



Uniformed Services University Brigade INSTRUCTION

NUMBER 1360.01

March 22, 2013

BDE

SUBJECT: USU Brigade Color Guard

References: (a) 36 U. S. C. § 173 – 178
(b) 4 U. S. C. § 1 – 10

A. PURPOSE. To establish policy and procedures, and assign responsibilities for the Uniformed Services University of the Health Sciences (USU) Brigade Color Guard.

B. APPLICABILITY. Applicable to all enlisted service members assigned to USU.

C. INFORMATION. The Color Guard Detail provides services for changes of command and retirement ceremonies for USU. The detail also provides services for ceremonial occasions as designated by the Brigade Commander.

D. POLICY.

1. The Color Guard Detail falls under the purview of the Brigade Senior Enlisted Leader (SEL).

2. Assigned personnel shall:

(a) Have no disciplinary matters pending or adjudicated within the past 12 months.

(b) Have passed at least their last two cycles of service physical fitness tests, and currently be within body fat percentage standards.

(c) Present the highest standard of military appearance.

3. Uniform requirements for the Color Guard are their Service Dress Uniform or Class “A” uniform.

4. All requests for the Color Guard must be submitted at least 2 weeks prior to requested date.

(f) Ensure there are at least 3 color guard members on call to ensure customs and courtesies are properly performed.

(g) Ensure all Color Guard Member of the Quarter (CGMOQ) and/or Color Guard Member of the Year (CGMOY) nominations are submitted to the Brigade within 10 working days of the end of nomination period; i.e. Jan-Mar, nomination submitted by April 10.

3. The Members of the Color Guard shall:

(a) Contact the Color Guard NCOIC to forecast planned leaves and temporary duty assignments within 30 days of assignment or leave.

(b) Arrange testing, training, and appointments to not conflict with scheduled activities of the Color Guard.

(c) Adhere to physical fitness and dress and appearance standards of their Service.

(d) Attend all scheduled Color Guard meetings and practices unless otherwise excused in advance by the Color Guard NCOIC.

(e) Be financially responsible for issued gear that is lost or stolen. All gear shall be returned when relieved of Color Guard duty.

(f) Become familiar with references (a) & (b), which outline events or holidays that require the National Ensign to be flown at half-mast, and conduct during hoisting, lowering or passing of flag.

(g) Ensure contact information is current for notifications from Color Guard NCOIC.

(h) Ensure strict monitoring of and compliance with flag status websites and releases. Examples of websites include:

(1) <http://www.whitehouse.gov/briefing-room/presidential-actions/proclamations>.

(2) <http://dailyflagstatus.com/index.html> (also provides daily email notifications)

(i) Sign in and out of the Security office in Building B to ensure accountability and verification of their presence if event requires lowering or hoisting of the flag after duty hours. Contact Color Guard NCOIC once task has been completed.

F. RECOGNITION.

1. Upon completion of a Color Guard tour, a member who has successfully completed a minimum of 1 year and 100 detail points (see enclosure) will be considered for award of the Joint Service Achievement Medal (JSAM).

