

Operations Worksheet 12 – Honor Guard Coordinator (Reviewed and Revised – March 2013)

The purpose of the uniformed Honor Guard is to pay homage to deceased members for their honorable service to their country, and, in so doing, to console and to provide closure to the next of kin, remaining survivors and friends. The Honor Guard Coordinator is a member of the Executive Committee and attends meetings of that committee, which normally take place on the first Monday of each month. The Coordinator will be guided by the following:

1. Review obituaries and notices of memorial services and funerals in local newspapers to help the Personal Affairs and Memorial Committees obtain names of members and auxiliary members who are listed in the Chapter's Membership Directory. The purpose of this is to ensure that, if possible, no deaths of Chapter members are overlooked. Because only one Chapter representative normally should call the next of kin (NOK), the Coordinator generally will not make such calls since this is the responsibility of the Personal Affairs Officer.
2. Members of the Honor Guard attend memorial services, visitations, and grave site or other ceremonies, as requested by the NOK. Actions may include rendering of a hand salute, presenting the U.S. flag to the NOK or family and offering a few words of honor and respect for the deceased member.
3. The Coordinator will keep current the following listing of the Honor Guard:
 - a. (Insert Name, Rank, Service and Phone Number of each member. See Atch.)
4. The NOK may ask the Coordinator to offer a prayer at the funeral home or the grave site; and may request the Coordinator present the U.S. Flag to the NOK or designated representative.

Following are samples for complying:

- a. Memorial. "Almighty God, our gracious Heavenly Father, we humbly beseech thy blessing for (Insert Rank, name, and Service of deceased) who served our country honorably , and through that service exemplified the ideals and values which have built our country and our American way of life. We lift our prayers that (Rank and Name) may rest in peace. Amen."
- b. Flag Ceremony (presented if possible by an officer of the same service). "The St. Petersburg Chapter of the Military Officers Association of America is honored to present to you the Flag of the United States of America. This flag is symbolic of the dedication of (Insert Rank and Name of Deceased) to (his/her) country and is presented in appreciation of (his/her) honorable service in the (Insert Branch of Service) in carrying out his/her oath to protect and defend the Constitution of the United States."

5. Almost every occasion is different, so the Honor Guard must be flexible in order to comply in a proper manner with the wishes of the NOK. The Honor Guard may be the only organization participating in the ceremony or may be only one of many, and should adjust as necessary for the overall mission.

Attachment: Operations Worksheet 12 – Honor Guard Members

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