



BASEBOSINST 5060.1  
CGDONEINST 5060.1

BASE BOSTON INSTRUCTION 5060.1  
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Subj: BOSTON METRO AREA HONOR GUARD

Ref: (a) Coast Guard External Affairs Manual, COMDTINST M5700.13 (series)  
(b) Marine Corps Drill and Ceremonies Manual, COMDTINST M5060.11 (series)  
(c) Uniform Regulations, COMDTINST M1020.6 (series)  
(d) COMDT COGARD Washington DC (ALCOAST 016/11)  
(e) Military Casualties and Decedent Affairs, COMDTINST MI770.9 (series)  
(f) COMDT COGARD Washington DC (ALCOAST 146/14)

1. PURPOSE. To establish policy and procedures for the Coast Guard Boston Area Honor Guard. The Honor Guard provides an honor platoon as requested for funerals, burials and internments in the greater Boston metro area.
2. ACTION. Coast Guard Base Boston, the First Coast Guard District, Sector Boston, all subordinate commands, as well as independent and detached duty USCG units located in the greater Boston metro area shall ensure compliance with this instruction. Base Boston will provide the MFH Coordinator function.
3. DIRECTIVES AFFECTED. ISCBOSINST 5060.1 is cancelled.
4. POLICY. All CG commands and units located in the greater Boston metro area (generally defined as the Sector Boston AOR) are to actively support the military funeral honors (MFH) program and adhere to the guidance provided in references (a) through (f). Base Boston will serve as the MFH coordinator. Base Boston, First District Offices and Sector Boston commands will rotate duties for assignment of senior MFH detail member when a CPO or an Officer is required for presentation of the flag to next of kin. All Boston-area units will provide support for MFH duties as called upon as a priority duty. Additionally, the Coast Guard Recruiting Offices and all other Coast Guard units located within the First Coast Guard District and Base Boston's Area of Responsibility will assist with the performance of MFH duties.
5. DISCUSSION.  
The sudden and unexpected nature of death requires all Coast Guard units be prepared to respond to MFH requests on short notice. The MFH program is mandated under authority of 10 U.S.C. § 1491, 38 U.S.C. § 101. The Military Funeral Honor Guard increases the Coast Guard visibility in the community by honoring those that have served before us and with us. Military funeral honors shall be provided to eligible beneficiaries upon request, and all CG

units are expected to participate in providing these honors; only emergent operational duties will take precedence.

Commanders, Commanding Officers, and OICs at all levels must support paying a final tribute on behalf of a grateful nation to comrades in arms and must respond expeditiously and sensitively to requests for military funeral support.

6. RESPONSIBILITIES:

- a. Base Boston Decedent Affairs Officer (DAO) is responsible for the overall operation of the MFH's program, which is directly managed by the Base Boston MFH Coordinator.
- b. Commanders, Commanding Officers, OICs and detachment supervisors located in the greater Boston metro area shall insure compliance with this instruction by their respective units.
- c. The MFH Coordinator:
  - 1) Upon receipt of a request for MFH, the MFH Coordinator will task one of the MFH teams to provide the funeral honors. If a CPO or above is required (every attempt is made for the presenter to be equal or senior to the deceased) to be a flag presenter, the MFH Coordinator will assign that duty to the major command next in the rotation. That unit will immediately designate a flag presenter at the appropriate rank level and have that member contact the MFH Coordinator to get the team assignments.
  - 2) **No unit** is exempt from this duty.
- d. Military Funeral Honors Team Construct.
  - 1) Will consist three (3) teams of eight (8) personnel.
    - (a) One team will be "On Call."
    - (b) One team will be on "Stand-by."
    - (c) One team will be "Off Duty."
  - 2) Local commands will assign members to the Honor Guard as follows:
    - (a) **Base Boston:** Fifteen (15) total personnel.
      - (i) The MFH Coordinator (E-7 or above).
      - (ii) MFH Assistant Coordinator and Burial at Sea Coordinator (E-6 below).
      - (iii) Color Guard Coordinator and Training Lead (one E-6).

- (iv) Twelve (12) team members (E-6 below).
  - (b) **Sector Boston** (includes ALL Sector units in Boston area): Eight (8) total personnel.
    - (i) Eight (8) members (E-6 and below).
  - (c) **D1**: Four (4) total personnel.
    - (i) Four (4) team members (E-6 and below).
  - (d) **All other Boston area units**.
    - (i) Assigned as needed, requested and/or volunteers.
- 3) For funerals requiring an E-7 thru E-9, the MFH Coordinator will contact the next major command (D1(dea), Base Boston (cd), Sector Boston (sd) or designated MFH POC) in the rotation with the assignment for that command to designate a member as the flag presenter. In addition, the coordinator will solicit for volunteers from the Greater Boston Area Chief's Mess via the Chief of the Mess. The direction will be for any volunteers to contact the assigned command's designated MFH POC.
  - 4) For burials of W-2 thru O-6, the DAO will contact the major command POC that is next in the rotation for that command to designate an officer to present the flag. The designated officer shall immediately contact the MFH Coordinator to get the details and the MFH Team leader that will be supporting the funeral.
  - 5) Honor Guards will consist of two members that attend funerals, internment ceremonies or flag presentations to next of kin after a USCG veteran passes away. Generally, the presenter of the flag should be an active duty or reserve member of equal or senior rank to the deceased. For burials of E-6 and below, the assigned MFH team will solely provide this service.
  - 6) Honor Guards may handle more than one event per day depending on the events' locations and timing. However, the MFH Coordinator will make every effort to keep this from occurring.
  - 7) Funerals and internments will always take priority over any Color Guard requests.
- e. Color Guard Team
- 1) The Coast Guard is frequently asked to provide Color Guard for sporting events, ceremonies, parades, and other events.
  - 2) Color Guard and Honor Guard share same pool of personnel.

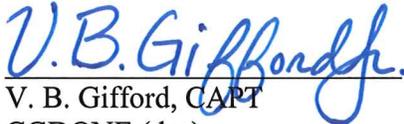
- 3) Because of the Coast Guard's limited resources, events supported by the Color Guard should be military in nature and/or of high visibility.
  - 4) For events other than funerals, the Color Guard will usually not travel more than fifty (50) miles, nor will it handle more than one event per day unless otherwise approved by the DAO. A minimum of 72-hours notice will normally be given to participants.
  - 5) The Color Guard will normally only be available to participate in retirement ceremonies within the Boston local area.
  - 6) Personnel retiring and desiring a Color Guard should first solicit for volunteers from within their unit to perform these duties. The Color Guard coordinator will be available to train personnel for these events if necessary.
    - (a) The Boston Area Color Guard equipment may be used for such events providing it does not interfere with previously scheduled Color Guard events and is coordinated through the Color Guard Coordinator.
    - (b) If the Color Guard is required to do other than basic colors posting, point of contact for the event must arrange for rehearsal/training of the Color Guard before event.
- f. Team Member Obligations.
- 1) Each designated team member should expect to be assigned to the Honor Guard for a minimum of one (1) year.
  - 2) MFH is a Coast Guard duty and should be handled as any other duty rotation. It will normally have priority over other assigned work the member may be given. Only emergency operational duties have priority, and that conflict must be reported to the MFH by the member's CO, OIC, or an O4 or above. If a member has a non-emergency reason that they are unable to attend an assigned MFH duty, it is member's responsibility to locate a qualified standby to fill in for him or her.
  - 3) If you are on the "On-Call" team, be ready to respond with only a 24 hour notice. Always have a uniform ready, maintain proper grooming standards, and be prepared to respond to a short-notice funeral.
  - 4) Leave will not normally be granted for the "On-Call" team without a designated standby. If for some reason you have an emergency and need to take leave while you are on call, it is your responsibility to find a stand-by unless otherwise determined by the MFH Coordinator.
  - 5) "Stand-By" team will only be allowed to have half of its team members on leave at any one given time. If a Stand-By Team member desires to take leave, and there are already four members on leave/TAD, it is the member's responsibility to find a stand-by.

- 6) "Off-Duty" team will have no restrictions with regards to taking leave.
- g. Command Support
  - 1) It is paramount that each command reinforces the importance of this duty and the privilege by which it is to serve and honor our fallen shipmates.
  - 2) Identify replacement personnel prior to the relief of any member so that the incoming member is trained and ready to perform.
  - 3) Commands should only assign members who have a minimum of one (1) year left on their tour of duty.
  - 4) Base Boston, Sector Boston and CGD One will assign an E-7 or above to reinforce, maintain the prescribe personnel quota for their respective commands, and to liaise with the MFH's coordinator on any issues that arise. This role is vital to the success of the program.
7. TRAINING. All members assigned to the Honor Guard will be required to attend quarterly training on proper flag folding, basic marching movements and the presentation of Colors. Quarterly training will be coordinated by the Honor Guard Coordinator.
8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
  - a. The development of this instruction and the general policies contained within have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE # 1 from further environmental analysis, in accordance with Section 2.B.2 and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
  - b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local law or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

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9. FORMS AVAILABILITY. The forms for submitting Military Funeral Honors and Burial at Sea requests are attached in Appendices I and II and are also available at <http://www.uscg.mil/baseboston/p/MFH.asp>.



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