



CG BASE PORTSVA INST 5060.1

FEB 4 2011

BASE PORTSMOUTH INSTRUCTION 5060.1

Subj: OBSERVING COLORS ONBOARD COAST GUARD BASE PORTSMOUTH

Ref: (a) Marine Corps Drill and Ceremonies Manual, COMDTINST M5050.11 (series)
(b) Flags, Pennants, and Customs, NTP-13 B

1. PURPOSE. To establish the procedures and responsibilities for observing Colors onboard Coast Guard Base Portsmouth.
2. ACTION. All personnel shall be made aware of the contents of this instruction.
3. DIRECTIVES AFFECTED. CG ISC PORTSVA INST 5060.1G is hereby canceled.
4. SUMMARY OF CHANGES. Significant change is the detailing of Colors.
5. DISCUSSION. Colors is a tradition as well as a requirement at all U. S. military installations. Colors is observed at 0800 and at sunset daily in front of the Command/Medical Building which is also designated as the Base Quarterdeck.
6. PROCEDURES.
 - a. As prescribed by reference (a), the Standard National Ensign with the POW/MIA flag directly below shall be flown on Monday through Saturday. On Sundays, National Holidays, Coast Guard Day, and when directed, the Holiday National Ensign with the POW/MIA flag directly below shall be flown. The Coast Guard Ensign shall be flown on the south yardarm on the outboard halyard. Personal flags shall be flown on the south yardarm on the inboard halyard. The DHS flag will be flown on the north yardarm on the inboard halyard. Any award pennants will be flown on the north yardarm on the outboard halyard.
 - b. The Base Security Officer shall ensure the proper flags are available, properly maintained and replacements are ordered as necessary. The Officer of the Day (OOD) shall provide personnel for the breaking of personal flags; i.e., Admirals' flag. This will allow easier coordination with the main gate for the arrival and departure of distinguished guests.
 - c. The OOD is responsible for ensuring that morning and evening Colors are properly conducted at the designated time and in a proper military fashion.
 - d. The OOD will assign a Color Detail which may consist of both the off-going and on-coming duty sections for morning colors and the scheduled duty section for evening colors.

FEB 4 2011

- e. The Color Detail shall be in the uniform of the day and muster at the flag mast at least fifteen minutes prior to Colors.
- f. The Color Detail shall inform the OOD or Security Officer of any flags, halyards, or flagstaff in need of repair.
- g. Morning colors:
 - (1) At first call to Colors, the Color Detail will march in formation to the main flag mast. The Color Detail will then attach the flags and pennants to their prescribed locations. The National Ensign is to remain folded and unbroken until hoisted. When the flags are attached, the Color Detail will move to assigned locations and assume parade rest.
 - (2) The OOD will notify Base Security two minutes prior to Colors to secure the main gate.
 - (3) Upon commencement of Colors, the Color Detail will come to attention and render a hand salute until the 'carry on' command has been given. The National Ensign and POW/MIA flags will be briskly raised to the peak of the mast unless half masting has been authorized. Once the National Ensign is at the proper position, the person detailed to the Ensign will hold the line and render a hand salute until the 'carry on' command has been given.
 - (4) If half masting has been authorized, the National Ensign will be hoisted briskly to the top of the mast and then lowered ceremoniously to its half masted position. The half mast position is the point at which the bottom of the National Ensign is in line with the yardarm.
 - (5) The OOD will notify Base Security upon completion of Colors to reopen the main gate.
 - (6) The Color Detail will then raise and secure all other flags and pennants. The Color Detail will fall back into formation and march to the command building for dismissal.
- h. Evening colors:
 - (1) At first call to Colors, the Color Detail will march in formation to the main flag mast. The Color Detail will then lower the flags and pennants from the yardarm leaving them attached to the halyard. The National Ensign will be unsecured from the cleat but is to remain hoisted. When the flags and pennants are lowered, the Color Detail will move to assigned locations and assume parade rest.
 - (2) The OOD will notify Base Security two minutes prior to Colors to secure the main gate.
 - (3) Upon commencement of Colors, the Color Detail will come to attention and render a hand salute until the 'carry on' command has been given. The National Ensign and POW/MIA flags will be ceremonially lowered unless half masting has been authorized. Once the National Ensign is lowered, the person detailed to the Ensign will hold the Ensign ensuring it is not touching the ground and render a hand salute until the 'carry on' command has been given.

FEB 4 2011

- (4) If half masting has been authorized, the National Ensign will be hoisted briskly to the top of the mast and then lowered ceremoniously.
 - (5) The OOD will notify Base Security upon completion of Colors to reopen the main gate.
 - (6) The Color Detail will then detach all other flags and pennants. The Color Detail will fall back into formation and march to the command building for dismissal.
- i. All vehicles onboard the Base will come to a stop for the duration of Colors. All personnel on the Base Portsmouth grounds will stop and face in the direction of the Main Flag Mast. Personnel in uniform, and not in formation, will come to attention and render a hand salute. All personnel in formation will come to attention and the senior member will render a hand salute. All persons present in civilian attire shall face the flag and stand at attention with their right hand over their heart until colors is completed. Male personnel in civilian attire wearing hats shall remove the hat and hold it in their right hand at the left shoulder, the hand being over the heart.
 - j. All tenant commands shall observe Colors simultaneously with Base Portsmouth.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this instruction and have been determined to be not applicable.
8. FORMS/REPORTS. None.

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Encl: (1) Selecting the National Ensign

Dist: List I, II, & III, Base OOD's and Watch-standers

SELECTING THE NATIONAL ENSIGN

1. SELECTING:

Flag size for the National Ensign flown at Base Portsmouth will be:

| <u>WHEN FLOWN</u> | <u>NO.</u> | <u>SIZE</u> |
|---|------------|-------------------|
| MON - SAT (unless directed otherwise) | 5 | (3'6" X 6'7-3/4") |
| SUN, Holidays, Coast Guard Day, and as directed. | 4 | (5' X 9'6") |