

TO ALL LAW ENFORCEMENT AGENCIES AND THEIR RESPECTIVE FIRE DEPARTMENTS:

The Alpena County Sheriff's Office Honor Guard and DFL Honor Guard Training of Goshen, Indiana will be hosting a 5-day Honor Guard training class Monday October 17th – 21st, 2011.

MCOLES / 302 FUNDS APPROVED: COURSE #5322

DUE TO THE INTEREST AND RESPONSE FROM OUR PREVIOUS CLASSES, THIS SCHOOL IS EXPECTED TO FILL EXTREMELY FAST.

The purpose of this class is to prepare students to render the appropriate and proper honors to a fallen Officer or Fire Fighter and to represent their respective agencies in a dignified and professional manner. Students attending this program leave as a cohesive team with a renewed sense of pride and a greater understanding of the Honor Guard traditions.

TUITION:

Option #1: \$300/ Per Person and will include a catered lunch each day (Mon-Thurs).
Option #2: \$450/ Per Person and includes 3 meals / day (B/L/D) & onsite lodging Sunday-Friday.

PLUS:

UNIFORM OF THE DAY: HAT, SWEATSHIRT & 2-T-SHIRTS
INSTRUCTIONAL MANUAL & STUDENT I.D.
GRADUATION CEREMONY, CLASS PHOTO
& GRADUATION CERTIFICATE
(UPON SUCCESSFUL GRADUATION)

Class will begin promptly at 0800hrs and is expected to conclude at approximately 1700hrs each day during training at which time students will receive intensive, classroom & hands on instruction in:

**Basic Drill, Manual of Arms
Color Guard, Flag Law / Flag Etiquette / History
Casket Watch, Casket Movement
Firing Party
Bell Ceremony (Firefighters)
Funeral Planning and Preparations**

Class will conclude on Friday October 21st with the final exam and graduation in which students will carry out the assignments and responsibilities of a full honors memorial service (funeral).

(All department administration, personnel and families are welcome & encouraged to attend!)

EQUIPMENT NEEDED (provided by student) :

UNIFORM OF THE DAY: BLACK, BLUE OR BROWN BDU STYLE PANTS (**NO CAMOUFLAGE**)
WHITE GLOVES
DRESS UNIFORM (final exam)
UNIT COLORS/FLAGS, STAFFS, HARNESSSES, STANDS
CEREMONIAL WEAPONS & 25 RND S BLANK AMMO (minimum)
CEREMONIAL AXE OR PIKE POLES (Fire Departments)

**CLASS IS STRICTLY LIMITED TO 60 STUDENTS : PAYMENT & REGISTRATION DEADLINE IS:
Sept. 12th, 2011**

FOR ADDITIONAL INFORMATION AND REGISTRATION FORMS, PLEASE CONTACT:
DEPUTY JOE SMITH AT 989-354-9830 OR SMITHJ@ALPENA.ORG

"Veneratio Meritus Nunquam Donatus"



Thank you for your interest in attending the Alpena County Sheriff's Office Honor Guard / DFL Honor Guard Training session October 17th - 21st, 2011.

Great care has been taken to ensure that students attending this class will be educated in the proper protocol of presenting the National, State and Department colors, the laws and rules governing the handling the colors as well as the procedures in which we honor a fallen Police Officer or Fire Fighter. A considerable effort has been placed forth by the Wyandotte Police Department Honor Guard to exceed *any and all* expectations for the highest level of quality training and educational experience that will be received by students who attend this class. We are confident that all who attend this training session will return to their respective agencies with a renewed sense of honor and pride and the valuable tools necessary to execute any honors detail.

Because our fire and or EMS departments do not have a communication system such as the LEIN and since this class is open to all public safety officers, it is being requested that if your respective fire department or EMS may have any interest in this training, please provide them with a copy of this registration or contact information for additional registration forms.

WELCOME TO DFL HONOR GUARD TRAINING

The Instructors for DFL Honor Guard Training are responsible for the same high quality training experience as found at the nationally acclaimed Goshen, Indiana Honor Guard Camp that is held twice annually. The combined training forums have successfully educated well in excess of 3000 public safety officers from across the United States in the last six years. All instructors attending this class are active members of their respective honor guard units and bring "*real world*" experiences to their instructions.

Our instructional cadre is comprised of experienced, highly dedicated individuals, many of whom have received training with the U.S. Army 3rd Infantry Regiment, "Old Guard" at Ft. Myer, Virginia (Arlington National Cemetery) and are all dedicated to the Honor Guard Mission, motivated by one common goal; to do all that we can to insure that our Brothers and Sisters who give their lives in the Line-of-Duty properly receive all the honor and respect that they have earned and deserve. Additional information on DFL Honor Guard Training can be obtained at: www.dflhonorguardtraining.com or the Goshen Police Honor Guard Camp at www.honorguardtraining.com.

Upon completion of this class, DFL Honor Guard Training continues to serve your agency as instructors are available for contact, offering to your officers / fire fighters technical instruction and expertise while ensuring that students maintain the base foundation they received during this school and supporting that any honor guard detail, from the most basic of technical questions, to the most complex of funeral protocol, will be executed in a proper, honorable manner. DFL instructors have frequently over the years, upon request, assisted many agencies with ceremonies and funerals, providing logistical support and technical guidance to the requesting / affected agency again, ensuring that our fallen brothers and sisters are laid to rest with the highest of honors.

The goal of the Alpena County Sheriff's Office Honor Guard is to offer the finest quality educational and training experience possible to agencies in an attempt to properly educate the Public Safety Officer in Honor Guard / Funeral Protocol, while at the same time keeping the over all cost of this training to a minimum. **Because many agencies have an extremely limited training budget, and with the assistance of the United States Military, we have been able to negotiate arrangements with the 110th Airlift Wing of the Air National Guard at the Combat Readiness Training Center (CRTC) to offer two extremely reasonable and flexible training and pricing options for this class:**

\$300.00 / per student includes all items as listed on the face of the formal registration page **PLUS** a catered buffet lunch served each day (Monday – Thursday) by the base food services department at the River Club.

\$450. 00/ per student will as well include all items as listed on the face of the formal registration page **PLUS** three (3) buffet meals served each day (breakfast, lunch, dinner) Monday-Thursday catered by the River Club on site food services, and as well onsite lodging with check in beginning on Sunday October 16th, and check out concluding Friday October 21st. For those students who may wish to stay additional days, arrangements may be made at the cost of \$25.00 per person / per day.

LODGING: All lodging arrangements will be made for registered students upon receipt of their completed registration form. Lodging of onsite students will consist of separate male / female **MODERN** military dormitory units which are capable of housing 18 students in each facility and of which each room capable of housing two guests.

Each Dorm unit has many modern conveniences including TV's, refrigerators and microwave ovens, as well as dayrooms in which to relax and coin operated laundry services.

NOTE: Because this is a military installation, students are reminded that they MUST maintain their own room as there is no housekeeping as with a hotel. All rooms will be subject to inspection prior to student checkout to ensure all is in order and there are no damages.

REGISTRATION: Please fill out the enclosed registration form that is found in this packet. ***We are asking that you complete the form as completely as possible including direct contact information (email address if possible) for each student as an additional class email will be sent prior to this class with important information each student will need.*** Please return all registrations by fax to: 989-354-9868 for processing. Please make every effort to provide accurate sizing for uniform shirts ordered, once our order is placed a replacement or exchanged size will not be possible.

WHILE A COMPLETED AND RETURNED REGISTRATION FORM PROVIDES US WITH YOUR INTEREST AND INTENTIONS ON ATTENDING THIS CLASS, REGISTRATION WITHOUT PAYMENT IN FULL CANNOT BE GUARANTEED AND IS DUE NO LATER THAN SEPT. 12TH, 2011.

Due to the incredible response we have received stemming from our recent classes, it is expected that this school will once again fill very fast. Once registrations have been received and the class has been filled to sixty (60) students, agencies submitting a registration will be placed on a stand by / cancellation list on a first come / first registered basis. ***All departments are highly encouraged to register their officers even if the class has filled to capacity as vacancies due to cancellation may become available.*** An established waiting list as well provides us with the necessary information on the interest for possible future classes and out of courtesy; departments who have registered and were placed on the waiting list will be provided with advance notification of any future training dates.

TRAINING LOCATION: All practical training (Monday – Thurs) will take place at the Alpena CRTC, M-32 Highway, Alpena, Mi. 49707. The following address can be used for GPS reference to this facility: Alpena County Regional Airport, 1021 Airport Rd, Alpena, Mi. 49707. This facility is easily located approximately 5 miles East of Alpena. Upon arrival to the base, directions will be provided for all practical training, housing and classroom and meal facilities as well as final exam location(s).

While the majority of your formal training will be within housed, climate controlled facilities (aircraft hangars) please be reminded that this class is being held in the fall in Northern Lower Michigan and to dress accordingly as the weather could easily change at a moments notice.

The final exam (Friday) will be held at St. Anne Church, 817 Sable, Alpena, Mi. and additional information will be forthcoming during training.

No weapons or items with sharp edges (i.e. knives, belt clips etc) are to be worn while attending this class.

Early Registration / Check In: It is strongly encouraged that students make the effort and take advantage of the pre-register and check in for this class, as orientation and formation will begin promptly at 0800hrs Monday morning. For your convenience, Instructors will be available at the CRTC on Sunday October 16th, 5pm-7pm to assist with issuance of manuals, uniforms, and handouts as well as to answer any questions pertaining to this class.

Contact: Should you need any additional information, please do not hesitate to contact Deputy Joe Smith of the Alpena County Sheriff's Office Honor Guard at: smithj@alpena.org or 989-354-324-9830 (voice mail) or 989-766-3683 (cell).

Again, on behalf of the Alpena County Sheriff's Office, the Alpena County Sheriff's Office Honor Guard, and DFL Honor Guard Training, we thank you for your interest in attending this class and look forward to hearing from you soon.

POLICE HONOR GUARD TRAINING

CLASS REGISTRATION

Sponsored by: **Alpena County Sheriff's Office**

Presented by: *DFL Honor Guard Training: Randy Kantner, Lead Instructor*

DATE: Monday, October 17th – Friday, October 21st, 2011.

TIME: 8:00 A.M. to 5:00 P.M.

LOCATION: Alpena Combat Readiness Training Center (110th ANG CRTC)

MCOLES / 302 Funding Approved #5322

COST: \$300.00 / per student which includes training and lunch each day.

\$450.00 / per student includes lodging Sunday-Friday & 3 meals/day.

***Tuition includes:** registration, class uniform (cap, sweatshirt, 2 t-shirts), instruction manual, class photo, graduation ceremony & certificate (upon graduation) & formal catered reception.*

Completed registrations are required to be faxed to: Alpena County Sheriff's Office, Attn. Deputy Joe Smith @ (989) 354-9868. Questions can be answered by contacting Deputy Smith at (989)766-3683 (cell) or (989) 354-9830 (voice mail), or e-mail at smithj@alpena.org

In order to confirm your position within this class, payment and registration are due no later than Sept. 12th, 2011.

PLEASE SELECT: **OPTION #1** _____ **\$300.00 P.P. (TRAINING / LUNCH)**

OPTION #2 _____ **\$450.00 P.P. (TRAINING/LODGING/MEALS)**

Name: _____ Rank or Title: _____

Department: _____ MCOLES # _____

STUDENT E-Mail Address: _____

Address: _____

Contact Name & Rank or Position: _____

Contact Tx # _____ Contact E-Mail Address: _____

Shirt Size: Small Medium Large X-Large X X Large

Make check or money order payable to: Alpena County Sheriff's Office (Attn. Deputy Joe Smith)

320 Johnson St., Alpena, Mi. 49707

*** Invoice billing is available upon request***

Unlike many schools that concentrate on classroom lecture, DFL Honor Guard Training consists of ***intensive & highly interactive training***, supplemented by classroom sessions. The curriculum is designed to bring the inexperienced up to standard, while fine-tuning the experienced. Training is scheduled in a progressive format so that each block of instruction prepares the student for the next.

The training begins with Positions at the Halt, and advances through Movements at the Halt, Manual of Arms, Casket Watch, Casket Movement, and Manual of the Colors, Color Guard Movement, Flag Fold, and Firing Party and or Bell Ceremony. The fifth day is a memorial Full Honors Funeral, with the students assigned to carry out the duties and responsibilities of such a detail.

