

**Women's Army Corps Veterans' Association - Army Women United
(WACVA-AWU)
National Honor Guard Handbook**

You belong to an incredibly special part of our National Association and as a National Honor Guard member you are tasked with the responsibility of performing all 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 ensure 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 maintaining the National Honor Guard at the most prestigious level possible.

This version of the National Honor Guard Handbook has been prepared by Captain of the Honor Guard Barbara Purifoy Seldon, National President Lorenza L. Wysong & Eldora M. Engebretson Past National President & member of the Honor Guard and under the administration of Lorenza L. Wysong, National President, Women's Army Corps Veterans' Association – Army Women United with the approval of the National Board of Directors.

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

Women's Army Corps Veterans' Association (WACVA)
Army Women United
National Honor Guard Handbook

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Article 1 - History

Section 1 The National Honor Guard was established in 1951 at the Women's Army Corps Veterans' Association (WACVA) National Annual Convention with twenty-two (22) members from various Chapters located close to the Nation's Capitol. This was done to ensure 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 National Convention the first Certificates of Appreciation for service in the National Honor Guard were awarded.
- b. During the 1972 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 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 The National Board of Directors is the Governing Body of the Honor Guard.

Section 2 Honor Guard Applicant shall provide a copy of their DD-214 to the Chapter President and the Captain of the Honor Guard. A Member at Large (MAL) shall present their application and DD-214 to the MAL Chair. Prior to sending a copy make sure to black out the social security number. The application can either be scanned and sent as an attachment or by USPS.

Section 3 National Honor Guard members will, when possible, participate in ceremonies within their own communities, in Washington, DC. or at the

National Convention. Consideration of time, travel, and personal expense (except for some of the expenses at the National Convention) as outlined in the National Bylaws, 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 Honor Guard or her representative), participating in Memorial Day and Veteran's Day activities at Arlington National Cemetery, may be reimbursed in accordance with the National Bylaws.
- b. Members of the National Honor Guard will be required to participate in Honor Guard Uniform in at least one of the following activities each fiscal year, (1 July - 30 June):

(1) Armed Forces Day	May
(2) Memorial Day Services	May
(Locally or at Arlington National Cemetery)	
(3) Flag Day	Jun
(4) Independence Day	Jul
(5) WACVA-AWU National Convention	Aug
(6) Veteran's Day (Locally or in Washington DC.)	Nov
(7) Funerals (Final Salute)	
- 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 Honor Guard Uniform, either locally or nationally.

Section 4 Members will be awarded a Certificate of 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 Honor Guard will determine, prior to the 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 the certificates at the National Convention. Certificates for members not in attendance at the 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 National Convention.

Section 5 Each member will be responsible for submitting to the Captain of the Honor Guard a concise summary of her participation in activities requiring the wearing of the Honor Guard Uniform. Reports are due 30 June of each year. The

reporting period will be 1 July through 30 June. If the Honor Guard member did not participate in any activities a report must still be submitted.

- 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 6 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. Members of the National Honor Guard may nominate Guard members for the positions of Captain and Lieutenant. Nominations may be verbal or in writing. The Sergeant-at-Arms must receive written nominations at least two weeks prior to the National Convention. Written 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 National Convention.

- a. Election of Captain & Lieutenant may take place at the National Convention if two-thirds (2/3rd) of the National Honor Guard members that are in attendance. Within ten days after the National Convention, if no election took place, the Sergeant-at-Arms compiles a ballot form which will be sent 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 ten (10) days of the date on the Ballot Form. Elected persons are those who receive the most votes.
- b. 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 7 The term of membership in the Honor Guard shall be until the Guard member retires, resigns, or is removed for cause. Members should consider the inability to hear commands, walk/march, stand for long periods or carry the flags to be a determining factor when to retire.

Section 8 The Captain of the National Honor Guard shall supervise Honor Guard activities and report to the National Board of Directors at the National Convention. She shall authorize any special appearances of the Honor Guard not covered in the general policies.

Section 9 In the event that more than forty-eight (48) members of the National Honor Guard participate in official convention ceremonies, the social event meal reimbursement factor shall be based on sixteen (16) participants, will receive reimbursement for three (3) meals. Sixteen (16) includes the Captain, Lieutenant, and two (2) Flag Bearers.

- a. Honor Guard members shall be reimbursed for meals at the Annual Conventions for participation in the following events:
 1. Friday Opening business session (reimbursement for Company Party)
 2. Saturday Pallas Athena Luncheon escort (reimbursement for Pallas Athene Luncheon)

3. Sunday Memorial Service and/or President's Luncheon escort (reimbursement for President's Luncheon)
- b. 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 at the Annual Convention or 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 statuses 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. She shall submit an annual report to the Captain of the National Honor Guard, not later than 30 June of each year, summarizing her participation in ceremonies during the fiscal year and who pays her WACVA-AWU membership dues on time as prescribed in the National Bylaws.
- b. An inactive member is 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) Resign if she is unable to meet the physical requirements.
 - 4) 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 WACVA-AWU. 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 WACVA-AWU 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 and meets the physical requirements.

- a. A chapter member must file her application through her local Chapter President. The Chapter President shall verify that the applicant meets all the qualifications. When signed by the Chapter President the application be forwarded to will 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 and a copy given to the National Sergeant-at-Arms.

- b. A Member-at-Large will file her application directly with the MAL Chair. The MAL Chair shall verify that the applicant meets all the qualifications. When signed by the MAL Chair 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 and National Sergeant-at-Arms.
- c. An application form can be found in the Honor Guard Handbook and on the website: www.armywomen.org/member/resources/forms.

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 WACVA-AWU
- e. A terminated member who pays her membership dues to the Association later 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 in the National Honor Guard.
- b. The member is allowed thirty (30) days to reply in writing to the Captain and the Chair of the Grievance Committee.
- c. One half of the National Executive Board upon receipt of the Grievance Committee Chair's response, or in the absence of a response, concurs with the National Executive Board 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. 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. Hear: Ability to hear commands.
- b. Walking: When escorting guests, a member is expected to keep pace with the person being escorted.
- c. Marching: A 26" military step is required for marching in parades and/or

other military type formations.

- d. 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.
- e. Lifting and Carrying: As a minimum, a member must be prepared to lift and carry the Colors (Flags) of the WACVA-AWU.

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 an inactive status rather than going into 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.

Article V - Duties

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

- a. Thursday evening the Captain shall hold a meeting of all the Honor Guard members present at convention including members not serving in uniform. She shall review procedures and make assignments. See Standard Operating Procedures page S-1.
- b. She shall maintain a roster of the National Honor Guard members and ensure 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.
- c. She shall be responsible for the conduct of the National Honor Guard. She shall issue all orders for formations and any other necessary orders.
- d. She shall designate a member of the National Honor Guard to act as her representative in her and the Lieutenant's absence.
- e. She shall send a 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.
- f. She shall present a National Honor Guard activity report at the National Convention.
- g. 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 National Convention.
- h. 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.
- i. She shall be responsible for maintaining the national flags (U.S. and WAC) at the National Convention. She will coordinate shipping the flags to Arlington for Memorial and Veterans' Day activities when necessary. She

will also coordinate shipping the flags to the National Convention when necessary. Any cost incurred for shipping the flags will be reimbursed by the National Treasurer after the proper request for reimbursement form and receipts have been submitted. Check with the hotel for flag stands, if the hotel does not have stands the Convention Chair is responsible for providing them.

- j. She shall be responsible for making hotel reservations for the National President, herself and two flag bearers, at a hotel near the National Cemetery for Memorial Day and Veterans' Day. She shall reserve and pay for three (3) room in the names of those attending. She will submit a Request for Reimbursement along with the receipts to the National Treasurer.
- k. Coordinate activities such as Memorial Day and Veterans' Day in Washington DC with Chapter 33.

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. In the event of the Captain's resignation or death, she shall become the Captain of the National Honor Guard for the unexpired term.
- b. She shall assist the Captain of the National Honor Guard as requested and act as her representative when requested.

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 wear and maintain her uniform in accordance with policy established by the Honor Guard Handbook.
- e. Shall provide annual reports to the Captain of the National Honor Guard.

Article VI - Uniform

Section 1 The National Honor Guard uniform will be the "civilian" uniform that has been designed for use by the National Honor Guard and will be worn in accordance with instructions outlined within this Handbook. Members will purchase the uniform (Jacket, slacks, blouse, shoes, hat, and neck tab) at their own expense. Reimbursement may be possible from their respective Chapter if their treasury warrants.

- a. Jacket: Hunter Green to be obtained online at blazerboutique.com. Make sure to read the terms and conditions. Items must be returned within thirty (30) days, and one is responsible for shipping costs to return items. Wearing of the jacket is optional in hot weather but then the blouse is to be worn just like the jacket with name tag, ribbons, patches, shoulder braid, etc.
- b. The buttons on the sleeves are to be removed. The buttons on the front of the jacket are to be replaced with military 7/8-inch gold eagle buttons and a 5/8-inch gold eagle button is to be placed at the top of the left shoulder at

the edge of the collar for the shoulder braid.

- c. Pants: Men's dress black slacks, straight leg, no slim style, or cuff.
- d. Shirts: white, woman's short sleeve and long sleeve over blouse with epaulet. They can be obtained at military clothing sales stores or by going online to buymyexchange.com.
- e. Black Garrison Cap: with yellow gold trim and lettering with "WACVA-AWU" on the left side of the cap and "NATIONAL HONOR GUARD" on the right side of the cap. A Pallas Athene pin is to be placed in the front right corner of the hat. The cap can be obtained from Keystone Hats. Call 1-215-821-3434. Ask for Brian Suston.
- f. Shoulder braid: is to be provided by National and to be worn on the left sleeve
- g. Shoes: black patent leather oxford (military style)
- h. Socks: black, must be at least calf high.
- i. Handbag: Black leather, polyurethane, or vinyl Handbag in a commercial design, untrimmed, clutch type, or shoulder bag. The shoulder bag may not be worn in such a manner that the strap is draped diagonally across the body.
- j. Gloves: black, leather, unisex, dress for cold weather wear and white Gloves for warm weather wear.
- k. Coat: black all weather: coat is six (6) button, double-breasted model with a belt, convertible collar that buttons at the neck, shoulder loops, and zip out liner. How Worn: Personnel may wear the all-weather coat with or without liner. They will wear the coat buttoned, except for the neck closure, which personnel may wear open or closed. If military coat is unavailable the London Fog equivalent may be worn.

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

- a. Name Tag: (furnished by National) worn on the right side of the jacket with authorized ribbons above the name tag. A Pallas Athene pin is to be worn centered above the name tag (or ribbons).
- b. Previously awarded Service Decorations/Ribbons on the left side of the jacket.
- c. If authorized, a "Retired Soldier for Life" badge is on the left front of the jacket or blouses at the waist.
- d. Earrings, spherical, not greater than 6 mm. in size, pearl, gold, silver or diamond; clip on, studs or screw back are permitted
- e. Nail color shall be of a neutral shade.

Section 3 Caps are always worn outdoors. When entering a building the caps are to be removed. Caps shall be worn while performing Honor Guard duties.

Proper wear position: The cap is worn straight on the head. Hair will not be visible below the front brim of the cap, and there should be 1/2 to 1 inch distance between the eyebrow and the brim of the cap. Hair will not extend below the edge of collar.

Section 4 Members are expected to maintain their uniform in an appropriate military manner (clean and well pressed). The uniform jacket, 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 and/or the National Sergeant-at-Arms deems unsatisfactory 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.

Section 5 The Captain of the National Honor Guard will be responsible for aiding and advising the members in obtaining the uniform.

- a. 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. Shoulder patch will be placed on the left sleeve one fourth (1/4) inch from the shoulder seam of the jacket as well as the blouses, or as close as it can be placed

Article VIII - 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 for practice. If a member does not show up for practice they will not be allowed to participate in that function. 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 Honor Guard will march in pairs up each side of the aisle. The first pair of 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 every other row of seats. 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 Captain will present the National President, who is escorted by the Sergeant-at-Arms. The Guard salute the National President and will hold their salute until the National President passes the front row of seats. The Captain will give an order to right or left face and Forward March. The 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 Honor Guard to reassemble, will then call for the Captain of the Honor Guard to "Present the Colors!" The Honor Guard marches in pairs, up each side of the center aisle, EXCEPT the Flag Bearers, who will carry the Colors. The Guards carrying the Colors advance side by side up the center aisle. Members of the 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 in front of the Women's Army

Corps Veterans' flag which is carried to the left of the platform. The Guard will automatically drop their salute when the sound of the flags has been posted

- c. The Honor Guard will turn to face the American Flag and 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 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 Honor Guard.

DO NOT SPEAK WHILE SALUTING.

Section 2 Pallas Athene Luncheon:

- a. The Captain will coordinate the escorting of the National Officers and Honored guests with the Mistress of Ceremony. 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 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.
- b. The Guard will escort the honored guests in first followed by the Past National Presidents in the order in which they served, Immediate Past President, and National Officers to the head table. As the first Guard comes to the head table, she holds the chair allowing the Officers to be seated. The Guards do not render a hand salute during this function.
- c. After the National President is seated, the Honor Guards reassemble at the back of the room so they can march to their designated table.
- d. The Captain will remind the Convention Chair that she will need to purchase dry Ice a day prior to the Pallas Athene Luncheon and work with the hotel to keep the dry ice cold.
- e. Presentation of the Pallas Athene/Minerva "MINNIE": At the time of the pre-luncheon meeting, the Captain will coordinate the activities for the presentation of "Minnie" with the Mistress of Ceremony. The Captain will make sure the Nectar and Ambrosia are ready and ascertain where they are to be placed during the ceremony.
- f. The Captain will designate four (4) members of the Honor Guard to assist "Minnie":

One (1) Guard will stand near the light switch and dim the lights once everyone is seated and prior to "Minnie's" walk thru the room. When "Minnie" begins her walk the lights are turned back up.

One (1) Guard will wait close to the head table to receive the shield and spear and leave them close to "Minnie".

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.

The ambrosia is made up of artificial and/or real grapes and other fruit on a stemmed plate. The nectar is made up of dry ice in a **NON-METAL AND NON-GLASS** goblet with water added to create steam. **BE AWARE THAT DRY ICE IS VERY DANGEROUS AND CAN CAUSE SEVERE BURNS.** This is done immediately before Athena walks thru the room.

One (1) Guard will carry the Nectar. One (1) Guard will carry the Ambrosia. Note: it is important the Captain have the Nectar, Ambrosia, and Dry Ice ready prior to the luncheon. After the guests and National Officers are seated "Minnie" will make her way to the head table, **UNESCORTED**.

Section 3 Memorial Service:

- a. The National Chaplain and the Captain will coordinate the Honor Guard's participation prior to the Memorial Service.
- b. **THE MEMORIAL SERVICE IS PERFORMED IN SILENCE BY THE HONOR GUARD.**
- c. The Honor Guard participation includes but is not limited to the presentation of The Colors. The National Chaplain is escorted by The Lieutenant of the Honor Guard and the National President is escorted by the Captain of the Honor Guard in prior to the presentation of The Colors.
- d. Facing the front of the room, the front row is reserved on the left for the Executive Board. The aisle seat on the left is reserved for the National President. Past National Presidents are seated on the right front row.
- e. 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 pair of Guards stops at every other row of seats. 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 the sound of the flag placement the Guard members will do a right or left face toward the front of the room and the Guard members will automatically move to their seats to the right or left of the flags as appropriate
- f. The Captain and Lieutenant assist by handing a flower to the person placing the flower into the vase. If no one is there to place the flower the Captain or Lieutenant will put the flower in the vase. At the end of the Memorial Service and after Taps have been played, the Colors are retired without a voice command. All the 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.
- g. 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 Honor Guard members may be taken; informally, but with dignity.
- h. The vase with the flowers is usually placed in front of the head table at the President's luncheon.

Section 4 Presidents Luncheon:

- a. Tables at the front of the room are reserved for WAC Mothers, Chapter

Presidents, Past National Presidents, Immediate Past National President, and Newly elected National Officers. Everyone scheduled for reserved seating should assemble near the dining room at least thirty (30) minutes prior to the luncheon. The Mistress of Ceremony 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) Immediate Past National President
- (5) Newly elected National Officers
- (6) Current National Officers in the following order:

Sergeant-at-Arms

Chaplain

Treasurer

Secretary

2nd Vice President

1st Vice President

National President

- b. The Captain of the Honor Guard will designate Honor Guard members to escort the dignitaries. The Captain will assign a Seating Director who will direct the Honor Guard escorts to the designated tables. Depending on the number of Honor Guard members available, the first Guard to go into the dining room may have to return to escort other dignitaries. 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 assemble at the back of the room and proceed to their designated seats in formation. (A hand salute is not rendered during this function.)
- c. Installation of National Officers: The National President will ask the Captain of the Honor Guard to escort the Installing Officer to the front of the Head Table. Once the Installing Officer is in place, the Lieutenant will escort any outgoing National Officers from the head table. The Captain will escort the newly elected National Officers to the front of the Head Table.

Section 5 Retiring the Colors:

- a. After the installation of new officers has been completed, they will sit at the Head Table. The New National President will ask the Captain of the Honor Guard to retire the Colors. The designated Color Bearers proceed to the flags. The remaining Honor Guard members will take a position on each side of the center aisle, face the center, 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 Honor Guard will give the following commands, "Order Arms, Right or Left Face, and Forward March!" The Colors and the

Honor Guard will proceed out of the room followed by the Captain and Lieutenant of Honor Guard.

Section 6 Reimbursement:

- a. Honor Guard members will be reimbursed for registration and meals at the National Convention in accordance with the National Bylaws. The Reimbursement Form can be found in Appendix B-1.

APPENDIX A

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:

APPENDIX A-1
AWARDS AND DECORATIONS

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*

b. 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"

APPENDIX B
REIMBURSEMENT FORM FOR MEALS AND REGISTRATION FEE
Women's Army Corps Veterans' Association - Army Women United
Inter Organizational Memorandum

FROM: (Name) _____ Date: _____
Printed

TO: Captain of the Honor Guard
National President

SUBJECT: Honor Guard Reimbursement

Under the provision of the National Bylaws, the undersigned requests reimbursement for National Convention registration fee and social event meals, subject to limitations as specified in the National Bylaws.

I participated as a uniformed member of the NHG in the following events:

_____ Friday, opening business session ceremonies (Company Party meal)
_____ Saturday, Pallas Athene Luncheon
_____ Sunday, Memorial Svc and/or President's Lunch and/or closing ceremonies

The undersigned requests reimbursement for:

Meals: Company Party \$ _____ PA Lunch \$ _____ President's Lunch \$ _____

Sub Total of Meals: \$ _____

Convention Registration Fee \$ _____

Totals Registration Fee & Meals \$ _____

SIGNATURE: _____ Date: _____

MAILING ADDRESS: _____

The National Bylaws specify that this request must be submitted to:

THE NATIONAL TREASURER WITHIN 60 DAYS AFTER THE CLOSE OF THE
NATIONAL CONVENTION in order to receive reimbursement.

APPROVED: _____ Date: _____

Captain of the National Honor Guard

APPROVED: _____ Date: _____

National President

Women's Army Corps Veterans' Association - Army Women United

**Request for Payment Non-Convention
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 Veterans' Association - Army Women United

National Honor Guard Standard Operating Procedures

Honor Guard Meeting: Thursday - 7:00 PM

- Be aware of all events, times, and locations that you volunteer for. Practice is mandatory and takes place one hour before the event. You must be present at the practice to participate in the event.
- Two (2) 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. Check with the hotel for flag stands, if the hotel does not have stands the Convention Chair must provide them.
- 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.
- 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 (2) 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 (4) 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 before 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.
- Spear & Shield
- Light Control
- The Captain & Lieutenant will hand out flowers at the Memorial Service
- Guard members will assist the Chaplain as necessary
- Prior to the Service make sure the Chaplain has provided three (3) candles on the table, lighter or matches and the flowers and a vase.
- All the Honor Guard members will be required as escorts at the President's luncheon. The Captain will get the number expected from the Mistress of Ceremonies:
 - Mothers
 - Past National Presidents
 - Chapter Presidents
 - National Officers
 - Have knowledge of who the Outgoing & Incoming Officers are.

Women's Army Corps Veterans' Association - Army Women United
Standard Operating Procedures

Event Schedule

Thurs.	0830 Hrs	Pre-Con. Board of Directors No duties except Flag Bearers Flags must be Posted prior to the meeting, posted not presented	Room _____
	1900 Hrs	Honor Guard Meeting Conducted by the Captain The Sergeant-at-Arms conducts the election for Captain & Lieutenant.	Room _____
Fri.	1200 Hrs	Opening Business Session Presentation of Colors	Room _____
Sat.	0830 Hrs	2 nd Business Session Flags must be Posted prior to the meeting Only Door Guards report	Room _____
Sat.	1200 Hrs	Pallas Athene Luncheon Flags must be Posted prior to the luncheon	Room _____
Sun.	0700 Hrs	Memorial Service Flags will be presented - President & Chaplain will be escorted by Captain & Lieutenant	Room _____
Sun.	1200 Hrs	President's Luncheon Flags must be Posted prior to the luncheon Colors will be retired at the President's command	Room _____
Sun.	After lunch	3 rd Business Session if necessary	Room _____

Women's Army Corps Veterans' Association - Army Women United

**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 _____ WACVA-AWU Flag: _____

Placards: _____

Sergeant-at-Arms: _____

Captain: _____

Honor Guard member _____

Door Guards (2) _____

Shield & Spear: _____

Ambrosia & Table Seating Director: _____

Nectar & Ballot Box Guard: _____

Control the Lights: _____

Women's Army Corps Veterans' Association - Army Women United

National Honor Guard Standard Operating Procedures

Duties

Set up Tables, Business Meetings:

- 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 Charts in 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

Door Guards:

Attendance takers stand at the door entrances along with the Door Guards. Allow only National Officers, Standing Committee, and Delegates into the meeting room during check in.

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

There are two entrances, one is for National (White Ribbons)
The other is for Delegates (Yellow and Blue Ribbons)

Ribbon Colors: White: National

Yellow: Delegate

Blue: Alternate - if they are reporting in place of a delegate

Green: Member

Pink: Mother

Red: Honorary

Green, Pink, and Red are allowed in only after the others have been seated. They cannot sit with their Chapter but may sit in the designated area.

Meal Table Seating Director:

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

Installation:

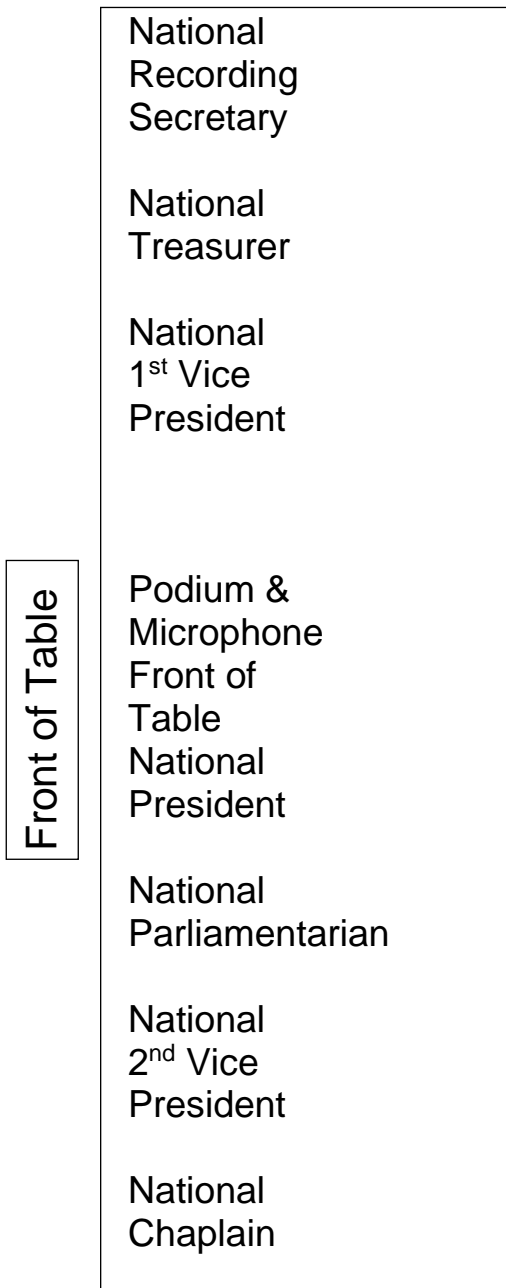
At the President's Luncheon all Honor Guard members will have to escort more than one person on this occasion.

The Captain will escort newly elected Officers to be installed to the front of the head table.

The will Lieutenant will take outgoing Officers from head table to unoccupied seats.

Women's Army Corps Veterans' Association - Army Women United
Standard Operating Procedures

Head Table Seating for Business Meetings



Women's Army Corps Veterans' Association National Honor Guard
Standard Operating Procedures

Head Table Seating Guide for Meals.

**Women's Army Corps Veterans' Association - Army Women United
(WACVA-AWU)
National Honor Guard Handbook**

You belong to an incredibly special part of our National Association and as a National Honor Guard member you are tasked with the responsibility of performing all 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 ensure 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 maintaining the National Honor Guard at the most prestigious level possible.

This version of the National Honor Guard Handbook has been prepared by Captain of the Honor Guard Barbara Purifoy Seldon, National President Lorenza L. Wysong & Eldora M. Engebretson Past National President & member of the Honor Guard and under the administration of Lorenza L. Wysong, National President, Women's Army Corps Veterans' Association – Army Women United with the approval of the National Board of Directors.

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

Women's Army Corps Veterans' Association (WACVA)
Army Women United
National Honor Guard Handbook

Revised 2005, 2010, 2021 & 2022

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Article 1 - History

Section 1 The National Honor Guard was established in 1951 at the Women's Army Corps Veterans' Association (WACVA) National Annual Convention with twenty-two (22) members from various Chapters located close to the Nation's Capitol. This was done to ensure representation of our Association at various ceremonies held in the District of Columbia.

- f. 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 National Convention the first Certificates of Appreciation for service in the National Honor Guard were awarded.
- g. During the 1972 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.
- h. 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.
- i. 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 National Convention shall be in accordance with Article IX, Section 10e of the National Bylaws." (Appendix D forms WACVAHGHNBK-1 this Handbook.)
- j. 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 The National Board of Directors is the Governing Body of the Honor Guard.

Section 2 Honor Guard Applicant shall provide a copy of their DD-214 to the Chapter President and the Captain of the Honor Guard. A Member at Large (MAL) shall present their application and DD-214 to the MAL Chair. Prior to sending a copy make sure to black out the social security number. The application can either be scanned and sent as an attachment or by USPS.

Section 3 National Honor Guard members will, when possible, participate in ceremonies within their own communities, in Washington, DC. or at the

National Convention. Consideration of time, travel, and personal expense (except for some of the expenses at the National Convention) as outlined in the National Bylaws, 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.

- d. Some expenses, for no more than three (3) National Honor Guard members (2 flag bearers and the Captain of the Honor Guard or her representative), participating in Memorial Day and Veteran's Day activities at Arlington National Cemetery, may be reimbursed in accordance with the National Bylaws.
- e. Members of the National Honor Guard will be required to participate in Honor Guard Uniform in at least one of the following activities each fiscal year, (1 July - 30 June):
 - (1) Armed Forces Day May
 - (2) Memorial Day Services May
(Locally or at Arlington National Cemetery)
 - (3) Flag Day Jun
 - (4) Independence Day Jul
 - (5) WACVA-AWU National Convention Aug
 - (6) Veteran's Day (Locally or in Washington DC.) Nov
 - (7) Funerals (Final Salute)
- f. 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 Honor Guard Uniform, either locally or nationally.

Section 4 Members will be awarded a Certificate of Active Service after meeting the following requirements:

- e. For every five (5) years of active service (years need not be consecutive).
- f. Additional awards will reflect the members total number of years of active service in five-year increments, (i.e., 5, 10, 15, years, etc.)
- g. 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
- h. The Captain of the Honor Guard will determine, prior to the 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 the certificates at the National Convention. Certificates for members not in attendance at the 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 National Convention.

Section 5 Each member will be responsible for submitting to the Captain of the Honor Guard a concise summary of her participation in activities requiring the wearing of the Honor Guard Uniform. Reports are due 30 June of each year. The

reporting period will be 1 July through 30 June. If the Honor Guard member did not participate in any activities a report must still be submitted.

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

Section 6 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. Members of the National Honor Guard may nominate Guard members for the positions of Captain and Lieutenant. Nominations may be verbal or in writing. The Sergeant-at-Arms must receive written nominations at least two weeks prior to the National Convention. Written 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 National Convention.

- c. Election of Captain & Lieutenant may take place at the National Convention if two-thirds (2/3rd) of the National Honor Guard members that are in attendance. Within ten days after the National Convention, if no election took place, the Sergeant-at-Arms compiles a ballot form which will be sent 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 ten (10) days of the date on the Ballot Form. Elected persons are those who receive the most votes.
- d. 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 7 The term of membership in the Honor Guard shall be until the Guard member retires, resigns, or is removed for cause. Members should consider the inability to hear commands, walk/march, stand for long periods or carry the flags to be a determining factor when to retire.

Section 8 The Captain of the National Honor Guard shall supervise Honor Guard activities and report to the National Board of Directors at the National Convention. She shall authorize any special appearances of the Honor Guard not covered in the general policies.

Section 9 In the event that more than forty-eight (48) members of the National Honor Guard participate in official convention ceremonies, the social event meal reimbursement factor shall be based on sixteen (16) participants, will receive reimbursement for three (3) meals. Sixteen (16) includes the Captain, Lieutenant, and two (2) Flag Bearers.

- b. Honor Guard members shall be reimbursed for meals at the Annual Conventions for participation in the following events:
 - 4. Friday Opening business session (reimbursement for Company Party)
 - 5. Saturday Pallas Athena Luncheon escort (reimbursement for Pallas Athene Luncheon)

6. Sunday Memorial Service and/or President's Luncheon escort (reimbursement for President's Luncheon)
- b. 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 at the Annual Convention or 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 statuses of membership providing the member meets the requirements.

- d. 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. She shall submit an annual report to the Captain of the National Honor Guard, not later than 30 June of each year, summarizing her participation in ceremonies during the fiscal year and who pays her WACVA-AWU membership dues on time as prescribed in the National Bylaws.
- e. An inactive member is 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) Resign if she is unable to meet the physical requirements.
 - 4) 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.
- f. 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 WACVA-AWU. 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 WACVA-AWU 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 and meets the physical requirements.

- d. A chapter member must file her application through her local Chapter President. The Chapter President shall verify that the applicant meets all the qualifications. When signed by the Chapter President the application be forwarded to will 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 and a copy given to the National Sergeant-at-Arms.

- e. A Member-at-Large will file her application directly with the MAL Chair. The MAL Chair shall verify that the applicant meets all the qualifications. When signed by the MAL Chair 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 and National Sergeant-at-Arms.
- f. An application form can be found in the Honor Guard Handbook and on the website: www.armywomen.org/member/resources/forms.

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:

- f. Non-participation
- g. Inability to meet the physical requirements
- h. Failure to maintain standards in dress and/or conduct
- i. Failure to renew membership in the WACVA-AWU
- j. A terminated member who pays her membership dues to the Association later 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:

- d. The member has received written notice, setting forth the specific reason for recommending revocation of her membership in the National Honor Guard.
- e. The member is allowed thirty (30) days to reply in writing to the Captain and the Chair of the Grievance Committee.
- f. One half of the National Executive Board upon receipt of the Grievance Committee Chair's response, or in the absence of a response, concurs with the National Executive Board 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. 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:

- f. Hear: Ability to hear commands.
- g. Walking: When escorting guests, a member is expected to keep pace with the person being escorted.
- h. Marching: A 26" military step is required for marching in parades and/or

other military type formations.

- i. 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.
- j. Lifting and Carrying: As a minimum, a member must be prepared to lift and carry the Colors (Flags) of the WACVA-AWU.

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 an inactive status rather than going into 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.

Article V - Duties

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

- l. Thursday evening the Captain shall hold a meeting of all the Honor Guard members present at convention including members not serving in uniform. She shall review procedures and make assignments. See Standard Operating Procedures page S-1.
- m. She shall maintain a roster of the National Honor Guard members and ensure 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.
- n. She shall be responsible for the conduct of the National Honor Guard. She shall issue all orders for formations and any other necessary orders.
- o. She shall designate a member of the National Honor Guard to act as her representative in her and the Lieutenant's absence.
- p. She shall send a 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.
- q. She shall present a National Honor Guard activity report at the National Convention.
- r. 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 National Convention.
- s. 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.
- t. She shall be responsible for maintaining the national flags (U.S. and WAC) at the National Convention. She will coordinate shipping the flags to Arlington for Memorial and Veterans' Day activities when necessary. She

will also coordinate shipping the flags to the National Convention when necessary. Any cost incurred for shipping the flags will be reimbursed by the National Treasurer after the proper request for reimbursement form and receipts have been submitted. Check with the hotel for flag stands, if the hotel does not have stands the Convention Chair is responsible for providing them.

- u. She shall be responsible for making hotel reservations for the National President, herself and two flag bearers, at a hotel near the National Cemetery for Memorial Day and Veterans' Day. She shall reserve and pay for three (3) room in the names of those attending. She will submit a Request for Reimbursement along with the receipts to the National Treasurer.
- v. Coordinate activities such as Memorial Day and Veterans' Day in Washington DC with Chapter 33.

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

- c. She shall perform the duties of the Captain in her absence. In the event of the Captain's resignation or death, she shall become the Captain of the National Honor Guard for the unexpired term.
- d. She shall assist the Captain of the National Honor Guard as requested and act as her representative when requested.

Section 3 Members of the National Honor Guard:

- f. Shall respond to notification of assembly.
- g. Shall obey all orders given from either the Captain or the Lieutenant of the National Honor Guard or a member designated by the Captain.
- h. Shall, unless otherwise designated by the Captain, give no orders to any of the other members.
- i. Shall wear and maintain her uniform in accordance with policy established by the Honor Guard Handbook.
- j. Shall provide annual reports to the Captain of the National Honor Guard.

Article VI - Uniform

Section 1 The National Honor Guard uniform will be the "civilian" uniform that has been designed for use by the National Honor Guard and will be worn in accordance with instructions outlined within this Handbook. Members will purchase the uniform (Jacket, slacks, blouse, shoes, hat, and neck tab) at their own expense. Reimbursement may be possible from their respective Chapter if their treasury warrants.

- l. Jacket: Hunter Green to be obtained online at blazerboutique.com. Make sure to read the terms and conditions. Items must be returned within thirty (30) days, and one is responsible for shipping costs to return items. Wearing of the jacket is optional in hot weather but then the blouse is to be worn just like the jacket with name tag, ribbons, patches, shoulder braid, etc.
- m. The buttons on the sleeves are to be removed. The buttons on the front of the jacket are to be replaced with military 7/8-inch gold eagle buttons and a 5/8-inch gold eagle button is to be placed at the top of the left shoulder at

the edge of the collar for the shoulder braid.

- n. Pants: Men's dress black slacks, straight leg, no slim style, or cuff.
- o. Shirts: white, woman's short sleeve and long sleeve over blouse with epaulet. They can be obtained at military clothing sales stores or by going online to buymyexchange.com.
- p. Black Garrison Cap: with yellow gold trim and lettering with "WACVA-AWU" on the left side of the cap and "NATIONAL HONOR GUARD" on the right side of the cap. A Pallas Athene pin is to be placed in the front right corner of the hat. The cap can be obtained from Keystone Hats. Call 1-215-821-3434. Ask for Brian Suston.
- q. Shoulder braid: is to be provided by National and to be worn on the left sleeve
- r. Shoes: black patent leather oxford (military style)
- s. Socks: black, must be at least calf high.
- t. Handbag: Black leather, polyurethane, or vinyl Handbag in a commercial design, untrimmed, clutch type, or shoulder bag. The shoulder bag may not be worn in such a manner that the strap is draped diagonally across the body.
- u. Gloves: black, leather, unisex, dress for cold weather wear and white Gloves for warm weather wear.
- v. Coat: black all weather: coat is six (6) button, double-breasted model with a belt, convertible collar that buttons at the neck, shoulder loops, and zip out liner. How Worn: Personnel may wear the all-weather coat with or without liner. They will wear the coat buttoned, except for the neck closure, which personnel may wear open or closed. If military coat is unavailable the London Fog equivalent may be worn.

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

- f. Name Tag: (furnished by National) worn on the right side of the jacket with authorized ribbons above the name tag. A Pallas Athene pin is to be worn centered above the name tag (or ribbons).
- g. Previously awarded Service Decorations/Ribbons on the left side of the jacket.
- h. If authorized, a "Retired Soldier for Life" badge is on the left front of the jacket or blouses at the waist.
- i. Earrings, spherical, not greater than 6 mm. in size, pearl, gold, silver or diamond; clip on, studs or screw back are permitted
- j. Nail color shall be of a neutral shade.

Section 3 Caps are always worn outdoors. When entering a building the caps are to be removed. Caps shall be worn while performing Honor Guard duties.

Proper wear position: The cap is worn straight on the head. Hair will not be visible below the front brim of the cap, and there should be 1/2 to 1 inch distance between the eyebrow and the brim of the cap. Hair will not extend below the edge of collar.

Section 4 Members are expected to maintain their uniform in an appropriate military manner (clean and well pressed). The uniform jacket, 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 and/or the National Sergeant-at-Arms deems unsatisfactory 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.

Section 5 The Captain of the National Honor Guard will be responsible for aiding and advising the members in obtaining the uniform.

- a. The National Honor Guard member is responsible for appropriate wear of the uniform:
 4. Jacket sleeve length will be just below the wrist bone
 5. Slack length will be at the top edge of the heel of the oxfords
 6. Shoulder patch will be placed on the left sleeve one fourth (1/4) inch from the shoulder seam of the jacket as well as the blouses, or as close as it can be placed

Article VIII - National Convention Procedures

Section 1 Opening Session:

- d. 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 for practice. If a member does not show up for practice they will not be allowed to participate in that function. 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 Honor Guard will march in pairs up each side of the aisle. The first pair of 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 every other row of seats. 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 Captain will present the National President, who is escorted by the Sergeant-at-Arms. The Guard salute the National President and will hold their salute until the National President passes the front row of seats. The Captain will give an order to right or left face and Forward March. The 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.
- e. Presentation of the Colors: The National President, allowing time for the Honor Guard to reassemble, will then call for the Captain of the Honor Guard to "Present the Colors!" The Honor Guard marches in pairs, up each side of the center aisle, EXCEPT the Flag Bearers, who will carry the Colors. The Guards carrying the Colors advance side by side up the center aisle. Members of the 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 in front of the Women's Army

Corps Veterans' flag which is carried to the left of the platform. The Guard will automatically drop their salute when the sound of the flags has been posted

- f. The Honor Guard will turn to face the American Flag and 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 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 Honor Guard.

DO NOT SPEAK WHILE SALUTING.

Section 2 Pallas Athene Luncheon:

- g. The Captain will coordinate the escorting of the National Officers and Honored guests with the Mistress of Ceremony. 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 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.
- h. The Guard will escort the honored guests in first followed by the Past National Presidents in the order in which they served, Immediate Past President, and National Officers to the head table. As the first Guard comes to the head table, she holds the chair allowing the Officers to be seated. The Guards do not render a hand salute during this function.
- i. After the National President is seated, the Honor Guards reassemble at the back of the room so they can march to their designated table.
- j. The Captain will remind the Convention Chair that she will need to purchase dry Ice a day prior to the Pallas Athene Luncheon and work with the hotel to keep the dry ice cold.
- k. Presentation of the Pallas Athene/Minerva "MINNIE": At the time of the pre-luncheon meeting, the Captain will coordinate the activities for the presentation of "Minnie" with the Mistress of Ceremony. The Captain will make sure the Nectar and Ambrosia are ready and ascertain where they are to be placed during the ceremony.
- l. The Captain will designate four (4) members of the Honor Guard to assist "Minnie":

One (1) Guard will stand near the light switch and dim the lights once everyone is seated and prior to "Minnie's" walk thru the room. When "Minnie" begins her walk the lights are turned back up.

One (1) Guard will wait close to the head table to receive the shield and spear and leave them close to "Minnie".

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.

The ambrosia is made up of artificial and/or real grapes and other fruit on a stemmed plate. The nectar is made up of dry ice in a **NON-METAL AND NON-GLASS** goblet with water added to create steam. **BE AWARE THAT DRY ICE IS VERY DANGEROUS AND CAN CAUSE SEVERE BURNS.** This is done immediately before Athena walks thru the room.

One (1) Guard will carry the Nectar. One (1) Guard will carry the Ambrosia. Note: it is important the Captain have the Nectar, Ambrosia, and Dry Ice ready prior to the luncheon. After the guests and National Officers are seated "Minnie" will make her way to the head table, **UNESCORTED**.

Section 3 Memorial Service:

- i. The National Chaplain and the Captain will coordinate the Honor Guard's participation prior to the Memorial Service.
- j. **THE MEMORIAL SERVICE IS PERFORMED IN SILENCE BY THE HONOR GUARD.**
- k. The Honor Guard participation includes but is not limited to the presentation of The Colors. The National Chaplain is escorted by The Lieutenant of the Honor Guard and the National President is escorted by the Captain of the Honor Guard in prior to the presentation of The Colors.
- l. Facing the front of the room, the front row is reserved on the left for the Executive Board. The aisle seat on the left is reserved for the National President. Past National Presidents are seated on the right front row.
- m. 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 pair of Guards stops at every other row of seats. 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 the sound of the flag placement the Guard members will do a right or left face toward the front of the room and the Guard members will automatically move to their seats to the right or left of the flags as appropriate
- n. The Captain and Lieutenant assist by handing a flower to the person placing the flower into the vase. If no one is there to place the flower the Captain or Lieutenant will put the flower in the vase. At the end of the Memorial Service and after Taps have been played, the Colors are retired without a voice command. All the 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.
- o. 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 Honor Guard members may be taken; informally, but with dignity.
- p. The vase with the flowers is usually placed in front of the head table at the President's luncheon.

Section 4 Presidents Luncheon:

- d. Tables at the front of the room are reserved for WAC Mothers, Chapter

Presidents, Past National Presidents, Immediate Past National President, and Newly elected National Officers. Everyone scheduled for reserved seating should assemble near the dining room at least thirty (30) minutes prior to the luncheon. The Mistress of Ceremony 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) Immediate Past National President
- (5) Newly elected National Officers
- (6) Current National Officers in the following order:

Sergeant-at-Arms

Chaplain

Treasurer

Secretary

2nd Vice President

1st Vice President

National President

- e. The Captain of the Honor Guard will designate Honor Guard members to escort the dignitaries. The Captain will assign a Seating Director who will direct the Honor Guard escorts to the designated tables. Depending on the number of Honor Guard members available, the first Guard to go into the dining room may have to return to escort other dignitaries. 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 assemble at the back of the room and proceed to their designated seats in formation. (A hand salute is not rendered during this function.)
- f. Installation of National Officers: The National President will ask the Captain of the Honor Guard to escort the Installing Officer to the front of the Head Table. Once the Installing Officer is in place, the Lieutenant will escort any outgoing National Officers from the head table. The Captain will escort the newly elected National Officers to the front of the Head Table.

Section 5 Retiring the Colors:

- a. After the installation of new officers has been completed, they will sit at the Head Table. The New National President will ask the Captain of the Honor Guard to retire the Colors. The designated Color Bearers proceed to the flags. The remaining Honor Guard members will take a position on each side of the center aisle, face the center, 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 Honor Guard will give the following commands, "Order Arms, Right or Left Face, and Forward March!" The Colors and the

Honor Guard will proceed out of the room followed by the Captain and Lieutenant of Honor Guard.

Section 6 Reimbursement:

- a. Honor Guard members will be reimbursed for registration and meals at the National Convention in accordance with the National Bylaws. The Reimbursement Form can be found in Appendix B-1.

APPENDIX A

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:

- d. **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
- e. **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.
- f. **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:

APPENDIX A-1
AWARDS AND DECORATIONS

7.	World War I Victory Medal	6 Apr 17 - 11 Nov 18
8.	Army of Occupation of Germany	12 Nov 18 - 11 Jul 23
9.	American Defense Service Medal	8 Sep 19 - 7 Dec 41
10.	Women's Army Corps Service Medal: (WAAC) (WAC)	20 Jul 42 - 31 Aug 43 1 Sep 43 - 2 Sep 45
11.	American Campaign Medal	7 Dec 41 - 2 Mar 46
12.	Asiatic-Pacific Campaign Medal	7 Dec 41 - 2 Mar 46
13.	European-African Middle Eastern Campaign Medal	7 Dec 41 - 2 Mar 45
14.	World War II Victory Medal	7 Dec 41 - 2 Mar 46
15.	Army of Occupation Medal	Reference AR 672-5-1, Par 4-24
16.	Medal of Humane Action	26 Jun 49 - 30 Sep 49
17.	National Defense Service Medal	27 Jun 50 - 27 Jul 54 1 Jun 61 - 14 Aug 74
18.	Korean Service Medal	27 Jun 50 - 27 Jul 54
19.	Antarctica Service Medal	1 Jan 46 - TBA*
20.	Armed Forces Expeditionary Medal	Reference AR 672-5-1, Par 4-29
21.	Vietnam Service Medal	3 Jul 65 -28 Mar 73
22.	Humanitarian Service Medal	1 Apr 75 TBA*
23.	Armed Forces Reserve Medal	Reference AR 672-5-1, Par 4-31
24.	Army Reserve Components Achievement Medal	3 Mar 72 - TBA*
25.	NCO Professional Development Ribbon	1 Aug 81 - TBA*
26.	Army Service Ribbon	1 Aug 81 - TBA*
27.	Overseas Service Ribbon	1 Aug 81 - TBA*

c. 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"

APPENDIX B
REIMBURSEMENT FORM FOR MEALS AND REGISTRATION FEE
Women's Army Corps Veterans' Association - Army Women United
Inter Organizational Memorandum

FROM: (Name) _____ Date: _____
Printed

TO: Captain of the Honor Guard
National President

SUBJECT: Honor Guard Reimbursement

Under the provision of the National Bylaws, the undersigned requests reimbursement for National Convention registration fee and social event meals, subject to limitations as specified in the National Bylaws.

I participated as a uniformed member of the NHG in the following events:

_____ Friday, opening business session ceremonies (Company Party meal)
_____ Saturday, Pallas Athene Luncheon
_____ Sunday, Memorial Svc and/or President's Lunch and/or closing ceremonies

The undersigned requests reimbursement for:

Meals: Company Party \$ _____ PA Lunch \$ _____ President's Lunch \$ _____

Sub Total of Meals: \$ _____

Convention Registration Fee \$ _____

Totals Registration Fee & Meals \$ _____

SIGNATURE: _____ Date: _____

MAILING ADDRESS: _____

The National Bylaws specify that this request must be submitted to:

THE NATIONAL TREASURER WITHIN 60 DAYS AFTER THE CLOSE OF THE NATIONAL CONVENTION in order to receive reimbursement.

APPROVED: _____ Date: _____

Captain of the National Honor Guard

APPROVED: _____ Date: _____

National President

Women's Army Corps Veterans' Association - Army Women United

**Request for Payment Non-Convention
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 Veterans' Association - Army Women United

National Honor Guard Standard Operating Procedures

Honor Guard Meeting: Thursday - 7:00 PM

- Be aware of all events, times, and locations that you volunteer for. Practice is mandatory and takes place one hour before the event. You must be present at the practice to participate in the event.
- Two (2) 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. Check with the hotel for flag stands, if the hotel does not have stands the Convention Chair must provide them.
- 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.
- 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 (2) 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 (4) 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 before 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.
- Spear & Shield
- Light Control
- The Captain & Lieutenant will hand out flowers at the Memorial Service
- Guard members will assist the Chaplain as necessary
- Prior to the Service make sure the Chaplain has provided three (3) candles on the table, lighter or matches and the flowers and a vase.
- All the Honor Guard members will be required as escorts at the President's luncheon. The Captain will get the number expected from the Mistress of Ceremonies:
 - Mothers
 - Past National Presidents
 - Chapter Presidents
 - National Officers
 - Have knowledge of who the Outgoing & Incoming Officers are.

Women's Army Corps Veterans' Association - Army Women United
Standard Operating Procedures

Event Schedule

Thurs.	0830 Hrs	Pre-Con. Board of Directors No duties except Flag Bearers Flags must be Posted prior to the meeting, posted not presented	Room _____
	1900 Hrs	Honor Guard Meeting Conducted by the Captain The Sergeant-at-Arms conducts the election for Captain & Lieutenant.	Room _____
Fri.	1200 Hrs	Opening Business Session Presentation of Colors	Room _____
Sat.	0830 Hrs	2 nd Business Session Flags must be Posted prior to the meeting Only Door Guards report	Room _____
Sat.	1200 Hrs	Pallas Athene Luncheon Flags must be Posted prior to the luncheon	Room _____
Sun.	0700 Hrs	Memorial Service Flags will be presented - President & Chaplain will be escorted by Captain & Lieutenant	Room _____
Sun.	1200 Hrs	President's Luncheon Flags must be Posted prior to the luncheon Colors will be retired at the President's command	Room _____
Sun.	After lunch	3 rd Business Session if necessary	Room _____

Women's Army Corps Veterans' Association - Army Women United

**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 _____ WACVA-AWU Flag: _____

Placards: _____

Sergeant-at-Arms: _____

Captain: _____

Honor Guard member _____

Door Guards (2) _____

Shield & Spear: _____

Ambrosia & Table Seating Director: _____

Nectar & Ballot Box Guard: _____

Control the Lights: _____

Women's Army Corps Veterans' Association - Army Women United

National Honor Guard Standard Operating Procedures

Duties

Set up Tables, Business Meetings:

- 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 Charts in 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

Door Guards:

Attendance takers stand at the door entrances along with the Door Guards. Allow only National Officers, Standing Committee, and Delegates into the meeting room during check in.

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

There are two entrances, one is for National (White Ribbons)
The other is for Delegates (Yellow and Blue Ribbons)

Ribbon Colors: White: National

Yellow: Delegate

Blue: Alternate - if they are reporting in place of a delegate

Green: Member

Pink: Mother

Red: Honorary

Green, Pink, and Red are allowed in only after the others have been seated. They cannot sit with their Chapter but may sit in the designated area.

Meal Table Seating Director:

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

Installation:

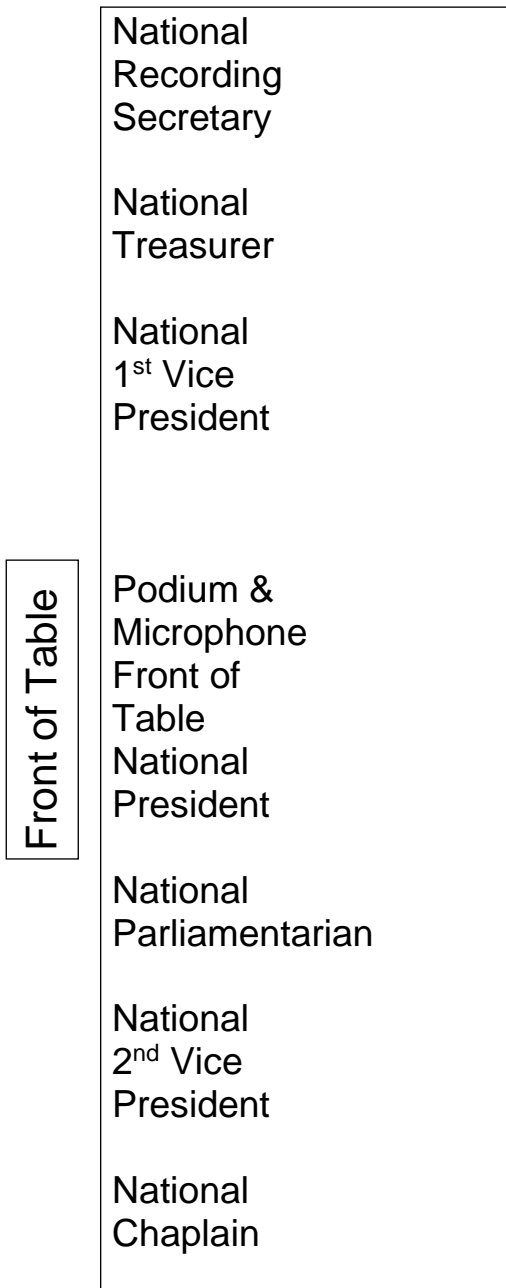
At the President's Luncheon all Honor Guard members will have to escort more than one person on this occasion.

The Captain will escort newly elected Officers to be installed to the front of the head table.

The will Lieutenant will take outgoing Officers from head table to unoccupied seats.

Women's Army Corps Veterans' Association - Army Women United
Standard Operating Procedures

Head Table Seating for Business Meetings



Women's Army Corps Veterans' Association - Army Women United
Standard Operating Procedures

Head Table Seating for Pallas Athene Luncheon

Front of Table	National Recording Secretary
	National Treasurer
	National 1 st Vice President
	Podium & Microphone Front of Table National President
	National Parliamentarian
	National 2 nd Vice President
	National Chaplain

**Women's Army Corps Veterans' Association - Army Women United
(WACVA-AWU)
National Honor Guard Handbook**

You belong to an incredibly special part of our National Association and as a National Honor Guard member you are tasked with the responsibility of performing all 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 ensure 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 maintaining the National Honor Guard at the most prestigious level possible.

This version of the National Honor Guard Handbook has been prepared by Captain of the Honor Guard Barbara Purifoy Seldon, National President Lorenza L. Wysong & Eldora M. Engebretson Past National President & member of the Honor Guard and under the administration of Lorenza L. Wysong, National President, Women's Army Corps Veterans' Association – Army Women United with the approval of the National Board of Directors.

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

Women's Army Corps Veterans' Association (WACVA)
Army Women United
National Honor Guard Handbook

Revised 2005, 2010, 2021 & 2022

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Article 1 - History

Section 1 The National Honor Guard was established in 1951 at the Women's Army Corps Veterans' Association (WACVA) National Annual Convention with twenty-two (22) members from various Chapters located close to the Nation's Capitol. This was done to ensure representation of our Association at various ceremonies held in the District of Columbia.

- k. 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 National Convention the first Certificates of Appreciation for service in the National Honor Guard were awarded.
- l. During the 1972 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.
- m. 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.
- n. 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 National Convention shall be in accordance with Article IX, Section 10e of the National Bylaws." (Appendix D forms WACVAHGHNBK-1 this Handbook.)
- o. 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 The National Board of Directors is the Governing Body of the Honor Guard.

Section 2 Honor Guard Applicant shall provide a copy of their DD-214 to the Chapter President and the Captain of the Honor Guard. A Member at Large (MAL) shall present their application and DD-214 to the MAL Chair. Prior to sending a copy make sure to black out the social security number. The application can either be scanned and sent as an attachment or by USPS.

Section 3 National Honor Guard members will, when possible, participate in ceremonies within their own communities, in Washington, DC. or at the

National Convention. Consideration of time, travel, and personal expense (except for some of the expenses at the National Convention) as outlined in the National Bylaws, 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.

- g. Some expenses, for no more than three (3) National Honor Guard members (2 flag bearers and the Captain of the Honor Guard or her representative), participating in Memorial Day and Veteran's Day activities at Arlington National Cemetery, may be reimbursed in accordance with the National Bylaws.
- h. Members of the National Honor Guard will be required to participate in Honor Guard Uniform in at least one of the following activities each fiscal year, (1 July - 30 June):

(1) Armed Forces Day	May
(2) Memorial Day Services	May
(Locally or at Arlington National Cemetery)	
(3) Flag Day	Jun
(4) Independence Day	Jul
(5) WACVA-AWU National Convention	Aug
(6) Veteran's Day (Locally or in Washington DC.)	Nov
(7) Funerals (Final Salute)	
- i. 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 Honor Guard Uniform, either locally or nationally.

Section 4 Members will be awarded a Certificate of Active Service after meeting the following requirements:

- i. For every five (5) years of active service (years need not be consecutive).
- j. Additional awards will reflect the members total number of years of active service in five-year increments, (i.e., 5, 10, 15, years, etc.)
- k. 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
- l. The Captain of the Honor Guard will determine, prior to the 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 the certificates at the National Convention. Certificates for members not in attendance at the 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 National Convention.

Section 5 Each member will be responsible for submitting to the Captain of the Honor Guard a concise summary of her participation in activities requiring the wearing of the Honor Guard Uniform. Reports are due 30 June of each year. The

reporting period will be 1 July through 30 June. If the Honor Guard member did not participate in any activities a report must still be submitted.

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

Section 6 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. Members of the National Honor Guard may nominate Guard members for the positions of Captain and Lieutenant. Nominations may be verbal or in writing. The Sergeant-at-Arms must receive written nominations at least two weeks prior to the National Convention. Written 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 National Convention.

- e. Election of Captain & Lieutenant may take place at the National Convention if two-thirds (2/3rd) of the National Honor Guard members that are in attendance. Within ten days after the National Convention, if no election took place, the Sergeant-at-Arms compiles a ballot form which will be sent 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 ten (10) days of the date on the Ballot Form. Elected persons are those who receive the most votes.
- f. 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 7 The term of membership in the Honor Guard shall be until the Guard member retires, resigns, or is removed for cause. Members should consider the inability to hear commands, walk/march, stand for long periods or carry the flags to be a determining factor when to retire.

Section 8 The Captain of the National Honor Guard shall supervise Honor Guard activities and report to the National Board of Directors at the National Convention. She shall authorize any special appearances of the Honor Guard not covered in the general policies.

Section 9 In the event that more than forty-eight (48) members of the National Honor Guard participate in official convention ceremonies, the social event meal reimbursement factor shall be based on sixteen (16) participants, will receive reimbursement for three (3) meals. Sixteen (16) includes the Captain, Lieutenant, and two (2) Flag Bearers.

- c. Honor Guard members shall be reimbursed for meals at the Annual Conventions for participation in the following events:
 - 7. Friday Opening business session (reimbursement for Company Party)
 - 8. Saturday Pallas Athena Luncheon escort (reimbursement for Pallas Athene Luncheon)

9. Sunday Memorial Service and/or President's Luncheon escort (reimbursement for President's Luncheon)
- b. 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 at the Annual Convention or 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 statuses of membership providing the member meets the requirements.

- g. 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. She shall submit an annual report to the Captain of the National Honor Guard, not later than 30 June of each year, summarizing her participation in ceremonies during the fiscal year and who pays her WACVA-AWU membership dues on time as prescribed in the National Bylaws.
- h. An inactive member is 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) Resign if she is unable to meet the physical requirements.
 - 4) 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.
- i. 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 WACVA-AWU. 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 WACVA-AWU 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 and meets the physical requirements.

- g. A chapter member must file her application through her local Chapter President. The Chapter President shall verify that the applicant meets all the qualifications. When signed by the Chapter President the application be forwarded to will 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 and a copy given to the National Sergeant-at-Arms.

- h. A Member-at-Large will file her application directly with the MAL Chair. The MAL Chair shall verify that the applicant meets all the qualifications. When signed by the MAL Chair 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 and National Sergeant-at-Arms.
- i. An application form can be found in the Honor Guard Handbook and on the website: www.armywomen.org/memberresources/forms.

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:

- k. Non-participation
- l. Inability to meet the physical requirements
- m. Failure to maintain standards in dress and/or conduct
- n. Failure to renew membership in the WACVA-AWU
- o. A terminated member who pays her membership dues to the Association later 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:

- g. The member has received written notice, setting forth the specific reason for recommending revocation of her membership in the National Honor Guard.
- h. The member is allowed thirty (30) days to reply in writing to the Captain and the Chair of the Grievance Committee.
- i. One half of the National Executive Board upon receipt of the Grievance Committee Chair's response, or in the absence of a response, concurs with the National Executive Board 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. 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:

- k. Hear: Ability to hear commands.
- l. Walking: When escorting guests, a member is expected to keep pace with the person being escorted.
- m. Marching: A 26" military step is required for marching in parades and/or

other military type formations.

- n. 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.
- o. Lifting and Carrying: As a minimum, a member must be prepared to lift and carry the Colors (Flags) of the WACVA-AWU.

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 an inactive status rather than going into 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.

Article V - Duties

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

- w. Thursday evening the Captain shall hold a meeting of all the Honor Guard members present at convention including members not serving in uniform. She shall review procedures and make assignments. See Standard Operating Procedures page S-1.
- x. She shall maintain a roster of the National Honor Guard members and ensure 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.
- y. She shall be responsible for the conduct of the National Honor Guard. She shall issue all orders for formations and any other necessary orders.
- z. She shall designate a member of the National Honor Guard to act as her representative in her and the Lieutenant's absence.
- aa. She shall send a 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.
- bb. She shall present a National Honor Guard activity report at the National Convention.
- cc. 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 National Convention.
- dd. 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.
- ee. She shall be responsible for maintaining the national flags (U.S. and WAC) at the National Convention. She will coordinate shipping the flags to Arlington for Memorial and Veterans' Day activities when necessary. She

will also coordinate shipping the flags to the National Convention when necessary. Any cost incurred for shipping the flags will be reimbursed by the National Treasurer after the proper request for reimbursement form and receipts have been submitted. Check with the hotel for flag stands, if the hotel does not have stands the Convention Chair is responsible for providing them.

- ff. She shall be responsible for making hotel reservations for the National President, herself and two flag bearers, at a hotel near the National Cemetery for Memorial Day and Veterans' Day. She shall reserve and pay for three (3) room in the names of those attending. She will submit a Request for Reimbursement along with the receipts to the National Treasurer.
- gg. Coordinate activities such as Memorial Day and Veterans' Day in Washington DC with Chapter 33.

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

- e. She shall perform the duties of the Captain in her absence. In the event of the Captain's resignation or death, she shall become the Captain of the National Honor Guard for the unexpired term.
- f. She shall assist the Captain of the National Honor Guard as requested and act as her representative when requested.

Section 3 Members of the National Honor Guard:

- k. Shall respond to notification of assembly.
- l. Shall obey all orders given from either the Captain or the Lieutenant of the National Honor Guard or a member designated by the Captain.
- m. Shall, unless otherwise designated by the Captain, give no orders to any of the other members.
- n. Shall wear and maintain her uniform in accordance with policy established by the Honor Guard Handbook.
- o. Shall provide annual reports to the Captain of the National Honor Guard.

Article VI - Uniform

Section 1 The National Honor Guard uniform will be the "civilian" uniform that has been designed for use by the National Honor Guard and will be worn in accordance with instructions outlined within this Handbook. Members will purchase the uniform (Jacket, slacks, blouse, shoes, hat, and neck tab) at their own expense. Reimbursement may be possible from their respective Chapter if their treasury warrants.

- w. Jacket: Hunter Green to be obtained online at blazerboutique.com. Make sure to read the terms and conditions. Items must be returned within thirty (30) days, and one is responsible for shipping costs to return items. Wearing of the jacket is optional in hot weather but then the blouse is to be worn just like the jacket with name tag, ribbons, patches, shoulder braid, etc.
- x. The buttons on the sleeves are to be removed. The buttons on the front of the jacket are to be replaced with military 7/8-inch gold eagle buttons and a 5/8-inch gold eagle button is to be placed at the top of the left shoulder at

the edge of the collar for the shoulder braid.

- y. Pants: Men's dress black slacks, straight leg, no slim style, or cuff.
- z. Shirts: white, woman's short sleeve and long sleeve over blouse with epaulet. They can be obtained at military clothing sales stores or by going online to buymyexchange.com.
- aa. Black Garrison Cap: with yellow gold trim and lettering with "WACVA-AWU" on the left side of the cap and "NATIONAL HONOR GUARD" on the right side of the cap. A Pallas Athene pin is to be placed in the front right corner of the hat. The cap can be obtained from Keystone Hats. Call 1-215-821-3434. Ask for Brian Suston.
- bb. Shoulder braid: is to be provided by National and to be worn on the left sleeve
- cc. Shoes: black patent leather oxford (military style)
- dd. Socks: black, must be at least calf high.
- ee. Handbag: Black leather, polyurethane, or vinyl Handbag in a commercial design, untrimmed, clutch type, or shoulder bag. The shoulder bag may not be worn in such a manner that the strap is draped diagonally across the body.
- ff. Gloves: black, leather, unisex, dress for cold weather wear and white Gloves for warm weather wear.
- gg. Coat: black all weather: coat is six (6) button, double-breasted model with a belt, convertible collar that buttons at the neck, shoulder loops, and zip out liner. How Worn: Personnel may wear the all-weather coat with or without liner. They will wear the coat buttoned, except for the neck closure, which personnel may wear open or closed. If military coat is unavailable the London Fog equivalent may be worn.

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

- k. Name Tag: (furnished by National) worn on the right side of the jacket with authorized ribbons above the name tag. A Pallas Athene pin is to be worn centered above the name tag (or ribbons).
- l. Previously awarded Service Decorations/Ribbons on the left side of the jacket.
- m. If authorized, a "Retired Soldier for Life" badge is on the left front of the jacket or blouses at the waist.
- n. Earrings, spherical, not greater than 6 mm. in size, pearl, gold, silver or diamond; clip on, studs or screw back are permitted
- o. Nail color shall be of a neutral shade.

Section 3 Caps are always worn outdoors. When entering a building the caps are to be removed. Caps shall be worn while performing Honor Guard duties.

Proper wear position: The cap is worn straight on the head. Hair will not be visible below the front brim of the cap, and there should be 1/2 to 1 inch distance between the eyebrow and the brim of the cap. Hair will not extend below the edge of collar.

Section 4 Members are expected to maintain their uniform in an appropriate military manner (clean and well pressed). The uniform jacket, 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 and/or the National Sergeant-at-Arms deems unsatisfactory 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.

Section 5 The Captain of the National Honor Guard will be responsible for aiding and advising the members in obtaining the uniform.

- a. The National Honor Guard member is responsible for appropriate wear of the uniform:
 7. Jacket sleeve length will be just below the wrist bone
 8. Slack length will be at the top edge of the heel of the oxfords
 9. Shoulder patch will be placed on the left sleeve one fourth (1/4) inch from the shoulder seam of the jacket as well as the blouses, or as close as it can be placed

Article VIII - National Convention Procedures

Section 1 Opening Session:

- g. 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 for practice. If a member does not show up for practice they will not be allowed to participate in that function. 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 Honor Guard will march in pairs up each side of the aisle. The first pair of 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 every other row of seats. 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 Captain will present the National President, who is escorted by the Sergeant-at-Arms. The Guard salute the National President and will hold their salute until the National President passes the front row of seats. The Captain will give an order to right or left face and Forward March. The 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.
- h. Presentation of the Colors: The National President, allowing time for the Honor Guard to reassemble, will then call for the Captain of the Honor Guard to "Present the Colors!" The Honor Guard marches in pairs, up each side of the center aisle, EXCEPT the Flag Bearers, who will carry the Colors. The Guards carrying the Colors advance side by side up the center aisle. Members of the 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 in front of the Women's Army

Corps Veterans' flag which is carried to the left of the platform. The Guard will automatically drop their salute when the sound of the flags has been posted

- i. The Honor Guard will turn to face the American Flag and 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 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 Honor Guard.

DO NOT SPEAK WHILE SALUTING.

Section 2 Pallas Athene Luncheon:

- m. The Captain will coordinate the escorting of the National Officers and Honored guests with the Mistress of Ceremony. 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 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.
- n. The Guard will escort the honored guests in first followed by the Past National Presidents in the order in which they served, Immediate Past President, and National Officers to the head table. As the first Guard comes to the head table, she holds the chair allowing the Officers to be seated. The Guards do not render a hand salute during this function.
- o. After the National President is seated, the Honor Guards reassemble at the back of the room so they can march to their designated table.
- p. The Captain will remind the Convention Chair that she will need to purchase dry Ice a day prior to the Pallas Athene Luncheon and work with the hotel to keep the dry ice cold.
- q. Presentation of the Pallas Athene/Minerva "MINNIE": At the time of the pre-luncheon meeting, the Captain will coordinate the activities for the presentation of "Minnie" with the Mistress of Ceremony. The Captain will make sure the Nectar and Ambrosia are ready and ascertain where they are to be placed during the ceremony.
- r. The Captain will designate four (4) members of the Honor Guard to assist "Minnie":

One (1) Guard will stand near the light switch and dim the lights once everyone is seated and prior to "Minnie's" walk thru the room. When "Minnie" begins her walk the lights are turned back up.

One (1) Guard will wait close to the head table to receive the shield and spear and leave them close to "Minnie".

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.

The ambrosia is made up of artificial and/or real grapes and other fruit on a stemmed plate. The nectar is made up of dry ice in a **NON-METAL AND NON-GLASS** goblet with water added to create steam. **BE AWARE THAT DRY ICE IS VERY DANGEROUS AND CAN CAUSE SEVERE BURNS.** This is done immediately before Athena walks thru the room.

One (1) Guard will carry the Nectar. One (1) Guard will carry the Ambrosia. Note: it is important the Captain have the Nectar, Ambrosia, and Dry Ice ready prior to the luncheon. After the guests and National Officers are seated "Minnie" will make her way to the head table, **UNESCORTED.**

Section 3 Memorial Service:

- q. The National Chaplain and the Captain will coordinate the Honor Guard's participation prior to the Memorial Service.
- r. **THE MEMORIAL SERVICE IS PERFORMED IN SILENCE BY THE HONOR GUARD.**
- s. The Honor Guard participation includes but is not limited to the presentation of The Colors. The National Chaplain is escorted by The Lieutenant of the Honor Guard and the National President is escorted by the Captain of the Honor Guard in prior to the presentation of The Colors.
- t. Facing the front of the room, the front row is reserved on the left for the Executive Board. The aisle seat on the left is reserved for the National President. Past National Presidents are seated on the right front row.
- u. 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 pair of Guards stops at every other row of seats. 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 the sound of the flag placement the Guard members will do a right or left face toward the front of the room and the Guard members will automatically move to their seats to the right or left of the flags as appropriate
- v. The Captain and Lieutenant assist by handing a flower to the person placing the flower into the vase. If no one is there to place the flower the Captain or Lieutenant will put the flower in the vase. At the end of the Memorial Service and after Taps have been played, the Colors are retired without a voice command. All the 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.
- w. 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 Honor Guard members may be taken; informally, but with dignity.
- x. The vase with the flowers is usually placed in front of the head table at the President's luncheon.

Section 4 Presidents Luncheon:

- g. Tables at the front of the room are reserved for WAC Mothers, Chapter

Presidents, Past National Presidents, Immediate Past National President, and Newly elected National Officers. Everyone scheduled for reserved seating should assemble near the dining room at least thirty (30) minutes prior to the luncheon. The Mistress of Ceremony 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) Immediate Past National President
- (5) Newly elected National Officers
- (6) Current National Officers in the following order:

Sergeant-at-Arms

Chaplain

Treasurer

Secretary

2nd Vice President

1st Vice President

National President

- h. The Captain of the Honor Guard will designate Honor Guard members to escort the dignitaries. The Captain will assign a Seating Director who will direct the Honor Guard escorts to the designated tables. Depending on the number of Honor Guard members available, the first Guard to go into the dining room may have to return to escort other dignitaries. 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 assemble at the back of the room and proceed to their designated seats in formation. (A hand salute is not rendered during this function.)
- i. Installation of National Officers: The National President will ask the Captain of the Honor Guard to escort the Installing Officer to the front of the Head Table. Once the Installing Officer is in place, the Lieutenant will escort any outgoing National Officers from the head table. The Captain will escort the newly elected National Officers to the front of the Head Table.

Section 5 Retiring the Colors:

- a. After the installation of new officers has been completed, they will sit at the Head Table. The New National President will ask the Captain of the Honor Guard to retire the Colors. The designated Color Bearers proceed to the flags. The remaining Honor Guard members will take a position on each side of the center aisle, face the center, 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 Honor Guard will give the following commands, "Order Arms, Right or Left Face, and Forward March!" The Colors and the

Honor Guard will proceed out of the room followed by the Captain and Lieutenant of Honor Guard.

Section 6 Reimbursement:

- a. Honor Guard members will be reimbursed for registration and meals at the National Convention in accordance with the National Bylaws. The Reimbursement Form can be found in Appendix B-1.

APPENDIX A

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:

- g. **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
- h. **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.
- i. **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:

APPENDIX A-1
AWARDS AND DECORATIONS

7.	World War I Victory Medal	6 Apr 17 - 11 Nov 18
8.	Army of Occupation of Germany	12 Nov 18 - 11 Jul 23
9.	American Defense Service Medal	8 Sep 19 - 7 Dec 41
10.	Women's Army Corps Service Medal: (WAAC) (WAC)	20 Jul 42 - 31 Aug 43 1 Sep 43 - 2 Sep 45
11.	American Campaign Medal	7 Dec 41 - 2 Mar 46
12.	Asiatic-Pacific Campaign Medal	7 Dec 41 - 2 Mar 46
13.	European-African Middle Eastern Campaign Medal	7 Dec 41 - 2 Mar 45
14.	World War II Victory Medal	7 Dec 41 - 2 Mar 46
15.	Army of Occupation Medal	Reference AR 672-5-1, Par 4-24
16.	Medal of Humane Action	26 Jun 49 - 30 Sep 49
17.	National Defense Service Medal	27 Jun 50 - 27 Jul 54 1 Jun 61 - 14 Aug 74
18.	Korean Service Medal	27 Jun 50 - 27 Jul 54
19.	Antarctica Service Medal	1 Jan 46 - TBA*
20.	Armed Forces Expeditionary Medal	Reference AR 672-5-1, Par 4-29
21.	Vietnam Service Medal	3 Jul 65 -28 Mar 73
22.	Humanitarian Service Medal	1 Apr 75 TBA*
23.	Armed Forces Reserve Medal	Reference AR 672-5-1, Par 4-31
24.	Army Reserve Components Achievement Medal	3 Mar 72 - TBA*
25.	NCO Professional Development Ribbon	1 Aug 81 - TBA*
26.	Army Service Ribbon	1 Aug 81 - TBA*
27.	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"

APPENDIX B
REIMBURSEMENT FORM FOR MEALS AND REGISTRATION FEE
Women's Army Corps Veterans' Association - Army Women United
Inter Organizational Memorandum

FROM: (Name) _____ Date: _____
Printed

TO: Captain of the Honor Guard
National President

SUBJECT: Honor Guard Reimbursement

Under the provision of the National Bylaws, the undersigned requests reimbursement for National Convention registration fee and social event meals, subject to limitations as specified in the National Bylaws.

I participated as a uniformed member of the NHG in the following events:

_____ Friday, opening business session ceremonies (Company Party meal)
_____ Saturday, Pallas Athene Luncheon
_____ Sunday, Memorial Svc and/or President's Lunch and/or closing ceremonies

The undersigned requests reimbursement for:

Meals: Company Party \$ _____ PA Lunch \$ _____ President's Lunch \$ _____

Sub Total of Meals: \$ _____

Convention Registration Fee \$ _____

Totals Registration Fee & Meals \$ _____

SIGNATURE: _____ Date: _____

MAILING ADDRESS: _____

The National Bylaws specify that this request must be submitted to:

THE NATIONAL TREASURER WITHIN 60 DAYS AFTER THE CLOSE OF THE NATIONAL CONVENTION in order to receive reimbursement.

APPROVED: _____ Date: _____

Captain of the National Honor Guard

APPROVED: _____ Date: _____

National President

Women's Army Corps Veterans' Association - Army Women United

**Request for Payment Non-Convention
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
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_____	_____
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_____	_____
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_____	_____
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_____	_____
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_____	_____
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_____	_____
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_____	_____
-------	-------

_____	TOTAL _____
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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 Veterans' Association - Army Women United

National Honor Guard Standard Operating Procedures

Honor Guard Meeting: Thursday - 7:00 PM

- Be aware of all events, times, and locations that you volunteer for. Practice is mandatory and takes place one hour before the event. You must be present at the practice to participate in the event.
- Two (2) 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. Check with the hotel for flag stands, if the hotel does not have stands the Convention Chair must provide them.
- 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.
- 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 (2) 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 (4) 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 before 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.
- Spear & Shield
- Light Control
- The Captain & Lieutenant will hand out flowers at the Memorial Service
- Guard members will assist the Chaplain as necessary
- Prior to the Service make sure the Chaplain has provided three (3) candles on the table, lighter or matches and the flowers and a vase.
- All the Honor Guard members will be required as escorts at the President's luncheon. The Captain will get the number expected from the Mistress of Ceremonies:
 - Mothers
 - Past National Presidents
 - Chapter Presidents
 - National Officers
 - Have knowledge of who the Outgoing & Incoming Officers are.

Women's Army Corps Veterans' Association - Army Women United
Standard Operating Procedures

Event Schedule

Thurs.	0830 Hrs	Pre-Con. Board of Directors No duties except Flag Bearers Flags must be Posted prior to the meeting, posted not presented	Room _____
	1900 Hrs	Honor Guard Meeting Conducted by the Captain The Sergeant-at-Arms conducts the election for Captain & Lieutenant.	Room _____
Fri.	1200 Hrs	Opening Business Session Presentation of Colors	Room _____
Sat.	0830 Hrs	2 nd Business Session Flags must be Posted prior to the meeting Only Door Guards report	Room _____
Sat.	1200 Hrs	Pallas Athene Luncheon Flags must be Posted prior to the luncheon	Room _____
Sun.	0700 Hrs	Memorial Service Flags will be presented - President & Chaplain will be escorted by Captain & Lieutenant	Room _____
Sun.	1200 Hrs	President's Luncheon Flags must be Posted prior to the luncheon Colors will be retired at the President's command	Room _____
Sun.	After lunch	3 rd Business Session if necessary	Room _____

Women's Army Corps Veterans' Association - Army Women United

**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 _____ WACVA-AWU Flag: _____

Placards: _____

Sergeant-at-Arms: _____

Captain: _____

Honor Guard member _____

Door Guards (2) _____

Shield & Spear: _____

Ambrosia & Table Seating Director: _____

Nectar & Ballot Box Guard: _____

Control the Lights: _____

Women's Army Corps Veterans' Association - Army Women United

National Honor Guard Standard Operating Procedures

Duties

Set up Tables, Business Meetings:

- 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 Charts in 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

Door Guards:

Attendance takers stand at the door entrances along with the Door Guards. Allow only National Officers, Standing Committee, and Delegates into the meeting room during check in.

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

There are two entrances, one is for National (White Ribbons)
The other is for Delegates (Yellow and Blue Ribbons)

Ribbon Colors: White: National

Yellow: Delegate

Blue: Alternate - if they are reporting in place of a delegate

Green: Member

Pink: Mother

Red: Honorary

Green, Pink, and Red are allowed in only after the others have been seated. They cannot sit with their Chapter but may sit in the designated area.

Meal Table Seating Director:

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

Installation:

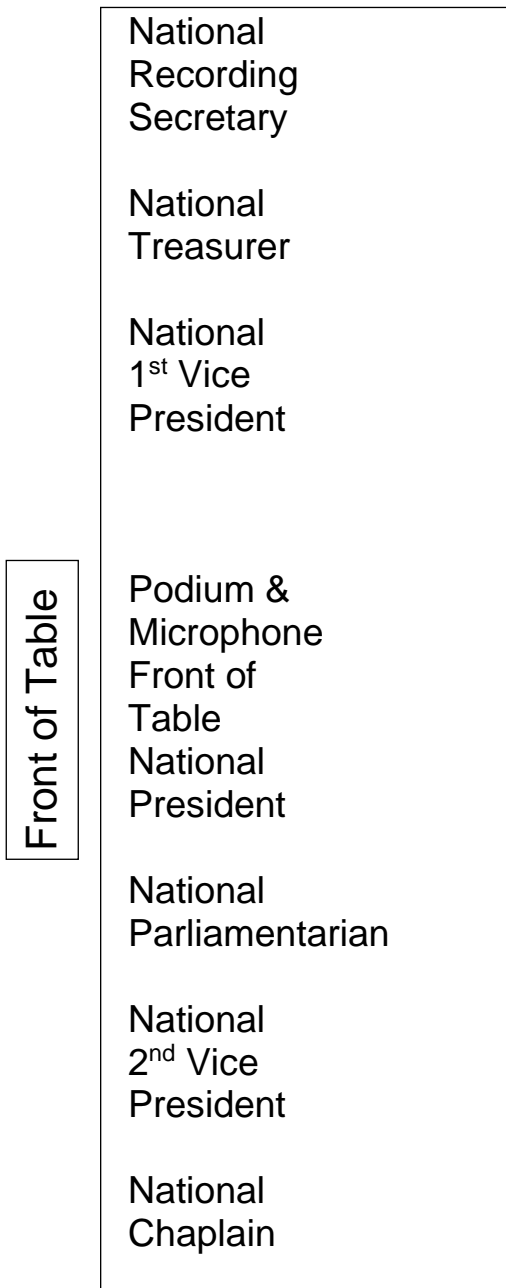
At the President's Luncheon all Honor Guard members will have to escort more than one person on this occasion.

The Captain will escort newly elected Officers to be installed to the front of the head table.

The will Lieutenant will take outgoing Officers from head table to unoccupied seats.

Women's Army Corps Veterans' Association - Army Women United
Standard Operating Procedures

Head Table Seating for Business Meetings



Women's Army Corps Veterans' Association National Honor Guard
Standard Operating Procedures

Head Table Seating Guide for Meals.

**Women's Army Corps Veterans' Association - Army Women United
(WACVA-AWU)
National Honor Guard Handbook**

You belong to an incredibly special part of our National Association and as a National Honor Guard member you are tasked with the responsibility of performing all 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 ensure 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 maintaining the National Honor Guard at the most prestigious level possible.

This version of the National Honor Guard Handbook has been prepared by Captain of the Honor Guard Barbara Purifoy Seldon, National President Lorenza L. Wysong & Eldora M. Engebretson Past National President & member of the Honor Guard and under the administration of Lorenza L. Wysong, National President, Women's Army Corps Veterans' Association – Army Women United with the approval of the National Board of Directors.

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

Women's Army Corps Veterans' Association (WACVA)
Army Women United
National Honor Guard Handbook

Revised 2005, 2010, 2021 & 2022

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Article 1 - History

Section 1 The National Honor Guard was established in 1951 at the Women's Army Corps Veterans' Association (WACVA) National Annual Convention with twenty-two (22) members from various Chapters located close to the Nation's Capitol. This was done to ensure representation of our Association at various ceremonies held in the District of Columbia.

- p. 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 National Convention the first Certificates of Appreciation for service in the National Honor Guard were awarded.
- q. During the 1972 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.
- r. 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.
- s. 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 National Convention shall be in accordance with Article IX, Section 10e of the National Bylaws." (Appendix D forms WACVAHGHNBK-1 this Handbook.)
- t. 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 The National Board of Directors is the Governing Body of the Honor Guard.

Section 2 Honor Guard Applicant shall provide a copy of their DD-214 to the Chapter President and the Captain of the Honor Guard. A Member at Large (MAL) shall present their application and DD-214 to the MAL Chair. Prior to sending a copy make sure to black out the social security number. The application can either be scanned and sent as an attachment or by USPS.

Section 3 National Honor Guard members will, when possible, participate in ceremonies within their own communities, in Washington, DC. or at the

National Convention. Consideration of time, travel, and personal expense (except for some of the expenses at the National Convention) as outlined in the National Bylaws, 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.

- j. Some expenses, for no more than three (3) National Honor Guard members (2 flag bearers and the Captain of the Honor Guard or her representative), participating in Memorial Day and Veteran's Day activities at Arlington National Cemetery, may be reimbursed in accordance with the National Bylaws.
- k. Members of the National Honor Guard will be required to participate in Honor Guard Uniform in at least one of the following activities each fiscal year, (1 July - 30 June):

(1) Armed Forces Day	May
(2) Memorial Day Services	May
(Locally or at Arlington National Cemetery)	
(3) Flag Day	Jun
(4) Independence Day	Jul
(5) WACVA-AWU National Convention	Aug
(6) Veteran's Day (Locally or in Washington DC.)	Nov
(7) Funerals (Final Salute)	
- l. 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 Honor Guard Uniform, either locally or nationally.

Section 4 Members will be awarded a Certificate of Active Service after meeting the following requirements:

- m. For every five (5) years of active service (years need not be consecutive).
- n. Additional awards will reflect the members total number of years of active service in five-year increments, (i.e., 5, 10, 15, years, etc.)
- o. 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
- p. The Captain of the Honor Guard will determine, prior to the 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 the certificates at the National Convention. Certificates for members not in attendance at the 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 National Convention.

Section 5 Each member will be responsible for submitting to the Captain of the Honor Guard a concise summary of her participation in activities requiring the wearing of the Honor Guard Uniform. Reports are due 30 June of each year. The

reporting period will be 1 July through 30 June. If the Honor Guard member did not participate in any activities a report must still be submitted.

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

Section 6 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. Members of the National Honor Guard may nominate Guard members for the positions of Captain and Lieutenant. Nominations may be verbal or in writing. The Sergeant-at-Arms must receive written nominations at least two weeks prior to the National Convention. Written 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 National Convention.

- g. Election of Captain & Lieutenant may take place at the National Convention if two-thirds (2/3rd) of the National Honor Guard members that are in attendance. Within ten days after the National Convention, if no election took place, the Sergeant-at-Arms compiles a ballot form which will be sent 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 ten (10) days of the date on the Ballot Form. Elected persons are those who receive the most votes.
- h. 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 7 The term of membership in the Honor Guard shall be until the Guard member retires, resigns, or is removed for cause. Members should consider the inability to hear commands, walk/march, stand for long periods or carry the flags to be a determining factor when to retire.

Section 8 The Captain of the National Honor Guard shall supervise Honor Guard activities and report to the National Board of Directors at the National Convention. She shall authorize any special appearances of the Honor Guard not covered in the general policies.

Section 9 In the event that more than forty-eight (48) members of the National Honor Guard participate in official convention ceremonies, the social event meal reimbursement factor shall be based on sixteen (16) participants, will receive reimbursement for three (3) meals. Sixteen (16) includes the Captain, Lieutenant, and two (2) Flag Bearers.

- d. Honor Guard members shall be reimbursed for meals at the Annual Conventions for participation in the following events:
 - 10. Friday Opening business session (reimbursement for Company Party)
 - 11. Saturday Pallas Athena Luncheon escort (reimbursement for Pallas Athene Luncheon)

12. Sunday Memorial Service and/or President's Luncheon escort (reimbursement for President's Luncheon)

- b 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 at the Annual Convention or 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 statuses of membership providing the member meets the requirements.

- j. 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. She shall submit an annual report to the Captain of the National Honor Guard, not later than 30 June of each year, summarizing her participation in ceremonies during the fiscal year and who pays her WACVA-AWU membership dues on time as prescribed in the National Bylaws.
- k. An inactive member is 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) Resign if she is unable to meet the physical requirements.
 - 4) 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.
- l. 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 WACVA-AWU. 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 WACVA-AWU 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 and meets the physical requirements.

- j. A chapter member must file her application through her local Chapter President. The Chapter President shall verify that the applicant meets all the qualifications. When signed by the Chapter President the application be forwarded to will 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 and a copy given to the National Sergeant-at-Arms.

- k. A Member-at-Large will file her application directly with the MAL Chair. The MAL Chair shall verify that the applicant meets all the qualifications. When signed by the MAL Chair 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 and National Sergeant-at-Arms.
- l. An application form can be found in the Honor Guard Handbook and on the website: www.armywomen.org/memberresources/forms.

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:

- p. Non-participation
- q. Inability to meet the physical requirements
- r. Failure to maintain standards in dress and/or conduct
- s. Failure to renew membership in the WACVA-AWU
- t. A terminated member who pays her membership dues to the Association later 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:

- j. The member has received written notice, setting forth the specific reason for recommending revocation of her membership in the National Honor Guard.
- k. The member is allowed thirty (30) days to reply in writing to the Captain and the Chair of the Grievance Committee.
- l. One half of the National Executive Board upon receipt of the Grievance Committee Chair's response, or in the absence of a response, concurs with the National Executive Board 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. 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:

- p. Hear: Ability to hear commands.
- q. Walking: When escorting guests, a member is expected to keep pace with the person being escorted.
- r. Marching: A 26" military step is required for marching in parades and/or

other military type formations.

- s. 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.
- t. Lifting and Carrying: As a minimum, a member must be prepared to lift and carry the Colors (Flags) of the WACVA-AWU.

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 an inactive status rather than going into 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.

Article V - Duties

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

- hh. Thursday evening the Captain shall hold a meeting of all the Honor Guard members present at convention including members not serving in uniform. She shall review procedures and make assignments. See Standard Operating Procedures page S-1.
- ii. She shall maintain a roster of the National Honor Guard members and ensure 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.
- jj. She shall be responsible for the conduct of the National Honor Guard. She shall issue all orders for formations and any other necessary orders.
- kk. She shall designate a member of the National Honor Guard to act as her representative in her and the Lieutenant's absence.
- ll. She shall send a 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.
- mm. She shall present a National Honor Guard activity report at the National Convention.
- nn. 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 National Convention.
- oo. 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.
- pp. She shall be responsible for maintaining the national flags (U.S. and WAC) at the National Convention. She will coordinate shipping the flags to Arlington for Memorial and Veterans' Day activities when necessary. She

will also coordinate shipping the flags to the National Convention when necessary. Any cost incurred for shipping the flags will be reimbursed by the National Treasurer after the proper request for reimbursement form and receipts have been submitted. Check with the hotel for flag stands, if the hotel does not have stands the Convention Chair is responsible for providing them.

- qq. She shall be responsible for making hotel reservations for the National President, herself and two flag bearers, at a hotel near the National Cemetery for Memorial Day and Veterans' Day. She shall reserve and pay for three (3) room in the names of those attending. She will submit a Request for Reimbursement along with the receipts to the National Treasurer.
- rr. Coordinate activities such as Memorial Day and Veterans' Day in Washington DC with Chapter 33.

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

- g. She shall perform the duties of the Captain in her absence. In the event of the Captain's resignation or death, she shall become the Captain of the National Honor Guard for the unexpired term.
- h. She shall assist the Captain of the National Honor Guard as requested and act as her representative when requested.

Section 3 Members of the National Honor Guard:

- p. Shall respond to notification of assembly.
- q. Shall obey all orders given from either the Captain or the Lieutenant of the National Honor Guard or a member designated by the Captain.
- r. Shall, unless otherwise designated by the Captain, give no orders to any of the other members.
- s. Shall wear and maintain her uniform in accordance with policy established by the Honor Guard Handbook.
- t. Shall provide annual reports to the Captain of the National Honor Guard.

Article VI - Uniform

Section 1 The National Honor Guard uniform will be the "civilian" uniform that has been designed for use by the National Honor Guard and will be worn in accordance with instructions outlined within this Handbook. Members will purchase the uniform (Jacket, slacks, blouse, shoes, hat, and neck tab) at their own expense. Reimbursement may be possible from their respective Chapter if their treasury warrants.

- hh. Jacket: Hunter Green to be obtained online at blazerboutique.com. Make sure to read the terms and conditions. Items must be returned within thirty (30) days, and one is responsible for shipping costs to return items. Wearing of the jacket is optional in hot weather but then the blouse is to be worn just like the jacket with name tag, ribbons, patches, shoulder braid, etc.
- ii. The buttons on the sleeves are to be removed. The buttons on the front of the jacket are to be replaced with military 7/8-inch gold eagle buttons and a 5/8-inch gold eagle button is to be placed at the top of the left shoulder at

the edge of the collar for the shoulder braid.

- jj. Pants: Men's dress black slacks, straight leg, no slim style, or cuff.
- kk. Shirts: white, woman's short sleeve and long sleeve over blouse with epaulet. They can be obtained at military clothing sales stores or by going online to buymyexchange.com.
- ll. Black Garrison Cap: with yellow gold trim and lettering with "WACVA-AWU" on the left side of the cap and "NATIONAL HONOR GUARD" on the right side of the cap. A Pallas Athene pin is to be placed in the front right corner of the hat. The cap can be obtained from Keystone Hats. Call 1-215-821-3434. Ask for Brian Suston.
- mm. Shoulder braid: is to be provided by National and to be worn on the left sleeve
- nn. Shoes: black patent leather oxford (military style)
- oo. Socks: black, must be at least calf high.
- pp. Handbag: Black leather, polyurethane, or vinyl Handbag in a commercial design, untrimmed, clutch type, or shoulder bag. The shoulder bag may not be worn in such a manner that the strap is draped diagonally across the body.
- qq. Gloves: black, leather, unisex, dress for cold weather wear and white Gloves for warm weather wear.
- rr. Coat: black all weather: coat is six (6) button, double-breasted model with a belt, convertible collar that buttons at the neck, shoulder loops, and zip out liner. How Worn: Personnel may wear the all-weather coat with or without liner. They will wear the coat buttoned, except for the neck closure, which personnel may wear open or closed. If military coat is unavailable the London Fog equivalent may be worn.

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

- p. Name Tag: (furnished by National) worn on the right side of the jacket with authorized ribbons above the name tag. A Pallas Athene pin is to be worn centered above the name tag (or ribbons).
- q. Previously awarded Service Decorations/Ribbons on the left side of the jacket.
- r. If authorized, a "Retired Soldier for Life" badge is on the left front of the jacket or blouses at the waist.
- s. Earrings, spherical, not greater than 6 mm. in size, pearl, gold, silver or diamond; clip on, studs or screw back are permitted
- t. Nail color shall be of a neutral shade.

Section 3 Caps are always worn outdoors. When entering a building the caps are to be removed. Caps shall be worn while performing Honor Guard duties.

Proper wear position: The cap is worn straight on the head. Hair will not be visible below the front brim of the cap, and there should be 1/2 to 1 inch distance between the eyebrow and the brim of the cap. Hair will not extend below the edge of collar.

Section 4 Members are expected to maintain their uniform in an appropriate military manner (clean and well pressed). The uniform jacket, 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 and/or the National Sergeant-at-Arms deems unsatisfactory 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.

Section 5 The Captain of the National Honor Guard will be responsible for aiding and advising the members in obtaining the uniform.

- a. The National Honor Guard member is responsible for appropriate wear of the uniform:
 - 10. Jacket sleeve length will be just below the wrist bone
 - 11. Slack length will be at the top edge of the heel of the oxfords
 - 12. Shoulder patch will be placed on the left sleeve one fourth (1/4) inch from the shoulder seam of the jacket as well as the blouses, or as close as it can be placed

Article VIII - National Convention Procedures

Section 1 Opening Session:

- j. 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 for practice. If a member does not show up for practice they will not be allowed to participate in that function. 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 Honor Guard will march in pairs up each side of the aisle. The first pair of 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 every other row of seats. 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 Captain will present the National President, who is escorted by the Sergeant-at-Arms. The Guard salute the National President and will hold their salute until the National President passes the front row of seats. The Captain will give an order to right or left face and Forward March. The 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.
- k. Presentation of the Colors: The National President, allowing time for the Honor Guard to reassemble, will then call for the Captain of the Honor Guard to "Present the Colors!" The Honor Guard marches in pairs, up each side of the center aisle, EXCEPT the Flag Bearers, who will carry the Colors. The Guards carrying the Colors advance side by side up the center aisle. Members of the 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 in front of the Women's Army

Corps Veterans' flag which is carried to the left of the platform. The Guard will automatically drop their salute when the sound of the flags has been posted

- I. The Honor Guard will turn to face the American Flag and 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 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 Honor Guard.

DO NOT SPEAK WHILE SALUTING.

Section 2 Pallas Athene Luncheon:

- s. The Captain will coordinate the escorting of the National Officers and Honored guests with the Mistress of Ceremony. 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 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.
- t. The Guard will escort the honored guests in first followed by the Past National Presidents in the order in which they served, Immediate Past President, and National Officers to the head table. As the first Guard comes to the head table, she holds the chair allowing the Officers to be seated. The Guards do not render a hand salute during this function.
- u. After the National President is seated, the Honor Guards reassemble at the back of the room so they can march to their designated table.
- v. The Captain will remind the Convention Chair that she will need to purchase dry ice a day prior to the Pallas Athene Luncheon and work with the hotel to keep the dry ice cold.
- w. Presentation of the Pallas Athene/Minerva "MINNIE": At the time of the pre-luncheon meeting, the Captain will coordinate the activities for the presentation of "Minnie" with the Mistress of Ceremony. The Captain will make sure the Nectar and Ambrosia are ready and ascertain where they are to be placed during the ceremony.
- x. The Captain will designate four (4) members of the Honor Guard to assist "Minnie":

One (1) Guard will stand near the light switch and dim the lights once everyone is seated and prior to "Minnie's" walk thru the room. When "Minnie" begins her walk the lights are turned back up.

One (1) Guard will wait close to the head table to receive the shield and spear and leave them close to "Minnie".

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.

The ambrosia is made up of artificial and/or real grapes and other fruit on a stemmed plate. The nectar is made up of dry ice in a **NON-METAL AND NON-GLASS** goblet with water added to create steam. **BE AWARE THAT DRY ICE IS VERY DANGEROUS AND CAN CAUSE SEVERE BURNS.** This is done immediately before Athena walks thru the room.

One (1) Guard will carry the Nectar. One (1) Guard will carry the Ambrosia. Note: it is important the Captain have the Nectar, Ambrosia, and Dry Ice ready prior to the luncheon. After the guests and National Officers are seated "Minnie" will make her way to the head table, **UNESCORTED**.

Section 3 Memorial Service:

- y. The National Chaplain and the Captain will coordinate the Honor Guard's participation prior to the Memorial Service.
- z. **THE MEMORIAL SERVICE IS PERFORMED IN SILENCE BY THE HONOR GUARD.**
- aa. The Honor Guard participation includes but is not limited to the presentation of The Colors. The National Chaplain is escorted by The Lieutenant of the Honor Guard and the National President is escorted by the Captain of the Honor Guard in prior to the presentation of The Colors.
- bb. Facing the front of the room, the front row is reserved on the left for the Executive Board. The aisle seat on the left is reserved for the National President. Past National Presidents are seated on the right front row.
- cc. 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 pair of Guards stops at every other row of seats. 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 the sound of the flag placement the Guard members will do a right or left face toward the front of the room and the Guard members will automatically move to their seats to the right or left of the flags as appropriate
- dd. The Captain and Lieutenant assist by handing a flower to the person placing the flower into the vase. If no one is there to place the flower the Captain or Lieutenant will put the flower in the vase. At the end of the Memorial Service and after Taps have been played, the Colors are retired without a voice command. All the 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.
- ee. 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 Honor Guard members may be taken; informally, but with dignity.
- ff. The vase with the flowers is usually placed in front of the head table at the President's luncheon.

Section 4 Presidents Luncheon:

- j. Tables at the front of the room are reserved for WAC Mothers, Chapter

Presidents, Past National Presidents, Immediate Past National President, and Newly elected National Officers. Everyone scheduled for reserved seating should assemble near the dining room at least thirty (30) minutes prior to the luncheon. The Mistress of Ceremony 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) Immediate Past National President
- (5) Newly elected National Officers
- (6) Current National Officers in the following order:

Sergeant-at-Arms

Chaplain

Treasurer

Secretary

2nd Vice President

1st Vice President

National President

- k. The Captain of the Honor Guard will designate Honor Guard members to escort the dignitaries. The Captain will assign a Seating Director who will direct the Honor Guard escorts to the designated tables. Depending on the number of Honor Guard members available, the first Guard to go into the dining room may have to return to escort other dignitaries. 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 assemble at the back of the room and proceed to their designated seats in formation. (A hand salute is not rendered during this function.)
- l. Installation of National Officers: The National President will ask the Captain of the Honor Guard to escort the Installing Officer to the front of the Head Table. Once the Installing Officer is in place, the Lieutenant will escort any outgoing National Officers from the head table. The Captain will escort the newly elected National Officers to the front of the Head Table.

Section 5 Retiring the Colors:

- a. After the installation of new officers has been completed, they will sit at the Head Table. The New National President will ask the Captain of the Honor Guard to retire the Colors. The designated Color Bearers proceed to the flags. The remaining Honor Guard members will take a position on each side of the center aisle, face the center, 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 Honor Guard will give the following commands, "Order Arms, Right or Left Face, and Forward March!" The Colors and the

Honor Guard will proceed out of the room followed by the Captain and Lieutenant of Honor Guard.

Section 6 Reimbursement:

- a. Honor Guard members will be reimbursed for registration and meals at the National Convention in accordance with the National Bylaws. The Reimbursement Form can be found in Appendix B-1.

APPENDIX A

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:

- j. **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
- k. **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.
- l. **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:

APPENDIX A-1
AWARDS AND DECORATIONS

7.	World War I Victory Medal	6 Apr 17 - 11 Nov 18
8.	Army of Occupation of Germany	12 Nov 18 - 11 Jul 23
9.	American Defense Service Medal	8 Sep 19 - 7 Dec 41
10.	Women's Army Corps Service Medal: (WAAC) (WAC)	20 Jul 42 - 31 Aug 43 1 Sep 43 - 2 Sep 45
11.	American Campaign Medal	7 Dec 41 - 2 Mar 46
12.	Asiatic-Pacific Campaign Medal	7 Dec 41 - 2 Mar 46
13.	European-African Middle Eastern Campaign Medal	7 Dec 41 - 2 Mar 45
14.	World War II Victory Medal	7 Dec 41 - 2 Mar 46
15.	Army of Occupation Medal	Reference AR 672-5-1, Par 4-24
16.	Medal of Humane Action	26 Jun 49 - 30 Sep 49
17.	National Defense Service Medal	27 Jun 50 - 27 Jul 54 1 Jun 61 - 14 Aug 74
18.	Korean Service Medal	27 Jun 50 - 27 Jul 54
19.	Antarctica Service Medal	1 Jan 46 - TBA*
20.	Armed Forces Expeditionary Medal	Reference AR 672-5-1, Par 4-29
21.	Vietnam Service Medal	3 Jul 65 -28 Mar 73
22.	Humanitarian Service Medal	1 Apr 75 TBA*
23.	Armed Forces Reserve Medal	Reference AR 672-5-1, Par 4-31
24.	Army Reserve Components Achievement Medal	3 Mar 72 - TBA*
25.	NCO Professional Development Ribbon	1 Aug 81 - TBA*
26.	Army Service Ribbon	1 Aug 81 - TBA*
27.	Overseas Service Ribbon	1 Aug 81 - TBA*

e. 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"

APPENDIX B
REIMBURSEMENT FORM FOR MEALS AND REGISTRATION FEE
Women's Army Corps Veterans' Association - Army Women United
Inter Organizational Memorandum

FROM: (Name) _____ Date: _____
Printed

TO: Captain of the Honor Guard
National President

SUBJECT: Honor Guard Reimbursement

Under the provision of the National Bylaws, the undersigned requests reimbursement for National Convention registration fee and social event meals, subject to limitations as specified in the National Bylaws.

I participated as a uniformed member of the NHG in the following events:

_____ Friday, opening business session ceremonies (Company Party meal)
_____ Saturday, Pallas Athene Luncheon
_____ Sunday, Memorial Svc and/or President's Lunch and/or closing ceremonies

The undersigned requests reimbursement for:

Meals: Company Party \$ _____ PA Lunch \$ _____ President's Lunch \$ _____

Sub Total of Meals: \$ _____

Convention Registration Fee \$ _____

Totals Registration Fee & Meals \$ _____

SIGNATURE: _____ Date: _____

MAILING ADDRESS: _____

The National Bylaws specify that this request must be submitted to:

THE NATIONAL TREASURER WITHIN 60 DAYS AFTER THE CLOSE OF THE NATIONAL CONVENTION in order to receive reimbursement.

APPROVED: _____ Date: _____

Captain of the National Honor Guard

APPROVED: _____ Date: _____

National President

Women's Army Corps Veterans' Association - Army Women United

**Request for Payment Non-Convention
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 Veterans' Association - Army Women United

National Honor Guard Standard Operating Procedures

Honor Guard Meeting: Thursday - 7:00 PM

- Be aware of all events, times, and locations that you volunteer for. Practice is mandatory and takes place one hour before the event. You must be present at the practice to participate in the event.
- Two (2) 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. Check with the hotel for flag stands, if the hotel does not have stands the Convention Chair must provide them.
- 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.
- 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 (2) 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 (4) 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 before 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.
- Spear & Shield
- Light Control
- The Captain & Lieutenant will hand out flowers at the Memorial Service
- Guard members will assist the Chaplain as necessary
- Prior to the Service make sure the Chaplain has provided three (3) candles on the table, lighter or matches and the flowers and a vase.
- All the Honor Guard members will be required as escorts at the President's luncheon. The Captain will get the number expected from the Mistress of Ceremonies:
 - Mothers
 - Past National Presidents
 - Chapter Presidents
 - National Officers
 - Have knowledge of who the Outgoing & Incoming Officers are.

Women's Army Corps Veterans' Association - Army Women United
Standard Operating Procedures

Event Schedule

Thurs.	0830 Hrs	Pre-Con. Board of Directors No duties except Flag Bearers Flags must be Posted prior to the meeting, posted not presented	Room _____
	1900 Hrs	Honor Guard Meeting Conducted by the Captain The Sergeant-at-Arms conducts the election for Captain & Lieutenant.	Room _____
Fri.	1200 Hrs	Opening Business Session Presentation of Colors	Room _____
Sat.	0830 Hrs	2 nd Business Session Flags must be Posted prior to the meeting Only Door Guards report	Room _____
Sat.	1200 Hrs	Pallas Athene Luncheon Flags must be Posted prior to the luncheon	Room _____
Sun.	0700 Hrs	Memorial Service Flags will be presented - President & Chaplain will be escorted by Captain & Lieutenant	Room _____
Sun.	1200 Hrs	President's Luncheon Flags must be Posted prior to the luncheon Colors will be retired at the President's command	Room _____
Sun.	After lunch	3 rd Business Session if necessary	Room _____

Women's Army Corps Veterans' Association - Army Women United

**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 _____ WACVA-AWU Flag: _____

Placards: _____

Sergeant-at-Arms: _____

Captain: _____

Honor Guard member _____

Door Guards (2) _____

Shield & Spear: _____

Ambrosia & Table Seating Director: _____

Nectar & Ballot Box Guard: _____

Control the Lights: _____

Women's Army Corps Veterans' Association - Army Women United

National Honor Guard Standard Operating Procedures

Duties

Set up Tables, Business Meetings:

- 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 Charts in 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

Door Guards:

Attendance takers stand at the door entrances along with the Door Guards. Allow only National Officers, Standing Committee, and Delegates into the meeting room during check in.

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

There are two entrances, one is for National (White Ribbons)
The other is for Delegates (Yellow and Blue Ribbons)

Ribbon Colors: White: National

Yellow: Delegate

Blue: Alternate - if they are reporting in place of a delegate

Green: Member

Pink: Mother

Red: Honorary

Green, Pink, and Red are allowed in only after the others have been seated. They cannot sit with their Chapter but may sit in the designated area.

Meal 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.

The Captain will escort newly elected Officers to be installed to the front of the head table.

The will Lieutenant will take outgoing Officers from head table to unoccupied seats.

Head Table Seating for Business Meetings



National
Recording
Secretary

National
Treasurer

National
1st Vice
President

Podium &
Microphone
Front of
Table

National
President

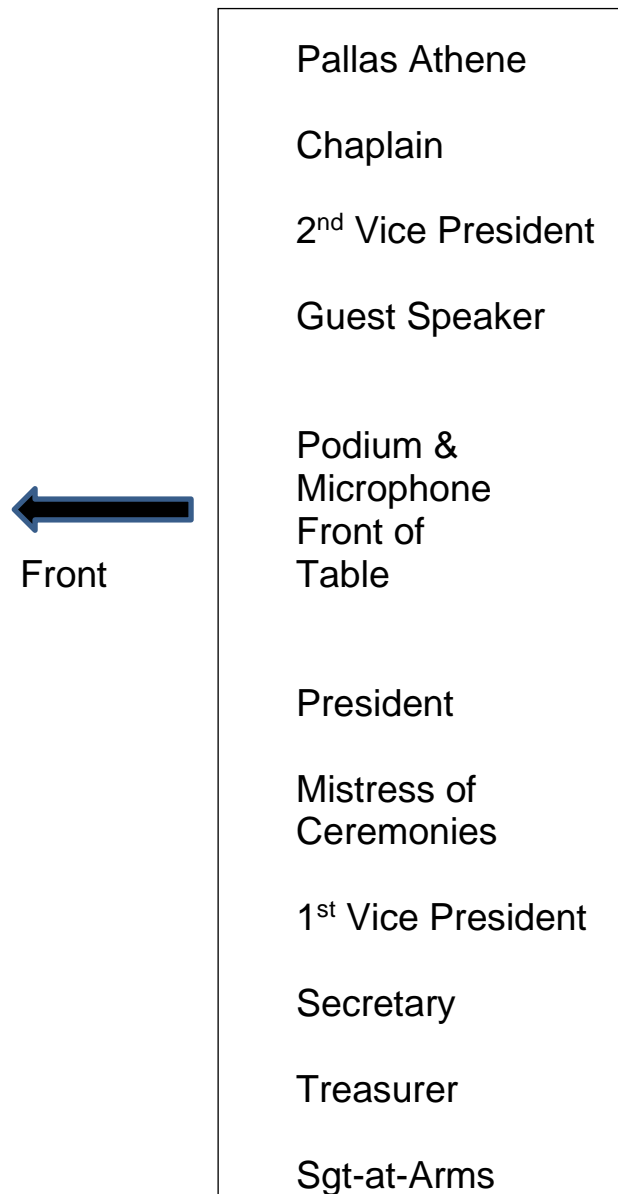
National
Parliamentarian

National
2nd Vice
President

National
Chaplain

Head Table Seating for Pallas Athene Luncheon

National Officers & Guests



Head Table Seating for President's Luncheon

