

ONLINE MISSION SUBMISSION INSTRUCTIONS

The following are the instructions for completing the Online Mission Submission Form for posting missions on the **National website**. **What is required/allowed on the National website may be different from what your state requires or allows. What has been acceptable in the past may no longer be allowed now. Please read and follow these instructions.**

This document is a compilation of posting standard operating procedures (SOP) that have been collected since the PGR was established in 2005. These have been passed down through the chain of previous forum managers. **This document pulls together all these directives in one location, and is published to inform both submitters and moderators.**

The mission submission form was created in 2015 to keep the **mission information standard to all states** and **organized in an orderly, chronological manner**. It was intended to be used as a **high-level outline (the "big picture", generalities, macro manage)** instead of focusing on minutiae (micro manage). With the migration to a new website platform, it was time to establish in writing what is acceptable or not for each mission request submitted to National. Please do not try and use your old submission format to populate the submission fields - **please complete the various fields with the requested information only.**

With the creation of **Mission Control**, **submitters** will complete and submit the mission submission form for their own state. Filling in this field requires the submitter to use correct spelling and proper grammar. We ask that each state put submitters in place who have these qualifications. **Approvers** will read through their state's submission and making corrections to spelling and grammar. Approvers will also move information to the correct area if submitted incorrectly, and remove unacceptable and/or unnecessarily repetitive information. Again, we ask that each state put approvers in place who are able to recognize grammar and spelling errors, and who will follow the instructions provided to them by National.

Please use these instructions instead of the instructions that appear on the on-line submission form. These instructions are more up to date.

We thank you for your consideration and cooperation with mission postings.

Respectfully submitted,

Amy J. Buechel
Forum Manager, 2018

Herb Parsons
Vice President of Operations, 2018

Bob Dorey
Vice President of Captains, 2018

We do not post missions for:

- ❖ Non-veteran spouses of veterans
- ❖ Non-veteran Gold Star Mothers/Fathers
- ❖ Recruits going to or returning/graduating from boot camp - please do not submit these types of requests as HOTH missions, they will be rejected.
- ❖ Poker runs
- ❖ Events promoting something that is a gift or reward to PGR members (ie, free concert tickets) because **we do missions to honor others, not events to recognize ourselves.**
- ❖ Fund raisers unless the forum manager has the State Captain's **direct written** (not verbal second-hand) approval.

TOTAL NUMBER OF STAGES

Select an option. Any "attend on your own/bring your own flag" for visitation/wake the night before a funeral must be set up that event as its own stage, even though there may not be an RC assigned. This is to ensure that it is placed on the mission calendar. If you have a distant staging which will be coming inbound to your primary staging, you must also set up that meeting area as its own staging.

SHORT NOTICE

Is this mission occurring within 48 hours? Select yes or no.

MISSION TYPE

Honor: Any single or combination of events from the following: reception/dignified transfer of hero at airport; escort to funeral home; visitation; funeral; interment/inurnment.

ANC: Arlington National Cemetery mission request. Submitted by the ANC team only.

Memorial: Ceremony, service or remembrance/gathering/reunion commemorating the anniversary of a death of a veteran or a group, **OR** the anniversary of an event/tragedy (start of Vietnam War, Pearl Harbor, Spirit of '45, 9/11, etc.) **OR** Vietnam Travelling Wall, The Wall that Heals (tied to the Vietnam Veterans Memorial in Washington, DC), Run for the Wall, 9/11 Travelling Exhibits.

Send-off/Welcome Home: Military Member or Unit Send-Off or Welcome Home for individuals or units being deployed overseas or returning from overseas duty. Heavily restricted due to OPSEC. The only information you should provide in the post is staging date, time and location. The rest may be disclosed at briefing.

HOTH: All Help on the Homefront Missions: VA hospital visits, ceremonies to honor retirees, veterans' monthly birthday parties, used furniture deliveries, Honor Flights, parades, Snowball Express, Wreaths Across America. Groundbreaking/new home/key ceremonies: These will be heavily restricted due to privacy concerns (PERSEC).

Dedication: Any Dedication event: bridges, roads, statues, highway signage

MULTI-CITY/MULTI-STATE

If you answer "yes" on Multi-State, you **MUST** answer "yes" on Multi-City.

MOD INSTRUCTIONS

Any instructions for the mods/mission control approvers please note them here.

If you want the mission sent to multiple states, please list the states here.

If hero was a member of the USMM, USAAC or USAAF during WWII, **OR** a graduate of the Merchant Marine Academy, please make note of that in this section so mods/mission control approvers may address this appropriately.

If honoring individuals who helped the US during previous wars (ie, British, French, etc. during WWII, Hmong and Laotians during Vietnam), please make a note of that here.

Anything else you would like the mods/mission control approvers to know.

ABOUT THE MISSION - HERO or EVENT NAME

Do not use ALL CAPS in any field beyond this point.

Select the type of mission in column to the left. Based on if the mission is for an **INDIVIDUAL** or a **GROUP**, you will type into the field the information requested by the **highlight in green**.

MISSION TYPE	IF THE MISSION IS ABOUT	
	AN INDIVIDUAL , INSERT:	A GROUP , INSERT:
Honor, ANC or Memorial	COMPLETE NAME ONLY (NICKNAME ALLOWED) <ul style="list-style-type: none"> John J. "Skitter" Smith John J. (Skitter) Smith John J. Smith III (note: no comma) John J. Smith, Jr. (note: comma) <u>NO RANK, CIVILIAN OR MILITARY TITLES, OR AGE IN THIS FIELD</u>	NAME OF GROUP <ul style="list-style-type: none"> The Moving Wall Escort
Honor or Memorial	American Hero (If name not provided)	American Heroes (do not list individual names here)
Send-Off	Military Member Send-Off (note: OPSEC)	Military Unit Send-Off (note: OPSEC)
Welcome Home	Military Member Welcome Home (note: OPSEC)	Military Unit Welcome Home (note: OPSEC)
HOTH: <ul style="list-style-type: none"> Groundbreaking Key New Home Snowball Express Wreaths Across America 	Groundbreaking Ceremony (note: PERSEC)	
	Key Ceremony (note: PERSEC)	
	New Home Ceremony (note: PERSEC)	
		Snowball Express
		Wreaths Across America
HOTH (any other, not classified previously)	WHAT - WHO *** <ul style="list-style-type: none"> 100th Birthday Celebration - John Q. Adams 	WHAT - WHO OR WHAT *** <ul style="list-style-type: none"> Appreciation Dinner - Gold Star Mothers Honor Flight
Dedication	WHAT - WHO *** <ul style="list-style-type: none"> Flagpole Dedication Ceremony - John Q. Adams 	WHAT - WHO OR WHAT *** <ul style="list-style-type: none"> Highway Sign Dedication - "Red Arrow" Highway Tar Offensive Statue

	<ul style="list-style-type: none"> • Auditorium Naming - John Q. Adams 	
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***Setting up the field this way should eliminate the possibility of people posting condolences on missions that are not are honor missions.

Note: names not disclosed due to PERSEC; unit/individual identifiers not disclosed due to OPSEC.

Once you type the information in the field, do not add any trailing spaces or commas.

This field is the most important field on this submission form. If you make a mistake here or do not follow instructions the resulting error/non-compliance will reverberate to the mission calendar, searchable database, and the mission notification email. This will create a situation where the information needs to be changed by hand in multiple locations. Please. Be. Careful.

PRIMARY BRANCHES:

Make a selection here ONLY for Honor/Memorial/ANC missions. If the mission involves a female who served in WWII, do not make a selection.

RESERVE BRANCHES:

Make a selection here ONLY for Honor/Memorial/ANC missions. If the mission involves a female who served in WWII, do not make a selection.

- ANG - Air National Guard
- ARNG - Army National Guard
- USAR - US Army Reserve
- USAFR - US Air Force Reserve
- USCGR - US Coast Guard Reserve
- USMCR - US Marine Corps Reserve
- USNR - US Navy Reserve

WOMEN OF WWII:

Make a selection here ONLY for Honor/Memorial/ANC missions for females who served in WWII.

- ANC - Army Nurse Corps
- WAAC - Women's Army Auxiliary Corps
- WAC - Women's Army Corps
- USNNC - US Navy Nurse Corps
- WASP - Women Airforce Service Pilots
- USCNC - US Cadet Nurse Corps
- SPAR - US Coast Guard Women's Reserve (Semper Paratus - Always Ready)
- WAVES - Women Accepted for Volunteer Emergency Service (US Navy)
- USMCWR - US Marine Corps Women's Reserve

EMS/EMT, FIRE, LEO:

Make a selection here ONLY for Honor/Memorial/ANC missions

STATUS:

Make a selection here ONLY for Honor/Memorial/ANC missions:

Active-Duty: Military non-combat related death due to illness or non-combat accident; LEO duty-related death

Retired: Confirmed by DD214 or military ID card. Select either Retired or Veteran, do not select both. If retired, use Retired. If not retired, select Veteran below.

KIA: Killed in Action (military combat-related death)

POW/MIA: Prisoner of War/Missing in Action (confirmed by DD214, POW Medal, National Archives database)

PGR: Patriot Guard Member. Honor/memorial missions for PGR members do not require they be military veterans.

Veteran: Service member who is no longer active duty and did not retire. Select either Retired or Veteran, do not select both. If not retired, select Veteran. If retired, use Retired above.

BATTLES/CONFLICTS/WARS SERVED:

Make a selection here ONLY for Honor/Memorial/ANC missions:

WWII: WWII (does not include WWII *occupation*)

Korea: Korean War

Vietnam: Vietnam War

Gulf/ODS: Persian Gulf War, Gulf War, Operation Desert Storm/Shield; 1990-1991

WoT: Global War on Terror, anything post-9/11/2001

Lebanon/Grenada: 1982/1983, respectively

Panama: 1989-1990

NOTE: If honoring individuals who helped the US during previous wars (ie, British during WWII, Hmong and Laotians during Vietnam), please make a notation in the mod instructions area to flag the mods/mission control approvers for special handling.

ABOUT THE HERO/MISSION:

For an individual, the **only** information that is allowed in this field is a short bio, limited to military/public service experience, military rank earned, military awards received. Think sentences, not paragraphs. Individual states may indicated on a separate line at the bottom of this section if this is a multi-state, multi-day mission as is its custom:

This is a three stage mission to be held over two days.

For a group mission (ie, American Heroes), names of the individuals may be listed here, utilizing the same criteria set forth above for an individual.

NO: Cause of death; indicating if a person is homeless; listing of surviving family members; personal statements/slogans/quotes/Bible verses; farewell messages from the RC about conducting his/her last mission; statements indicating that a funeral home is in charge of all arrangements; statements that the PGR is invited by the family, or that the PGR is honored to accept the mission; "I" or "we" statements. Do not insert additional formatting - bold text, colors, previously "linked" email addresses, maps, or obituary (just provide the URL).

If you are using rank in this summary, correct rank abbreviation by branch of service may be found here at <https://www.defense.gov/About/Insignias/Enlisted/> for enlisted and <https://www.defense.gov/About/Insignias/Officers/> for officers.

For an event, the **only** information that is allowed in this field is a brief summary of the event; a website link for the event is welcomed. Individual states may indicated on a separate line at the bottom of this section if this is a multi-state, multi-day mission as is its custom:

This is a three stage mission to be held over two days.

NO: Long, multi-paragraph write-ups regarding the history of the event; mission statements for the event or the organization sponsoring the event; schedule of the event listing dignitaries.

STAGING #1 DETAILS

This section is specific to Staging Details. You can input up to four staging events. If a multi-day mission, please complete one staging for each day.

DATE

First day of the mission. Include the other dates and specific details in the next staging section.

TIME

HH:MM:AM/PM format, ***civilian time only***. No military time, no time zones.

LOCATION

Name of business location on the first line

Physical street address (no city or state) on the second line

*Salem United Church of Christ
217 Salem Circle*

Do not include additional spaces or commas at the end of either line.

NO: residential addresses; phone number for the venue; driving directions to the location

CITY

List the city where this staging will take place. Do not include additional spaces or commas after the name of the city.

Plymouth

STATE

List the State where this staging will take place.

ZIP

List the zip code where this staging will take place (optional).

MAP URL

Include Tiny URL or Map URL of Staging area here.

NO: labeling of the URL as "map" or "map to funeral home".

SPECIAL INSTRUCTIONS

Please keep it brief (high-level, "big picture" information; macro-manage, not micro-manage)!

"Tell me something I don't know." Do not include general, blanket statements which could apply to ***every*** mission. If it can be equated with ***basic, common sense*** information such as telling someone not to run with scissors, do not include it (this is a partial list, but you get the idea):

Watch the weather and dress accordingly
Ride/drive within your abilities
Hydrate
Please read the entire mission post
Flag line at the direction of the RC/funeral director
Cages and/or motorcycles are welcome. If your mission specifically does not allow/bans one or the other, ***then*** put it in special instructions.

Specifying "parking lot" for staging. *If you need to reference a specific parking lot when there are multiple options (north, south; front, rear), or which parking lot entrance to use (off of Smith Street), or if members should park on the street instead of in the parking lot, then specify it.*

Members can attend all of a Mission or any part of the Mission.

Please arrive on time with a clean 3x5 American Flag, dress for the weather, and ensure your large flags are properly placed and securely attached.

Statements must be **specific to the mission at hand:**

A portion of this mission will travel on gravel roads

We will be parking on grass, please bring a kickstand mat

Helmets are required in Missouri

Due to the weather forecast, please cage

Statements that **require you to "do this" in order "to participate in that"** are **allowed:**

You must attend the briefing in order to ride in the escort.

The National Cemetery is a Federal Reservation and no weapons are allowed.

The following items are required to ride on the military base: helmet, leather gloves, etc.

Please have your approved ID and insurance card ready for inspection to enter the installation.

Please list events in **chronological** order, keeping it brief, using civilian (not military) time:

Brief: 10:00 a.m.

Flag line: 10:15 a.m.

Service: 11:00 a.m.

Escort: 12:00 p.m.

Flag line at graveside: 12:20 p.m.

"No Borders" - the PGR is a National organization with no borders. Reference to Arizona Patriot Guard Riders, Patriot Guard Riders of Georgia, etc. is incorrect. Simply use "Patriot Guard Riders" or "PGR". If posting a multi-state mission where numerous PGR groups may be participating and you need to distinguish one from the other, please refer to them as "our PGR brothers and sisters from {state/region}".

Due to legal implications, do not include blanket "safety statements/paragraphs". Any statements or admissions regarding or acknowledging liability that is reduced to writing and posted may be used against the PGR in a court of law. Therefore, the PGR does not publish its position on these matters on mission posts on National.

Please do not duplicate information - give information only once.

~~STAGE: 1:00p, Fri. 2 Mar 18, Goldman-Schupp Funeral Parlor, 123 E. Cherry, Anytown, USA~~

~~Briefing: 1:15 pm, Fri. 2 Mar 18, Goldman-Schupp Funeral Parlor, 123 E. Cherry, Anytown, USA~~

~~Flag line: 1:30 pm, Fri. 2 Mar 18, Goldman-Schupp Funeral Parlor, 123 E. Cherry, Anytown, USA~~

A time zone may be listed here.

Driving directions to a venue may be listed here.

We do not publish any flight information (airline, flight number, arrival/departure time).

The time format for the staging time is set to **civilian** time. Times listed here must be **civilian** (not military) time. This will ensure a consistent time format throughout the entire mission post.

If you have assistant ride captains, flag captains, support vehicles, RCITs, schedulers, etc., please list them here, not in the ride captain area.

Flags/Bike Flags/Water

Make the appropriate selections.

Ride Captain Info

Name and contact info for **one** ride captain. No titles (RC, RCIC), positions held (President, VA BOD) or military rank (USA SGT)

Please list the name on one line, and at least email or phone number on the next line:

*Joe Smith
123-456-7890*

If no RC is available at time of mission submission, please put TBD (submitter's name will be used as POC until an RC is identified).

TBD: POC Joe Smith

Do not list an RCIT as an RC for any mission.

Staging #2, #3, and #4 Details (If Needed)

Same instructions as above for primary staging, use only if needed. If not needed, simply leave blank.

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Once your mission request is submitted, if you need to ***make a change, correction, or issue a stand down***, please drop an email to the moderators at mods@patriotguard.org. Please use this same email address if you have a question which you need answered.