

# **SOP FOR WASHINGTON STATE PATRIOT GUARD RIDERS RIDE CAPTAINS**

**The following Standard Operating Procedures have been developed based on procedures set out by the National Patriot Guard Riders, state and local procedures, and the experience and knowledge of past and present Ride Captains, District Captains, Assistant State Captains and State Captains. This set of procedures is a “Best Practices” document, and is a dynamic set of Procedures in that it is updated periodically to fit the practices and procedures of the Patriot Guard Riders of the State of Washington.**

**Mission Classification Types; Confirmed, Memorial, and HOTH.**

## **Posting Missions to National:**

If you, as a Ride Captain, have been assigned a mission, and have the mission notification that you want to have posted with National, email your Mission Notification to your District Captain, with a copy to your Assistant State Captain and the State Captain. The DC will request through National that it be posted on the National website for Washington, and will copy the ASC, the SC, and [notify@pgrfwa.org](mailto:notify@pgrfwa.org) .

No one shall post missions to National except for the District, Assistant State Captains or the State Captain. Additional information collected from contact with the family, the funeral director, the military, etc., after the mission has been posted with National, will be forwarded to [mods@patriotguard.org](mailto:mods@patriotguard.org) for updating the Mission Posting, and this updating of a posted mission may be done by the Ride Captain assigned the mission. All updates sent to Mods for an already-posted mission shall be copied to the DC, the appropriate ASC, the State Captain, and [notify@pgrfwa.org](mailto:notify@pgrfwa.org) .

## **Formatting of a Request for Mission Posting with National:**

The initial Mission posting will be completed by the Ride Captain for the Mission, and submitted to their District Captain for posting with National, and shall be formatted as follows:

**Subject line will read:** PGRofWA: Date, (DD MMM YYYY) Name, Rank, Branch of Service, (KIA if Appropriate) Combat Arena if applicable, Location of Services)

**EXAMPLE:** PGRofWA, 06 JUL 2015 John L. Jones, Sgt. USMC, Vietnam, Covington, WA.

Email Text body shall be formatted as follows:

Ladies and Gentlemen of the Patriot Guard Riders, we have once again been requested to (whatever the request from the family is) followed by a brief biography of our Fallen Hero (i.e.- service, combat arena if appropriate, medals and awards, and a *brief* career outline). This can be followed by a brief history of our Hero's civilian life, if appropriate. If the Hero is a close friend or relative of the Ride Captain heading the mission, this is the appropriate place to add a FEW words regarding that relationship.

MISSION THREAD: (copied and pasted here by [notify@pgrofwa.org](mailto:notify@pgrofwa.org) prior to Statewide posting)

MISSION DATE: (ex.) Monday, 06 JULY, 2015

STAGING LOCATION: (exact addresses work good here for all of those who use GPS)

MISSION PLAN:

(times) (activities)

(times) (activities)

(times) (activities)

Primary Ride Captain: Joe "Roadname" Smith, email@whatever, Phone Number

Second Ride Captain: Bill "Roadname" Jones, email@whatever, Phone Number

RCiT (if used): Andy "Roadname" Smith, email@whatever, phone number

Support Vehicle(s): Names, email addresses, phone numbers

You may add special notes here regarding items such as the forecast weather, distances, special precautions, and so forth. Keep it brief, in order to avoid confusing members with too much information.

Signed by you  
Name, Position, email, phone number

***Remember, these mission postings will be viewed by everyone in the nation, so keep them professional and correctly formatted. Failing to do this may result in a mission posting request getting bounced back to the State Captain by Mods for corrections and proper formatting, because it is the State Captain's approval that went with it to Mods. This will usually result in the State Captain forwarding it back down the line for corrections.***

### **District Captains Posting to National:**

District Captains, when initially posting a mission to National, shall use the following format to forward posting requests:

TO: Mods

CC: Notify, SC, ASC, RC(s) assigned to Mission

Subject: (ex.) PGRofWA, 06 JUL 2015 John L. Jones, Sgt. USMC, Vietnam, Covington, WA

Text Box:

**Mods: Please post the following as a (Type of) Mission, approved by the State Captain. If you have any questions or concerns please call me ASAP at (123) 456-7890.**

**Thanks for all your help.**

**Respectfully,**

**Your Name, Title**

**This will prevent mission categories from being changed by National because they had to guess at the category. If National responds saying they have changed the category of a mission after you specifically requested the category you feel it should be in, AND you used the above message stating that it was approved by the State Captain, you need to immediately bring it to the SC's attention. He/she will then be able to communicate to Mods the correct category for the Mission to be posted in.**

### **Updating Posted Missions:**

Ride Captains may add updated information to the mission announcement at the top of the mission thread by emailing [mods@patriotguard.org](mailto:mods@patriotguard.org) and cc'ing the District Captain, any other Ride Captains assisting, the Support Vehicles, and [notify@pgrfwa.org](mailto:notify@pgrfwa.org).

At the bottom of the request, please copy and paste the mission thread.

### **Format for this Updating request is as follows:**

Subject Line of email: Current title of the mission thread EXACTLY AS LISTED ON THE NATIONAL SITE. (This insures that mods can find the correct mission easily – it is usually best to cut and paste.)

### **Text of the request:**

Mods: (NOT “Mystical Mods” – they do not like that title)

At the request of the Wa. State Captain, please update this mission as follows) and include only pertinent information that needs to be changed in the update. (cont.)

Followed by:

Your Name

Your Title (Dist. Captain / Ride Captain)

At the bottom of the request, please copy and paste the mission thread.

### **STATEWIDE NOTIFICATION:**

Because Statewide Notification ([notify@pgrfwa.org](mailto:notify@pgrfwa.org)) will already have a heads up as a result of being copied on the National notification, they will watch for the reply from National that the mission has been posted, they will copy and insert the Mission Thread into the Mission Notification as soon as National returns it as posted, and will post it to Washington Statewide. If the request is EXTREME SHORT NOTICE (24 hrs or less) the Washington Notification team must be contacted by phone by the District Captain making the posting request, as a follow-up to the email request. This will ensure that the mission gets posted to Statewide at the earliest possible time.

### **PLAQUE ORDERING:**

Please refer to the current “Plaque Ordering” Procedure, and the “Current Plaque Policy”, (Appendix One and Two) both attached at the end of this document.

### **MISSION RESPONSIBILITIES**

#### **Primary Responsibilities:**

##### **Mission Ride Captain:**

After receiving contact information from the District Captain, or mission approval if you were the originator of the mission request:

- • Establish contact with the family through the CAO, or other contact, explain the PGR, what we do and why we do it, and ask if they would like us to attend or assist in the services for their family member (This will not apply if the invitation came through you as a friend or acquaintance of the family). After receiving the invitation, determine through the contact what portions of the service they would like us to participate in. (i.e.- Airport to Funeral Home Honor Guard, Flag Line at Memorial/Funeral Service, Honor Guard to Cemetery, Flag Line at graveside, etc.)

- • Immediately upon receiving the information that we have an invitation, begin your preparations for formulating a Mission Posting, which will include planning times, a staging location, route(s), etc. Then after completing the request for Mission Posting, and forwarding it to your District Captain (and cc: the State and Assistant State Captains, and Statewide Notify) for posting with National, accomplish the following:

**a.** Order a Plaque for the family (if a KIA, or if time allows for veterans),

(refer to “Current Plaque Policy” for details) Note: If ordering from National, the mission

must be listed on the “Confirmed Mission” list on the National Website prior to plaque ordering.

**b.** If the fallen has small children, consider stuffed animals as gifts to present to them from the PGR. (This is a service we currently have available through a volunteer, and may be subject to change)

- • At some point during the days prior to the mission, you will need to discuss the plaque presentation with the family contact and/or the funeral director. The Plaque presentation can be done during the Service or privately either before or after the service. Again the primary goal is for us not to intrude, and to adapt to whatever is most desirable for the family.
  
- • Finalize your ride plan, keeping in mind that the Staging location should be as close to the Mission site as practical, to minimize traffic interference. Scout/Pre-Ride the area as close to the date of the Mission as possible, to identify any construction, traffic hazards, or other issues that could cause a problem getting from Staging to the Mission site. There may need to be a “Multi-Phase” ride plan, depending on the complexity of our participation. Contact the cemetery (if applicable) to have flag lowered to half-staff.
  
- • Post any details to the mission thread that were not included in the original Mission notification, by having National update the initial post with the current information. If there are some dates/times unknown (i.e. airport Honor Guard) indicate that we will be doing (indicate task) and details will be added when available. Update as necessary when new information is received; however, to minimize the number of updates, attempt to get all pertinent information initially so as to avoid confusion. Be certain that you do not violate Operational Security rules on any posting to either National or Statewide. We do not list military unit designations below Battalion level, or specific street addresses, Church names, Funeral Home names, or any other specific information on these postings. That information is reserved for the Mission Briefings. If you have questions regarding OpSec, feel free to contact State Leadership.
  
- • Statewide emails may be sent through National to OR, ID and MT, if needed. Approval must be requested and received from the State Captain prior to requesting cross-state-line postings, with the exception of Northern Oregon, with whom we have a long-standing agreement. (see National SOP for Multi-State Missions (Appendix Three), attached to this Document).
  
- • Using the “Pre-Mission Briefing” template (attached, Appendix Four), customize that document to match the parameters of your mission in preparation for the mission briefing. Make sure to leave sufficient time in the Ride Plan for the briefing, travel to the Mission Site, Etc. Depending on the size of the turnout, and the weather conditions, up to ½ hour can be needed for the briefing and gearing/mounting up.

## **DAY OF MISSION:**

### **Primary Ride Captain:**

- • Arrive at Staging Point early; you may be surprised how early people begin to arrive.
- • Designate a couple of members to circulate the Ride Waiver sheets. You may not have time to do this yourself.
- • At the designated time, present the Ride/Safety Briefing as prepared above.

### **Secondary Ride Captains:**

Based upon the Main ride plan;

- • Plan to arrive at the staging area in time to provide any organizational assistance requested by the mission ride captain.

### **DURING THE MISSION (Primary Ride Captain):**

- • During the mission you will need to be available to deal with contingencies, Law Enforcement, CAO, Family, the media, etc. Ride captains should not plan on holding flags, as they need to be able to react as needed. (Other than providing a break to a line member).
- • Let the CAO and Funeral Director know, in advance, what your plan is (lining up the flags, Plaque presentation, Honor Guard to the interment site, etc).
- • Coordinate with the Funeral Director/Church Official as to where you will park the bikes.
- • See if we have access to a restroom, water etc.
- • Answer any questions he/she (Funeral director / CAO/Pastor/Priest) has.
- • Introduce yourself to the escort service (if there is one), or any LEO that will be providing escort service.
- • Present Plaque, coin, and bears (if applicable) to the family at the appropriate time. (Preferably at the close of the Military Honors, unless specifically planned to do otherwise).
- • Pick a couple of R/C's for perimeter watch if necessary (for UG's/bike security)
- • Set up the Flag line to where family and friends will be protected from any U/G's during the service if they make an appearance.
- • Ensure that all service flags are at the head of the flag line with the Branch of Service we are honoring first, and then place them in order after that (Army, Marine, Navy, Air Force, Coast Guard, POW/MIA). Keep all American flags level, and above all, don't dip them. Service, POW/MIA and PGR flags will be dipped during "Present Arms".
- • If the graveside service is going to be at a location different than where the service is being held, have your flag line detail move out quietly with no excessive rapping of pipes.
- • Above all, be sure that the family members and guest are shielded at all times by the flag line, or procession Rolling Honor Guard.
- • Make sure that the departure from the service to the gravesite occurs in a planned and orderly manner.
- • Finally, anything else that comes to mind that seems important, check with your more senior RC's for advice.
- • Remember, flexibility, patience, tolerance and respect.

### **AFTER MISSION:**

- • Make sure that the departure on foot from the service location to the Support Vehicle occurs in a planned, **quiet**, and orderly manner.
- • Do not break down the flags until you have reached the support vehicle.
- • Prior to dismissal, hold a debrief of the mission, allowing members to have the chance to voice their comments, questions, feelings or concerns, if they have any.
- • After completion of the mission, prepare and post a Mission report (attached, Appendix Five) to your District Captain.

## **COMMUNICATION WITH NATIONAL**

Any communication with National, for other than Mission-related notifications, must have gone through your chain of command first. If you are not satisfied with the resolution of the issue at each step in the chain, you may request that it go to the next level. This allows us to resolve minor issues at the appropriate levels, without overwhelming leadership with possibly minor issues.

## **INACTIVITY IN LEADERSHIP ROLES**

### **INACTIVE DISTRICT CAPTAINS:**

- • District Captains inactive for more than 30 days with no contact with the State or Appropriate Asst. State Captain will be considered as having resigned.
- • The decision to remove them from this position will be made by the State Captain, at which time their District and Ride Captain privileges will be revoked, and the inactive District Captain will be returned to “Member in Good Standing” status.
- • A new District Captain will be appointed by the State Captain for that District

### **INACTIVE RIDE CAPTAINS:**

- Ride Captains inactive for more than 90 Days with no contact with their District Captain, their Assistant State Captain, or the State Captain will be considered as having resigned. Also, any Ride Captain who does not RC at least one mission every six months without good cause will be considered as having resigned.
- The decision to revoke their Ride Captain status will be made by the State Captain, at which time the inactive Ride Captain will be returned to “Member in Good Standing” status.

## **BECOMING A RIDE CAPTAIN**

### **Application for Washington State PGR Ride Captain:**

#### **To Volunteer, you must have:**

- • a current Washington State Driver's license with Motorcycle Endorsement.
- • Proof of insurance due to missions on military establishments.
- • If the State Captain approves your nomination, you will begin a minimum 90-day probation period and be placed in a “Ride Captain in Training” status.
- • You will be required to complete all phases of the Ride Captain Training Program (form attached, Appendix Six) during probation.
- • Your District Captain, Assistant State Captain, the State Captain, and other Ride Captains will evaluate your performance during this probationary period.
- • After the completion of the 90-day probation period and the required training, a recommendation to make Your Ride Captain status permanent may be initiated by your Dist. Captain, with your ASC copied on the request, to the State Captain, whose approval will complete the process.
- • Once accepted, you are expected to serve for a minimum of one year.

**WASHINGTON STATE DISTRICTS**

**(For District Leadership, see the State Website under “Your leadership”)**

**NORTH WESTERN DISTRICT:**

Everything West of Snoqualmie Pass, from Canadian border to King County/Pierce County Line

**PENINSULA DISTRICT:**

Everything North of Grays Harbor County, Mason County, and West of the Narrows Bridge, including the Island Counties

**WEST CENTRAL DISTRICT:**

Everything within Gray’s Harbor, Mason, Thurston, and Pierce Counties.

**SOUTH WEST DISTRICT:**

Everything West of Snoqualmie Pass, from Pierce county Line to Oregon Border

**NORTH EAST DISTRICT:**

Everything East from Snoqualmie Pass to the Idaho State Line, and from the Canadian border to I-90 as far east as Vantage, then continuing East, everything North of SR 26 to Colfax, then everything North and East of US 195 to SR 270, and everything North of SR 270 to the Idaho State Line.

**SOUTH EAST DISTRICT:**

Everything East from Snoqualmie Pass to the Idaho State Line, and from the southern boundary of the Northeast District South to the Oregon State Line.

All Ride Captains shall be under their District Captain mentioned above, and under their Assistant State Captain, and the State Captain, and shall serve at the discretion of the State Captain.

SEE ATTACHED APPENDICES

**END OF RIDE CAPTAIN SOP**

**(Draft Revision 07-01-2015 – PGRSC)**



## APPENDIX ONE

### PLAQUE ORDERING PROCESS FROM NATIONAL National PGR Plaque Policy (from [plaques@patriotguard.org](mailto:plaques@patriotguard.org))

June 23, 2010

Discussion: This is not a revision to our policy. It is a simple re-write to attempt to clarify some items that we have had questions on

#### **Guidelines:**

1. Plaques will only be approved/ ordered for “Confirmed” missions.
2. Patriot Guard Riders (National) will pay for one (1) plaque. The ONLY blanket exception is if the parents of a KIA are separated or divorced, we will pay for two plaques if that information is provided at the time of the order.
3. Plaques must be ordered no later than 2 weeks after the Mission date.
4. Overnight or second day shipping costs must be paid by the State, person ordering, or appropriate in-state contact.
5. Additional plaques not covered by National must be paid for by the State, person ordering, or appropriate in-state contact.
6. Plaques must be ordered via the process listed below. I understand there are occasional circumstances not under our control (website outages, etc...) that may require us to do what is required to get orders placed. These exceptions are just that, exceptions and not the rule.
7. When ordering, let “Plaques” know if you want expedited shipping or additional plaques, and a contact number will be sent to you for purposes of providing payment for same.
8. We (the Treasurer and Plaque Representative) are tasked with maintaining accountability of funds and orders. In order to do this we must require the following process,

#### **To Order:**

1. Mission must be posted in the “Confirmed Missions” folder. Including the link to the Mission thread with the plaque order is very helpful and appreciated.
2. Verify the spelling of the name, and the rank if at all possible. The suggested method is to use the DOD announcement and/or the assigned CAO. If possible, find out if there will be a posthumous promotion and include this information with the order.
3. Send your request to [Plaques@patriotguard.org](mailto:Plaques@patriotguard.org) . In the subject line state “Plaque Request (Soldiers Name).”

If the PGR mail server is down, please send the request to: [daperrygirl@gmail.com](mailto:daperrygirl@gmail.com).

4. In the body of the email, include the following, in this order:
  - a. Soldiers Name
  - b. Branch of Service
  - c. Rank
  - d. Name and address of where to ship to. WE CANNOT SHIP TO PO BOXES.
  - e. If the plaque is for a Veteran, First Responder, or PGR Member, please let us know as we can include that on the plaque. If they are a Veteran, please let us know if they served in a Wartime Theater. If a First Responder, please include the pertinent information (IE: King County Sherriff, Orange County Firefighter, etc...)

## APPENDIX TWO

### CURRENT WASHINGTON STATE PLAQUE POLICY

Given our current financial structure, the following requirements will apply to all commemorative plaques requested and/or ordered in the course of our Missions.

1. Where time allows (typically 7 days in advance of mission date) any plaques requested will be done through National. This process results in zero cost to us in the state. There is a process to do this, and if you are not familiar with it, please see Appendix One, or contact your District Captain, ASC, or State Captain regarding this process.
2. ALL KIA's will receive a plaque. If lack of time to order from National is the case, the Plaque request **must** be approved by the State Captain, prior to ordering. This lets us get the payment process in motion for our local supplier. (For those concerned about picking up plaques for distant missions (over 75 miles), our local supplier can, for a very nominal fee which is added to the cost of the plaque, get it to you overnight via UPS. This additional service must be included in the initial plaque request.
3. For all veterans' missions (NOT KIA's), where a time constraint is an issue, please remember that plaques can be ordered from National for up to two weeks following the Services date. It may be necessary to arrange a Post-service presentation of the plaque in this event. If this is absolutely not possible, we have authorized a Washington PGR coin, in presentation case, to be presented to the family in lieu of a plaque. Coins presented by the Ride Captain in these instances are replaced at no cost to the RC. However, if this option is chosen, you must fill out a coin reimbursement form to submit for replacement of the coin.

Please know that this policy is not cast in stone, and if, at some point, we reach a financial standing whereby cost is no longer an immediate concern, we may change it. For the time being, however, we need all RC's and DC's to insure that this procedure is followed. Both the format preferred by Big John's Trophies, and the process and details required for ordering from them is attached.

## **APPENDIX THREE**

### **Multi-State Mission/Event SOP**

The purpose of this document is to ensure proper communications and approvals have been made between all States in preparation for a multi-state mission prior to the PGR being committed to participate. The following procedure must be followed when there is a request for a single PGR mission/event that involves participation from more than one State.

1. The individual that receives the request must forward the mission request to their State Captain and wait for their input and approval prior to taking any further action.
2. The initiating State Captain will forward the request to the other State Captain(s) whose State(s) are affected by this request with a copy to the Pacific Regional Captain.
3. It will be at the discretion of each individual State Captain as to the extent of involvement from their respective State. These State Captains should communicate their intentions back to the requesting State Captain with a copy to their Regional Captain.
4. Once it is determined which States will be involved in the mission the initiating State will send a mission posting request to Mods. Multi-State missions are generally in the Memorial or HOTH category and these missions must be within our current guidelines set forth by our mission statement.
5. There will only be one mission thread regardless of the number of States involved. This will make it easy to follow the progress of the mission from one State to another until completion.
6. Individual States will be responsible for requesting their own Statewide email in regards to their participation in the Multi-State mission/event.

James “Sneakysnake” Davis  
National BOD, Vice President, Ride Captains

## APPENDIX FOUR

### PRE-MISSION BRIEF TEMPLATE ( To be modified by the RC as needed)

#### PRE – MISSION BRIEF (Start ON TIME ! ) GET U.S. FLAG FOR PLEDGE

(You can alter everything in **RED** to fit the Mission. Then simply “Print”, and close without saving changes or “Save as” )

- **Introduction ( Self , Second and Support Vehicles )**
  - **Welcome, and Thank You (Make sure they understand importance of THEIR presence.)**
  - **FLAG(s) PRESENTED FOR PLEDGE OF ALLEGIANCE**
  - **Pre-Mission Invocation IF YOU WISH. (Personal and membership preference)**
  - **New Members? 1st Time Riders ? WELCOME ! (if so, see me after the mission)**
  - **Has everyone signed the waiver? Pass it around.**
  - **WE ARE HERE TODAY TO HONOR ( HERO’s Name, Rank, Branch(es) of Service, Periods of Service (i.e. – WWII, Vietnam, etc.) Medals and Awards (if known), and DATES and Details if KIA.**
  - **MISSION OVERVIEW (Example only- Substitute Your Mission details in place of these)**
    - **Flag Line at the Church, followed by Escort to Cemetery, with second flag line there**
    - **Family presence (and military background of family if appropriate)**
    - **Quiet in and quiet out ( 5 MPH Max in cemeteries – remember, this is Hallowed Ground)**
    - **Respect and Honor for the Hero is Priority**
  - **FLAG ETIQUETTE ( Demonstrate)**
    - **US Flag vertical *at all times after unfurling until furled following mission***
    - **Call to Attention**
    - **Present Arms (US flag vertical & Service/POW flags @ 45° angle)**
    - **Order Arms**
    - **Wait until back at support vehicle to lower and stow flags**
  - **RESPECT AND HONOR ARE THE ORDER OF THE DAY**
    - **CELL PHONES OFF PRIOR TO FLAG LINE AND THROUGHOUT CEREMONY**
    - NO CAMERAS OR PICTURE-TAKING DURING THE MISSION. THIS MEANS FROM THE BEGINNING OF THE MISSION BRIEF UNTIL AFTER THE MISSION DEBRIEF. THIS IS NOT NEGOTIABLE.**
- #### RIDE SAFETY REVIEW ( Tailor for length and type of ride)
- **HOW MANY ARE NEW TO FORMATION RIDING?**
  - **Newbie’s ride at rear of formation in front of Support Vehicles (explain why)**
  - **Review Staggered Formation and distances – *variable* (impress safety)**
  - **Ride your mirrors (explain)**
  - **Review Hand Signals (RT, LT, Slow to Stop, Single-up, Double-up, Slow down, speed up, close up, debris/hazards on roadway)**

(APPEMDIX FOUR-cont.)

- Lane changes fade from the rear (explain) Be patient & maintain speed
- If slowing using only compression, flash your brake lights to signal others
- Review “Cookie-crumbs” technique in event that Formation gets separated
- Support Vehicles handle any breakdowns
- Fill open spot from the rear, same line – NOT SIDE TO SIDE
- We will have a SUPPORT vehicle (explain, introduce again, and *thank support vehicle*)

**ROUTE BRIEFING:**

• Describe routing, beginning with exiting staging area, AND INCLUDE ALL AREAS OF SAFETY CONCERN – i.e. – merge hot zones, heavy traffic areas, lanes of travel, speeds, etc.

• IF MISSION WILL INCLUDE ON-BASE TRAVEL, THOROUGHLY REVIEW REQUIREMENTS BELOW:

• ON-BASE MOTORCYCLE REQUIREMENTS

- Valid Driver’s License WITH Appropriate Motorcycle Endorsement
- Valid, current vehicle registration
- Valid Proof of Insurance
- Eye Protection
- Long-sleeve shirt or jacket
- Full-finger gloves
- Over the ankle footwear
- Full Reflective Vest or Jacket
- For Riders that are “two-up”, valid Identification, protective and reflective gear is required for both you AND your passenger.
- You MUST (both) have your ID and Pass readily accessible as there is a high likelihood of Security asking for it.

***NO FIREARMS, EVEN WITH A CWP/CCP, ARE ALLOWED ONTO THE BASES !***

- Review Ride Order (i.e.- Lead, Second, cages, etc.)
- There will be a POST – MISSION DEBRIEF prior to dismissing after the mission.
- Quiet In and Quiet Out – Honor and Respect is our Mission.
- If the mission will end at Tahoma Nat’l Cemetery or Willamette Nat’l Cemetery, remind everyone that *This is Hallowed Ground*. No revving, slow speed (10 mph recommended) and stop engines as soon as practical. This is out of Respect for the thousands of Heroes already there, and for visiting families and friends.
- REMEMBER, SAFETY IS OUR PRIME DIRECTIVE ON THESE MISSIONS !
- Ask for any questions from members.
- Ask other RC’s for any additional *relevant* comments or concerns, then thank them.
- Remind everyone, “Game faces on”, and Silent and Respectful in the Flag Line.
- Re-state Mount Up Time (if not imminent) .

- Remember, “SEMPER GUMBY”!

## **APPENDIX FIVE**

### **MISSION REPORT**

**(Forward to District Captain)**

**Go to Washington PGR website, in menu on left side, select Ride Captain Documents, then select “Mission Report”. Complete Mission Report, “Save As (Name of Hero)” on your computer, then attach to email to your District Captain. You MUST “Save As” to avoid attempting to change the document that resides on the state website.**

## **APPENDIX SIX**

### **Description of Activities for Ride Captain Training**

Shadow \*Senior Leadership on 2 Missions

(\*Dist. Capt. or above (Min. 1 KIA mission if possible)

Group Riding: Training Exercise

- “Freeway” High Traffic – minimum of four bikes, minimum 50 miles (cumulative)
- “Freeway” Low Traffic – minimum of four bikes, minimum 50 miles (cumulative)
- “Local/Rural” Low Traffic – minimum of four bikes, minimum 30 miles (cumulative)
- 

Shadow Primary Mission R/C on 2 Missions (Min. one with RHG)

Assist primary R/C with 2 mission plans with one as multi-phase mission (exercise)

Pre-Ride (Scout) Mission Route (1-on-1) with Mission R/C

Successfully execute mission under R/C guidance

Present plaque and/or teddy bear to family (exercise)

Mission Report (exercise) 1-on-1 with R/C

Execute entire mission with RC or DC oversight (Final exam)

Recommendations for Approval by DC to SC (copy ASC)

State Captain’s Approval and Promotion

#### **Advanced training:**

Participate in at least one Rolling Honor Guard (set-up for ‘missing man’ for funeral procession): This may include an actual mission, or, a training mission

Training rides will be conducted over multiple weekends (i.e. no more than two on any one day) to allow focus on lessons learned from ride, and to judge commitment to participate in missions.

Training rides will be limited to two, or fewer, RCiT’s at a time. Each outbound ride will be led by a qualified R/C, followed by debrief/Q&A period, then return trip to be led by one of the RCiT’s with a qualified R/C riding as “2nd”.

Training exercise mission will be based upon an already completed mission. RCiT will be given a heads-up of a [training] pending mission, and asked to prepare mission plan for one of the

trainers. Trainer will evaluate mission plan, and discuss with RCiT any issues / concerns / suggested revisions.