USMA Class of 1957 Standard Operating Procedures

1. Charge of Quarters (CQs): Each cadet company maintains a CQ. Although the deeper origins of the program are obscure, they were once mobilized to aid in finalizing concepts for the Honor Plaza and monitoring the raising of the required funds. Through subsequent years, the individual CQs’ concept of service has varied within the twenty-four companies as incumbents relinquished the position and others replaced them with differing views of their responsibilities. Many are “full service”, i.e., they are the general point of contact between the Class Executive Board and their company for almost all actions. They keep the Information Systems Officer advised of company mates’ current contact data (phone, address, email address); facilitate intra-company communications for funerals, health issues, special company events, reunions, etc., as needed or as requested by members; promote and organize completion of memorial articles for deceased in the company and generally provide any assistance as requested from the Class Board or its individual members (e.g., help with condolence letters). Others, however, feel they volunteered to be responsible for only a portion of those tasks, while still others recruited, supporting only our memorial article projects. To attempt standardization now would be very disruptive. CQ identities are found in the Class website at “Company Rosters”, as noted by asterisks.

2. Widow Liaison: This new position was established on January 1, 2016. The incumbent is a widow of the Class, Pat Buck. She serves as liaison for widows to the Class Executive Board, is an advisor to the Board and attends its meetings. After notification of a Classmate's death, she makes contact with
the new widow and offers assistance as needed and desired. In coordination with the Information Systems Officer, she establishes and maintains contact, via email or other social media, with Class widows who want to remain in touch with the Class and its activities. She publicizes reunions and other Class activities, encouraging widow participation and coordinates desired widow activities at reunions, mini-reunions, and other Class activities with the appropriate activity leaders.

3. Letters of Condolence: Upon the death of a member of the Class, the Secretary composes a letter of condolence to the next of kin, to be signed and forwarded by the President. Material for the letter will come from personal knowledge of classmates (particularly cadet company mates), obituaries, The Register, Howitzer, 50th Year Book and other sources. Class specific stationery will be used, and postage with West Point and patriotic motifs are encouraged. Two weeks from the notification of the death to the mailing is our goal.

4. Memorial Article Coordinator: The incumbent will be a member of the Class Executive Board, currently Fred Smith. He coordinates with authors and CQs, advising, encouraging and monitoring the production of articles, and periodically reports progress to the Board. Additionally, he routinely reminds and encourages the Class concerning the opportunity and advisability of self-preparation of articles.

Memorial Article (Taps CQ): Upon notification of a company-mate’s death, the CQs will coordinate with the AOG Taps POC to obtain contact information. Then, after a suitable time, they will contact the widow or surviving
children/next-of-kin to inform them of the existence of TAPS and its purpose. He will also give them directions to the Class website for detailed instructions on the preparation of a memorial article, together with sample articles and the date for the publication of the next annual issue of TAPS. CQs will maintain contact with the NOK or other authors to monitor progress, provide helpful information, such as roommate contacts, and answer questions. They will provide the Executive Board Coordinator with status reports as requested.

5. Class Flag: The “official” Class flag, not to be confused with the banner of Black Fifty Seven is maintained and stored in Herbert Hall. It is available for display at Class functions and for funerals at West Point.
West Point funerals: The Association of Graduates (AOG) Associate Director, Class Services will inform the deceased classmate's principal family member of the availability of the flag for display at a chapel or the cemetery. If the offer is accepted, the AOG will make the appropriate arrangements.

Other funerals: When arrangements of a classmate’s forthcoming funeral become known, the Second Vice-President will attempt contact with any classmate intending to attend and request that he make arrangements for the flag’s display. The agreeable classmate, who understands his responsibility for safeguarding the flag, will contact the AOG Associate Director, Class Services (845-446-1563) and arrange for the flag to be mailed to him (without pole and stand), and with a return mailing packet. He will arrange for the appropriate display at the funeral (funeral directors can generally provide poles and stands) and promptly return the flag to the AOG, insured for $2000. He will provide receipts to the Class Treasurer for reimbursement of his expenses. The AOG will debit the Class administrative fund for its packaging and mailing costs.

Arlington funerals: At the discretion of the Washington area contingent, the Class flag is available for display under similar procedures.

6. Black ’57 Flag: The flag is stored in the Washington area and is available for display at Class social events local and elsewhere, Arlington funerals, and reunions. To arrange for the flag contact:

Gerry Galloway, 1267 Oakcrest Rd, Arlington, VA 2204, (H) 703-979-5253, (C) 571-334-2103, River57@comcast.net
7. Class Medal: The medal was conceived by Gerry Galloway and presented (in prototype form) to Tom Kehoe, Max Kovel and John Stokes at our 55th reunion. Ted Voorhees later became the fourth recipient. The criterion for consideration is straightforward: lengthy significant service to the Class. Service to West Point, Societies, the AOG, the Army, the Air Force and the nation may be additionally considered, but only as secondary matters and only when such service reflects favorably on the Class in a specific manner.
The manufacturer is Award Crafters Inc., 4449-C Brookfield Corporate Dr., Chantilly, VA 20151. [www.awardcrafters.com](http://www.awardcrafters.com), 703..S18-500. Their process code for the item is SB-507B;AwCrDS