

SARATOGA NATIONAL CEMETERY - HONOR GUARD ASSOCIATION
INDIVIDUAL ISSUE FORM - Attachment A

Revised Nov
1, 2023

Member (Last, First)				Phone No		Squad	
Street Address						Email	
Qty	Item	Size	Issued (Member Initial)	Date Item Ordered	Order Received	Exchange (SOP HG-6, Ch 3)	Item Cost (Ea)
2	Shirt, Long Sleeve: Collar Sleeve						\$20.00
1	Trousers: Waist Inseam						\$20.00
1	Summer Hat (Gold)						\$30.00
1	Winter Hat (Black)	na					\$33.00
1	Black Baseball Cap SNCHG						\$20.00
1	Winter Coat w/ Liner						\$150.00
1	Raincoat						\$14.00
1	Sweater						\$50.00
1	Shoes						\$46.00
2	Gloves, White						\$6.00
1	Gloves, White (Winter) O/T/S						\$12.00
1	Gloves, Black,FL (Rifle Dtl)						\$21.00
1	Pistol Belt w/Grommets						\$19.50
1	Web Belt w/ Brass Buckle						\$6.43
1	Ascot	na					\$10.00
2	Shoulder Braid	na					\$20.00
1	Winter Scarf	na					\$12.00
1	Ear Muffs	na					\$9.00
Total Cost:							\$498.93

1. Uniform items remain the property of the Honor Guard Association and member is responsible for maintaining/cleaning all items as defined in SOP HG-6.
2. Lost Uniform Item: member will prepare a new Individual Issue Form, endorsed by the Squad Leader, and send to the Quartermaster for action.
3. Replacement Uniform Item: Will be exchanged at no cost to the member due to normal wear. Member will identify replacement item(s) on a new Individual Issue Form, have the Squad Leader endorse and sign the Form. Member will then bring replacement item(s) & signed Form to Quartermaster.
4. Quartermaster has final decision on replacement of items as defined in Chapters 2 & 3. If item(s) are not determined to be replaced, Quartermaster will provide rationale & document reason on the Form. Member will either resolve the item condition or meet Squad Leader and address the documented reason for the disapproval.
5. Member Termination of Service: All uniform items will be returned to the Quartermaster upon termination of Association membership, unless all parties agree on an alternative procedure.

Member Signature:	Date:
Squad Leader Signature:	Date:
Quartermaster Signature:	Date: