

NAVY SEABEE VETERANS OF AMERICA, INC.

NATIONAL HEADQUARTERS



RITUAL AND PROCEDURES MANUAL

AMENDED 2011

RITUAL
PAGES 1 THROUGH 19

PROCEDURES
PAGES 20 THROUGH 40

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REVISED/APPROVED AUGUST 2013

“RITUAL”

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FORWARD

This Ritual is submitted as a compilation of previous Navy Seabee Veterans of America Rituals, with Amendments, deletions in part, as to simplify its content and continue to symbolize the high ideals for which we as a Veterans Organization strive.

All ceremonies are not absolute in their respective content and can be amended, extended, or made brief, as situations exist; however, assuring that as presented, the ceremonies are conducted with dignity and expressly for their intended purpose.

Ceremonies as presented shall not contain objectionable material to persons of any religious creed.

Funeral services may be varied in accordance with the religious belief of the deceased member.

In reference to service to our Country, remember always that as a Veteran in service to our Veterans Organization, the Navy Seabee Veterans of America, there is no rate or rank among us, as each member serves as an equal to his mate, all striving toward a goal which is the preservation toward the ideals for which we fought and served, “Justice, Freedom, Democracy, and Loyalty.”

PRESENTATION AND DEDICATION CEREMONIES

(Colors, Halls, Memorials)

Persons taking part in ceremonies shall assemble on the speakers' platform. (Persons making presentation speeches, Persons making acceptance speeches)

1. The Commander will call the assembly to their seats with one rap of the gavel.

2. Commander: "Members of Island X-___, visiting members from other Islands of the Navy Seabee Veterans of America, Island Auxiliaries and guests, we are gathered today for a grateful and patriotic duty to have the Colors, the Emblem of the United States of America, and of Island X-___ of the Navy Seabee Veterans of America, presented and dedicated. May we again dedicate our Organization and ourselves to the sacred ideals which are here represented, ever remembering that the Navy Seabee Veterans of America's principal service is for God and Country.

3. Commander: "Color Bearers bring the Colors forward."

(After Color Guard is at parade rest before speakers table, continue.)

4. Commander: "The Chaplain will ask the blessing of God upon these ceremonies?"

5. Chaplain: "Almighty God, Judge over men and nations, we stand before YOU today as loyal sons of our Country, grateful for its splendid heritage. We ask Your blessing upon our great Republic. May America ever remain free and mighty and true to her best ideals. Bless the President of the United States and all public servants that they may walk in justice before You and that all their acts may rebound to the greater welfare of our people.

We pray for Your blessing upon our Flag, the Emblem of the Republic. May it float forever over a free land. May our ancient watchword, 'In God we trust' ever live and may the faith of our fathers, "guide, protect and sustain our people."

We ask Your blessing upon the Navy Seabee Veterans of America and their members. May we who served our Country in war continue in time of peace to serve and to shield America throughout all our days. May we be eager and steadfast in our devotion to "Justice, Freedom and Democracy." May we be ever loyal to our God and to our Country. May our service to the sick and disabled, to the Community, the State and the Nation merit and have Your guidance and Your blessing.

Finally, we remember in love before You our departed comrades, who showed their loyalty in their lives and sealed it with their deaths. We pray especially for our comrades in hospitals and homes and wherever they may be, sick in mind and body. May their pain be eased and their burdens lifted and may their heroic example be an everlasting inspiration. May Your spirit rest upon this service. May it uplift us all too constant devotion to Your teachings and to the welfare of our Country. Amen."

6. Commander: “In memory of those who have given their all to this Country, who have made the supreme sacrifice, and have answered the call of the ‘Great Commander of all Divisions’, we will stand in silence and with bowed heads.” (After 30 seconds of silence, say “Amen”.)

7. Commander: One rap of the gavel will seat assembly.

8. Commander: The Commander will introduce the person who is to present the Colors.

9. PRESENTATION SPEECH

10. Commander: The Commander will bring the assembly to attention with three raps of the gavel. The Color Bearers will be instructed to ‘POST THE COLORS’ by the Commander or whoever is appointed to do so. When the Colors have been posted, the Color Guard will return to the ante-room, or to the back of the meeting room, until they are called upon to retire the Colors. (One rap of the gavel will seat the assembly.)

11. Commander: The Commander will introduce the Past Commander, or other Officers or Member designated, who will accept the gift, Colors, etc. on behalf of the Island.

12. ACCEPTANCE SPEECH

COLORS DEDICATION CEREMONY

(By Unit Commander)

1. Commander: "The Chaplain will ask the blessing of God on this ceremony."

2. Chaplain: "God, our Father, may we never forget Your mercy and love, for as we dedicate these Colors, we recall to our memories all the happy and difficult times we have been through. May that memory help us to realize these Colors symbolize all of them, and our love of our fellow man and love of Peace. Help us, God, to keep them clean and unsullied. Amen."

3. Commander: "In the name of Island X-__, Department. Of _____, of the Navy Seabee Veterans of America, I now dedicate these Colors. May they fly perpetually as the Emblem of the cause for which we fought and which we now gladly serve. Here is the Flag of our Country. Safe within its folds is the freedom and fealty of our Nation. Beside it is the Flag of the Navy Seabee Veterans of America, on its expanse the emblem of our Organization."

"I dedicate these Colors to the purpose of our Island, Community, State and Nation, and with them I dedicate this Island to the faithful service of our Nation, our People and our Flag."

"Members, you will join in saluting the Flag."

"Hand Salute." "Ready -- Two."

4. Commander: "The Color Bearers will retire the Flag of our Country and the membership will stand to right hand military salute."

(If a meeting is to follow this ceremony, the Colors may be left in position and retired at the close of the meeting.)

MEMORIAL SERVICE

At the death of a shipmate, and with permission granted by the family of the deceased, members of Island X—, will assemble in the proper attire to offer our respects and prayer to our departed shipmate.

Members of Island X—, shall file in and stand facing the casket in the following manner: led by the Commander, followed by the Chaplain, Secretary and assembled membership.

Upon reaching the casket, the Commander, Chaplain and Secretary shall form the first rank.

The remaining members of five (5) members each will form successive ranks.

When the formation has been completed, the Commander will give the following order: “The Secretary will now call the roll of Island X-_____, of the Navy Seabee Veterans of America, Inc.”

The Secretary will call the name of each shipmate present. As each name is called, the shipmate will answer “Present”.

The last name to be called shall be our deceased shipmate. At this time, a designated shipmate shall reply:

“SHIPMATE (Name) IS PRESENT BUT CANNOT ANSWER.”

The Commander remarks: “Almighty God, Supreme Commander of us all, has summoned our SHIPMATE (Name) to join him in everlasting peace and eternal rest.”

The Chaplain remarks: “Let us pray.” “Eternal God, Supreme Commander of us all, Lord of the far-flung battle line, to whom the ranks of life report, we bow before you with reverent hearts. Mindful of the service nobly done, you have sealed SHIPMATE (Name) lips. With faded blossoms of springtime and withered leaves of autumn, you have called SHIPMATE (Name) to eternal peace to the land of your silent mystery.

We beseech Thee Almighty God, to accept our prayers on behalf of the soul of SHIPMATE (Name), and as welcome (HIM/HER) unto Thee. Grant Thy mercy upon the loved one’s bereaved by (HIS/HER) passing, and comfort them with Thine own tenderness.”

NOTE: The Chaplain now asks those assembled to join him in the reciting of the “LORD’S PRAYER.”

The Chaplain remarks at the end of the “LORD’S PRAYER”, another short prayer as follows: “May the soul of our departed SHIPMATE (Name) and all of those souls of our departed shipmates rest in peace. You are now being transferred to that ADVANCED BASE in the sky, to prepare it for our arrival.”

The Commander remarks: “Shipmates! HAND SALUTE.” NOTE: While holding the hand salute, the Commander shall advance to the casket and place a small folded American Flag into it—saying:

“On behalf of our great republic (THE UNITED STATES OF AMERICA), I place this Flag of our Country, its glorious Colors of RED, WHITE and BLUE, under which SHIPMATE (Name) enlisted and honorably served. May it wave over him in death as it did in life?”

The Commander returning to his place in formation renders a salute and says: “READY -- TWO.” He then announces: “This concludes our Memorial Services. His (SHIPMATE’S NAME) transfer has now been carried out.”

The Commander remarks: “Our departed SHIPMATE’S Name will be read at the next Navy Seabee Veterans of America, Inc., Annual National Convention and Reunion Memorial Service as well as the next Department’s Annual Convention and Reunion Memorial Service.”

INFORMAITON FOR CEREMONAL FIRING SQUAD WILL BE OBTAINED FROM THE MARINE CORPS DRILL AND CEREMONIES MANUAL CHAPTER - 18 - FUNERALS

CASKET

F
A
M
I
L
Y

1 2 3
4 4 4 4 4
4 4 4 4 4

- 1----COMMANDER
- 2----CHAPLAIN
- 3----SECRETARY
- 4----MEMBERSHIP

FRIENDS OF THE DECEASED

SPACE PERMITTING, THERE SHALL BE 4 FEET BETWEEN FIRST RANK AND THE CASKET. THE INTERVAL BETWEEN EACH ADDITIONAL RANK SHALL BE 3 FEET.

BURIAL SERVICE

BODY BEARERS:

1. The body bearers assemble directly in front of the entrance to the chapel before the hearse arrives.
2. When the escort is brought to the position of attention, they lift the casket from the hearse and following the chaplain, carrying the casket feet first into the chapel, passing through the aisle formed by the two facing ranks of honorary pallbearers.
3. If, after entering the chapel, a church truck is available, the casket may be placed on the truck and only two body bearers will be required to guide the casket to the front of the chapel. Otherwise, body bearers carry the casket feet first to the front of the chapel and then take their places in the pews behind those occupied by the honorary pallbearers at the left front of the chapel.
4. When the chapel service is over, the body bearers lift the casket and carry it out of the chapel feet first. The body bearers then secure the casket to the caisson.
5. In the funeral procession, the body bearers march in two files immediately behind the caisson.
6. When the procession reaches the entrance of the burial lot and the band, colors and escort have taken their positions at the grave site; the body bearers lift the casket from the caisson and carry it to the grave site.
7. At the grave site, the body bearers rest the casket on the lowering device and remove the interment flag from the casket, holding it over the grave waist high. The flag is held tightly so that it does not sag over the casket during the service.
8. At the conclusion of Taps, the body bearers fold the flag as shown on Page 13 and present it to the senior officer, the cemetery representatives or the funeral director for transmittal to the next of kin. They then fall in behind the escort and march off.

HONORARY PALLBEARERS:

1. The honorary pallbearers arrive at the chapel before the hearse arrives. They take positions in front of the entrance to the chapel in two (2) facing ranks.
2. Upon the arrival of the hearse and when the body bearers remove the casket from the hearse, honorary pallbearers execute the hand salute.
3. When the casket is carried between the two (2) ranks that they have formed, they come to the order, execute the appropriate facing movement, fall in behind the casket and enter the chapel, the senior preceding the junior and marching to the right.
4. In the chapel, they take place in the front pews to the left of the chapel.
5. When the chapel service is over, honorary pallbearers assemble at the door of the chapel and then take positions outside of the chapel in two (2) facing ranks, forming an aisle through which the casket is carried by the body bearers preceded by the chaplain. As the casket is carried past them, they execute the hand salute. They remain in this position until the casket is loaded on the caisson, when they come to the order.
6. If the funeral procession rides in cars to the cemetery, the honorary pallbearers ride in cars immediately behind the caisson. If they march, they march in two (2) files on either side of the caisson, the senior preceding and marching to the right. The leading member of each file marches opposite the front wheels of the caisson.
7. When the entrance to the burial lot is reached, the honorary pallbearers take positions on either side of the entrance. As the body bearers lift the casket from the caisson, the honorary pallbearers execute the hand salute.
8. When the casket is carried past them, the honorary pallbearers come to the order and fall in behind the casket, marching to the grave site in the correct precedence of rank, senior to the right and to the front.

9. At the grave site the honorary pallbearers stand in line behind the chaplain at the head of the grave. They execute the hand salute during the firing of volleys, the sounding of Taps and the lowering of the casket into the grave.

10. After the ceremony is over the honorary pallbearers march off in two (2) files behind the colors.

Chaplain: (May extemporize or repeat):“Oh! God, Father of us all, we here extend these final earthly tributes to our beloved comrade. Accept our prayers in behalf of the soul of Your servant departed. Welcome him/her to Your house to rest in peace. Look with mercy upon the loved ones bereaved by his/her passing. Comfort and console them through Your own tenderness. These things we ask humbly in Tour name. Amen.” “(All repeat “Amen”. Replace caps.)

(A choir, quartet or soloist may sing “Sleep Sailor Boy” or other appropriate song.)

HONOR GUARD

The "HONOR GUARD", if properly and precisely performed is a very impressive adjunct at any Wake, Viewing or Funeral Service. It is seldom used at grave side services. The diagrams which follow are to be used in conjunction with this description of the ceremony. **IT IS BETTER NOT TO HAVE AN HONOR GUARD IF IT IS TO BE SLOPPY.** This means that a number of practices will be necessary in order to achieve some semblance of military precision.

1. The Guard Unit is composed of a Corporal of the Guard and two (2) Guards.
2. The Guard, indicated "NC", carries the National Colors. The other Guard indicated "IC" carries the Island Flag.
3. The Honor Guard moves forward until the Corporal is one full step away from the casket where he calls "Halt". The two guards are two (2) steps behind him.
4. At the command "Post", the "NC" Guard steps one step forward.
5. At the command "Two" the two guards do a Right and Left Face.
6. At the command "Three" the two guards step three steps forward, the "NC" guard will now be one step to the left of the left end of the casket, the "IC" guard will now be one step to the right of the right end of the casket.
7. At the command "Four" the two guards will do a Right and Left Face.
8. At the command "Five" the two guard will step forward the number of steps necessary to get them in position to set the Colors and Flag in the holders previously set.
9. At the command "Six" the two guards will set the Colors and Flag.
10. At the command "Seven" the two guards will About Face.
11. At the command "Eight" the two guards will step forward one step, lining them up with the Corporal.

12. At the command "Nine" the two guards do a Right and Left Face and the Corporal does an About Face.

13. At the command "Ten" the Corporal steps forward two steps and the two guards step forward the necessary steps to face one another.

14. At the command "Eleven" the two guards do a Right and Left Face.

15. At the command "Twelve" the Corporal and the two guards move off.

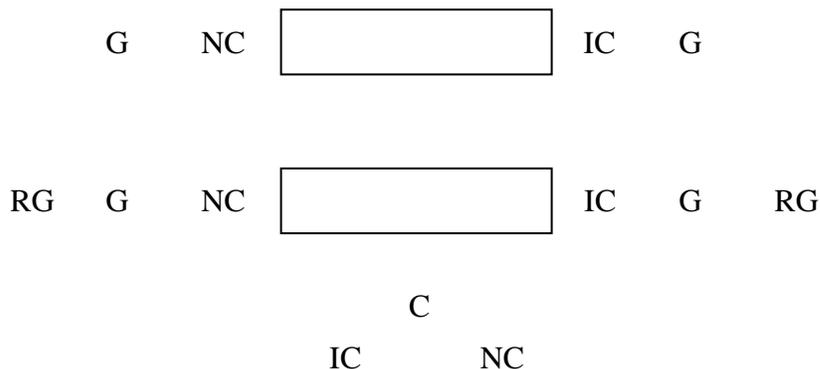
The posting of the Colors is usually done some time before the Honor Guard is posted. The posting of the Honor Guard is similar to the posting of the Colors except the guards must move farther out. On the command "Six" the guards will About Face and on the command "Seven" they will Stand At Ease and the Corporal will About Face and move off.

The relieving of the guards is also similar. On the command "Seven" the two relieving guards will do a Right and Left Face and the guards being relieved will step forward even with the Corporal. On the command "Eight" the relieving guards will step into positions of the guards they are relieving and the relieved guards will do a Right and Left Face. On the next command the relieving guards will do a Right and Left Face and go into Stand at Ease. The relieved guards will move into position behind the Corporal and proceed to move out as in the Posting of the Colors.

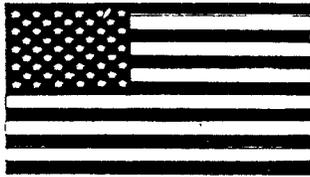
The Colors remain in position until the casket is removed. There is no ceremony removing the Colors. If the clergy or funeral director wish, the guards may be pulled before the service begins.

Guards should not stand at their post longer than five minutes except during the service when they must remain in position until the end of the service.

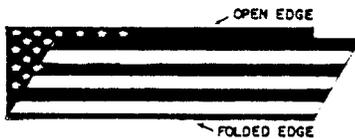
After a little practice the use of numbers will not be needed and a soft "Hip" will be all that is necessary.



CORRECT METHOD OF FOLDING THE UNITED STATES FLAG



(a) Fold the lower striped section of the flag over the blue field.



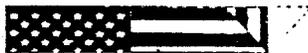
(b) Folded edge is then folded over to meet the open edge.



(c) A triangular fold is then started by bringing the striped corner of the folded edge to the open edge.



(d) Outer point is then turned inward parallel with the open edge to form a second triangle.



(e) Triangular folding is continued until the entire length of the flag is folded in the triangular shape of a cocked hat with only the blue field visible.



THE NAVY HYMN

ETERNAL FATHER, STRONG TO SAVE,
WHOSE ARM HATH BOUND THE RESTLESS WAVE,
WHO BIDDEST THE MIGHTY OCEAN DEEP
ITS OWN APPOINTED LIMITS KEEP.
O HEAR US WHEN WE CRY TO THEE
FOR THOSE IN PERIL OF THE SEA
.
LORD, STAND BESIDE THE MEN WHO BUILD,
GIVE THEM COURAGE, STRENGTH AND SKILL.
O GRANT THEM PEACE OF HEART AND MIND
AND COMFORT LOVED ONES LEFT BEHIND.
LORD, HEAR OUR PRAYER FOR ALL SEABEES
WHERE ERE THEY BE – ON LANDS OR SEAS.

THE NAVY HYMN

Eternal Father, Strong to Save

Melita 8 8 8 8 8 8

William Whiting, 1860

John B. Dykes, 1861

1. E - ter - nal Fa - ther, strong to save, Whose arm doth bind the
 2. O Sav - iour, whose al - might - y word The winds and waves sub -
 3. O Sa - cred Spir - it, who didst brood Up - on the cha - os
 4. O Trin - i - ty, of love and power, Our breth - ren shield in

rest - less wave, Who bidd'st the might - y o - cean deep,
 mis - sive heard, Who walk - ed'st on the foam - ing deep,
 dark and rude, Who bad'st its an - gry tu - mult cease,
 dan - ger's hour; From rock and tem - pest, fire and foe,

Its own ap - point - ed lim - its keep; O hear us when we
 And calm a - midst its rage didst sleep; O hear us when we
 And gav - est light and life and peace; O hear us when we
 Pro - tect them where - so - e'er - they go, Thus ev - er let there

cry to Thee For those in per - il on the sea.
 cry to Thee For those in per - il on the sea.
 cry to Thee For those in per - il on the sea.
 rise to Thee Glad hymns of praise from land and sea. A - men.

SONG OF THE SEABEES

WE'RE THE SEABEES OF THE NAVY.
WE CAN BUILD AND WE CAN FIGHT.
WE'LL PAVE A WAY TO VICTORY
AND GUARD IT DAY AND NIGHT.

AND WE PROMISE THAT WE'LL REMEMBER
THE SEVENTH OF DECEMBER.
WE'RE THE SEABEES OF THE NAVY
BEES OF THE SEVEN SEAS.

THE NAVY WANTED MEN.
THAT'S WHERE WE CAME IN.
MISTER BROWN AND MISTER JONES,
THE OWENS, THE COHEN'S AND FLYNN.

THE NAVY WANTED MORE
OF UNCLE SAMMY'S KIN,
SO WE ALL JOINED UP,
AND BROTHER WE'RE IN TO WIN.
(REPEAT FIRST 8 LINES)

2 THE SONG OF THE SEABEES

Lyric by
SAM M. LEWIS

Music by
PETER DE-ROSE

Moderately Bright (With Spirit)

Introduction musical notation for piano, featuring a treble and bass clef with a key signature of one sharp (F#). The tempo is marked 'Moderately Bright (With Spirit)' and the dynamic is 'mf'. The introduction consists of several measures of chords and melodic lines.

Chord diagrams for the introduction: G7aug, C., G7aug, C., Edim.

Moderately Bright (With Spirit)

First system of the song with lyrics: "We're the Sea-bees of the Na-vy — We can build and we can

Musical notation for the first system, including vocal line and piano accompaniment.

Second system of the song with lyrics: "tight — We'll pave a way to vic-to-ry, and guard it

Musical notation for the second system, including vocal line and piano accompaniment.

Third system of the song with lyrics: "day and night — And we prom-ise — that we'll re-mem-ber — The

Musical notation for the third system, including vocal line and piano accompaniment.

Fourth system of the song with lyrics: "'Sev-enth of De-cem-ber'" We're the Sea-bees of the Na-vy

Musical notation for the fourth system, including vocal line and piano accompaniment.

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A: Cdim A7 D7 G7 Dm7 C. Am. Am6 B7 C. Fm6 C. Fine

Bees of the Sev - en Seas. Seas. Fine

Interlude

The

Na - vy want - ed men That's where we came in Mis - ter Brown and

Mis - ter Jones, the O - wens the Co - hen's and Flynn The Na - vy want - ed more of

Un - cle Sam - my's kin so we all joined up and brother were in to win

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EASE OF USE

“PROCEDURES”

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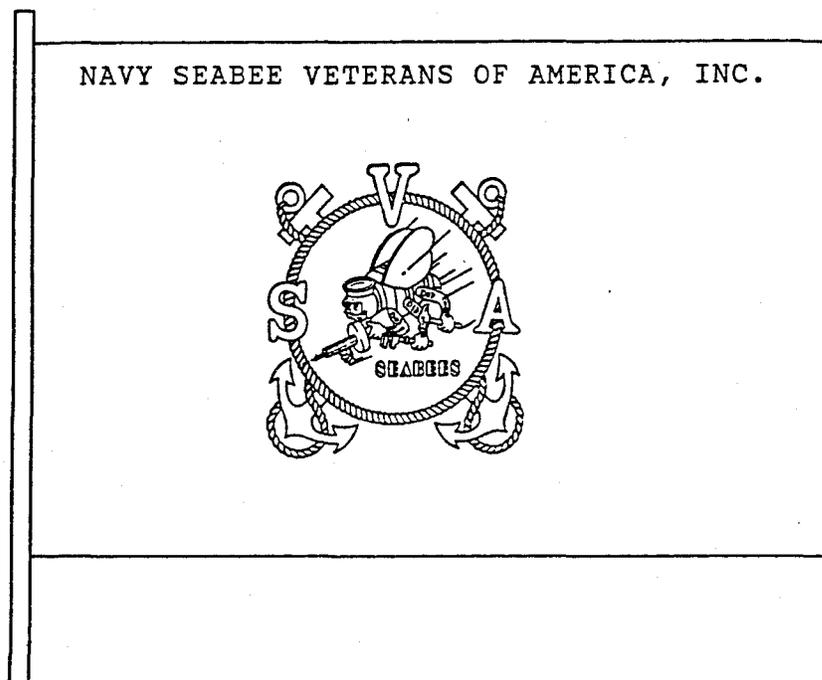
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FORWARD

The organizational Procedures Manual of the Navy Seabee Veterans of America is contained herein to establish conformity within the Organization and further define those items that are absolute and can not be changed, such as the Emblem, Flags and Caps.

The items paramount to maintaining the organizational Not For Profit status are correct and timely filing of U.S. Internal Revenue Service forms, filing of Not For Profit status reports in States requiring same and open and free Annual election of Officers, as defined in the election and nomination portion of these Procedures.

ORGANIZATIONAL COLORS



COLORS FOR RESPECTIVE FLAGS:

NATIONAL = White Background with Gold Lettering
DEPARTMENT = Maroon Background with Gold Lettering
ISLAND = Navy Blue Background with Gold Lettering

HEADING ON THE FLAG

"NAVY SEABEE VETERANS OF AMERICA, INC."

DESCRIPTIVE UNIT BOTTOM OF THE FLAG

NATIONAL HEADQUARTERS, NSVA
DEPARTMENT OF _____
ISLAND X _____ STATE _____

ALL WILL BE IN GOLD LETTERING

NAVY SEABEE VETERANS OF AMERICA, INC.

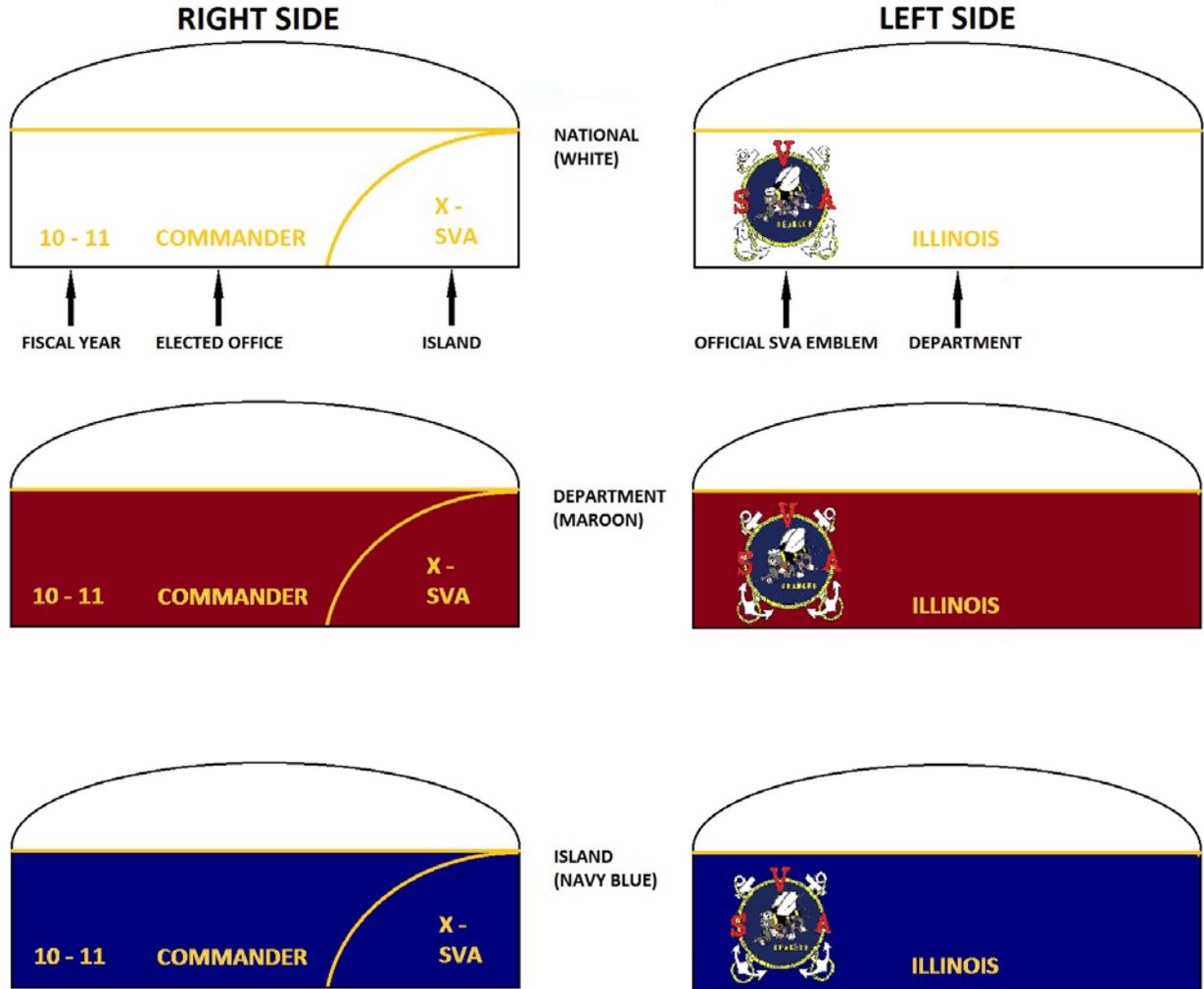
ORGANIZATIONAL EMBLEM

The official organizational emblem of the Navy Seabee Veterans of America, Inc. shall be the “FIGHTING BEE” encircled with rope as authorized for use by the U.S. Navy Department, on a background of crossed fouled anchors, with the letters SVA on the circumference of the rope design on the emblem.



NOTHING SHALL BE ADDED TO OR DELETED FROM THIS EMBLEM.

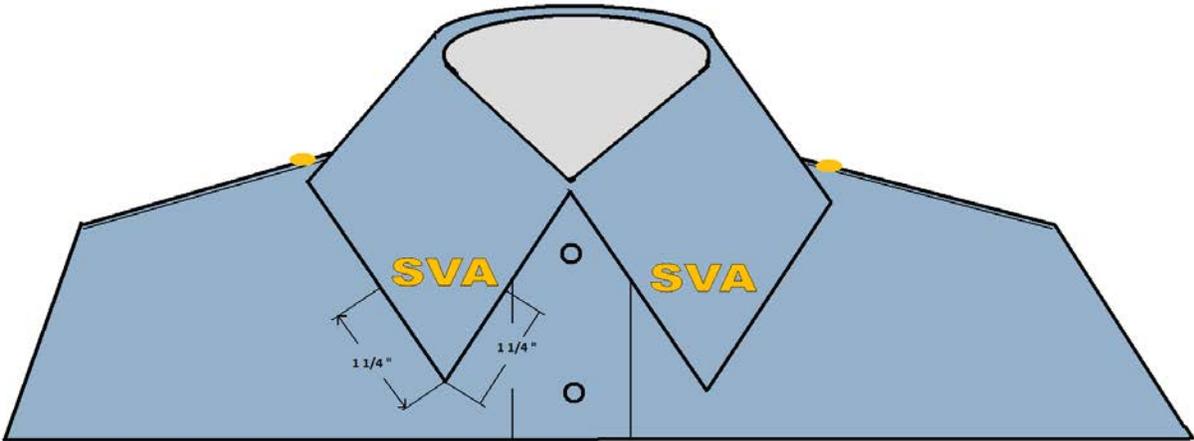
CAPS (GARRISON TYPE)



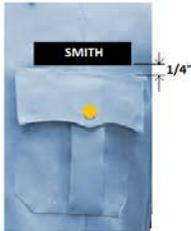
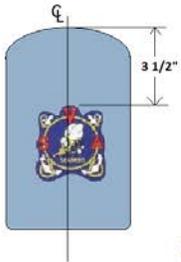
The crown of all caps will be white, the color of the body will correspond to the organizational level of the member, and the piping will be gold.

All lettering will be 1/2" uppercase embroidered in gold thread to match the piping.

NavySVA UNIFORM SHIRT



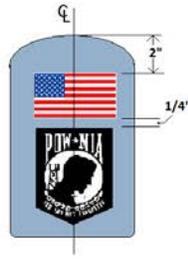
Right Side of Uniform



Gold buttons on each pocket flap and epaulet



Left side of uniform



Service earned warfare device

Service earned awards



UNIFORM

1. Shirts are Basic Uniform, Light Blue, Short Sleeve, POLICE/FIREMAN Type, with Shoulder Epaulets, gold buttons on shoulder epaulets and pocket flaps. Optional shirt color is White.
2. The POW-MIA patch (3"x4") is authorized with action taken at the 67th Annual Convention. To be worn as shown on Page 24.
3. 1/2" gold embroidered SVA or Pin or 1/2" gold cast SVA letters located 1 1/4" from the tip of the collar so they are horizontal to the ground when worn. The letters SVA on right collar and Island X – on left collar. See page 24
4. 3" NavySVA embroidered emblem (as on the Cap) on the RIGHT sleeve, centered, top of patch 3 1/2 inches below the shoulder- sleeve seam. Black and white POW/MIA Patch 3" wide 1/4" below the Flag is optional.
5. Embroidered 2" x 3" U.S. Flag on LEFT sleeve, centered, with blue stars field facing forward, top of Flag 3 inches below the shoulder-sleeve seam.
6. Name Plate over RIGHT Hand Pocket, 1/4" above the pocket.
7. Gold Life Member Pin or Patch on the LEFT Hand Pocket, below pocket flap.
8. The SEABEE BOLO is to be worn with collar open.
9. Trousers to be Navy Blue or Black, Shoes and Socks to be black.
10. SEE PAGE 24 FOR EXAMPLES.
11. "Service Earned" Ribbons are optional to be worn as on page 24.
(“Service Earned” Ribbons was APPROVED 1997 National Convention, Moline, IL. Optional for the wearer)
12. The NATIONAL COMMANDER will call for the proper “Uniform of the Day” for all elected officers and, appointed officers, to be worn at all National functions (National Convention, National Mid Year Meeting, etc.).

All Officers should look the same. No Officer is to be without his hat.

SUPPLIERS

NavySVA UNIFORM GARRISON CAP ORDER FORM

Date: _____

Mail to: American Heroes Mfg. Co.

4681 Arrow Hwy Way, Unit A

Montclair, CA 91763

If you have questions Phone: 1 909 398 0100

Name: (Print) _____

Address: (Print) _____ City _____ State _____ Zip _____

Phone # _____ Cell # _____

Your email address: _____

Quantity:

1. ISLAND CAPS () Each, Dark Blue cap color, white top, gold braid trim on Brim perimeter & gold lettering

2. DEPARTMENT CAPS; () Each, Maroon cap color, with white top, gold braid trim on brim & gold lettering.

3. NSVA NATIONAL CAPS: () Each, White cap color, with white top, gold braid trim on brim & gold lettering.

Lettering Quantity 16+ ____, total ____ PRINT Letters OR NUMBERS:

Items included with order to be installed on cap:

- **Specify your cap Size:** _____
- Seabee NSVA round logo patch 1 ea. Life Membership Patch Red w/gold letters if you are a life member.
- Price of basic hat is \$16.50 each letter is \$.60
- Shipping and handling: \$3.00 per cap
- Provide a weather Proof plastic ca cover: \$4.00
- Revise or remake existing, caps: Re-letter existing caps: \$2.75 service charge
- \$4.50 cap cleaning
- \$.60 add for removal of each existing letter
- \$.60 add for addition of each new letter

Payment method

By Check Yes: ___ NO: ___ Check# _____

Credit Card: NUMBER _____ and Exp Date: _____

Sincerely,

Signature _____

Note: See uniform PICTURE for appropriate location of patches & lettering PAGES 23, 24 AND 25.

SUPPLIERS CONTINUED:

Island X-1 Gulfport, MS I/C of GLENN KELLERMAN 11257 Vidalia Rd. Gulfport MS 39571

BOLO TIES, LIFE MEMBER PINS,
BUCKLES AND REGALIA ITEMS
FOR YOUR NavySVA UNIFORM
PHONE 228 222 0487

UNIFORM SHIRTS

West Valley Uniform Store
8815 W, Peoria Ave
Peoria, AZ 85345

Onondaga Uniform Co, Inc
617 W. Genesee Street
Syracuse, NY 13204
Phone: n/a
Fax: n/a

PINS, PATCHES, DECALS, CAPS JACKETS

Glenn Haught
6959 Maple Hill S.W.
Navarre, OH 44662—9110
Phone: 330-484-3541

**BOLO TIES, LIFE MEMBER PINS, BUCKLES AND REGALIA ITEMS FOR YOUR NavySVA
UNIFORM**

FLAGS AND BANNERS

Award Masters Inc.
4500 N. Pala Fox Ave
Pensacola, FL 32505

TWO PAGES FOR ADDED SUPPLIERS OR DELETE

CEC/Seabee Museum Gift Shop Port Hueneme, CA 930

CEC/Seabee Museum Gift Shop

Gulfport Branch

Gulfport, MS

Phone: 6018713164

Your Own Local Uniform Store

Collar Pins

Frank Stone

P.O. Box 55

Chichester, NY 12416

Phone: n/a

NAVY SEABEE VETERANS OF AMERICA. Inc.

HOW TO FORM AN ISLAND

The Navy Seabee Veterans of America, Inc. (NavySVA), is an exclusive Veterans organization whose members are of the age of 18 years or older who have served under the cognizance of the Bureau of Yards and Docks (BUDOCKS), Civil Engineer Corps (CEC), and/or the Naval Construction Forces (SEABEES), or were attached to or served with the Naval Construction Components or other Units under the cognizance of the Naval Facilities Engineer Command. SEABEES shall be eligible for membership in accordance with NavySVA By-Laws, Article III "Membership".

When eligibility of membership has been established, the following type of membership is available:

1. Annual or Life Member in a Local Unit called "ISLANDS" in a City nearest your residence.
2. Annual or Life Member in the NavySVA National Island At Large, should there NOT be an active Island near your residence.
3. Annual or Life Member in your NCF Unit of affiliation as Islands At Large with your Unit number for identification. (Example - 24th Battalion At Large, MCB-1 Island At Large, etc.).

The following guidelines are given on "How to Form an Island."

1. A minimum of five (5) members shall be required to establish an Island.
2. At an assembly of those eligible for membership and desiring to form an Island, a Chairman should be appointed and the meeting called to order.
3. A list of Names, Addresses, City, State, Zip Code, and Battalion of affiliation or Construction Battalion/CEC affiliation should be recorded.
4. An election shall be held for Island officers (Pro Tempore) who are: Commander, Secretary, and Treasurer.
5. The Commander (Chairman Pro Tempore) proceeds to continue the meeting, and action taken on business before those assembled should include a motion instructing the Secretary Pro Tempore to request, from the National Headquarters, an Island Charter, and a motion to establish the amount of the Island's annual dues.
6. The proposed Island's Secretary Pro Tempore shall then forward to the National Secretary the following:
 - a. List in alphabetical order on regular transmittal forms the Island's members' names, addresses, Zip code, and Unit of Affiliation (must have five or more members). If a Member is transferring from another Island, a Transfer form must be included.
 - b. List on a separate sheet the names of the elected Officers (Pro Tempore) Commander, Secretary, Treasurer, and others as deemed necessary to carry out the proposed Island business.
 - c. A check made payable to the NSVA National Headquarters in the amount of Ten Dollars (\$10.00) for the Charter fee.
 - d. A check made payable to the NSVA National Headquarters in the amount of Fifteen Dollars (\$15.00) (or the appropriate quarterly pro-rated amount for new Members) for each annual dues paying member listed. This was effective for the Fiscal Year 2005-2006 beginning July 1, 2005 and thereafter.
 - e. A separate check made payable to NSVA Life Membership in the amount of the appropriate AGE GROUP for all new Life Members listed on the transmittal. Make sure a completed and signed application is included for each new Life Member.

NAVY SEABEE VETERANS OF AMERICA, INC.

Upon receipt of a request for an Island Charter, including all completed enclosures, the NavySVA National Commander and Secretary will issue or cause to be issued a Charter to the Island. If there is a chartered Department in the State, send all documents and fees to the Department Secretary, who will forward them to the National Headquarters for issuance of the Charter via the Department.

The Officers of the Island, upon receipt of the Charter from the National Headquarters (or Department), shall call a meeting, present the Charter to its Members, and elect permanent Officers for the fiscal year (July 1 through June 30 of the following year). The remaining Officers such as Vice Commander, Trustees, Chaplain, Service Officer, etc., may be elected or appointed as the Island membership desires.

The Island will be supplied with copies of the NavySVA Articles of Incorporation, Constitution, By-Laws, and Standing Rules, Ritual and Procedures Manual, transmittal forms, membership cards, membership applications, mailing lists of the National Officers and the Department and Island Commanders and Secretaries, and any other material deemed necessary by the National Headquarters. The Island will be placed on the mailing list to receive further information and material as it becomes available.

Unit Islands (or Battalions) At Large are formed in much the same manner as Local Islands, except in the assigning of its "At Large" number. The Unit would be listed by its Members affiliation numerical number such as 24th Battalion At Large, or MCB-1 Island At Large, etc.

Life Membership is available to any NavySVA member upon written application through the Island Secretary to the National Secretary and thence to the Chairman of the National Life Membership Committee.

Life Membership rates are based on age with the cost being:

Ages: 18 to age 30	-----	\$250.00	--	10 payments of \$25.00 for time payments.
31 to age 40	-----	\$225.00	--	10 payments of \$22.50 for time payments.
41 to age 50	-----	\$200.00	--	10 payments of \$20.00 for time payments.
51 to age 60	-----	\$175.00	--	10 payments of \$17.50 for time payments.
61 to age 70	-----	\$150.00	--	10 payments of \$15.00 for time payments.
71	-----	\$125.00	--	10 payments of \$12.50 for time payments.

Life Membership dues shall be paid in a lump sum or is so desired, by the applicant and agreed to by the Island of his/her membership, and by an installment payment as listed above.

Life Membership payments will be accepted with the understanding that the full payment for said dues will be paid within twelve (12) months of the initial payment.

Life Membership is transferable upon request by the Life Member, and the payment of the required fee (\$5.00) to pay the cost of printing of a new Life Membership card, if one is desired.

(Continued on next page)

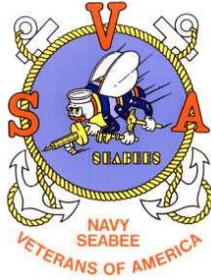
Local Islands, Battalions, and Units at large shall forward the Life Membership application and applicable fee to the Chairperson, Life Membership Committee, of the Navy Seabee Veterans of America, Inc. via the National Secretary when payments are completely paid. In the event of said member being unable to complete the full payment within the time limit or in case of death of the applicant before full payment is made, a refund to the applicant or his/her heirs, less Ten Dollars (\$10.00) for administrative expenses of handling the installment, shall be made to the Island, National Island at Large, Battalion or Unit at Large, which said member made application through.

For further information, please contact the National Secretary.

Mel Ramige, National Secretary
Navy Seabee Veterans of America
555 Fairview Ave.
Creve Coeur, IL 61610-3237

Ph: 1-800-SEABEE-5 or 309-699-7344
e-mail = navysvasecy@att.net

On the next page, you will find a form letter that can be duplicated and used to apply for the Charter.



NAVY SEABEE VETERANS OF AMERICA, INC.

BE SURE THE FOLLOWING HAVE BEEN COMPLETED BEFORE MAILING ALL MATERIAL TO THE NavySVA NATIONAL SECRETARY (or Department Secretary if within a State with an active Department) FOR PROCESSING YOUR APPLICATION FOR A PROPOSED ISLAND CHARTER.

- (1) List, in alphabetical order, of the five (5) or more member's Names, Addresses, Zip Codes, and Unit of Affiliation, on a transmittal form (Original white copy for National and pink copy for Department, if applicable. Keep the blue copy for the Island files).**
- (2) List, on a separate sheet, of your Island Officers Pro Tempore (original and 1 copy).**
- (3) Check in the amount of \$10.00 for the Charter Fee.**
- (4) Check in the amount of \$_____ for the total of the listed Annual Members per capita dues (\$15.00 each for renewing Members, or the appropriate pro-rated amount for new Members).**
- (5) Check in the amount of \$_____ for the total of the listed Life Membership fee according to Age Group for each new Life Member.**

In accordance with the provisions of existing and current By-Laws and Standing Rules of the NavySVA, I wish to advise you (National Secretary) that a meeting was held of our prospective members of the NavySVA at _____ on (Date) _____ and action was taken to form an Island of the Navy SVA in this respective area of _____.

The membership applications have been reviewed and found to be in all aspects eligible for membership in the NSVA in accordance with the NavySVA National By-Laws and Standing Rules.

It is our understanding that the National records will be reviewed to ascertain whether a previous Charter was issued in this area. If one was so issued, we wish to reactivate that Charter and retain the Island number. If no Island was previously active in this area, the Charter will specify the numerical number next in line. It is noted that if a number is reactivated from a previous issued number in this area, the Charter fee shall be reimbursed.

**Approved: _____
Island Commander**

**Attested: _____
Island Secretary**

NEW MEMBERSHIP APPLICATIONS

Acceptance, Eligibility, Verification of:

Accepting new applications for membership into the Navy Seabee Veterans of America shall be in accordance with existing National Constitution and By-Laws Article III, Membership, Section 1, Paragraph "E".

All affiliate Units accepting new members are responsible for verification of service, eligibility and qualifying said applicant into membership in the Navy Seabee Veterans of America.

This is optional and may be utilized if applicant's eligibility is unknown: Verification of qualifying service would be listed on the Discharge Certificate, DD214, History of Service and/or the Active Duty Unit Assignment Sheet, for other than Construction Rates, e.g. - Medical Personnel, Military Advisors, etc.

Whereas, when applications for membership, with signed recommendation for membership, with the prospective new members' signature signing a loyalty pledge to the Organization, are received in person, by U.S. Mail, from areas where there is no active Island and/or Department and from Battalion Associations and Unit Islands at Large, the Initiation Ceremony has been deleted.

The signed application oath for new members is as follows:

I hereby apply for membership in the Navy Seabee Veterans of America. I solemnly pledge myself to promote the welfare of its members and to perpetuate allegiance to America, to the American Flag, and to America's free institutions.

The signed application is maintained as part of the perpetual files of the Island or other affiliated Unit.

A new application is signed and submitted when applying for Life Membership.

APPLICATION FOR MEMBERSHIP (sample)
NAVY SEABEE VETERANS OF AMERICA, INC.

FILL IT OUT AND MAIL IT IN IT IS JUST THAT SIMPLE
I HEREBY APPLY FOR MEMBERSHIP IN THE NAVY SEABEE VETERANS OF AMERICA

I SOLEMNLY PLEDGE MYSELF TO PROMOTE THE WELFARE OF ITS MEMBERS, AND TO
PERPETUATE ALLEGIANCE TO AMERICA, TO THE AMERICAN FLAG, AND TO AMERICA'S FREE
INSTITUTIONS.

MEMBERSHIP FOR: Island _____
Island In Another State _____ State: _____
National Island At Large _____
Name _____
Address: _____
City _____
State; _____ Zip _____
Phone _____
Place of Birth _____ Date of Birth _____
Unit(S) Served With: _____
Discharge Date _____ Type of Discharge _____
Name of Spouse _____
E-Mail Address: _____
Web Page: _____
Recommended by _____
Signature _____ Date: _____

Question: "Where did you hear about NavySVA?" Circle the one that applies!

1. Internet source 2. Tri-fold brochure 3. Another Seabee 4. NavySVA member 5. Other

Annual dues for the local Islands are established by each Island and Payable at time of application and each year thereafter on July 1 OR

There is a Quarterly Pro-Rated Dues structure for **NEW** Members. There is a reduced rate 3-year membership (\$50.00) for all Annual Members.

If you are applying for "National Island At Large" the dues are \$20.00 per year.

Life Membership rates on page 28 of this edition of the Manual based on age with the cost being:

(Subject to change)

Make checks payable to NavySVA and return to the Secretary of the Island of your choice,
Or

To: Mel Ramige, National Secretary

Navy Seabee Veterans of America

555 Fairview Ave.

Creve Coeur, IL 61610-3237

Phone: 309-699-7344; 1-800-SEABEE-5 (TOLL FREE)

Email: navysvasecy@att.net

ELECTIONS; SCHEDULING OF:

Election of Officers of the Navy Seabee Veterans of America is held as follows:

NATIONAL HEADQUARTERS

At the Annual National Convention and Reunion, at a place and time determined by the previous National Convention. After the fiscal year ending 30 June, usually the last week of July — first week of August.

DEPARTMENT

At the Annual Department Convention, usually prior to 1 July, fiscal year. The Department fiscal year for dues and Island delegate eligibility for respective department convention usually expires thirty (30) days prior to their convention. Delegates of the Department to the National Convention are elected at this meeting.

ISLANDS

Per action of a regular or special Island meeting, usually between the first of the calendar year, however never less than thirty (30) days prior to Department or District Annual meeting and/or Convention.

Island delegates to a Department Convention are elected at a meeting prior to the date of the Department Convention.

Island delegates to the National Convention are elected, in number as entitled, in the National By-Laws at the first Unit meeting after the fiscal year, 30 June.

ELECTIONS

1. Elections:

Elections shall be held annually by all affiliate Units of the Navy Seabee Veterans of America. Elective offices shall be defined in the National Constitution and By-Laws and/or amended, for affiliate Units, in number as to maintain the official business of the Unit.

2. Eligibility

All members in good standing shall be eligible to any office in the Unit, provided, no member shall hold two (2) elective Unit offices at the same time, however may hold one (1) elective office and one (1) or more appointive offices. Unit officers, elective or appointive, shall be eligible to hold office, in a higher Unit affiliate body and may be held concurrently. Such officers appointed shall hold office at the pleasure of the appointing power, as such remaining a member in good standing.

3. Nomination and Election Notices:

Election of Unit officers shall be by notification to the membership, by prior action of a Unit meeting and the membership notified by U.S. Mail.

In the event Unit meetings are held monthly, nominations and election of officers may, with due notice, be held at the same meeting,

4. Nominations:

Nominations being by elected or appointed Nominating Committee, does not preclude or absolute a slate of Officers. Nominations shall be accepted from the floor, prior to actual elections. All nominees have the inherent right to decline nomination.

In Island elections, nominations for an absentee for any office shall be presented to the Island Secretary in writing, prior to opening of nomination time, remaining open until the presiding officer declares, nominations closed and the Island is ready to vote.

5. Elections:

Trustees shall be elected for one (1), two (2) or three (3) year terms and/or two (2) for one (1) year and one (1) the next year to assure that the office of Trustee has in part always one (1) or two (2) holdovers.

To maintain continuity in the established programs of the Unit, the out going Commander is usually an automatic Trustee for the maximum elective year.

The name of member receiving the lowest number of votes is dropped and so on in successive ballots until an election is made.

PLAN OF MEETING ROOM

Whereas, Island meeting attendance varies with a minimum of members to a large number, may be held weekly, monthly, or semi-monthly, Department and/or District meetings may be held quarterly, semi-annually, with annual Conventions, therefore, any affiliate Unit may hold meetings utilizing a formal meeting room style, conference room style, a breakfast/lunch style, or even a recreation-room or resident basement meeting, as approved by the membership of that Unit.

Suggestions for meeting rooms are as follows:

FORMAL MEETING ROOM

Chaplain	CDR	Secretary/Treasurer
U.S. Colors		Unit Colors
*****		*****
*****		*****

Membership

M.A.A.

CONFERENCE MEETING ROOM

U.S.	Unit
Colors CDR	Colors
*	
Chaplain *	* Secy-Treas
*	*
*	*
*	*
*	*
*	*

M.A.A.

OPENING/CLOSING OF REGULAR MEETINGS

The Navy Seabee Veterans of America, Inc., meeting shall be **OPENED** in the following manner:

1. The Commander shall announce the meeting is about to open. Officers shall take their positions. The Commander shall seat the Membership with one rap of the gavel. The Master at Arms shall close the meeting room door.

2. The Commander gives three raps of the gavel. The Membership shall stand at attention. The Color Bearers will advance the Flag of our Country. The Membership stands with a right-hand military salute while the Flag of our Country and Unit Flags are being advanced and placed in position.

3. The Commander remarks: "We will now recite the Pledge of Allegiance to the Flag of our Country."

4. The Commander remarks: "The Chaplain shall give to those gathered here an opening prayer."

5. The Chaplain remarks: "Almighty God, we ask Thy blessing that this Meeting may be held in harmony. Guide us, O'Lord in our purpose and in fellowship so that we may be united now as we were in the Service of our Country. Amen."

6. The Commander remarks: "We shall now recite the PREAMBLE TO THE CONSTITUTION OF THE NAVY SEABEE VETERANS OF AMERICA, INC."

"WE, THE VETERANS OF THE NAVAL CONSTRUCTION FORCES AND THE CIVIL ENGINEER CORPS OF THE UNITED STATES NAVY, WHO HAVE HONORABLY SERVED OUR COUNTRY DURING ITS TIME OF WAR AND PEACE, RECOGNIZING THAT SERVICE TO GOD AND COUNTRY IS THE FOUNDATION ON WHICH OUR NATION WAS FOUNDED, DO HEREBY REDEDICATE OURSELVES TO THAT SERVICE AND FURTHER PLEDGE OUR LIVES AND ACTIONS TO PRESERVE THE FUNDAMENTAL IDEALS OF OUR AMERICAN GOVERNMENT, WHICH ARE: JUSTICE, FREEDOM AND EQUALITY FOR ALL."

7. The Commander remarks: "I now declare Island X-__ Department of_____, regularly convened.

8. THE ORDER OF BUSINESS OF THE UNITS SHALL BE AS FOLLOWS:

- a. Roll Call of Officers.
- b. Reading of minutes of previous Meeting.
- c. Commander's report.
- d. Secretary's report.
- e. Treasurer's report.
- f. Committee report.
- g. Unfinished business.
- h. Introduction & Acceptance of new Members. (Report of transfers in or out).
- i. New business & correspondence
- j. For The Good of The Order.
- k. Commander calls for any further business to come before the membership.
- l. Closing prayer by Chaplain.
- m. Adjournment.

The Navy Seabee Veterans of America, Inc., meeting shall be CLOSED in the following manner:

1. The Chaplain remarks: "Our Father, we thank Thee for the mercies shown us in time of war and peace. Help us to carry this mercy on in thought and deed. May we help our shipmates, our Country and Community, ever remembering those departed. Amen."

2. The Commander remarks: "There being no further business to come before this Membership, the Color Bearers will retire the Flag of our Country." The Membership stands with a right-hand military salute while the Flag of our Country and Unit Flags are being retired.

3. The Commander remarks: "Till we meet again, let us remember that nothing will swerve us from the path of JUSTICE, FREEDOM, AND EQUALITY FOR ALL."

4. The Commander remarks: "I now declare this meeting of Island X-, Department of _____, Navy Seabee Veterans of America, Inc., adjourned.

5. The Commander gives one rap of the gavel.

INSTALLATION CEREMONY

1. Installing Officer: The installing officer calls the newly elected Officers to assemble, facing him. (New Commander in the center)
2. Installing Officer: "You have been chosen by the membership of the Navy Seabee Veterans of America to fill its various offices. You will, I know, venerate that trust and fulfill in every way the obligation that the trust entails. You shall at once familiarize yourself with the duties of the particular office you hold, because depending largely on you rest the burden of preserving the integrity, the good name, welfare and success of this Organization. There is no rank among us, for each serves as an equal to his mate and all strive toward the same goal, which is the preservation towards the ideals for which we fought, "Justice, Freedom, Democracy, and Loyalty." Always remember our disabled Veterans, who - may be in need and always remember a devoted service to the Community, State and Nation."

"To you, the New Commander, _____."

"To you is entrusted a very important duty, that of teaching and protecting the cardinal principles of this Organization and supervision of all other Officers of this Island X-____, Department of _____, National Headquarters of the Navy Seabee Veterans of America."

"You are more than the presiding officer at meetings. You are guided by the Constitution and by the decisions of this Organization as a body, yet failure or success of the year's programs rest mainly on you. You must initiate and carry their program to completion. By your acceptance and earnest performance of these duties, may the great trust, which each member of the Navy Seabee Veterans of America has reposed in you, be justified. I extend to you congratulations and wish you well, as you assume the responsibilities of your office."

3. OATH OF OFFICE:

I, (name) (/) do solemnly pledge myself (/) to perform faithfully (/) and impartially (/) the duties of the office (/) of the Navy Seabee Veterans of America (/) that I am about to assume.

4. Installing Officer: To the Membership:

"I present to you the Officers of your choice. I congratulate you on the selection you have made. Now having chosen them, it is your duty to aid them in every way. Help them keep this Organization a free organization of free men, faithful to its principles and ideals."

5. Installing Officer: To the New Commander:

"You will now deliver an acceptance speech and declare the installation closed."

PREAMBLE TO THE CONSTITUTION

WE, THE VETERANS OF THE NAVAL CONSTRUCTION FORCES AND THE CIVIL ENGINEER CORPS OF THE UNITED STATES NAVY, WHO HAVE HONORABLY SERVED OUR COUNTRY DURING TIME OF WAR AND PEACE, RECOGNIZING THAT SERVICE TO GOD AND COUNTRY IS THE FOUNDATION ON WHICH OUR NATION WAS FOUNDED, DO

HEREBY REDEDICATE OURSELVES TO THAT SERVICE AND

FURTHER PLEDGE OUR LIVES AND ACTION TO PRESERVE THE

FUNDAMENTAL IDEALS OF AMERICAN GOVERNMENT, WHICH WE

BELIEVE ARE JUSTICE, FREEDOM AND EQUALITY FOR ALL.