

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commander  
United States Coast Guard  
Telecommunication and Information  
Systems Command

7323 Telegraph Road MS 7300  
Alexandria, VA 20598-7300  
Staff Symbol: TIS-HG  
Phone: (703) 313-5406

1100  
16 DEC 13

## MEMORANDUM

From: T.A. MURRAY, LT  
HG Company Commander, CG Ceremonial Honor Guard

Reply to: LTJG Gardner  
Attn of: (703) 313-5406

To: Reporting Member

Subj: WELCOME TO THE US COAST GUARD CEREMONIAL HONOR GUARD

1. Congratulations on your orders to the Ceremonial Honor Guard. You should be as proud as I am that, after a lot of successful hard work, you are destined to be a member of our Nation's premier military honor guard.
2. The phone number for the unit is (703) 313-5400. SK2 Teeter will be your sponsor and can be reached at (703) 313-5412.
3. Report aboard in Service Dress Bravo with combination cover and have your orders and this welcome aboard package in your hand.
4. It is not necessary to purchase any special or additional uniform items prior to reporting aboard. It is necessary to report with access to approximately \$250.00 for special ceremonial uniform items. Within one month of reporting to the Honor Guard you will be receiving a one time clothing allowance. Males will receive \$606.07 and Females \$659.43. This will help offset the cost of purchasing Honor Guard specific items while attached to the unit.
5. The mailing address for the unit and for you to receive mail is:  
  
USCG TISCOM  
Ceremonial Honor Guard  
7323 Telegraph Rd MS 7300  
Alexandria, VA 20598-7300
6. Again, welcome aboard! We are excited about having you join our team.

#