



Standard Operating
Procedures
2026



The Grant Reeves Veterans Honor Guard consists of the following organizations:

- Grant Reeves VFW Post 7720
- Northeast Georgia Mountains DAV Chapter 15
- American Legion Post 84
- VFW Post 4570
- American Legion Post 220
- VFW Auxiliary 7720

Organization and Oversight of the Honor Guard is through VFW Post 7720. All donations to the Honor Guard is used solely for the training, outfitting, and supplies used by the Honor Guard.

Please address donations to:
Grant Reeves VFW Post 7720
174 Cornelia Crossing Shopping Center
Cornelia, GA 30531

Phone: 706-778-4981
www.GrantReevesVeteran.center



VFW Post 7720 has been operating an Honor Guard for over 50 years. In recent years, other organizations have joined in the effort to ensure ALL Veterans in Northeast Georgia can receive military honors for burial. Grant Reeves VFW Post 7720, being the parent organization, assumes the responsibility of providing the rifles, bugle, ammunition, training, and oversight of the Honor Guard.

Motion to adopt this SOP was made and unanimously accepted at a regular VFW meeting on September 19, 2022.

Our Mission

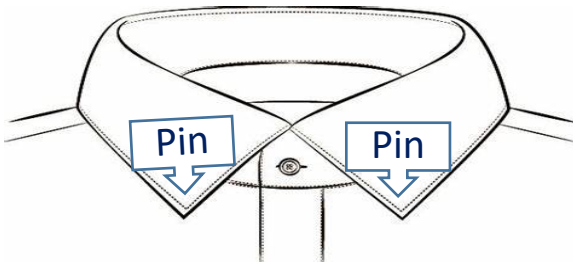
- The mission of the Honor Guard is:
- to render **military honors** for every Veteran funeral or memorial service as requested
- to be included in **community** ceremonies as requested
- to provide a sense of **patriotism** both in uniform and out
- to **respectfully** represent our individual organizations and that of the parent organization (VFW)
- To exemplify our **selflessness**

General Uniform Policy

Each organization is to provide for the equipping of uniforms unique to its organization. Uniform shirts, pants, and trench coat need to be of similar style. Black dress pants with a gold stripe along the seams are standard. Each shirt shall be adorned with the Grant-Reeves Honor Guard patch on the left sleeve. The American Flag, reversed is on the top right sleeve, and the POW/MIA patch below.. Each member will be issued one gold aiguillette to be worn on the left shoulder. No other patches are permitted to be sewn or attached to uniform shirts.

General Uniform Policy (continued)

The collar pins will be metallic, pin-on HONOR GUARD only, not organizational.



Collar Pins

Pins should touch stitch line on bottom corners and centered on points of collar

Uniform Options

Ribbon rack
Name badge
Unit awards
Other authorized ribbons and awards

Headgear

Each Honor Guard member will wear the Garrison Cap unique to his or her organization and match the shoulder patch. Pins and patches on the Garrison Caps are acceptable, as long as it is permitted by the organization.

Garrison Caps will be worn at all times while “under arms.” This applies to ALL Honor Guard members attending a particular service. They can be removed for prayer ONLY when rifles are not present.

Members will be issued black knit caps with the Grant-Reeves Honor Guard patch on the front and name tab on the rear.

Uniforms

Each member shall be issued the following:

One short sleeve shirt

One long sleeve shirt

One pair of hemmed uniform pants (with gold stripe)

One gold aiguillette

Three Honor Guard patches

One set of collar pins

Two American Flag patches (reversed)

Two POW/MIA flag patches

One black Army-style trench coat

One set of white gloves

One black knit cap with patches

Shirts will have patches sewn prior to issue

Uniform Parts Not Included

Black tie: POW/MIA

Black shoes

Uniform Care

Each member will maintain his or her uniform in proper, serviceable condition. Dry cleaning and pressing is recommended. Additional uniforms, patches, and pins can be purchased by the member at his or her own cost.

Our suppliers:

- <https://www.uniformswarehouse.com/100-polyester-short-sleeve-uniform-shirt.html>
- <https://www.uniformswarehouse.com/long-sleeve-uniform-shirt-white-47142.html>
- <https://www.uniformswarehouse.com/striped-polyester-slacks-68986.html>
- Misc: VFW, DAV, American Legion Store,
www.usamm.com (EZ Rack Builder)

Please see the Honor Guard Captain for additional information.

General Appearance Policy

Members of the Honor Guard are expected to maintain a well-groomed appearance. While mustaches and beards are permitted, they must be neatly trimmed, and hair should be combed and presentable. Fingernails must be kept trimmed and clean. Offensive body odor is prohibited. The Honor Guard will wear either short or long sleeves, depending on the season and the Honor Guard Captain's decision. However, members who require long sleeves outside of the designated season for reasons such as sun exposure may do so. It is the responsibility of each member to ensure their uniform is clean and in good condition. If a uniform becomes dirty or unserviceable, it is the member's responsibility to have it cleaned or replaced, with the use of a local dry cleaner recommended. When trench coats are worn by the firing party, they must be worn by all members, or none.

Termination of Service

Should a member cease to be an active member of the Honor Guard, he or she is required to return all issued uniform items. Upon the untimely demise of an Honor Guard member, the next-of-kin should return the items. Please ensure your spouse or family is aware.

Any active member of the Honor Guard has the option to be buried in the uniform. Please notify the Honor Guard Captain of that wish.

Drill and Ceremony

The Honor Guard will meet monthly for practice as practicable. Practice will consist of rifle procedures, drill and ceremony, cross-training on “calling,” flag folding, and brass presentation.

As the VFW is the parent organization, US Army standards will be the standard, with minor alterations.

<https://sill-www.army.mil/USAG/DHR/CAC/docs/FM3-215.pdf>

Due to age and physical limitations, there are various alternative drill movements incorporated as the standard. Examples are: About Face, Present Arms, and firing sequence. These adaptations are covered during monthly training. Members do need to be proficient in basic Drill and Ceremony procedures. Examples included in back of SOP.

Expectation of Service

It is expected of each member to participate as often as possible to each ceremony. Minimum participation is *at least 4* times a year to be considered a member of the Honor Guard. **Failure to meet the minimum will induce the organization to require the uniform to be returned.**

Likewise, ensuring attendance to *at least 4* practice sessions a year is reasonable to ensure each member maintains the basic level of Drill and Ceremony experience.

Qualification

In order to join or maintain active status in the Grant Reeves Veterans Honor Guard, the individual must be a member *in good standing* of one of the following:

- **Veterans of Foreign Wars (VFW)**
- **Disables American Veterans (DAV)**
- **American Legion**
- **Auxiliary or subordinate organization of the above.**

Agree to the provisions established in the official SOP manual.

Notifications

The Grant Reeves Veterans Honor Guard has adopted the phone call app Dial My Calls. This is a paid service by the VFW to disseminate a voice recording of the upcoming event. You may receive a voicemail recording of the event and additional instructions; however, GroupMe Texting APP will be the primary notification method.

If ABLE to attend the event, please CONFIRM.

If there is no response for four months to funerals, events, or practice, your number will be removed from the app.

Additional coordination for carpooling and discussion:

https://groupme/join_group/67411975/eJpoz2Ff

All events are uploaded to the calendar at
www.grantreevesveteran.center

General Procedures

Members will be given a “start” time, which is generally the beginning of a ceremony, as well as an arrival time. Please ensure to leave enough travel time to make it to the destination. At times, we are dependent upon a procession to arrive in the case of funerals. The best guess will be given, but there are occasions when there is a good deal of waiting. This goes with the territory, and it is something that cannot be controlled. Every effort will be given to ensure the members are not excessively waiting. Be sure to park in an area where your vehicle is not in the way of the procession, nor blocked by the procession, otherwise you may end up waiting until the very end of the service to be able to leave.

Should the procession’s arrival exceed 90 minutes from the appointed arrival time, the rifle team may be dismissed by the Honor Guard Captain.

Positions

Flag folders, bugler, rifle team, and caller.

It is our policy that the caller will not be firing a rifle.

There may be times where this cannot be avoided.

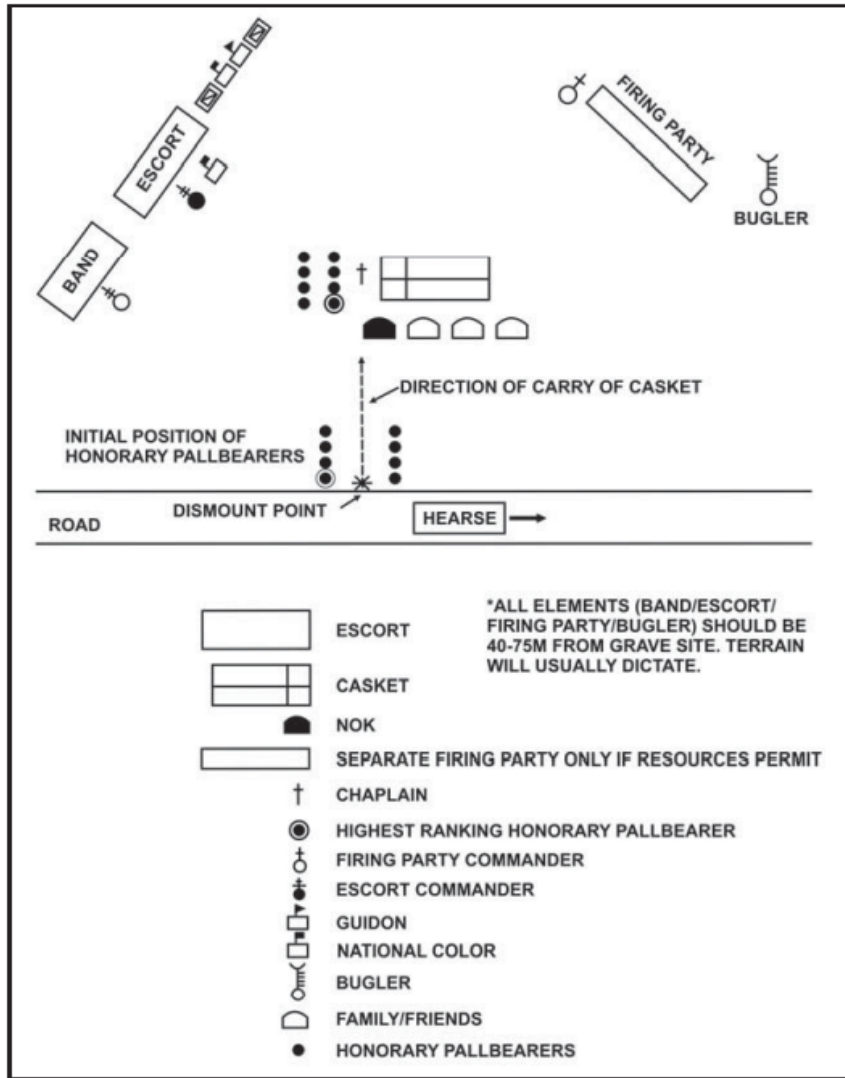
The Captain will mark the spot for the rifle team and the bugler. The rifle team should be approximately 50 paces from the casket, and at a 45 degree angle, firing over the casket. There will be 3, 5, or 7 rifles used.

The **caller** will run the rifle team through each step several times to ensure the timing is sharp. The caller will use “**firing party...**” in commands instead of *honor guard*.

The bugler will be located near the rifle team and placement is dependent upon terrain and obstructions.

Flag folders will remain near the graveside and the folder closest to the rifle team will initiate the 3-round volley by saluting the caller.

Extra personnel will assist with brass collection and other duties as needed.



***Figure 14-5. Graveside service.**

3-Round Volley

The 3-round volley is performed with 3, 5, or 7 rifles only. It is not, and never was, a “21-gun salute.” The history goes back to the Napoleonic Wars, signifying the clearing of the battlefield of the dead and wounded. It was adopted during the American Civil War as well. The 21-gun salute is the firing of CANNON for Presidents and high-ranking foreign diplomats. Cannon salutes can be as little as 5 and up to 50. NEVER refer to the 3-round volley as a 21-gun salute.

The caller will ensure that the command “**FIRE!**” is *loud and sharp*, pausing between volleys to ensure that the report from the previous round has dissipated before the next command.

Taps

Every effort will be made to provide a live rendition of Taps. If the bugler is unavailable, the recording shall be played through the ceremonial bugle. The bugler will make every effort to mimic the movements of a real bugler, as to not diminish from the effect. The recorded bugle version should be played on a slight angle from the casket to hide the insert speaker from those in attendance.

Bell

Upon request, the Honor Guard bell will be used following the flag and brass presentation.

7 tolls with 7 seconds pause between tolls.

See: <https://www.honorbell.org/honor-bell>

Flag Folding

The folders should be the most experienced personnel. All members should be cross-trained in folding, but it should never be done by inexperienced members.

The folders will discuss any particular changes or issues, such as terrain or high winds. They will ensure that the flag is folded properly the first time, but should any corrections be required, they will remain until after the service and request the flag back to make corrections. Likewise, should the Captain observe active duty or others fold the flag incorrectly, the Captain and one other member will remain to make corrections.

Brass Collection

One member from the rifle team, or extra personnel, should will collect the spent shells.

Do not wear white gloves during brass collection or re-loading as they will stain.

Too often, when the entire rifle team remains to pick up brass, conversations take place. This is unsightly and disrespectful, especially when the graveside service is being conducted.

Mis-fires

On occasion the rifles will not work properly.

If a rifle did not fire and eject 3 times, ensure that the Captain is made aware of which rifle(s) had an issue so maintenance can be performed. Do NOT attempt to clear a misfire

Flag Presentation Text

The Grant Reeves Veterans Honor Guard adopted the Disabled American Veterans Flag Ritual text upon presenting a flag.

Present flag to recipient and say:

“This flag is offered by a grateful nation in memory of the faithful service performed by our departed comrade.”

Stand, slow salute, then exit.

<https://www.dav.org/wp-content/uploads/DAVRituals.pdf> pg 26.

Alternate:

“On behalf of a grateful nation, please accept this flag as a symbol of our appreciation for your loved one’s good and faithful service”

Brass Presentation

Bag Contents:

- 3 expended, polished rounds
- Plastic “Widows” Card
- Veteran Poem w/color tie reflecting the branch of service, or black
- 3-org Poppies. Twisted together and stems inserted into scrolled poem
- 1 translucent “wedding” bag

Present bag face up and turn over, showing the 3 rounds, then flip back and place on the flag.

“On behalf of the Grant Reeves Veterans Honor Guard, I present you with these 3 brass casings, representing the 3-round volley, a final salute for your loved one”

Stand, slow salute, then exit.



**IT WAS OUR HONOR TO PROVIDE
YOUR LOVED ONE WITH A 3-
ROUND VOLLEY AND TAPS**

**Grant-Reeves
Veteran's Honor Guard**
Serving Habersham and Rabun Counties

VFW Post 7720
174 Cornelia Crossing Shopping Center
Cornelia, GA 30531
706-778-4981
www.GrantReevesVeteran.center
VFWPost7720@outlook.com
<https://facebook.com/VFWPost7720/>

The Grant-Reeves Veteran's Honor Guard is comprised of volunteers from three local veteran organizations:

- VFW Post 7720
- American Legion Post 84
- DAV Chapter 16
- VFW Auxiliary Post 7720

We provide full military funeral honors for our fellow comrades. Donations help provide uniforms, apparel, and travel expenses for our volunteers.

The Grant Reeves Veterans Honor Guard has adopted several variations to standard U.S. Army Drill and Ceremony Procedures (FM_3-21.5)

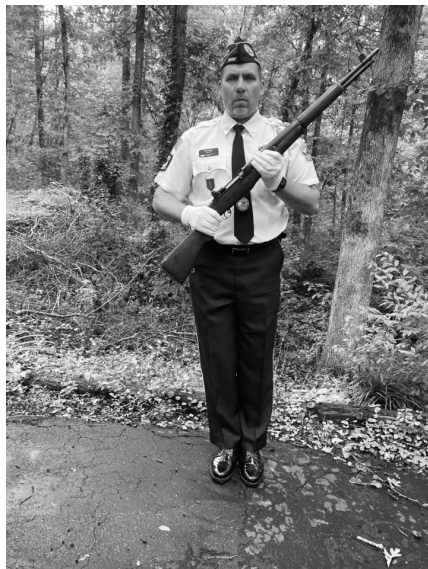
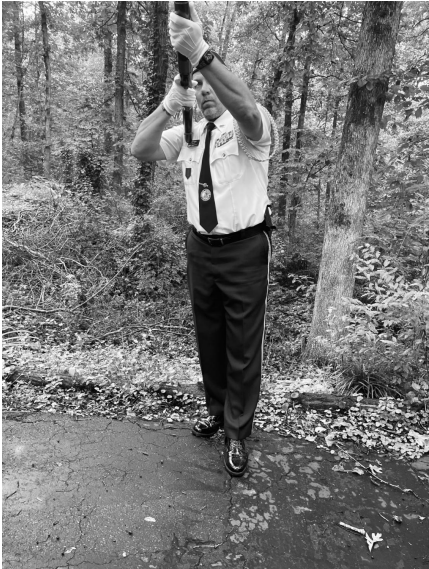
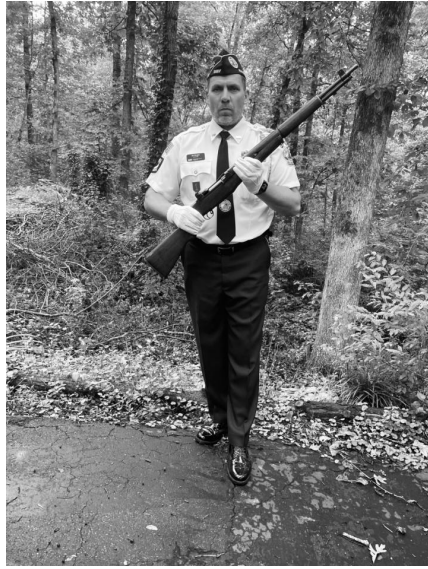
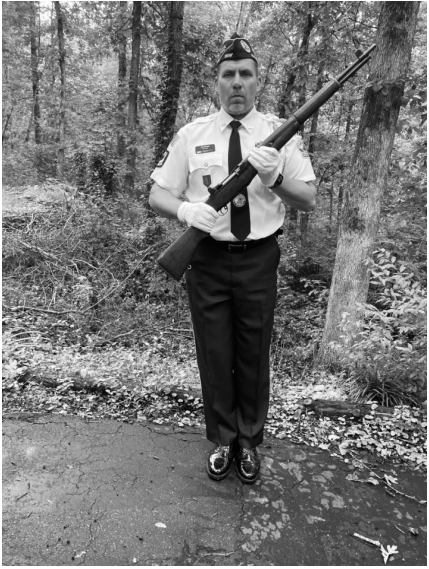
As the Grant Reeves Veterans of Foreign Wars Post 7720 is the parent organization for oversight, equipping, and maintaining the Honor Guard, per National VFW Bylaws, the Honor Guard is required to follow U.S. Army Standards.

The Grant Reeves Veterans Honor Guard is comprised of several organizations, with a broad range of disabilities and age. Therefore, several adaptations of Drill and Ceremony (D&C) protocols have been adopted. Additional D&C descriptions, procedures, and photographs can be added to this SOP in an Addendum to be attached.

A 4-step firing sequence for 3-round volleys

- 1-Port Arms
- 2-READY - One half-step back with right foot - remain at port arms
- 3-AIM - Raise rifle and shift right hand
- 3-FIRE - Fire command given three times
- 4-Return to Port Arms

3-Round Volley



1 - Position of Attention (standard)

2 - Ceremonial Parade Rest: The procedure for Ceremonial Parade Rest has been amended to eliminate the process of executing the standard Parade Rest, with the left arm placed behind the back. It also eliminates additional hand movements in FM 3-21.5

Present Arms: To simplify the process of Present Arms with a rifle, the ceremonial process used for the State Funeral for President Ronald Reagan has been adopted.

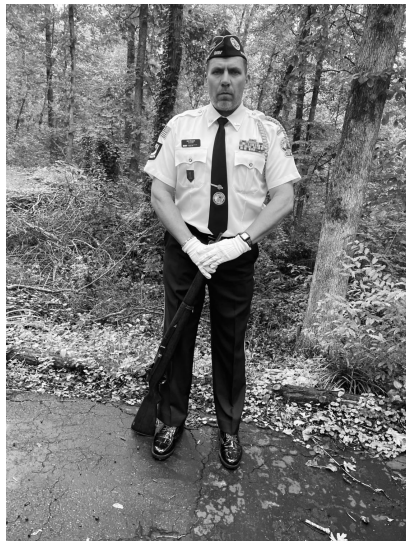
See: <https://youtu.be/av7IR0ZhTcM?t=2368>.

The rifle is lifted straight into position with the front sight at eye level **(3)**. The left hand grasps the hand guard and the right hand relocates to the stock beneath the trigger guard, which is the normal position **(4)**. Depending on the circumstances, command will be given to Order Arms which the process is reversed, or Port Arms.

Attention, Ceremonial Parade Rest, Present Arms



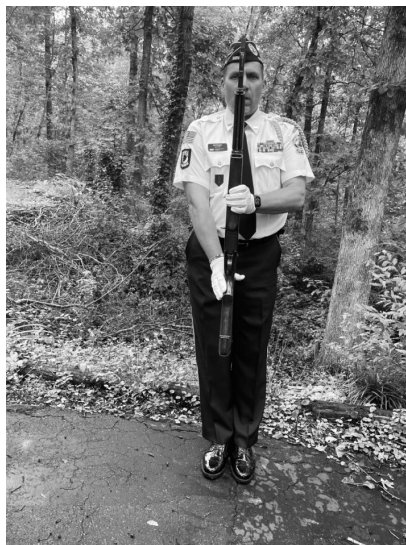
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2



3



4



COLOR GUARD

Color Guards will be used for Parades and School Events that we are invited to. They may consist of a 1, 3, 4 person Color Guard and up to a 7 person detail if personnel are available. All guidelines for Color Guard procedures are extracted from the Department of the Army Training Circular (TC) 3-21.5

I. Requirements for Color Guard Participation: In order to participate in Color Guard events members will have to have a working knowledge of both stationary and marching drill maneuvers and the manual of arms.

II. Color Guard Procedures: In parades, the color guard will operate in a line formation for the duration of the parade and present colors at reviewing stand. At school or other presentations it will operate in a single file formation with lead rifle followed by US, State and subsequent flags carried. Detail will stop at presentation point, execute a left face and present colors.

Positions:

1. US Flag- Color Guard Commander (Should be familiar with drill and all commands)
2. State Flag
3. Lead Rifle
4. Trail Rifle

*With the addition of Service, Organizational, Service Flags the Color Guard will adjust to available personnel.

Fall in:

At the command of "COLORS, FALL IN!" detail members will fall in on the lead (Right side of formation) rifle. Flags and rifles will be on the ground (Ordered)

At the command of "AT CLOSE INTERVAL, DRESS RIGHT, DRESS!" detail will move to close interval, dressing to the person to the right. "READY FRONT" Details returns to attention.

"CARRY COLORS!" (Flagpoles should be adjusted prior to fall in)

Rifles: Right Shoulder Arms

Flags: Place in flag sling cups/socket. Right hand in front of nose and elbow at 90 degrees. Left hand at of bottom of flag.

Marching:*Parades*

Detail will march the route of the parade. In the event of turns the Color Guard Detail will guide to the direction required, while dressing to the rifle on the base of the turn. (Left turn, dress to left rifle.)

In the event of 90 degree turn a LEFT WHEEL or RIGHT WHEEL will be executed.

At the Command of "Right Wheel, March" the rifle on the right will automatically go to near MARK TIME while turning to the right, then MARK TIME. When direction has been achieved. The detail will stay dressed to the right while turning, then MARK TIME when alignment has been achieved. When wheel is completed the detail Commander will give a FORWARD MARCH back to Quick Time.

CADENCE will be given on the route of the parade as required.

When the Color Guard Detail passes the review stand, the command "PRESENT COLORS" will be given.

With the exception of the US Flag all flags will dip and carriers will perform an "Eyes Right" while staying dressed on the right rifle.

Rifles will "Present Arms" and left rifle will perform "Eyes Right" Right Side rifle will look straight ahead to maintain dress for the detail. will march the route of the parade.

When the Flag detail has passed the review stand the command "READY FRONT" will be given. Rifles return to Right Shoulder Arm, Flags are retracted to vertical.

Colors Presentations

In the event of a flag presentation to begin an event or at a school function: The color guard will fall in as above. Depending on the direction of presentation, Detail will march to center in a single file with a lead Rifle, US Flags then all other flags followed by Trail Rifle. Detail commander will "FALL IN", "CARRY COLORS", "Right FACE", "FORWARD MARCH", then "COLORS HALT" when center has been reached. After Colors Halt, the command "LEFT FACE" will be given, followed by "PRESENT COLORS" until honors are complete (Pledge, Anthem etc...) "ORDER COLORS", then "RIGHT FACE" then "FORWARD MARCH" will be given and the lead rifle will lead color Guard to the most direct route for exit. "COLORS HALT" will be given when destination has been reached. "LEFT FACE", "ORDER COLORS" (Rifles and Flags will ground respectively), the "DETAIL FALL OUT" will dismiss detail.

Uniform Receipt

I have received the following issued items for my service on the Grant Reeves Veterans Honor Guard:

- Short Sleeve Shirt
- Long Sleeve Shirt
- Misc Patches
- Misc Pins
- Gold Aiguillette
- White Gloves
- Trench Coat
- Black Knit Cap
- Other

Member

Captain

Date_____

Affirmation and Acceptance

I, _____, do hereby acknowledge and accept the provisions set forth in this SOP and Addendum. I will, to the best of my abilities, faithfully perform to the standards established. I will give of my free time, within reason, and answer the call for the events, ceremonies, and funerals tasked to the Grant Reeves Veterans Honor Guard. I will return the issued items back to the Captain, in good serviceable order, upon request, after four months of inactivity, or my decision to leave the Honor Guard.

Member

Captain

Date _____