



# U.S. COAST GUARD CEREMONIAL HONOR GUARD MISSION REQUEST FORM



*Please email the completed form to Honor Guard Operations at [HQS-Honor\\_Guard-OPS@uscg.mil](mailto:HQS-Honor_Guard-OPS@uscg.mil).*

NAME OF ORGANIZATION	POC/REQUESTOR NAME
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POC ADDRESS <i>(Street, City, State, Zip)</i>	DATE REQUEST MADE**
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TYPE OF REQUEST *(Place an "X" within the appropriate box)*

COLOR GUARD†  
  DRILL TEAM†  
  FLAG-FOLD  
  CORDON  
  FUNERAL  
  OTHER *(specify below)*

EVENT NAME	EVENT LOCATION	EVENT TIME	EVENT DATE**
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POC EMAIL ADDRESS	POC TELEPHONE #	EVENT DAY TELEPHONE #
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PARKING LOCATION	EST. AUDIENCE SIZE
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REASON FOR REQUEST *(Please specify the impact that Honor Guard presence will have on your event, ex. public relations opportunities, etc.)*

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LOCATION TO MEET POC UPON ARRIVAL

ADDITIONAL NOTES

FOR FUNERALS ONLY		
CASKET	URN	NEXT OF KIN (Name, relationship to deceased)

**NOTE: Due to obligations to the Military District of Washington and Arlington National Cemetery, all requests, even after approval, are subject to cancellation at any time. We appreciate your understanding and flexibility.**

**Per Honor Guard SOP, the Honor Guard will only support retirement requests for 0-5 and above, CWO4, Master Chiefs, and members with 30 plus years of service. Waivers must be routed through the Honor Guard Commanding Officer.**

† The ideal minimum height requirements are 17' for Color Guard and 20' for Drill Team. The Drill Team also has an ideal spacing requirement of 35'x35' for the full team and 15'x15' for the Center Four performance. In all cases, however, the Honor Guard is flexible and is willing to make exceptions as necessary.

\*The Honor Guard requests that funding be provided for all missions at a distance of 75 miles or greater from Coast Guard Honor Guard (Alexandria, VA). If funding is unavailable, the approval of the request will be left to the discretion of the Honor Guard CO.

\*\* This request must be received no later than 05 days prior to the event date.

If you have any questions or concerns, please call Honor Guard Operations at **(703) 313-5411** or email **[HQS-Honor\\_Guard-OPS@uscg.mil](mailto:HQS-Honor_Guard-OPS@uscg.mil)** For urgent matters, you may contact the Honor Guard Quarterdeck at **(703) 313-5400**.