

# **CASA GRANDE HONOR GUARD POST 1677**

## **POLICY, PROCEDURE, & PRACTICE**

### **Command Structure**

The operational control of the honor guard will be the responsibility of the Honor Guard Captain, following the guidelines set forth in this document, by-laws of the Post, District, Department and National. The Honor Guard Captain will coordinate services with funeral directors, family members of the deceased, church clergyman, other posts or veteran organizations, or individuals requesting honor guard or color guard services. The Post Chaplain may also be involved in coordinating with these groups. The captain will schedule, contact, and mobilize unit members as needed for each service. The captain will organize unit members at each service and give appropriate commands necessary to conduct the service. In the absence of the captain, a 2<sup>nd</sup> in command will be appointed as a back-up to perform the captain's duties. The captain will order, maintain, and issue honor guard inventory and supplies as needed, at his discretion. The captain is responsible for maintaining and filing monthly activity, expense, and rifle usage reports on behalf of the honor guard. Any policy, procedure, or practice issues beyond the scope of this document will be deferred to the post commander.

### **Membership Requirements**

Preferably Honor Guard members will be VFW members, although members from other military organizations (American Legion, VVA, DAV) as well as auxiliary members will be considered, however it is required that they be US Military Veterans. Candidates must submit a membership application to the Honor Guard Captain with pertinent data and contact information. Members must be in reasonable health and physical condition to perform required honor guard/color guard duties. Candidates must be deemed acceptable and voted in by the Honor Guard Captain and the membership. Members are expected to maintain adequate personal appearance and uniform standards.

### **Honor Guard Duties**

The Honor Guard will provide full military funeral honors when requested, including a three-volley rifle salute, taps, flag folding and presentation to the Post Chaplain or next of kin. Three brass shells will also be presented to the next of kin to represent the three rifle volleys fired in honor of the deceased. Whenever possible the honor guard will provide a full rifle squad of seven (7) riflemen, two (2) buglers (to provide echo when appropriate) and a Post Chaplain. In the event that not enough unit members are available to perform a service properly (3 or less), at the discretion of the Honor Guard Captain, the request for honors may be denied rather than dishonor the deceased veteran with a poor performance. Other options could be an

abbreviated service in lieu of full honors or to attend the service as sentries at the grave site in honor of the veteran. We will also provide a Color Guard when requested for military and civic functions.

### **Uniforms**

Members will provide, at their expense: black slacks, black shoes, VFW Post covers, military branch/unit patches/insignias, ribbons and decorations, and honor guard jacket.

The post will provide at no cost to the honor guard member a one-time original issue of the following: a white military style shirt, all Post/VFW related patches, Ties, 3027parade belts and buckles, white gloves, name badges, honor guard type lanyards and ascots.

### **Post Flags**

The Honor Guard is responsible for two (2) flags: the flag flying in front of the Post building and the flag flying on the corner of Florence St. and 2<sup>nd</sup> St. The President/Commander in chief, State Governor, and the Post Commander will instruct the Honor Guard Captain on the status of the flag. The Honor Guard Captain will maintain a subscription to an e-mail (free) service at [info@aflag.com](mailto:info@aflag.com). The service will send notification via e-mail when to fly the flags at half-staff.

If the flags need adjusting, and for any reason the Honor Guard Captain cannot get to the post on a timely basis, the captain will call the post, determine if there is an Honor Guard member at the post that can perform the duties, or leave a message/instruction with the bar manager for the first honor guard member to arrive at the post, instructing them to adjust the flags.

The honor guard is responsible for retiring the flags.

### **Honor Guard Request Requirements**

It is required that honor guard requests be made a minimum of three (3) days in advance of the service date to allow time for scheduling unit members. Proof must be provided that the deceased served in the United States Armed Forces and was given other than a dishonorable discharge to be given military funeral honors. The DD214 is the most common form of proof of service because it contains the all the required information. If the deceased's DD214 is lost or unavailable other documentation can be used, i.e., Military Discharge Certificate or Department of Veteran Affairs records.

## **Range of Operation**

Although no defined boundaries have been established the honor guard will normally provide funeral honors or a color guard when requested, within an approximate fifty (50) mile radius of the Casa Grande Post. This would include, but not limited to, the surrounding cities/villages such as Coolidge, Florence, Eloy, Maricopa, Sacaton, Arizona City, and other East Valley communities. Services may be rendered outside of this area due to extenuating circumstances and at the discretion of the Honor Guard Captain and/or Commander of the Post. This decision would be based on the availability of other closer honor guard units who could more easily provide services to distant locations outside our normal range.

## **Rifle Maintenance**

The ceremonial rifles entrusted to this post are strictly controlled by US Army TACOM and must be safeguarded and maintained in compliance with Army TACOM regulations. They must never be loaned out or used for unauthorized events. Routine cleaning and maintenance of the honor guard rifles is the responsibility of the Honor Guard Captain and should be performed as often as needed to assure proper operation. Based on rifle usage, a maintenance schedule should be established at the discretion of the Honor Guard Captain.

## **Donations**

All donations designated to the honor guard are deposited, recorded as honor guard funds, and detailed in a separate sub account within the post general account. At the end of each month, after all present and any future obligations have been accounted for and deducted from the sub account, any funds over \$1,000.00 may be transferred to the general account. As part of the monthly financial report, the Post Quartermaster will inform the Honor Guard Captain of any such transfers. When the honor guard has zero funds and needs funds to continue functioning, they will look to the post for funds to sustain the honor guard. Any honor guard donations accumulated, after honor guard operating expenses, will be paid to the general fund until the post "contribution fund" is repaid.

## **Gas Mileage**

Participants meet at the post and carpool to memorial or funeral sites outside of the Casa Grande area. Carpool drivers, to those out-of-town locations, will be paid a mileage rate determined by the Post Quartermaster. The Quartermaster will determine the rates based on the current IRS allowances. The Honor Guard Captain will detail locations, mileage, and drivers then give that detailed report to the Quartermaster at the end of every month. The Quartermaster will write a check to each driver for that month/quarter and give the checks to the Honor Guard Captain for distribution to the drivers.

**Beverage Policy**

All honor guard members participating in a memorial or funeral, upon returning to the post, will be given 2 tokens for a beverage of their choice. In the rare occasion of more than 1 memorial or funeral in a day, the participants will be awarded a total of only 2 tokens in 1 day. The honor guard does not want to burden or have a negative impact on the post's profitability.

**Documentation**

This document replaces the Casa Grande Honor Guard Post 1677 Policy, Procedure & Practice document dated 21 January 2013 and Amendment 1 dated 11 February 2013. The Post Commander and Honor Guard Captain will date and initial all changes and additions to this document.

27 September 2021

Lori Byrne

Commander, Post 1677

David Ridley

Honor Guard Captain