

United States Submarine Veterans, Inc.

Groton Base

Honor Detail
Policy and Procedures Manual



Our Creed:

"To perpetuate the memory of our shipmates who gave their lives in the pursuit of their duties while serving their country. That their dedication, deeds, and supreme sacrifice may be a constant source of motivation toward greater accomplishments, and to pledge loyalty and patriotism to the United States of America and its Constitution".

Honor Detail Policy and Procedure Manual Change Record Sheet

Revision – A

Initial Issue (effective upon below signature and date)

PPM-USSVIGB-02-2023-02 HONOR GUARD



Alvin G. Kinsall, Secretary
USSVI GROTON BASE 27FEB2023
Executive Board Approval Date

Approved by:



Commander, USSVI Groton Base
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1 INTRODUCTION

In accordance with the United States Submarine Veterans (USSVI) Eternal Patrol guidance, Groton Base's Executive Board has established an Honors Detail to provide all Groton Base members, in good standing, a remembrance ceremony when they have departed on Eternal Patrol. Reference USSVI Eternal Patrol <https://ussubvets.org/Eternal.asp>.

Additionally, the USSVI Groton Base Honors Detail will provide all base members, in good standing, an Eternal Light ceremony for their spouse or significant other.

2 GENERAL POLICY

The Groton Base Honor Detail will muster during the scheduled memorial service at a local funeral home, church or other designated indoor venue. Only under special circumstances, as determined by the Groton Base's Executive Board, will the honor detail muster outside or at a grave site.

The Groton Base Honor Detail members are expected to travel up to 25 miles from the U.S. Submarine Veteran's Club, 40 School Street, Groton, CT to attend a memorial service. There is no monetary (expense) reimbursement for this travel.

The family of a departed Groton Base member with a memorial service outside the 25 mile travel zone will be provided an Eternal Patrol or Eternal Light certificate via the U.S. Postal Service. Only under special circumstances, as determined by the Groton Base's Executive Board, will the honor detail muster outside the expected travel zone.

The Eternal Patrol/Eternal Light certificates, the Eternal Patrol memorial and the Eternal Light memorial scripts are provided in the appendices. These memorial certificates and scripts are normally used. However, the Chaplin, Chaplin's Assistant or Designated Assistant may modify and/or use a different memorial certificates and scripts as the situation warrants.

3 HONOR DETAIL

The Honor Detail consists of a group of US Submarine Veterans, Inc., Groton Base members and invited guest. The Honor Detail will conduct the memorial service and farewell salute for either the Eternal Patrol or Eternal Light ceremony using the scripts provided in appendices as a guideline. The scripts are intended to be reproduced and edited to meet the requirements for a specific ceremony.

3.1 Uniform Requirements

The normal Honor Detail uniform will consist of the following items. Exceptions may be granted for invited guest.

- White shirt (long/short sleeve depending on season)
- Black shoes
- Black pants
- Black Tie (Navy regulation or Navy Regulation with SVGB Honor Detail embroidery)
- US Submarine Veterans Vest
- Blue or Gold US Submarine Veterans Garrison cap.

3.2 Detail Leader

The Detail leader is that designated person that will control the Honor Detail's movements. As a minimum he/she shall issue the commands as outlined in the Eternal Patrol or Eternal Light script. The Detail Leader may issue additional commands as the situation warrants. Note, due to the fact that non-slip, rubber soled dress shoes do not pivot well on carpeting, the command "Right About Turn" is used in lieu of "Right About Face".

3.3 Chaplin/Assistant

The Chaplin, Chaplin's Assistant or Designated Assistant will conduct the Eternal Patrol or Eternal Light ceremony as outlined in the Eternal Patrol or Eternal Light script. He/she is centered in the detail. If the detail consists of two or more rows, the front row will be the Creed Reader, Chaplin and Words of Remembrance spokesperson and other selected spokespersons.

The Chaplin, Chaplin's Assistant or Designated Assistant can select alternative Opening and Closing prayers that are best suited for the ceremony. He/she can add additional members to provide Words of Remembrance related to a specific individual.

The Chaplin, Chaplin's Assistant or Designated Assistant will read and present the Eternal Patrol or Eternal Light certificate to the family.

3.4 Creed Reader

The Creed Reader is a designated Honor Detail member selected to read the first paragraph of the U.S. Submarine Veterans, Inc. Creed.

In circumstances where the member is also a member of the Submarine Veterans of World War II, their creed will be read by the Creed Reader or another designated Creed Reader. The Creed Reader will read and present the SVWWII Last Patrol certificate to the family.

3.5 Words of Remembrance

A designated Honor Detail member selected to provide the Words of Remembrance. As a minimum, using the membership information from the National Data Base the words will cover when the person joined the Navy, the date and boat that they qualified on, a brief overview of their naval career. Additional members may provide personal words of remembrance.

3.6 Farewell Salute Poem

During the Farewell Salute the Chaplin, Assistants or a designated Honor Detail member will recite the poem 'Lost Harbor.' by Leslie Nelson Jennings.

3.7 Taps Bugler

The bugler is a designated Honor Detail member that will use Groton Base's Taps Bugle. He/she is normally stationed in the rear of the visiting area. Taps will be played during the Final Farewell Salute 'Lost Harbor' immediately after the command "Name, rest your oar" is given.

4 ETERNAL PATROL/LIGHT PROCEDURES

Notification of a member's death is normally provided by the USSVI's National Eternal Patrol registrar, local obituary and/or from the member's family. Refer to the USSVI Chaplin's Manual for further guidance <https://ussubvets.org/Documents.asp?Type=Manuals> .

Notification of a death of a member's spouse or significant other is normally provided by the member requesting an Eternal Light ceremony.

4.1 Memorial Service Time and Location

After verification, the Chaplin, Chaplin's Assistant or Designated Assistant will contact:

- The family and determine the Eternal Patrol/Eternal Light certificate recipient and the appropriate location and time for the ceremony.
- The funeral parlor, church or designed place to confirm time for the ceremony.

4.2 Memorial Service Notifications

The Chaplin, Chaplin's Assistant or Designated Assistant will post a Special Groton Base Broadcast Eternal Patrol/Eternal Light email providing a copy of the obituary. Included in the broadcast will be the time for the Honor Detail and guest to muster before the ceremony.

The Chaplin, Chaplin's Assistant or Designated Assistant will send notification email to the Groton Base Membership Honor Detail to determine their availability for the ceremony.

4.3 Memorial Service Documents

The Chaplin, Chaplin's Assistant or Designated Assistant using the appropriate Eternal Patrol Certificates or the Eternal Light Certificate provided in Appendix A, will finalize the certificate for presentation at the memorial ceremony. The certificate will be printed, using a color printer, on parchment paper, signed by the base commander and placed it in a document protector for presentation.

The Chaplin, Chaplin's Assistant or Designated Assistant using the Eternal Patrol or Eternal Light memorial script provided in Appendices, will edit/modify and finalize the memorial script for the memorial ceremony. Additional copies of the opening and closing prayers and creed(s) should be made available for the readers.

The Chaplin, Chaplin's Assistant or Designated Assistant using the modified Eternal Patrol or Eternal Light certificates provided in Appendix A and will mail them to the family's point of contact.

Master Electronic copies of the memorial service documents are retained on file with the base secretary. Working copies will be provided to the base Chaplin and Chaplin's assistant. Source documents for USSVI's Eternal Patrol certificates are retained on the USSVI website, Eternal Patrol, Certificates. <https://ussubvets.org/Documents.asp?Type=Certificates>

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APPENDIX A: ETERNAL PATROL/LIGHT CERTIFICATES**A.1 Eternal Patrol Certificate – USSVI Groton Base**

The Eternal Patrol Certificate (USSVI Groton Base) will be edited for each occasion. Prior to printing, enter the member's full name, rate/rank, USN or USN Retired and the date of death for submarine veteran or enter the member's full name, associate, and the date of death for non-submarine veterans.. The certificate will be printed, using a color printer, on parchment paper and signed by the Groton Base Commander. The certificate will be placed in a document protector for presentation.

A.2 Eternal Light Certificate – USSVI Groton Base

The Eternal Light Certificate (USSVI Groton Base) will be edited for each occasion. Prior to printing, enter the member's spouse or significant other's name and the date of death. The certificate will be printed, using a color printer, on parchment paper and signed by the Groton Base Commander. The certificate will be placed in a document protector for presentation.

A.3 Last-Patrol Certificate - SVWWII

Submarine Veterans of World War II Last Patrol Certificate will be edited for the occasion: Enter the member's full name, rate/rank and date of death on the certificate. The certificate is electronically signed by the last Submarine Veteran of World War II National Commander. The certificate will be printed, using a color printer, on parchment paper. The printed certificate will be placed it in a document protector for presentation.

The Last Patrol certificate is used for United States Submarine Veterans of World War II members only.

A.4 Eternal Patrol Certificate – USSVI

The USSVI Eternal Patrol Certificates, Male, Female and Associate, are available if needed. Enter the Full Name and Date of Death prior to printing. The certificate should be printed using a color printer and parchment paper. The certificate will be signed and placed in a protector for presentation.

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ON ETERNAL PATROL
“IN MEMORY OF”

____ Name and Rate _____ Date of Death _____

**Our Friend and Shipmate has embarked on his Final Patrol upon receipt of Heavenly Orders
from our Supreme Commander.**

**He has shipped out to calm seas and warm breezes
to join the company of his shipmates who have gone before him.**

**He is welcomed by our loving God, safely navigating the seas of eternity. This memorial certificate is
presented with esteem and honor by his fellow “Brothers of the Phin”.**

Rest your Oar, Shipmate, we have the watch.

Thank you for your service in Submarines. “Always remembered; never forgotten”

USSVI Groton Base Commander

USSVI Groton Base Chaplin

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ETERNAL LIGHT
“IN MEMORY OF”

Name _____ Date of Death _____

Those we love must someday pass beyond our present sight,
must leave us and the world we know without their radiant light.

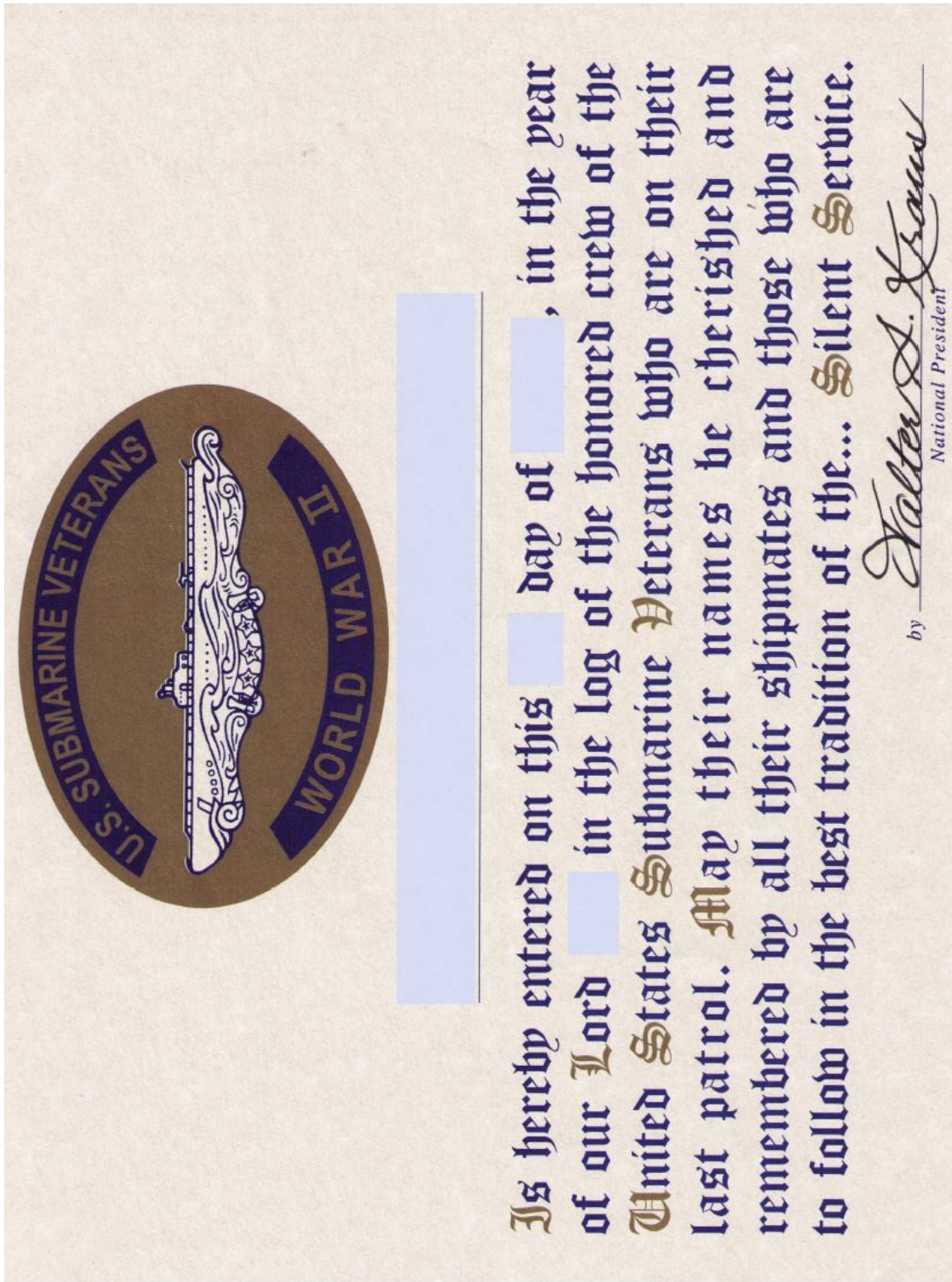
But we know that like a flame, their lovely light will shine,
to brighten up another place, more perfect, more divine.

And in the realm of heaven where they shine so warm and bright,
our loved ones live forevermore in God’s eternal light.

USSVI Groton Base Commander

USSVI Groton Base Chaplin

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Last Patrol Certificate - SVWWII

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APPENDIX B: ETERNAL PATROL SCRIPT

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UNITED STATES VETERANS INC. GROTON BASE
ETERNAL PATROL CEREMONY FOR

Detail: “Forward March” “Left/Right Face” “Parade Rest”

When at parade rest:

Good _____. My name is _____ (Chaplin of the United States Submarine Veterans, Groton Base,) or (Member of the United States Submarine Veterans, Groton Base, Honors Detail). We are here to say farewell to our Shipmate_____. Our service is brief and includes Opening and Closing Prayers our U.S. Submarine Veterans Creed, Words of Remembrance and the rendering of honors to our departed shipmate.

Our opening prayer will be led by _____

Detail: “Attend Hut” “Uncover”, - “Two” “Prayer Position”

When in prayer position:

Dear God, Lord of all who go down to the sea in ships. We stand in your presence with gratitude and humility. We are grateful for the life you have given us and are humble because we are helpless in death. We rest on your promise that there is a time for everything. A time to laugh, a time to cry, a time for life and a time to die. How thankful we are, that at the end of this earthly life it is but the beginning of eternal life with you which we believe _____ is now experiencing.

Lord God, as we honor our Brother/Sister and Shipmate, _____, we ask you to cover his family with your wings of love. Lord we also ask you for your blessing and comfort for the families and loved ones of our departed shipmate. And now, as we celebrate the life of _____ we celebrate the immortality that is our confident expectation. Amen. (Pause)

Detail: “Cover” – “Two” “Parade Rest”

When at parade rest:

The Submarine Veterans Creed will be presented by _____

The creed of the United States Submarine Veterans states what we, as members, agree to do. _____
was faithful and true to the creed.

Our Creed: "To perpetuate the memory of our shipmates who gave their lives in the pursuit of their duties. That their deeds, dedication and Supreme Sacrifice serve as a constant source of motivation towards greater accomplishments and to pledge Loyalty and Patriotism to the United States of America and its Constitution.

The Submarine Veterans of World War II Creed will be presented by _____

The creed of the United States Submarine Veterans of World War II states what they, as members, agree to do.
_____ was also faithful and true to their creed.

"To perpetuate the memory of those shipmates who gave their lives in submarine warfare; to further promote and keep alive the spirit and unity that existed among submarine crewmen during World War II; to promote sociability, general welfare and good fellowship among its members; and pledge loyalty and patriotism to the United States government."

Words of remembrance will now be resented by _____

Provide words of remembrance.

The creed of the U.S. Submarine Veterans states that we are to perpetrate the memory of our shipmates. It is when we forget what he/she brought to the table. When we no longer use his/her name or share our memories of them, then they will truly die.

Presentation of the Eternal Patrol/Last Patrol Certificate

When one of our shipmates leaves this earthly world to fulfill his orders to the Supreme Commander, we do not consider that he has died. But rather we consider that he has left on a patrol, just like all of his other underway's (earthly patrols aboard ship), but this is an Eternal Patrol. At some time in the future we will all be together again serving our Supreme Commander when we make our Eternal Patrol.

I shall now read the Eternal Patrol Certificate which will be presented to _____ at the conclusion of this service.

Read the Eternal Patrol Certificate

_____ now read the Submarine Veterans of World War II Last Patrol Certificate which will be presented to _____ at the conclusion of this service.

Read the Last Patrol Certificate

We will now give our Farewell Salute and Last Order

Detail, “Attend Hut” “Right About Turn” “Hand Salute” (Slowly – 10 count)

(Pause)

There is a port of no return, where ships may ride at anchor for a little space, and some starless night the cable slips, leaving only an eddy at the mooring place. Gulls veer no longer, Sailor rest your oar, no tangled wreckage will be washed ashore

Shipmate _____ Rest, Your, Oar.

TAPS

(Pause)

Detail: “Ready Two” Drop Salute (Slowly – 10 count)

Detail: “Right About Turn” (Pause)

Our closing prayer will be led by _____

Detail: “Uncover”, - “Two” “Prayer Position”

When in prayer position:

Dear God, we approach you once again in this hour of sorrow. We are grateful for the life of the one we honor here today and in the days that lay ahead. We are saddened when we think of our loss, yet we rejoice in the fact that _____ is at peace, free from pain and sorrow, and safe in the everlasting arms of your love. May the awareness of your comforting presence remain with his family, his friends and with each one of us, for we believe that you are with all of us always Amen. (Pause)

\

Detail: “Cover” – “Two”

When covered:

This concludes our brief service for our departed shipmate. Thank you for sharing this time with us. We will now meet the _____ family to pay our respects.

Thank you and good night/day

The Chaplin, Chaplin’s Assistant or Designated Assistant meets the family and presents the Eternal Patrol Certificate. He/she is followed by the Creed Reader (presents the Last Patrol Certificate for SVWWII members), Words of Remembrance speaker and then the Honor Detail.

APPENDIX C: ETERNAL LIGHT SCRIPT

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UNITED STATES VETERANS INC. GROTON BASE
ETERNAL LIGHT CEREMONY FOR

Detail: “Forward March” “Left/Right Face” “Parade Rest”

When at parade rest:

Good _____. My name is _____ (Chaplin of the United States Submarine Veterans, Groton Base,) or (Member of the United States Submarine Veterans, Groton Base, Honors Detail) and we are here to say farewell to our Shipmate’s wife, husband, or spouse, _____. Our service is brief and includes Opening and Closing Prayers, Words of Remembrance and the Rendering of Honors to the departed member of our SubVets family. (Pause)

Our opening prayer will be led by _____

Detail: “Attend Hut” “Uncover, - Two” “Prayer Position”

When in prayer position:

Dear God, Lord of all who go down to the sea in ships, we stand in your presence with gratitude and humility. We are grateful for the life you have given us and are humble because we feel helpless in death. We rest on your promise that there is a time for everything – a time to laugh, a time to cry – a time to live and a time to die. How thankful we are, that the end of this earthly life is but the beginning of eternal life with you, which we fully believe our sister/brother _____ is now experiencing. We realize that your blessing and comfort is our portion as we honor _____ and believe these mercies are ours as we address you in faith. Amen. (Pause)

Detail: “Cover – Two Parade Rest”

When at parade rest:

Words of Remembrance will be presented by _____.

Provide words of remembrance

Presentation of the Eternal Light Certificate

There are two types of light in the world. When we are born into this world, we perceive physical light, and by it we learn of our Creator's handiwork in the things we see. However, although that light is good, there is another Light, a Light so important that the Son of God had to come in order to both declare and impart it to us. John 8:12 records, "When Jesus spoke again to the people, He said, 'I am the Light of the World. Whoever follows me will never walk in darkness but have the eternal light of life.'

A person that departs from this earth never truly leaves, for they are still alive in our hearts and minds, through us, they live on. _____ will not be forgotten.

I shall now read the Eternal Light Certificate which will be presented to _____ at the conclusion of this service.

Read the Eternal Light Certificate

We will now render honors to our sister _____

Detail, "Attend Hut" "Right About Turn" "Hand Salute" (Slowly – 10 count)
(Pause)

Those we love must someday pass beyond our present sight,
must leave us and the world we know without their radiant light.

But we know that like a flame, their lovely light will shine,
to brighten up another place, more perfect, more divine.

And in the realm of heaven where they shine so warm and bright,
our loved ones live forevermore in God's eternal light.

Farewell sister or brother _____, with our love, may you rest in peace"

Sound three bells – (slowly)

Detail: "Ready - Two" (Slowly – 10 count)

Detail, "Right About Turn"

Our closing prayer will be led by _____

Detail, “Uncover - Two” “Prayer Position”

When in prayer position:

Dear God, we approach you again in this hour of sorrow. We are grateful for the life of the one we honor here today and in the days that lie ahead. We are saddened when we think of our loss, yet we rejoice in the fact that our sister or brother _____ is at peace; free from pain and sorrow, and safe in your everlasting arms of love.

May the awareness of your comforting presence remain with the family, friends and with each one of us, for we believe that you are with all of us – always. Amen

(Pause)

Detail: “Cover, Two”

This concludes our brief service for our departed friend. Thank you for sharing this time with us. We will now meet the _____ family to pay our respects. Thank you and good day.

The Chaplin, Chaplin’s Assistant or Designated Assistant meets the family and presents the Eternal Light Certificate. He/she is followed by the Words of Remembrance speaker and the Honor Detail