

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

Please email the completed form to Honor Guard Operations at TIS-DG-HonorGuard-OPS@uscg.mil.

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|--|---------------------|
| NAME OF ORGANIZATION | POC/REQUESTOR NAME |
| POC ADDRESS (Street, City, State, Zip) | DATE REQUEST MADE** |

TYPE OF REQUEST (Place an "X" within the appropriate box)

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

FUNDING* (What will you pay for and how do you intend to pay?)

| | | | |
|-------------------|-----------------|-----------------------|--------------|
| EVENT NAME | EVENT LOCATION | EVENT TIME | EVENT DATE** |
| POC EMAIL ADDRESS | POC TELEPHONE # | EVENT DAY TELEPHONE # | |
| PARKING LOCATION | | EST. AUDIENCE SIZE | |

REASON FOR REQUEST (Please specify the impact that Honor Guard presence will have on your event, ie: public relations opportunities, etc)

LOCATION TO MEET POC UPON ARRIVAL

ADDITIONAL NOTES

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, and TISINST 5060, 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 OIC, LT Phillip McNamara.

† 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 TISCOM(Alexandria, VA). If funding is unavailable, the approval of the request will be left to the discretion of the Honor Guard OIC.

** 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 TIS-DG-HonorGuard-OPS@uscg.mil. For urgent matters, you may contact the TISCOM Quarterdeck at (703) 313-5400.