



MISSION BRIEFING GUIDE

08 August 2015

1. Thank everyone for coming – remind them we are on hallowed ground and are to maintain an appearance of quiet dignity
2. Ask that all electronic devices be silenced
3. Recognize Gold Star Families with a moment of silence, then Blue Star families. Gold Star families have lost an immediate family member - a spouse, parent, child or sibling, in combat. Blue Star families have the same immediate family member serving on active duty during a declared period of hostilities
4. Recognize first time Riders, ensure they have signed the Liability Waiver
5. Read Mission/Obituary
6. Give a quick overview of how the Mission will proceed
7. Make a statement that the Certificate was presented to the family at (Visitation/Funeral Service/DFW National Cemetery Visitor's Center)
8. While standing in the Flag Line the use of electronic devices, of any kind, are not permitted; nor is smoking, taking photos, or having extended conversations. Please minimize movement. If you need to take a break, please indicate it to a Ride Captain and he/she will relieve you. Do not leave the Flag Line until directed to do so by a Ride Captain
9. Should you observe a Rider in distress, notify a Ride Captain
10. Flags will be carried unfurled and upright to where they are to be placed and returned the same way. Multiple flags may be carried at the same time, but do not carry more than you can hold upright.
11. Rendering honors – saluting for those who have been trained to do so, or hand over your heart – is done whenever the flag-draped casket is in movement and in your line of sight - or during Taps, the first note until the last - NOT when the military calls commands
12. Ask a RC – with another Rider - to set honor flags at the entrance to the Committal Shelter, Funeral Home or Church and to set the honor detail on the casket after the committal service
13. If needed, ask a RC to establish the Flag Line and or assist with parking

MISSION DEBRIEFING

1. Thank everyone for coming
2. Recognize the Support Vehicle folk, Harold, photographers and the NTX Store
3. Ask if anyone needs anything from the store afterwards. If so indicate if it will be available, when and where
4. Ask if there are any announcements/pending Missions
5. Close with prayer if you choose to, or request someone to do it for you