

NEW JERSEY STATE COUNCIL VIETNAM VETERANS OF AMERICA, INC



CHAPLAIN'S REFERENCE MANUAL

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Chaplain
New Jersey State Council

(www.NJSCVVA.org)

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PART I – INTRODUCTION

This manual is being made available to all chapter chaplains in the State of New Jersey. It is intended to help the chaplains with the many aspects of their office.

One of the first things that should be considered is “*Should your chapter participate in the VVA Chaplaincy Program?*” The following issues to consider come from the Maryland State Council’s web site and are reprinted here with permission of Reverend Jackson Day:

SHOULD YOUR CHAPTER PARTICIPATE IN THE VVA CHAPLAINCY PROGRAM?

Advantages:

- Having a chapter chaplain gives the chapter a point of contact when ritual events need to be conducted, whether public services at Memorial Day and Veteran’s Day, or more private events upon the death of a chapter member or a veteran in the community.
- Having a chapter chaplain gives the chapter a point of contact for member’s spiritual issues.
- It is not necessary for chaplains at the chapter level to be ordained clergy. Chapter chaplains can be lay people who show an aptitude for this role.
- Chaplains are not elected officers of the chapter. Once a chapter votes to enter, or continue, in the VVA Chaplaincy program, the chaplain is appointed by the chapter president.

Concerns:

- The chaplain should be someone who is fair, exhibits integrity, is associated with a faith community, and is **able to conduct public ceremonies**. Many people have one or more of these traits, but it may be difficult to find someone with all of them.
- The chaplain must exhibit a “chaplain” perspective rather than an “evangelist” perspective. That is to say, the chaplain must be concerned for ensuring that the spiritual needs of **all** chapter members are met in ways which are appropriate for the members themselves – rather than promoting the chaplain’s own personal viewpoint. For instance, if the chapter member has a question about the Jewish faith, and the chaplain is not Jewish, the chaplain’s responsibility is to help connect the member with a rabbi or knowledgeable Jewish person – rather than trying to make up a Jewish answer or giving a Christian answer instead. Some very sincere and devout members of one faith community may have problems helping members of other faith communities in this way.



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- It is important for chapters not to just appoint a chaplain, but to take steps consistent with VVA by-laws of voting to participate in the chaplaincy program, appointing a chaplain, and registering the chaplain with the VVA National office. This will ensure that correspondence from the VVA National Office addressed to chapter chaplains is received.

Once the chapter decides to participate in the VVA Chaplaincy Program, they should review and follow the guidelines published by VVA. For your convenience, the current VVA Chaplaincy Program Guidelines are included in this manual.

VVA CHAPLAINCY PROGRAM GUIDELINES

(Approved 20 July 1996)

An Overview

One of the purposes of Vietnam Veterans of America, Inc. (VVA) is to help foster, encourage and promote the improvement of the condition of the Vietnam veteran. VVA is concerned with providing service to the veteran as a whole person and many Chapters and State Councils have established a chaplain position to serve the spiritual needs of their organization.

It is the desire of VVA's membership, as expressed in VVA National Convention Resolution V-7-87, to have the Board of Directors prepare guidelines concerning the duties, selection process and certification of volunteer VVA Chaplains for use by interested Chapters and State Councils in regard to the VVA Chaplaincy Program.

SECTION I – GENERAL GUIDELINES

- A) The VVA Chaplaincy Program is wholly voluntary, both in regard to its adoption by Chapters, and State Councils, and in regard to the participation of VVA members in the activities of such a program. Independent of each other, Chapters and State Councils may determine for themselves if they wish to participate.
- B) The decision of a Chapter or State Council to participate in the VVA Chaplaincy Program shall be made as follows:
 - 1) **CHAPTERS:** By a majority of the Chapter's membership during a regular meeting of the Chapter and confirmed annually during the Chapter's annual meeting. Such actions shall be reflected in the Chapter's minutes.
 - 2) **STATE COUNCILS:** By a majority vote of the Council's delegates during a regular meeting of the Council and confirmed biennially concurrent with the election of Council officers. Such action shall be reflected in the Council's minutes.



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- C) Even if a Chapter or State Council has formally adopted a position of participation in the VVA Chaplaincy Program, the right of an individual to freely choose not to engage in spiritual activities will be respected at all times.
- D) Services and other spiritual activities conducted by VVA Chaplains shall be inter-denominational and sensitive to all faiths as follows:
 - 1) Activities will foster a climate of religious unity.
 - 2) Activities will be general in nature and universal in their religious content.
- E) The VVA Chaplaincy Program will be an informal spiritual welfare support system. As such, the thrust of the program will be to provide individuals who request spiritual assistance with a referral to the formal religious community of their choice. The program should also serve to enlighten the formal religious community as to the special problems, needs, and spiritual concerns of Vietnam veterans and their families.
- F) Due to potential organizational liability and other malpractice considerations, VVA Chaplains, acting as such, are prohibited from engaging in pastoral counseling of VVA members. If, however, a VVA Chaplain is also a certified Pastoral Counselor, or holds professional degrees or licenses in Psychology, Psychotherapy, or Social Work, that Chaplain will NOT perform such professional services in the name of VVA, the local Chapter, nor the State Council.
 - 1) The parameters of services provided to the Chapter or State Council by a VVA Chaplain are religious/spiritual services.
 - 2) Counseling of a VVA member by a VVA Chaplain is to be in the Chaplain's place of professional ministry, and offered and undertaken only in the context of such professional service. In all cases, such counseling shall be separate and apart from the volunteer service of the VVA Chaplain to VVA.
 - 3) Because of the volunteer nature of the VVA Chaplaincy program, and the precisely defined parameters within which Chaplains are to offer services, VVA will NOT be liable or assume and legal responsibility due to any actions filed against a VVA Chaplain by another VVA member or by any member or his or her family.

SECTION II – DUTIES OF VVA CHAPLAINS

- A) Primarily, the duties of VVA Chaplains shall be as follows:
 - 1) Conducting spiritual ceremonies for their respective Chapter or State Council. Spiritual ceremonies conducted by VVA Chaplains shall be restricted to those deemed to be appropriate and authorized by the Chaplain's respective Board of Directors or State Council.
 - 2) Tending to the spiritual welfare of VVA members. In many cases, a VVA member will be a practicing member of a congregation. Accordingly, the responsibility of the VVA Chaplain for



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the member's spiritual welfare is shared with, but secondary to the member's personal pastor, priest, rabbi, or spiritual leader of his or her faith group. In other cases, the VVA Chaplain will primarily serve a member's spiritual needs by referring the member requesting such assistance to a formal religious contact.

- 3) To foster and encourage an understanding within the formal religious community of the spiritual problems needs, and spiritual concerns of Vietnam Veterans and their families.
- 4) Other duties deemed to be desired and appropriate by the Chaplain's respective Board of Directors or State Council, provided they are consistent with the provisions of these guidelines governing the VVA Chaplaincy Program.

SECTION III – APPOINTMENT REQUIREMENTS FOR VVA CHAPLAINS

A) VVA Chaplains appointed by a Chapter must meet one of the following criteria:

- 1) Served as a Chaplain during the Vietnam Era. Such service must be documented by the Chaplain's military service records.
- 2) Is a Vietnam-era veteran currently serving as a Military Chaplain in one of the uniformed services of the United States Armed Forces. Such service must be documented by the Chaplain's military service records or by a letter from his or her Commanding Officer.
- 3) Is a Vietnam-era veteran who is now ordained or serving as a licensed minister with a call (appointment) according to his or her denominational endorser. A copy of the individual's ordination certificate, license or call is acceptable evidence of such a qualification.
- 4) Is a Vietnam-era veteran who is not ordained, however, is currently involved in some other significant way, in a local congregation. Documentation of such involvement, detailing lay education and experience, but the individual's pastor, priest, rabbi, or spiritual leader of his or her faith group may be accepted.

B) VVA Chaplains appointed by a State Council must meet one of the following criteria:

- 1) Served as Chaplain during the Vietnam Era. Such service must be documented by the Chaplain's military service records.
- 2) Is a Vietnam-era veteran currently serving as a military chaplain in one of the uniformed services of the United States Armed Forces. Such service must be documented by the Chaplain's military service records or by a letter from his or her Commanding Officer.
- 3) Is a Vietnam-era veteran who is now ordained or serving as a licensed minister with a call (appointment) according to his or her denominational endorser. A copy of the individual's ordination certificate, license or call is acceptable evidence of such a qualification.



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SECTION IV – SELECTION AND CERTIFICATION PROCESS FOR VVA CHAPLAINS

- A) The selection of VVA Chaplains by Chapter or State Councils that have decided to participate in the VVA Chaplaincy Program shall be made as follows:
- 1) **CHAPTERS:** A VVA Chapter Chaplain, meeting the minimum certification requirements established above, shall be appointed by the Chapter President subject to confirmation by the Chapter's Board of Directors. Within sixty (60) days of confirmation, the Chapter Secretary shall forward the following through the State Council (or in the absence of a State Council, directly) to the VVA National Secretary:
 - a) Documentation indicating that the Chaplain meets at least one of the requirements specified in Section III-A of these guidelines.
 - b) A copy of the Chapter's minutes for the meeting at which participation in the VVA Chaplaincy Program was adopted and a copy of the Board minutes appointing the VVA Chaplain.
 - c) A copy of the Chaplain's DD-214 or other proof of military service.
 - 2) **STATE COUNCIL:** A VVA State Chaplain, meeting the minimum certification requirements established above, shall be appointed by the State Council President subject to confirmation by the State Council. Within sixty (60) days of confirmation, the State Council Secretary shall forward the following to the VVA National Secretary:
 - a) Documentation indicating that the Chaplain meets at least one of the requirements specified in Section III-B of these guidelines.
 - b) A letter signed by the State Council Secretary indicating that the Council has voted to participate in the VVA Chaplaincy Program and also indication the Council's confirmation of the State Council President's appointment of the VVA Chaplain.
 - c) A copy of the Chaplain's DD-214 or other proof of military service.
- B) Certification of Chapter and State Council Chaplains will be accomplished by a letter from the VVA National Secretary to the Chaplain, with a copy of the certification also being forwarded to the VVA National Chaplain, to the appropriate Chapter and/or State Council. The VVA National Secretary may issue such certifications when each of the following conditions have been fulfilled:
- 1) When a copy of the Chapter's minutes or a letter from the State Council indicating a desire by the Chapter or State Council to participate in the VVA Chaplaincy Program has been received by the VVA National Secretary.
 - 2) When a copy of the Chapter's Board minutes or a letter from the State Council indicating appointment of a VVA Chaplain has been received by the VVA National Secretary.



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SECTION V – OFFICE OF THE VVA NATIONAL CHAPLAIN

A) The position of VVA National Chaplain was established by the 1993 National Convention resolution M-17-93.

B) THE DUTIES OF THE VVA NATIONAL CHAPLAIN

- 1) The VVA National Chaplain will be primarily responsible for the spiritual well being of the National organization.
- 2) Will serve at the pleasure of the VVA National President and his/her Executive Board and be available to provide spiritual coverage at special National functions and Veteran's observances.
- 3) Will be the liaison between VVA and the Director of Chaplain Services of the Department of Veterans Affairs, the Military Chaplains Association and the National Chaplains of the other veteran's service organizations.
- 4) Will receive notices of all deceased members of VVA and its Associate members and publicize the obituaries through the National communication system, i.e., The VVA Veteran and monthly mailings.
- 5) Will provide and assure religious coverage at the National Convention for worship and memorial services.
- 6) Will coordinate the VVA Chaplaincy Program by providing leadership and guidance to all State and Chapter Chaplains through regular networking with them. Will prepare workshops for State and Chapter Chaplains at the National Convention.

C) APPOINTMENT REQUIREMENT FOR THE VVA NATIONAL CHAPLAIN

The VVA National Chaplain appointed by the National President must meet one of the following criteria:

- 1) Served as a Chaplain during the Vietnam Era. Such service must be documented by the Chaplain's military service records.
- 2) Is a Vietnam-era veteran currently serving as a Military Chaplain in one of the uniformed services of the United States Armed Forces. Such service must be documented by the Chaplain's military service records or a letter from his or her Commanding Officer.
- 3) Is a Vietnam-era veteran who is now ordained or serving as a licensed minister with a call (appointment) according to his or her denominational endorser. A copy of the individual's ordination certificate, license, or call is acceptable evidence of such a qualification

D) SELECTION AND CERTIFICATION PROCESS FOR THE VVA NATIONAL CHAPLAIN



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- 1) The VVA National Chaplain, meeting the minimum certification requirements established above, shall be appointed by the VVA National President subject to confirmation by the National Executive Board.
- 2) The VVA National Chaplain candidate(s) will furnish to the VVA National Secretary the following:
 - a) Documentation indicating that the Chaplain meets at least one of the requirements specified in Section V-c of these guidelines.
 - b) A copy of the Chaplain's DD-214 or other proof of military service.
- 3) Certification of the VVA National Chaplain will be accomplished by a letter from the VVA National Secretary to the Chaplain receiving the appointment.
- 4) Within sixty (60) days of the certification and notification of appointment of the VVA National Chaplain, the National Secretary will make the appropriate announcement to the entire VVA membership via The VVA Veteran and monthly mailings.

In addition to the above duties of a Chapter Chaplain, it is normally the Chapter's Chaplain duty to notify the State Council and National of the passing of a chapter member. The VVA National web site (<http://www.vva.org>) has a form that should be used to report such passing. Please use the following address when forwarding this form to National:

Reverend Philip G. Salois, M.S.
National Chaplain
c/o Vietnam Veterans of America, Inc.
8605 Cameron Street
Suite 400 Silver Spring, MD 20910

Please use the following address when forwarding this form to the New Jersey State Council:

Joseph Formola
Chaplain
New Jersey State Council
Vietnam Veterans of America, Inc.
177 Irene Court
Colonia, NJ 07067-1716

For your convenience, a copy of the form is included on the next page.



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VVA / AVVA DECEASED MEMBER NOTIFICATION

I regret to inform all parties that (name) _____
Member number _____ passed away on the _____ day of _____
(If VVA, AVVA Life Member, please specify as well)

If available, please attach a copy of the obituary from the local newspaper. Remove his/her name from the roster and advise all elected and appointed officials and departments as appropriate:

Date of Birth: _____ Place of Birth: _____
(Date of Birth and Place of Birth can be easily found on the deceased's DD-214 on file)

Branch of Service: _____ Dates of Service in Vietnam: _____

Cause of Death: _____

Comments or special requests: _____

VVA Chapter number: _____, in the State of: _____

Chapter Official: _____

Chapter address: _____

City/State/Zip: _____

When the deceased was a VVA Life Member, the chapter may apply on behalf of the surviving spouse for an honorary VVA life membership. Please complete the following:

We extend our heartfelt sympathy to the surviving spouse of all deceased VVA members. In addition, we pay special tribute to the widow/widowers of VVA's deceased Life Members and offer a distinctive **HONORARY LIFE MEMBERSHIP CARD and CERTIFICATE** in recognition of the life-long commitment made before his/her death.

____ On behalf of deceased Life Member, we request the distinctive **HONORARY LIFE MEMBERSHIP CARD and CERTIFICATE** for presentation to the surviving spouse (complete next of kin information requested below). Please forward the card and certificate to the chapter official identified above.

Next of kin: _____

Address: _____

City/State/Zip: _____

Phone: _____

____ The surviving spouse does not wish to receive the distinctive **HONORARY LIFE MEMBERSHIP CARD and CERTIFICATE**. Please do not prepare nor send the card and certificate.

Signature of Chapter Official

Title

Date

Form Revised: 3/2002



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PART II – FUNERAL INFORMATION

This part of the manual was compiled from various sources, web sites, the public libraries, interviews with funeral directors, the VVA Ritual Book, United States Navy Chief of Chaplains office, etc. It is not “all inclusive”, but it does give you a better understanding of funerals in general. Needless to say, this part will be constantly updated as more information is obtained.

Religious Customs:

The following is a very brief overview of the religious customs for funerals of different faiths. Again, it is not “all inclusive” and should be used only as a reference. If you have specific questions about one or more of the customs, it is suggested that you contact a representative of that religion. If you have additional information about a specific religion's customs that you think should be included in this manual, please send the information to:

Joseph Formola
Chaplain
New Jersey State Council
Vietnam Veterans of America, Inc.
177 Irene Court
Colonial, New Jersey 07067-1716

The information can also be sent via email to jformola@mindspring.com.

Baha'i

Baha'i followers view life on earth as a preparation for life in the next world. Embalming is not allowed, and cremation is forbidden. Internment must take place within one hour's drive from the place where death occurs.

As there are no clergy in the Baha'i religion, the service is conducted by the family or other Baha'i members and would take place at a Baha'i chapel or at the graveside. Women and men are permitted to sit together and no head covering is required. It is considered appropriate to send flowers and cards. Attendees should dress respectfully, according to their culture. Mourners would usually wear dark colors and no makeup.

Buddhism

Most Buddhist funerals take place in a funeral home, not a temple. It is appropriate to send flowers. Only one night of viewing the body is held and this generally takes place the evening before the funeral. Shoes are left on; footwear is removed only in temples.

Inside the funeral home, a table is set up with candles and incense which burns until the body is moved to the cemetery. The family sits at the front of the room in which the casket is placed. Visitors greet the family, offer their condolences, then go to the casket and bow. They may then either stay and sit for a while or leave, according to personal preference. Visitors will often make a financial donation to the family.



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The funeral service, held the following day, is conducted by a monk. There will be a lot of prayers and chanting in which visitors are not expected to participate. Men and women sit together. No head gear is required.

While white is the color of grieving for the family, friends often wear black.

Christianity: Protestant

While there are a multitude of denominations within Protestantism, all revolve around the Christian theme that there is life after death.

Funeral services most commonly take place at a funeral home, although some may be held in a church. There are generally visiting hours arranged one day prior to the actual funeral. Funerals usually take place within three days of the death.

Sending flowers, cards, and charitable donations in the name of the deceased are appropriate displays of sympathy for the family. Today, it is unusual for people to wear the color black, or to cover their heads.

Christianity: Roman Catholic

There are many cultural variations in the practices of Roman Catholicism, but there are some constants. One such constant is that the body is usually viewed in a funeral home, then transported to a church for a funeral mass.

At some point during visiting hours in a funeral home, official prayers will be led by a priest. Visitors may join in, or sit quietly, but it is considered disrespectful to talk or to leave. The prayers usually last about fifteen (15) minutes.

Catholic adherents bow at the knee when they enter the church, a gesture which a non-believer should not imitate. Only believers should take communion, but everyone should rise and kneel at appropriate times throughout the service.

Friends of the family will often send flowers, sympathy cards, and/or give a donation. Catholics may also purchase mass cards which would be displayed in the funeral home.

Usually, only those closest to the family would go to the cemetery.

Christianity: Mormonism

Funerals held by members of The Church of Jesus Christ of Latter-day Saints (commonly referred to as "Mormons"), although solemn and grieving occasions, also project a spirit of hope based on anticipation of reunion with the deceased after this life. Services are usually held in a Latter-day Saints (LDS) chapel or a mortuary under the direction of the local church leaders. Circumstances also may dictate a memorial service or a graveside service only. The service would open and close with sacred music and prayer, sometimes involving congregational singing or a choir, and usually include reminiscences and eulogies as well as talks about Jesus Christ's Atonement and Resurrection, life after death, and related doctrines that



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comfort and inspire the bereaved. Some families choose to have members or friends of the family talk about the life of the deceased or sing an appropriate hymn.

Traditionally, a simple graveside dedication service is held following the funeral service, attended by family and intimate friends. Local law in some countries may dictate cremation rather than burial, but in the absence of such law, burial is preferred because of its doctrinal symbolism.

Often there will be a reception, or luncheon, held following the services where friends may greet and offer condolences to the family. Cards and flowers are considered appropriate.

Hinduism

Hindus try to hold a funeral service before the sun goes down on the day of the death. Traditionally, this is conducted by the first-born son.

The service is held at a funeral home. Flowers may be sent, although this is not considered a tradition. Mourners would wear white; visitors are expected simply to wear subdued colors.

At the funeral, the family may lay flowers on the deceased.

All Hindus are cremated. A short service also takes place at the crematorium. Afterwards, the family is expected to enter a period of formal grieving for at least thirteen (13) days (depending on the caste of the family.)

Islam

Muslims try to bury their dead as soon as possible, usually within a day of death. The funeral service always takes place in a mosque. Women and men sit separately and women must wear a veil or scarf and loose clothing. Both sexes sit on the floor, having left their shoes at the door.

The service is short and consists of ritual chanting and recitation from the Koran.

Before being taken to a cemetery for burial, visitors and mourners would file past the body to pay their last respects. Those close to the family wear black. Sending flowers and cards is appropriate.

After a short ceremony at the burial grounds, visitors return to the mosque for more prayers and the offering of additional consolation to the family. Later, a meal would be eaten at the mosque.

Judaism

Jewish funerals take place as soon after death as possible, either the same day or the next. People pay their respects in three ways: 1) by attending the funeral service; 2) by attending the burial service at the cemetery; and 3) by supporting the family during the week of Shiva (a time when activities are restricted in order to grieve) following the service.

While there are three different types of Judaism – Orthodox, Conservative, and Reform – funeral services for each are similar. (Head covering is required for both sexes at Orthodox Jewish funerals, for men only at a Conservative, and is optional at Reform. Head covering is provided for anyone arriving with it.)



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Until the body is buried, the focus is centered entirely on the deceased person. As a result, it is not appropriate to approach the family until the body is buried.

Sending flowers is not part of the Jewish tradition. Instead, people would honor the deceased by making a donation to the family's favorite charity or cause.

Sikhism

Funerals usually take place within forty-eight (48) hours of death. They are held at a funeral home, not a gurdwara (temple). While men and women sit separately in a temple, this is not necessarily so at a funeral home.

Headgear is required for both sexes. A scarf covering the head is adequate for men and women.

At the funeral service, passages from Guru Granth Sahib (the Sikh holy book) are read and prayers are offered. Relatives and close friends are not supposed to cry but are to recite scriptural hymns.

Sending flowers or a card is appropriate.

Military Funeral Customs

Draping the casket with the National Flag

This custom began during the Napoleonic Wars (1796 – 1815). The dead carried from the field of battle on a caisson were covered with a flag. When the U.S. flag covers the casket, it is placed so the union (blue field) is at the head and over the left shoulder. It is not placed in the grave and is not to touch the ground.

Flags for military funerals

Flags are provided for burial services of service members and veterans. The flag for one who dies on active duty is provided by one's branch of service. Flags for other veterans are provided by the Department of Veterans Affairs. The flag is presented to the next of kin at the end of the funeral, usually by the military chaplain. If there is no next of kin present, the flag may be presented to the veteran's close friend or associate, if requested.

Practice of firing three (3) rifle volleys over the grave

This practice originated in the old custom of halting the fighting to remove the dead from the battlefield. Once each army had cleared its dead, it would fire three volleys to indicate that the dead had been cared for and that they were ready to go back to the fight. The fact that the firing party consists of seven riflemen, firing three (3) volleys, does NOT constitute a twenty-one (21) gun salute.

Taps

"Taps" is an American call, composed by the Union Army's Brigadier General Daniel Butterfield while in camp at Harrison's Landing, Virginia, in 1862. Butterfield wrote the call to replace the earlier "Tattoo" (lights out), which he thought too formal. The call soon became known as "Taps" because it was often



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tapped out on a drum in the absence of a bugler. Before the year was out, sounding Taps became the practice in both Northern and Southern camps. The call was officially adopted by the U.S. Army in 1874.

Colonel James A. Moss, in his "Officer's Manual", first published in 1911, gives this account of the initial use of Taps at a military funeral:

"During the Peninsular Campaign in 1862, a soldier of Tidball's Battery A of the 2nd Artillery was buried at a time when the battery occupied an advanced position concealed in the woods. It was unsafe to fire the customary three volleys over the grave, on account of the proximity of the enemy, and it occurred to Captain Tidball that the sounding of Taps would be the most appropriate ceremony that could be substituted. The custom, thus originated, was taken up throughout the Army of the Potomac and finally confirmed by orders."

Military Funeral Honors

The Department of Defense (DoD) provides military funeral honors at the burials of veterans. When requested, funeral honors can be given at any cemetery – private or government-operated. Most funeral directors make those arrangements with DoD on behalf of family members.

While military funeral honors are a long-standing tradition, it wasn't until 1999 that the rights of veterans and the responsibilities of the federal government were written into law. That law, which took effect on 1 January 2000, was the National Defense Act of 2000 (Public Law 106-65).

Under the new law, at a family's request, every eligible veteran will receive military funeral honors, to include the presence of a military funeral honors detail, which will oversee folding and presenting the U.S. flag and playing "Taps", either by a high-quality recording, or by a bugler. The law defines a military funeral honors detail as consisting of two (2) or more uniformed military persons, with at least one being a member of the veteran's branch of military service.

DoD provides an information kit to funeral directors to help them make arrangements. The same procedure for requesting military honors is followed when burial is at a national cemetery. The Department of Veterans Affairs (VA) staff at national cemeteries will help, when necessary, to facilitate a request to DoD for funeral honors at VA national cemeteries.

Veteran's organizations may provide military funeral honors or may assist the military members rendering the honors. A few VA national cemeteries are served by veterans groups that regularly provide funeral honors.

DoD maintains a military funeral honors web site at www.militaryfuneralhonors.osd.mil. Questions or comments concerning the program may be sent to the following DoD address:

Military Funeral Honors
9504 IH-35 North
Suite 320
San Antonio, TX 78233-6635



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Burial Benefits Eligibility

To confirm eligibility for burial benefits, please call a Veteran's Benefits Counselor at **1-800-827-1000**.

Department of Veterans Affairs (VA) national cemetery directors have the primary responsibility for verifying eligibility in VA national cemeteries. A determination of eligibility is usually made in response to a request for burial in a VA national cemetery.

a) Veterans and Members of the Armed Forces

(Army, Marine Corps, Navy, Air Force, and Coast Guard)

- 1) Any member of the Armed Forces of the United States who dies on active duty.
- 2) Any veteran who was discharged under conditions other than dishonorable. With certain exceptions, service beginning after 7 September 1980, as an enlisted person, and service after 16 October 1981, as an officer, must be for a minimum of twenty-four (24) months, or the full period for which the person was called to active duty. (Examples include those serving less than twenty-four (24) months in the Gulf War or Reservists that were federalized by Presidential Act.) Undesirable, bad conduct, and any other type of discharge other than honorable may or may not qualify the individual for veterans benefits, depending upon a determination made by a VA Regional Office. Cases presenting multiple discharges of varying character are also referred for adjudication to a VA Regional Office.
- 3) Any citizen of the United States who, during any war in which the United States has been or may hereafter be engaged, served in the Armed Forces of an Government allied with the United States during that war, whose last active service was terminated honorably by death or otherwise, and who is a citizen of the United States at the time of entry into such service and at the time of death.

b) Members of Reserve Components and Reserve Officers' Training Corps

- 1) Reservists and National Guard members who, at time of death, were entitled to retired pay under Chapter 1223, title 10, United States Code, or would have been entitled, but for being under the age of 60. Specific categories of individuals eligible for retired pay are delineated in section 12731 of Chapter 1223, title 10, United States Code.
- 2) Members of reserve components who die while hospitalized or undergoing treatment at the expense of the United States for injury or disease contracted or incurred under honorable conditions while performing active duty for training or inactive duty training, or undergoing such hospitalization for treatment.
- 3) Members of the Reserve Officers' Training Corps of the Army, Navy, or Air Force who die under honorable conditions while attending an authorized training camp or on an authorized cruise, or while hospitalized or undergoing treatment at the expense of the United States for injury or disease contracted or incurred under honorable conditions while engaged in one of those activities.



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- 4) Members of reserve components who, during a period of active duty for training, were disabled or died from a disease or injury incurred or aggravated in line of duty or, during a period of inactive duty training, were disabled or died from an injury incurred or aggravated in line of duty.

c) Commissioned Officers, National Oceanic and Atmospheric Administration

- 1) A Commissioned Officer of the National Oceanic and Atmospheric Administration (formerly titled the Coast and Geodetic Survey and the Environmental Science Services Administration) with full-time duty on or after 29 July 1945.
- 2) A Commissioned Officer who served before 29 July 1945, and:
 - a) Was assigned to an area of immediate military hazard while in time of war, or of a Presidentially declared national emergency as determined by the Secretary of Defense;
 - b) Served in the Philippine Islands on 7 December 1941, and continuously in such islands thereafter; or,
 - c) Transferred to the Department of the Army, or the Department of the Navy under provisions of the Act of May 22, 1917 (40 Stat. 87; 33 U.S.C. § 855).

d) Public Health Service

- 1) A Commissioned Officer of the Regular or Reserve Corps of the Public Health Service who served on full-time duty on or after 29 July 1945. If the service of the particular Public Health Service Officer falls within the meaning of active duty for training, as defined in section 101(22), title 38, United States Code, he or she must have been disabled or died from a disease or injury incurred or aggravated in the line of duty.
- 2) A Commission Officer of the Regular or Reserve Corps or the Public Health Service who performed full-time duty prior to 29 July 1945:
 - a) In time of war;
 - b) On detail for duty with Army, Navy, Air Force, Marine Corps, or Coast Guard; or,
 - c) While the Service was part of the military forces of the United States pursuant to Executive Order of the President.
- 3) A Commissioned Officer serving on inactive duty training as defined in section 101(23), title 38, United States Code, whose death resulted from an injury incurred or aggravated in the line of duty.



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e) World War II Merchant Mariners

- 1) United States Merchant Mariners with oceangoing service during the period of armed conflict, 7 December 1941, to 31 December 1946. Prior to the enactment of Public Law 105-368, United States Merchant Mariners with oceangoing service during the period of armed conflict of 7 December 1941, to 15 August 1945, were eligible. With enactment of Public Law 105-368, the service period is extended to 31 December 1946, for those dying on or after 11 November 1998. A DD-214 documenting the service may be obtained by submitting an application to Commandant (G-MVP-6), United States Coast Guard, 2100 2nd Street, SW, Washington, DC 20593. Notwithstanding, the Mariner's death must have occurred after the enactment of Public Law 105-368 and the internment not violate the applicable restrictions while meeting the requirements held therein.
- 2) United States Merchant Mariners who served on block ships in support of Operation Mulberry during World War II.

f) Spouses and Dependents

- 1) The spouse or unremarried surviving spouse of an eligible person, even if that person is not buried on memorialized in a national cemetery, is eligible for internment in a national cemetery. In addition, the spouse of a member of the Armed Forces of the United States lost or buried at sea, or officially determined to be permanently absent in a status of missing or missing in action or whose remains have been donated to science or cremated and the ashes scattered is also eligible for burial.
- 2) The surviving spouse of an eligible decedent who remarries an ineligible individual and whose remarriage is void, terminated by the ineligible individual's death, or dissolved by annulment or divorce is eligible for burial in a national cemetery. The surviving spouse of an eligible decedent who remarries an eligible person retains his or her eligibility for burial in a national cemetery.
- 3) The minor children of an eligible person. For purpose of burial in a national cemetery, a minor child is a person who is unmarried and:
 - a) Who is under the age of 21 years; or,
 - b) Who is under 23 years of age and pursuing a course of instruction at an approved educational institution.
- 4) An unmarried adult child of an eligible person if the child is physically or mentally disabled and incapable of self-support before reaching the age of 21 years. Proper supportive documentation must be provided.



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Persons NOT Eligible for Burial in a VA National Cemetery

a. Remarried Surviving Spouses Married to a Non-Veteran

A surviving spouse of an eligible decedent who married and ineligible individual and predeceases that individual.

b. Former Spouses

A former spouse of an eligible individual whose marriage to the individual has been terminated by annulment or divorce, if not otherwise eligible.

c. Other Family Members

Family members of an eligible person except those defined as eligible in paragraph f, above.

d. Disqualifying Characters of Discharge

A person whose only separation from the Armed Forces was under dishonorable conditions or whose character of service results in a bar to veterans benefits.

e. Discharge from Draft

A person who was ordered to report to an induction station, but was not actually inducted into military service.

f. Person Found Guilty of a Capital Crime

Under 38 U.S.C. § 2411, internment or memorialization in a VA cemetery or in Arlington National Cemetery is prohibited if a person is convicted of a Federal capital crime and sentenced to death or life imprisonment, or is convicted of a State capital crime, and is sentenced to death or life imprisonment without parole. Federal officials are authorized to deny burial in veterans cemeteries to persons who are shown by clear and convincing evidence to have committed a Federal or State capital crime but were not convicted of such crime because of flight to avoid prosecution or by death prior to trial. The Secretary is authorized to provide aid to States for the establishment, expansion, and/or improvement of veterans cemeteries on the condition that the State is willing to prohibit internment or memorialization in such cemeteries of individuals convicted of Federal or State capital crimes, or found by clear and convincing evidence to have committed such crimes, without having been convicted of the crimes due to flight to avoid prosecution or death prior to trial. (38 U.S.C. § 2048(d)(2)).



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g. Subversive Activities

Any person convicted of subversive activities after 1 September 1959, shall have no right to burial in a national cemetery from and after the date of commission of such offense, based on periods of active military service commencing before the date of the commission of such offense, nor shall another person be entitled to burial on account of such an individual. Eligibility will be reinstated if the President of the United States grants a pardon.

h. Active or Inactive Duty for Training

A person whose only service is active duty for training or inactive duty training in the National Guard or Reserve Component, unless the individual meets the eligibility criteria listed in Section III.a.b of this information sheet.

i. Other Groups

Members of groups whose service has been determined by the Secretary of the Air Force, under the provisions of Public Law 95-202, as not warranting entitlement to benefits administered by the Secretary of Veterans Affairs.

Military Funeral Honors Phone Numbers

The phone numbers for the Casualty Assistance Calls Program officers for all five (5) branches of the military are listed below. It is normally the function of the funeral director to contact the various services to provide the Funeral Honor Guard. However, the following phone numbers are being provided as a reference to VVA Chaplains. If need be, they can be shared with the funeral home.

U.S. Army

Voice: 609-562-4453

FAX: 609-562-2139

U.S. Marine Corps

Voice: 732-530-4500

FAX: 732-758-1999

U.S. Navy

Voice: 860-694-3475

FAX: (none listed at this time)

U.S. Air Force

Voice: 609-754-4117

FAX: 609-724-3711

U.S. Coast Guard

Voice: 757-398-6390

FAX: (none listed at this time)



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New Jersey War Dates

Unlike the Federal government, who considers anyone who has served more than ninety (90) days of active duty a veteran, the State of New Jersey has established a list of eligibility for veteran status in the state. The list is as follows:

World War I : April 6, 1917 - November 11, 1918

World War II : September 16, 1940 - December 31, 1946

Korea : June 23, 1950 - January 31, 1955

Vietnam : December 31, 1960 - May 7, 1975

Lebanon : Crisis July 1, 1958 - November 1, 1958*

Lebanon : September 26, 1982 - December 1, 1987*

Grenada : October 23, 1983 - November 21, 1983*

Panama : December 20, 1989 - January 31, 1990*

Persian Gulf : August 2, 1990 - February 28, 1991*

Somalia : December 5, 1992 - March 31, 1994*

Bosnia and Herzegovina : November 20, 1995 - June 20, 1998*

(Operations Joint Endeavor/Joint Guard)

Haiti : September 19, 1994 - March 31, 1995*

Operations Southern and Northern Watch : 14 days on or after August 27, 1992*

Operation Enduring Freedom : On or after September 11, 2001*

Operation Iraqi Freedom : March 19, 2003 - Present*

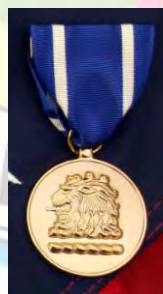
*Must have served at least 14 days in combat zone. Combat zone qualification is most frequently indicated by an Armed Forces Expeditionary Medal.



New Jersey
Distinguished Service
Medal



New Jersey
Korean Service Medal



New Jersey
Meritorious Service
Medal



New Jersey
POW/MIA Medal



New Jersey
Vietnam Service Medal

Figure 1: State of New Jersey Medals

For medal eligibility criteria and ordering documentation for any of the above New Jersey medals, please go to:

<http://www.state.nj.us/military/veterans/njguide/index.html>



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PART III – NEW JERSEY STATE COUNCIL MEMORIAL SERVICES

This part of the reference manual contains the suggested text to be used for:

- A deceased member of Vietnam Veterans of America
- A deceased member of Associates of Vietnam Veterans of America
- A deceased veteran, not a member of Vietnam Veterans of America
- A deceased friend of Vietnam Veterans of America

The first two (2) items are self-explanatory. The third item was designed to honor any veteran who was not a member of VVA, but a family member has requested that the local VVA chapter perform a ceremony. Finally, the fourth item was designed to honor someone who, although was not a member of VVA or AVVA, did, in some way, prove to be a true friend of VVA or AVVA. Either through their deeds or other means of support.

It should be noted that before any memorial service can be conducted, the family must be asked if it their wish that a memorial service be conducted. If the family declines the offer of a memorial service, you must not go against their wishes.

If the family approves the memorial service, it should be conducted with the utmost honor and dignity. All participants should be neatly dressed (a business suit, or a chapter uniform, would be appropriate) and neatly groomed. Remember, we are rendering our final honors to one of our brothers or sisters who either served their country during the longest war the United States has ever been engaged in, or a person who has taken us to their heart. We owe that person our best.

If the memorial service is to be conducted at a funeral home, notify the funeral director that the memorial service will be held and ask him or her if he or she would make an announcement that “Vietnam Veterans of America, Chapter XXX” will conduct a memorial service and request everyone to be seated. Once everyone is seated, all participants should parade into the chapel. A copy of the appropriate pages from this manual should be give to each participant to read.

It should be noted that this section is based on the services listed in the VVA Ritual Book (no longer in print), which was compiled by the organization formally known as *National Conference of Viet Nam Veteran Ministers* (currently known as *International Conference of War Veteran Ministers*) of Attleboro, Massachusetts and is used with their permission. The services have been modified to make it a little more personal for members of VVA Chapters in New Jersey.

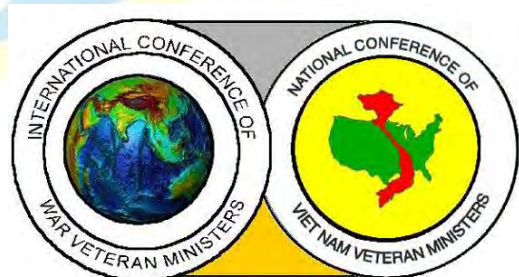


Figure 2: Logo of the International Conference of War Veteran Ministers



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MEMORIAL SERVICE FOR A DECEASED MEMBER OF VIETNAM VETERANS OF AMERICA, INC.

The Color/Honor Guard and Chapter Officers should march into the funeral home chapel in the following order:

- Color/Honor Guard
- Chapter President or designee
- Chaplain
- Officer Number One
- Officer Number Two
- Officer Number Three
- A Chapter Member who will carry a folded internment flag (5' x 9-1/2'). This person has no speaking part but should stand holding the folded flag in front of his/her body with the right hand on top of the flag and the left hand underneath the flag. The "point" of the folded flag should point away from this person's body.

*(Depending on the number of members in the Color/Honor Guard, they should stand in a single file at the head and foot of the casket. The President, or designee, the Chaplain, and the three (3) Chapter officers should line-up in front of the casket. At this point, the President, or designee, will call either **RIGHT FACE** or **LEFT FACE** so the line of officers is facing the casket. The President, or designee orders **HAND SALUTE! READY, TOO! ABOUT FACE!***

At this point, the President, or designee, the Chaplain, and the three (3) Chapter officers should be facing the attendees in the funeral home's chapel. Each participant of the ceremony should speak slowly and clearly so that everyone in attendance can hear what is being said.

Once everyone is facing the attendees in the funeral home's chapel, the President, or designee, begins the ceremony which begins on the next page.)



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President, or designee

We, the members of the Vietnam Veterans of America, have assembled to honor *(name)* who was a Vietnam Era Veteran.

Those who served during the Vietnam Era share with all other war veterans an awful knowledge and understanding of the true cost of war, for we are all individuals who survived and experience of fright and terror which has no equal, an experience which forever changed and shaped each veteran's life. Veterans of the Vietnam Era have borne an additional burden, for that conflict was not neatly resolved, and many questions remain unanswered.

On this day, however, we know one thing, *(name)* has died. In years gone by, many men and women, responding to the call of our nation, answered the summons given and left family and familiar surroundings, people and places loved, to serve in a far off land, returning home to an uncertain reception. Now, *(name)* has left us once more, answering a roll call we all must face, and we gather here to remember him/her, trusting that he/she has found a reception, a homecoming, of gentleness, health, peace, and love.

COLOR/HONOR GUARD, PARADE REST!

Now, the Chaplain will seek God's presence and blessing on this occasion.

Chaplain

O loving God, be with us as we honor the life of one who served our nation. Accept our prayers on behalf of *(name)*. May he/she have a place in Your house, may he/she rest in peace, and may light perpetually shine upon him/her. Look with mercy upon those among us, family and friends, who are bereaved by his/her passing. Comfort and console them with Your presence and tenderness. We ask these things in Your name. Amen.

President, or designee

One by one, as years roll by, our numbers decrease, and we who survive gather to mark the end of the earthly tour of duty of those who have departed.

COLOR/HONOR GUARD, ATTENTION!

Officers of the Vietnam Veterans of America, you will now perform the duties of your stations.

Officer Number One

On behalf of the Vietnam Veterans of America, I place this emblem of the Vietnam Veterans of America, which signifies a bond formed long ago, a bond of common experiences which cannot be broken.

(At this point, hand the script to the person on either your right or left. Next, perform an about face and place the emblem either on the deceased clothing or in the casket. Once done, present a hand salute smartly. Do an about face and retrieve your script.)



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Officer Number Two

I bring to this place of honor, this unblemished piece of black stone, reminding us that our brother's/sister's name is now enrolled with the many whose names are written in stone, but even more, written upon the hearts of this community.

(At this point, hand the script to the person on either your right or left. Next, step out of line and present the stone to the designated family member. Once done, present a hand salute smartly. Do an about face and return to the line and retrieve your script.)

Officer Number Three

I present this rose, a most delicate and beautiful flower, which lives but a brief time – a reminder of the transitory and fragile nature of the life we have been given.

(At this point, hand the script to the person on either your right or left. Next, step out of line and present the rose to the designated family member. Once done, present a hand salute smartly. Do an about face and return to the line and retrieve your script.)

Chaplain

On behalf of our nation, whose call we answered, we place this emblem of our country, and with it, we dedicate ourselves once more to be witnesses for truth and freedom, the highest ideals of our country, but the first casualties of war.

(At this point, hand the script to the person on either your right or left. Now, the person who has been holding the folded internment flag steps out of line and marches to the point in front of the Chaplain. This person then turns to face the Chaplain. The Chaplain presents a hand salute to the person holding the flag and then accepts the flag by placing his left hand under the flag and the right hand on top of the flag. Once the Chaplain has possession of the flag, the person who was holding the flag presents a hand salute and then marches back to his/her position in line. The Chaplain now rotates the flag so that the pointed end of the flag is pointing away for the Chaplain's body. The Chaplain now steps out of line and either leans towards, or kneels in front of the designated family member and solemnly presents the flag to the recipient. Each branch of service uses slightly different wording for the presentation. The appropriate presentation should be select from the following and spoken to the flag recipient.)

Army

This flag is presented on behalf of a grateful nation and the United States Army as a token of appreciation for your loved one's honorable and faithful service.

Navy

On behalf of the President of the United States and the Chief of Naval Operations, please accept this flag as a symbol of our appreciation of your loved one's service to this country and a grateful Navy.



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Marine Corps

On behalf of the President of the United States, the Commandant of the Marine Corps, and a grateful nation, please accept this flag as a symbol of our appreciation of your loved one's service to Country and Corps.

Air Force

On behalf of the President of the United States, the Department of the Air Force, and a grateful nation, we offer this flag for the faithful and dedicated service of (service member's rank and name).

Coast Guard

On behalf of the President of the United States, the Commandant of the Coast Guard, and a grateful nation, please accept this flag as a symbol of our appreciation for your loved one's service to County and the Coast Guard.

(After the family member accepts the folded flag, the Chaplain presents a hand salute smartly and the does an about face and returns to the line, retrieving the script. Once in line, the Chaplain continues with the following prayer.)

O God, the Creator and Redeemer of all the faithful, hear our supplications and through Your infinite love and mercy, graciously grant to the soul of Your departed servant, the remission of all his/her sins, by which he/she may have deserved the severity of Your justice and punishment in the world to come. Grant unto him/her everlasting life and happiness through the infinite mercy of Your love. Amen.

O Lord, we commend to You the soul of Your servant (*name*), that, having departed from this world, he/she may live with You. And by the grace of Your merciful love, wash the sins that, in human frailty, he/she committed in the conduct of his/her life. We ask this in Your name. Amen.

Come to his/her aid, O Saints of God; hasten to meet him/her, angels of the Lord. Taking up his/her soul, presenting it in the sight of the Most High. (*Name*), may you be received by the Most High, Who has called you; may the angels bring you into the bosom of Abraham. Amen

President or designee

Color/Honor Guard, ATTENTION!
Officers, ABOUT FACE!
HAND SALUTE!
READY, TOO!

*(At this point, the President or designee will call either **LEFT FACE** or **RIGHT FACE**. Once facing in the direction to be taken to depart the casket, the President or designee will next command **FORWARD. MARCH** and the entire Color/Honor Guard and the officers will march out of the chapel.)*



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MEMORIAL SERVICE FOR A DECEASED ASSOCIATE OF VIETNAM VETERANS OF AMERICA, INC.

The Color/Honor Guard and Chapter Officers should march into the funeral home chapel in the following order:

- Color/Honor Guard
- Chapter President or designee
- Chaplain
- Officer Number One
- Officer Number Two
- Officer Number Three
- A Chapter Member who will carry a folded internment flag (5' x 9-1/2'). This person has no speaking part but should stand holding the folded flag in front of his/her body with the right hand on top of the flag and the left hand underneath the flag. The "point" of the folded flag should point away from this person's body.

*(Depending on the number of members in the Color/Honor Guard, they should stand in a single file at the head and foot of the casket. The President, or designee, the Chaplain, and the three (3) Chapter officers should line-up in front of the casket. At this point, the President, or designee, will call either **RIGHT FACE** or **LEFT FACE** so the line of officers is facing the casket. The President, or designee orders **HAND SALUTE! READY, TOO! ABOUT FACE!***

At this point, the President, or designee, the Chaplain, and the three (3) Chapter officers should be facing the attendees in the funeral home's chapel. Each participant of the ceremony should speak slowly and clearly so that everyone in attendance can hear what is being said.

Once everyone is facing the attendees in the funeral home's chapel, the President, or designee, begins the ceremony which begins on the next page.)



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President or designee

We, the members of the Vietnam Veterans of America, have assembled to honor *(name)* who was an Associate of Vietnam Veterans of America.

In our organization exists a group of people who have chosen to affiliate with us. Though not Vietnam Era Veterans themselves, they have been drawn to us, perhaps out of a sense of appreciation for what Vietnam Era Veterans have done, perhaps to find a way to serve those who served our nation, perhaps to join on behalf of a friend, a spouse, or a relative who served during the Vietnam Era and was lost forever in that conflict. Or, perhaps for some other reason. Over the years, the Associates of Vietnam Veterans of America have been a valuable support, and their presence has been a constant encouragement. *(Name)* served our organization in this way.

COLOR/HONOR GUARD, PARADE REST!

Now the Chaplain will seek God's presence and blessing on this occasion.

Chaplain

O loving God, be with us as we honor the life of one who supported those who served in our Armed Forces. Accept our prayers on behalf of *(name)*. May he/she have a place in Your house, may he/she rest in peace, and may light perpetually shine upon him/her. Look with mercy upon those among us, family and friends, who are bereaved by his/her passing. Comfort and console them with Your presence and tenderness. We ask these things in Your name. Amen.

President or designee

One by one, as years roll by, our numbers decrease, and we who survive gather to mark the end of the earthly tour of duty – those who have departed.

COLOR/HONOR GUARD, ATTENTION!

Officers of Vietnam Veterans of America, you will now perform the duties of your station.

Officer Number One

On behalf of the Vietnam Veterans of America, I place this emblem of the Vietnam Veterans of America, which signifies a bond formed long ago, a bond of common experience which cannot be broken.

(At this point, hand the script to the person on either your right or left. Next, perform an about face and place the emblem either on the deceased clothing or in the casket. Once done, present a hand salute smartly. Do an about face and retrieve your script.)

Officer Number Two

I bring to this place of honor this unblemished piece of steel, reminding us that in every undertaking there exists a hidden framework of support. Our brother's/sister's name is now enrolled with the many whose



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names are known only to God as having been faithful citizen-soldiers, and which are written upon the hearts of this community.

(At this point, hand the script to the person on either your right or left. Next, step out of line and present the piece of steel to the designated family member. Once done, present a hand salute smartly. Do an about face and return to the line and retrieve your script.)

Officer Number Three

I present this rose, a most delicate and beautiful flower, which lives but a brief time – a reminder of the transitory and fragile nature of the life we have been given.

(At this point, hand the script to the person on either your right or left. Next, step out of line and present the rose to the designated family member. Once done, present a hand salute smartly. Do an about face and return to the line and retrieve your script.)

President or designee

On behalf of the Vietnam Veterans of America, I present this candle, for *(name)* was one who kept a light lit and in his/her own way, tried to provide a place of hope and encouragement for our nation's veterans. With it, we dedicate ourselves of Vietnam Veterans of American and Associates of Vietnam Veterans of America, to ensure that the welcoming beacon of home remains lit, remembering that we served with dreams of returning to the light of home.

(At this point, hand the script to the person on your left. Next, step out of line and present the candle to the designated family member. Once done, present a hand salute smartly. Do an about face and return to the line and retrieve your script.)

Chaplain

O God, the Creator and Redeemer of all the faithful, hear our supplication and through Your infinite love and mercy, graciously grant to the soul of Your departed servant, the remission of all his/her sins, by which he/she may have deserved the severity of Your justice and punishment in the world to come. Grant unto him/her everlasting life and happiness through the infinite merits of Your love. Amen.

O Lord, we commend to You the soul of Your servant *(name)*, that, having departed from this world, he/she may live with You. And by the grace of Your merciful love, wash the sins that in human frailty he/she committed in the conduct of his/her life. We ask this in Your name. Amen.

Come to his/her aid, O Saints of God; hasten to meet him/her, angels of the Lord. Taking up his/her soul, presenting it in the sight of the Most High. *(Name)*, may you be received by the Most High, who has called you; may the angles bring you into the bosom of Abraham. Amen.



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President or designee

Color/Honor Guard, ATTENTION!
Officers, ABOUT FACE!
HAND SALUTE!
READY, TOO!

*(At this point, the President or designee will call either **LEFT FACE** or **RIGHT FACE**. Once facing in the direction to be taken to depart the casket, the President or designee will next command **FORWARD. MARCH** and the entire Color/Honor Guard and the officers will march out of the chapel.)*





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MEMORIAL SERVICE FOR A DECEASED VETERAN NOT A MEMBER OF VIETNAM VETERANS OF AMERICA, INC.

The Color/Honor Guard and Chapter Officers should march into the funeral home chapel in the following order:

- Color/Honor Guard
- Chapter President or designee
- Chaplain
- Officer Number One
- Officer Number Two
- Officer Number Three
- A Chapter Member who will carry a folded internment flag (5' x 9-1/2'). This person has no speaking part but should stand holding the folded flag in front of his/her body with the right hand on top of the flag and the left hand underneath the flag. The "point" of the folded flag should point away from this person's body.

*(Depending on the number of members in the Color/Honor Guard, they should stand in a single file at the head and foot of the casket. The President, or designee, the Chaplain, and the three (3) Chapter officers should line-up in front of the casket. At this point, the President, or designee, will call either **RIGHT FACE** or **LEFT FACE** so the line of officers is facing the casket. The President, or designee orders **HAND SALUTE! READY, TOO! ABOUT FACE!***

At this point, the President, or designee, the Chaplain, and the three (3) Chapter officers should be facing the attendees in the funeral home's chapel. Each participant of the ceremony should speak slowly and clearly so that everyone in attendance can hear what is being said.

Once everyone is facing the attendees in the funeral home's chapel, the President, or designee, begins the ceremony which begins on the next page.)



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President or designee

We, the members of the Vietnam Veterans of America, have assembled to honor *(name)* who was a *(mention branch of service)* veteran.

Those who served during the Vietnam Era share with all other war veterans an awful knowledge and understanding of the true cost of war, for we are all individuals who survived an experience of fright and terror which has no equal, an experience which forever changed and shaped each veteran's life.

Veterans of the Vietnam Era have borne an additional burden, for that conflict was not neatly resolved, and many questions remain unanswered.

On this day, however, we know one thing, *(name)* has died. In years gone by, many men and women, responding to the call of our nation, answered the summons given and left family and familiar surroundings, people and places loved, to serve in a far off land, returning home to an uncertain reception. Now, *(name)* has left us once more, answering a roll call we all must face, and we gather to remember him/her, trusting that he/she found a reception, a homecoming of gentleness, health, peace, and love.

COLOR/HONOR GUARD, PARADE REST!

Now the Chaplain will seek God's presence and blessing on this occasion.

Chaplain

O loving God, be with us as we honor the life of one who served our nation. Accept our prayers on behalf of *(name)*. May he/she have a place in Your house, may he/she rest in peace, and may light perpetually shine upon him. Look with mercy upon those among us, family and friends, who are bereaved by his/her passing. Comfort and console them with Your presence and tenderness. We ask these things in your name. Amen.

President or designee

One by one, as years roll by, our numbers decrease, and we who survive gather to make the end of the earthly tour of duty – those who have departed.

COLOR/HONOR GUARD, ATTENTION!

Officers of the Vietnam Veterans of America, you will now perform the duties of your stations.

Officer Number One

On behalf of the Vietnam Veterans of America, I place this emblem of the Vietnam Veterans of America, which signifies a bond formed long ago, a bond of common experiences which cannot be broken.

(At this point, hand the script to the person on either your right or left. Next, perform an about face and place the emblem either on the deceased clothing or in the casket. Once done, present a hand salute smartly. Do an about face and retrieve your script.)



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Officer Number Two

I bring to this place of honor, this unblemished piece of black stone, reminding us that our brother's/sister's name is now enrolled with the many whose names are written in stone, but even more, written upon the hearts of this community.

(At this point, hand the script to the person on either your right or left. Next, step out of line and present the stone to the designated family member. Once done, present a hand salute smartly. Do an about face and return to the line and retrieve your script.)

Officer Number Three

I present this rose, a most delicate and beautiful flower, which lives but a brief time – a reminder of the transitory and fragile nature of the life we have been given.

(At this point, hand the script to the person on either your right or left. Next, step out of line and present the rose to the designated family member. Once done, present a hand salute smartly. Do an about face and return to the line and retrieve your script.)

Chaplain

On behalf of our nation, whose call we answered, we place this emblem of our country, and with it, we dedicate ourselves once more to be witnesses for truth and freedom, the highest ideals of our country, but the first casualties of war.

(At this point, hand the script to the person on either your right or left. Now, the person who has been holding the folded internment flag steps out of line and marches to the point in front of the Chaplain. This person then turns to face the Chaplain. The Chaplain presents a hand salute to the person holding the flag and then accepts the flag by placing his left hand under the flag and the right hand on top of the flag. Once the Chaplain has possession of the flag, the person who was holding the flag presents a hand salute and then marches back to his/her position in line. The Chaplain now rotates the flag so that the pointed end of the flag is pointing away for the Chaplain's body. The Chaplain now steps out of line and either leans towards, or kneels in front of the designated family member and solemnly presents the flag to the recipient. Each branch of service uses slightly different wording for the presentation. The appropriate presentation should be select from the following and spoken to the flag recipient.)

Army

This flag is presented on behalf of a grateful nation and the United States Army as a token of appreciation for your loved one's honorable and faithful service.

Navy

On behalf of the President of the United States and the Chief of Naval Operations, please accept this flag as a symbol of our appreciation of your loved one's service to this country and a grateful Navy.



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Marine Corps

On behalf of the President of the United States, the Commandant of the Marine Corps, and a grateful nation, please accept this flag as a symbol of our appreciation of your loved one's service to Country and Corps.

Air Force

On behalf of the President of the United States, the Department of the Air Force, and a grateful nation, we offer this flag for the faithful and dedicated service of (service member's rank and name).

Coast Guard

On behalf of the President of the United States, the Commandant of the Coast Guard, and a grateful nation, please accept this flag as a symbol of our appreciation for your loved one's service to County and the Coast Guard.

(After the family member accepts the folded flag, the Chaplain presents a hand salute smartly and the does an about face and returns to the line, retrieving the script. Once in line, the Chaplain continues with the following prayer.)

O God, the Creator and Redeemer of all the faithful, hear our supplications and through Your infinite love and mercy, graciously grant to the soul of Your departed servant, the remission of all his/her sins, by which he/she may have deserved the severity of Your justice and punishment in the world to come. Grant unto him/her everlasting life and happiness through the infinite mercy of Your love. Amen.

O Lord, we commend to You the soul of Your servant (*name*), that, having departed from this world, he/she may live with You. And by the grace of Your merciful love, wash the sins that, in human frailty, he/she committed in the conduct of his/her life. We ask this in Your name. Amen.

Come to his/her aid, O Saints of God; hasten to meet him/her, angels of the Lord. Taking up his/her soul, presenting it in the sight of the Most High. (*Name*), may you be received by the Most High, Who has called you; may the angels bring you into the bosom of Abraham. Amen

President or designee

Color/Honor Guard, ATTENTION!
Officers, ABOUT FACE!
HAND SALUTE!
READY, TOO!

*(At this point, the President or designee will call either **LEFT FACE** or **RIGHT FACE**. Once facing in the direction to be taken to depart the casket, the President or designee will next command **FORWARD. MARCH** and the entire Color/Honor Guard and the officers will march out of the chapel.)*



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MEMORIAL SERVICE FOR A DECEASED FRIEND OF VIETNAME VETERANS OF AMERICA, INC.

The Color/Honor Guard and Chapter Officers should march into the funeral home chapel in the following order:

- Color/Honor Guard
- Chapter President or designee
- Chaplain
- Officer Number One
- Officer Number Two
- Officer Number Three
- A Chapter Member who will carry a folded internment flag (5' x 9-1/2'). This person has no speaking part but should stand holding the folded flag in front of his/her body with the right hand on top of the flag and the left hand underneath the flag. The "point" of the folded flag should point away from this person's body.

*(Depending on the number of members in the Color/Honor Guard, they should stand in a single file at the head and foot of the casket. The President, or designee, the Chaplain, and the three (3) Chapter officers should line-up in front of the casket. At this point, the President, or designee, will call either **RIGHT FACE** or **LEFT FACE** so the line of officers is facing the casket. The President, or designee orders **HAND SALUTE! READY, TOO! ABOUT FACE!***

At this point, the President, or designee, the Chaplain, and the three (3) Chapter officers should be facing the attendees in the funeral home's chapel. Each participant of the ceremony should speak slowly and clearly so that everyone in attendance can hear what is being said.

Once everyone is facing the attendees in the funeral home's chapel, the President, or designee, begins the ceremony which begins on the next page.)



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President or designee

We, the members of the Vietnam Veterans of America, have assembled to honor (*name*) who was a friend of Vietnam Veterans of America.

In our organization exists a group of people who have chosen to affiliate with us. Though not Vietnam Era Veterans themselves, they have been drawn to us, perhaps out of a sense of appreciation for what Vietnam Era Veterans have done, perhaps to find a way to serve those who served our nation, perhaps to join on behalf of a friend, a spouse, or a relative who served during the Vietnam Era and was lost forever in that conflict. Or, perhaps for some other reason. Over the years, the Friends of Vietnam Veterans of America have been a valuable support, and their presence has been a constant encouragement. (*Name*) served our organization in this way.

COLOR/HONOR GUARD, PARADE REST!

Now the Chaplain will seek God's presence and blessing on this occasion.

Chaplain

O loving God, be with us as we honor the life of one who supported those who served in our Armed Forces. Accept our prayers on behalf of (*name*). May he/she have a place in Your house, may he/she rest in peace, and may light perpetually shine upon him/her. Look with mercy upon those among us, family and friends, who are bereaved by his/her passing. Comfort and console them with Your presence and tenderness. We ask these things in Your name. Amen.

President or designee

One by one, as years roll by, our numbers decrease, and we who survive gather to mark the end of the earthly tour of duty – those who have departed.

COLOR/HONOR GUARD, ATTENTION!

Officers of Vietnam Veterans of America, you will now perform the duties of your station.

Officer Number One

On behalf of the Vietnam Veterans of America, I place this emblem of the Vietnam Veterans of America, which signifies a bond formed long ago, a bond of common experience which cannot be broken.

(At this point, hand the script to the person on either your right or left. Next, perform an about face and place the emblem either on the deceased clothing or in the casket. Once done, present a hand salute smartly. Do an about face and retrieve your script.)

Officer Number Two

I present this rose, a most delicate and beautiful flower, which lives a brief time, a reminder of the transitory and fragile nature of the life we have been given.



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(At this point, hand the script to the person on either your right or left. Next, step out of line and present the rose to the designated family member. Once done, present a hand salute smartly. Do an about face and return to the line and retrieve your script.)

Officer Number Three

On behalf of the Vietnam Veterans of America, I present this candle, for *(name)* was one who kept a light lit and in his/her own way, tried to provide a place of hope and encouragement for our nation's veterans. With it, we dedicate ourselves of Vietnam Veterans of American and Associates of Vietnam Veterans of America, to ensure that the welcoming beacon of home remains lit, remembering that we served with dreams of returning to the light of home.

(At this point, hand the script to the person on your right or left. Next, step out of line and present the candle to the designated family member. Once done, present a hand salute smartly. Do an about face and return to the line and retrieve your script.)

Chaplain

O God, the Creator and Redeemer of all the faithful, hear our supplication and through Your infinite love and mercy, graciously grant to the soul of Your departed servant, the remission of all his/her sins, by which he/she may have deserved the severity of Your justice and punishment in the world to come. Grant unto him/her everlasting life and happiness through the infinite merits of Your love. Amen.

O Lord, we commend to You the soul of Your servant *(name)*, that, having departed from this world, he/she may live with You. And by the grace of Your merciful love, wash the sins that in human frailty he/she committed in the conduct of his/her life. We ask this in Your name. Amen.

Come to his/her aid, O Saints of God; hasten to meet him/her, angels of the Lord. Taking up his/her soul, presenting it in the sight of the Most High. *(Name)*, may you be received by the Most High, who has called you; may the angles bring you into the bosom of Abraham. Amen.

President or designee

Color/Honor Guard, ATTENTION!
Officers, ABOUT FACE!
HAND SALUTE!
READY, TOO!

*(At this point, the President or designee will call either **LEFT FACE** or **RIGHT FACE**. Once facing in the direction to be taken to depart the casket, the President or designee will next command **FORWARD. MARCH** and the entire Color/Honor Guard and the officers will march out of the chapel.)*



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PART IV – GENERAL INFORMATION ABOUT NEW JERSEY FUNERAL DIRECTORS

Misconceptions

Unfortunately, because of movies and television, Funeral Directors and Funeral Homes have gotten an undeserved bad reputation. Believe me, it is an undeserved reputation. As the Chaplain to the New Jersey State Council, I have had the opportunity to visit many Funeral Homes here in New Jersey. I can say without hesitation that every one of them went out of their way to help the family of the deceased Veteran. They were always very accommodating to the veteran organizations that wished to hold a memorial service.

The Law

In most cases, Funeral Homes are “family businesses”, and have been for many generations. The only way a business can stay in business for any length of time is to deal honestly with their customers. In the business of dealing with the remains of a loved one, and the grief of the surviving members of the family, the members of this particular business must have a special “calling” in life. In addition to this special calling, the State of New Jersey, as well as the Federal Government have instituted strict laws governing the funeral business.

In the state of New Jersey, embalmers and funeral directors are licensed by the following agency:

State Board of Mortuary Science
1100 Raymond Blvd.
Room 513
Newark, NJ 07102
201-648-2532

Embalmers are required to complete two (2) years of college, plus one year of mortuary college. They must also complete two (2) years of apprenticeship before or after school. Funeral Directors are required to complete three (3) years of academic college plus one (1) year apprenticeship before or after school.

General Information

While in school, funeral directors and embalmers are taught not only the mechanics of their profession, but also on dealing with grief in the survivors. They understand that when a family needs the services of a funeral director, they are not always “at their best”. They have been trained in helping a family, or friend, get past this part of their grief. They will try very hard to accommodate almost any request the family, or friend, requests. It should be kept in mind that the funeral home is a business, and as such, they provide a service to the community. Because they provide a service, there are charges associated with these services.

In the State of New Jersey, every funeral home is required to provide, upon request, a general price list without cost to, or commitment from, the family requesting the price list. A family can, in effect, “shop-



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around” for a funeral home, if there is enough time. Don’t be afraid to ask questions of the funeral directors you speak to – they will, within reason, provide you with almost everything you need.

In most cases, families do not have too much interaction with the local funeral home – other than going to a viewing of a family member, a friend, a neighbor, etc. However, since the author’s son is a licensed funeral director in the State of New Jersey, I have become very familiar with the funeral home where he works. The Gosselin Funeral Home, located at 660 New Dover Road, Edison, New Jersey, under the management of Ms. Mary Ann Gosselin, had proved to truly be a friend of the veteran community in New Jersey. Mary Ann and all of the funeral directors and staff at the funeral home, have gone out of their way to help, not only the veteran community in general, but the families and friends of deceased veterans in their time of need. They have also been very helpful to the author in the performance of his duty as Chaplain to the New Jersey State Council by providing information and insight to the requirements of the funeral rituals of the different religions. They have also been extremely generous with their time and resources in helping the author complete this section of the manual.

Getting to Know the Funeral Directors in Your Area

Although it is not the responsibility of the chapter’s chaplain to make the arrangements for the burial of a deceased chapter member, it is a good idea for the chapter’s chaplain to become familiar with some, if not all, of the funeral homes in your local area. If time permits, it is suggested that you visit as many of the funeral homes in your area and introduce yourself as your chapter’s chaplain. Explain to the funeral director that, as the chapter’s chaplain, you may be requested by the family to perform a service for the deceased chapter member, if the family should happen to select this particular funeral home, and that you want to make sure that this would not interfere with the funeral home’s policies. It is always a good practice to establish a two (2) way communication with the local funeral home so that they know whom they can contact in the event that a family member requests a memorial service for a veteran’s organization. Especially if the deceased is a Vietnam Era Veteran.

What the Family Should Tell the Funeral Director

The family of a veteran should give the funeral director the following information and documentation:

- Full legal name of the deceased. Nicknames can be put on prayer cards, nameplates, chapel signs, and in some obituaries or death notices, but for all legal documents, the full name of the deceased is required.
- Home address.
- Date and city, or town, of birth.
- Towns of residence during their life; i.e., “Born in Jersey City, he lived in Bloomfield for 25 years before moving to Belleville 10 years ago”.
- Social Security Number. The funeral director is responsible for notifying Social Security of the veteran’s passing.



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- Education (last grade completed in school – including any college).
- Type of work done most of his/her life, even if retired; i.e., “She worked as an assembler for ABC Manufacturing in Clifton for 35 years before retiring in 1995.
- Spouse’s name (maiden name of wife) – living or deceased.
- Parent’s name if known – including mother’s maiden name.
- List of immediate family members living and deceased; i.e., spouse, children, parents, brothers, sisters, number of grandchildren and number of great-grandchildren. You should include the city or town of residence for all with the exception of the grandchildren and great-grandchildren.
- Veteran’s information – in order for the funeral director to apply for any kind of military honors; proof of service must be provided by the family. The DD-214 document will usually provide enough information. Photocopies are acceptable and will be returned to the family.
- List of organization, clubs, unions, etc., that the deceased may have been a member of.
- If a religious ceremony is requested, does the family have a preference as to the church or synagogue to be used and if a specific clergyman is requested.
- Is the deceased to be buried or cremated.

When going to make funeral arrangements, it is encouraged that the majority of the immediate family members attend the arrangement conference together, if at all possible, to prevent any discrepancies in information and to avoid any later conflicts. If a family cannot meet with the funeral director at the funeral home, the funeral director should be able to meet with the family at their residence.

The following information is **REQUIRED** for the death certificate, which is an official document:

- Deceased first, middle, and last name
- Sex
- Date of death
- Social Security Number
- Date of birth
- Age at time of death



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- Location where death occurred – Hospital: inpatient; ER/outpatient, DOA; Other: Nursing Home; residence; other
- State, county, city where death occurred
- Name of hospital or institution
- The deceased's usual residence (state, county, city, street address, zip code) and length of time at that location
- Color or race
- Marital status at time of death
- Usual occupation
- Birthplace
- Spouse's name – first, middle, and last – if spouse is the wife, list wife's maiden name
- Father's name – first, middle, last
- Mother's maiden name as well as current first, middle, and last name
- Was decedent of Hispanic or Haitian origin
- Education (highest grade completed)
- Kind of business or industry of occupation
- Name of person supplying the information
- Address of the person supplying the information
- Veteran status – if yes, specify war
- Branch of service and rank
- Service number
- Date enlisted and place of enlistment
- Date of discharge and place
- Method of disposition – burial, cremation, removal from the state, donation, other



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- Place of disposition – full name and address of cemetery, crematory, or other
- Cemetery location
- Spouse's name and residence
- Son's names and residences
- Daughter's names and residences
- Parent's names and residences – if still living
- Brother's names and residences
- Sister's names and residences
- Number of grandchildren
- Number of great-grandchildren
- Church membership
- Length of stay in the community
- Organizational memberships
- Any additional background information the family wishes to disclose

What the Funeral Director Will Do For the Family

The funeral director will arrange the following for the viewing and internment of a veteran:

- Contacting the hospital or nursing home to secure the release of the remains
- If death occurred at a residence and the patient was under hospice care, the family will first have to call the hospice nurse. Once the hospice nurse arrives and makes the pronouncement of death, the funeral home can then be notified.
- If death occurs unexpectedly and/or unattended, or as a result of an accident, homicide, or suicide, the county medical examiners, or coroner's office will be involved to do an investigation. The family can still notify the funeral director at their convenience, but the release of the remains will ultimately be left up to the county officials. The funeral director will be responsible for keeping up on the status of the investigation as to when the remains will be ready for release.
- Making arrangements with the church/clergy and cemetery or crematory.

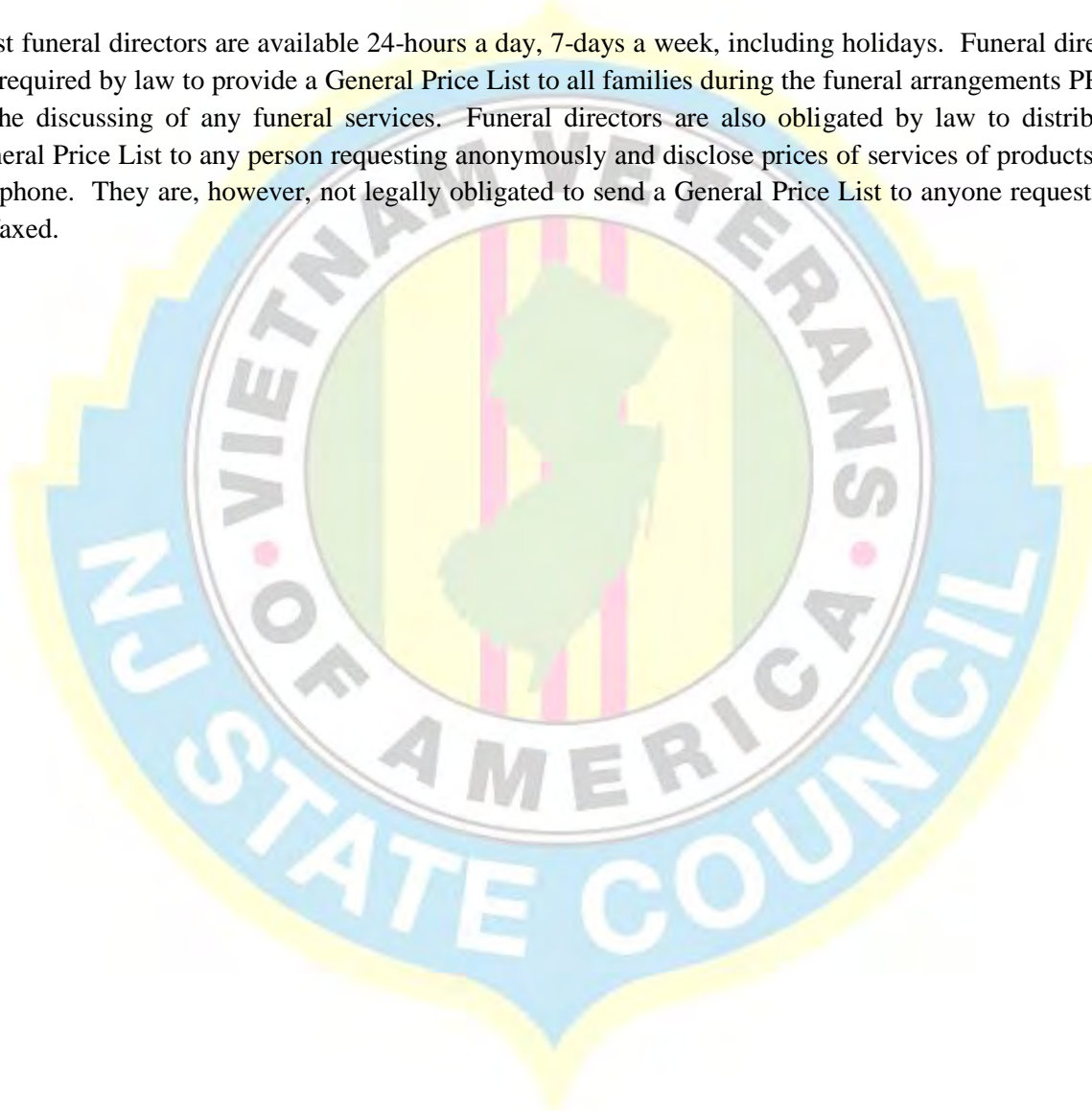


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- Placing the obituary and/or death notice.
- Contacting Social Security
- Assisting the family to select a casket and/or outer burial container.
- Arranging military representation at the cemetery

Most funeral directors are available 24-hours a day, 7-days a week, including holidays. Funeral directors are required by law to provide a General Price List to all families during the funeral arrangements PRIOR to the discussing of any funeral services. Funeral directors are also obligated by law to distribute a General Price List to any person requesting anonymously and disclose prices of services of products over the phone. They are, however, not legally obligated to send a General Price List to anyone requesting it be faxed.





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PART V – THE FLAG CODE

This part of the manual will cover Title 36, United States Code, Chapter 10, as amended by Public Law 344, 95th Congress, approved 7 July 1976.

§ 170. National Anthem; Star-Spangled Banner

The composition consisting of the words and music known as The Star-Spangled Banner is designated the national anthem of the United States of America.

§ 171. Conduct During Playing

During rendition of the national anthem when the flag is displayed, all present except those in uniform should stand at attention facing the flag with the right hand over the heart. Men not in uniform should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform, and those who are military veterans, should render the military salute at the first note of the anthem and retain this position until the last note. When the flag is not displayed, those present should face towards the music and act in the same manner they would if the flag were displayed there.

§ 172. Pledge of Allegiance to the Flag; Manner of Delivery

The Pledge of Allegiance to the Flag, “*I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all*”, should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform, men should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute.

§ 173. Display and Use of Flag by Civilians; Codification of Rules and Customs; Definition

The following codification of existing rules and customs pertaining to the display and use of the flag of the United States of America is established for the use of such civilians or civilian groups or organizations as may not be required to conform with regulations promulgated by one or more executive departments of the Government of the United States. The flag of the United States for the purpose of this chapter shall be defined according to sections 1 and 2 of Title 4 and Executive Order 10834 issued pursuant thereto.

§ 174. Time and Occasions for Display; Hoisting and Lowering

- (a) It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flag staffs in the open. However, when a patriotic effect is desired, the flag may be displayed twenty-four (24) hours a day if properly illuminated during the hours of darkness.
- (b) The flag should be hoisted briskly and lowered ceremoniously.
- (c) The flag should not be displayed on days when the weather is inclement, except when an all weather flag is displayed.



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- (d) The flag should be displayed on all days, especially on New Year's Day, January 1; Inauguration Day, January 20; Lincoln's Birthday, February 12; Washington's Birthday, third Monday in February; Easter Sunday (variable); Mother's Day, second Sunday in May; Armed Forces Day, third Saturday in May; Memorial Day (half staff until noon), the last Monday in May; Flag Day, June 14; Columbus Day, second Monday in October; Navy Day, October 27; Veterans Day, November 11; Thanksgiving Day, fourth Thursday in November; Christmas Day, December 25; and such other days as may be proclaimed by the President of the United States; the birthdays of States (date of admission); and on State holidays.
- (e) The flag should be displayed daily on or near the main administration building of every public institution.
- (f) The flag should be displayed in or near every polling place on election days.
- (g) The flag should be displayed during school days in or near every schoolhouse.

§ 175. Position and Manner of Display.

The flag, when carried in a procession with another flag or flags, should be either on the marching right; that is, the flag's own right, or, if there is a line of other flags, in front of the center of that line.

- (a) The flag should not be displayed on a float in a parade except from a staff, or as provided in subsection (i) of this section.
- (b) The flag should not be draped over the hood, top, side, or back of a vehicle or of a railroad train or a boat. When the flag is displayed on a motorcar, the staff shall be fixed firmly to the chassis or clamped to the right fender.
- (c) No other flag or pennant should be placed above, or, if on the same level, to the right of the flag of the United States of America, except during church services conducted by naval chaplains at sea, when the church pennant may be flown above the flag during church services for the personnel of the Navy. No person shall display the flag of the United Nations or any other national or international flag equal, above, or in a position of superior prominence of honor to, or in place of, the flag of the United States at any place within the United States or any Territory or possession thereof; *Provided*, That nothing in this section shall make unlawful the continuance of the practice heretofore followed of displaying of the United Nations in a position of superior prominence of honor, and other national flags in positions of superior prominence of honor, with that of the flag of the United States at the headquarters of the United Nations.
- (d) The flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right, and its staff should be in front of the staff of the other flag.



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- (e) The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs.
- (f) When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the United States or to the United States flag's right.
- (g) When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be on approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.
- (h) When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half staff. When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out, union first, from the building.
- (i) When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window, the flag should be displayed in the same way, with the union or blue field to the left of the observer in the street.
- (j) When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street.
- (k) When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a church or public auditorium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker or to the right of the audience.
- (l) The flag should form a distinctive feature of the ceremony of unveiling a stature or monument, but it should never be used as the covering for the statue or monument.
- (m) The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day. On Memorial Day, the flag should be displayed at half-staff until noon only then raised to the top of the staff. By order of the President, the flag shall be flown at half-staff upon the death of principal figures of the United States Government and the Governor of the State, territory, or possession, as a mark of respect to their memory. In the event of the death of other officials or foreign dignitaries, the flag is to be displayed at half-staff according to Presidential instructions or orders, or in accordance with recognized customs or practices not inconsistent with law. In the event of the death of a present or former official of the government or any State, territory, or possession of the United States, the



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Governor of that State, territory, or possession may proclaim that the National flag shall be flown at half-staff. The flag shall be flown at half-staff thirty days from the death of the President or a former President; ten days from the death of the Vice President, the Chief Justice or a retired Chief Justice of the United States, or the Speaker of the House of Representatives; from the day of death until internment of an Associate Justice of the Supreme Court, a Secretary of an executive or military department, a former Vice President, or the Governor of a State, territory, or possession; and on the day of death and the following day for a Member of Congress. The flag shall be flown at half-staff on Peace Officers Memorial Day, unless that day is also Armed Forces Day. As used in this subsection –

- (1) The term “half-staff” means the position of the flag when it is one-half the distance between the top and bottom of the staff;
 - (2) The term “executive or military department” means any agency listed under section 101 and 102 of title 5; and
 - (3) The term “Member of Congress” means a Senator, a Representative, a Delegate, or a Resident Commissioner for Puerto Rico.
- (n) When the Flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.
- (o) When the flag is suspended across a corridor or lobby in a building with only one main entrance, it should be suspended vertically with the union of the flag to the observer's left upon entering. If the building has more than one main entrance, the flag should be suspended vertically near the center of the corridor or lobby with the union to the north, when entrances are to the east and west or to the east when entrances are to the north and south. If there are entrances in more than two directions, the union should be to the east.

§ 176. Respect for Flag

No disrespect should be shown to the flag of the United States of America; the flag should not be dipped to any person or thing. Regimental colors, State flags, and organization or institutional flags are to be dipped as a mark of honor.

- (a) The flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.
- (b) The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.
- (c) The flag should never be carried flat or horizontally, but always aloft and free.
- (d) The flag should never be used as wearing apparel, bedding, or drapery. It should never be festooned, drawn back, nor up, in folds, but always allowed to fall free. Bunting of blue, white, and red always arranged with the blue above, the white in the middle, and the red below, should be used for covering a speaker's desk, draping the front of the platform, and for decoration in general.



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- (e) The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.
- (f) The flag should never be used as a covering for a ceiling.
- (g) The flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, work, figure, design, picture, or drawing of any nature.
- (h) The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.
- (i) The flag should never be used for advertising purposes in any manner whatsoever. It should not be embroidered on such articles as cushions or handkerchiefs, and the like, printed or otherwise impressed on paper napkins or boxes or anything that is designed for temporary use and discarded. Advertising signs should not be fastened to a staff or halyard from which the flag is flown.
- (j) No part of the flag should ever be used as a costume or athletic uniform. However, a flag patch may be affixed to the uniform of military personnel, firemen, policemen, and members of patriotic organizations. The flag represents a living country and it itself considered a living thing. Therefore, the lapel flag pin being a replica, should be worn on the left lapel near the heart.
- (k) The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

§ 177. Conduct during Hoisting, Lowering or Passing of Flag

During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in review, all persons present except those in uniform should face the flag and stand at attention with the right hand over the heart. Those present in uniform should render the military salute. When not in uniform, men should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Aliens should stand at attention. The salute to the flag in a moving column should be rendered at the moment the flag passes.

§ 178. Modifications of Rules and Customs by President

Any rule or custom pertaining to the display of the flag of the United States of America, set forth in section 171-178 of this title, may be altered, modified, or additional rules with respect thereto may be prescribed, by the Commander-in-Chief of the Armed Forces of the United States, whenever he deems it to be appropriate or desirable; and any such alterations or additional rules shall be set forth in a proclamation.

Executive Order Number 10834 issued by President Dwight D. Eisenhower on August 24, 1959, amended the provisions of Title 4, United States Code, Chapter 1 and established the 50 star Flag as the official Flag of the United States, effective on July 4, 1960.



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Executive Order Number 10834 – August 24, 1959

Part I – Design of the flag

Section 1

The flag of the United States shall have thirteen horizontal stripes, alternate red and white, and a union consisting of white stars on a field of blue.

Section 2

The positions of the stars in the union of the flag and in the union jack shall be as indicated on the attachment to this order, which is hereby made a part of this order.

Section 3

The dimensions of the constituent parts of the flag shall confirm to the proportions set forth in the attachment referenced in section 2 of this order.



Hoist (width) of flag	1.0
Fly (length) of flag	1.9
Hoist (width) of	7/13
Fly (length) of union	.76
Diameter of star	.0616
Width of strip	1/13

Figure 3: The Flag of the United States of America

Flag Folding

As an Army and Navy custom, the flag is lowered daily at the last note of retreat. Special care should be taken that no part of the flag touches the ground. The Flag is then carefully folded into the shape of a tri-cornered hat, emblematic of the hats worn by colonial soldiers during the war for Independence. In the folding, the red and white stripes are finally wrapped into the blue, as the light of day vanishes into the darkness of night.

This custom of special folding is reserved for the United States Flag alone.



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How to Fold the Flag

Step 1



Figure 4: How to Fold the Flag - Step 1

To properly fold the Flag, begin by holding it waist-high with another person so that its surface is parallel to the ground.

Step 2



Figure 5: How to Fold the Flag - Step 2

Fold the lower half of the stripe section lengthwise **over** the field of stars, holding the bottom and top edges securely.

Step 3



Figure 6: How to Fold the Flag - Step 3

Fold the flag **again** lengthwise with the blue field on the **outside**.

Step 4



Figure 7: How to Fold the Flag - Step 4

Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag.



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Step 5



Figure 8: How to Fold the Flag - Step 5

Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.

Step 6



Figure 9: How to Fold the Flag - Step 6

The triangular folding is continued until the entire length of the flag is folded in this manner.

Step 7



Figure 10: How to Fold the Flag - Step 7

When the flag is completely folded, only a triangular blue field of stars should be visible.

Flag Folding Ceremony

The flag folding ceremony described by the Uniformed Services is a dramatic and uplifting way to honor the flag on special days, like Memorial Day or Veterans Day, and is sometimes used at retirement ceremonies.

Here is a typical sequence of the reading:

(Begin reading as the Honor Guard or Flag Detail is coming forward.)

The flag folding ceremony represents the same religious principles on which our country was originally founded. The portion of the flag denoting honor is the canton of blue containing the stars representing the states. The canton field of blue dresses from left to right and is inverted when draped as a pall on a casket of a veteran who served our country in uniform.

In the Armed Forces of the United States, at the ceremony of retreat, the flag is lowered, folded in a triangle fold, and kept under watch throughout the night as a tribute to our nation's honored dead. The next morning it is brought out and, at the ceremony of reveille, run aloft as a symbol of our belief in the resurrection of the body.

(Wait for the Honor Guard or Flag Detail to unravel and fold the flag into a quarter fold – resume reading when Honor Guard is standing ready.)



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The first fold of our flag is a symbol of life.

The second fold is a symbol of our belief in the eternal life.

The third fold is made in honor and remembrance of the veterans departing our ranks who gave a portion of life for the defense of our country to attain a peace throughout the world.

The fourth fold represents our weaker nature, for as American citizens trusting in God, it is to Him we turn in times of peace as well as in times of war for His divine guidance.

The fifth fold is a tribute to our country, for in the words of Stephen Decatur, "Our country, in dealing with other countries, may she always be right; but it is still our country, right or wrong."

The sixth fold is for where our hearts lie. It is with our heart that we pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

The seventh fold is a tribute to our Armed Forces, for it is through the Armed Forces that we protect our country and our flag against all her enemies, whether they be found within or without the boundaries of our republic.

The eighth fold is a tribute to the one who entered in to the valley of the shadow of death, that we might see the light of day, and to honor mother, for whom it flies on mother's day.

The ninth fold is a tribute to womanhood; for it has been through their faith, love, loyalty, and devotion that the character of the men and women who have made this country great have been molded.

The tenth fold is a tribute to father, for he, too, has given his sons and daughters for the defense of our country since they were first born.

The eleventh fold, in the eyes of a Hebrew citizen, represents the lower portion of the seal of King David and King Solomon, and glorifies, in their eyes, the God of Abraham, Isaac, and Jacob.

The twelfth fold, in the eyes of a Christian citizen, represents an emblem of eternity and glorifies, in their eyes, God the Father, the Son, and Holy Ghost.

When the flag is completely folded, the stars are uppermost, reminding us of our national motto, "In God We Trust."

(Wait for the Honor Guard or Flag Detail to inspect the flag – after the inspection, resume reading.)

After the flag is completely folded, and tucked in, it takes the appearance of a cocked hat, ever reminding us of the soldiers who served under General George Washington and the sailors and marines who served under Captain John Paul Jones who were followed by their comrades and shipmates in the Armed Forces of the United States, preserving for us the rights, privileges, and freedoms we enjoy today.



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Red Skelton's Pledge of Allegiance

On Tuesday, January 14, 1969, Red Skelton touched the hearts of millions of Americans with his “*Pledge of Allegiance*”, in which he explained the meaning of each and every word. Red Skelton's recitation of the “Pledge of Allegiance” was twice read into the Congressional Record of the United States and received numerous awards.

RED SKELTON: “I remember this one teacher. To me, he was the greatest teacher, a real sage of my time. He had such wisdom. We were all reciting the *Pledge of Allegiance* and he walked over. Mr. Lasswell was his name... He said: “I’ve been listening to you boys and girls recite the Pledge of Allegiance all semester and it seems as though it is becoming monotonous to you. If I may, may I recite it and try to explain to you the meaning of each word:

I

Me; an individual; a committee of one.

Pledge

Dedicate all of my worldly goods to give without self-pity.

Allegiance

My love and my devotion.

To the Flag

Our standard; *Old Glory*; a symbol of Freedom; wherever she waves there is respect, because your loyalty has give her a dignity that shouts: “*FREEDOM IS EVERYBODY’S JOB.*”

of the United

That means that we have all come together.

States

Individual communities that have united into forty-eight states. Forty-eight individual communities with pride and dignity and purpose. All divided with imaginary boundaries, yet united to a common purpose, and that is love for country.

And to the Republic

Republic – a state in which sovereign power is invested in representative chosen by the people to govern. And government is the people; and it’s from the people to the leaders, not from the leaders to the people.

For Which it Stands, One Nation

One Nation – meaning, so blessed by God.

Indivisible

Incapable of being divided.



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With Liberty

Which is Freedom; the right of power to live one's own life, without threats, fear, or some sort of retaliation.

And Justice

The principle, or quality, of dealing fairly with others.

For All

For ALL – which means, boys and girls, it's as much your country as it is mine. And now, boys and girls, let me hear you recite the Pledge of Allegiance:

I pledge allegiance to the Flag of the United States of America, and to the Republic, for which it stands; one nation, indivisible, with liberty and justice for all.

Since I was a small boy, two states have been added to our country, and two words have been added to the Pledge of Allegiance: "Under God". Wouldn't it be a pity if someone said that is a prayer, and that would be eliminated from schools, too?"

Johnny Cash's "That Ragged Old Flag"

"That Ragged Old Flag"

I walked through a county courthouse square
On a park bench, an old man was sittin there.
I said, "Your court house is kinda run down,
He said, "No, it will do for our little town".
I said "your old flag pole kinda leaned a little bit,
And that's a ragged old flag you got hanging on it".

He said "have a seat", so I sat down,
He said, "is this your first visit to our little town"
I said, "I think it is"
He said "I don't like to brag, but we're kinda proud of
"That Ragged Old Flag"

"You see, we got a little hole in that flag there,
When Washington took it across the Delaware.
It got powder burned the night Francis Scott Key sat watching it, writing
"Oh Say Can You See"
It got a rip in New Orleans, with Packinham & Jackson
tugging at its seams.
It almost fell at the Alamo beside the Texas flag,
But she waved on tho.

It got cut with a sword in Chancellorsville,
Got cut again at Shiloh Hill.



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There was Robert E. Lee and Beauregard and Bragg,
And the south wind blew hard on
"That Ragged Old Flag"

On Flanders Field in World War I,
She took a bad hit from a Bertha Gun,
She turned blood red in World War II
She hung limp and low by the time that one was through,
She was in Korea, Vietnam, She went where she was sent
by her Uncle Sam.

The Native Americans, The Black, Yellow and White
All shed red blood for the Stars and Stripes.
And here in her own good land,
She's been abused, burned, dishonored, denied and refused,
And the very government for which she stands
Has been scandalized throughout out the land.
And she's getting thread bare, and she's wearing kinda thin,
But she's in pretty good shape, for the shape she's in.
Cause she's been through the fire before
and she can take a whole lot more.

So we raise her up every morning
And we bring her down slow every night,
We don't let her touch the ground,
And we fold her up right.

On second thought
I do like to brag
Cause I'm mighty proud of
"That Ragged Old Flag"



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PART VI – NEW JERSEY STATE COUNCIL, VIETNAM VETERANS OF AMERICA, INC., CONSTITUTION

DEDICATION

THE ADOPTION OF THE CONSTITUTION AND BY-LAWS OF THIS STATE COUNCIL IS DEDICATED TO THOSE MEN AND WOMEN WHO SERVED OUR COUNTRY DURING THE VIETNAM ERA, AND ESPECIALLY TO THE MEMORY OF ALL WHO SERVED AND WERE KILLED OR ARE STILL MISSING IN ACTION, AND TO THOSE STILL UNABLE TO MAKE PEACE WITH THE VIETNAM EXPERIENCE.

DECLARATION OF PRINCIPLES

WE, the veterans of the war in Vietnam, who embraced through sacrifice and service to country the most fundamental and cherished bonds of our democracy, reaffirm that commitment to spirit and ideals, accepting it as the solemn responsibility of our survival, to bear the burden of what has been, so that tragedy once endured can never be forgotten.

AND so do we resolve that the true measure of our worth as citizens, as veterans, and as patriots be found in our willingness to draw from and abide by these strengths and convictions born of heritage and experience.

TO HOLD that a sacred and binding contract exists between governors and governed, with the latter recognizing an obligation of compulsory foreign or domestic service equitably shared by all, and the former morally obligated to implement foreign and domestic policies that are clear, consistent, and reflective of the will of the people.

TO HOLD, further, that the contracts extend to post obligatory service and the nation bound whenever and wherever appropriate to the prompt delivery of compensation to individuals or survivors in direct proportion to sacrifice and service rendered.

TO HONOR with dignity the sacred memory of the war dead, and so in dignity, insure that the lasting legacy of the fallen is responsibility toward, not exploitation of, their sacrifice.

TO STAND for cooperation, dialogue, and friendship among the nations of the world community with full respect and support of those principles central to our national life.

SECTION I – INTRODUCTION

There is hereby established a State Council within Vietnam Veterans of America, Inc., hereafter known as THE NEW JERSEY STATE COUNCIL, INC. (the Council). The Council is constituted and organized pursuant to the Constitution of the National organization, hereinafter referred to as the Corporation. The Council shall abide by and exist in accordance with the Constitution of the Corporation.



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SECTION II – TITLE

This organization shall be known as the NEW JERSEY STATE COUNCIL, INC., Vietnam Veterans of America, and shall exist as a not-for-profit Corporation, under the applicable laws of the State of New Jersey and the United States of America.

The Council shall have and continuously maintain in the State of New Jersey, a registered office and a registered agent whose office is identical with such registered office as required by the not-for-profit Corporation laws of the State of New Jersey. The address of such office may be changed from time to time by the Executive Board.

SECTION III – PURPOSE

The purpose of the Council shall be to promote the Principles and Policies as set forth in the National Constitution and By-laws of the Vietnam Veterans of America, Inc., and the rules and resolutions and the CODE OF DISCIPLINARY PROCEDURE of the Corporation.

The Council is formed for the purpose of improving the well being of the Vietnam-era veterans of New Jersey, and shall seek all legitimate aid and assistance they or their dependents may require.

This Council shall act as an advocate for all Vietnam-era veterans of New Jersey. It shall identify problems, especially in the workplace and between the Government of the United States and the State of New Jersey and the Vietnam-era veterans of this state and shall strenuously advance the position of these Vietnam-era veterans. It shall maintain a positive working relationship with the members of the Legislature of New Jersey and the United States Congress or any other agency or entity affecting their lives and will make known to them positions taken by this Council.

This Council understands that the problems affecting one generation of veterans are of significance to all generations. Therefore, nothing contained within this Constitution and By-Laws shall preclude this Council from fulfilling its commitment to serve all veterans and their families.

SECTION IV – MEMBERSHIP

Membership in the Council shall consist of three (3) elected delegates from each Chapter, all of whom must show proof of membership in Vietnam Veterans of America, Inc., to include a DD-214 or certification that such proof is on file with the chapter. Each chapter delegate to the Council shall be elected by their respective chapter during the chapter's annual meeting called for that purpose to a two (2) year term in each even-numbered year. Each chapter may elect two (2) alternates to the Council. Each alternate delegate may attend meetings, but will have no vote on issues unless a delegate is not in attendance.

Chapters shall be responsible for ensuring the attendance of at least one (1) delegate per Chapter at not less than one-half of all Council meetings held during the preceding twelve (12) months, and the unexcused absence of at least one (1) delegate from such meetings held during the preceding twelve (12) months may be sufficient grounds for disciplinary action against the Chapters in accordance with the provisions of the National Constitution and *CODE OF DISCIPLINARY PROCEDURES*.



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Forming Chapters may attend Council meetings and speak on the floor; but have no vote until the Chapter is chartered by the National Corporation.

Forming Chapters may recruit members from the AT LARGE membership listings for NEW JERSEY provided periodically by the National Office. Forming Chapters may also recruit NATIONAL MEMBERS AT LARGE (not affiliated with any Chapter) who reside in areas of adjacent states whose boundaries are contiguous with those of New Jersey.

After written recommendations from *THE ASSOCIATES OF VIETNAM VETERANS OF AMERICA, INC.* (AVVA) in the state, the State Council shall seat a Liaison on the State Council Executive Board who shall serve as a non-voting Special Advisor to the State Council Executive Board entitled to be heard on all matters.

All VVA members desirous of purchasing and displaying VVA license plates obtained from the New Jersey Division of Motor Vehicles on their personal vehicles shall be life members of the organization upon application and payment of appropriate fees as determined by both the State Council and the New Jersey Division of Motor Vehicles to the State Council VVA License Plate Chair.

SECTION V – FISCAL

The revenues of the Council shall be derived from that part of membership dues as set forth by the National Constitution and from such other sources as may be approved by the Council, and if appropriate, the National Organization. A record of all revenues and expenditures shall be maintained by the Council Treasurer. All major expenditures, not reflected in the current fiscal year budget, shall be authorized by the majority vote of the voting membership present at a Council meeting.

The fiscal year of the Council shall commence on the first day of March of each year and end the last day of February of the following year.

At fiscal year-end, a report of all income and expenditures of the Council with comparisons to the authorized budget will be printed and distributed by the Council Treasurer to member Chapters in accordance with applicable deadlines for submission to the National Headquarters of Vietnam Veterans of America, Inc. This report shall be considered a proprietary document and will not be released to the public or the media without the express written permission of the Council President and the approval of the delegated to the Council.

SECTION VI – POWERS

The membership is the ultimate authority of the Council and shall be empowered to take or direct any action not inconsistent with this Constitution and By-Laws or the Constitution and By-Laws of the Corporation.

This Council shall have the power:

To enact a Constitution and By-Laws and adopt rules and regulations not inconsistent herewith;



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To enact and adopt any and all such rules and regulations as may be required and deemed necessary for the best interest and welfare of the Council

To take such action as may be deemed necessary, consistent with and under this Constitution and By-Laws.

Between Council meetings, the Executive Board (comprised of the five (5) elected Council Officers as set forth in Section VII) shall be entrusted with the authority of the Council and shall be empowered to act on behalf of the membership. Actions taken by the Executive Board between Council meetings shall be presented to the Council Delegates at the next regularly scheduled meeting for affirmation.

SECTION VII – OFFICERS

The Officers of the Council shall be the Council President, First Vice-President, Second Vice-President Secretary, and Treasurer. These five (5) Officers shall comprise the Executive Board. Election of Officers of the Council shall be by majority vote upon nomination presented at the June meeting of each even numbered year. In the event that any elected offices, except the office of Council President (see paragraph 5), becomes vacant due to the resignation, disability, or disqualification of the person holding that office there shall be, as the first order of business at the next regularly scheduled Council meeting, an election to fill such vacancy.

The person elected to the vacant office shall serve only for the unexpired term of his/her predecessor. All notices of resignation shall be made in writing.

The duties of the Officers of the Council shall be as follows:

PRESIDENT

The President shall be the Chief Executive Officer and Principal Representative of the Council. He/she shall preside at all meetings of the Council and shall be an ex-officio member of all committees, except the Nominating Committee. He/she shall appoint all standing, special, and ad-hoc committee chairpersons except the Nominating Committee and the Chairperson thereof, subject to the approval of a majority of the membership of the Council. The President shall also execute all documents authorized by the Council, except where other persons have been expressly designated by the Council to sign a legal instrument in the President's absence.

In the absence of the President, or in the event of his or her inability or refusal to act, the First Vice President, shall perform the duties of the President, and when so acting, shall have all the powers of, and be subject to, all the restrictions upon the President. In the event of the death, removal, or resignation of the President, the First Vice-President shall assume the position of the President for the remainder of his or her term.

The Council President shall also review, pursuant to the Code of Conduct, all fund-raising proposals which require the approval of the Board of Directors of the Corporation, as set forth in Article IV of the National Constitution, and make a recommendation to the Chapter and the Corporation, within fifteen (15) days of receipt of a completed proposal. Should a letter of denial for the fundraising event be the



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result of the President's decision, a written letter of denial shall be addressed to the requesting Chapter within fifteen (15) days, with a copy to the Corporation, which shall include a detailed explanation of the reason(s) for the denial. The President shall have the authority to insure that all Chapters and the Council are in compliance with all governmental statutes, rules and regulations.

FIRST VICE-PRESIDENT

The First Vice-President shall attend all meetings of the Council and shall assist the President. The First Vice-President shall perform the duties of the President in the event of his/her absence or disability and shall perform such other duties as the Council may from time to time determine.

SECOND VICE-PRESIDENT

The Second Vice-President shall attend all meetings of the Council and shall oversee all committees and shall monitor the performance of their duties and responsibilities. He/she shall assist the President and the First Vice-President in the fulfillment of their offices. In the event that the position of First Vice-President becomes vacant, the Second Vice-President shall assume the duties of that office until an election is held to fill the vacant office of First Vice-President.

SECRETARY

The Secretary of the Council shall attend all meetings and shall be the custodian of all minutes, correspondence, and other documents relative to State Council business. The Secretary shall record the minutes of the regular and special meetings of the Council, and shall provide each delegate to the Council with a copy thereof within a reasonable time after such meetings.

TREASURER

The Treasurer shall attend all meetings of the Council and shall have charge and custody of all funds of the Council and all funds or securities in any way generated, collected, or obtained in connection with Council activities. The Treasurer shall be responsible for such funds and securities and the receipt and disbursement thereof. The Treasurer shall keep full and accurate accounts of all receipts and disbursements in books belonging to the Council and shall deposit all moneys and other valuable effects in the name and to the credit of the Council.

The Treasurer shall disburse funds of the Council as may be ordered by the Council, making proper vouchers for such disbursements and shall render to the Council at its annual meeting, or when the Council so requires, a National accounting of all transactions of the Treasurer and of the financial condition of the Council as required by Article IV of the Constitution and By-Laws. Checks drawn on the accounts of the Council will require two (2) signatures, those of the President and Treasurer. The First and Second Vice-Presidents of the Council will also be authorized to sign checks in the event one of the regular signatories (Council President and Council Treasurer) is unavailable.

Beginning with the 1996 -1998 term, District Directors will be elected. The Council's geographic area shall be split into three (3) districts; North, Central, and South.



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THE NORTHERN DISTRICT DIRECTOR

The Northern District Director shall be elected by the Council delegates from qualified VVA members who belong to Chapters in the counties of Bergen, Essex, Hudson, Passaic, and Sussex.

THE CENTRAL DISTRICT DIRECTOR

The Central District Director shall be elected by the Council delegates from qualified VVA members who belong to Chapters in the counties of Hunterdon, Mercer, Middlesex, Monmouth, Somerset, Union, and Warren

THE SOUTHERN DISTRICT DIRECTOR

The Southern District Director shall be elected by the Council delegates from qualified VVA members who belong to Chapters in the counties of Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Ocean, and Salem.

District Directors shall not be considered members of the Council Executive Board.

All Officers, upon expiration of their term of office, resignation, or upon removal from office, shall turn over to their successor in office all records, files, papers, and any other documents or matters in their possession which constitutes property of this Council.

Upon the successful conclusion of a two (2) year term, the Council President shall be awarded a life membership in Vietnam Veterans of America, with all cost being borne by the Council. If a President is already a life member, the Council shall reimburse whomever paid the cost of the life membership.

Officers of this Council may be removed from office upon absence from three (3) consecutive meetings of the Council without adequate cause, without further notice.

Disciplinary action against any officer of this Council shall be carried out under the precepts of the *CODE OF DISCIPLINARY PROCEDURE*, appendix ii to the Constitution of Vietnam Veterans of America, Inc.

SECTION VIII – MEETINGS

REGULAR MEETINGS

Regular meetings of the Council shall be held at a location designated by the Council. The Council shall meet not less than four (4) times per year (normally on a quarterly basis) and notice of any such regular meeting shall be given to the members of the Council by the Secretary twenty (20) days prior to the meeting.

ANNUAL MEETING

The annual meeting of the Council shall be held on an agreed upon date, during the month of June in even numbered years, the time and place determined by the membership, and when appropriate for the election of officers; and the transactions of such other business as may properly come before the meeting.



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SPECIAL MEETINGS

Special meetings of the Council may be called by the President or by petition of twenty-five (25) percent of the delegates to the Council. Written notice of any special meetings shall be mailed to each delegate of the Council no less than ten (10) calendar days prior to the meeting. The President of the Council may call a special meeting of the Council when he/she deems such a meeting to be in the best interest of the Council. In the event of the failure or refusal of the Council President to call a Special Meeting, the First Vice-President, or the Second Vice-President shall be empowered to call said meeting.

QUORUM

The presence of two-thirds (2/3) of the Chapters in good standing or two-thirds (2/3) of the delegates, whichever shall first occur, will constitute a quorum for a regular meeting. If a quorum is not present at any meeting of the delegates, a majority of delegates present may adjourn the meeting without further notice.

VOTING

Except as otherwise provided in this Constitution, the vote of the majority of the delegates present and voting on a matter at which a quorum is present shall be necessary to the adoption of any business of the body.

CONDUCT OF MEETINGS

IN the absence of a specific provision of this Constitution or its By-Laws to the contrary, Robert's Rule of Order, Revised, shall govern the conduct of this Council.

The Council requires that a standard and uniform oath be sworn or affirmed by new or re-elected officeholders on the Council upon assuming their duties. The oath adopted by the Council for use shall be:

I DO SOLEMNLY SWEAR (OR AFFIRM) THAT I, (state your name), WILL FAITHFULLY EXECUTE THE OFFICE OF (state your position) OF VIETNAM VETERANS OF AMERICA, NEW JERSEY STATE COUNCIL, INC., AND WILL, TO THE BEST OF MY ABILITY, PRESERVE, PROTECT, AND DEFEND THE CONSTITUTION OF THE UNITED STATES, THE CONSTITUTION OF VIETNAM VETERANS OF AMERICA, INC., AND THE BY-LAWS OF THE NEW JERSEY STATE COUNCIL, INC.

The Council declares that the consumption of alcohol and controlled substances, except prescribed medication, is prohibited during the business portion of all regularly scheduled and/or special meetings of the Council.

SECTION IX – RESTRICTED ACTIVITIES

No member of the Corporation may, without the express written consent of the National Board of Directors, receive any compensation, by gift or otherwise, from the Corporation, the Council, or a Chapter, or own any interest in any organization which receives such compensation. For purposes of this subsection, reimbursement of reasonable expenses incurred while conducting the business of the Corporation shall not be deemed to be compensation. No member shall be an Officer or Director of a



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Chapter, the Council, or the Corporation while holding any office or directorship in any organization whose purpose or activities are, or have been declared by the Board of Directors to be in conflict with those of the Corporation. No member shall use the property of the Corporation, the Council, or a Chapter except in the course of business of the Corporation.

Chapters and Council may engage in fund-raising activities, which do not conflict with the purposes of the Corporation, provided that they strictly adhere to the following guidelines:

1. All such fund-raising activities which conflict with the activities of other Chapters, State Councils, or the Corporation, shall not be engaged in without the prior written consent of the affected Chapters, the State Council, or the Corporation.
2. The sale of products by Chapters or the Council, which bears the logo, or name of the Corporation shall not be permitted unless the products clearly identify the Chapter or the Council marketing the product.
3. Fund-raising activities involving telephone solicitation, direct mail, workplace donations, the regular and continuous sale of alcoholic beverages, or the solicitation of household goods shall be considered to be restricted and may not be engaged in without the prior written consent of the National Board of Directors of the Corporation. For purposes of this subsection, the following definitions shall apply:
 - a. Telephone solicitations will mean a fund-raising campaign, which uses the telephone as the primary method of contacting members of the general public in an appeal for donations of property or funds.
 - b. Direct mail solicitations shall mean a fund-raising campaign, which uses the mail system as the primary method of contacting members of the general public in an appeal for donations of property or funds.
 - c. Workplace donations shall mean a fund-raising campaign by which members of the general public are solicited to donate funds through deductions from their wages or salaries at their place of employment.
 - d. The regular and continuous sale of alcoholic beverages shall mean any sale of such beverages, which requires the issuance of a license or permit to conduct such activity by the laws of the State of New Jersey.
 - e. Solicitation of household goods shall mean a campaign to solicit, by telephone, by mail, or otherwise, the contribution of household items for disposition or sale by a Thrift Store, or by and other means.
4. All such fund-raising activities must comply with applicable federal and state statute and local laws, rules, and regulations.



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Chapters seeking to engage in restricted fund-raising activities shall give written notice thereof to the Corporation and the Council at least forty-five (45) days prior to commencing such activities or executing any documents in furtherance thereof. Chapters shall submit any such proposal to the President of the Council for his/her review and recommendation, and shall include such recommendation in the application of the Chapter to the Corporation.

The National Board of Directors, or its designated representatives, shall make a determination regarding such restricted activity and shall issue a decision to the Chapter, in writing, as soon as possible, but in no event later than thirty (30) days after receipt of the proposal.

Notwithstanding any other provisions of this or any other Article of the National Constitution, the Corporation, National Board of Directors, National Officers and/or anyone acting at their direction, or on their behalf, shall not enter into any exclusive contracts that bind the Chapter and/or the Council, or a portion of either, unless a majority of the affected Chapters and/or the Council concur.

A member, Chapter, Council, or the Corporation may not endorse, on behalf of the Chapter, Council, or the Corporation, any candidate for any elected office or position.

The Corporation, and any Chapter or the Council, may comment upon, and endorse on behalf of said Corporation, Chapter, or the Council, and candidate holding, or proposed for, an appointed position that directly affects veterans affairs, provided that all such comments and/or endorsement made by Chapters or the Council, with respect to federal appointments, must be made in consultation with the appropriate department head or officer of the Corporation.

The Corporation, and any Council thereof, may not adopt any policy or position with respect to matters involving foreign or domestic affairs unless such issues directly affect veterans affairs, or are issues of domestic concern related to the economic, physical, or emotional well being of veterans. The Corporation, and any Council thereof, shall not take any action which would imply that any policy or position had been adopted when the time had not been adopted.

Chapters may, after debate and upon the affirmative vote of two-thirds (2/3) of the individual members present at a duly constituted meeting of the members thereof, adopt positions or policies on other foreign or domestic issues, provided, however, that any such policy or position must be clearly identified as the position of the Chapter adopting such policy or position, and not that of the Corporation, the Council, or any action which would tend to impair the right of any Chapter to adopt any position in accordance with the above provisions.

SECTION X – COMMITTEES

The Council shall, upon the recommendation of the President, establish such committees as are necessary to accomplish the business of the Council. Committees may be designated Standing, Special, or Ad Hoc, and the chairperson of any committee shall be appointed by the President, except the Nominating Committee, subject to the approval of the Council. The appointed chairperson may, with the Council President's approval, select the members of the committee. The Committee Chair may nominate qualified non-members to serve as non-voting Special Advisors to the committee.



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The fourteen (14) Standing Committee Chairs appointed by the incoming Council President shall be: Agent Orange/Dioxin, Veterans' Affairs, Employment, Training and Business Opportunities, Membership Affairs, Veteran's Benefits, Public Affairs, Government Affairs, Minority Affairs, POW/MIA, Veterans Incarcerated, Finance, Women Veterans, and Constitution.

Each of the standing committees shall perform the functions ascribed to it under Article IV, Section 6, of the VVA Constitution (Revised 8/99).

The Nominating Committee shall consist of at least three (3) individual members elected by the Council Delegates at the annual meeting. The Committee shall prepare a slate of candidates for all of the positions of Officers and submit the list for consideration by the Council Delegates at least thirty (30) days prior to the election.

SECTION XI – RULES OF THE NOMINATING PROCESS

1. Qualified VVA members declaring themselves as candidates for a position on the Council Executive Board will submit a letter of intent and eligibility for Council Office, to include a resume of service to Vietnam Veterans of America, Inc., at the Chapter, Council, and National levels.
2. Qualified VVA members declaring themselves as candidates for a position on the Council Executive Board will submit a letter signed by their respective Chapter President or Chapter Secretary, certifying that the eligible VVA member's DD Form 214 is on file with the eligible VVA member's Chapter Secretary.
3. All declarations by qualified VVA members presenting themselves as candidates for a position on the Council Executive Board will be delivered to the Council Secretary no later than the close of the regularly scheduled Council Business Session immediately prior to the meeting at which the election will take place.
4. Any campaign literature promulgated by qualified VVA members declaring themselves as candidates for a position on the Council Executive Board will not bear the VVA logo or any facsimile thereof.
5. Election Tellers will be appointed by the Council President for the purpose of tallying ballots cast by qualified Council delegates for candidates for a position on the Council Executive Board at the beginning of the regularly scheduled annual meeting of the Council.
6. Any qualified VVA member(s) nominated from the floor prior to the election of the Council Executive Board positions at the annual meeting as a candidate for a position on the Council Executive Board will have in their possession a legible copy of their DD Form 214 for transmittal to the Council Secretary before the election begins or that otherwise qualified VVA member shall be disqualified from standing for election to a position on the Council Executive Board.



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7. Any qualified VVA member(s) nominated from the floor prior to the election of Council Executive Board positions at the annual meeting as a candidate for a position on the Council Executive Board will present to the Council Secretary before the election begins a petition signed by five (5) eligible VVA members who support the candidate seeking election to the Council Executive Board or that otherwise qualified VVA member shall be disqualified from standing for election to a position on the Council Executive Board.
8. Secret ballots will be cast which shall be printed to provide for write-in candidates should there be any nominations from the floor that are found to be qualified.
9. Membership on the Council Nominating Committee shall not preclude candidacy for a Council Executive Board position.

Election of the Nominations Committee Chairperson shall be made by the Committee members within ten (10) days following the annual meeting of the Council and the chairperson's name shall be conveyed to the Council Secretary who will publish the name at the next regularly scheduled meeting of the Council. The Chairperson's name shall also be published in *THE FORWARD OBSERVER* published following that person's election.

The chairperson of the Nominating Committee may be removed only by a vote of a majority of the Council Delegates present and voting at any regularly scheduled meeting or special meeting called specifically for that purpose.

SECTION XII – FUND RAISING

Subject to the provisions of this Constitution and the rules, resolutions and procedures of the Corporation, the Council shall have the power to raise such funds as are necessary to its operation in such manner as the Council deems appropriate, provided, however, that the Council must seek to obtain the written permission of each Chapter located in a geographic area where the Council proposed to conduct a fund-raising campaign, prior to the commencement of any such activity. Chapters shall have sixty (60) days to respond favorably or unfavorably to any request for permission to conduct such a fundraising activity. A failure by a Chapter to respond to any such request within sixty (60) days shall be deemed to be a grant of permission to the Council. Any denial of permission by a Chapter shall be subject to review by the entire Council at its next regular meeting or at a special meeting. A two-thirds (2/3) vote of the entire Council shall be required to overrule a Chapter.

SECTION XIII – SEAL

The Council shall provide a corporate seal, if required by law, which shall be in the form of a circle and shall have inserted thereon the name of the Council, and the state and year of incorporation.

SECTION XIV – WAIVER OF NOTICE

Whenever any notice is required to be given pursuant to the Articles of Incorporation of the Corporation or of the Council, or by this Constitution or the rules and procedures of the Corporation, a waiver thereof



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in writing, signed by the person entitled to such notice, executed at any time, shall be deemed the equivalent of the giving of such notice.

SECTION XV – AMENDMENTS

Proposed amendments to this Constitution and By-Laws shall be submitted in writing to the President, who shall refer them to a Constitution and By-Laws Committee for review and report. This Committee shall make recommendations for revision, modification, or amendment based upon a review of the Constitution and By-Laws of Vietnam Veterans of America, Inc. This Committee shall recommend adoption or rejection of proposed amendments to the Council. The amendments shall be submitted at a regular meeting at which time the proposed amendments shall have their first reading. A second reading shall be at the next regular meeting. At the regular meeting succeeding the second reading, the proposed amendments shall be considered, voted upon and adopted or rejected.

All proposed amendments to this Constitution and By-Laws shall be submitted to all delegates prior to the second reading and may be modified by a majority vote of those delegates presented and voting at the time of the second and third readings.

All proposed amendments to this Constitution and By-Laws shall require a two-thirds (2/3) vote of all delegates prior to their ratification at the third and final reading.

Original Version Ratified 15 May 1994

Entire By-Laws Amended and Ratified 23 June 1996

Additional amendments ratified 8 February 1998

Amendments to Article VII ratified 20 February 2000



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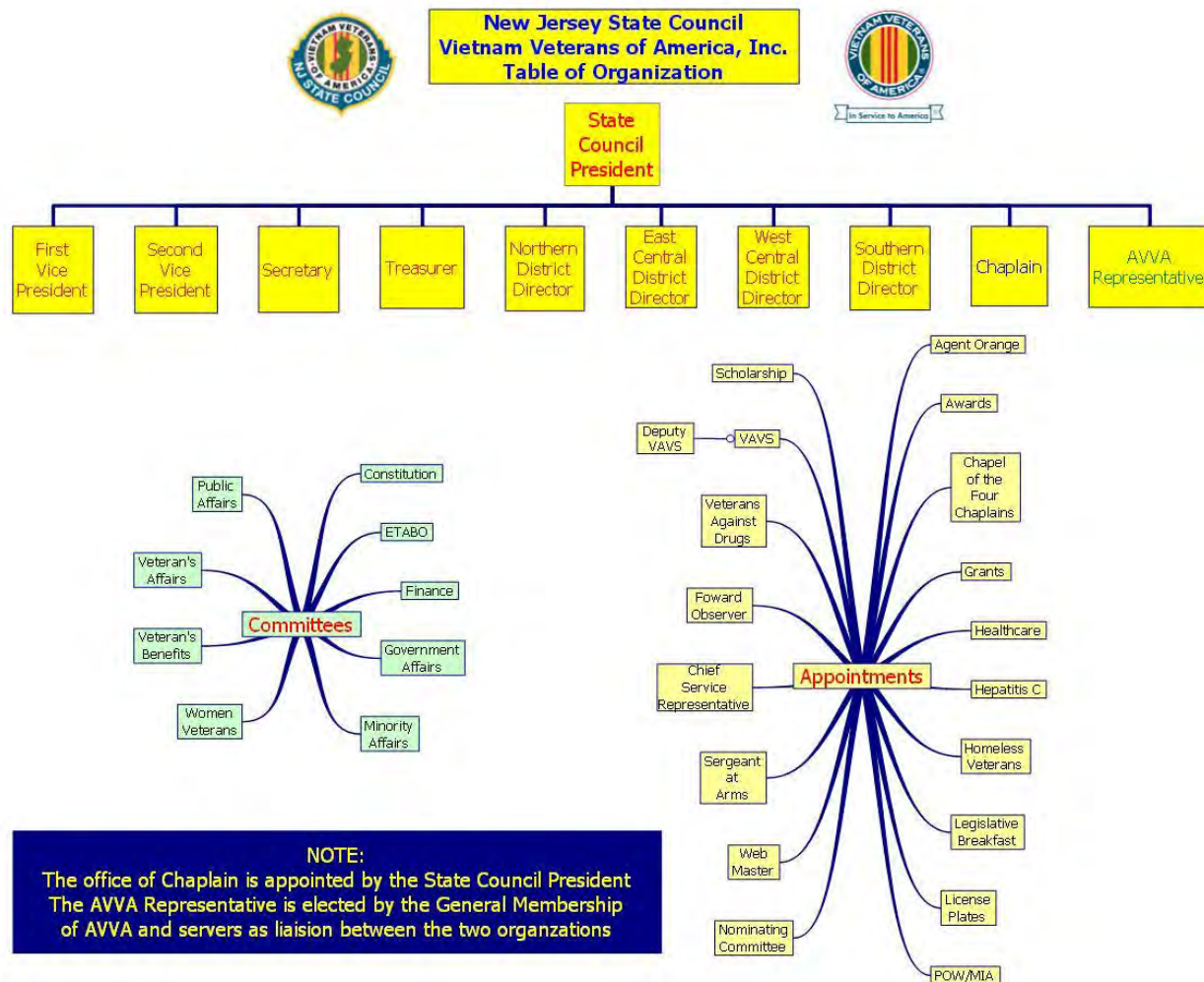


Figure 11: Table of Organization, Committees, and Appointments of the New Jersey State Council



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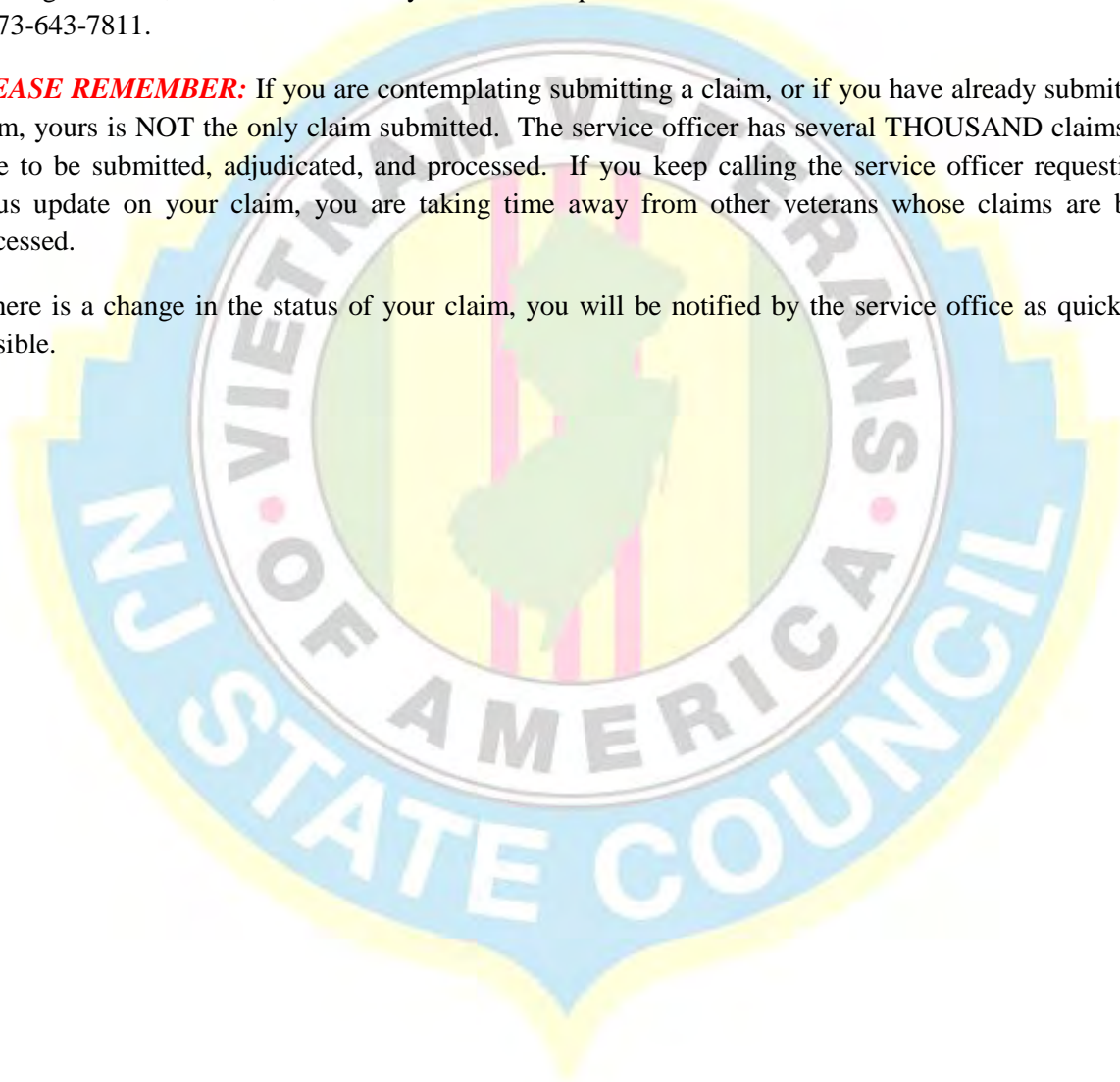
PART VII – SERVICE REPRESENTATIVE, STATE OF NEW JERSEY

The New Jersey State Council provides a Service Representative to aid and assist *all* veterans with the submission of claims to the Veterans Administration (VA) for entitlement (also known as benefits). If needed, the service officer will provide directions to the veteran to other sources of help or aid within the VA and the private sector.

The State of New Jersey Service Representative is Margaret Wojciechowicz whose office is located at 20 Washington Place, Newark, New Jersey 07102. The phone number is 973-297-3227 and the fax number is 973-643-7811.

PLEASE REMEMBER: If you are contemplating submitting a claim, or if you have already submitted a claim, yours is NOT the only claim submitted. The service officer has several THOUSAND claims that have to be submitted, adjudicated, and processed. If you keep calling the service officer requesting a status update on your claim, you are taking time away from other veterans whose claims are being processed.

If there is a change in the status of your claim, you will be notified by the service office as quickly as possible.





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PART VIII – GRAVE SIDE SERVICES

SERVICE FOR A PERSON OF THE PROTESTANT FAITH

During the service, the Chaplain, or other person appointed by him/her shall stand near the head of the casket or urn and face in such a way that he/she will be heard by all present and may read all or part of the following:

The Scripture

God is our refuge and strength, a very present help in trouble, Therefore, we will not fear, though the earth does change, and through the mountains be shaken into the heart of the seas. For this God is our God forever and ever. He will be our guide even unto death.

The Scripture Lesson

If God is for us, who is against us? He who did not spare His own Son but gave Him up for all of us, will He not give us all things with Him? It is God who justifies; who is to condemn? It is Christ Jesus, who died, yes, who was raised from the dead, who is at the right hand of God, who indeed intercedes for us. Who shall separate us from the love of Christ? Shall tribulations, or distress or persecution, or famine, or nakedness, or peril, or sword? No, in all things we are more than conquerors through Him who loved us. For I am sure that neither death, nor life, nor angels, nor principalities, nor things present, nor things to come, nor powers, nor height, nor depth, nor anything else in all creation, will be able to separate us from the love of God in Christ Jesus the Lord.

The Prayers

O God, whose days are without end, and whose mercies cannot be numbered, make us, we beseech You, deeply sensible of the shortness and uncertainty of human life; and let Your Holy Spirit lead us in holiness and righteousness all our days; that, when we have served You in our generation, we may be gathered unto our fathers, having the testimony of a good conscience; in the communion of the Christian Church; in the confidence of a certain faith; in the comfort of a reasonable, religious and holy hope; in favor with You our God, and in perfect charity with the world; all we ask through Jesus Christ, our Lord. Amen.

O God, we pray to You that the memory of our comrade, (*name*), may be ever sacred in our hearts; that the sacrifice which he/she has offered for our country's cause may be acceptable in Your sight; and that an entrance into Your eternal peace may, by Your pardoning grace, be open unto him/her through Jesus Christ our Lord. Amen.

(Conclude with the Lord's Prayer by all attending.)

If the ceremony is being conducted at the grave site, and the family has approved the following may be read.



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The Committal

Unto Almighty God we commend the soul of our brother/sister departed, and we commit his/her body to this sacred ground; insure and certain hope of the resurrection unto eternal life, through Our Lord, Jesus Christ. Amen.

The Benediction

The Lord bless you and keep you, the Lord make His face to shine upon you and be gracious unto you, the Lord lift up the light of His countenance upon you and give you peace. Amen.





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SERVICE FOR A PERSON OF THE ROMAN CATHOLIC FAITH

During the service, the Chaplain, or other person appointed by him/her shall stand near the head of the casket or urn and face in such a way that he/she will be heard by all present and may read all or part of the following:

The Scriptures

Out of the depths I cry to You, O Lord, hear my voice! Let Your ears be attentive to my voice in supplication. If You, O Lord, do mark iniquities, Lord, who can stand? But with You is forgiveness, that You may be revered. I trust in the Lord; my soul trusts in His word. My soul waits for the Lord. More than sentinels wait for the dawn, let Israel wait for the Lord, for the Lord is kindness and with Him is plenteous redemption; and He will redeem Israel from their iniquities.

(Psalm 129) (130)

Martha therefore said to Jesus, "Lord, if You had been here, my brother would not have died. But even now I know that whatever You shall ask of God, God will give it to You." Jesus said to her, "Your brother shall rise." Martha said to Him, "I know that he will at the resurrection, on the last day." Jesus said to her, "I am the resurrection and the life; he who believes in Me, even if he die, shall live; and whoever lives and believes in Me shall never die. Do you believe this?" She said to Him, "Yes, Lord, I believe that You are the Christ, the Son of God, who has come into the world."

(St. John 11)

O God, the Creator and Redeemer of all the faithful, hear our supplication and through Your infinite love and mercy graciously grant to the soul of Your departed servant the remission of all his/her sins, by which he/she may have deserved the severity of Your justice and punishments in the world to come. Vouchsafe to him/her everlasting life and happiness through the infinite merits of Jesus Christ. Amen.

(The following shall always be read)

Our Father, who art in heaven, hallowed be Thy name; Thy Kingdom come; Thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us, and lead us not into temptation, but deliver us from evil. Amen.

If the ceremony is being conducted at the grave site, and the family has approved, the following may be read.

The Committal

O Lord, we commend to You the soul of Your servant (*first name only*), that, having departed from this world, he/she may live with You. And by the grace of Your merciful love, wash the sins that in human frailty he/she committed in the conduct of his/her life, through Christ, or Lord. Amen.



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Come to his/her aid, O Saints of God; hasten to meet him/her, angels of the Lord; taking up his/her soul, presenting it in the sight of the Most High. May you be received by Christ, who has called you; may the angles bring you into the bosom of Abraham.

The Benediction

Eternal rest grants unto him/her O Lord. And let perpetual light shine upon him/her. May he/she rest in peace. Amen. May his/her soul, and the souls of all the faithful departed, through the mercy of God, rest in peace. Amen.





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SERVICE FOR A PERSON OF THE JEWISH FAITH

During the service, the Chaplain, or other person appointed by him/her shall stand near the head of the casket or urn and face in such a way that he/she will be heard by all present and may read all or part of the following:

The Scriptures

I will lift up my eyes unto the mountains from whence shall my help come? My help comes from the Lord, Who made heaven and earth. He will not suffer your foot be moved; He that keeps Israel does not slumber, nor sleep. The Lord is your keeper; the Lord is your shade upon your right hand. The sun shall not smite the day, or the moon the night. The Lord shall keep you from all evil, He shall keep your soul. The Lord shall guard you going out and coming in, from this time forth and forever.

O Lord, what is man that You are mindful of him and the Son of Man that You take account of him? What are we? Do we not all seem as vanity, as a shadow that passes away? In the morning we flourish and grow up, in the evening we are cut down and withered. You turn all humankind to contrition and say unto us: Return you children of the earth!

O, that we had wisdom and understanding and realized that when we die we take nothing with us; we do leave much behind. Mark the perfect and behold the upright for theirs is the way of peace. You, O Lord, redeem the souls of Your children and those who serve You and Love their fellow men and women will never be forsaken.

O Lord, help us find in these ancient yet ever new sentiments, the realization that through our tears we can reach the truth, through the darkness of our sorrow venture toward the light of hope, and through our anguish attain to the great adventure of perfect faith in You and Your wisdom. Love is stronger than death.

Through we surrender dust unto dust, through the majesty and might of Your love, life will abide with life. Take unto Yourself our comrade who has given his/her life to this our great country. And let the words of our mouths express the meditations of our hearts.

The Prayer

O God, full of compassion, You who dwell on high! Beneath the sheltering wing of Your presence, among the holy and pure who shine as the brightness of the firmament, grant perfect peace into the sole of (name), who has gone unto eternity. Lord of mercy, bring him/her under the cover of Your wings, and let his/her soul be bound up in the bond of eternal life. May You be his/her inheritance, and may his/her repose be in peace. Amen.

If the ceremony is being conducted at the grave site and the family has approved, the following may be read.

The Committal

Into Your hands, O Lord, we commend the soul of Your servant departed, now called into eternal rest.



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The Benediction

The Lord bless you and keep you, the Lord make His face to shine upon you and be gracious unto you, the Lord lift up the light of His countenance upon you, and give you peace. Amen.





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SERVICE FOR A PERSON OF THE EASTERN ORTHODOX FAITH

During the service, the Chaplain, or other person appointed by him/her shall stand near the head of the casket or urn and face in such a way that he/she will be heard by all present and may read all or part of the following:

The Scripture

Blessed are those whose ways are blameless, who walk according to the law of the Lord. How can a young man keep his way pure? By living according to Your word. Do good to Your servant, and I will live; I will obey Your word. I am laid low in the dust; renew my life according to Your word. Teach me, O Lord, to follow Your decrees; then I will keep them in the end. May Your unfailing love come to me, O Lord, Your salvation according to Your promise. Remember Your word to Your servant, for You have given me hope. You are my portion, O Lord; I have promised to obey Your words. Do good to Your servant according to Your word, O Lord. Your hands have made and fashioned me; give me understanding to learn Your commands. My soul faints with longing for Your salvation, but I have put my hope in Your word. Your word, O Lord, is eternal, it stands firm in the heavens. Save me, for I am Yours; I have sought out Your precepts. Oh, how I love Your law! I meditate on it all day long. Your word is a lamp to my feet and light for my path. My flesh trembles in fear of You; I stand in awe of Your laws. I have done what is righteous and just, do not leave me to my oppressors. Your statutes are wonderful; therefore, I obey them. Righteous are You, O Lord, and Your laws are right. I call out with all my heart; answer me, O Lord, and I will obey Your decrees. Look upon my suffering and deliver me, for I have not forgotten Your law. I wait for Your salvation, O Lord, and I follow Your commands. May my cry come before You, O Lord; give me understanding according to Your word. Let me live that I may praise You, and may Your laws sustain me. Let me live that I may praise You, and may Your laws sustain me. I have strayed like a lost sheep. Seek Your servant, for I have not forgotten Your commandments.

(Psalm 119)

The Gospel

I tell you the truth, whoever hears My word and believe Him who sent Me has eternal life and will not be condemned; he has crossed over from death to life. I tell you the truth, a time is coming and has now come when the dead will hear the voice of the Son of God and those who hear will live. For as the Father has life in Himself, so He has granted The Son to have Life in Himself. And he has given His authority to judge because he is the Son of Man. Do not be amazed at this, for a time is coming when all who are in their graves will hear His voice and come out, those who have done good will rise and live, and those who have done evil will rise and be condemned. By Myself I can do nothing; I judge only as I hear, and My judgment is just, for I seek not to please Myself but Him who sent Me.

(John 5:24-30)

The Prayers

O God of spirits, and of all flesh, who has trampled down death and overthrown the devil, and given life to the world; we ask You, the same Lord, to give rest to the soul of Your departed servant (*name*), in a place of repose, where all sickness, sorrow, and sighing have fled away. Pardon every transgression



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which he/she has committed, whether by word, or deed, or thought. For You are a good God who loves and sins not; for You alone are without sin, and Your righteousness is all eternity, and Your word is true. For You are the resurrection, and the life, and the repose of Your servant (*name*) who is fallen asleep, O Christ, our God, and unto You do we ascribe glory, together with Your Father, who is from everlasting, and Your all holy and good, and Life-creating Spirit. Now and forever, and unto ages of ages. Amen.

(Conclude with the Lord's Pray by all attending.)

If the ceremony is being conducted at the grave site and the family has approved, the following may be read.

The Committal

Eternal be your memory, O our brother/sister, who is worthy to be deemed happy and ever-memorable.
(Three times.)

The Dismissal

May He who arose from the dead, Christ our true God, through the prayers of His all-pure Mother, of the holy, glorious and all laudable apostles, of our holy God-bearing Fathers; and all of the saints, establish the soul of Your servant (*name*) who has been taken from us, in the mansions of the righteous, give him/her rest in Abraham's bosom, and number him/her among the just, and have mercy on us, forasmuch as You are good and love humankind. Amen

The earth is the Lord's and everything in it, the world, and all who live in it.

(Psalm 24)



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SERVICE FOR A PERSON OF THE MUSLIM FAITH

During the service, the Chaplain, or the person appointed by him/her, shall ensure that the service is set up as follows:

- It is NOT recommended to use a casket, unless there is a need for it. The body must have been washed and wrapped as required for the bodies of Muslims.*
- Plan the setting so that those who have gathered to pray will be facing toward Mecca, with the appointed leader in front facing them.*
- Place the body in between the congregation and the appointed leader in such a way that the body is parallel to the congregation and so that, from point of view of the congregation, the body's head is to the right.*
- The appointed leader should face the congregation and stand by the middle of the body if the deceased is a man and by the shoulder if the deceased is a woman.*

If Muslims are present, permit them to come forward and perform the formal funeral prayer (Allah Akbar) while others stand and pray silently.

Al-Fatihah

In the name of God, Most Gracious, Most Merciful. Praise be to God, the Cherisher and Sustainer of the Worlds; Most Gracious, Most Merciful; Master of the Day of Judgment. You do we worship, and Your aid we seek. Show us the straight way, the way of these on whom You have bestowed Your Grace, those whose portion is not wrath, and who go not astray.

Supplication of Funeral Prayer

O Allah, forgive our people who are still alive and who have passed away, forgive those who are present here and those who are absent, forgive our young and our elderly, forgive our males and females. O Allah, the one whom You wish to keep alive from among us make him alive according to Islam. And anyone whom You wish to die for among us, let him die in belief and faith. O Allah, do not deprive us from his/her reward and do not put us in hardship or any type after his/her death.

O Allah, forgive him/her, have mercy on him/her, pardon him/her, grant his/her security, provide him/her a nice place and spacious lodgings, wash him/her off from his/her sins with water, snow, and ice, purify him/her from his/her sins as a white garment is cleansed from dirt, replace his/her present abode with a better one, replace his/her present family with a better one, replace his/her present partner with a better one, make him/her enter paradise and save him/her from the trials of grace and the punishment of hell.

O Allah, You are his/her Lord, You have created him/her, and You have guided him/her to Islam, and You have taken out his/her soul and You know best about its secret and open deeds. We have come as intercessors, for forgive him/her.

Oh Allah, grant us good in this life and good in the life to come, and save us from the torment of hell.



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(If the ceremony is being conducted at the grave site, and the family has approved, the following may be read.

Oh Allah, this is Your servant who is now Your guest, and You are the best of hosts. Forgive him/her and expand his/her entrance.





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SERVICE FOR A PERSON OF THE BUDDHIST FAITH

During the service, the Chaplain, or other person appointed by him/her, shall stand near the body and face in such a way that he/she will be heard by all present and may read all or part of the following:

Homage to the Three Treasurers

I go to the Buddha for guidance.

I go to the Dharma for guidance.

I go to the Sangha for guidance.

Homage to Him, the Exalted One, the Enlightened One, the Supremely Awakened One.

Opening Address

On this day, we commemorate the passing of (*name*) who departed from this world on (*date of death*).

A Reading from the Buddhist Sutras

The Sutras tells us that “Beneath the sala trees at Kusinagara, in His last words to His disciples, the Buddha said:

“My disciples, My last moment has come, but do not forget that death is only the end of the physical body. The body was born from parents and was nourished by food; just as inevitable are sickness and death.

But the true Buddha is not a human body; it is Enlightenment. A human body must die, but the Wisdom of Enlightenment will exist forever in the truth of the Dharma, and in the practice of the Dharma. He who sees merely My body does not truly see Me. Only he who accepts My teaching truly sees Me.”

Incense burning by relatives and friends is optional at this time.

Closing Meditation

The Buddha surrounds all men and women and all form of life with Infinite Love and Compassion. Particularly does He send forth loving thoughts to those in suffering and sorrow; to all those in doubt and ignorance; to all who are striving to attain Truth; and to those whose feet are standing close to the great change men and women call death, He sends forth oceans of Wisdom, Mercy, and Love.



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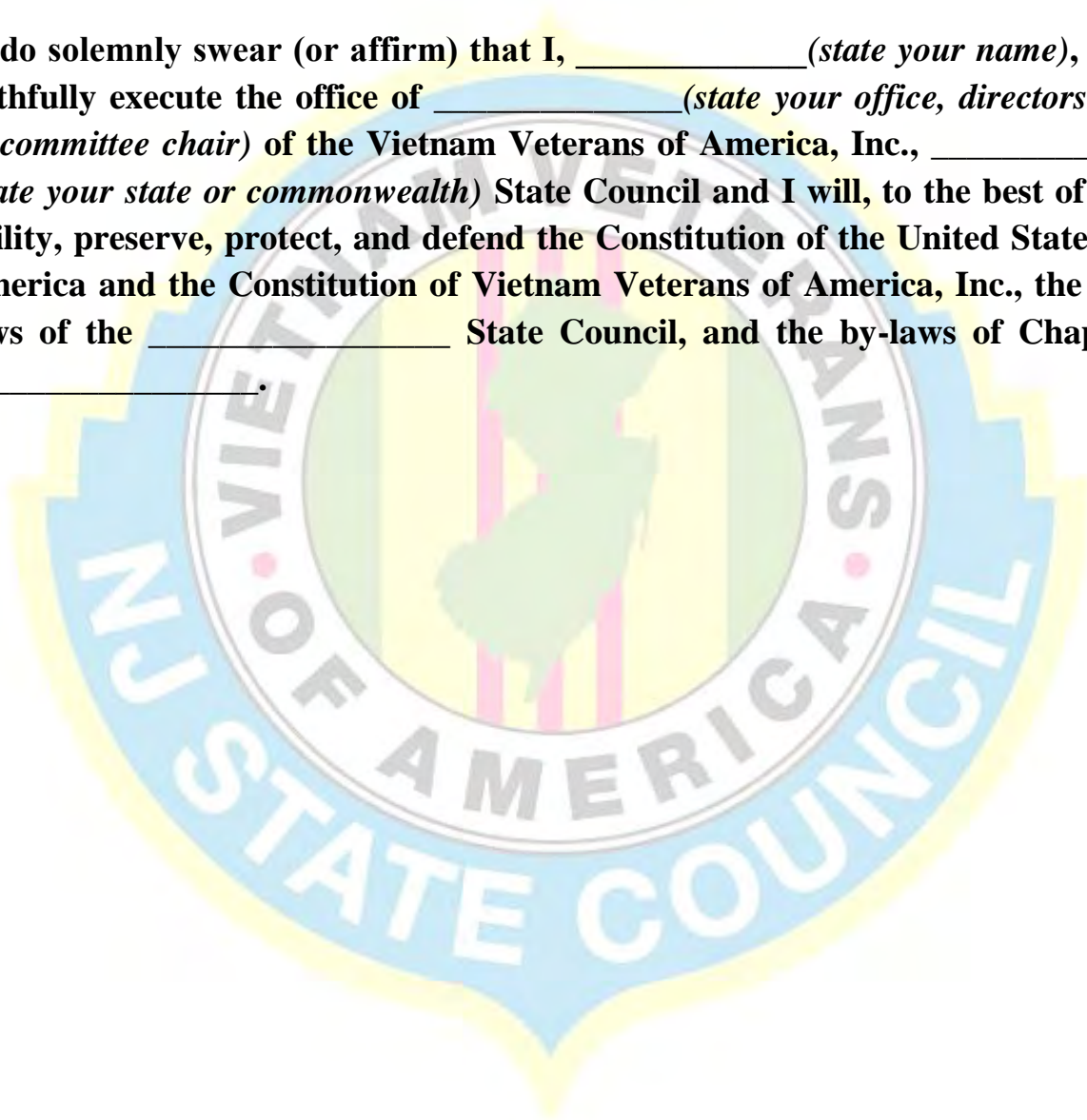
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APPENDIX A – OATH OF OFFICE FOR CHAPTER OFFICERS

The following is the official oath of office for officers, directors, and committee chairs of Vietnam Veterans of America, Inc., for chapters. It is copied directly from the VVA Constitution.

“I do solemnly swear (or affirm) that I, _____(state your name), will faithfully execute the office of _____(state your office, directorship, or committee chair) of the Vietnam Veterans of America, Inc., _____(state your state or commonwealth) State Council and I will, to the best of my ability, preserve, protect, and defend the Constitution of the United States of America and the Constitution of Vietnam Veterans of America, Inc., the by-laws of the _____ State Council, and the by-laws of Chapter _____.





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APPENDIX B – NEW JERSEY VVA CHAPTERS

VVA Chapter 12
Post Office Box 276
Allenhurst, NJ 07711
Phone: 732-517-0713
FAX: 732-758-9722
Monmouth County

VVA Chapter 327
Post Office Box 9
Stanhope, NJ 07874
Phone: 973-398-3607
FAX: 908-361-6762
Sussex County

VVA Chapter 721
Post Office Box 512
Keyport, NJ 07735
Phone: 732-203-1900
FAX: 732-264-0576
Monmouth County

VVA Chapter 855
Post Office Box 223
Lanoka Harbor, NJ
08734
Phone: 609-242-6978
FAX: 609-242-6978
Ocean County

VVA Chapter 151
Post Office Box 1345
Bayonne, NJ 07002
Phone: 201-823-1823
FAX: 201-823-3115
Hudson County

VVA Chapter 452
Post Office Box 999
Flemington, NJ 08822
Phone: 609-397-8216
FAX: 908-925-0134
Hunterdon County

VVA Chapter 779
Post Office Box 2465
Elizabeth, NJ 07207
Phone: 908-282-9100
FAX: 908-352-1586
Union County

VVA Chapter 899
Post Office Box 263
Bordentown, NJ 08505
Phone: 609-324-0455
FAX:
Burlington County

VVA Chapter 200
Post Office Box 203
Brick, NJ 08723
Voice Mail: 609-978-
9503
FAX: 732-269-1879
Ocean County

VVA Chapter 510
Post Office Box 448
Cedar Grove, NJ 07009
Phone: 973-403-1050
FAX: 973-571-1655
Essex County

VVA Chapter 800
Post Office Box 96
East Rutherford, NJ
07073
Phone: 201-457-0046
FAX: 201-243-9319
Bergen County

VVA Chapter 955
Post Office Box 481
Wildwood, NJ 08260
Phone:
FAX:
Cape May County

VVA Chapter 228
Post Office Box 239
Somers Point, NJ
08244
Phone: 609-652-7568
FAX: 609-484-3235
Atlantic County

VVA Chapter 602
596 Seashore Road
Erma, NJ 08204
Phone: 609-898-4444
FAX: 908-898-9574
Cape May County

VVA Chapter 802
Post Office Box 166
Pompton Lakes, NJ
07442
Phone: 973-248-6506
Passaic County

VVA Chapter 1002
313 Route 94
Vernon, NJ 07462
Phone: 973-827-0083
FAX: 973-827-0083
Sussex County

VVA Chapter 233
Post Office Box 10251
New Brunswick, NJ
08906
Phone: 732-225-5588
FAX: 732-727-9597
Middlesex County

VVA Chapter 688
Post Office Box 1
Westfield, NJ 07091
Phone: 732-396-1733
FAX: 908-889-8982
Union County

VVA Chapter 825
Post Office Box 700
Mays Landings, NJ
08330
email:
remcnultysr@yahoo.com
Phone: 609-653-0988
Atlantic County



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APPENDIX C – INSIGNIA – THE WAY YOU TELL WHO'S WHO IN THE MILITARY

One big problem throughout military history has been identifying who's in charge.

From the earliest days of warfare to the present, special rank badges meant survival. In the heat of battle, knowing who to listen to was as important as the fighting skills soldiers and sailors developed. They had to know at a glance whose shouted orders to obey.

In the earliest times, rank was not an issue. "Do what Grog says" was enough so long as everyone knew Grog. As armies and navies started growing, however, that kind of intimacy wasn't possible. The badge of rank, therefore, became important. Today's Army, Marine Corps, Navy, Air Force and Coast Guard rank insignia are the result of thousands of years of tradition.

Through the ages, the badge of ranks have included such symbols as feathers, sashes, stripes and showy uniforms. Even carrying different weapons has signified rank. The badges of rank have been worn on hats, shoulders and around the waist and chest.

The American military adapted most of its rank insignia from the British. Before the Revolutionary War, Americans drilled with militia outfits based on the British tradition. Sailors followed the example of the most successful navy of the time -- the Royal Navy.

So, the Continental Army had privates, sergeants, lieutenants, captains, colonels, generals, and several now-obsolete ranks like coronet, subaltern and ensign. One thing the Army didn't have was enough money to buy uniforms.

To solve this, Gen. George Washington wrote, "As the Continental Army has unfortunately no uniforms, and consequently many inconveniences must arise from not being able to distinguish the commissioned officers from the privates, it is desired that some badge of distinction be immediately provided; for instance that the field officers may have red or pink colored cockades in their hats, the captains yellow or buff, and the subalterns green."

Even during the war, rank insignia evolved. In 1780, regulations prescribed two stars for major generals and one star for brigadiers worn on shoulder boards, or epaulettes.

The use of most English ranks carried on even after the United States won the war. The Army and Marine Corps used comparable ranks, especially after 1840. The Navy took a different route.

The rank structure and insignia continued to evolve. Second lieutenants replaced the Army's coronets, ensigns and subalterns, but they had no distinctive insignia until Congress gave them "butterbars" in 1917. Colonels received the eagle in 1832. From 1836, majors and lieutenant colonels were denoted by oak leave; captains by double silver bars -- "railroad tracks"; and first lieutenants, single silver bars.

In the Navy, captain was the highest rank until Congress created flag officers in 1857 -- before then, designating someone an admiral in the republic had been deemed too royal for the United States. Until 1857, the Navy had three grades of captain roughly equivalent to the Army's brigadier general, colonel



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and lieutenant colonel. Adding to the confusion, all Navy ship commanders are called "captain" regardless of rank.

With the onset of the Civil War, the highest grade captains became commodores and rear admirals and wore one-star and two- star epaulettes, respectively. The lowest became commanders with oak leaves while captains in the middle remained equal to Army colonels and wore eagles.

At the same time, the Navy adopted a sleeve-stripe system that became so complex that when David Glasgow Farragut became the service's first full admiral in 1866, the stripes on his sleeves extended from cuff to elbow. The smaller sleeve stripes used today were introduced in 1869.

Chevrons are V-shaped stripes whose use in the military go back to at least the 12th century. It was a badge of honor and used in heraldry. The British and French used chevrons -- from the French word for "roof" -- to signify length of service.

Chevrons officially denoted rank in the U.S. military for the first time in 1817, when cadets at the U.S. Military Academy at West Point, N.Y., wore them on their sleeves. From West Point, chevrons spread to the Army and Marine Corps. The difference then was chevrons were worn points down until 1902, when Army and Marine Corps enlisted personnel switched to the present points up configuration.

Navy and Coast Guard petty officers trace their insignia heritage to the British. Petty officers were assistants to the officers aboard ship. The title wasn't a permanent rank and the men served at the captain's pleasure. Petty officers lost their rank when the crew was paid off at the end of a voyage.

In 1841, Navy petty officers received their first rank insignia -- an eagle perched on an anchor. Ratings -- job skills -- were incorporated into the insignia in 1866. In 1885, the Navy designated three classes of petty officers -- first, second and third. They added chevrons to designate the new ranks. The rank of chief petty officer was established in 1894.

During World War II, the Army adopted technician grades. Technicians of a given grade earned the same pay and wore the same insignia as equivalent noncommissioned officers except for a small "T" centered under the chevrons. Technicians, despite the stripes, had no command authority over troops. This evolved into the specialist ranks, pay grades E-4 to E-7. The last vestige today survives plainly as "specialist," pay grade E-4. When there were such people as specialists 7, they wore the current eagle symbol surmounted by three curved gold bars -- often called "bird umbrellas."

When the Air Force became a separate service in 1947, it kept the Army officer insignia and names, but adopted different enlisted ranks and insignia.

Warrant officers went through several iterations before the services arrived at today's configuration. The Navy had warrant officers from the start -- they were specialists who saw to the care and running of the ship. The Army and Marines did not have warrants until the 20th century. Rank insignia for warrants last changed with the addition of chief warrant officer 5. The Air Force stopped appointing warrant officers in the 1950s and has none on active duty today.



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Other interesting rank tidbits include:

- Ensigns started with the Army but ended with the Navy. The rank of Army ensign was long gone by the time the rank of Navy ensign was established in 1862. Ensigns received gold bars in 1922, some five years after equivalent Army second lieutenants received theirs.
- "Lieutenant" comes from the French "lieu" meaning "place" and "tenant" meaning "holding." Literally, lieutenants are place holders.
- While majors outrank lieutenants, lieutenant generals outrank major generals. This comes from British tradition: Generals were appointed for campaigns and often called "captain generals." Their assistants were, naturally, "lieutenant generals." At the same time, the chief administrative officer was the "sergeant major general." Somewhere along the way, "sergeant" was dropped.
- Gold is worth more than silver, but silver outranks gold. This is because the Army decreed in 1832 that infantry colonels would wear gold eagles on an epaulette of silver and all other colonels would wear silver eagles on gold. When majors and lieutenant colonels received the leaves, this tradition could not continue. So silver leaves represented lieutenant colonels and gold, majors. The case of lieutenants is different: First lieutenants had been wearing silver bars for 80 years before second lieutenants had any bars at all.
- Colonel is pronounced "kernal" because the British adopted the French spelling "colonel" but Spanish pronunciation "coronel" and then corrupted the pronunciation.
- While rank insignia are important, sometimes it isn't smart to wear them. When the rifled musket made its appearance in the Civil War, sharpshooters looked for officers. Officers soon learned to take off their rank insignia as they approached the battle line.
- The Air Force actually took a vote on their enlisted stripes. In 1948, then-Air Force Vice Chief of Staff Gen. Hoyt Vandenberg polled NCOs at Bolling Air Force Base in Washington and 55 percent of them chose the basic design still used today.



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WARRANT AND COMMISSIONED OFFICERS



Officer ranks in the United States military consist of commissioned officers and warrant officers. The commissioned ranks are the highest in the military. These officers hold presidential commissions and are confirmed at their ranks by the Senate. Army, Air Force and Marine Corps officers are called company grade officers in the pay grades of O-1 to O-3, field grade officers in pay grades O-4 to O-6 and general officers in pay grades O-7 and higher. The equivalent officer groupings in the Navy are called junior grade, mid-grade and flag.

Warrant officers hold warrants from their service secretary and are specialists and experts in certain military technologies or capabilities. The lowest ranking warrant officers serve under a warrant, but they receive commissions from the president upon promotion to chief warrant officer 2. These commissioned warrant officers are direct representatives of the president of the United States. They derive their authority from the same source as commissioned officers but remain specialists, in contrast to commissioned officers, who are generalists. There are no warrant officers in the Air Force.

ARMY	NAVY	MARINES	AIR FORCE
	COAST GUARD		


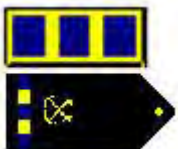






Naval officers wear distinctively different rank devices depending upon the uniform they're wearing. The three basic uniforms and rank devices used are: khakis, collar insignia pins; whites, stripes on shoulder boards; and blues, stripes sewn on the lower coat sleeves.

	Warrant Officer 1 WO1	USN Warrant Officer 1 — WO1	Warrant Officer 1 WO	NO WARRANT
W1		The grade of Warrant Officer W-1 is no longer in use.		



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W2	<p>Chief Warrant Officer 2 CW2</p> 	<p>USN Chief Warrant Officer 2 — CWO2</p>  <hr/> <p>USCG</p> 	<p>Chief Warrant Officer 2 CWO2</p> 	NO WARRANT
W3	<p>Chief Warrant Officer 3 CW3</p> 	<p>USN Chief Warrant Officer 3 — CWO3</p>  <hr/> <p>USCG</p> 	<p>Chief Warrant Officer 3 CWO3</p> 	NO WARRANT



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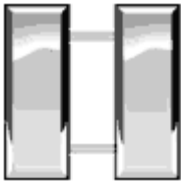







W4	<p>Chief Warrant Officer 4 CW4</p> 	<p>USN Chief Warrant Officer 4 — CWO4</p>  <hr/> <p>USCG</p> 	<p>Chief Warrant Officer 4 CWO4</p> 	<p>NO WARRANT</p>
W5	<p>Chief Warrant Officer CW5</p> 	<p>USN Chief Warrant Officer CWO5</p> 	<p>Chief Warrant Officer 5 CWO5</p> 	<p>NO WARRANT</p>
	<p>ARMY</p>	<p>NAVY</p> <p>COAST GUARD</p>	<p>MARINES</p>	<p>AIR FORCE</p>
O1	<p>Second Lieutenant 2LT</p> 	<p>Ensign ENS</p> 	<p>Second Lieutenant 2nd Lt.</p> 	<p>Second Lieutenant 2nd Lt.</p> 



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02	<p>First Lieutenant 1LT</p> 	<p>Lieutenant Junior Grade LTJG</p> 	<p>First Lieutenant 1st Lt.</p> 	<p>First Lieutenant 1st Lt.</p> 
03	<p>Captain CPT</p> 	<p>Lieutenant LT</p> 	<p>Captain Capt.</p> 	<p>Captain Capt.</p> 
04	<p>Major MAJ</p> 	<p>Lieutenant Commander LCDR</p> 	<p>Major Maj.</p> 	<p>Major Maj.</p> 



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05	<p>Lieutenant Colonel LTC</p>	<p>Commander CDR</p>	<p>Lieutenant Colonel Lt. Col.</p>	<p>Lieutenant Colonel Lt. Col.</p>
	<p>Colonel COL</p>	<p>Captain CAPT</p>	<p>Colonel Col.</p>	<p>Colonel Col.</p>



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07	<p>Brigadier General BG</p> 	<p>Rear Admiral Lower Half RDML</p> 	<p>Brigadier General Brig. Gen.</p> 	<p>Brigadier General Brig. Gen.</p> 
08	<p>Major General MG</p> 	<p>Rear Admiral Upper Half RADM</p> 	<p>Major General Maj. Gen.</p> 	<p>Major General Maj. Gen.</p> 
09	<p>Lieutenant General LTG</p> 	<p>Vice Admiral VADM</p> 	<p>Lieutenant General Lt. Gen.</p> 	<p>Lieutenant General Lt. Gen.</p> 



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O10	<p>General GEN <u>Army Chief of Staff</u></p> 	<p>Admiral ADM <u>Chief of Naval Operations</u></p> <p>and</p> <p><u>Commandant of the Coast Guard</u></p>   	<p>General Gen. <u>Commandant of the Marine Corps</u></p> 	<p>General Gen. <u>Air Force Chief of Staff</u></p> 
	<p>General of the Army (Reserved for wartime only)</p> 	<p>Fleet Admiral (Reserved for wartime only)</p> 		<p>General of the Air Force (Reserved for wartime only)</p> 



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ENLISTED

Service members in pay grades E-1 through E-3 are usually either in some kind of training status or on their initial assignment. The training includes the basic training phase where recruits are immersed in military culture and values and are taught the core skills required by their service component.









Basic training is followed by a specialized or advanced training phase that provides recruits with a specific area of expertise or concentration. In the Army and Marines, this area is called a military occupational specialty; in the Navy it is known as a rate; and in the Air Force it is simply called an Air Force specialty.

ARMY — * For rank and precedence within the Army, specialist ranks immediately below corporal. Among the services, however, rank and precedence are determined by pay grade.

NAVY/COAST GUARD — *A specialty mark in the center of a rating badge indicates the wearer's particular rating. ** Gold stripes indicate 12 or more years of good conduct. *** 1. Master chief petty officer of the Navy and fleet and force master chief petty officers. 2. Command master chief petty officers wear silver stars. 3. Master chief petty officers wear silver stars and silver specialty rating marks.

ARMY	NAVY COAST GUARD	MARINES	AIR FORCE
------	---------------------	---------	-----------













The **U.S. Coast Guard** is a part of the Department of Transportation in peacetime and the Navy in times of war. Coast Guard rank insignia are the same as the Navy except for color and the seaman recruit rank, which has one stripe.

E1	Private	Seaman Recruit (SR)	Private	Airman Basic
E2	Private E-2 (PV2) 	Seaman Apprentice (SA) 	Private First Class (PFC) 	Airman (Amn) 
E3	Private First Class (PFC) 	Seaman (SN) 	Lance Corporal (LCpl) 	Airman First Class (A1C) 



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E4	Corporal (CPL) 	Specialist (SPC)	Petty Officer Third Class(PO3) ** 	Corporal (Cpl) 	Senior Airman (SrA) 
	Leadership responsibility significantly increases in the mid-level enlisted ranks. This responsibility is given formal recognition by use of the terms noncommissioned officer and petty officer. An Army sergeant, an Air Force staff sergeant, and a Marine corporal are considered NCO ranks. The Navy NCO equivalent, petty officer, is achieved at the rank of petty officer third class.				
E5	ARMY	NAVY COAST GUARD	MARINES	AIR FORCE	
	Sergeant (SGT) 	Petty Officer Second Class (PO2) ** 	Sergeant (Sgt) 	Staff Sergeant (SSgt) 	
E6	Staff Sergeant (SSG) 	Petty Officer First Class (PO1) ** 	Staff Sergeant (SSgt) 	Technical Sergeant (TSgt) 	



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E7	Sergeant First Class (SFC)	Chief Petty Officer (CPO) **	Gunnery Sergeant (GySgt)	Master Sergeant (MSgt)	First Sergeant

At the E-8 level, the Army, Marines and Air Force have two positions at the same pay grade. Whether one is, for example, a senior master sergeant or a first sergeant in the Air Force depends on the person's job. The same is true for the positions at the E-9 level. Marine Corps master gunnery sergeants and sergeants major receive the same pay but have different responsibilities. All told, E-8s and E-9s have 15 to 30 years on the job, and are commanders' senior advisers for enlisted matters.

A third E-9 element is the senior enlisted person of each service. The sergeant major of the Army, the sergeant major of the Marine Corps, the master chief petty officer of the Navy and the chief master sergeant of the Air Force are the spokespersons of the enlisted force at the highest levels of their services.














ARMY	NAVY	MARINES	AIR FORCE
	COAST GUARD		

E8	Master Sergeant (MSG)	First Sergeant (1SG)	Senior Chief Petty Officer (SCPO) **	Master Sergeant (MSgt)	First Sergeant	Senior Master Sergeant (SMSgt)	First Sergeant



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E9	<div>Sergeant Major (SGM)</div> <div></div>	<div>Command Sergeant Major (CSM)</div> <div></div>	<div>Master Chief Petty Officer (MCPO)</div> <div>***</div> <div></div>	<div>Fleet/Command Master Chief Petty Officer</div> <div>***</div> <div></div>	<div>Sergeant Major (SgtMaj)</div> <div></div>	<div>Master Gunnery Sergeant (MGySgt)</div> <div></div>	<div>Chief Master Sergeant (CMSgt)</div> <div></div>	<div>First Sergeant</div> <div></div>	<div>Command Chief Master Sergeant (CCM)</div> <div></div>
E9	<div><u>Sergeant Major of the Army (SMA)</u></div> <div></div>	<div><u>Master Chief Petty Officer of the Navy (MCPON)</u> and <u>Coast Guard (MCPOCG)</u></div> <div>***</div> <div></div>	<div><u>Sergeant Major of the Marine Corps (SgtMajMC)</u></div> <div></div>	<div><u>Chief Master Sergeant of the Air Force (CMSAF)</u></div> <div></div>					



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APPENDIX D – THE UNITED STATES MILITARY SERVICE RIBBONS AND AWARDS

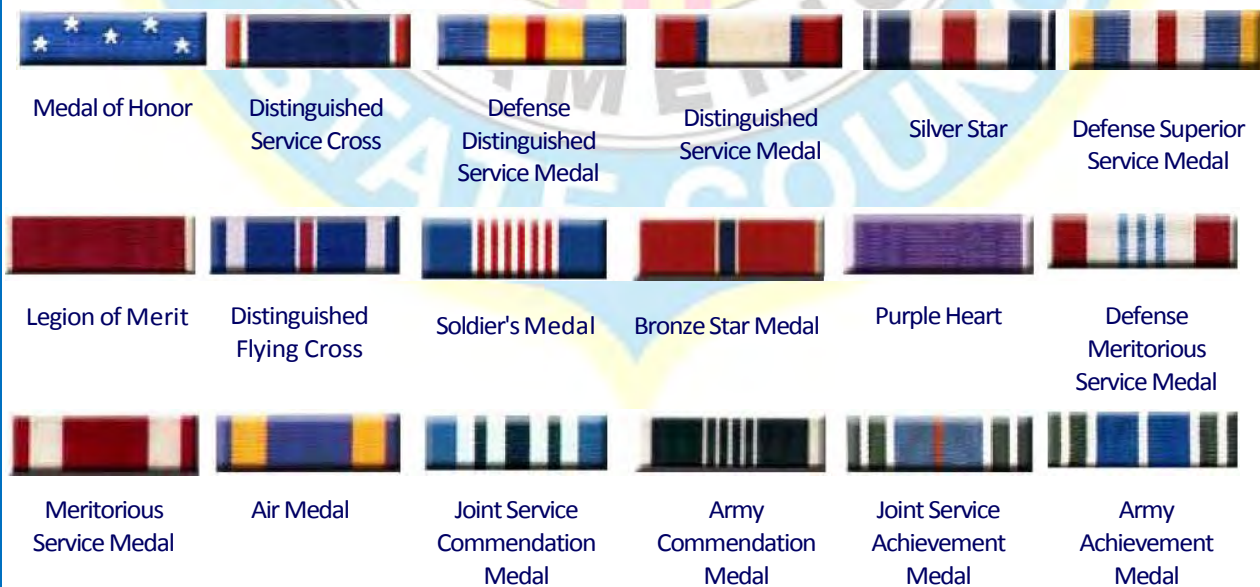
The Badge of Military Merit, established by General George Washington on 7 August 1782, was the first authorized U.S. military decoration. A piece of cloth in the form of a heart, this decoration was intended to recognize servicemen who displayed unusual gallantry or extraordinary fidelity. Only three are known to have been awarded, and then the award fell into disuse after the Revolutionary War. General Douglas MacArthur revived it as the Purple Heart in 1932.

The Medal of Honor was the next decoration to be specifically designed and authorized for U.S. service members. It was established on 21 December 1861, by President Abraham Lincoln for enlisted men of the Navy and Marine Corps. Its use was later expanded to include enlisted men and officers of all services.

Since that time, many decorations have evolved. Changes in eligibility criteria have been made over the years, and, in some cases, decorations have fallen into disuse. However, the basic hierarchy remains unchanged. The Medal of Honor remains the highest military decoration that this nation can bestow upon a service member, and lesser degrees of recognition are acknowledged by other decorations in descending order.

The following pages provide graphics of the decorations and awards that may be earned by service members of the armed forces, as well as the order of precedence for wearing individual decorations and awards.

SERVICE RIBBONS AND AWARDS OF THE UNITED STATES ARMY





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POW Medal	Good Conduct Medal	Army Reserve Components Achievement Medal	Army of Occupation Medal	National Defense Service Medal	Korean Service Medal
					
Antarctic Service Medal	Armed Forces Expeditionary Medal	Vietnam Service Medal	Southwest Asia Service Medal	Kosovo Campaign Medal	Armed Forces Service Medal
					
Humanitarian Service Medal	Military Outstanding Volunteer Service Medal	Armed Forces Reserve Medal	NCO Professional Development Ribbon	Army Service Ribbon	Overseas Service Ribbon
					
Army Reserve Components Overseas Training Ribbon	United Nations Service Medal	United Nations Medal	NATO Medal (Yugoslavia)	NATO Medal (Kosovo)	Inter-American Defense Board Medal
					
Multinational Force And Observers Medal	Republic of Vietnam Campaign Medal	Kuwait Liberation Medal (Kingdom of Saudi Arabia)	Kuwait Liberation Medal (Kuwait)	Republic of Korea War Service Medal	Presidential Unit Citation
					
Joint Meritorious Unit Award	Valorous Unit Award	Meritorious Unit Commendation	Army Superior Unit Award	Philippine Republic Presidential Unit Citation	Republic of Korea Presidential Unit Citation



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Vietnam
Presidential Unit
Citation

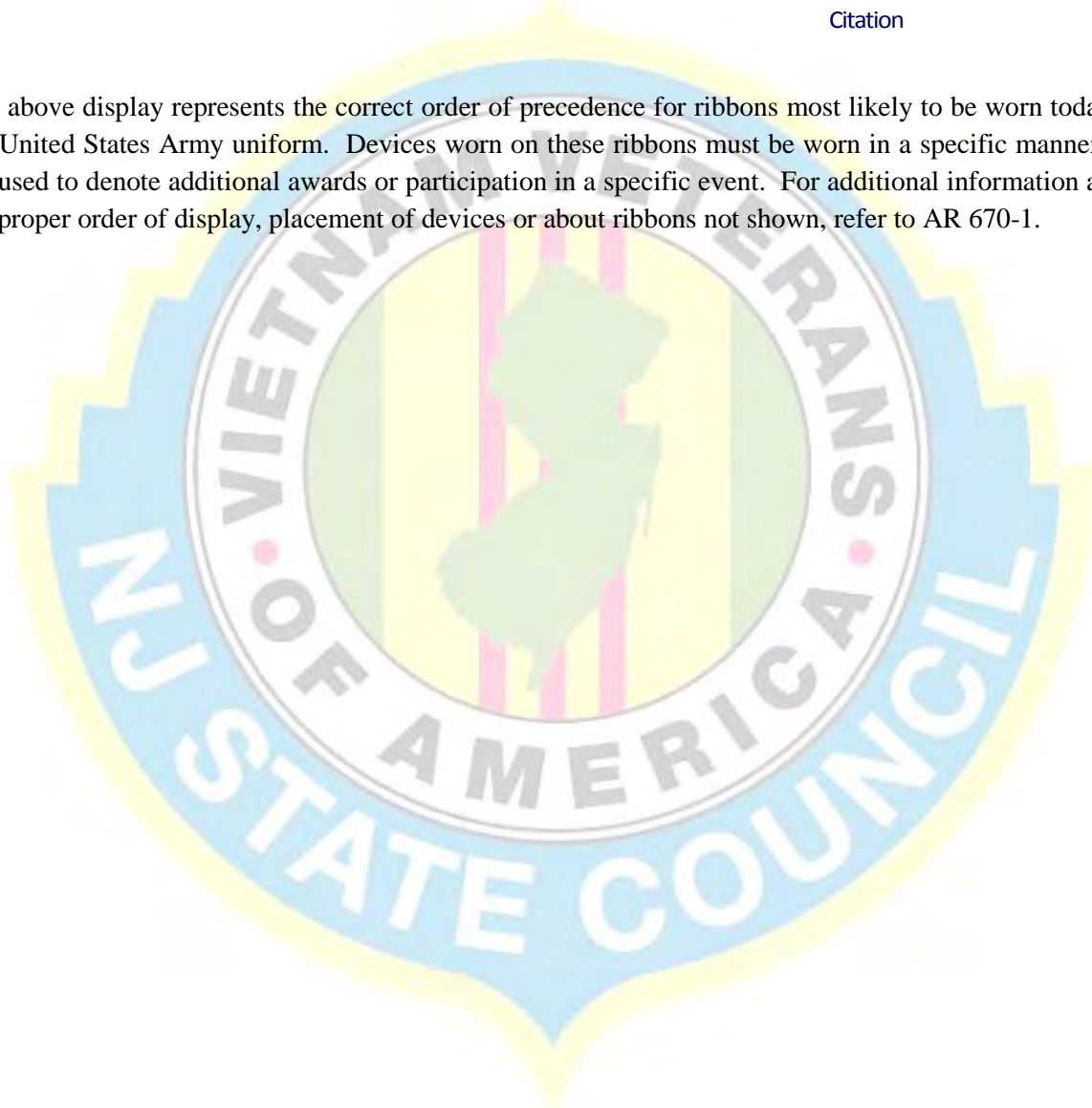


Republic of
Vietnam Gallantry
Cross Unit Citation



Republic of
Vietnam Civil
Actions Unit
Citation

The above display represents the correct order of precedence for ribbons most likely to be worn today on the United States Army uniform. Devices worn on these ribbons must be worn in a specific manner and are used to denote additional awards or participation in a specific event. For additional information about the proper order of display, placement of devices or about ribbons not shown, refer to AR 670-1.





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SERVICE RIBBONS AND AWARDS OF THE UNITED STATES NAVY



Medal of Honor



Navy Cross



Defense
Distinguished
Service Medal



Distinguished
Service Medal



Silver Star



Defense
Superior Service
Medal



Legion of Merit



Distinguished
Flying Cross



Navy and
Marine Corps
Medal



Bronze Star



Purple Heart



Defense
Meritorious
Service Medal



Meritorious
Service Medal



Air Medal



Joint Service
Commendation
Medal



Navy
Commendation
Medal



Joint Service
Achievement
Medal



Navy
Achievement
Medal



Combat Action
Ribbon



Presidential Unit
Citation



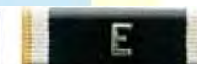
Joint
Meritorious Unit
Award



Navy Unit
Commendation



Meritorious Unit
Commendation



Navy "E" Ribbon



POW Medal



Good Conduct
Medal



Naval Reserve
Meritorious
Service Medal



Fleet Marine
Force Ribbon



Navy
Expeditionary
Medal



China Service
Medal



Navy
Occupation
Service Medal



National
Defense Service
Medal



Korean Service
Medal



Antarctica
Service Medal



Armed Forces
Expeditionary
Medal



Vietnam Service
Medal



Southwest Asia
Service Medal



Kosovo
Campaign
Medal



Armed Forces
Service Medal



Humanitarian
Service Medal



Military
Outstanding
Volunteer
Service Medal



Sea Service
Deployment
Ribbon



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Navy Arctic Service Ribbon	Naval Reserve Sea Service Ribbon	Navy and Marine Corps Overseas Service Ribbon	Navy Recruiting Service Ribbon	Navy Recruit Training Service Ribbon	Armed Forces Reserve Medal
					
Naval Reserve Medal	Philippine Presidential Unit Citation	Republic of Korea Presidential Unit Citation	Republic of Vietnam Presidential Unit Citation	Republic of Vietnam Gallantry Cross Unit Citation	Republic of Vietnam Civil Actions Unit Citation
					
United Nations Service Medal	United Nations Medal	NATO Medal (Yugoslavia)	NATO Medal (Kosovo)	Multinational Force and Observers Medal	Inter-American Defense Board Medal
					
Republic of Vietnam Campaign Medal	Kuwait Liberation Medal (Kingdom of Saudi Arabia)	Kuwait Liberation Medal (Kuwait)	Republic of Korea War Service Medal	Expert Rifleman Medal	Expert Pistol Shot Medal

The above display represents the correct order of precedence of ribbons most likely to be worn today on the United States Navy uniform. Devices worn on these ribbons must be worn in a specific manner and are used to denote additional awards or participation in a specific event. For additional information about the proper order of display, placement of devices, or about ribbons not shown, refer to SECNAVINST 1650.1F. U.S. Navy Uniform Regulation (NAVPERS 1566.5G).



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SERVICE RIBBONS AND AWARDS OF THE UNITED STATES MARINE CORPS

					
Medal of Honor	Navy Cross	Defense Distinguished Service Medal	Distinguished Service Medal	Silver Star	Defense Superior Service Medal
					
Legion of Merit	Distinguished Flying Cross	Navy and Marine Corps Medal	Bronze Star	Purple Heart	Defense Meritorious Service Medal
					
Meritorious Service Medal	Air Medal	Joint Service Commendation Medal	Navy and Marine Corps Commendation Medal	Joint Service Achievement Medal	Navy and Marine Corps Achievement Medal
					
Combat Action Ribbon	Presidential Unit Citation	Joint Meritorious Unit Award	Navy Unit Commendation	Meritorious Unit Commendation	Navy "E" Ribbon
					
POW Medal	Marine Corps Good Conduct Medal	Selected Marine Corps Reserve Medal	Marine Corps Expeditionary Medal	China Service Medal	Navy Occupation Service Medal
					
National Defense Service Medal	Korean Service Medal	Antarctica Service Medal	Armed Forces Expeditionary Medal	Vietnam Service Medal	Southwest Asia Service Medal



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Kosovo Campaign Medal	Armed Forces Service Medal	Humanitarian Service Medal	Military Outstanding Volunteer Service Medal	Sea Service Deployment Ribbon	Navy Arctic Service Ribbon
					
Navy and Marine Corps Overseas Service Ribbon	Armed Forces Reserve Medal	Marine Corps Reserve Ribbon	Philippine Presidential Unit Citation	Republic of Korea Presidential Unit Citation	Republic of Vietnam Presidential Unit Citation
					
Republic of Vietnam Gallantry Cross Unit Citation	Republic of Vietnam Civil Actions Unit Citation	United Nations Service Medal	United Nations Medal	NATO Medal (Yugoslavia)	NATO Medal (Kosovo)
					
Inter-American Defense Board Medal	Multinational Force and Observers Medal	Republic of Vietnam Campaign Medal	Kuwait Liberation Medal (Kingdom of Saudi Arabia)	Kuwait Liberation Medal (Kuwait)	Republic of Korea War Service Medal

The above display represents the correct order of precedence of ribbons most likely to be worn today on the United States Marine Corps uniform. Devices worn on these ribbons must be worn in specific manner and are used to denote additional awards or participations in a specific event. For additional information about the proper order of display, placement of devices or about ribbons not shown, refer to SECNAVINST 1650.1f, MCO 1650.19 and MCO P 1020.34.



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SERVICE RIBBONS AND AWARDS OF THE UNITED STATES AIR FORCE

					
Medal of Honor	Air Force Cross	Defense Distinguished Service Medal	Distinguished Service Medal (Air Force)	Silver Star	Defense Superior Service Medal
					
Legion of Merit	Distinguished Flying Cross	Airman's Medal	Bronze Star	Purple Heart	Defense Meritorious Service Medal
					
Meritorious Service Medal	Air Medal	Aerial Achievement Medal	Joint Service Commendation Medal	Air Force Commendation Medal	Joint Service Achievement Medal
					
Air Force Achievement Medal	Presidential Unit Citation	Joint Meritorious Unit Award	Air Force Outstanding Unit Award	Air Force Organizational Excellence Award	POW Medal
					
Combat Readiness Medal	Air Force Good Conduct Medal	Good Conduct Medal	Air Reserve Forces Meritorious Service Medal	Outstanding Airman of the Year	Air Force Recognition Ribbon
					
Army of Occupation Medal	National Defense Service Medal	Korean Service Medal	Antarctica Service Medal	Armed Forces Expeditionary Medal	Vietnam Service Medal
					
Southwest Asia Service Medal	Kosovo Campaign Medal	Armed Forces Service Medal	Humanitarian Service Medal	Military Outstanding Volunteer Service Medal	Air Force Overseas Ribbon - Short



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The above display represents the correct order of precedence of ribbons most likely to be worn today on the United States Air Force uniform. Devices worn on these ribbons must be worn in a specific manner and are used to denote additional awards or participation in a specific event. For additional information about the proper order of display, placement of devices or about ribbons not shown, refer to the AFI 36-2903.



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SERVICE RIBBONS AND AWARDS OF THE UNITED STATES COAST GUARD

					
Medal of Honor	Navy Cross	Defense Distinguished Service Medal	Distinguished Service Medal	Silver Star	Department of Transportation Gold Medal
					
Defense Superior Service Medal	Legion of Merit	Distinguished Flying Cross	Coast Guard Medal	Gold Lifesaving Medal	Bronze Star
					
Purple Heart	Defense Meritorious Service Medal	Meritorious Service Medal	Air Medal	Silver Lifesaving Medal	Department of Transportation Silver Medal
					
Joint Service Commendation Medal	Coast Guard Commendation Medal	Department of Transportation Bronze Medal	Joint Service Achievement Medal	Coast Guard Achievement Medal	Commandant's Letter of Commendation
					
Combat Action Ribbon	Presidential Unit Citation	Joint Meritorious Unit Award	Coast Guard Unit Commendation	Coast Guard Meritorious Unit Commendation	Coast Guard "E" Ribbon
					
Coast Guard Bicentennial Unit Commendation	POW Medal	Good Conduct Medal	Coast Guard Reserve Good Conduct Medal	Naval Reserve Meritorious Service Medal	Navy Expeditionary Medal
					
China Service Medal	Navy Occupation Medal	National Defense Service Medal	Korean Service Medal	Antarctic Service Medal	Coast Guard Arctic Service Medal



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Armed Forces Expeditionary Medal	Vietnam Service Medal	Southwest Asia Service Medal	Armed Forces Service Medal	Kosovo Campaign Medal	Humanitarian Service Medal
					
Military Outstanding Volunteer Service Medal	Coast Guard Special Operations Service Medal	Coast Guard Sea Service	Coast Guard Restricted Duty	Coast Guard Basic Training Honor Graduate	Air Force Basic Military Training Honor Graduate Ribbon
					
Coast Guard Recruiting Service Ribbon	Armed Forces Reserve Medal	Naval Reserve Medal	Philippine Presidential Unit Citation	Republic of Korea Presidential Unit Citation	Republic of Vietnam Presidential Unit Citation
					
Republic of Vietnam Gallantry Cross Unit Citation	Republic of Vietnam Civil Actions Unit Citation	United Nations Service Medal	United Nations Medal	NATO Medal (Yugoslavia)	NATO Medal (Kosovo)
					
Multinational Force and Observers Medal	Inter-American Defense Board Medal	Republic of Vietnam Campaign Medal	Kuwait Liberation Medal (Kingdom of Saudi Arabia)	Kuwait Liberation Medal (Kuwait)	Republic of Korea Service Medal

The above display represents the correct order of precedence of ribbons most likely to be worn today on the United States Coast Guard uniform. Devices worn on these ribbons must be worn in specific manner and are used to denote additional awards or participation in a specific event. For additional information about the proper order of display, placement or devices, or about ribbons not shown, refer to the Coast Guard Medals and Awards Manual, CMDTINST M1650.25.



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APPENDIX E: UNITED STATES NAVY MORTUARY AFFAIRS BURIAL AT SEA PROGRAM

Burial at Sea is a means of final disposition of remains that is performed on United States Navy vessels. The committal ceremony is performed while the ship is deployed. Therefore, family members are not allowed to be present. The commanding officer of the ship assigned to perform the ceremony will notify the family of the date, time and longitude and latitude once the committal service has been completed.

Eligibility

Individuals eligible for this program are:

1. Active duty members of the uniformed services
2. Retirees and veterans who were honorably discharged
3. U.S. civilian marine personnel of the Military Sealift Command
4. Dependent family members of active duty personnel, retirees, and veterans of the uniformed services

How to get started

After death of the individual for whom the request for Burial at Sea is being made, the Person Authorized to Direct Disposition (PADD) should print out and complete the Burial at Sea Request Form. Supporting documentation which must accompany this request are:

1. A photocopy of the death certificate
2. The burial transit permit or the cremation certificate
3. A copy of the DD Form 214, discharge certificate, or retirement order.

The Burial at Sea Request Form and the three supporting documents make up the Burial at Sea Request package.

Burial Flag

A Burial Flag is required for all committal services performed aboard United States Navy vessels, except family members, who are not authorized a burial flag. Following the services at sea, the flag that accompanied the cremains/remains will be returned to the PADD. If the PADD does not wish to send a burial flag for the service, a flag will be provided by the Navy for the committal service, but will not be sent to the PADD.

Cremated Remains (Cremains)

Cremains must be in an urn or plastic/metal container to prevent spillage in shipping. The cremains, along with the completed Burial at Sea Request package, and the burial flag will be forwarded to the



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Burial at Sea Coordinator at the desired port of embarkation. Prior to shipment, it is recommended that a phone call be made informing the coordinator of the pending request. It is also recommended that the cremains package be sent via certified mail, return receipt requested.

Intact Remains (Casketed)

Specific guidelines are required for the preparation of casketed remains. All expenses incurred in this process are the responsibility of the PADD, who will select a funeral home in the area of the port of embarkation. After this selection has been made, and notification has been provided to the coordinator, the casketed remains, the request form, supporting documentation, and the burial flag are to be forwarded to the receiving funeral home. The coordinator will make the inspection and complete the checklist for the preparation of casketed remains. It is recommended that the funeral home responsible for preparing and shipping intact remains contact Navy Mortuary Affairs at the Military Medical Support Office in Great Lakes, Ill., to receive the preparation requirements.

PORTS OF EMBARKATION / COORDINATORS

Norfolk, Va. Commander, Naval Medical Center ATTN: Code 0210C 620 John Paul Jones Circle Portsmouth, VA 23708-5100 Phone: 757-953-2617 or 2618	Jacksonville, Fl. Officer in Charge Naval Hospital Branch Clinic Naval Station Mayport, FL 32228 Phone: 904-270-7265 or 5301	Corpus Christi, Tx. Commanding Officer Naval Hospital ATTN: Code 0104 10651 "E" Street Corpus Christi, TX Phone: 361-961-2255
San Diego, Ca. Commanding Officer Naval Medical Center ATTN: Code 22-BAS San Diego, CA 92135-5000 Phone: 619-532-8305 800-290-7410	Bremerton, WA Commanding Officer Naval Hospital ATTN: Code 015-DA Bremerton, WA 98312-5008 Phone: 206-475-4387 or 4303	Honolulu, HI Navy Liaison Unit Tripler Army Medical Center Tripler AMC, HI 96859-5000 Phone: 808-433-6611



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BURIAL-AT-SEA REQUEST / AUTHORIZATION FORM

(please ensure items in **bold** are filled out)

To Whom It May Concern:

This is to certify that I _____,
(Full Name of Requestor)

right to direct the disposition of the: **Remains / Cremains** of my: _____,
(Relationship)

_____, _____, _____, _____,
(Full Name of Deceased) (Social Security Number) (Branch of Service) (Rank) (Status)

I respectfully submit my request for Burial-At-Sea and authorize the committal to sea of the **Remains / Cremains** from a Naval Vessel.

The dates of military service were from: _____ until: _____, as
confirmed in the attached documentation.

Death occurred on: _____, in _____. The cause of
(date) (city and state)
death is listed on the death certificate.

If possible, I request the selected religious service be provided during the committal service:

Catholic / Protestant / Jewish / Other (please specify) _____

I understand that it is my responsibility to pay all expenses for the remains, to include:

*Preparation and casketing, or cremation and inurnment, plus delivery to the selected port of embarkation.
In the case of casketed remains, I understand I must engage a receiving funeral home in the area of the
port, to prepare the casket for committal at sea.*

AUTHORIZATION CERTIFICATION

(Signature of Requestor) (Signature of Witness)

(Printed Name of Requestor) (Printed Name of Witness)

(Complete Address) (Complete Address)

(Phone Number) (Phone Number)



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APPENDIX F – TIME AS MARKED BY THE BELLS

Traditionally, a 24-hour day is divided into seven watches. These are: midnight to 4 a.m. [0000-0400], the mid-watch; 4 to 8 a.m. [0400-0800], morning watch; 8 a.m. to noon [0800-1200], forenoon watch; noon to 4 p.m. [1200-1600], afternoon watch; 4 to 6 p.m. [1600-1800] first dog watch; 6 to 8 p.m. [1800-2000], second dog watch; and, 8 p.m. to midnight [2000-2400], evening watch. The half hours of the watch are marked by the striking the bell an appropriate number of times.

The use of the bells to mark the time stems from the period when seamen (1) could not afford a personal time piece (i.e. - a watch) and (2) even if they could, they had no idea on how to tell time with such an instrument. The bells mark the hours of the watch in half-hour increments. The seamen would know if it were morning, noon, or night. Each watch* is four hours long and the bells are struck thus:

Mid	Morning	Forenoon	Afternoon	Dogs*	First
0030 - 1 bell	0430 - 1 bell	0830 - 1 bell	1230 - 1 bell	1630 - 1 bell	2030 - 1 bell
0100 - 2 bells	0500 - 2 bells	0900 - 2 bells	1300 - 2 bells	1700 - 2 bells	2100 - 2 bells
0130 - 3 bells	0530 - 3 bells	0930 - 3 bells	1330 - 3 bells	1730 - 3 bells	2130 - 3 bells
0200 - 4 bells	0600 - 4 bells	1000 - 4 bells	1400 - 4 bells	1800 - 4 bells	2200 - 4 bells
0230 - 5 bells	0630 - 5 bells	1030 - 5 bells	1430 - 5 bells	1830 - 5 bells	2230 - 5 bells
0300 - 6 bells	0700 - 6 bells	1100 - 6 bells	1500 - 6 bells	1900 - 6 bells	2300 - 6 bells
0330 - 7 bells	0730 - 7 bells	1130 - 7 bells	1530 - 7 bells	1930 - 7 bells	2330 - 7 bells
0400 - 8 bells**	0800 - 8 bells	1200 - 8 bells	1600 - 8 bells	2000 - 8 bells	0000 - 8 bells

Notes: * - The period from 1600 to 2000 is split into two dog watches. These watches run from 1600 to 1800 and from 1800 to 2000. This alternates the daily watch routine so Sailors on the mid-watch would not have it the second night, and, the split also gives each watchstander the opportunity to eat the evening meal.

** - The end of the watch is considered at 8 bells, hence the saying "Eight Bells and All Is Well."



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APPENDIX G - NATIONAL ANNIVERSARIES AND AUTHORIZED HOLIDAYS WHEN THE NATIONAL ENSIGN SHOULD BE DISPLAYED

New Year's Day	1 January
Martin Luther King Jr.'s Birthday	3rd Monday in January
Inauguration Day	20 January (every 4th year)
Lincoln's Birthday	12 February
Washington's Birthday	3rd Monday in February
Easter Sunday	Variable
Mother's Day	2nd Sunday in May
Armed Forces Day	3rd Saturday in May
National Maritime Day	22 May
Memorial Day	Last Monday in May
Flag Day	14 June
Independence Day	4 July
Labor Day	1st Monday in September
Constitution Day	17 September
National POW/MIA Day	3rd Friday in September
Columbus Day	2nd Monday in October
Navy's Birthday	13 October
Navy Day	27 October
Veteran's Day	11 November
Thanksgiving	4th Thursday in November
Christmas Day	25 December
State Birthday's	Date of Admission into Union

All Sundays and such other days as may be directed by the President of the United States.

DATES OF ADMISSION INTO THE UNION (Alphabetical Order)

Alabama (22)	December 14, 1819
Alaska (49)	January 3, 1959
Arizona (48)	February 14, 1912
Arkansas (25)	June 15, 1836
California (31)	September 9, 1850
Colorado (38)	August 1, 1876
Connecticut (5)	January 9, 1788
Delaware (1)	December 7, 1787
Florida (27)	March 3, 1845
Georgia (4)	January 2, 1788
Hawaii (50)	August 21, 1959
Idaho (43)	July 3, 1890
Illinois (21)	December 3, 1818
Indiana (19)	December 11, 1816
Iowa (29)	December 28, 1846
Kansas (34)	January 29, 1861
Kentucky (15)	June 1, 1792



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Louisiana (18)	April 30, 1812
Maine (23)	March 15, 1820
Maryland (7)	April 28, 1788
Massachusetts (6)	February 6, 1788
Michigan (26)	January 26, 1837
Minnesota (32)	May 11, 1858
Nebraska (37)	March 1, 1867
Mississippi (20)	December 10, 1817
Missouri (24)	August 10, 1821
Montana (41)	November 8, 1889
Nevada (36)	October 31, 1864
New Hampshire (9)	June 21, 1788
New Jersey (3)	December 18, 1787
New Mexico (47)	January 6, 1912
New York (11)	July 26, 1788
North Carolina (12)	November 21, 1789
North Dakota (39)	November 2, 1889
Ohio (17)	March 1, 1803
Oklahoma (6)	November 16, 1907
Oregon (33)	February 14, 1859
Pennsylvania (2)	December 12, 1787
Rhode Island (13)	May 29, 1790
South Carolina (8)	May 23, 1788
South Dakota (40)	November 2, 1889
Tennessee (6)	June 1, 1796
Texas (2)	December 29, 1845
Utah (45)	January 4, 1896
Vermont (4)	March 4, 1788
Virginia (10)	June 25, 1788
Washington (42)	November 11, 1889
West Virginia (35)	June 20, 1863
Wisconsin (30)	May 29, 1848
Wyoming (44)	July 10, 1890



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APPENDIX H – MILITARY ORDER OF PRECEDENCE

Pertinent parts of Department of Defense Directive 1005.8 of 31 October 1977 entitled "Order of Precedence of Member of Armed Forces of the United States when in Formations" follow:

By virtue of the authority vested in the Secretary of Defense, under the provisions of Title 10, United States Code, Section 133(B) and pursuant to agreement with the Secretary of Transportation and the Secretary of Commerce, members of the armed forces of the United States and Merchant Marine Midshipmen shall take precedence in the following order when in formations:

1. Cadets, United States Military Academy
2. Midshipmen, United States Naval Academy
3. Cadets, United States Air Force Academy
4. Cadets, United States Coast Guard Academy
5. Midshipmen, United States Merchant Marine Academy
6. United States Army
7. United States Marine Corps
8. United States Navy
9. United States Air Force
10. United States Coast Guard
11. Army National Guard of the United States
12. Army Reserve
13. Marine Corps Reserve
14. Naval Reserve
15. Air National Guard of the United States
16. Air Force Reserve
17. Coast Guard Reserve
18. Other training organizations of the Army, Marine Corps, Navy, Air Force, and Coast Guard in that order respectively. Provided, however, that during any period when the United States Coast Guard shall operate as part of the United States Navy, the Cadets, U.S. Coast Guard Academy; the United States Coast Guard; and the Coast Guard Reserve, shall take precedence, respectively, next after the Midshipmen, United States Naval Academy; the United States Navy; and the Naval Reserve.