

CCQ Procedures

21 November 2023

General:

You are the glue that helps keep our classmates informed and participating in Class activities. You are especially important in coordinating the writing of Memorial Articles for your company mates.

Specific:

- Be the principal point of contact with your company mates and widows while passing on appropriate information to and from the Class and to our Class Scribe (Pete Penczer). Some CCQ's do periodic communications with their company mates; others do not.
- Support Class activities [reunions, projects, etc.] and urge company mates and widows to support them, too. If possible, have a company mate or Widow living in the DC area attend Class functions.
- Ensure all your company mates are listed on the Class email list and address rosters. Pete Trainor sends a monthly update to the entire class which includes a current '58 email and address list. To make changes to an email address, contact Pete Trainor (pbtrainor@cox.net) ; for address rosters contact George Lawton (geolawton58@gmail.com) or John Nun, info Pete. For those not wanting to be on these lists, devise some means of passing info to and from them. Each company has an email list in the format: **usma1958-CR@westpoint.org** where **C = company** and **R = regiment**. If you have not already done so and want to establish a company website, contact Pete Trainor for help.

Death of Classmate or Spouse/widow

If you learn of a death and have not already been notified by AOG or the Class, inform 'Death Notifications' Terry Connell with as much information [see below] as you have [also see the link for 'Death Notification Steps' on the Class website Homepage]:

- Date of Death
- Cause and location of death,
- Any planned services, Date, Time, Location
- Plans for interment, Date, Time, Location
- Names of any Classmates planning to attend
- Obituary availability; and,
- **ESPECIALLY**, a contact email or phone # for the NOK or person reporting the death.

Do the Following three items even if you are not the first to learn of the death:

- Arrange for the Class flag to be sent to the funeral/memorial service (IF IT IS DESIRED BY THE NEXT OF KIN) and returned after the services. Finding a Classmate who is attending the services to receive and return the flag works best. Contact the Keeper of the Class Flag, Alan Chase <n66928@aol.com> to have the flag sent to your contact.
- Assist the Death Notification Team in gathering the information needed to make their announcements. More info about this is at Death Notification Steps link on the Class website Homepage.
- Check with the CCQ Coordinator bobh58@live.com to see if the company mate has already filed a draft or final Memorial Article (MA). If not, find a company mate, classmate or family member to write the MA. The AOG rules and format for MA's can be viewed by [Clicking Here](#). You also can access our list of Classmates who have died; and, if an MA has been published, view the MA by [Clicking Here](#) and entering 1958 in the Class Year field. Possible other sources of information about deceased graduates are the AOG, itself, which may have records the classmate has provided, the National Archives (<https://www.archives.gov/personnel-recordscenter/military->

personnel) (NOK have access to more info than others would have), Ancestry .com, and The Mormon Church Genealogy files. Also, WP.ORG's Ward Book (Living History Project) at <http://wardbook.west-point.org/> contains individual classmate data prepared for our 50th reunion yearbook, "50 Years of Service," some with updated entries.

Memorial Articles

As we are now all in our late 80's we need to convince as many of our company mates as possible to write their own Living MA's and submit them to the AOG. We have a lot of living classmates who will pass in the next several years. Because we are nearly all 25 or 30 years beyond our active duty or active employment careers, some of the most important things to us individually may no longer be fixed in the minds of our classmates and families. Thus, in fairness to our families and classmates, it behooves each of us *who wants an MA published* to write as much of our own MA as we can. If a company mate does NOT want an MA published, please ask them to inform you and, in turn, me bobh58@live.com and I will keep a record of their wishes.

Some Guidance on Writing a "Living Memorial Article"

[Click Here to Link](#) to the AOG website dealing with MA's. Look at the rules and format provided there. The individual may write a document that exactly follows the format and length specified or write what is considered a draft that may be shorter/longer or not in the correct format. If the former, the writer has the choice of submitting the document to AOG with or without the completed Inventory Sheet. If submitted without the Inventory Sheet, whether the format is valid or not, it will be treated as a Draft by AOG and filed awaiting the writer's death when it will be sent to the NOK. If a complete Inventory Sheet is submitted, the AOG will review the documents; if it meets their criteria it will be filed and, when the writer dies, sent to his NOK for a final review asking them if they wish to make changes or accept as is. If the draft does not meet AOG criteria, after death AOG will ask the NOK to revise the MA and to submit or resubmit the Inventory Sheet.

If you need help with any aspect of the job, contact Bob Hayden bobh58@live.com.