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Section-11 Human Resources	OP-110240	Page: 1	Effective Date: 11/29/2021
Ceremonial Honor Guard	ACA Standards: None		
Scott Crow, Director Oklahoma Department of Corrections		Signature on File	

Ceremonial Honor Guard

The Oklahoma Department of Corrections (ODOC) authorizes the establishment of a ceremonial Honor Guard, which provides for the development of professional skills, the enhancement of morale among employees, and promotes the public image of the agency.

For the purpose of this procedure, the term “facility” will apply to institutions and community corrections centers, the term “facility head” will apply to wardens and community corrections centers administrators and the term “unit head” will apply to unit/division administrators and administrators of Community Corrections.

I. Authorization

The ODOC Honor Guard will render honors and courtesies at ODOC ceremonies, funerals of current and retired employees as requested by family members, and other occasions as authorized by the agency director.

II. Composition

A. The Honor Guard will be composed of employees approved by the immediate supervisor, facility/unit head, and the chief administrator of Institutions/Community Corrections and Contract Services/unit

administrator.

B. Facilities, community corrections centers, and probation and parole regions are strongly encouraged to have a representative in the honor guard. Honor guard members will have the following qualifications:

1. Be a volunteer;
2. Have completed at least one year of service with ODOC;
3. Have body weight in proportion to body height; "Body weight/height proportion" will be based on a variation of the "U.S. Army Height/Weight Chart" amended to reflect an additional 5% of each individuals' maximum weight allowance ([Attachment B](#), attached). All members of the team will be measured and weighed at least once a year to ensure compliance with the standard based on their individual maximum weight for their corresponding gender, age, and height.

For individuals failing to meet the weight/height proportion standard due to muscularity, a secondary means of assessing body composition will be conducted to measure the percentage of body fat. The procedure for measuring body fat will be based on Army Regulations 600-9 (*The Army Body Composition Program*) and will be measured consistently for both male and female team members and assessed with consideration given to gender and age. The maximum allowable percentage body fat will be based on AR 600-9 Table B-2 *Maximum Allowable Percentage Body Fat Standards* amended to reflect an additional 5% of each individual's maximum allowable percent body fat. ([Attachment C](#), attached);

4. Be available on short notice to perform in Honor Guard activities;
5. Possess a high level of integrity and job proficiency;
6. Maintain physical appearance and decorum, which promotes confidence and projects a professional public image;
7. Have received no formal disciplinary action in the past 12 months; and
8. Must have met or exceeded all standards on the most recent employee performance appraisal.

C. An Honor Guard commander and assistant(s) will be appointed by the chief administrator of Institutions or designee. They will be responsible for selection, training and performance coordination as approved by the chief administrator of Institutions or designee.

- D. Honor Guard formations will normally be composed of a minimum of seven members; six members and one Honor Guard team leader.
1. Larger formations may be detailed. At least one additional team member will be required for all funeral functions. Two additional team members will be required when the funeral ceremony requires the playing of Taps at graveside for individuals who served in any branch of the United States Military. However, the composition of this detail will be dictated by the type of activity, space for maneuvering, and staff availability.
 2. Every effort will be made to draw the membership for all Honor Guard formations from the facilities or probation and parole regions closest to the location where the Honor Guard is to attend.
 3. The commander, assistant commander or designee will serve as team leader for the event as approved by the chief administrator of Institutions or designee.

III. Uniforms

The Honor Guard uniform will consist of the following articles of clothing, which will be provided by the agency ([Attachment A](#), attached):

A. Pants

Pants will be blue with a one-inch light blue stripe attached to the outer seam of each leg extending from the bottom of the waistband to the end of the pant leg. The pants will be hemmed to a West Point taper from instep to heel. The front pockets on the pants will be sewn closed ([Attachment A](#), attached).

B. Shirt

The shirt will be a blue, long-sleeved winter shirt with white ascot. In extreme circumstances, the commander may approve short-sleeved shirts to be worn.

C. Coat

The coat will be a high collar honor guard jacket, blue in color with accenting brass buttons. Honor guard insignia will be worn on the left side of the collar centered top to bottom, one inch from the collar's edge in accordance with "Class A Honor Guard Uniform", ([Attachment A](#), attached).

D. Belt

A white webbed belt with a smooth brass buckle will be worn.

E. Headgear

Headgear will be a blue, fur, four-dent style campaign hat with four eyelets: one in the front to accommodate the Honor Guard badge; one in the back; and one on each side. There will be one elongated eyelet on each side of the brim to accommodate the hat strap and acorns.

F. Insignia

1. The Honor Guard Insignia ([Attachment D](#), attached) will be worn on the collar one inch from the bottom of the insignia to the tip of the collar and will be centered.
2. The "Honor Guard" patch will be attached to the right shirtsleeve, one inch from the top shoulder seam, and will be centered ([Attachment A](#), attached).
3. The ODOC patch will be attached to the left shirtsleeve, one inch from the top shoulder seam, and will be centered in accordance with [OP-110245](#) entitled "Standards for Employee Personal Appearance."
4. The American flag patch will be attached one inch above the right breast pocket seam and will be centered ([Attachment A](#), attached).
5. The agency badge will be worn in accordance with [OP-110245](#) entitled "Standards for Employee Personal Appearance."
6. A distinctive nametag bearing the initial of the first name and the surname of the wearer will be worn on the right breast pocket flap centered between the top of the pocket flap seam and the top of the pocket button.
 - a. The tag will have the words "HONOR GUARD" in capital letters inscribed above the officer's name.
 - b. The tag will measure 5/8" x 2 1/2".
 - c. The nametag may be worn with the class B uniform when not performing Honor Guard duties.
7. Ribbon Insignia

An enamel ribbon will be worn on the left breast pocket flap centered between the top of the pocket flap seam and the top of the pocket

button. Only one ribbon will be worn. Colors reflecting years of service in the Honor Guard will be as follows:

- a. White with four Stars: 15+ years;
- b. White with three Stars: 10 - 15 years;
- c. White with two Stars: 5 – 10 years; or
- d. White with one Star: 0 – 5 years

G. Footwear

Black clarion finished low-quarter shoes with black socks will be worn.

H. Accessories

1. White ascot (neck scarf);
2. A braided white shoulder cord will be worn on the left shoulder attached under the left epaulet to the epaulet button; and
3. White gloves.

IV. Requests

- A. All requests for the statewide appearance of the Honor Guard will be forwarded to the chief administrator of Institutions or designee at least 20 working days prior to the date of the ceremony. Exceptions may be granted for situations in which an extended notice could not be given.
- B. Upon learning of the death of an ODOC employee or retired employee, the facility/unit head will ask the family if they desire the ODOC Honor Guard to render honors. If requested by the family, the facility/unit head will then submit a request to the chief administrator of Institutions or designee.
 1. Such services may include acting as pallbearers, posting at the funeral service, folding of the flag at the gravesite, and the playing of Taps and/or Amazing Grace.
 2. For employees who are killed in the line of duty or for special circumstances as approved by the agency director, the additional services of posting at the funeral home will be provided.

V. Authorization

The chief administrator of Institutions or designee will coordinate Honor Guard

ceremonies, which involve participation within the agency or performance involving the Governor's Office, state capitol, or others as deemed appropriate by the agency director. The chief administrator of Institutions or designee will also be responsible for monitoring the integrity of the Honor Guard as it relates to selection, training and professional image.

VI. Interview and Selection

- A. All applicants for Honor Guard will submit a written request as to why they desire to serve on the Honor Guard. The request will be submitted through the chain of command as follows:
1. Upon approval by the appropriate division/unit administrator and facility/unit head, the request will be submitted to the chief administrator of Institutions or designee.
 2. The chief administrator of Institutions or designee will establish a three-member team panel to interview the applicant(s).
 3. The panel will advise the chief administrator of Institutions of the outcome.
 4. The chief administrator of Institutions will be the final decision maker.
 5. The chief of Operations may choose to interview the applicant prior to the appointment.
 6. The facility/unit head will be advised by the chief administrator of Institutions or designee of the results.
- B. Each newly selected member must successfully complete any initial training prior to being permanently placed on the Honor Guard.

VII. Removal

Any removal or disciplinary matters will be coordinated by the chief administrator of Institutions and Honor Guard commander, in consultation with the affected facility/unit head/unit administrator.

VIII. Training

- A. Training will be conducted at least semi-annually with statewide participation. The training agenda will be developed and approved in advance by the chief administrator of Institutions.
- B. Additional training will be determined by the chief administrator of Institutions or designee.

IX. References

Policy Statement P-110100 entitled "Uniform Personnel Standards"

OP-110245 entitled "Standards for Employee Personal Appearance"

X. Action

The affected facility head will be responsible for compliance with this procedure.

The chief administrator of Institutions is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the agency director.

This procedure is effective as indicated.

Replaced: OP-110240 entitled "Ceremonial Honor Guard" dated October 28, 2020

Distribution: Policy and Operations Manual
Agency Website

<u>Attachment</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Class A Honor Guard Uniform"	Attached
Attachment B	"Height/Weight Chart"	Attached
Attachment C	"Maximum Allowable Percentage Body Fat Standards"	Attached
Attachment D	"Honor Guard Insignia"	Attached