



**16th Infantry Regiment Association  
Wounded Ranger Program  
Standard Operating Procedures**

7 May 2015

MEMORANDUM FOR All Members of the 16th Infantry Regiment Association

SUBJECT: Standard Operating Procedures, Wounded Ranger Program

1. General. The purpose of this SOP is to provide the Wounded Ranger Program Special Committee guidance, information, and standard operating procedures for the conduct of the Wounded Ranger Program.

A. Purpose. The purpose of this SOP is to provide the Wounded Ranger Program Special Committee and members of the 16th Infantry Regiment Association guidance, information, and standard operating procedures the conduct of, and participation in, the Wounded Ranger Program.

B. References.

1. Section 4.K., Constitution, 16th Infantry Regiment Association, 3 August 2012.

2. Definition. The Wounded Ranger Program is an effort by Association sub-organizations and members to raise money for the purposes of providing funding to bring critically wounded members of the 16th Infantry to the annual Reunion. The intent is to raise enough money annually to provide the air fare, lodging and selected meals for two current or former members of the 16th Infantry that meet certain wound criteria.

3. General Operating Instructions. The Governing Board President will appoint a Chairman to organize the committee and manage this program.

a. Wounded Ranger Program Special Committee.

1. The Wounded Ranger Program Special Committee has four basic missions:

-To raise funds for the Wounded Ranger Program.

-To identify and verify eligibility of Wounded Ranger candidates in accordance with this SOP.

-To make recommendations to the Governing Board President for candidates to be approved for selection under this program.

-To make arrangements for the travel, lodging, care, and feeding of Wounded rangers brought to, and returned from, the annual reunion.

2. Additional members for the committee and organization of the committee are to be determined by the Committee Chairman IAW the Constitution and By Laws.

3. Fund raising efforts within the Association Membership is to be coordinated with the President.

4. Authorization to contact outside agencies regarding fund raising and identification of Wounded Rangers is authorized except in the cases of the Society of the 1<sup>st</sup> Infantry Division, the 1<sup>st</sup> Infantry Division, and active battalions at Fort Riley. Authorization to coordinate with those agencies will be given after the respective Points of Contact (POC) for those agencies are identified by the Board and informed of the parameters of the program by the President.

5. Fund raising efforts outside of the Association Membership is authorized and limited only by State and Federal laws and regulations

6. A ledger will be maintained by the Committee Chair of sources and amounts of all funds received and transferred to the Treasurer.

7. Funds raised for this program will be transferred to the Association Treasurer at least monthly, but preferably as soon as possible after receipt.

8. The committee will access all possible sources available to identify eligible Soldiers for this program and prepare a one page recommendation with supporting evidence of each Soldier's eligibility. The recommendations for candidates along with eligibility documentation (if required) will be submitted to the President NLT 15 May each year for addition to the next Board meeting agenda and approval.

B. Eligibility Criteria. The candidates for the Wounded Ranger Program must meet certain criteria. Evidence of such medical conditions must be produced upon request to verify that the memberships will be provided to those they are intended. The Governing Board will review all applications for Wounded Ranger Life Memberships on a case by case basis. The criteria are provided below.

1. The Soldier, or former Soldier, must be, or have been, a member of the 16th Infantry Regiment. Under special circumstances, a Soldier, or former Soldier who was not assigned, but attached to and element of the regiment may be considered.

2. Due to the limitations of the program, only Wounded Rangers from Desert Storm, Iraq, or Afghanistan will be considered. Under special circumstances, a Wounded Ranger from earlier conflicts may be considered. Typically, a candidate in this latter category must be demonstrated to be unable to afford a trip to the annual reunion on his own.

2. The wounds received by the Soldier must have been sustained under combat conditions. The wounds must have been sustained as a result of direct or indirect enemy action,

or for reasons that resulted from real or potential and immediate threat of enemy action (i.e., overturned vehicle moving to engage the enemy on patrol or similar circumstance).

3. The wound(s) sustained at a minimum must have resulted in:

- Traumatic Brain Injury.

- Loss of at least one limb which includes an entire hand or foot.

- Loss of an eye or complete loss of hearing.

- Other wounds that require medical discharge from the Army and the nature of which precludes the individual from functioning in a normal fashion such that it affects the ability to provide a livelihood above the poverty level (i.e. \$25,000 per year).

- Exceptions to these criteria may be considered and approved by the Governing Board.

#### 4. Responsibilities.

##### a. President.

1. Responsible for oversight of the Wounded Ranger Program Special Committee.

2. Provides general operating instructions to the committee not covered by this SOP.

3. Coordinates with the committee chairman on the identification, verification, and selection of Soldiers who are eligible for this program.

4. Submits eligibility data on Wounded Ranger candidates and recommendations from the committee to the Board for approval.

6. Coordinates with the Webmaster and DD Editor for advertising and publicizing the Wounded Ranger Program to the general membership.

&. Identifies POCs for Society of the 1<sup>st</sup> Infantry Division, the 1<sup>st</sup> Infantry Division, and active battalions at Fort Riley for coordination with the Committee Chairman.

##### b. Special Committee Chairman.

1. Responsible for management and direction of the Wounded Ranger Program Special Committee.

2. Reports to the President for report of committee activities and actions requiring Governing Board coordination or approval.

3. Manages the fund raising efforts of the committee.

4. Ensures proper accountability of the receipt and transfer of funds to the Association Treasurer for deposit in the Wounded Ranger Program account.

5. Manages the identification, verification, and recommendations for selection to the Board of Soldiers who are eligible for this program.

6. Submits recommendation packets and, if needed, documentation of eligibility, on candidates to the President for consideration and approval by the Board.

7. Coordinates with selected Soldiers for airplane tickets and travel dates to the Reunion.

8. Coordinates for lodging for the selected Soldiers at the Reunion hotel. Inquire if the hotel will donate meals for the Wounded Rangers participating in the reunion.

9. Coordinates with the Society of the 1st Infantry Division for tickets to the division banquet and conflict breakfast.

c. Treasurer.

1. Receives funds raised by the Wounded Ranger Program Special Committee and deposits the funds in the Wounded Ranger Program account.

2. Provides funding from the Wounded Ranger Program account to pay for airfare, lodging, and selected meals.

d. Governing Board. Votes on final approval of selected eligible Soldiers to participate in the Wounded Ranger Program.

e. Selected Soldiers.

1. Provide the committee chairman with desired travel dates and special needs while at the reunion.

2. Responsible for meals other than the division banquet and conflict breakfast.

5. This SOP goes into effect on 7 May 2015. The end date is indeterminate, but effective on order of the Association President.

Steven E. Clay  
President  
16th Infantry Regiment Association