

UNIT INFORMATION

Updated **16DEC2013** District 5

Unit Name: USCG Ceremonial Honor Guard
(Attached to USCG Telecommunication & Information Systems Command)

Personal Mailing Address for Members who live in barracks: Commander (HG)
United States Coast Guard
Telecommunication and Information Systems Command
ATTN: Rank and Last Name
7323 Telegraph Road MS 7300
Alexandria, VA 20593-7300

Honor Guard Business address: RATE/FULL NAME
HONOR GUARD STOP 7330
PO BOX 3602
CAPITOL HEIGHTS MD 20791-3602

TISCOM/Honor Guard Quarterdeck: 703.313.5400
Honor Guard Fax: 703.313.5424
Web site: <http://www.uscg.mil/honorguard/>
E-mail: TIS-DG-HonorGuard-OPS@uscg.mil

Unit's Mission: To provide presidential support duty for the Military District of Washington (MDW) and the Commandant by representing the Coast Guard through ceremonial operations.

Typical E-2/E-3 job assignment:

Ceremonial Honor Guard duty, which includes standing for long periods of time in less than optimal conditions.

Watch type and duty rotation:

Every fifth day the member will stand a 24-hour duty. During this duty day, the member will usually stand two four-hour quarterdeck watches.

Reporting aboard unit:

Member recommended to report the Thursday after graduation by 1000. If any special circumstance arise contact sponsor.

Special procedures for reporting after hours:

Check in with the OOD. The OOD can be contacted with the help of the gate guard.

How much personal storage space:

Large, securable wall locker - approximately 48 cubic feet.

Uniform normally worn during the workday:

Varies. Authorized physical fitness attire for morning PT, Operational Dress Uniform for daily specialty drill, Tropical Blue Long for Quarterdeck Watchstanders, Ceremonial Honor Guard uniform for ceremonies/funerals (issued to members upon reporting).

Recommended uniform items in addition to seabag issue:

Member will either be issued or taken to purchase Honor Guard specific items upon arrival.

Average temperature:

Summer – 80 degrees Fahrenheit, Winter – 30 degrees Fahrenheit

Unit mutual assistance representative:

CWO Tiffany (703.313.5438)

Type of continuing education available within immediate area:

Northern Virginia Community College & George Mason University. Members may also consult with TISCOM Education Service Officer regarding distance education opportunities that are available and how to apply for Coast Guard Tuition Assistance.

Ratings present at the unit: OS, SK, MK, DC, BM, YN, EM, ET, HS, IT

Name of nearest city and distance:

Alexandria, VA (downtown about 5 miles away from unit)

Name of nearest military facility and distance:

U.S. Army, Fort Belvoir, Virginia, which is approximately 5 miles from the unit.

Location of nearest exchange and commissary:

U.S. Army, Fort Belvoir, Virginia, which is approximately 5 miles from the unit.

Religious denominations in the area:

Many religions are represented in this area, all within a ten mile radius.

Uniform to report in:

Service Dress Blue Bravo, with combination cover.

If sponsor is not available, apprentice should ask for:

Any Honor Guard Trainer or Staff Petty Officer.

Other information:

Members reporting into the unit are strongly encouraged to report having ready access to at least \$250.00 for the purchase of other necessary uniform items.

Is messing available:

Yes, the unit has a galley on board. Breakfast- \$2.55, Lunch/Dinner- \$4.65

Quarters and/or barracks available:

Yes, barracks for single members reporting in. Married members will receive Basic Allowance for Housing and may choose to either live on the economy, or apply for government housing at Ft. Belvoir.

Rate of auto insurance:

Depends upon vehicle and driving record, but a fare estimate may be \$100.00 per month.

Availability of leased housing for unaccompanied personnel:

None.

Likely living quarters for a single non-rated member:

Barracks room with one other roommate.

Banks in the area:

Bank of America; Chevy Chase Bank; SunTrust Bank; Citibank; Wells Fargo; and First Virginia Bank.

Credit unions in the area:

Coast Guard Credit Union; Fort Belvoir Credit Union and Navy Federal Credit Union.

Malls in the area:

There are five major malls in the area including Springfield Mall, Landmark Mall, and Potomac Mills Mall

Cost of average two bedroom apartment in the area:

\$1,200 - \$2,000 utilities usually not included

BAH rates:

<http://www.defensetravel.dod.mil/site/bahCalc.cfm>

Availability of leased housing:

None.

Availability of government owned housing:

For members with dependents only.

Housing office phone number:

(202) 267-0208

Medical care for dependants:

DeWitt Army Hospital, Fort Belvoir, Virginia.

TRICARE availability:

PRIME

United Concordia Availability:

Yes.

SUBJ: WELCOME ABOARD SN xxxxx, xxxxxx, USCG, COMPANY

1. ON BEHALF OF THE COMMAND AND CREW AT THE COAST GUARD HONOR GUARD AND TELECOMMUNICATION AND INFORMATION SYSTEMS COMMAND, THE COMMAND WOULD LIKE TO WELCOME YOU TO THE HONOR GUARD. THE BASE IS LOCATED JUST SOUTH OF OUR NATIONS CAPITOL WHERE WE PERFORM A VARIETY OF CEREMONIAL MISSIONS.

2. YOUR SPONSOR'S NAME IS SK2 TEETER AND HE CAN BE CONTACTED AT (703) 313-5400 BETWEEN THE HOURS OF 0700-1430 MONDAY THRU FRIDAY.

3. YOUR SERVICING PERSONNEL OFFICE POC IS YN1 HAGER AND HE CAN BE REACHED AT (703) 313-5431 BETWEEN THE HOURS OF 0700-1530 MONDAY THRU FRIDAY.

4. CHECK IN PROCEDURES: CONTACT THE HONOR GUARD QUARTERDECK PRIOR TO YOUR ARRIVAL, (703) 313-5400. ARRIVE IN SERVICE DRESS BRAVO WITH ORDERS IN HAND. NO SPECIAL UNIFORM ITEMS WILL BE NECESSARY AT ARRIVAL, BUT YOU WILL NEED TO HAVE ACCESS TO AT LEAST 250 DOLLARS FOR ADDITIONAL UNIFORM ITEMS WHICH WILL BE PURCHASED SHORTLY AFTER YOUR ARRIVAL. YOU WILL BE REIMBURSED WITH A UNIFORM ALLOWANCE WHEN YOU CHECK IN WITH THE SPO.

5. MAKE SURE TO DIRECT ALL TRAVEL ISSUES AND CONCERNS TO YOUR SPONSOR. TRANSPORTATION FROM THE AIRPORT TO TISCOM WILL BE PROVIDED IF NECESSARY.

6. ALL SINGLE MEMBERS WILL BE BERTHED IN THE BARRACKS AT TISCOM. MARRIED MEMBERS ARE AUTHORIZED TO LIVE ON THE ECONOMY. LEASING INFORMATION IS INCLUDED IN THE WELCOME ABOARD PACKAGE SENT TO YOU.

7. DO NOT HESITATE TO CALL YOUR SPONSOR WITH QUESTIONS OR CONCERNS ABOUT REPORTING TO THE COMMAND. GOOD LUCK WITH THE REST OF YOUR TRAINING AND WE LOOK FORWARD TO YOUR ARRIVAL.