



Detachment Officer Orientation

Understanding the Duties
of the
Detachment
Sgt at Arms

• Detachment Sgt. At arms



The Sgt. at Arms

- Responsible for the Preparation of the meeting room for the detachment meeting in accordance with the guidelines.
- Set's the flags in place for the meeting
- Ensures that the Charter and Bible are posted for the meeting
- Verifies all attendees are valid members, must verify membership
- Welcomes all visitors and members to the meeting with the Jr. Vice commandant
- Becomes familiar with the detachment By-laws and operational procedures
- Leads the members in the Pledge of Allegiance
- Works with the sr. Vice Commandant and the Paymaster in Identifying new members
- Announces all visitors to the detachment and the Commandant
- Retires the colors at the end of the meeting and place's all items back into original location.



Flag Protocol



- **Displaying the Flag Indoors**
- When on display, the flag is accorded the place of honor, always positioned to its own right. Place it to the right of the speaker or staging area or sanctuary. Other flags should be to the left of the speaker.
- The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of states, localities, or societies are grouped for display.
- When one flag is used with the flag of the United States of America and the staffs are crossed, the flag of the United States is placed on its own right with its staff in front of the other flag.
- When displaying the flag against a wall, vertically or horizontally, the flag's union (stars) should be at the top, to the flag's own right, and to the observer's left.



“Thank you for all you do”

Semper FI