

A black and white photograph of the American flag, showing the stars and stripes, waving in the wind. The flag is the background for the top half of the cover.

Protecting the Homeland

U.S. Immigration and Customs Enforcement

National Honor Guard Handbook

April, 2017

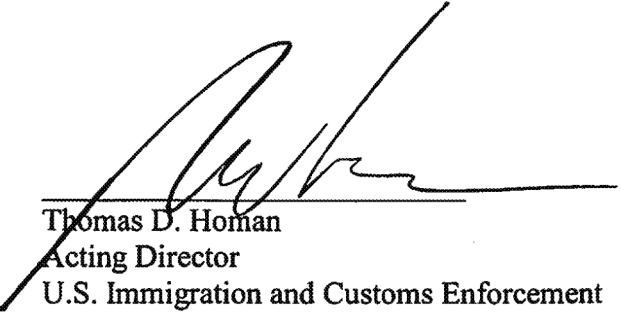


U.S. Immigration
and Customs
Enforcement

Foreword

This Handbook establishes standardized protocol and procedures for the U.S. Immigration and Customs Enforcement (ICE) National Honor Guard Program.

Use this Handbook with other ICE policy, managerial guidance, training, and appropriate Agency standards.



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6/5/17

Date

Table of Contents

Chapter 1.	INTRODUCTION	1
A.	Purpose	1
B.	Background	1
Chapter 2.	DEFINITIONS.....	1
Chapter 3.	ROLES AND RESPONSIBILITIES	2
Chapter 4.	ELIGIBILITY, SELECTION, TRAINING, AND PERFORMANCE STANDARDS.....	4
A.	Eligibility and Selection	4
B.	Training	5
C.	Performance Standards.....	6
Chapter 5.	GROOMING STANDARDS	6
Chapter 6.	UNIFORMS.....	6
Chapter 7.	AUTHORIZED EQUIPMENT.....	7
Chapter 8.	HONOR GUARD PRESENTATIONS	8
Chapter 9.	REQUESTING THE HONOR GUARD	8
A.	Requests and Authorization.....	8
B.	Honor Guard Member Travel.....	9

Chapter 1 INTRODUCTION

A. Purpose

The U.S. Immigration and Customs Enforcement (ICE) National Honor Guard Handbook provides guidelines for the operation of the ICE National Honor Guard program. This Handbook serves as a resource for offices requesting the Honor Guard for ceremonies such as receptions, celebrations of important events, funerals, and memorial services. This Handbook supplements the *ICE National Honor Guard Program Directive*, issued June 15, 2016.

B. Background

The ICE Honor Guard is frequently called upon to represent ICE in ceremonies such as celebrations of significant events, funerals, memorial services, and receptions. ICE Honor Guard teams perform ceremonial honors and Honor Guard presentations, including casket teams, color guards, firing parties, honor watches, flag folding teams, as well as playing taps and pipe and drum corps musical pieces during ceremonial events.

Through the establishment of a national program, ICE will use volunteers from all law enforcement Directorates/Program Offices within ICE and will provide comprehensive Honor Guard support for approved requests. The establishment of a national program will also standardize the selection, training, and uniforms of Honor Guard members across ICE. An ICE patch must be worn by all members of the Honor Guard, and members may wear a Directorate/Program-specific patch to represent a member's office of record.

Chapter 2. DEFINITIONS

Casket Team: A team of Honor Guard members that carries the remains of the deceased from the funeral location to the burial location. The remains are transported in an urn or casket. The team folds the U.S. flag if draped over the casket or accompanying the urn. The team requires a minimum of two Honor Guard members, and may contain a maximum of eight.

Color Guard: The term "color" refers to the U.S. and Department of Homeland Security (DHS) flags. A color guard is a formation of Honor Guard members that posts, present, or display, according to protocol, the U.S. and Department flags during ceremonial events. The two outermost members are rifle guards and serve as protectors of the colors, which are carried by the two individuals in the middle. This function is performed by a minimum of four Honor Guard members.

Firing Party: This honor is performed by eight Honor Guard members. During the honor, three volleys are fired from seven rifles. The eighth Honor Guard member serves as the firing party commander. This is the most ceremonial honor provided to officers who are killed in the line of duty or served as a member of the Armed Forces.

Flag Folding Team: Honor Guard members responsible for folding the U.S. flag covering the casket, prior to the flag presentation. The flag folding team requires a minimum of two Honor Guard members.

Honor Watch: Two Honor Guard members who stand watch over the remains of the deceased. During family or public viewings, Honor Guard members will be posted at both ends of the casket or on both sides of the urn. This honor is performed by a minimum of four Honor Guard members.

Pipe and Drum Corps: A musical ensemble consisting of bagpipers and drummers. It plays a musical selection during the flag folding and at the conclusion of ceremonial honors. This honor is performed by a minimum of two Honor Guard members.

Taps: Taps is a bugle call played on a bugle or trumpet during flag ceremonies and funerals. Taps is performed by a minimum of one Honor Guard member.

Chapter 3. ROLES AND RESPONSIBILITIES

A. ICE Deputy Director

The Deputy Director is responsible for:

1. Ensuring that Directorates/Program Offices comply with the accompanying Directive and this Handbook;
2. Authorizing Honor Guard participation at ICE-wide events; and
3. Selecting an ICE Honor Guard National Program Manager (PM) from headquarters personnel to serve for a period of two years.

B. Executive Associate Directors and the Associate Director of the Office of Professional Responsibility

The Executive Associate Directors (EAD) for Enforcement and Removal Operations (ERO) and Homeland Security Investigations (HSI), and the Associate Director (AD) of the Office of Professional Responsibility (OPR) are responsible for:

1. Authorizing all requests for Honor Guard originating from their respective Directorate/Program Office;
2. Ensuring that their Directorate/Program Office adheres to the guidelines in this Handbook; and
3. Designating their respective Directorate/Program Office Honor Guard PM. When possible, these PMs will be members or have experience with honor guard duties.

U.S. Immigration and Customs Enforcement
NATIONAL HONOR GUARD HANDBOOK

C. ERO Field Office Directors (FODs), HSI Special Agents in Charge (SACs), and OPR SACs

ERO FODs, HSI SACs, and OPR SACs are responsible for:

1. Supporting Honor Guard activities and recruiting efforts within their assigned area of responsibility;
2. Approving employee participation as an Honor Guard member; and
3. Ensuring that Honor Guard volunteers adhere to this Handbook.

D. ICE Honor Guard National PM

In collaboration with the Directorate/Program Office PMs, the National PM is responsible for coordination and oversight of the ICE National Honor Guard Program, which includes:

1. Coordinating and supporting requests for the Honor Guard at all ICE and Directorate/Program Office events, in accordance with the *ICE Loss of Life, Serious Injury, and Missing Employees Directive and Handbook*, and all other applicable laws and policies and available funding;
2. Coordinating and overseeing the execution of the budget for planned ICE ceremonial events;
3. Ensuring that all Honor Guard members are trained and equipped and that the ICE Honor Guard maintains a minimum mandatory manpower pool of no less than a 36-person Honor Guard, in addition to four bagpipers and two drummers; and
4. Liaising and coordinating with Directorate/Program Office Honor Guard PMs.

E. Directorate/Program Office Honor Guard PMs

The Directorate/Program Office Honor Guard PMs are responsible for:

1. Liaising with the National PM and ensuring all requests for Honor Guard are submitted in accordance with this Handbook and all applicable policies;
2. Recruiting and participating in the selection of new Honor Guard participants from within their respective Directorate/Program Office and ensuring a minimum mandatory manpower pool of no less than an 18 person Honor Guard, not including bagpipers and drummers (eight person casket team and eight person firing party);
3. Formulating annual budget requests in conjunction with the National PM to ensure that all Honor Guard members are trained and equipped; and
4. Maintaining the Honor Guard roster for their Directorate/Program Office.

F. Honor Guard Members

ICE law enforcement officers (LEOs) who volunteer to participate in the Honor Guard are responsible for:

1. Maintaining a high-level of proficiency in their ceremonial duties;
2. Complying with the policies and procedures in the *ICE National Honor Guard Program Directive* (ICE Directive 1049.1, dated June 15, 2016, or as updated), and this Handbook;
3. Attending training sessions;
4. Ensuring their uniforms are cleaned, pressed, and always ready for use;
5. Ensuring assigned equipment is ready at all times;
6. Maintaining exemplary personal appearance and behavior during normal duty hours and Honor Guard events;
7. Responding to availability inquiries from the Directorate/Program Office Honor Guard PM. When declining to participate, advising of any reason they are not able to attend an Honor Guard event or training. Additionally, alerting the Directorate/Program Office Honor Guard PM of any extended time off; and
8. Ensuring their first-line supervisor is aware of their participation in Honor Guard events.

Chapter 4. ELIGIBILITY, SELECTION, TRAINING, AND PERFORMANCE STANDARDS

A. Eligibility and Selection

Participation in the Honor Guard program is voluntary, and membership is considered a collateral duty. Since membership in the Honor Guard is an armed position, it is open only to LEOs. Membership is open to all LEOs who have completed at least one year of service following their initial enter-on-duty date as LEOs. Periodic announcements seeking interested volunteers are broadcast according to Honor Guard needs.

All applicants must comply with the uniform and performance standards outlined in this Handbook and must always conduct themselves in a professional and exemplary manner. Members who do not conform to the standards of conduct, appearance, and professionalism will not be permitted to continue membership.

Criteria for selection are sound judgment, professionalism, discipline, and dedication.

U.S. Immigration and Customs Enforcement
NATIONAL HONOR GUARD HANDBOOK

The selection process is as follows:

1. A recruitment announcement is broadcast to ICE LEOs assigned to domestic offices.
2. Interested LEOs submit a memorandum through their chain of command to their Directorate/Program Office Honor Guard PM addressing the following:
 - a. Any knowledge of ceremonial drill procedures and ability to perform coordinated marching maneuvers.
 - b. Willingness to travel on short notice regardless of personal inconvenience.
 - c. Willingness and ability to present and maintain a professional uniform appearance.
 - d. Ability to maintain current and existing duties, responsibilities, and job requirements, including collateral duties if selected as a member.
3. The Directorate/Program Office Honor Guard PM reviews the applicants' memoranda for completeness and schedules interviews of prospective members and any other personnel who may be necessary to validate the applicants potential as Honor Guard members. Validation of an applicant's ability to meet the Honor Guard standards may include interviewing the candidate's supervisor, co-workers, former supervisors, and former co-workers.
4. A selection panel consisting of the Directorate/Program Office Honor Guard PM and two senior members of the Honor Guard will conduct personal interviews of each applicant to validate the applicant's potential as an Honor Guard member.
5. The Honor Guard selection panel will make a determination as to whether or not each applicant should be considered for membership. Applicants approved for membership will be notified and scheduled to begin the Honor Guard training program.

B. Training

All new Honor Guard selectees must successfully complete the basic Honor Guard training program prior to participating in Honor Guard events. The basic training program consists of 40 hours of drill and ceremony familiarization and execution. Once selectees have successfully completed the basic program, they will be issued Honor Guard uniforms and be eligible to participate in Honor Guard events. Additional in-service training will also be organized and all members will be expected to attend.

C. Performance Standards

Honor Guard members are expected to comply with all the provisions in this Handbook and maintain the highest levels of professionalism and accountability while performing their regularly assigned duties and during Honor Guard events. Members who are unable to participate in four consecutive training sessions or events will not be permitted to continue membership. Additionally, members who fail to maintain the standards in this Handbook or who fail to adhere to any policies governing employee conduct will not be permitted to continue membership. Members are always expected to respond to availability requests for Honor Guard events in a timely manner and report to events on time, with the proper equipment.

Chapter 5. GROOMING STANDARDS

All Honor Guard members are required to maintain the following grooming standards while performing official Honor Guard duties or while wearing Honor Guard uniforms:

1. Hair must be trimmed and neat in appearance. For male members, hair must be trimmed so that it does not touch the shirt collar or ears. Female members must arrange their hair in a professional manner (up under their ceremonial cover) so that it does not touch the shirt collar.
2. Facial hair: Beards are prohibited (exceptions to this prohibition are granted to members who are designated as ceremonial bagpipers; however, beards must be neatly trimmed.) Mustaches may be worn if neatly trimmed, but cannot touch the lip.
3. For male and female members alike, wearing jewelry is tightly restricted. Honor Guard members are not authorized to wear watches, rings, or other items of adornment (including visual or discernable facial or body piercing or other type of adornment) with the exception of wedding bands and plain, gold-colored stud style earrings.
4. Tattoos must not be visible while wearing the ceremonial uniform.

Chapter 6. UNIFORMS

The Honor Guard has adopted a modified U.S. Marine Corps Dress Blouse as the authorized uniform. This blouse will be tailored for each member to ensure that a neat and professional appearance is maintained. Only the following items and accessories are authorized, no other uniform items are authorized for use as part of the ceremonial uniform:

- Modified Marine Corp Dress Blouse with gold DHS buttons
- Black dress trousers with gold stripe

U.S. Immigration and Customs Enforcement
NATIONAL HONOR GUARD HANDBOOK

- ICE patch (required) and optional HSI or ERO patches
- HSI or ERO breast badge
- ICE cover with ICE hat badge attached
- Black leather Clarino shoes
- Black suspenders
- Black moisture wicking Tee shirt
- Black socks
- White sure-grip extended dress gloves
- Glove stays
- Gold name tag
- DHS gold collar insignia
- Shoulder cord (black & gold)
- Black mourning band, worn horizontally across the center of badge
- Black leather Sam Browne duty belt with shoulder strap (high gloss)
- Black leather cuff case
- Black leather magazine case
- Black leather holster (high gloss)
- Black trench coat
- Black ear muffs
- Black framed sunglass

Chapter 7. AUTHORIZED EQUIPMENT

The following equipment will be maintained by the Honor Guard for use during Honor Guard events:

- Electronic Bugle
- Trumpet
- Bagpipe
- Flag poles and flags
- Flag pole travel cases
- M-14 rifles
- Blank ammunition
- Rifle travel cases
- Inventory of casket flags (5'x 9')
- Inventory of flag presentation cases
- Flag harness/carrier
- Flag bases

U.S. Immigration and Customs Enforcement
NATIONAL HONOR GUARD HANDBOOK

- Flag tassels
- Flag spreader
- Flag mourning bows
- Flag pole ornaments

In addition to the above-listed items, individual Honor Guard members will be issued locking travel cases for transporting Honor Guard uniforms and equipment.

Chapter 8. HONOR GUARD PRESENTATIONS

For the purposes of this Handbook, the term “Honor Guard presentations” refers to activities performed by the Honor Guard in connection with special events or ceremonies that are not related to the death of an LEO or non-LEO killed in the line of duty. These events may include award ceremonies, memorials, conferences, or dedication ceremonies. Honor Guard presentations at these events include presenting and posting the U.S. and DHS flags. Additional information regarding Honor Guard presentations can be obtained from the ICE Honor Guard National PM. Requests for Honor Guard presentations should be limited to events that are directly related or have a clear relationship to ICE, DHS, or the law enforcement community.

Chapter 9. REQUESTING THE HONOR GUARD

A. Requests and Authorization

Approval for Honor Guard participation at a Directorate/Program Office event requires the authorization of the respective EAD or Program Office AD. Approval for Honor Guard participation at an ICE-wide event requires the authorization of the Deputy Director.

All requests for the Honor Guard should be sent to (b)(7)(E). Requests should be submitted in memorandum format and contain, at a minimum, the information specified in the memorandum template found in the Appendix. The appropriate Directorate/Program Office Honor Guard PM will review submitted requests and ensure that Honor Guard members are available to support the request.

Once reviewed, the request will be forwarded to the respective Chief of Staff for submission to the EAD or Program Office AD, as appropriate. The ICE Honor Guard National PM is responsible for receiving and submitting requests for the Honor Guard within the Office of the Director or Program Offices reporting to the Director and those that originate from entities outside of ICE. ICE offices that receive requests for the Honor Guard from entities outside of ICE should direct the requestor to the ICE Honor Guard National PM.

U.S. Immigration and Customs Enforcement
NATIONAL HONOR GUARD HANDBOOK

The Deputy Director, EAD, or Program Office AD will determine the ceremonial honors that will be afforded or the level of Honor Guard participation at events, depending on available resources, the size of the Honor Guard, and the protocols provided in this Handbook and the *ICE Handbook for Loss of Life, Serious Injury, and Missing Employees*. Use of the Honor Guard at political or fundraising events is prohibited.

Due to time sensitivities associated with planning events, all requests for ceremonial honors and Honor Guard presentations should be handled as expeditiously as possible. Requests for ceremonial honors for LEOs or non-LEOs killed in the line of duty should be submitted no later than 48 hours after the death. In instances where time does not permit the processing of written authorization, the Deputy Director, EAD, or Program Office AD, may verbally authorize the use of the Honor Guard. In these instances, written authorization will be completed as soon as practical.

B. Honor Guard Member Travel

Honor Guard members assigned to participate in Honor Guard events away from their duty locations must complete travel authorizations in accordance with all applicable provisions of the Federal Travel Regulations.

ATTACHMENT

Template for requesting authorization for Honor Guard

[Input Appropriate Directorate/Program Office]
[Input Office]

[Office Address]
[City, State, Zip Code]



**U.S. Immigration
and Customs
Enforcement**

MEMORANDUM FOR: [Input Name]
Executive Associate Director /Program Office/Deputy Director

THROUGH: [Input appropriate Directorate/Program Office Routing]

FROM: [Input requesting AD/SAC/FOD]

SUBJECT: Authorization to Utilize the ICE National Honor Guard

The purpose of this memorandum is to request authorization to utilize the ICE Honor Guard to provide *(ceremonial honors or an Honor Guard presentation)* for *(description of event – include the date, time, and location, if available)*. *(If the request is for ceremonial honors, include any information concerning the nature or cause of the death.)* *(The request should also identify a designated point of contact who can provide any additional information.)*

Approve: _____ Date: _____

Disapprove: _____ Date: _____