

WOMEN'S ARMY CORPS VETERANS' ASSOCIATION (WACVA)

NATIONAL HONOR GUARD HANDBOOK

You belong to a very special part of our National Association and as a National Honor Guard member you are tasked with the responsibility of performing all of your duties with the greatest amount of pride, dignity and military bearing possible.

The changes to this 1997 Edition of the Handbook were considered necessary to insure policies are kept current in our ever growing organization and in accordance with the newly revised National Bylaws. It is not the intent of the Board of Directors to limit the scope of the activities, nor limit the opportunity of a National Honor Guard member to participate in any of the activities of the National Honor Guard. Rather the policies contained within, are adopted as a means of maintain the National Honor Guard on the most prestigious level possible.

This version of the National Honor Guard Handbook has been prepared by Doris L. Caldwell National Parliamentarian, Eldora M. Engebretson National Sergeant-at-Arms, and Carol Hurden Captain of the National Honor Guard and under the administration of M. Cathy Aleshire, National President, Women's Army Corps Veterans' Association and the National Board of Directors.

The changes to the Handbook were approved at the 2005 National Convention. They were prepared by Lorenza L. Wysong, current Captain of the Honor Guard and under the leadership of National President Ann Tyler.

Revised to add Article IVI, Section 2, Page 4, Emeritus status and Article V, Section 1, Paragraph h., responsibility for the US and WACVA Flags by Lorenza L. Wysong and approved by the Board of Directors Aug 2008

This Handbook was revised by Lorenza L. Wysong Honor Guard Captain & Past National President and a member of the Honor Guard Eldora M. Engebretson under the leadership of National President Lisa Szymanski on 18 March 2010. The revisions were done so the Honor Guard Handbook reflects the recent changes to the National Bylaws. It also adds Standard Operating Procedures pages S1 thru S4.

This Handbook was revised by Lorenza L. Wysong Honor Guard Captain & Past National President and a member of the Honor Guard Eldora M. Engebretson under the leadership of National President Lisa Szymanski on 27 December 2010. These revisions to the Standard Operating Procedures were done to clarify the procedures for convention.

If you have any questions, or comments please contact the current Captain of the National Honor Guard.

**WOMEN'S ARMY CORPS VETERANS' ASSOCIATION
NATIONAL HONOR GUARD HANDBOOK**

Revised 2005 & 2010

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ARTICLE 1 - HISTORY

- Section 1 The National Honor Guard was established in 1951 at the Women's Army Corps (WAC) Veterans Association Annual National Convention with twenty-two (22) members from various Chapters located close to the Nation's Capitol. This was done to insure representation of our Association at various ceremonies held in the District of Columbia.
- a. The first set of written policies for the National Honor Guard was established by the members of the Board of Directors of the Women's Army Corps Veterans Association. At the 1971 Annual National Convention the first Certificates of Appreciation for service in the National Honor Guard were awarded.
 - b. During the 1972 Annual National Convention, the number of members authorized in the National Honor Guard was increased to forty (40), and as members retired or were placed on the inactive rolls, members from new Chapters and new Members-at-Large (MAL) were given first preference at membership. The decision to have at least six (6) and no more than fifteen (15) members within the commuting distance of our Nation's Capitol was also approved.
 - c. In 1992, the WACVA membership expanded to well over 5,000 members. The demands placed on our National Association to have members participate in various military related activities throughout the United States made it essential that the membership of the National Honor Guard to be increased.
 - d. The 1995 Board of Directors approved the following policy. "No restriction is placed on the number of National Honor Guard members per chapter or total National Honor Guard membership. The number of members eligible for reimbursement at the Annual National Convention shall be in accordance with Article IX, Section 10e of the National Bylaws." (Appendix D forms WACVAHGHNBK-1 this Handbook.)
 - e. The approved 1996 edition of the Bylaws authorized the Captain of the National Honor Guard to exercise full supervision over the activities of the Guard. The Captain of the National Honor Guard will report annually to the National Board of Directors on the activities of the National Honor Guard. The National Sergeant-at-Arms shall conduct the annual election to select the Captain and Lieutenant of the National Honor Guard.

ARTICLE II - POLICY

- Section 1 National Honor Guard members will, when possible participate in ceremonies within their own communities, in Washington, DC. or at the Annual National Convention. Consideration of time, travel and personal expense (with the exception of some of the expenses at the Annual National Convention as outlined in the National Bylaws, Article IX, Section 10e) are the responsibility of the individual member of the National Honor Guard. Chapters are encouraged to provide reimbursement for expenses incurred for participation in various military related activities, where possible and as their treasury may warrant.
- a. Some expenses, for no more than three (3) National Honor Guard members (2 flag bearers and the Captain of the National Honor Guard or her representative), participating in Memorial Day and Veteran's Day activities at Arlington National Cemetery, may be reimbursed up to \$500.00 each in accordance with Article X, Section 3b of the National Bylaws.
 - b. Members of the National Honor Guard will be required to participate in at least one of the following activities each fiscal year, (1 July - 30 June):
 - (1) Armed Forces Day May
 - (2) Memorial Day Services (Locally or at Arlington National Cemetery) May
 - (3) Flag Day Jun.
 - (4) Independence Day Jul.
 - (5) Women's Army Corps Veterans Annual National Convention as announced
 - (6) Gold Star Mother's Day Sep.
 - (7) Veteran's Day (Locally or in Washington DC.) Nov.

- c. An active year of service is defined as: A Fiscal Year (1 July through 30 June), during which a member participates in at least one activity that requires the wearing of the Uniform, either locally or nationally.

Section 2 Members will be awarded a Certificate of Appreciation for active service after meeting the following requirements:

- a. For every five (5) years of active service (years need not be consecutive).
- b. Additional awards will reflect the members total number of years of active service in five year increments, (i.e.; 5, 10, 15, years, etc.)
- c. When a member is transferred to either the inactive or retired status, the total number of years of active service will be indicated in exact years
- d. The Captain of the National Honor Guard will determine prior to the Annual National Convention members eligible for a certificate and arrange for the preparation of the certificate(s). She shall ensure the National President receives the Certificate(s) in sufficient time to be signed. The Captain will present them at the Annual National Convention. Certificates for members not in attendance at the Annual National Convention will still be read by the Captain and will be mailed to the members, with a return receipt requested, not later than thirty (30) days after the Annual National Convention.

Section 3 Each member will be responsible for submitting to the Captain of the National Honor Guard a brief summary of her participation in activities requiring the wearing of the Uniform. Reports are due 1 July of each year. The reporting period will be 1 July through 30 June.

- a. Failure of a member to submit an annual report will be recorded as a year of non-participation.
- b. Any member with two years of no activity being reported may be asked to transfer to either inactive or retired status.

Section 4 The positions of Captain and Lieutenant of the Honor Guard shall be filled from within the membership of the Guard by an election of Guard members conducted by the National Sergeant-at-Arms.

- a. Members of the National Honor Guard may nominate Guard members for the positions of Captain and Lieutenant of the Honor Guard. Nominations may be verbal or in writing. The Sergeant-at-Arms must receive written nominations at least two weeks prior to the Annual Convention. Nominations must include verification of the nominee's willingness to accept the position. Nominees must have actively participated as an Honor Guard member at a previous Annual Convention.
- b. The Sergeant-at-Arms shall, as soon as possible after the Annual Convention, compile a ballot form which she will send to the Honor Guard membership for final vote unless the positions are unopposed. To be recognized in the final vote Ballot Forms must be returned to the Sergeant-at-Arms within twenty-one (21) days of the date on the Ballot Form. The winner is the person who receives the most votes.
- c. The term of the officers of the Honor Guard shall be for one year or until their successors are elected. No officer of the Guard shall remain in the same office for more than three (3) consecutive terms. Six months shall be considered a term in determining eligibility for reelection.

Section 5 The term of membership in the Honor Guard shall be until the Guard retires, resigns or is removed for cause.

Section 6 The Captain of the National Honor Guard shall supervise Honor Guard activities and report to the National Board of Directors at the Annual convention. She shall authorize any special appearances of the honor Guard not covered in the general policies.

Section 7 In the event that more than twenty (20) members of the National Honor Guard participate in official convention ceremonies, the social event meal reimbursement factor shall be based on thirty (30) participants, who will receive reimbursement for two (2) meals. Honor Guard members shall be reimbursed for meals at the Annual Conventions for participation in the following events:

- a. Friday opening business session (reimbursement for Company Party)
- b. Saturday – Pallas Athena Luncheon escort (reimbursement for Pallas Athena Luncheon)
- c. Sunday – Memorial Service and/or President's Luncheon escort (reimbursement for President's Luncheon)

- d. The Captain of the Honor Guard shall be responsible for obtaining reimbursement vouchers for Guard members that participated in the above listed activities and shall submit these vouchers to the national President within thirty (30) days after close of the Annual Convention.

ARTICLE III - MEMBERSHIP

Section 1 Any present member of the National Honor Guard is eligible for any one of the following status of membership providing the member meets the requirements;

- a. An active member is one who participates in at least one activity per fiscal year requiring the member to wear the National Honor Guard uniform; who submits an annual report to the Captain of the National Honor Guard, not later than one 1 July of each year, summarizing her participation in ceremonies during the fiscal year and who pays her WACVA membership dues on time as prescribed in the National Bylaws Article IV, Section 8b.
- b. An inactive member is an active member who either requests this status or is asked to accept this status by either the Captain of the National Honor Guard, or the National President. Status as an inactive member is valid for no more than two (2) years. After two (2) years the member will be asked to state her intentions regarding continued membership in the National Honor Guard. Her options will be to either:
 - 1) Transfer back to active status
 - 2) Request retirement
 - 3) Request Emeritus Status
 - 4) Resign if she is unable to meet the requirements stated in items 1), 2) or 3) above
 - 5) Upon written request from the member, a one-year extension may be granted at the discretion of the Captain of the National Honor Guard Honor Guard, and National President. The request shall include reasons for the extension.
- c. Members of the National Honor Guard who have served in an active status for a total of five (5) years (need not be consecutive) may request retired status. A member of the Guard shall remain as a retired member for as long as she remains a member in good standing in the WOMEN'S ARMY CORPS VETERANS' ASSOCIATION. Retired members are always encouraged to participate in any of the National Honor Guard functions but are not entitled to reimbursement.

Section 2 Any member in good standing of the Women's Army Corps Veterans Association may apply for membership in the National Honor Guard if she has been a member of the National Association for one continuous year immediately preceding the date of the application.

- a. A chapter member must file her application through her local chapter. When signed by the Chapter President the application will be forwarded to the National President. Upon approval by the National President and ratified by the National Executive Board the application shall be given to the Captain of the National Honor Guard.
- b. A Member-at-Large will file her application directly with the National President. Upon approval by the National President and ratified by the National Executive Board the application shall be given to the Captain of the National Honor Guard.
- c. A sample application form can be found in the Local Chapter Handbook (form WACVACHAP-8) or Appendix A of this Handbook.

Section 3 A member may request to transfer or be asked to transfer to inactive or retired status or be asked to resign for any of the following:

- a. Non-participation
- b. Inability to meet the physical requirements
- c. Failure to maintain standards in dress and/or conduct
- d. Failure to renew membership in the Women's Army Corps Veterans Association
- e. A terminated member who pays her membership dues to the Association at a later time must resubmit an application for membership in the National Honor Guard.

Section 4 Any member of the National Honor Guard may be removed for cause by the National President provided:

- a. The member has received written notice, setting forth the specific reason for recommending revocation of her membership.
- b. The member has been allowed thirty (30) days to reply in writing.
- c. One half of the National Executive Board upon receipt of the member's response, or in the absence of a response, concurs with the National President to remove the member.

Section 5 A member of the National Honor Guard may resign at any time. However, it is expected she will fulfill her obligations until her resignation is accepted and to allow time for a selection of a replacement. The resignation shall be the effective date the Captain acknowledges its receipt to the member.

Section 6 A member whose chapter has been deactivated and who wishes to remain a member of the National Honor Guard may transfer to a new chapter or become a Member-at-Large.

ARTICLE IV - PHYSICAL REQUIREMENTS

Section 1 Members of the National Honor Guard must be physically able to participate in ceremonies at either the Local or National level. Physical requirements include, but are not limited to:

- a. Walking: When escorting guest, a member is expected to keep pace with the person being escorted.
- b. Marching: A 26" military step is required for marching in parades and/or other military type formations.
- c. Standing: Many National Honor Guard ceremonies require members to stand for extended periods of time, from thirty (30) minutes to over an hour in some instances.
- d. Lifting and Carrying: As a minimum, a member must be prepared to lift and carry the Colors (Flags) of the Women's Army Corps Veterans Association.

Section 2 Members of the National Honor Guard who no longer meet the physical requirements but wish to continue wearing the uniform at local functions may enter into an Emeritus status rather than going into inactive or retirement status. It is the responsibility of the individual member to notify the Captain of the Honor Guard in writing whether she would like to become inactive, retire or enter the Emeritus status.

ARTICLE V - DUTIES

Section 1 The Captain of the Honor Guard is responsible to the National President and the Board of Directors. She will coordinate with the National Sergeant-at-Arms regarding any assistance required at the Annual National Convention.

- a. She shall maintain a roster of the National Honor Guard members and insure all activities participated in by the Honor Guard are posted. She shall submit a copy of the roster to the National President and all National Honor Guard members.
- b. She shall be responsible for the conduct of the National Honor Guard. She shall issue all orders for formations and any other necessary orders.
- c. She shall designate a member of the National Honor Guard to act as her representative in her or the Lieutenant's absence.
- d. She shall send a brief summary of each member's activities for the previous fiscal year to the National president. Her report will include the names of those members who have failed to submit an annual report and who have had no known participation during the previous fiscal year.
- e. She shall present a National Honor Guard activity report at the Annual National Convention.
- f. She shall coordinate with the Sergeant-at-Arms for the business meetings and the Convention Chairperson for the seating arrangements for the special events during the Annual National Convention.
- g. She shall maintain a file of all National Honor Guard activities and procedures and turn these over to her successor within thirty (30) days after notification of the election results.
- h. She shall be responsible for maintaining the national flags (U.S. and WAC). She will coordinate shipping the flags to Arlington for Memorial and Veterans' Day activities. She will also coordinate shipping the flags to the National Convention. Any cost incurred for shipping the flags will be reimbursed by the National Treasurer after the proper form has been submitted.

Section 2 The Lieutenant is responsible to the Captain of the National Honor Guard.

- a. She shall perform the duties of the Captain in her absence; or in the event of her resignation or death, shall become the Captain of the National Honor Guard for the unexpired term.
- b. She shall assist the Captain of the National Honor Guard in every way possible and act as her representative when requested to do so.

Section 3 Members of the National Honor Guard:

- a. Shall respond to notification of assembly.
- b. Shall obey all orders given from either the Captain or the Lieutenant of the National Honor Guard or a member designated by the Captain.
- c. Shall, unless otherwise designated by the Captain, give no orders to any of the other members.
- d. Shall maintain her uniform in proper condition.
- e. Shall provide annual reports to the Captain of the National Honor Guard per ARTICLE II, Section 3 of this Handbook.

ARTICLE VI - UNIFORM

Section 1 The National Honor Guard uniform will consist of the following items:

- a. One (1) Forest Green Jacket
- b. One (1) Forest Green slacks
- c. One (1) Forest Green Skirt (Optional)
- d. One (1) Shirt, white, woman's short sleeve over blouse
- e. Black neck tab
- f. One (1) Black beret with small Honor Guard patch replacing the blue flash worn by active duty soldiers
- g. One (1) Pair white gloves
- g. One (1) pair black tie patent leather oxfords (military style)
- h. Black socks (wear with pants)
- i. Flesh colored stockings (wear with skirt)

Section 2 The National Honor Guard uniform shall include the following accessories:

- a. U.S. and Pallas Athena Brass (furnished by National)
- b. One (1) Green/Gold Fourragere (furnished by National)
- c. One (1) NameTag (furnished by National)
- d. One (1) National Honor Guard Shoulder Patch and one (1) smaller patch for the beret (furnished by National)
- e. One (1) Pair of White Gloves
- f. Previously awarded Service Decorations/Ribbons
- g. Service stripes (hash marks) for years of Honor Guard service (furnished by National)
- h. Earrings, spherical, not greater than 6 mm. in size, pearl, gold, silver or diamond; clip on, studs or screw back

Section 3 The U.S. and Pallas Athena brass will be worn on the collar. The U.S. on the wearer's right side, and the Pallas Athena on the left. Insignia of rank are authorized for wear only by the Captain and Lieutenant. Wearing of the initials U.S. is not authorized for the Captain and Lieutenant. Two Pallas Athenas will be worn only during the period of their elected term of office. Insignia of rank will be worn as indicated in Appendix B.

Section 4 White gloves are to be worn for all activities even when only blouses are worn without the jackets.

Section 5 Black beret is to be worn outside at all times. When entering a building the beret is to be removed. The beret shall be worn during formation.

Section 6 Nametags are obtained at no cost from the Captain and will be worn on the Jacket. The nametag is positioned as indicated in Appendix B.

Section 7 Ribbons/decorations awarded during active or reserve military service may be worn on the Uniform. See Appendix C for order of precedence.

Section 8 Members are expected to maintain their uniform in an appropriate military manner (clean and well pressed). The uniform jacket, skirt, slacks, and shirt will be worn without unsightly gaps or bulges.

Members failing to properly maintain their uniform and whose appearance the Captain of the National Honor Guard deems unsatisfactory, and/or the National President shall not be allowed to participate until the deficiencies are corrected. Noncompliance will result in the member being asked to transfer to an inactive status.

The National Board of Directors are the Governing Body of the Honor Guard. No changes to any item of the uniform are allowed without permission by this Body.

ARTICLE VII - UNIFORM PURCHASE

Section 1 Members will purchase the uniform (Jacket, slacks, blouse, shoes, skirt, beret, and neck tab) at their own expense. Reimbursement may be possible from their respective Chapter if the treasury warrants.

- a. The Captain of the National Honor Guard is charged with the responsibility of maintaining a supply of the following:
 1. National Honor Guard patches (shoulder as well as beret)
 2. U.S. and Pallas Athena brass
 3. Green/gold fourragere
 4. Service stripes (hash marks). One for every three (3) years of service as a National Honor Guard member
 5. Name tags
- B The Captain of the National Honor Guard will be responsible for providing assistance/advice in obtaining the uniform, which can be purchased at any Army Military Clothing Store or through a U.S. Army Military Clothing Catalog. Only active duty or military retired personnel are allowed to make purchases of military clothing.
- c. The National Honor Guard member is responsible for appropriate wear of the uniform:
 1. Jacket sleeve length will be just below the wrist bone
 2. Slack length will be at the top edge of the heel of the oxfords
 3. Skirt length will be just below the knee
 4. Shoulder patch will be placed on the left sleeve one eighth (1/8) inch from the shoulder seam or as close as it can be placed
 5. Service stripes (hash marks) will be four (4) inches from the bottom edge of the sleeve
 6. Refer to appendix B – Placement of items on uniform jacket

ARTICLE VIII - ANNUAL NATIONAL CONVENTION PROCEDURES

Section 1 Opening Session:

- a. Escorting National Officers: The members of the National Honor Guard will assemble in the designated meeting room at least one hour (60) minutes prior to the start of the meeting. When the National President states, "it is time to start the meeting!" The Captain and the Lieutenant will go to the front of the meeting room and start the processional. The National Honor Guard will march in pairs up each side of the aisle. The first pair of National Honor Guards will stop at the front row of seats on each side of the center aisle and each successive pair of National Honor Guards will stop at the next row of seats behind each other. As each member stops she automatically makes either a right or left turn to face the center aisle. The Lieutenant will escort the National Officers up the center aisle in single file. The Guard will salute until the Officers pass. The Captain will present the National

President, who is escorted by the Sergeant-at-Arms. The Guard will hold their salute until the National President passes the front row of seats. The Captain will give a silent order to right or left face and Forward March. The National Honor Guard will return to the rear of the room and reassemble for the presentation of the Colors after the President is at her designated place.

- b. Presentation of the Colors: The National President, allowing time for the National Honor Guard to reassemble, will then call for the Captain of the National Honor Guard, "To present the Colors!". The National Honor Guard marches in pairs, up each side of the center aisle, EXCEPT the last two Guards, who will carry the Colors. The first pair of Guards stops at the front row of seats on each side of the center aisle and each successive pair of Guards stops at the next row of seats behind each other. As each member stops she automatically makes either a right or left face, to face the center aisle. The Guards carrying the Colors (Color Bearers) advance side by side up the center aisle. Members of the National Honor Guard automatically salute as the flags approach. As the Color Bearers pass the front row of seats, the American Flag crosses over to the right of the platform and the Women's Army Corps Veterans flag is carried to the left of the platform. The Guard will automatically turn to face the American Flag and will retain the hand salute until the flags have been securely placed in their stands. The Guard will remain in position and will order arms without verbal command, after the flags are secured. The Guard will remain in position and will order arms without verbal command, after the flags are secured. The National Honor Guard will render a hand salute, without command, for the Pledge of Allegiance, and will order arms for the Preamble and the Invocation, without a verbal command. The Captain of the National Honor Guard, will give the command to "Retire!". Each member will make either a right or left face and march to the rear of the room. The Color Bearers will march out last, followed by the National Sergeant-at-Arms, Captain and Lieutenant of the National Honor Guard.

Section 2 Pallas Athena Luncheon:

- a. The Captain of the National Honor Guard will coordinate the escorting of the National Officers and Honored guests with the Convention Chairperson. Utilizing a list prepared by the Convention Chairperson of people to be escorted to an appropriate seat. The guests will be in single file with one National Honor Guard walking to the left of the person being escorted. Depending on the number of National Honor Guards available, one Guard may be positioned to the left of every second, third or fourth guest. The Guard will escort the honored guests in first and then the National Officers to the head table. As the first Guard comes to the head table, she stops and if necessary steps back to allow the guest(s) to proceed to their chair. The Guards do not render a hand salute during this function. After the National President is seated, the National Honor Guards proceed to their designated seats.
- b. Presentation of the Pallas Athena "MINNIE": At the time of the pre-luncheon meeting, the Captain of the National Honor Guard will coordinate the activities for the presentation of "Minnie", with the Convention Chairperson. The Captain will make sure the Nectar and Ambrosia are ready and ascertain where they are to be placed during the ceremony.

The Captain of the National Honor Guard will designate four (4) members of the National Honor Guard to assist "Minnie". Two (2) Guards will wait close to the head table to receive the shield and spear. One (1) Guard to carry the Nectar and one (1) Guard to carry the Ambrosia. (Note, it is important to have the Nectar and Ambrosia ready prior to the National Officers being escorted into the luncheon.) After the guests and National Officers are seated "Minnie" will make her way to the head table, unescorted. Two (2) Guards will take the shield and spear and assure that they are left near "Minnie". They will then step to the side. The two (2) Guards that present the Nectar and Ambrosia wait at the back of the room until "Minnie" says "Now, bring me my Nectar and Ambrosia!" Guards will then proceed to the head table, after giving "Minnie" the Nectar and Ambrosia the Guards may then be seated.

Section 3 Memorial Service:

- a. The National Chaplain and the Captain of the National Honor Guard will coordinate the National Honor Guard participation prior to the Memorial Service.
- b. Normal National Honor Guard participation includes, but is not limited to the presentation of The Colors. The National Chaplain and the National President are escorted in prior to the presentation of The Colors by the Captain and the Lieutenant.
- c. The National Honor Guard members march in pairs, up each side of the center aisle. The first pair of Guards stops at the front row of seats on each side and each successive pair of Guards stops at the next row of seats behind each other. As each member stops she automatically makes either a right or left face, to face the center aisle. As the Colors approach, the Guard automatically renders a hand salute until the Colors pass the front row of seats. At that time the Guard members will do a right or left face. The flags are then placed in their appropriate stands and all Guard members move to their seats to the right or left of the flags as appropriate. The Chaplain may ask that the Captain and Lieutenant assist in the placement of the flowers into the wreath or vase. At the end of the Memorial Service, the Colors are retired without a voice command. All of the National Honor Guard members then proceed out behind the Colors. The Captain and the Lieutenant will escort the National Chaplain and National President from the room.
- d. After the Colors have been ceremoniously retired, they are usually returned to the front of the room and placed in their respective flag stands, so that pictures of the National Honor Guard members may be taken; informally, but with dignity.

Section 4 Presidents Luncheon:

- a. Tables are reserved for Chapter Presidents, Past National Presidents, WAC Mothers, the National Honor Guard and, newly elected National Officers. Everyone scheduled for reserved seating should assemble near the dining room at least fifteen (15) minutes prior to the luncheon. The Convention Chairperson will have a list of all the people to be seated and their respective seats. The Captain will use this list to place people in line. The order shall be:
 - (1) WAC Mothers
 - (2) Chapter Presidents
 - (3) Past National Presidents
 - (4) Newly elected National Officers
 - (5) Current National Officers, the National President is last

The Captain of the National Honor Guard will designate one (1) or two (2) National Honor Guards to escort the guest(s) to their respective seat(s). Depending on the number of National Honor Guards available, the first Guard to go into the dining room may have to return to escort other guests. One (1) Guard will escort each National Officer and the Captain will escort the National President. At the Head Table the Guard(s) will escort the National Officers to their respective seats. They will then proceed to their designated seats. (A hand salute is not rendered during this function.)

- b. Installation of National Officers: The National President will ask the Captain of the National Honor Guard or her designee to escort the Installing Officer to the platform. Once the Installing Officer is on the platform and in place, she will ask the Captain or her designee to escort any outgoing National Officers from the platform, and to escort the newly elected National Officers to the platform.

Normally one National Honor Guard member escorts each retiring officer to the Past President's table, while another Guard member escorts the newly elected National Officers from their table to the opposite end of the platform. This sequence is repeated until all of the officers have been re-positioned. If there are not enough National Honor Guard members present, the first Guard returns to escort another retiring or newly elected officer, as directed by the Captain of the National Honor Guard. The National Honor Guard members then return to their designated seats.

Section 5 Retiring the Colors:

- a. After the installation of new officers has been completed, the New National President will ask the Captain of the National Honor Guard to retire the Colors. The designated Color Bearers proceed to the platform for the flags. The remaining National Honor Guard members will take a position on each side of the center aisle, face the center aisle, and render a hand salute as the Colors pass each

member of the Guard. When the Colors pass the last Guard, the Captain of the National Honor Guard will give the following commands, "Order Arms, Right or Left Face, and Forward March!" The Colors and the National Honor Guard will proceed out of the room followed by the Captain and Lieutenant of the National Honor Guard.

Section 6 Reimbursement:

- a. Honor Guard members will be reimbursed for registration and meals at the Annual Convention in accordance with Article IX - HONOR GUARD, Section 10e. See appendix D.

ARTICLE IX FLAGS

Section 1 The Flag of the United States of America is commonly referred to as the National Flag but is also known as the National Colors, The National Ensign and the National Standard. The term National Flag is proper, regardless of its size or manner of display while the other terms have specific definitions.

Section 2 On December 22, 1942, the Congress of the United States adopted an official Flag Code known as Public Law 829; this law codified existing rules and customs pertaining to the display and the use of the Flag of the United States of America. The Flag Code explains the correct rendering of the Pledge of Allegiance, rendering of the hand salute and proper flag etiquette.

On July 9, 1953, Public Law 107 was enacted by the 83rd Congress of the United States to amend the Flag Code Section 3 (c) of Public Law 829, to read:

"No person shall display the flag of the United Nations or any other national or international flag equal, above, or in a position of superior prominence or honor to, or in place of, the Flag of the United States, at any place within the United States, or any Territory, or possession thereof; PROVIDED, that nothing in this section shall make unlawful the continuance of the practice heretofore followed of displaying the flag of the United Nations in a position of superior prominence of honor, and the other national flags in positions of equal prominence or honor with that of the Flag of the United States at the Headquarters of the United Nations".

Section 3 All National State Holidays and other days as proclaimed by the President of the United States such as: The Birthdays of the States (i.e., their date of admission.)

* Holidays include:

New Year Day	Flag Day
Martin Luther King Day	Independence Day
Inauguration Day	Labor Day
President's Day	Columbus Day
	Veteran's Day
** Easter Sunday	Thanksgiving Day
** Memorial Day	Christmas Day

* The National Flag should be displayed when the weather permits.

** On Memorial Day the National Flag should be at half-staff until noon.

Section 4 When the National Flag is used to drape a casket, the union will be at the head and over the left shoulder of the deceased and is never lowered into the grave and is not allowed to touch the ground.

- a. A National Flag will be furnished by the respective service for those who die while in an active duty status.
- b. A National Flag will be furnished by the Veteran's Administration for any deceased veteran who received an Honorable Discharge.

The Flag may be obtained by completing VA Form 2208, which is available at the nearest Post Office. The individual completing the form must state their relationship to the deceased. The form is then given to the Postmaster who requires proof of the Honorable Discharge. The Flag will be presented to a relative during the burial service, or if no relative can be located the Flag is returned to the Veteran's Administration. The Postmaster will give appropriate instructions at the time they receive the VA Form.

- c. The preceding information was taken from Public Law 829.

Section 5 Proper display of The National Flag:

a. DO

1. It is a universal custom to display the Flag only from sunrise to sunset on buildings and on stationary flagstaffs in the open.
2. The Flag should always be hoisted briskly and lowered ceremoniously.
3. The Flag should be displayed on all days when the weather permits, and should be displayed on or near the main administration building of every public institution.
4. When the Flag is displayed from a staff and is projecting horizontally (i.e., at an angle from a window sill, balcony or in front of a building), the union should be placed at the peak of the staff, or at mid-point on the staff when flown at half-staff.
5. When the Flag is carried in a procession with another flag, it will always be to the right of the other flag. If there is a line of flags, the National Flag will be carried in the center or in front of the center of the line - whichever is applicable.
6. No other flag or pennant will be placed above, or if on the same level to the right of the National Flag. The EXCEPTION is aboard ship, at sea the church pennant may then be flown above the National Flag during church services.
7. The National Flag will be at the center and at the highest point in a group of flags. When the flags of the States, Cities, or pennants of societies are Flown on the same staff the National Flag, the National Flag will always be the first one to be raised.
8. When the Flag is displayed on a wall, with a crossed staff, the National Flag will always be to the right of the other flag with its staff on top of the other staff.
9. When the Flag is displayed from a staff indoors, it will always be placed to the right of the audience and the other flags are placed to the left of the audience. The EXCEPTION to this is if there is a platform and/or a speaker's stand, then the National Flag is placed to the Speaker's right and the other flags are placed to the Speaker's left.

b. Don't

1. No disrespect is ever shown to the National Flag.
2. The Flag is never dipped to any person or thing.
3. The Flag should never be displayed with the union down, EXCEPT when necessary to send a signal of dire distress
4. The Flag should never touch the ground, floor, water, merchandise, etc.
5. The Flag should never be fastened, displayed, used or stored in such a manner as will permit it to be easily torn, soiled, or damaged in any way.
6. The Flag should not be embroidered on such articles as cushions or otherwise impressed on paper napkins or boxes or used as any portion of a costume or athletic uniform.
7. The Flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified manner, preferably by burning. According to custom, the union is first cut from the Flag then the two pieces, which no longer form a Flag are cremated.

Section 6 When the Flag is carried in a procession all persons will render either a military hand salute or place their hand over their heart until the Flag passes.

When the National Anthem is played and the Flag is not displayed or visible, all persons will face toward the music and render either a military hand salute or place their right hand over their heart until the last note is played. If the Flag is present/visible, then all those present should face the Flag.

Members of the National Honor Guard in uniform render a hand salute during the recitation of the Pledge of Allegiance

Section 7 The Pledge of Allegiance: "I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands; one Nation under God, indivisible, with liberty and justice for all."

WOMEN'S ARMY CORPS VETERANS' ASSOCIATION
Inter Organizational Memorandum

FROM: (Applicant's name) _____ Date: _____

TO: National President

SUBJECT: Membership in the National Honor Guard

Copies of the following sample form may be obtained from the National Sergeant-at-Arms, or may be reproduced locally by the Chapter. Submit the form in duplicate

Application for Membership in the National Honor Guard

I would like to volunteer to be a member of the National Honor Guard. I pledge to participate in one or more of the required appearances each Fiscal Year.

I am a: Member of Chapter # _____, or a Member-at-Large _____

I further affirm that I am able to meet the physical requirements necessary to be a member of the Honor Guard, as indicated in the Honor Guard Handbook.

Height: _____ Weight: _____ Date of Birth: _____

Street Address: _____

City _____ State _____ Zip Code+4 _____

Phone Number: () _____

Applicant's Signature: _____

On (date): _____ Chapter (Name & No.): _____

Approved the application for the above applicant, for membership in the National Honor Guard and have verified the information above.

Chapter President: _____

(Or 1st Vice Pres. If Applicant is Chapter President)

Dates:

Appointed: _____ Applicant Notified: _____

Not Appointed: _____

Sergeant-at-Arms Notified: _____ Lieutenant Notified: _____

Notice to Channel: _____

Honor Guard Captain's Signature: _____

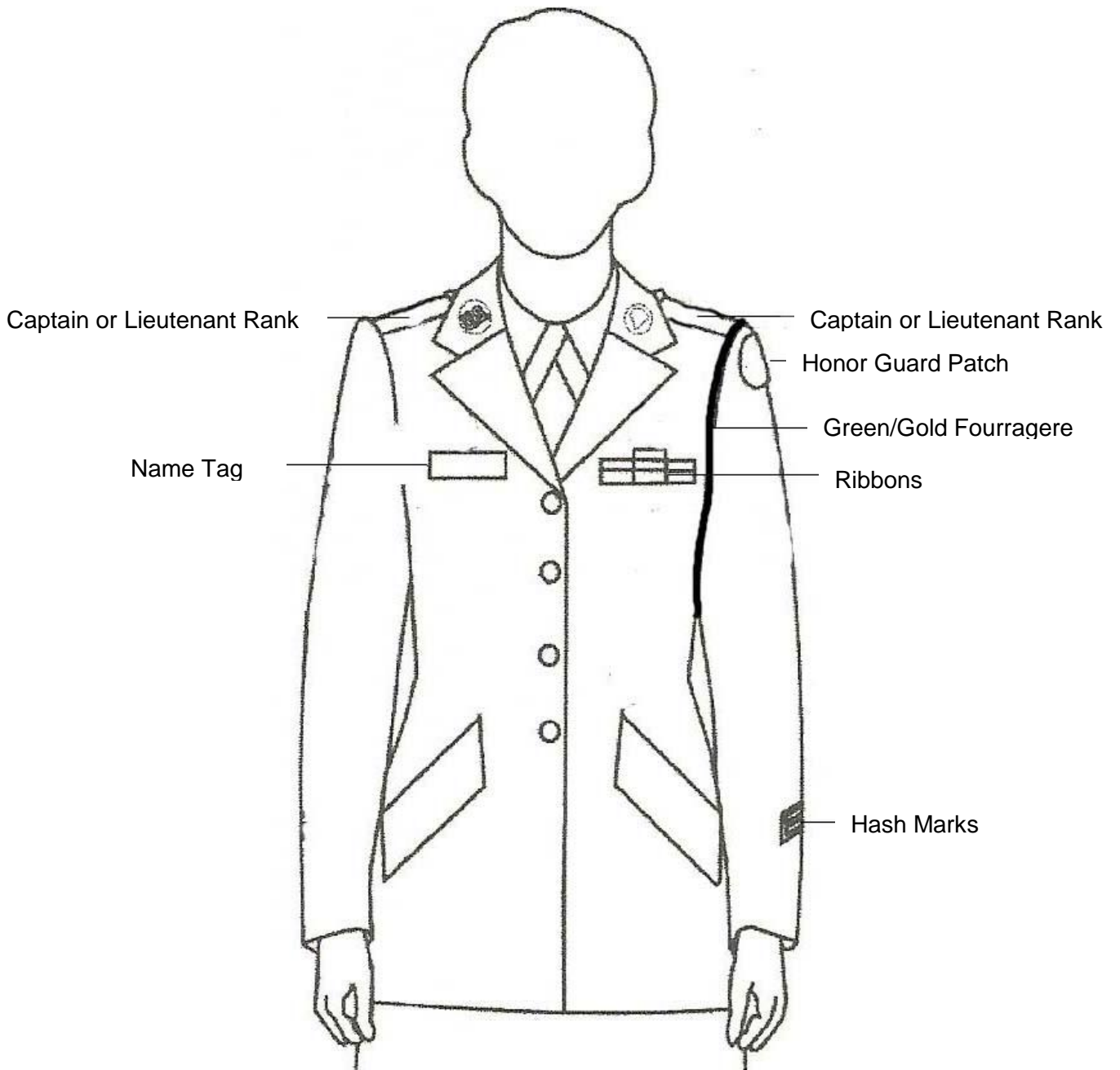
National President's Signature: _____

After signatures distribution for permanent files:

Sergeant-at-Arms Date original filed: _____

Captain of the Honor Guard Date second original: _____

APPENDIX B PLACEMENT OF ITEMS ON UNIFORM



APPENDIX C AWARDS AND DECORATIONS

Section 1 The information provided herein has been obtained from Army Regulation (AR) 672-5-1, Military Awards, 1 April 1984, as amended.

Section 2 Order of Precedence - Decorations, Medals and Ribbons:

a. U.S. Military Decorations: These are awarded in recognition of heroism, meritorious achievement or meritorious service. They are worn in this sequence and are placed left to right, top to bottom as listed below. Maximum three (3) to a row. If there is only one or two (2) in a row it (they) are centered either on the last row of three (3) ribbons or in the center of the right side of the jacket (reference Appendix B)

1. Medal of Honor
2. Distinguished Service Cross
3. Defense Distinguished Service Medal
4. Distinguished Service Medal
5. Silver Star
6. Defense Superior Service Medal
7. Legion of Merit
8. Distinguished Flying Cross
9. Soldier's Medal
10. Bronze Star
11. Purple Heart
12. Defense Meritorious Service Medal
13. Meritorious Service Medal
14. Air Medal
15. Joint Service Commendation Medal
16. Army Commendation Medal
17. Army Achievement Medal

b. Good Conduct Medal: Awarded for exemplary behavior, efficiency and fidelity in active Federal Military Service. Its order of precedence is immediately following the U.S. Military Decorations.

c. U.S. Service Medals and Service Ribbons: Denotes honorable performance of military duty within specified limits dates, unless otherwise indicated, and in specified geographical areas, unless otherwise specified. Their order of precedence follows the Good Conduct Medal and are worn in the sequence indicated below:

*TBA = To be announced

- | | |
|---|--|
| 1. World War I Victory Medal | 6 Apr 17 - 11 Nov 18 |
| 2. Army of Occupation of Germany | 12 Nov 18 - 11 Jul 23 |
| 3. American Defense Service Medal | 8 Sep 19 - 7 Dec 41 |
| 4. Women's Army Corps Service Medal:
(WAAC)
(WAC) | 20 Jul 42 - 31 Aug 43
1 Sep 43 - 2 Sep 45 |
| 5. American Campaign Medal | 7 Dec 41 - 2 Mar 46 |
| 6. Asiatic-Pacific Campaign Medal | 7 Dec 41 - 2 Mar 46 |
| 7. European-African Middle | |

	Eastern Campaign Medal	7 Dec 41 - 2 Mar 45
8.	World War II Victory Medal	7 Dec 41 - 2 Mar 46
9.	Army of Occupation Medal	Reference AR 672-5-1, Par 4-24
10.	Medal of Humane Action	26 Jun 49 - 30 Sep 49
11.	National Defense Service Medal	27 Jun 50 - 27 Jul 54 1 Jun 61 - 14 Aug 74
12.	Korean Service Medal	27 Jun 50 - 27 Jul 54
13.	Antarctica Service Medal	1 Jan 46 - TBA*
14.	Armed Forces Expeditionary Medal	Reference AR 672-5-1, Par 4-29
15.	Vietnam Service Medal	3 Jul 65 -28 Mar 73
16.	Humanitarian Service Medal	1 Apr 75 TBA*
17.	Armed Forces Reserve Medal	Reference AR 672-5-1, Par 4-31
18.	Army Reserve Components Achievement Medal	3 Mar 72 - TBA*
19.	NCO Professional Development Ribbon	1 Aug 81 - TBA*
20.	Army Service Ribbon	1 Aug 81 - TBA*
21.	Overseas Service Ribbon	1 Aug 81 - TBA*

d. Non U.S. Service Awards. Their order of precedence follows the U.S. Service Awards and are worn in the following sequence:

*TBA = To be announced

1.	United Nations Service Medal	27 Nov 51 - TBA*
2.	Philippine Defense Ribbon	8 Dec 41 - 15 Jun 42
3.	Philippine Liberation Ribbon	17 Oct 44 - 3 Sep 45
4.	Philippine Independence Ribbon	Reference AR 672-5-1, Par. 4-36
5.	United Nations Medal	Mar 64 - TBA*
6.	Republic of Vietnam Campaign Medal	1 Mar 61 - 28 Mar 73

Note: The dates indicated are the specified dates of the awards. The "To be announced" (TBA) means that a final date of the award period has not been established.

APPENDIX D REIMBURSEMENT FORM FOR MEALS AND REGISTRATION FEE

***WOMEN'S ARMY CORPS VETERANS' ASSOCIATION
Inter Organizational Memorandum***

FROM: (Applicant's name) _____ Date: _____

TO: National Treasurer

SUBJECT: Request for National Honor Guard Reimbursement for Annual National Convention Registration and Meals

Under the provision of Article IX Section 10e of the National Bylaws, the undersigned requests reimbursement for Annual National Convention social event meals, subject to limitations as specified in quoted article and section of the National Bylaws.

Under the provision of Article IX Section 10e of the National Bylaws the undersigned requests reimbursement for the convention registration fee in the amount of \$_____ and for a total of \$_____ for_____ meals.

I participated as a uniformed member of the National Honor Guard in the following events:

Friday, opening business session ceremonies for Company Party \$_____

Saturday, Pallas Athena Luncheon escort \$_____

Sunday, Memorial Service and/or President's Luncheon escort and/or closing ceremonies \$_____

SIGNATURE _____ DATE _____

MAILING ADDRESS _____

The National Bylaws specify that this information/request must be submitted to **THE NATIONAL TREASURER WITHIN 60 DAYS AFTER THE CLOSE OF THE ANNUAL NATIONAL CONVENTION** in order to receive reimbursement.

APPROVED: _____
Captain of the National Honor Guard

APPROVED: _____
National President

Request for Payment Non-Convention
Women's Army Corps Veterans Association
Inter Organizational Memorandum

FROM: Name: _____ Date: _____

TO: National President

SUBJECT: Request for Payment

Make check payable to: _____

Send to: _____

Reimbursement requested for the following items:

CHARGE TO POSTAGE, SUPPLIES, TRAVEL, ETC.	AMOUNT
---	--------

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

_____ TOTAL _____

Each item for which payment is requested must be accompanied by a valid receipt or invoice attached to this Request for Payment.

Requests for Payment shall be submitted no later than thirty (30) days after the authorized event in which you participated.

Requested by: _____

Approved by (Captain of the Honor Guard: _____

Approved by (National President: _____

Date Approved: _____

WOMEN'S ARMY CORPS NATIONAL HONOR GUARD
Standard Operating Procedures

Honor Guard Meeting: Thursday - 7:00 PM

- Please be aware of all events, times, and locations that you volunteer for practice is mandatory and you must be present one hour prior to the event.
- Two Honor Guard members will serve as Flag Bearers throughout the convention. They will be responsible for the flags and shall make sure they are in place at all appropriate events.
- All the Honor Guard members will present the Colors at the opening business meeting and retire the Colors at the President's Luncheon.
- Assignments to escort a National Officer or Past National President, and other dignitaries, or as a Door Guard are for the duration of the Convention.
- Assigned Escorts shall escort out going Officer from the rostrum to the PNP table and escort incoming Officers to the front for Installation.
- The Sergeant-at-Arms, Captain and one other Honor Guard member will be assigned to set out the Chapter and Officer placards prior to each business meeting.
- Two Honor Guard Members will be assigned as Door Guards for the business meetings. Door Guards are to report in full uniform one-half hour prior to all meetings.
- Four Honor Guard members will be assigned the Pallas Athene luncheon. Prior to the luncheon check on the following to make sure they are available and ready at the start of the luncheon:
 - Dry ice for the nectar
 - Fruit for the Ambrosia

Assignments will be:

- Ambrosia & Table Seating Director
- Nectar & Ballot Box Guard if a vote by ballot is required.
- Sword & Shield
- Light Control
- Captain & Lieutenant will hand out flowers at the Memorial Service. Assist the Chaplain as necessary. Prior to the Service make sure there is a candle on the table, lighter or matches and the flowers and wreath or vase are ready.
- All the Honor Guard members will be required as escorts at the President's luncheon.
 - Number expected:
 - Mothers
 - Past National Presidents
 - Chapter Presidents

WOMEN'S ARMY CORPS NATIONAL HONOR GUARD
Standard Operating Procedures

Event Schedule

Wed.	Executive Board Meeting	<u>7:00</u> PM	Room_____
Thurs.	Pre-Con. Board of Directors	<u>8:30</u> AM	Room_____
	Honor Guard Meeting	<u>7:00</u> PM	Room_____
Fri.	Workshop	_____AM	Room_____
	Opening Business Session	<u>8:00</u> PM	Room_____
	Company Party	_____PM	Room_____
Sat.	Business Session	<u>8:00</u> AM	Room_____
	Pallas Athene Luncheon	<u>12:00</u> PM	Room_____
Sun	Memorial Service	<u>7:00</u> AM	Room_____
	Business Session	<u>8:30</u> AM	Room_____
	President's Luncheon	<u>12:00</u> PM	Room_____

WOMEN'S ARMY CORPS NATIONAL HONOR GUARD
Standard Operating Procedures

Assignments

OFFICE	NATIONAL OFFICERS NAME	HONOR GUARD ESCORT
President:	_____	_____
First Vice President:	_____	_____
Second Vice President:	_____	_____
Recording Secretary:	_____	_____
Treasurer:	_____	_____
Corresponding Secretary:	_____	_____
Chaplain:	_____	_____
Sergeant-at-Arms:	_____	_____
Immediate National Past Pres:	_____	_____

PAST NATIONAL PRESIDENT'S NAME	HONOR GUARD ESCORT
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Flag Bearers: American _____ Organization _____

Placards: _____

Door Guards: _____

Shield: & Spear: : _____

Nectar & Ballot Box: : _____

Ambrosia & Table Seating Director: : _____

Control the Lights: _____

WOMEN'S ARMY CORPS NATIONAL HONOR GUARD
Standard Operating Procedures

Duties

Set up Tables:

- Place Chapter number and / or name on the delegate's tables.
- Check the number of registered delegates for each Chapter to determine the number of chairs required at each table.
- Place National Officer's placards on the head table. (See the Honor Guard Handbook for the correct seating order)
- Double check to make sure the numbers of Delegate chairs are correct prior to the start of each meeting.

Door Guards:

Allow only National Officers, Attendance takers, Standing Committee, and Delegates into the meeting room during check in. **(Ribbons: White, Yellow, and Blue if they are reporting in place of a delegate are allowed in during check in. Green, Pink, and Red are allowed in only after the others have been seated. Green, Pink and Red cannot sit with their Chapter but may sit at the back of the room.)**

THERE WILL BE SEPARATE DOORS FOR THE NATIONAL DELEGATES AND THE CHAPTER DELEGATES TO EXPEDITE CHECK IN.

Table Seating Director:

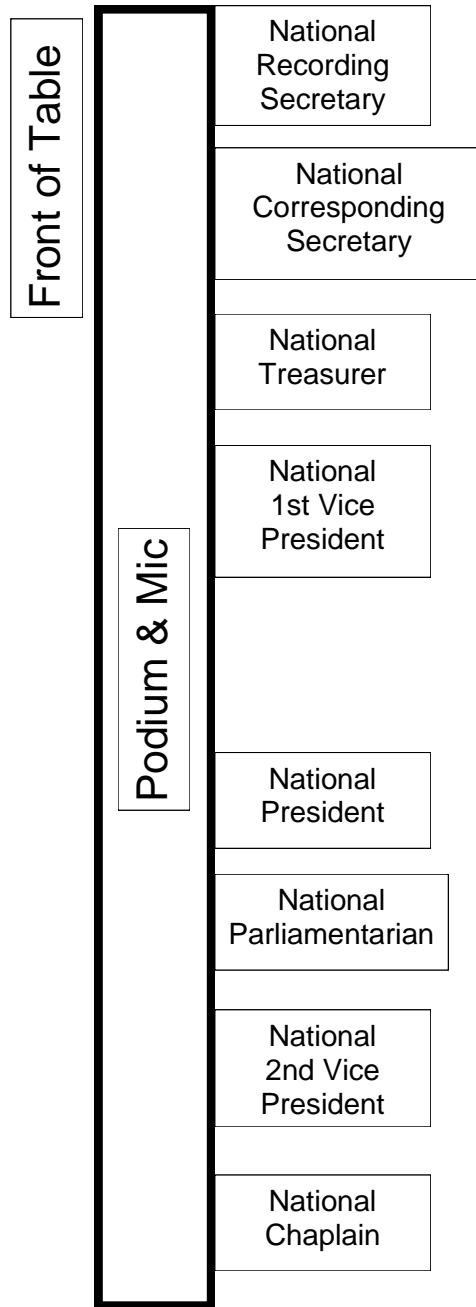
- Direct escorts to take all National Officers, Past Presidents, and Chapter Presidents, to their assigned tables

Installation:

- At the President's Luncheon all Honor Guard members will have to escort more than one person on this occasion.
- Direct Escorts to take outgoing Officers from head table to the PNP table, and escort incoming Officers to be installed.

WOMEN'S ARMY CORPS NATIONAL HONOR GUARD
Standard Operating Procedures

Head Table Seating for Business Meetings



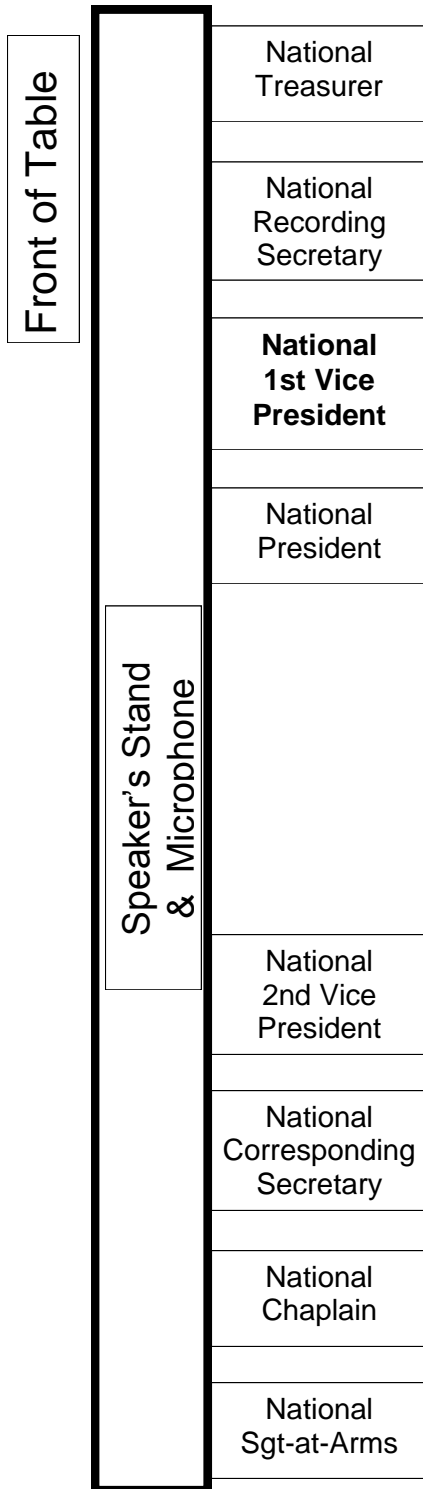
**National
Sergeant-at-Arms**

Seated in the back of the room close to a microphone

WOMEN'S ARMY CORPS NATIONAL HONOR GUARD
Standard Operating Procedures

Head Table Seating Guide for Meals

President's Luncheon



Pallas Athene Luncheon

