

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

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

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

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

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

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Revised 2005 and 2010

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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 Capital. This was done to insure representation of our Association at various ceremonies held in the District of Columbia.

- a. The first set of written policies for the National Honor Guard was established by the members of the Board of Directors of the Women's Army Corps Veterans' Association. At the 1971 Annual National Convention the first Certificates of Appreciation for service in the National Honor Guard were awarded.
- b. During the 1972 Annual National Convention, the number of members authorized in the National Honor Guard was increased to forty (40), and as members retired or were placed on the inactive rolls, members from new Chapters and new Members-at-Large (MAL) were given first preference at membership. The decision to have at least six (6) and no more than fifteen (15) members within the commuting distance of our Nation's Capitol was also approved.
- c. In 1992, the WACVA membership expanded to well over 5,000 members. The demands placed on our National Association to have members participate in various military related activities throughout the United States made it essential that the membership of the National Honor Guard to be increased.
- d. The 1995 Board of Directors approved the following policy. "No restriction is placed on the number of National Honor Guard members per chapter or total National Honor Guard membership. The number of members eligible for reimbursement at the Annual National Convention shall be in accordance with Article IX, Section 10e of the National Bylaws." (Appendix D forms WACVAHGHNBK-1 this Handbook.)
- e. The approved 1996 edition of the Bylaws authorized the Captain of the National Honor Guard to exercise full supervision over the activities of the Guard. The Captain of the National Honor Guard shall 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 members shall provide a copy of their DD 214 to the Captain. Prior to sending a copy make sure to black out your social security number. You can either scan it or send as an attachment or by mail.

Section 3 National Honor Guard members will, when possible participate in ceremonies within their own communities, in Washington, DC. or at the Annual National Convention. Consideration of time, travel and personal

expense (with the exception of some of the expenses at the Annual National Convention as outlined in the National Bylaws, Article XVI, Section 3e) are the responsibility of the individual member of the National Honor Guard. Chapters are encouraged to provide reimbursement for expenses incurred for participation in various military related activities, where possible and as their treasury may warrant.

- a. Some expenses, for no more than three (3) National Honor Guard members (2 flag bearers and the Captain of the National Honor Guard or her representative), participating in Memorial Day and Veterans Day activities at Arlington National Cemetery, may be reimbursed up to \$500.00 each in accordance with Article XVI, Section 4 of the National Bylaws.
- b. Members of the National Honor Guard will be required to participate in at least one of the following activities each fiscal year, (1 July - 30 June):
 - (1) Armed Forces Day May
 - (2) Memorial Day Services (Locally or at Arlington National Cemetery) May
 - (3) Flag Day Jun
 - (4) Independence Day Jul
 - (5) Women's Army Corps Veterans Annual National Convention as announced
 - (6) Gold Star Mother's Day Sep
 - (7) Veterans Day (Locally or in Washington DC.) Nov
- c. An active year of service is defined as: A Fiscal Year (1 July through 30 June), during which a member participates in at least one activity that requires the wearing of the Uniform, either locally or nationally.

Section 3 Members will be awarded a Certificate of Appreciation for active service after meeting the following requirements:

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

Section 4 Each member will be responsible for submitting to the Captain of the National Honor Guard a brief summary of her participation in activities requiring the

wearing of the Uniform. Reports are due 30 June of each year. The reporting period will be 1 July through 30 June.

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

Section 5 The positions of Captain and Lieutenant of the Honor Guard shall be filled from within the membership of the Guard by an election of Guard members conducted by the National Sergeant-at-Arms.

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

Section 6 The term of membership in the Honor Guard shall be until the Guard member retires, resigns or is removed for cause, including inability to meet the physical requirements which include walking/marching, prolonged standing and carrying the flags.

Section 7 The Captain of the National Honor Guard shall supervise Honor Guard activities and report to the National Board of Directors at the Annual Convention. She shall authorize any special appearances of the Honor Guard not covered in the general policies.

Section 8 In the event that more than twenty (20) members of the National Honor Guard participate in official convention ceremonies, the social event meal reimbursement factor shall be based on twenty (20) participants, who will receive reimbursement for three (3) meals. Honor Guard members shall be reimbursed for meals at the Annual Conventions for participation in the following events:

Friday Opening business session (reimbursement for Company Party)

Saturday Pallas Athene Luncheon escort (reimbursement for Pallas Athene Luncheon)

Sunday Memorial Service and/or Presidents Luncheon escort (reimbursement for Presidents Luncheon)

Section 9 The Captain of the Honor Guard shall be responsible for obtaining reimbursement vouchers for Guard members that participated in the above listed activities and shall submit these vouchers to the national President within thirty (30) days after close of the Annual Convention.

Article III - Membership

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

- a. An active member is one who participates in at least one activity per fiscal year requiring the member to wear the National Honor Guard uniform; who submits an annual report to the Captain of the National Honor Guard, not later than 30 (thirty) June of each year, summarizing her participation in ceremonies during the fiscal year and who pays her WACVA membership dues on time as prescribed in the National Bylaws Article IV, Section 8b.
- b. An inactive member is an active member who either requests this status or is asked to accept this status by either the Captain of the National Honor Guard, or the National President. Status as an inactive member is valid for no more than two (2) years. After two (2) years the member will be asked to state her intentions regarding continued membership in the National Honor Guard. Her options will be to either:
 - 1) Transfer back to active status
 - 2) Request retirement
 - 3) Request Emeritus Status
 - 4) Resign if she is unable to meet the requirements stated in Article II Section 5.
 - 5) Upon written request from the member, a one-year extension may be granted at the discretion of the Captain of the National Honor Guard and National President. The request shall include reasons for the extension.
- c. Members of the National Honor Guard who have served in an active status for a total of five (5) years (need not be consecutive) may request retired status. A member of the Guard shall remain as a retired member for as long as she remains a member in good standing in the Women's Army Corps Veterans' Association - Army Women United. Retired members are always encouraged to participate in any of the National Honor Guard functions but are not entitled to reimbursement.

Section 2 Any member in good standing of the Women's Army Corps Veterans' Association may apply for membership in the National Honor Guard if she has been a member of the National Association for one continuous year immediately preceding the date of the application. Per AR 670-1 she must

also have served during a time of a declared or undeclared war. These dates are listed in Appendix B and delineated in Article VI Uniform Section 1.

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

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

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

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

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

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

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

Article IV - Physical Requirements

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

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

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

Article V - Duties

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

- a. She shall maintain a roster of the National Honor Guard members and insure all activities participated in by the Honor Guard are posted. She shall submit a copy of the roster to the National President and all National Honor Guard members.
- b. She shall be responsible for the conduct of the National Honor Guard. She shall issue all orders for formations and any other necessary orders.
- c. She shall designate a member of the National Honor Guard to act as her representative in her or the Lieutenant's absence.
- d. She shall send a brief summary of each member's activities for the previous fiscal year to the National president. Her report will include the names of those members who have failed to submit an annual report and who have had no known participation during the previous fiscal year.
- e. She shall present a National Honor Guard activity report at the Annual National Convention.
- f. She shall coordinate with the Sergeant-at-Arms for the business meetings and the Convention Chairperson for the seating arrangements for the special events during the Annual National Convention.

- g. She shall maintain a file of all National Honor Guard activities and procedures and turn these over to her successor within thirty (30) days after notification of the election results.
- h. She shall be responsible for maintaining the national flags (U.S. and WAC). She will coordinate shipping the flags to Arlington for Memorial and Veterans Day activities. She will also coordinate shipping the flags to the National Convention. Any cost incurred for shipping the flags will be reimbursed by the National Treasurer after the proper form has been submitted.

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

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

Section 3 Members of the National Honor Guard:

- a. Shall respond to notification of assembly.
- b. Shall obey all orders given from either the Captain or the Lieutenant of the National Honor Guard or a member designated by the Captain.
- c. Shall, unless otherwise designated by the Captain, give no orders to any of the other members.
- d. Shall wear and maintain her uniform in accordance with AR 670-1 and DA Pamphlet 670-1.
- e. Shall provide annual reports to the Captain of the National Honor Guard per ARTICLE II, Section 3 of this Handbook.

Article VI - Uniform

Section 1 The National Honor Guard uniform will be the Army Service Uniform (ASU) and will be worn in accordance with AR 670-1 and DA Pamphlet 670-1. **IF YOUR SERVICE FELL BETWEEN:**

- a. 1953 (end of Korean conflict) 31 Jan 1955 and 5 August 1964 (beginning of Viet Nam War) or between
- b. 7 May 1975 (end of Viet Nam) and 29 September 1983 (Multi Force Lebanon) or between
- c. 1984 (end of Multi Force Lebanon) and 12 Jan 1991 (Persian Gulf War, which ended 3 April 1991) or between
- d. 3 April 1991 (end of Persian Gulf War) and 14 September 2001 (Operation Freedom).

YOU ARE NOT AUTHORIZED TO WEAR THE ASUs. This was confirmed by Sergeant Major Anthony J. Moore, Uniform Policy Department of the Army. Reserve duty does not count as active duty time.

Army Regulation 670-1 para 23-4 a, states former members of the Army may only wear the uniform if they served honorably during a declared or undeclared war, and if their most recent service was terminated under honorable conditions. For those members of your organization who meet this criteria they are authorized to wear the Army Service Uniform during military funerals, memorial services, weddings, inaugurations, and other occasions of ceremony. Former members of the Army who meet the criteria to wear the ASU **must wear the uniform in the highest grade they held during such war service.** These will not necessarily be the same rank as when you left active duty service.

THE CAPTAIN OF THE HONOR GUARD SHALL HAVE A COPY OF YOUR DD 214. Please send the Honor Guard Captain a copy of your DD 214 and be sure you black out your SSN. It is the responsibility of the Captain to determine eligibility to be in the Honor Guard.

Section 2 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 the treasury warrants.

1. One (1) Blue Jacket
2. One (1) Blue slacks
 - a. Officers have one, 1 inch gold-colored nylon or rayon braid.
 - b. Enlisted personnel (corporal and above) have one, 1 inch gold-colored nylon or rayon braid.
 - c. Enlisted personnel (specialist and below) wear no ornamentation on the outside of the seam of the slack leg.
3. One (1) Shirt, white, woman's short sleeve over blouse
4. Black neck tab
5. Service hat, Army blue
 - a. Plain brim for wear by officers and enlisted personnel.
 - b. Hatband. The detachable hatband has three rows of stitching of matching thread at the top of the band, elastic back, and ornamentation, as follows:
 - a. Field grade officers. The hat has two arcs of laurel leaves grouped in twos, embroidered in gold bullion, synthetic metallic gold-colored braid, or gold-colored nylon or rayon braid.
 - b. Company grade officers. The hat has a band of 1/2 inch, gold-colored synthetic metallic braid, or gold-colored nylon or rayon braid, placed on the bottom edge of the hatband.
 - c. Enlisted personnel. There is no ornamentation on the hatband.
6. Corporals and above may wear the service hat and Specialist 4 (E-4) and below wear the beret.
7. One (1) pair black tie patent leather oxfords (military style)

8. Black socks.
9. One (1) 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.
10. One (1) pair black leather, unisex, dress Gloves.
11. One (1) Coat black all weather. Coat is six (6) buttons, double-breasted model with a belt, convertible collar that buttons at the neck, shoulder loops, and zip out liner.

Section 3 The National Honor Guard uniform shall include the following accessories:

1. Enlisted personnel wear the unit crest of the last unit they were assigned to prior to discharge centered on the centerline of the shoulder loop and centered between the button and the shoulder seam. The top of the crest is towards the button. The unit crest is also worn centered on the beret blue flash. If unit crest is not available then nothing is worn on these areas. Officers wear non-subdued grade insignia centered on the blue flashing of the beret if they choose to wear the beret.
2. Officer personnel will wear the U.S. non-subdued brass on both the right and left collars and the insignia of their branch on the lapels the jacket. Enlisted personnel will wear the U.S. non-subdued brass on a disc on the right collar and the insignia of the branch they were assigned to on termination of their service, also on a disc, on the left collar.
3. Officers will wear the rank held at time service during a declared or undeclared war on a shoulder strap attached to the provided fasteners at the end of the shoulders. Enlisted personnel wear the rank held at time of service during a declared or undeclared war on the jacket sleeve as a non-subdued cloth insignia on each sleeve centered between the shoulder seam and the elbow. Retired members are not held to the above requirements.
4. One (1) Name Tag (furnished by National)
5. Previously awarded Service Decorations/Ribbons
6. Enlisted members wear service stripes (hash marks) on the left jacket sleeve, one for each three (3) years of Active Duty. (Officers are not authorized service stripes.)
7. Overseas bars: One bar for every six months of time in combat.
8. Earrings, spherical, not greater than 6 mm. in size, pearl, gold, silver or diamond; clip on, studs or screw back

Section 4 Hats are to be worn outside at all times. When entering a building the hats are to be removed. Hats shall be worn while performing Honor Guard duties. Proper wear position: The service hat is worn straight on the head so that the hatband creates a straight line around the head, parallel to the ground. Hair will not be visible below the front brim of the hat, and there should be 1/2 to 1 inch distance between the eyebrow and the brim of the hat.

Section 5 Nametags are obtained at no cost from the Captain and will be worn on the Jacket. The nametag is positioned as indicated in Appendix B.

Section 6 Ribbons/decorations awarded during active or reserve military service may be worn on the Uniform. See Appendix C for order of precedence.

Section 7 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 President 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 8 The Captain of the National Honor Guard will be responsible for providing assistance/advice in obtaining the uniform, which can be purchased at any Army Military Clothing Store. Only active duty or military retired personnel are allowed to make purchases of military clothing. All personnel may obtain uniforms through these websites: shopmyexchange.com or marlowwhite.com and accessories from vanguardmil.com.

- 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. Service stripes (hash marks) will be four (4) inches from the bottom edge of the sleeve
 4. Refer to appendix B – Placement of items on uniform jacket

Article VIII - National Annual 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 she 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 National Honor Guard will march in pairs up each side of the aisle. The first pair of National Honor Guards will stop at the front row of seats on each side of the center aisle and each successive pair of National Honor Guards will stop at the next row of seats behind them. As each member stops she automatically makes either a right or left turn to face the center aisle. The Lieutenant will escort the National Officers up the center aisle in single file. The Guard will salute until the Officers pass. The Captain will present the National President, who is escorted by the Sergeant-at-Arms. The Guard will hold their salute until the National President passes the front row of seats. The Captain will give an order to right or left face and forward

march. The National Honor Guard will return to the rear of the room and reassemble for the presentation of the Colors after the President is at her designated place.

- b. Presentation of the Colors: The National President, allowing time for the National Honor Guard to reassemble, will then call for the Captain of the National Honor Guard to: "Present the Colors!" The National Honor Guard marches in pairs, up each side of the center aisle, EXCEPT the last two Guards, who will carry the Colors. The first pair of Guards stops at the front row of seats on each side of the center aisle and each successive pair of Guards stops at the next row of seats behind them. As each member stops she automatically makes either a right or left face, to face the center aisle. The Guards carrying the Colors (Color Bearers) advance side by side up the center aisle when signaled by the Captain. Members of the National Honor Guard automatically salute as the flags approach. As the Color Bearers pass the front row of seats, the American Flag crosses over to the right of the platform 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 have been securely placed in their stands. The National 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 National Honor Guard will give the command to "Retire". Each member will make either a right or left face and march to the rear of the room. The Color Bearers will march out last, followed by the National Sergeant-at-Arms, Captain and Lieutenant of the National Honor Guard.

Section 2 Pallas Athene Luncheon:

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

The Captain of the National Honor Guard will designate three (3) members of the National Honor Guard to assist "Minnie". One (1) Guard will wait close to the head table to receive the shield and spear. One (1) Guard will carry the Nectar and one (1) Guard to carry the Ambrosia. (Note: it is important the Convention Chair have the Nectar and Ambrosia ready prior to the National Officers being escorted into the luncheon.) After the guests and National Officers are seated "Minnie" will make her way to the head table, unescorted. One (1) Guard will take the shield and spear and assure that they are left near "Minnie". She will then step to the side. The two (2) Guards that present the Nectar and Ambrosia wait at the back of the room until "Minnie" says "Now, bring me my Nectar and Ambrosia!" Guards will then proceed to the head table, after giving "Minnie" the Nectar and Ambrosia the Guards may then be seated.

Section 3 Memorial Service:

- a. The National Chaplain and the Captain of the National Honor Guard will coordinate the National Honor Guard participation prior to the Memorial Service.
- b. National Honor Guard participation includes, but is not limited to the presentation of The Colors. The National Chaplain and the National President are escorted in prior to the presentation of The Colors by the Captain and the Lieutenant.
- c. The National Honor Guard members march in pairs, up each side of the center aisle. The first pair of Guards stops at the front row of seats on each side and each successive pair of Guards stops at the next row of seats behind them. 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. The Chaplain may ask that the Captain and Lieutenant assist in the placement of the flowers into the wreath or vase. At the end of the Memorial Service and after Taps have been played, the Colors are retired without a voice command. All of the National Honor Guard members then proceed out behind the Colors. The Captain and the Lieutenant will escort the National Chaplain and National President from the room.
- d. After the Colors have been ceremoniously retired, they are usually returned to the front of the room and placed in their respective flag stands, so that pictures of the National Honor Guard members may be taken; informally, but with dignity.

Section 4 Presidents Luncheon:

- a. Tables are reserved for Chapter Presidents, Past National Presidents, WAC Mothers, National Honor Guard 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 Ceremonies will have a list of all the people to be seated and

their respective seats. The Captain will use this list to place people in line. The order shall be:

- (1) WAC Mothers
- (2) Chapter Presidents
- (3) Past National Presidents
- (4) Newly elected National Officers
- (5) Current National Officers, the National President is last

The Captain of the National Honor Guard will designate National Honor Guards to escort the guest(s) to their respective seat(s). A Seating Director will be assigned by the Captain and will direct the Honor Guard escorts to the designated tables. Depending on the number of National Honor Guards available, the first Guard to go into the dining room may have to return to escort other guests. One (1) Guard will escort each National Officer and the Captain will escort the National President. At the Head Table the Guard(s) will escort the National Officers to their respective seats. They will then assemble at the back of the room and proceed to their designated seats in formation. (A hand salute is not rendered during this function.)

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

Normally the National Honor Guard members escorts each assigned retiring officer to the Past President's table, and escorts their counterpart, the newly elected National Officers, from their table to the opposite end of the platform. This sequence is repeated until all of the officers have been re-positioned. The National Honor Guard members then return to their designated seats.

Section 5 Retiring the Colors:

- a. After the installation of new officers has been completed, the New National President will ask the Captain of the National Honor Guard to retire the Colors. The designated Color Bearers proceed to the platform for the flags. The remaining National Honor Guard members will take a position on each side of the center aisle, facing the center aisle, and rendering a hand salute as the Colors pass each member of the Guard. When the Colors pass the last Guard, the Captain of the National Honor Guard will give the following commands, "Order Arms, Right or Left Face, and Forward March!" The Colors and the National Honor Guard will proceed out of the room followed by the Captain and Lieutenant of the National Honor Guard.

Section 6 Reimbursement:

- a. Honor Guard members will be reimbursed for registration and meals at the Annual Convention in accordance with National Bylaws Article XVI – Authorized Reimbursement, Section 4. See form: appendix D.

APPENDIX A
WOMEN'S ARMY CORPS VETERANS' ASSOCIATION - ARMY WOMEN UNITED
Inter Organizational Memorandum

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

TO: National President
Sergeant-at-Arms
Captain of the Honor Guard

SUBJECT: Application for Membership in the National Honor Guard

Copies of the application form may be obtained from the National website, Sergeant-at-Arms or Captain of the Honor Guard and may be reproduced locally by the Chapter.

Submit the form in triplicate.

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

I am a: Member of Chapter # _____, or a Member-at-Large _____
Number of years of service __ Retired? Yes __ No __ Rank on termination of service: _____
Regular Army _____ Reserves _____ National Guard _____

I affirm that I am able to meet the physical requirements necessary to be a member of the Honor Guard, as indicated in the Honor Guard Handbook. I further affirm that service was during the time of a declared or undeclared war.

Height: _____ Weight: _____ Date of birth: _____ (DD/MO)

Street Address: _____

City: _____ State: _____ Zip Code + 4: _____

Phone Hm: (____) _____ C: (____) _____ Email: _____

Applicant's Signature: _____

Chapter President: _____ Date: _____

Printed and Signature

Approved the application for the above applicant for membership in the National Honor Guard and verified the information provided by applicant.

Chapter Name and Number: _____

If applicant is the Chapter President then Chapter 1st VP signs and in case of MAL National 2nd VP signs.

National President's Signature: _____ Date: _____

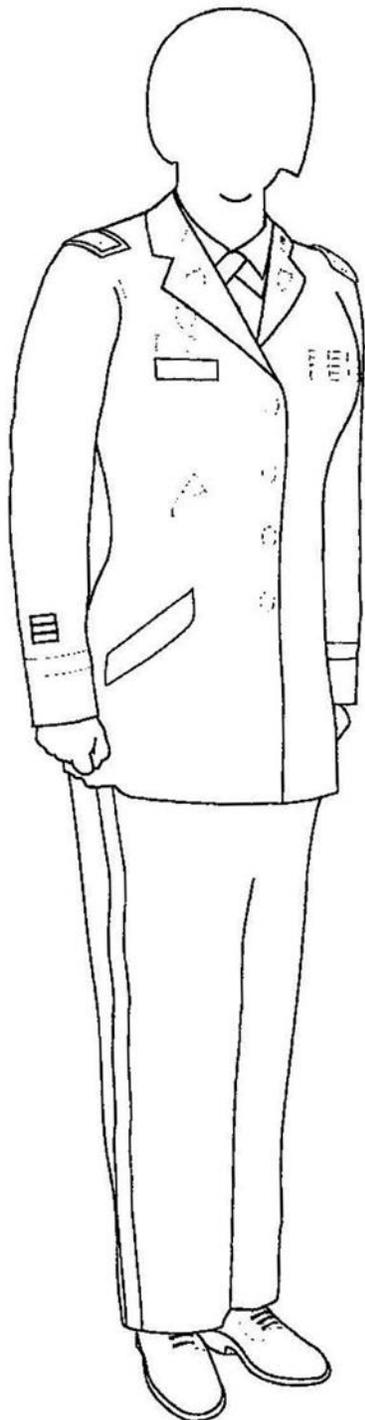
Appointed: _____ Not Appointed: _____ Applicant Notified: _____

National Sergeant-at-Arms Notified: : _____ Date: _____

Honor Guard Captain: : _____ Date: _____

Printed and Signature

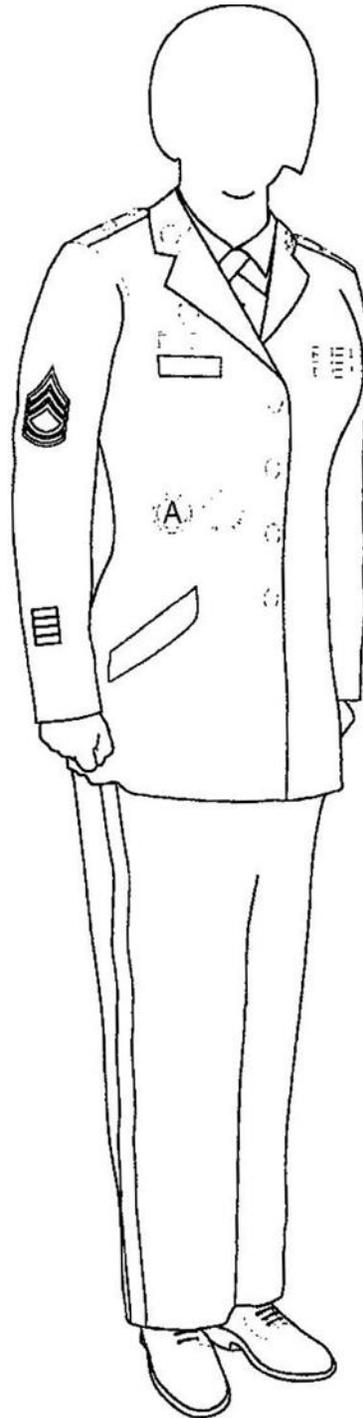
APPENDIX B
WOMEN'S ARMY CORPS VETERANS' ASSOCIATION - ARMY WOMEN UNITED
National Honor Guard Uniform



Army Service Uniform, Officer

B-1

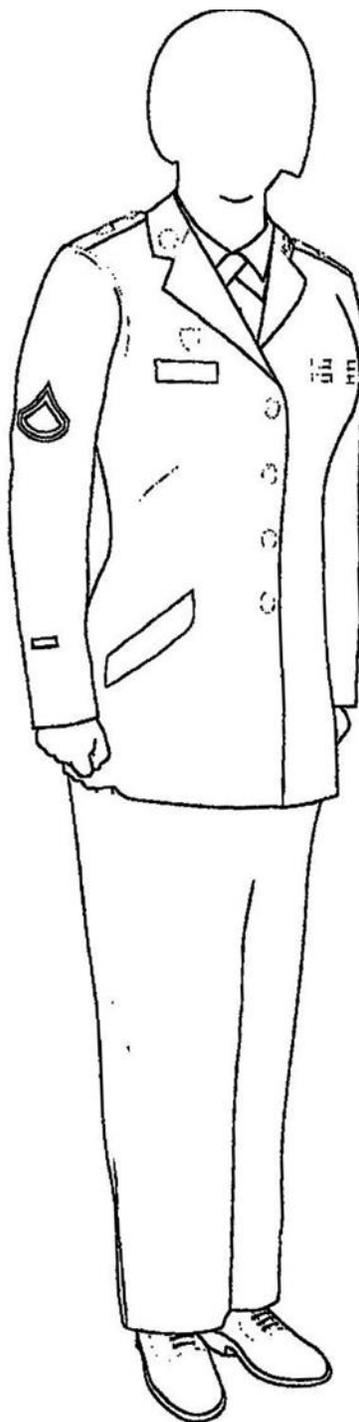
APPENDIX B
WOMEN'S ARMY CORPS VETERANS' ASSOCIATION - ARMY WOMEN UNITED
National Honor Guard Uniform



Army Service Uniform, Enlisted Corporal and E5 and above

B-2

APPENDIX B
WOMEN'S ARMY CORPS VETERANS' ASSOCIATION - ARMY WOMEN UNITED
National Honor Guard Uniform



Army Service Uniform, Enlisted E1 - E4

B-3

APPENDIX B
WOMEN'S ARMY CORPS VETERANS' ASSOCIATION - ARMY WOMEN UNITED
National Honor Guard Uniform



Army black all-weather coat

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. Officers wear nonsubdued pin-on grade insignia on the shoulder loops of this coat. Non-commissioned officers wear pin-on rank insignia on the shoulder loops. Enlisted personnel wear nonsubdued grade insignia on the collars.

APPENDIX B
WOMEN'S ARMY CORPS VETERANS' ASSOCIATION - ARMY WOMEN UNITED
National Honor Guard Uniform
Authorization to wear the Uniform - Declared and Undeclared Wars

Declared Wars

The table below lists the five wars in which the United States has formally declared war against eleven foreign nations

War or Conflict	Opponent(s)	Date of declaration	End
War of 1812	United Kingdom	18 Jun 1812	24 Dec 1814
Mexican American War	Mexico	13 May 1846	02 Feb 1848
Spanish American War	Spain	25 Apr 1898	10 Dec 1898
World War I	Germany	06 Apr 1917	25 Aug 1921
	Austria-Hungary	07 Dec 1917	29 Aug 1921
World War II	Japan	08 Dec 1941	02 Sep 1945
	Germany, Italy and Bulgaria	11 Dec 1941	08 May 1945
	Hungary and Rumania	05 Jun 1942	10 Feb 1947

Undeclared wars

Military engagements authorized by Congress

In other instances, the United States has engaged in military combat authorized by Congress.

War or Conflict	Opponent(s)	Authorized	End
Quasi War	France	09 Jul 1798	Treaty 1805
1 st Barbary War	Morocco and Tripolitania	06 Feb 1802	1816
2 nd Barbary War	Algiers	10 May 1815	1823
Enforcing Slave trade ban	Slave traders and pirates	1819	1858
Redress/attack on U.S. Navy	Paraguay	1858	1858
Mexican Revolution	Mexico	22 Apr 1914	Oct 1914
Russian Civil War	Estonia, Latvia, etc.	1918	T. W. Wilson
Lebanon Crisis	Lebanese Opposition	09 Mar 1957	25 Oct 1958
Vietnam and War	Khmer Rouge	07 Aug 1964	7 May 1975
Laotian Civil War	N. Korea, Vietnam	07 Aug 1964	27 Jan 1973
Cambodian Civil War	Viet Cong	07 Aug 1964	27 Jan 1973
Multi Force Lebanon	Syria	29 Sep 1983	1984
Persian Gulf War	Iraq	12 Jan 1991	03 Apr 1991
War in Afghanistan			
Operation Enduring Freedom			
Operation Freedom	Taliban and al-Qaeda	14 Sep 2001	George W. Bush
Syrian Civil War (Operation Inherent Resolve)			
2 nd Libyan Civil War			
Iraq War	Iraq	03 Mar 2003	George W. Bush

Military engagements authorized by United Nations Security Council Resolutions and funded by Congress]

In many instances, the United States has engaged in extended military engagements that were authorized by United Nations Security Council Resolutions and funded by appropriations from Congress.

War or Conflict	Opponent(s)	Authorized	End
Korean War	China, N Korea and Soviet	1950	31 Jan 1955
Multi Force in Lebanon	Shia, Druze and Syria	1978	1984
Persian Gulf War	Iraq	1990	1991
Bosnian War	Republika Srpska	1992 and 1993	2004
2 nd Liberian Civil War	Peacekeeping	2003	2003
Haitian coup d'état		2004	2004
1 st Libyan Civil War	Libya	2011	31 Oct 2011

APPENDIX C AWARDS AND DECORATIONS

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

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

- a. U.S. Military Decorations: These are awarded in recognition of heroism, meritorious achievement or meritorious service. They are worn in this sequence and are placed left to right, top to bottom as listed below. Maximum three (3) to a row. If there is only one or two (2) in a row it (they) are centered either on the last row of three (3) ribbons or in the center of the right side of the jacket (reference Appendix B)
 1. Medal of Honor
 2. Distinguished Service Cross
 3. Defense Distinguished Service Medal
 4. Distinguished Service Medal
 5. Silver Star
 6. Defense Superior Service Medal
 7. Legion of Merit
 8. Distinguished Flying Cross
 9. Soldier's Medal
 10. Bronze Star
 11. Purple Heart
 12. Defense Meritorious Service Medal
 13. Meritorious Service Medal
 14. Air Medal
 15. Joint Service Commendation Medal
 16. Army Commendation Medal
 17. Army Achievement Medal
- b. Good Conduct Medal: Awarded for exemplary behavior, efficiency and fidelity in active Federal Military Service. Its order of precedence is immediately following the U.S. Military Decorations.
- c. U.S. Service Medals and Service Ribbons: Denotes honorable performance of military duty within specified limits dates, unless otherwise indicated, and in specified geographical areas, unless otherwise specified. Their order of precedence follows the Good Conduct Medal and are worn in the sequence indicated below:

*TBA = To be announced

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

*TBA = To be announced

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

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

APPENDIX D REIMBURSEMENT FORM FOR MEALS AND REGISTRATION FEE

***Women's Army Corps Veterans' Association
Army Women United
Inter Organizational Memorandum***

FROM: (NHG Name) _____ Date: _____
Printed

TO: National President
Sergeant-at-Arms
Captain of the Honor Guard

SUBJECT: Honor Guard Reimbursement

Under the provision of Article XVI Section 4 of the National Bylaws, the undersigned requests reimbursement for Annual National Convention social event meals, subject to limitations as specified in quoted article and section of the National Bylaws.

The undersigned requests reimbursement for:

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

Sub Total of Meals: \$ _____

Convention Registration Fee \$ _____

Totals Registration Fee and Meals \$ _____

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

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 ANNUAL NATIONAL CONVENTION in order to receive reimbursement.

APPROVED: _____ Date: _____
Captain of the National Honor Guard

APPROVED: _____ Date: _____
National President

Request for Payment Non-Convention
Women's Army Corps Veterans' Association
Army Women United
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 National Honor Guard
Standard Operating Procedures

Honor Guard Meeting: Thursday - 7:00 PM

- Please be aware of all events, times, and locations that you volunteer for, practice is mandatory and you must be present one hour prior to the event.
- Two (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.
- All the Honor Guard members will present the Colors at the opening business meeting and retire the Colors at the President's Luncheon.
- Assignments to escort a National Officer or Past National President, and other dignitaries, or as a Door Guard are for the duration of the Convention.
- Assigned Escorts shall escort out going Officer from the rostrum to the PNP table and escort incoming Officers to the front for Installation.
- The Sergeant-at-Arms, Captain and one other Honor Guard member will be assigned to set out the Chapter and Officer placards prior to each business meeting.
- Two (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.
- Three (3) Honor Guard members will be assigned the Pallas Athene luncheon. Prior to the luncheon check on the following to make sure they are available and ready at the start of the luncheon:
 - Dry ice for the nectar
 - Fruit for the Ambrosia

Assignments will be:

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

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

Event Schedule

Thurs.	0830 Hrs	Pre-Con. Board of Directors	Room _____
		Flags must be Posted prior to the meeting	
	1900 Hrs	Honor Guard Meeting	Room _____
Fri.	0800 Hrs	Opening Business Session	Room _____
Sat.	0830 Hrs	2 nd Business Session	Room _____
		Flags must be Posted prior to the meeting	
		Door Guards Only	
	1200 Hrs	Pallas Athene Luncheon	Room _____
		Flags must be Posted prior to the luncheon	
Sun	0700 Hrs	Memorial Service	Room _____
		Flags will be presented - President and Chaplain will be escorted by Captain and Lieutenant	
	1200 Hrs	President's Luncheon	Room _____
		Flags must be Posted prior to the luncheon	
		3 rd Business Session	Room _____

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

Assignments

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

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

Flag Bearers: American _____ Organization _____
Placards: _____
Door Guards: _____
Shield: and Spear: _____
Nectar and Ballot Box: _____
Ambrosia and Table Seating Director: _____
Control the Lights: _____

Women's Army Corps Veterans' Association 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 Honor Guard Handbook for the correct seating order)
- Double check to make sure the numbers of Delegate chairs are correct prior to the start of each meeting.

Door Guards:

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

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

Meal Table Seating Director:

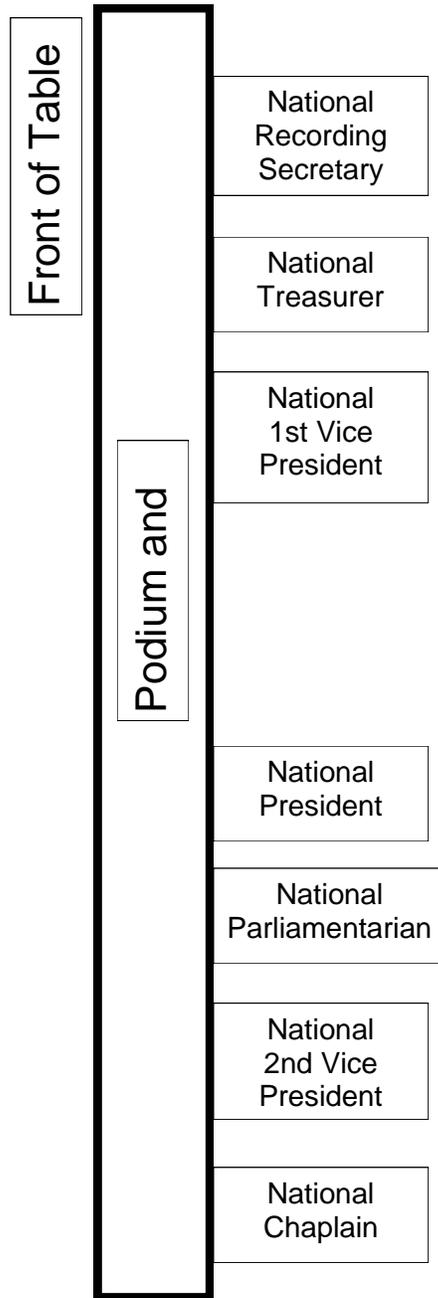
- Direct escorts to take all National Officers, Past Presidents, and Chapter Presidents, to their assigned tables

Installation:

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

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

Head Table Seating for Business Meetings



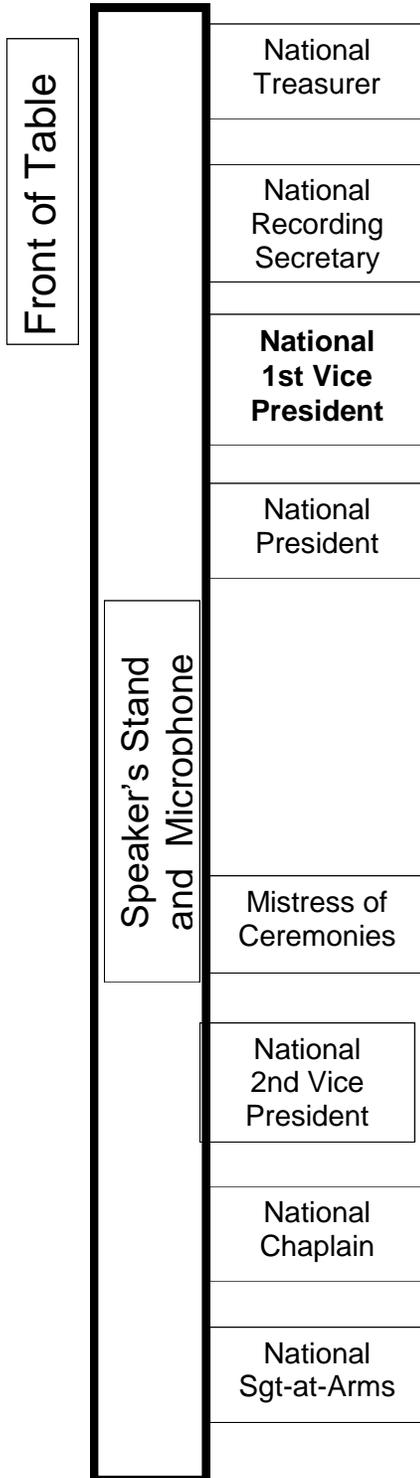
**National
Sergeant-at-Arms**

Seated in the back of the room close to a microphone

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

Head Table Seating Guide for Meals

President's Luncheon



Pallas Athene Luncheon

