



CCGD13INST 5060.1
ISCSEATTLEINST 5060.1

Date:
DEC 18 2003

THIRTEENTH COAST GUARD DISTRICT INSTRUCTION 5060.1
INTEGRATED SUPPORT COMMAND SEATTLE INSTRUCTION 5060.1

Subj: SEATTLE AREA HONOR GUARD

Ref: (a) MLCPAC (mdl) memo 5000 of 11 Dec 02
(b) COMDTINST M5728.2B, Public Affairs Manual
(c) COMDTINST M5060.11, Marine Corps Drill and Ceremonies Manual
(d) COMDTINST M1020.6D, Uniform Regulations
(e) COMDT COGARD Washington DC 201607Z APR 01 (ALCOAST 177/01)

1. PURPOSE: To establish a standing Coast Guard Seattle Area Honor Guard. The Honor Guard increases the Coast Guard visibility in the community, and honors those that have served before and with us.

2. ACTION: Commanding Officers and Officers-in-Charge of Pacific Area, Thirteenth District and Maintenance and Logistics Command Pacific units in the Seattle area will comply with the procedures in this instruction.

3. DISCUSSION:

a. This is a joint D13 and ISC Seattle directive that establishes duties and responsibilities of designated units to support an Honor Guard in the local Seattle area. Commander, Thirteenth Coast Guard District, has command authority over all D13 units in the Seattle area. Pursuant to reference (a), the Commanding Officer of ISC Seattle is the senior representative of the MLCPAC Commander in the Seattle area and has the authority to ensure that local MLCPAC units comply with its terms.

b. The Coast Guard is frequently asked to provide an Honor Guard for sporting events, ceremonies, parades, funerals and other events. Because of the Coast Guard's limited resources, events supported by the Color Guard should be military in nature or have extremely high visibility. For events other than funerals, the Honor Guard will usually not travel more than fifty (50) miles, nor will it handle more than two events per day unless otherwise directed by the Commanding Officer, Integrated Support Command Seattle. The ISC Seattle command will confer with D13 regarding sensitive and/or unusual requests.

c. Members of the Honor Guard represent the Coast Guard as a whole. It is essential that each

member's, training, performance, and appearance be of the highest standard. Likewise, the burden of providing this service needs to be shared equitably among the various shore units in the Seattle area. The Color Guard Coordinator and team leaders shall comply with references (b), (c), and (d) with regard to the appearance of Honor Guard personnel and their performance during events.

d. The Honor Guard will be comprised of seventeen (17) personnel selected from Coast Guard units in the Seattle area. It will consist of a coordinator, who will normally serve for a period of two years, and two teams of eight members, each headed by an E-6. Two members will also serve as Joint Services Honor Guard team members. The Joint Services Honor Guard team represents all of the armed forces. All requests for the Honor Guard shall be directed to the Honor Guard coordinator.

e. Personnel are assigned to the Honor Guard for a minimum of one year. Commands must identify replacement personnel prior to the departure/relief of any member and only assign members who have a minimum of 1 year left in their tour of duty in Seattle. Practices are held twice per month and attendance is mandatory.

f. Local commands will assign people to the Honor Guard as follows:

(1) ISC Seattle: Seven total — The Honor Guard coordinator, two E-6 team leaders, and four team members (E-6 or below); one member also serves on the Joint Service Team.

(2) D13 Staff: One E-6 or below team member.

(3) MSO Puget Sound: One E-6 or below team member.

(4) NESU Seattle: Three E-6 or below team members.

(5) VTS Puget Sound: One E-6 or below team member.

(6) ESU Seattle: Two E-6 or below team members; one member also serves on the Joint Service team.

(7) Group Seattle (to include all Group Units in the Seattle Area): One E-6 or below team member.

(8) FD&CC Pacific: None.

(9) MSST 91101: One E-6 or below team member.

g. Whenever a veteran of the Coast Guard or Coast Guard Reserves dies, the Coast Guard is required to present a U.S. flag to the next of kin as directed by reference (e). The presenter of the flag must be an active duty member of equal or senior rank to the deceased. For burials of E-6 and below, Honor Guard personnel will provide this service. For E-7 and above, the Honor Guard Coordinator will solicit for volunteers from the units listed above. If there are no

volunteers, Flag presentation duties will be shared equally between (1) the MLC/Area units and (2) the D13 units listed above. On an alternating basis, the Thirteenth District Personnel Management Branch (D13(rp)) and the ISC Seattle Executive officer will assign members to present the flag. D13(rp) will assign personnel from the D13 units listed above, and the ISC Executive Officer will assign personnel from the MLCPAC and PACAREA units listed above. The Honor Guard Coordinator will notify either D13(rp) or the ISC Executive Officer (depending on whose turn it is to provide) when a funeral request is received for a deceased officer or chief petty officer and there are no volunteers.

h. Normally, the Honor Guard will only be available to participate in retirement ceremonies of personnel attaining the rank of O-6 and above, E-9 and CWO4 unless a retiring member of lesser rank is holding a dual Change of Command/Retirement ceremony. Personnel retiring at a rank other than those described above and desiring a Color Guard may solicit for volunteers from within their unit to perform the duties. The Seattle Area Honor Guard equipment may be used for such events providing it does not interfere with previously scheduled Honor Guard events and is coordinated through the Honor Guard Coordinator.

4. RESPONSIBILITIES:

a. Integrated Support Command Seattle will:

- (1) Provide, issue, and maintain the required Honor Guard equipment.
- (2) Budget approximately \$700-\$1000 recurring AFC funding for replacement of honor guard equipment.
- (3) Provide local travel funding for ISC Seattle members, when necessary.
- (4) The ISC Seattle Executive Officer will, on an alternating basis (with D13), assign officers and chief petty officers from the above listed MLCPAC and PACAREA units as flag presenters when notified by the Honor Guard Coordinator that a funeral request has been received and there are no volunteers to present the flag.

b. CCGD13 (rp) will:

- (1) Assign, on an alternating basis (with ISC Seattle), officers and chief petty officers from the above listed D13units as flag presenters when notified by the Honor Guard Coordinator that a funeral request has been received and there are no volunteers to present the flag.

c. Commanding Officers and Officers-in-Charge of MLCPAC / D13 Seattle area units will:

- (1) Provide high caliber, well groomed, neatly uniformed personnel.
- (2) Ensure that there are no lapses in assignments to this collateral duty.

- (3) Ensure maximum participation by those assigned.
- (4) Provide local travel funding for their members, when necessary.

d. The Honor Guard Coordinator will:

- (1) Maintain a list of persons assigned to the Honor Guard.
- (2) Remind commands before a member's term is up so that a replacement can be assigned prior to release.
- (3) Notify the appropriate team leader of upcoming events.
- (4) Coordinate the overall functions of the Honor Guard and ensure each team receives the proper training.
- (5) Maintain a list of all Honor Guard functions, who is assigned to participate, and who actually participated.
- (6) Maintain points of contact for each unit within District 13 AOR for Honor Guard events.
- (7) Refer all requests to the ISC Seattle Executive Officer, for review with D13 (rp), when the Honor Guard Coordinator is unable to meet a request or believes meeting the request is not in the best interest of the Coast Guard.
- (8) Notify either D13 (rp) or the ISC Seattle Executive Officer (depending on whose turn it is) whenever a burial request is received for an officer or chief petty officer and there are no volunteers to present the flag.

e. The Honor Guard Team Leaders will:

- (1) Schedule and conduct sufficient training sessions for team members to ensure they remain proficient in their assigned duties.
- (2) Coordinate all aspects of participation (transportation, etc.) once an assignment has been made.
- (3) Supervise the Honor Guard as appropriate during scheduled events.



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