

Purpose of Protocol/SOP

Because of recent and anticipated frequency of death of Chapter Members, a Protocol/SOP is being developed to establish the potential actions that Chapter Members could perform at the funeral or memorial services.

Personal Involvement and Assignments

#	Assignment	Chapter Person Responsible
1.	Notifications to Chapter Members of Chapter Member's Death	Secretary
2.	Coordination with Deceased's Family	Secretary
3.	Person Responsible for Bringing USB Containing SF Creed and "Ballad of Green Beret"	Webmaster
4.	Person Responsible for Bringing Boom box to play the "Ballad of Green Beret" in case Video Capability is not Available	TBA
5.	Person in Charge of Last Roll Call at Deceased Services	President
6.	Person Answering Roll Call on behalf of Deceased Chapter Member	TBA
7.	Person Responsible for Publishing Obituary on Chapter Website	Webmaster
8.	Person Responsible for Providing Obituary to National	Secretary
9.	Firing Squad	Military Honor Guard
10.	Playing of Taps	Military Honor Guard
11.	Folding & Presenting American Flag to Deceased's Next of Kin	Military Honor Guard
12.	If Applicable, Preparation of Certificate Of Appreciation	Webmaster
13.	If Applicable, Etching Deceased's Name & Membership Number on Back of Challenge Coin	Webmaster
14.	If Applicable, Preparation of SFA Award of Excellence Medal & Ribbon Presentation Kit	Webmaster

An email notification of the Chapter Member's Death will be sent by the Chapter Secretary to all Chapter Members containing the following information:

1. Name of Deceased Chapter Member
2. Date of Death
3. Location of Death
4. Date of Funeral or Memorial Services
5. Time of Funeral or Memorial Services
6. Location of Funeral or Memorial Services
7. Assembly Location for Attending Chapter Members
8. Time for Assembly of Attending Chapter Members
9. Dress Code for Attending Chapter Members

10. Person in Charge of Attending Chapter Members
11. Person Answering Roll Call on Behalf of Deceased Chapter Member
12. Function to be Performed at Deceased Funeral or Memorial Services

Functions To Be Provided at Deceased's Funeral or Memorial Services

1. Comments about Deceased Chapter Member by Person in Charge
2. Singing and playing of the "Ballad of the Green Berets" by Attending Chapter Members
3. If applicable, presentation of any of the following awards to Deceased's Next of Kin
 - a. Framed Certificate of Appreciation
 - b. Chapter 32-50 Challenge Coin with Deceased's Name & Membership Number etched on coin
 - c. SFA Award of Excellence Medal and Ribbon Presentation Kit

Last Roll Call Functions by Attending Chapter Members

1. Person in Charge (PIC) will prepare list of attending Chapter members for roll call purposes.
2. At the designated appropriate time in service, the PIC will make any appropriate remarks about the deceased chapter member to the people attending the service.
3. After any remarks by the PIC, he will yell "Fall In!" and the attending Chapter Members will stand up and line up in a straight row behind the behind.
4. At this time, the Special Forces Creed and "Ballad of the Green Berets" will be displayed and played with the existing audio/visual system.
5. If an audio/visual system is not available, the "Ballad of the Green Berets" will be played on a boom box.
6. When the "Ballad of Green Berets" is played, the attending Chapter Members will sing along when the Ballad is played.
7. After the Ballad has played, the PIC using the list of the attending Chapter Members he had prepared, will yell out **"Answer Here When your Name Is Called!"**
8. When an attending Chapter Member's name is called, he will take one step forward, render a snappy salute and yell **"Here Sir!"** and step back in line.
9. The last name called by the PIC will be the Deceased Chapter Member as follows:
 - a. **"SMITH"** (or whatever the deceased's last name is) followed by silence.
 - b. **"SERGEANT MAJOR SMITH"** (or whatever the deceased's last name is and his last known rank) followed by silence.
 - c. **"SERGEANT MAJOR RAYMOND SMITH"** (or whatever the deceased first and last names are and his last known rank)
 - d. At that time, the Chapter Member who has been assigned to answer for the Deceased Chapter Member will do the following:
 - i. Step forward one step
 - ii. Render a snappy salute

- iii. Yell out very loudly saying **“Sir, SERGEANT MAJOR RAYMOND SMITH has departed to prepare the final drop zone for a Safe Landing for all Chapter Members!”**
- iv. Step back in line.
- e. At that time, the PIC will yell out **“FALL OUT!”** and the attending Chapter Members will be seated.