



Color Guard Procedure

Posting and Retiring the Colors

Formal assemblies conducted indoors begin with the presentation of the Colors, referred to as Posting the Colors, and end with the Retirement of the Colors. The following instructions outline the procedures for posting and retiring the Colors, with a head table and without head table. Since indoor areas vary in size, configuration, and intended purpose, these instructions do not apply to all situations. Therefore, persons planning an indoor ceremony can modify these instructions based on their specific floor plan.

Posting the Colors

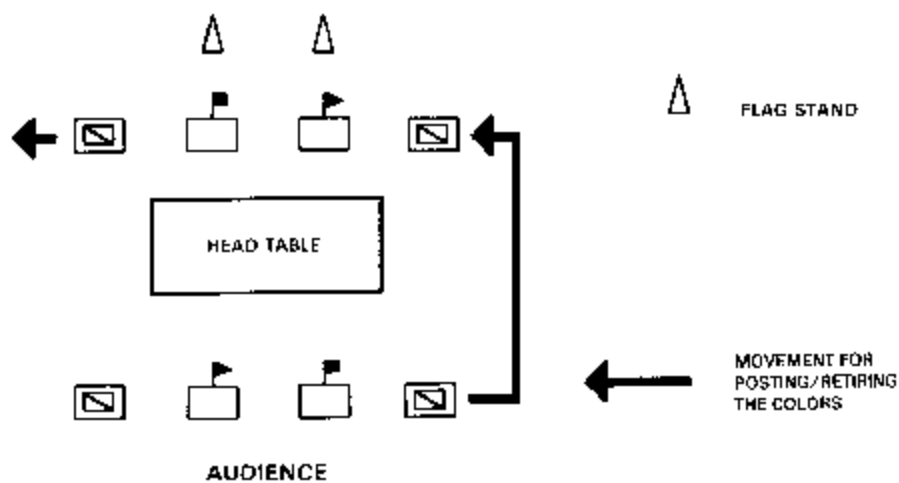
The Color guard forms outside the entrance to the dining area, auditorium, or meeting hall.

The audience is directed to stand until the Colors are posted. If the playing of the National Anthem (or other appropriate music) and the invocation are scheduled, the audience will remain standing until they are completed.

When the arrangements include a head table, the Color guard enters in a line formation, preferably, or forms in a line immediately inside the room and moves to a position centered on and facing the head table. The procedures are as follows:

When the Colors arrive at the predesignated position, the Color sergeant commands **Colors, HALT, and Present, ARMS;** and reports **The colors are present.** The host acknowledges the report and directs, **POST THE COLORS.** The area should be arranged to allow adequate space for the Color guard to move between the head table and the flag stand.

The Color sergeant then commands **Order, ARMS; Right, FACE;** and **Forward, MARCH.** On the command of execution **MARCH,** the Color guard marches to the rear of the head table.



Once the Color guard is centered on the flag stand, they mark time and the Color sergeant commands **Colors, HALT** and **Right, FACE**. The Color guard should approach the flag stands from the right to position the National Color bearer in front of the flag holder on the right, facing the audience.

The Color bearers, without command, place the colors in the stand.

When the Colors are in the stand, the color sergeant commands **Present, ARMS** and **Order, ARMS**. The guards return to right shoulder arms; the Color sergeant commands **Left, FACE** and **Forward, MARCH**; and the Color guard exits the area.

When a head table is not used, the Color guard enters and moves to a predesignated position centered on and facing the audience. This may require the Color guard to move in a column and use facing movements. The movement must be planned so that the National Color is always on the right when in line and is leading when in column. The procedures are as follows:

When the Colors arrive at the predesignated position, the Color sergeant commands **Colors, HALT; LEFT (right), FACE**; and **Present, ARMS**. If music or the Pledge of Allegiance is scheduled, it occurs at this time. The Color sergeant then commands **Order, ARMS**.

The Color sergeant commands **Right (Left), FACE** and **Forward, MARCH**. On the command of execution **MARCH**, the Color guard marches to the flag stand where the actions of the Color guard are the same as described above.

Retiring the Colors

The audience is directed to stand for the retiring of the Colors.

When a head table is used, the Color sergeant moves the Color guard to the head table.

The Color sergeant commands **Color guard, HALT; Present, ARMS**, and reports to the host, **"Sir, Request permission to retire the colors."** The host acknowledges the report and directs **RETIRE THE COLORS**.

The Color sergeant commands **Order, ARMS; Right, FACE; Forward, MARCH**; and moves the Color guard until they are centered on the flag stand where they mark time.

The Color sergeant commands **Color guard, HALT; Right, FACE; Present, ARMS**; and **Order, ARMS**. Upon completion of Order arms the color bearers, without command, retrieve the colors and assume the carry position.

The Color sergeant commands **Left, FACE** and **Forward, MARCH**. The Color guard exits the area.

When the head table is not used, the Color guard moves directly to the flag stands where the Colors are retrieved, and

the Color guard exits as described above.

NOTE: The above procedures will vary when the command sergeant major is in charge of the Colors during a formal dining-in.

