



**SARATOGA NATIONAL CEMETERY  
HONOR GUARD ASSOCIATION  
SCHUYLERVILLE, NEW YORK**

**STANDARD OPERATING PROCEDURE - HG 6:  
UNIFORM ISSUE, WEAR AND CARE**

October 20, 2020

This Standard Operating Procedure (SOP) supersedes all previous editions of Standard Operating Procedures addressing uniform policy, authorized uniform items, quantities, and procedures.

**PURPOSE:** This SOP defines & establishes policy for Honor Guard Association (HGA) members in receiving, wearing, exchanging, replacing, and turn-in of uniforms and uniform items relative to rendering Military Funeral Honors (MFH) at the Gerald B. H. Solomon Saratoga National Cemetery and related HGA activities.

**APPLICABILITY:** The policies, procedures and representations contained in this SOP apply to all Honor Guard Association members.

**AUTHORITY:** Compliance with this SOP is derived from approval of this document by the Saratoga National Cemetery Honor Guard Association elected leadership, implemented by the Commander on the date signed herein.

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*Note: reference to Squad Leader within this SOP and all Attachments refers to both the Squad Leader and Assistant Squad Leader*

## CHAPTER 1: UNIFORM AUTHORIZATION AND ISSUE

1. Uniforms identified in *Individual Issue Form* (Attachment A) will be issued to new members following satisfactory completion of the required orientation / training period and endorsed by their Squad Leader.
  - a. Uniform items remain the property of the HGA and are not permitted for wear outside of Association activities without approval by the Commander.
  - b. Only issued uniforms and optional items identified in this SOP will be worn while performing MFH or related Association activities.
  - c. Uniform items in new or next-to-new condition may be reissued to both new and current members following commercial cleaning & sanitizing.
2. (*HGA Pending action*) New members will report to the Quartermaster at the (HGA) storage unit with the HGA “Member Training Certification Form” signed by a member of the Certification team and Squad Leader.
3. The Quartermaster or Assistant Quartermaster will complete Attachment A at the storage unit and outfit the member with all uniform items in stock.
  - a. Should items be unavailable, the Quartermaster will order the specified item and note the action on the member’s Individual Issue Form.
  - b. The Quartermaster will notify the member upon receipt of the ordered item(s) and arrange for issue to the member.
4. The Quartermaster will identify & display proper wear of all uniform items to new members during the initial issue transaction.
5. The member and Quartermaster will sign Attachment A and the Quartermaster will maintain the original document.
6. Members will not initialize or insert personal identity label directly on the uniform item, as the items are property of the HGA.

*Note: Reference to Squad Leader within this SOP and all Attachments refers to both the Squad Leader and Assistant Squad Leader*

## **CHAPTER 2: UNIFORM CARE**

1. Members are responsible for cleaning and maintaining all uniform items in a professional and presentable condition as described in *Uniform Care Guide* (Attachment B).
2. The Quartermaster will discuss uniform cleaning suggestions defined in Attachment B with each new member during the initial uniform issue.
3. Squad Leaders are encouraged to routinely discuss and advise members regarding the priority and sense of pride in maintaining clean, presentable uniforms as representatives of our professional organization.

## **CHAPTER 3: UNIFORM EXCHANGE & REPLACEMENT**

1. The Quartermaster has the final decision on uniform item exchange or replacement.
2. Member will clean/laundry all exchange items prior to exchange.
3. Uniform items will be exchanged at no cost to the member resulting from normal wear, damage through no fault of the individual or a change in size.
  - a. The Quartermaster will normally request the member present rationale for items to be exchanged.
  - b. Dirty uniform items will not be exchanged.
4. Uniform items revealing abused wear (beyond normal MFH duties) or a member declaring excessive uniform item loss may be exchanged or replaced at the member's expense (see uniform item costs in Attachment A).

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5. Member will prepare a new Attachment A as identified herein:
  - a. Exchange Item - Identify the item(s) to be exchanged on a new Attachment A and present the items and Form to the Squad Leader to assess the item condition. Squad Leader will sign and date the form if concurs.
  - b. Replace (Lost) Item - Member will identify the lost item(s) on a new Attachment A and provide the circumstance regarding the loss to the Squad Leader, who if concurs will sign and date the Form.
6. Member will then meet with the Quartermaster at the storage unit. On-site presence is required for exchange or replacement of all uniform items identified in Attachment A except for white gloves.
  - a. For both exchange and replacement items, member will present Attachment A signed by the Squad Leader.
  - b. Quartermaster will assure proper fit of the exchanged or replacement item(s) and address any questions, uniform wear and related guidance.
7. Quartermaster will issue the exchange or replacement item(s), note the date in the Individual's Attachment A Exchange column, and both the member and Quartermaster will sign & date the Form.
8. Should the Quartermaster conclude the item(s) is not suitable for exchange, the specific rationale will be identified to the member as defined in Chapters 2 & 3.
  - a. Quartermaster will document Attachment A identifying reason for disapproval and give to member.
  - b. Quartermaster will notify the Squad Leader of the action.

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## **CHAPTER 4: UNIFORM TURN-IN**

1. Upon termination of Association membership, member will return all uniform items to the Quartermaster at the storage unit. All items will be cleaned/laundered prior to turn-in.
2. The Quartermaster will validate the items returned and sign-off on the member's Attachment A or validate the returned items on a new Form.
3. Both the member and Quartermaster will sign and date the Form.
4. Should a member (or family) request to be buried in their uniform, the Squad Leader will communicate with the Commander for approval.

## **CHAPTER 5: UNIFORM ITEM ISSUE TO SQUAD LEADERS**

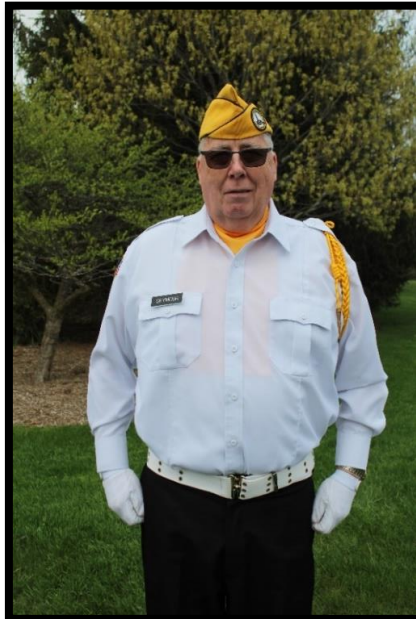
1. The Quartermaster will provide select uniform items to each Squad Leader for temporary loan to members missing a specific uniform item. Squad Leaders are encouraged to ensure return of the loaned item following services.
2. Squad Leaders will be issued one each: (a) ascot, (b) winter scarf, (c) braid, and several sizes of white gloves, to be stored in their Squad Room locker.
3. White glove procedures:
  - a. Members are initially issued two pairs of white gloves and routinely require cleaning more often than other items.
  - b. When determined unusable due to extensive wear, the member will request replacement gloves to the Squad Leader.
  - c. Squad Leader will then send a request for replacement gloves, sized for the specific member, to the Quartermaster on Attachment A.
  - d. The Quartermaster will coordinate with the Squad Leader to turn in the unusable gloves and replace with new gloves.

*Note: Reference to Squad Leader within this SOP and all Attachments refers to both the Squad Leader and Assistant Squad Leader*

4. Squad Leaders will coordinate with the Quartermaster to request exchange or replacement of a Squad uniform issue item, explaining the reason for replacement, and provide the unusable item when ready for the exchange.

## CHAPTER 6: UNIFORM WEAR

1. The Squad Leader will designate the uniform of the day and ensure all members comply with proper uniform items and present a positive appearance.
2. SHIRT ENSEMBLE:
  - a. Long sleeve shirt with summer hat, ascot, shoulder braid (left shoulder for all ensembles), pistol belt w/ grommets over web belt, white gloves, black slacks, black socks (not issued), black shoes, name tag centered on right pocket flap.
  - b. Squad Leader and Assistant Squad Leader may wear respective tags centered on left pocket flap.
  - c. White suspenders may be worn (at member's expense).

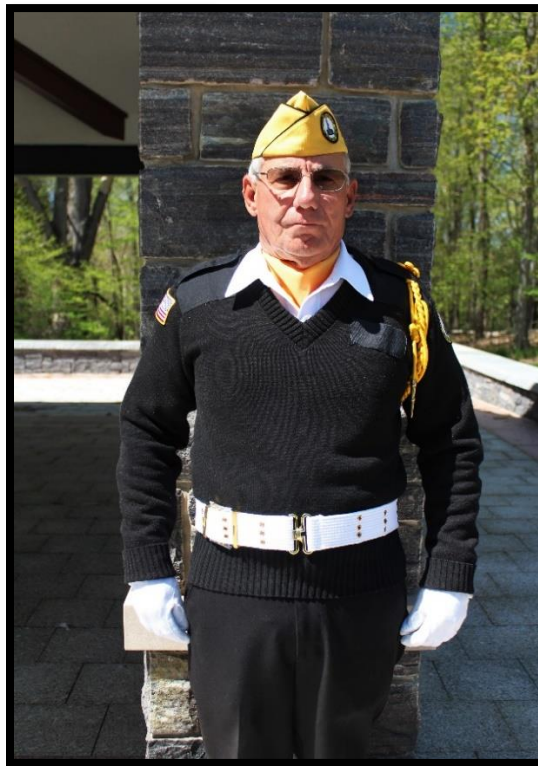


*Shirt Ensemble - Displayed by Dave Seymour*

*Note: Reference to Squad Leader within this SOP and all Attachments refers to both the Squad Leader and Assistant Squad Leader*

### 3. SWEATER ENSEMBLE:

- a. Black sweater, summer hat, ascot, shoulder braid, pistol belt w/ grommets, web belt w/ buckle, black slacks, black socks (not issued), black shoes, and white gloves (black gloves for Rifle Detail at discretion of Squad Leader).
- b. Squad Leader and Assistant Squad Leader may wear respective tags centered in designated patch on left chest.
- c. Black boots, laced (black) or zippered, may be worn (member's expense).



*Sweater Ensemble - Displayed by Pat Festa*

### 4. OVERCOAT ENSEMBLE:

- a. Winter coat, winter hat, scarf, ascot, shoulder braid, black slacks, web belt w/ buckle, black socks (not issued), black shoes, pistol belt w/ grommets, black gloves (Rifle Detail), white gloves (Flag Detail), earmuffs (optional).
- d. Black boots, laced (black) or zippered, may be worn (member's expense).

*Note: Reference to Squad Leader within this SOP and all Attachments refers to both the Squad Leader and Assistant Squad Leader*



*Overcoat Ensemble - Displayed by Ron Tamoschat & Mike Marko*

## 5. RAINCOAT ENSEMBLE:

- a. Raincoat, summer hat, white shirt, black sweater if desired, ascot, black slacks, web belt with buckle, black socks (not issued), black shoes, white gloves for Flag Detail, and black or white gloves for Rifle Detail.
- b. Black boots, laced (black) or zippered, may be worn (member's expense).



*Raincoat Ensemble - Displayed by Mike Siegel & Jack Hayes*

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## CHAPTER 7: INVENTORY

1. The Quartermaster will purchase approved new or replacement uniform items to maintain the established on-hand quantities, identified in *Uniform Inventory Summary* (Attachment C), in compliance with the Association By-Laws.
2. The Quartermaster will conduct a uniform and equipment inventory and update Attachment C no less than every 6 months.
  - a. The Quartermaster will highlight uniform topics, including new uniform items, replacement trends and funding priorities to the HGA membership, following discussion with the Executive Committee and concurrent with the 6-month inventory update.
  - b. The Inventory Summary will be maintained by the Quartermaster with copies to the Commander, Vice Commander, Adjutant, Financial Officer, and Trustees.

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**ATTACHMENTS TO SOP HG-6:**

**A - INDIVIDUAL ISSUE FORM**

**B - UNIFORM CARE GUIDE**

**C - UNIFORM INVENTORY SUMMARY**

**Related Standard Operating Procedures:**

**STANDARD OPERATING PROCEDURE - HG 3: RENDERING  
MILITARY FUNERAL HONORS (MFH) - POLICY AND PROCEDURES**

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Approved on                      October 20, 2020.



Art Dutcher, Commander  
Saratoga National Cemetery Honor Guard Association, Inc

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

<b>Member (Last / First)</b>				<b>Phone No</b>		<b>Squad</b>
<b>Street Address</b>					<b>Email</b>	
Qty	Item	Size	Issued (Member Initial)	Date Item Ordered	Order Received	Exchange (see SOP HG-6, Ch 3)
2	<b>Shirt, Long Sleeve: Collar Sleeve</b>					
1	<b>Trousers: Waist Inseam</b>					
1	<b>Summer Hat (Gold)</b>					
1	<b>Winter Hat (Black)</b>					
1	<b>Winter Coat w/ Liner</b>					
1	<b>Raincoat</b>					
1	<b>Sweater</b>					
1	<b>Shoes</b>					
2	<b>Gloves, White</b>					
1	<b>Gloves, Black</b>					
1	<b>Ascot</b>	na				
1	<b>Shoulder Braid</b>	na				
1	<b>Winter Scarf</b>	na				
1	<b>Ear Muffs</b>	na				
1	<b>Pistol Belt</b>	na				
1	<b>Web Belt w/ Brass Buckle</b>	na				

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 Issue & Receipt Form, endorsed by the Squad Leader, and sent 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 Issue & Receipt Form, have the Squad Leader endorse and sign the Form. Member will then bring replacement items & signed Form to Quartermaster.
4. Quartermaster will have 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 and member will coordinate with Squad Leader, who will communicate with Quartermaster on disposition.
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:

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**Attachment C: UNIFORM CARE GUIDE** *(as of 1 Sep 20)*

Cleaning tips and recommendations (with consultation from Joyce Uri, Owner, Cudney's Cleaners):

<u>Item</u>	<u>Recommended Cleaning Procedure</u>
<b>1. Shirt</b>	<i>Preference is commercial laundry to hold white color longer and retain fabric body. Wear white cotton t-shirt to help skin breathe under polyester. If home launder, do not use starch. Cudney's Cleaners provides free laundry services for all members.</i>
<b>2. Trousers</b>	<i>Dry clean – keeps black color longer than home launder. Home laundry pulls the black dye out of material after multiple washings. Polyester material can go in dryer. If cotton fabric, suggest hang dry.</i>
<b>3. Summer Hat (Gold)</b>	<i>Dry clean, which prevents black dye from running onto yellow fabric.</i>
<b>4. Winter Hat (Black)</b>	<i>For fur material, use soap and water on spoiled areas and hang dry</i>
<b>5. Winter Coat w/ Liner</b>	<i>Dry clean, which retains black color and original size</i>
<b>6. Raincoat</b>	<i>Wipe with soap and damp cloth</i>
<b>7. Sweater</b>	<i>Dry clean, which will return to original size when steam applied (relaxes acrylic and retains color)</i>
<b>8. Shoes</b>	<i>Wipe with damp cloth or spray with furniture polish</i>
<b>9. Gloves, White</b>	<i>Apply stain remover as needed and either soak or wash with detergent. Use non-chlorine bleach.</i>
<b>10. Gloves, Black</b>	<i>Soak in cold water with detergent (Persil*, Dawn, etc) scrub &amp; rinse</i>
<b>11. Ascot</b>	<i>Wash in lingerie bag or pillowcase</i>
<b>12. Shoulder Braid</b>	<i>Dry clean, which retains color and fabric body</i>
<b>13. Winter Scarf</b>	<i>Wash with detergent in lingerie bag or pillowcase</i>

- 14. Ear Muffs** *Use soap and water on spoiled areas and hang dry*
- 15. Pistol Belt** *Wash with detergent in lingerie bag or pillowcase*
- 16. Web Belt w/ Brass Buckle** *Wash with detergent in lingerie bag or pillowcase  
(remove buckle)*

*\*Persil ProClean Detergent: available at Walmart, Target, Sam's Club,  
Walgreens, CVS, Hannaford, Price Chopper*

***Questions or additional information?***

*Contact Quartermaster Dennis Gaspie:*

*Primary (518) 664-7619 Home*

*Secondary (518) 965-1013 Cell*

*or*

*Assistant Quartermaster Ernie Dreimiller:*

*Primary (518) 371-2716 Home*

*Secondary (518) 649-6765 Cell*