary**

Salary and travel, when appropriate, are authorized for training and are part of the Honor Guard member home unit's regular budget allocation.

Honor Guard attendance at a memorial service or funeral is considered to be official agency representation. Code time and attendance in accordance with FSH 6109.11, section 38.42.

## **52 - Event Funds**

### **52.1 - Program Events**

The requesting unit line officer shall identify funds appropriate for the event at the time of the request. Fund sources may be at the district, forest, regional or national level depending on the event. For either memorial services or funerals honoring Federal fire fighters, Federal law enforcement officers, or active Forest Service employees who were killed in the line of duty (see Definitions, sec. 05), Honor Guard costs exclude base salary expenses, but include travel and per diem; transportation, and may include overtime for Honor Guard members. Additionally, minimal expenses, approved by the Chief, may be incurred to allow representatives to attend funerals and memorial services for non-federal and non-line of duty deaths (ex. 01).

### **52.2 - Funerals**

The conduct of ceremonies to honor the contributions of deceased employees (and as appropriate, non-employees) is an important aspect of Forest Service culture. Such ceremonies are a tribute to the families of the deceased and further serve the interest of the Forest Service. Activities to honor the deceased must be conducted in a manner that displays an appropriate level of respect. In addition to employee involvement, line officers are expected to approve and be fully aware of the amount of resources devoted to the ceremony as measure of providing appropriate respect for the deceased and as managers responsible for the wise and efficient use of government property.

1. Federal Firefighter and Federal Law Enforcement Officers. Authority exists for Federal firefighters and Federal law enforcement officers to attend the funerals of their fellow Federal firefighters and Federal law enforcement officers killed in the line of duty (5 U.S.C. 6328). The appropriate deputy chief, regional forester, station director, or Director of LEI may approve the use of the Forest Service Honor Guard for the memorial service of an employee whose death occurred while performing their official duties. The appropriate official shall approve in writing, all Honor Guard members attending at government expense.

Additionally, only the Chief or designated acting may approve the use of the Forest Service Honor Guard in a memorial service honoring Forest Service firefighters or Law Enforcement Officers whose death did not occur while in the performance of their official duties. Travel expenses must be approved in writing based on formal written request from the Regional Forester, Station Director, or equivalent installation Line Officer (ex. 01).

2. Employees Other Than Firefighters and Law Enforcement Officers. Consistent with the principles of 5 U.S.C. 6328, Forest Service employees may use official work hours to attend the funeral or memorial service of an active Forest Service employee who was killed in the line of duty, while acting within the scope of their employment. The appropriate deputy chief, regional forester, station director, or Director of LEI may approve the use of the Forest Service Honor Guard for the memorial service of an employee whose death occurred while performing their official duties. The appropriate official shall approve in writing, all Honor Guard members attending at government expense.

Additionally, 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.

Travel expenses must be approved in writing based on formal written request from the Regional Forester, Station Director, or equivalent installation Line Officer (ex. 01).

3. Non-Forest Service Personnel. Only the Chief or designated acting may approve the use of the Forest Service Honor Guard in a memorial service honoring employees from other Federal agencies, or non-employees where the interests of the Government can be benefited. Travel expenses must be approved in writing based on formal written request from the Regional Forester, Station Director, or equivalent installation line officer (ex. 01).

4. Supplies and Materials. Expenditure of government funds for items such as national or agency flags, flag cases, or plaques for presentation at funerals may be authorized by the host unit line officer.

52 - Exhibit 01

**File** 6100/6500  
**Code:**  
**Route**  
**To:**

**Date:**

**Subject:** Honor Guard Attendance at \_\_\_\_\_ (*Funeral or Memorial Service*)

**To:** Chief

There are no statutes or Federal regulations that prevent a Federal agency from authorizing payment of travel expenses for more than one employee to attend a funeral on official business. In accordance with Federal Travel Regulations, FSH 6509.33, 301-1.3(k), we respectfully request a waiver for the number of employees to be compensated for per diem travel expenses (lodging and/or M&IE) to serve as Honor Guard at the (funeral or memorial) service for our fallen employee or non-employee. The Service will be held on (date) at (insert location).

We believe your approval of this request will serve the governmental purposes of sustaining employee morale and reinforcing to our employees and others, the importance of the deceased to the Forest Service.

We request the following Forest Service employees to serve as members of the Honor Guard:

**(Insert employee name and home unit.)**

T. JOHN FORESTER  
Regional Forester

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

\_\_\_\_\_  
ABIGAIL R. KIMBELL  
Chief, Forest Service

\_\_\_\_\_  
Date

### **53 - Ordering Process**

1. Requests. The host (requesting) unit line officer or their designee shall submit a request for the Honor Guard to the Honor Guard line officer or Honor Guard Coordinator. At the time of the request, the host unit line officer shall provide the following in writing:

- a. The date(s) of the event.
- b. Location, nature and scope of the event.
- c. Exigency.
- d. Event point of contact.
- e. Job and override codes.
- f. Name and signature of requesting official.

Event specific details must be negotiated between the host unit line officer or their designated representative and the Honor Guard Coordinator or their designee.

2. Approval. The Honor Guard line officer may approve Honor Guard requests subject to prior Honor Guard commitments and member availability. The Honor Guard line officer may disapprove an event if it is not in the best interest of the Forest Service to have such representation.

### **54 - Annual Report**

The Honor Guard Coordinator shall complete an annual report within 30 days after the close of the fiscal year. Submit the report to the Washington Office, Assistant Director for Operations, Fire and Aviation Management.

The report must include the following information:

1. Organization and members.
2. Assignments, location, and participants.
3. Training accomplishments.
4. Expenditures, both operating funds and requesting unit funds.
5. Issues and opportunities.
6. Next year's goals and budget request.

## **55 - Records**

The Honor Guard Coordinator shall maintain an historical account of the development and establishment of the Honor Guard.

All honor guard records must be created, maintained, and disposed of in accordance with FSH 6209.11, Records Management Handbook.