

# Standard Operating Procedures

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National Society of Pershing Rifles



**APRIL 2007**

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**NATIONAL HEADQUARTERS  
NATIONAL SOCIETY OF PERSHING RIFLES**

# STANDARD OPERATING PROCEDURES

## Contents

	<b>Page</b>
Contents.....	2
Preface.....	4
Mission of the National Society of Pershing Rifles.....	5
<i>Definitions of Mission</i> .....	5
<i>Fulfillment of the Mission</i> .....	5
Membership of the National Society of Pershing Rifles .....	7
<i>Scope of Membership</i> .....	7
<i>Active Membership</i> .....	7
<i>Alumni Membership</i> .....	8
<i>Honorary Membership</i> .....	8
<i>Transfer of Membership</i> .....	8
Organization .....	9
<i>Basic Concept and Structure</i> .....	9
<i>Organizational Levels of the Society</i> .....	9
<i>National Organization</i> .....	9
<i>Vacancies</i> .....	11
Convention and Assemblies .....	12
<i>Legislative Bodies</i> .....	12
<i>Power of Assemblies</i> .....	12
<i>Annual Fall National Legislative Assembly</i> .....	12
<i>Annual National Convention</i> .....	12
Correspondence, Orders, and Records.....	14
<i>Correspondence Procedure</i> .....	14
<i>Website and Email Correspondence</i> .....	14
<i>Orders</i> .....	14
<i>Maintenance and Disposal of Records</i> .....	14
Involuntary Relocation of a Regimental Headquarters.....	15
<i>Involuntary Relocation of a Regimental Headquarters</i> .....	15
Society Uniforms Standards, Awards, and Decorations .....	17
<i>Best Pledge Award (Unit)</i> .....	17
<i>Best Pledge Award (Regiment)</i> .....	17
<i>Most Improved Company Award</i> .....	17

*Best Company Award* ..... 17  
*Most Improved Regiment Award* ..... 17  
*Best Regiment Award* ..... 17  
*Bronze Achievement Medal* ..... 18  
*Silver Achievement Medal* ..... 18  
*Gold Achievement Medal*..... 19  
*National Commander’s Award*..... 19  
*Life Saving Award*..... 20  
*National Awards* ..... 20  
*Wearing of Awards and Decorations* ..... 20

Supplies ..... 22

*Local Purchase of Supplies* ..... 22  
*General National Pershing Rifles Supplies* ..... 22  
*Special National Pershing Rifles Supplies*..... 22  
*Replacement of Awards* ..... 23

## Preface

- I. Purpose: This regulation prescribes the official organization and functions for the National Society of Pershing Rifles. This publication also cites principles, prescribes terminology and established requirements for the preparation and maintenance of a manual of organization, missions, and functions.
- II. Organization: The National Society is organized into three levels of management; local, regimental, and national. Each headquarters has a specific mission which it is expected to carry out to the best of its ability. The organization of each headquarters is outlined within this document, and certain guidelines for each headquarters to follow are also provided.
- III. Staff Responsibility: Staff officers are assigned specific functional areas of interest for which they have prescribed responsibility in the accomplishment of staff actions. Command authority of staff officers is limited to subordinate officers and enlisted within the chain of command.
- IV. Penalties: Failure to comply with or operate in contradiction to any section of this SOP will result in corrective action up to and including suspension of charters or expulsion from the Society.
- V. Implementation: This document must be approved by the National Legislative Body; any changes must be approved by the same, basic grammatical adjustments excepted.

## Mission of the National Society of Pershing Rifles

This chapter defines the mission of the National Society of Pershing Rifles and tells how it is fulfilled in a manner which exemplifies the tri-service focus of the Society.

### *Definitions of Mission*

The National Society of Pershing Rifles has adopted as its mission the following four interrelated objectives:

- A. To aid in the development of successful officers in the Army, Navy, and Air Force.
- B. To foster camaraderie and esprit de corps among all three Reserve Officers' Training Corps programs.
- C. To further the purpose, traditions, and concepts of the United States Army, Navy, and Air Force.
- D. To give civilians an opportunity to be part of a military organization without a formal commitment to the military.

### *Fulfillment of the Mission*

- A. Development of successful officers in the Army, Navy, and Air Force.
  - a. Through its organizational structure, the Society affords its members an excellent opportunity for command and staff experience.
  - b. In its administration, the Society offers invaluable training for the Active Member. By adopting the practices of the active duty armed forces, the Society furthers a working knowledge of military administration which is of great value to the member as a cadet or midshipman and later as an officer in his/her particular branch of service.
- B. Fostering of camaraderie and esprit de corps among all three Reserve Officers' Training Corps programs.
  - a. As one of the most important of its missions, the ROTC relationship merits special attention by the Society. The National Society of Pershing Rifles is the only co-curricular organization available to all ROTC cadets. The Pershing Rifles, through its meetings and other activities, develops valuable esprit de corps. Such awareness among the Pershing Rifles members, coupled with the improved officer-cadet relationship fostered by the Society, leads to a stronger and more efficient corps of cadets.
- C. Purpose, Traditions, and Concepts of the United States Army, Navy, and Air Force
  - a. The first step in the achievement of this objective is the creation of a closer and more efficient relationship within the ROTC programs on a campus.

- b. The Society exhibits interest in and understanding of the traditions and concepts of the three services by its continuing program of tri-service recognition.
- D. Importance for civilians
- a. Through its organizational structure, the Society affords its members an excellent extra-curricular leadership-training environment. This is important for civilian professionals as well as the military.
  - b. Through the relationship with the ROTC cadets and midshipmen, a closer relationship is formed between these civilians and the military.

## Membership of the National Society of Pershing Rifles

This chapter outlines who may be a member of the National Society of Pershing Rifles and how membership is granted. The three classes of membership are described, and rules governing the individual classes are outlined. This chapter also describes how Active Membership may be transferred from one unit to another.

### *Scope of Membership*

The National Society of Pershing Rifles is open to any college student including, but not limited to all cadets and midshipmen from colleges and universities throughout the United States and Puerto Rico. The individual members of the Pershing Rifles are selected on a basis of personal merit. There are three classes of membership: Active, Alumni, and Honorary.

### *Active Membership*

- A. Requirements. Active Membership shall be open to all students attending a college or university within the United States and Puerto Rico.
- B. Admission of Active Members. Having completed a pledge program controlled by a college level chartered unit of the Society, the student obtains active status in both the college level chartered unit pledged and the National Society upon being duly initiated by the college level chartered unit in formal a ceremony.
- C. Rights of Active Members. Any active member in good standing with their unit shall be eligible within their unit to introduce motions from the floor, to speak in regard to any motion, to make nominations for office, and to vote on any questions raised
- D. Authorized Equipment for Active Members. The citation cord with tip, cord without tip (authorized for Air Force members), shingle, membership card, official challenge coin, rank shield, and the various ribbons and awards of the Society are authorized to be obtained by the active member. The shingle is a certificate of membership in the Society. The membership card is a card declaring membership in the Society. Upon activation, the individual shall attain enlisted rank in accordance with the unit by-laws.
- E. Revocation of Active Membership
  - a. Any active member may be placed on probation by his or her chartered unit. Probationary status may be assigned in accordance with the unit's by-laws and shall not violate the spirit of the Society or any governing publications.
  - b. Any active or probationary member may be placed on inactive status or expelled from the chartered unit and the Society in accordance with the unit by-laws or any governing publications.
  - c. Probationary or inactive members may return to active status following their suspension. Expulsion from a unit and the Society is permanent and the individual shall forfeit all right and privileges of membership, including but not limited to, equipment, awards, eligibility for alumni status and membership to

the official alumni association of the Society.

### *Alumni Membership*

- A. Definition of Membership. Alumni members are those former active members with two or more years of service whose active membership was terminated for other than disciplinary reasons. Active members with less than two years of service who resign for cause may, at the discretion of their unit commander, be granted alumni status. Alumni members may not hold office or vote on any matter before the college level chartered unit. Alumni members may resume active status upon obtaining approval from their unit commander.

### *Honorary Membership*

- A. Definition of Membership. Any person may be initiated into Pershing Rifles as an Honorary Member by a college level chartered unit upon the approval of the National Commander. Honorary members may not hold office or vote on any matter before the college level chartered unit.
- B. Induction of Member. A written request will be submitted to National Headquarters listing the individuals to be approved as Honorary Members and detailing why they should be given honorary membership.
- C. Rank of Honorary Members. A person may be initiated into the National Society of Pershing Rifles with or without honorary rank, the grades of which shall correspond to those used by P/R. A commanding officer cannot sign an application for Honorary Membership requesting honorary rank of a higher rank than that of which he or she holds.
- D. Equipment authorized for Honorary Members. An honorary member is allowed a shingle and membership card. The individual is also allowed the citation cord with tip, if desired.

### *Transfer of Membership*

A member of any Pershing Rifles Unit may transfer membership to another Pershing Rifles unit, provided the individual meets the basic requirements of the gaining unit. The gaining unit will immediately notify Regimental Headquarters upon completion of the transfer.



## Organization

This chapter describes the organization of the National Society of Pershing Rifles and explains how each headquarters functions. This chapter prescribes offices and rank structure for each level of command within the Society, and tells how these offices are filled. Special procedures for creating new offices are outlined, and certain limitations are placed on office holding. Procedures for filling vacancies are included, and the rank of active members is defined.

### *Basic Concept and Structure*

The National Society of Pershing Rifles is organized based upon military structure. The basic structure of the Society is prescribed in the Constitution of the National Society of Pershing Rifles.

### *Organizational Levels of the Society*

There are currently three levels of organization in the Pershing Rifles. They are the National, Regimental and Unit levels.

### *National Organization*

- A. National Headquarters. This organization shall consist of the National Headquarters situated at the University of Nebraska, Lincoln, Nebraska. The National Society of Pershing Rifles shall be under the control of the National Commander who shall have a term of office of one year, and may serve for a maximum of two years in the position.
  - a. National Headquarters Officers. A P/R O-8 shall command the National Society of Pershing Rifles.

The National Commander's staff includes:

Deputy National Commander  
Chief of Staff

G-1	Personnel
G-2	Expansion / Security
G-3	Operations
G-4	Supply
G-5	Public Affairs / Historian
FIO	Finance Officer
NCOIC	Non-commissioned Officer in Charge

Highest grades promotable:

DNC	P/R O-7
C/S	P/R O-6
G-1	P/R O-6
G-2	P/R O-5
G-3	P/R O-6
G-4	P/R O-6
G-5	P/R O-5

FIO	P/R O-5
NCOIC	P/R E-9

- b. All promotions within the National Headquarters will be determined by the National Commander based upon time of service, competency, and position tasks. In addition to the DNC there may be one additional P/R O-7, but no more than two on staff at one time.
- c. The National Commander is nominated by the retiring National Commander and discussed with the current national staff. This nomination must be confirmed by a two-thirds majority of the National Legislative Body of the Pershing Rifles, as outlined in the National Constitution.

B. Regiments. Whenever possible, each regiment in the National Society of Pershing Rifles shall have a Regimental Headquarters. Company Commanders will report to their Regimental Commanders who will then report directly to the National Headquarters. Company Commanders within a regiment lacking an active Regimental Headquarters will report to the G-1.

- a. Regimental Officers. A P/R O-6 shall command the Regiment, and the commander’s staff shall be at the RCO’s discretion. Regimental Headquarters must have more than one person on staff in addition to the Commander to maintain active status.
- b. Staff positions and ranks shall be determined by individual Regimental SOPs however the following are suggested:

DRC	P/R O-5
S-1	P/R O-4
S-2	P/R O-3
S-3	P/R O-4
S-4	P/R O-4
S-5	P/R O-3
NCOIC	P/R E-9

The Regimental Commander shall be determined by individual Regimental SOPs.

- c. Each Regimental Headquarters will have a set of by-laws and/or SOPs, and must submit such to the National Headquarters each year.

C. Local Units. The local chartered unit is the core of the National Society.

- a. Company Officers. A P/R O-3 shall command a local unit and the commander’s staff shall be at his or her discretion:
- b. The following is a suggested rank structure for all local unit staffs:

Executive Officer:	P/R O-2
S-1	P/R O-1
S-2	P/R E-7
S-3	P/R O-1
S-4	P/R O-1

S-5  
NCOIC

P/R E-7  
P/R E-8

- c. Designation of Company Officers. The individual unit concerned shall elect the Unit Commander in accordance with unit by-laws. The Unit Commander shall select all other officers in accordance with unit by-laws.
- d. Constitution and By-Laws. Each unit shall have a constitution and/or by-laws, and shall be able to furnish a copy of each upon request of the National Headquarters and/or their respective Regimental Headquarters.

### *Vacancies*

- A. Command Positions. In the event a command position is vacated prior to the expiration of the term of office for that position, the officer next in command in the HQ shall assume the duties of the commander until such time as the electing or appointing body for that position indicates and completes action to fill vacancy.
- B. Staff Positions. The respective Commanders shall fill vacancies in staff positions according to the appropriate SOP.
- C. Rank of Active Members. Pershing Rifles personnel shall retain the rank of the highest rank position held after completing at least one full term of office in that position.

## Convention and Assemblies

This chapter defines the legislative bodies of the National Society of Pershing Rifles and their responsibilities. It outlines policies concerned with National Assemblies and National Conventions.

### *Legislative Bodies*

Legislative bodies exist on three levels within the National Society of Pershing Rifles; the local unit, the regimental level, and the national level.

- A. At the unit level, the legislative body is composed of the unit's active membership.
- B. The unit level commanding officers of any particular regiment will compose the Regimental Legislative Body for that regiment.
- C. As defined by the National Constitution, the National Legislative Body is composed of the National Commander and all local unit commanders.

### *Power of Assemblies*

Pershing Rifles assemblies are concerned with major policy guidance for the Society and action on detailed matters only where joint action is necessary.

### *Annual Fall National Legislative Assembly*

Each fall the Society's Senior Leadership and National Legislative Body will meet in Lincoln, NE or the surrounding area to discuss policies and operations that will concern the coming year and propose legislation for action at the upcoming National Convention.

- A. Location. The Fall Commander's Call will be held annually in Lincoln, Nebraska or the surrounding area, and be hosted by the National Headquarters. All arrangements and coordination will be conducted by the G-3.
- B. Attendance. The National Commander, National Headquarters Staff, Regimental Commanders and their Deputies, Unit Commanders and their Executive Officers, and any other personnel deemed necessary by the National Commander and/or Regimental Commanders will attend the Fall Commander's Call. All previously noted individuals are required to attend, have other representation, or have submitted written notice of their absence to the National Commander, which must be approved by the National Commander to avoid disciplinary action.

### *Annual National Convention*

Each spring, the National Legislative Body will meet at the National Convention to discuss and conduct the business of the Society. Topics before the National Legislative Body will include, but are not limited to, the confirmation of the next National Commander, and action upon all legislation proposed at the previous Fall Commander's Call.

- A. Site Selection. The site of the National Convention will be decided at the National Convention of the previous year. The unit desiring to host the Convention must

- submit a bid, which will be due at the National Headquarters no less than one month prior to the previous year's National Convention. Bids will be voted on by the National Legislative Body.
- B. Arrangements. The host unit will work in tandem with the National Headquarters in making all necessary arrangements for the National Convention in accordance with the National Convention and John J. Pershing Memorial Drill Competition SOP.
  - C. Date. The hosting unit, in coordination with the National Headquarters, will decide the date of the Convention. The date shall be set and distributed to the Society no later than one month following the approval of the winning bid.
  - D. Attendance. The National Commander, National Headquarters Staff, Regimental Commanders and their Deputies, Unit Commanders and their Executive Officers, and any other personnel deemed necessary by the National Commander and/or Regimental Commanders will attend the Annual National Convention. All previously noted individuals are required to attend, have other representation, or have submitted written notice of their absence to the National Commander, which must be approved by the National Commander to avoid disciplinary action. All active Pershing Rifles members are strongly encouraged to attend.

## Correspondence, Orders, and Records

This chapter discusses the procedures for correspondence; it tells how and when to issue written orders: and it prescribes how to maintain and dispose of Pershing Rifles records.

### *Correspondence Procedure*

In order to implement the training function of the Society by familiarizing the members with U.S. Army, Navy, and Air Force procedures, all Pershing Rifles correspondence shall be prepared in accordance with the policies of the writer's respective branch of service. If the member is a civilian it shall be written in standard U.S. Army format.

### *Website and Email Correspondence*

The official Pershing Rifles National Headquarters website is <http://www.pershingriflessociety.org>. The website is updated frequently with information regarding Society and NHQ news; information regarding official Society events will also be posted on the website.

Each Pershing Rifles unit is provided with an email account at [pershingriflessociety.org](mailto:pershingriflessociety.org) upon request. If a unit chooses not to register and use the Pershing Rifles webmail on a regular basis, they will be required to update the National Headquarters with a working personal email address each semester. The senior leadership will be required to use [pershingriflessociety.org](mailto:pershingriflessociety.org) email addresses for business and professional communications of the organization.

### *Orders*

Each Pershing Rifles headquarters is authorized to publish orders governing its area of operation as long as such orders are not in conflict with the National Constitution, National SOP, and directives issued from a higher headquarters. Pershing Rifles orders will be written in format with the current branch of service manual governing such documents. Each set of orders shall indicate the distribution of copies that is to be made.

### *Maintenance and Disposal of Records*

Each Pershing Rifles headquarters shall maintain its records in proper order to insure their protection and their usefulness. Complete and accurate records are essential to the effective functioning of every unit of the Society; records, which are not maintained in a useful order, are of negligible value.

- A. Each headquarters will keep on file one copy of the current Constitution of the National Society of Pershing Rifles and one copy of the current National Society of Pershing Rifles Standard Operating Procedures.
- B. After a period of retention in the dead files of not less than four years, unit records sets may be destroyed at the discretion of the commander provided that the records are thoroughly examined and any papers of value for historical documentation are retained and a summary of the contents and periods covered by the destroyed sets is made for permanent retention by the unit

## **Involuntary Relocation of a Regimental Headquarters**

This chapter discusses the procedures that are to be taken in the event that a Regimental Headquarters is in need of relocation. The following procedures are to be taken only if the circumstance does not allow relocation as per the standard operating procedures of the regiment in question.

### *Involuntary Relocation of a Regimental Headquarters*

The following procedures will be followed in the event a Regimental Headquarters fails to perform its duties:

- A. A unit within the regiment must send an official complaint to the National Headquarters highlighting the ways in which the headquarters in question has failed to perform its duties, and detailing why the Regimental Headquarters cannot be moved by an action of its subordinate units. These procedures may also be followed if the National Commander determines that a Regimental Headquarters is failing to perform its duties, without an official complaint from within the regiment.
- B. A member of the National Staff as directed by the National Commander will then investigate the complaint and submit his or her recommendations to the National Commander as to the course of action to be considered.
- C. If the National Commander decides that the problem areas of the headquarters are beyond correction, the following procedures will take place:
  - a. The National Headquarters will send a letter to all active units within the regiment notifying them of the situation, accompanied by an explanation of regimental duties. The letter will direct any unit interested in hosting the Regimental Headquarters to submit a bid to the National Headquarters. The bids should contain at a minimum the following:
    - A. The number of active and pledge personnel within the unit.
    - B. Availability of transportation in relation to other units within the regiment. (This is meant to ensure that the prospective host unit is capable of traveling to the various units throughout the regiment for inspections, etc and that it is indeed possible for units to travel to the prospective Regimental Headquarters for regimental events, etc.)
    - C. Statement of financial resources available to the unit.
    - D. Facilities (office space, etc.) available to the unit.
    - E. ROTC and school support available to the unit.
  - b. The National Commander will review the bids and make a decision on a new location for the headquarters.

- c. Another letter will then be sent to all units in the regiment for an approval vote on the new location for the headquarters. If no reply is received from a unit within 30 days, that unit's vote will be assumed to be an abstention.
- d. All units within the regiment and all RHQs will then be notified by the National Headquarters of the results of the vote. A two-thirds vote in favor of the new location will be required to ensure the decision stands.
- e. The staff of the new RHQ will meet with the staff of the old RHQ as soon as possible to transfer the file and supplies, etc and receive a detailed briefing of RHQ duties and procedures.
- f. The National Commander and/or a designated National Staff member will visit the new RHQ as soon as possible during the next school year to inspect and assist the new RHQ staff.



## **Society Uniforms Standards, Awards, and Decorations**

This chapter contains descriptions, objectives of, and presentation of various Pershing Rifles awards. It also establishes guidelines as to the wear of the various decorations and insignia of the National Society of Pershing Rifles.

### *Best Pledge Award (Unit)*

This ribbon is given to the Pershing Rifles pledge that is easily recognized as the most outstanding pledge in their pledge class. The pledge is nominated by the pledge trainer and final decision rests with the unit commander. This award is a pledge ribbon with the "Company" insert and may be worn as an Active member.

### *Best Pledge Award (Regiment)*

This ribbon is given to the Pershing Rifles pledge that is easily recognized as the most outstanding pledge in the regiment for a given term. Each unit within a regiment sends a detailed description of their best pledge to the Regimental Headquarters. RHQ then decides which pledge is most deserving of the Regiment Best Pledge Award. This award is a pledge ribbon with the "Regiment" insert and may be worn as an active member.

### *Most Improved Company Award*

Any active unit may nominate themselves for the Most Improved Company Ribbon. A complete description explaining how the unit has improved during the term must be sent to the National Headquarters. The final decision for the most improved unit rests with the National Commander.

### *Best Company Award*

Any active unit may nominate themselves for the Best Company Ribbon. A complete description of the unit's actions, which they believe merits them, as the best unit must be sent to National Headquarters. The final decision for the best unit rests with the National Commander.

### *Most Improved Regiment Award*

Any active regiment may nominate themselves for the Most Improved Regiment Ribbon. A complete description explaining how the regiment has improved during the term must be sent to National Headquarters. The final decision for the most improved regiment rests with the National Commander.

### *Best Regiment Award*

Any active regiment may nominate themselves for the Best Regiment Ribbon. A complete description of the regiment's actions, which they believe merits them, as the best regiment must be sent to National Headquarters. The final decision for the best regiment rests with the National Commander.

### *Bronze Achievement Medal*

This award is generally awarded during the first or second year of membership. Qualifications include but are not limited to:

- A. Outstanding member with unusual leadership ability. (Military courtesy, bearing, neatness, scholastic record, interest in Pershing Rifles)
- B. Ability to motivate and create interest in the organization.
- C. Promotes ideas that are of great benefit to the organization.
- D. Volunteers for assignments and is a go-getter.
- E. Has developed an interesting and beneficial training program for the Pershing Rifles unit.

Procedure. Two unit members must nominate the candidate for this award. The nominee must have done two or more of the listed qualifications or have other outstanding leadership achievements. The unit commander must review the nomination and if the commander agrees with the nomination nominate the Rifleman to National Headquarters. Final approval of granting the award will rest with the National Commander.

Exceptions. If the nominee is the unit commander then the executive officer is responsible for reviewing the nomination and submitting it to National Headquarters. If the nominee is on the National Staff the nomination goes directly to the National Commander. If the nominee is the National Commander, the National Staff must vote on approval and the decision must be unanimous.

### *Silver Achievement Medal*

Generally awarded to third or fourth year members and is usually an officer in the company. Qualifications include but are not limited to:

- A. Has commanded and trained a winning drill team in competition.
- B. Has improved the strength, morale, administration, and prestige of local unit while under their command.
- C. Has contributed an idea which, when placed in effect, greatly enhanced the morale of the organization.
- D. Has performed outstanding duty as a staff officer.
- E. Contributed a substantial effort to the financial stability of the company.
- F. Developed a new crack drill procedure.
- G. Has improved military and social training for the organization to bring new spirit to the unit.

Procedure. Two unit members must nominate the candidate for this award. The nominee must have done two or more of the listed qualifications or have other outstanding leadership achievements. The unit commander must review the nomination and if the commander agrees with the nomination must nominate the Rifleman to National Headquarters. Final approval of granting the award will rest with the National Commander.

Exceptions. If the nominee is the unit commander then the executive officer is responsible for reviewing the nomination and submitting it to National Headquarters. If the nominee is on the National Staff the nomination goes directly to the National Commander. If the nominee is the National Commander, the National Staff must vote on approval and the decision must be unanimous.

### *Gold Achievement Medal*

Generally awarded to a fourth year member, usually an officer. Qualifications include but are not limited to:

- A. Outstanding service over a period of years above and beyond those of his/her fellow P/R officers.
- B. Improved the strength, morale, administration, and prestige to such a degree that their superiors consider this command one of the outstanding.
- C. Contributed something substantial that is used by the National Organization or has furthered the ideals of the Pershing Rifles.
- D. Has devoted a substantial amount of his/her time and energy to their Pershing Rifles unit always striving to improve it.

Procedure. Two unit members must nominate the candidate for this award. The nominee must have done one or more of the listed qualifications. The unit commander must review the nomination and if the commander agrees with the nomination must nominate the Rifleman to National Headquarters. Final approval of granting the award will rest with the National Commander.

Exceptions. If the nominee is the company commander then the executive officer is responsible for reviewing the nomination and submitting it to National Headquarters. If the nominee is on the National Staff the nomination goes directly to the National Commander. If the nominee is the National Commander, the National Staff must vote on approval and the decision must be unanimous.

### *National Commander's Award*

This award is the highest honor given by the National Society of Pershing Rifles. It is to be awarded to any active Pershing Rifleman who is so outstanding in his/her performance and general way of life that he/she influences the organization's history for a long period of time, regardless of the number of years of service in Pershing Rifles. The selection of this Pershing Rifleman will be in the hands of the unit commander and his/her staff. A complete, detailed description of the nominee's actions that the nominating person or persons feel qualify the Pershing Rifleman for the National Commander's Award shall be forwarded to National Headquarters. Final decision of granting the award will rest with the National Commander.

Exceptions. If the nominee is on the National Staff the nomination goes directly to the National Commander. If the nominee is the National Commander, the National Staff must vote on approval and the decision must be unanimous.

### *Life Saving Award*

This award is an honor presented to that Pershing Rifleman who has distinguished his or her self by saving human life. The individual will be nominated by the unit commander, who shall forward a complete and detailed description of the nominee's actions to the National Headquarters. Final decision of granting the award will rest with the National Commander.

Exceptions. If the nominee is on the National Staff the nomination goes directly to the National Commander. If the nominee is the National Commander, the National Staff must vote on approval and the decision must be unanimous.

### *National Awards*

Citations for all National Awards, those that require approval of or consideration by the National Commander, shall be submitted for consideration no later than 14 days prior to the start of the National Convention. Units receiving National Awards must be in attendance at the National Convention in order to be eligible.

National Awards include: Most Improved Company/Regiment, Best Company/Regiment, National Commander's Award, Bronze/Silver/Gold Achievement Awards, and Postal PT and Postal Rifle Awards

### *Wearing of Awards and Decorations*

- A. Ribbons. All Pershing Rifles ribbons are lower ranking than ROTC ribbons. They are to be worn in the same manner as the ROTC ribbons.

The order of precedence is:

- Pershing Rifles Membership Ribbon
- Pershing Rifles National Staff Ribbon
- Pershing Rifles Regimental Staff Ribbon
- Life Saving Award
- Gold Achievement Medal Ribbon
- Silver Achievement Medal Ribbon
- Bronze Achievement Medal Ribbon
- Best Regiment Ribbon
- Most Improved Regiment Ribbon
- Best Company Ribbon
- Most Improved Company Ribbon
- National Postal Rifle Match First Place Ribbon
- National Postal Rifle Match Second Place Ribbon
- National Postal Rifle Match Third Place Ribbon
- Service Ribbon
- John J. Pershing Memorial Drill Meet Participation Ribbon
- National Postal Rifle Participation Ribbon
- National Postal PT Participation Ribbon

Regiment Best Pledge Ribbon  
Company Best Pledge Ribbon

Service discs shall be worn on the service ribbon for each year of active Pershing Rifles service completed in excess of the one year of completed service for which the service ribbon is awarded.

- B. Membership Cord. The Pershing Rifles shoulder cord is to be worn on the left shoulder. It shall be worn with no other fourragere, shoulder cord, or aiguillette. The braided strand shall be worn under the arm and the two single strands shall be worn outside the arm. The alternate cord (without tip) is authorized only for members enrolled in Air Force ROTC, and then only for situations where the official membership cord cannot be worn. It is not a replacement for the official membership cord, and may not be worn at Pershing Rifles events.
- C. Rank Shield.
  - a. Male. Centered on the left breast pocket. If the member also has the ROTC Recondo badge, the Pershing Rifles rank shield can be moved to the other pocket of the class "A" coat.
  - b. Female. Centered on the left side of the service uniform and parallel to the waistline on the coat in a comparable position on the coat. Placement of the shield may be adjusted to conform to individual figure differences. If the member also has the ROTC Recondo badge, the Pershing Rifles rank shield can be moved to the other side of the service uniform.
  - c. Air Force. IAW AFROTCI 36-2008
- D. National Commander's Award.
  - a. Male. Worn 1/8" above and centered over the right breast pocket. If the member is also is a Distinguished Military Student (DMS) the DMS badge will be worn 1/8" above the National Commander's Award.
  - b. Female. Worn 1/4" above and centered over the nameplate. If the member is also a Distinguished Military Student (DMS) the DMS badge will be worn 1/8" above the National Commander's Award.
  - c. Air Force cadets must submit a memorandum through their ROTC chain of command to AFROTC HQ requesting permission to wear this award. Contact National Headquarters for guidance on such correspondence.
- E. P/R Officer Crossed Rifles. (Army ROTC)
  - a. Basic course cadet. Center crossed rifles on both lapels 1 1/4" below the torches of knowledge with the centerline of the rifles bisecting the torch of knowledge and parallel to the inside edge of the lapel
  - b. Advanced course cadet. Center crossed rifles on both lapels 1 1/4" below the ROTC insignia with the centerline of the rifles bisecting the ROTC insignia and parallel to the inside edge of the lapel.

## Supplies

This chapter outlines the restrictions placed upon Pershing Rifles personnel in obtaining supplies, then lists whose supplies which are stocked by the National Headquarters.

### *Local Purchase of Supplies*

The National Society places no restrictions on the purchase of supplies other than National P/R supplies. (i.e. The purchase of drill rifles is not restricted.) National P/R supplies however, such as uniform accessories, must be ordered through the National Headquarters or directly through Vanguard Industries. Orders will be issued to active units only and must be paid for in full prior to shipment.

### *General National Pershing Rifles Supplies*

- A. The following National P/R supplies are available for purchase through the National Headquarters:

- Shoulder cord w/tip
- Shoulder cord w/o tip
- Enlisted rank shields
- Officer rank shields
- Membership ribbons
- Service ribbons
- Pledge ribbons
- Best Pledge ribbons
- Shingles
- Membership cards
- P/R Officer crossed rifles
- 2" P/R patches
- 3" (subdued) P/R patches
- P/R Challenge Coin
- P/R Appreciation Coin
- P/R Lapel Pin
- New Member Packets

### *Special National Pershing Rifles Supplies*

- A. The following National P/R supplies are awarded specifically by the National Headquarters and may only be ordered for replacement.

- Postal Rifle Match ribbons
- Postal PT ribbons
- National Drill Meet Participation ribbons
- Best Company ribbons
- Most Improved Company ribbons
- Best Regiment ribbons
- Most Improved Regiment Ribbons
- Achievement medals
- National Commander's award

### *Replacement of Awards*

A written request of replacement must be submitted to National Headquarters including the original award citation, date award was received, and why it needs to be replaced. The unit will be required to submit payment for a replaced award.

By Order of the National Legislative Body:

Official:



Christopher D. Scheuermann  
Major General, Pershing Rifles  
Commanding

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