

UNITED STATES TRANSPORTATION COMMAND (USTRANSCOM)

POLICY DIRECTIVE 90-14

14 FEBRUARY 2012

Command Policy

USTRANSCOM JOINT SERVICE COLOR GUARD

REFERENCE: USTRANSCOMPD 90-14, 3 Nov 2010, hereby cancelled.

A. PURPOSE: Establishes objectives and procedures for the USTRANSCOM Joint Service Color Guard.

B. APPLICABILITY: This directive applies to all personnel assigned or attached to USTRANSCOM at Scott AFB IL.

C. ORGANIZATIONAL STRUCTURE: The USTRANSCOM Joint Service Color Guard is aligned under the USTRANSCOM Chief of Staff and managed by the designated Color Guard Non-commissioned Officer in Charge (NCOIC) with oversight by the Command First Sergeant. Uniforms, equipment items, and miscellaneous expenses are funded under the Command Section budget.

D. POLICY AND PROCEDURES:

1. Scheduling priorities of the USTRANSCOM Joint Service Color Guard.

1.1. First priority is to support and perform authorized military honors in support of the Commander, USTRANSCOM.

1.2. Second priority is support to those events in support of the Deputy Commander and Chief of Staff, USTRANSCOM.

1.3. Third priority is to support and perform those events which will promote relations between the command and communities in the greater St Louis metropolitan area or others as determined by the USTRANSCOM Chief of Staff or a duly appointed representative. NOTE: Any events out of the local area will be evaluated on a case-by-case basis, but will require funding by the requesting organization.

1.4. Fourth priority is in support of USTRANSCOM-wide events conducted and hosted by a Command Group General Officer/Flag Officer.

1.5. Fifth priority is in support of retirement/promotion ceremonies for O-6 and E-9 military and GS15 employees of USTRANSCOM. Other requests for support for retirement/promotion events outside USTRANSCOM are handled on availability basis. Supportable requests are limited to the Scott AFB IL area.

2. Scheduling Events.

2.1. All requests for the USTRANSCOM Joint Service Color Guard will be evaluated in accordance with the scheduling priorities stated in paragraph 1 of this directive.

2.2. The Noncommissioned Officer in Charge (NCOIC) of the USTRANSCOM Joint Service Color Guard acts as the Scheduling Authority. The Scheduling Authority will accept or decline requests for support in accordance with the priorities established in paragraph 1 of this policy directive. The Scheduling Authority will make determinations for support based on the nature of the event, availability of personnel, and other obligations.

2.3. If conflicts arise and the NCOIC cannot bring to resolution, it will be elevated first to the Command First Sergeant and, if/when necessary, to the Chief of Staff for final resolution. All appeals will be forwarded to the Chief of Staff, USTRANSCOM, for resolution.

3. Scheduling Procedures. Requests may be submitted via e-mail to: USTC-COLORGUARD@ustranscom.mil, or addressed to USTRANSCOM/TCCS ATTN: Joint Service Color Guard, 508 Scott Drive, Scott AFB IL 62225-5357. The Scheduling Authority will accept or decline requests within 48 hours of receipt. If an accept/decline cannot be determined within the 48 hours, an interim response will be provided to the requester stating that a determination is pending, along with an estimate of when a determination may be expected. Each event will have a Color Guard member assigned as the Event Coordinator. The Event Coordinator will confirm support to the event POC at least three days before the scheduled event.

3.1. The following information must be included in a request for USTRANSCOM Joint Service Color Guard support.

3.1.1. Date, place, and time of event.

3.1.2. Host or sponsor of event.

3.1.3. Name of event.

3.1.4. Officiating official, as applicable, etc.

3.2. All requests will be maintained as a record document for a period of time prescribed by the Joint Chiefs of Staff (JCS) disposition schedule. NCOIC of the Color Guard is responsible for maintaining all records and must input into e-record system (TRIM).

4. Membership. The USTRANSCOM Joint Service Color Guard is manned on a volunteer basis by military personnel assigned to USTRANSCOM in the grade of E-1 to E-9.

4.1. Candidates must have at least one year retainability on station, be within military weight and appearance standards, and have a desire to be a member of a prestigious team representing the command to the community. All members must possess professional military bearing while in uniform and representing USTRANSCOM.

4.2. Volunteers serve in one year increments and must sign an acknowledgement that a one year commitment is expected. This is necessary to ensure the viability of the organization and to have sufficient membership to support event requests.

4.3. Military personnel desiring to volunteer for the USTRANSCOM Joint Service Color Guard should contact the Color Guard NCOIC to determine initial suitability and whether volunteers are being accepted. In the event a candidate is suitable and a position is available, the candidate must sign the acknowledgement referred to in paragraph 4.1.2. of this directive and obtain permission, in writing, of the head of their Directorate or Command Support Group (CSG). The signed acknowledgement will be attached to the candidate's request for directorate/CSG approval.

4.4. The selection of volunteers to serve on the USTRANSCOM Joint Service Color Guard is made by the Chief of Staff, USTRANSCOM, upon recommendation by the NCOIC of the USTRANSCOM Joint Service Color Guard. Decisions of the Chief of Staff are final.

4.5. Weekly Color Guard practices are mandatory formations. Support of event and practice schedule by the affected directorate/CSG office is required to ensure the team performs professionally in the public domain and as a precision marching unit representing the United States of America and USTRANSCOM.

4.6. The USTRANSCOM Joint Service Color Guard Event Schedule will be posted on SharePoint. All supervisors of Color Guard members and USTRANSCOM staff are invited to attend scheduled events to show support.

D. EFFECTIVE DATE AND IMPLEMENTATION: This directive is effective immediately.

APPROVED BY

KATHLEEN M. GAINEY
Lieutenant General, U.S. Army
Deputy Commander

OPR: NCOIC, Joint Service Color Guard

Attachment:
Joint Service Color Guard Letter of Agreement

ATTACHMENT 1

Joint Service Color Guard Letter of Agreement

MEMORANDUM FOR NCOIC, USTRANSCOM Joint Service Color Guard

FROM: _____

SUBJECT: Letter of Agreement for Membership on the USTRANSCOM Joint Service Color Guard

1. This letter applies to all aspects of USTRANSCOM Joint Service Color Guard operations. As a prospective member of the Color Guard team, you are required to maintain the highest standard of military bearing, dress and appearance, behavior, and attitude. Also, you are required to attain and maintain a proficiency in all aspects of the USTRANSCOM Joint Service Color Guard duties. It is your responsibility to become familiar with the following publications:

- a. USTRANSCOM Joint Service Color Guard Standard Operating Procedures
- b. AFPAM 36-2203, *Drill and Ceremonies*
- c. FM 22-5, *Drill and Ceremony*
- d. AFI 36-2903, *Dress and Appearance of Air Force Personnel*
- e. AR 670-1, *Wear and Appearance of Army Uniforms and Insignia*
- f. NAVPERS 156651 *US Navy Uniform Regulations*
- g. MCO P1020.34F *Marine Corps Uniform Regulations*

2. You are expected to maintain weight and fitness standards in accordance with your applicable Service regulations. If you fail to do this, you will be removed from detail until you are within standards.

3. The following compensation and benefits are provided to USTRANSCOM Joint Service Color Guard members:

- a. Dry cleaning of your USTRANSCOM Joint Service Color Guard uniform
- b. Command Senior Enlisted Leader coin upon completion of 6 months of volunteer duty under this agreement and based on recommendation of Color Guard NCOIC
- c. Chief of Staff coin upon completion of 1 year of volunteer duty under this agreement and based on recommendation of the Color Guard NCOIC
- d. Deputy Commander coin upon completion of 2 years of volunteer duty under this agreement and based on recommendation of the Color Guard NCOIC
- e. Level III Quality Award for each year of outstanding commitment to the team
- f. Consideration for a Joint Service Achievement Medal (JSAM) upon completion of 1 year as a USTRANSCOM Joint Service Color Guard member and based on recommendation of the Color Guard NCOIC

NOTE: If you remain an active member for 2 years, you will be considered for a Joint Service Commendation Medal (JCOM) instead of the JSAM at the end of your time with the USTRANSCOM Joint Service Color Guard, regardless of how many years you remain on the team (2, 3 etc...)

- g. Issued Color Guard Hanging Bag, Duffel Bag, Polo Shirt, and T-shirt for team travel purposes
- h. One free haircut per month from AAFES
- i. Six free games of bowling per month at Scott Lanes

4. You will be issued all required uniform items to perform official USTRANSCOM Joint Service Color Guard duties. You are responsible for the care and maintenance of all uniform items issued. Any items

lost or damaged due to negligence, must be replaced at your own expense. In order to retain the ceremonial color guard uniform and shoes, you must remain in good standing a minimum of one year. If you are removed from the team for any reason before your 1-year service commitment has been completed, you will be required to return all issued items in serviceable condition or a statement of charges will be issued against you to replace the total amount of money to purchase issued items.

5. After being on the team for 1 year, you have the option to leave the team or sign a new letter of agreement for one additional year of commitment. There are no exceptions to this 1-year commitment.

6. Every attempt will be made to minimize the impact of USTRANSCOM Joint Service Color Guard missions on the work-center and to task each member equally. There will be rare circumstances where this may not be possible. All parties concerned will be notified when these conditions occur.

7. You are expected to establish and promote a harmonious relationship with all USTRANSCOM Joint Service Color Guard members. Non-compliance with established policies and procedures will be grounds for dismissal without prejudice.

8. Upon submission of a completed letter of agreement to the USTRANSCOM Joint Service Color Guard NCOIC, you will enter up to a 3-month probation/training period. During your probation/training period, your willingness and ability to learn the USTRANSCOM Joint Service Color Guard tasks and responsibilities, your dress and appearance, and your general conduct will be evaluated for retention on the team.

8. As a member under probation you will:

- a. **Attend all scheduled practices.** Practices are critical to ensure the proficiency level of each member remains at the highest standard. (Currently, practices are scheduled every Wednesday at 1500)
- b. Keep your work-center informed of training dates and time
- c. Accompany, as an observer, the USTRANSCOM Joint Service Color Guard team on at least one mission in service dress uniform before being tasked to perform.
- d. Complete Phase one of training within probation period.

9. Upon completion of your probation period, you will:

- a. Receive a distinctive USTRANSCOM Joint Service Color Guard uniform
- b. Be subject to tasking for USTRANSCOM Joint Service Color Guard details for one year.
(NOTE: Upon receipt of the detail schedule, contact your supervisor and familiarize him/her with the details of the mission, to include show-time, duration, purpose, etc.)

10. The USTRANSCOM Color Guard Tasking System:

a. The nature of the Color Guard mission may require Colors to be provided with short notice. The USTRANSCOM Joint Service Color Guard leadership will aggressively act to alert members of a tasking as soon as possible. This is to afford you the maximum amount of time to prepare and brief your supervisor(s) and for us to lessen the impact on each organization's mission.

b. Members are expected to be responsible for contacting the designated Event Coordinator of the detailed mission that you are tasked.

c. A supervisor's inability to release their subordinates for USTRANSCOM Joint Service Color Guard tasking(s) because of mission demands will be honored but the member is responsible for finding a replacement for the detail. The supervisor must coordinate with the USTRANSCOM Joint Service Color Guard NCOIC of potential recurring tardiness or absences from practices or details by the USTRANSCOM Joint Service Color Guard member due to mission requirements.

10. Eligibility Criteria for consideration for Joint Service Achievement Medal:

- a. You must attend at least 85% of practices in a year
- b. No more than 1 unexcused absences from details in a year

(1) Unexcused absence is defined as:

- (a) Absence without reason
- (b) Absence without notification by member or supervisor to the designated Event Coordinator and/or the Color guard NCOIC
- (c) No more than one unexcused tardiness for a detail within a year

(2) Unexcused tardiness is defined as:

- (a) Tardiness without reason
- (b) Tardiness without notification by member or supervisor to the designated Event Coordinator and/or Color Guard NCOIC
- (c) Complete all phases of the 3-phase training program and be eligible for trainer status

11. The USTRANSCOM Joint Service Color Guard NCOIC may change all items listed within this Letter of Agreement; however, all effective parties will be notified. Signatures by the individuals designated below constitute agreement and acceptance of the items outlined in this letter. If there are any questions or problems, feel free to contact the Color Guard NCOIC via organizational e-mail: USTC-COLORGUARD@ustranscom.mil. NOTE: Member must be aware of NCOIC's work and personal contact phone numbers.

Attachment:
Information Sheet

(Member Print and Sign Name/Rank)

(Date)

(Office Symbol/Home Phone)

(Duty Phone)

1st Ind (office symbol, date)

Recommend approval. I understand that membership on the USTRANSCOM Joint Service Color Guard constitutes a 1-year commitment and should the member be required to go TDY, a length equal to the length of the TDY will extend this commitment. This member will be made available for scheduled practices, meetings, and any required details to remain active.

(Supervisor Printed Name and Grade and Signature)

(Date)

2nd Ind. (office symbol, date)

Recommend approval. Member was personally interviewed and would make a positive contribution to the USTRANSCOM Joint Service Color Guard. I understand that membership in the USTRANSCOM Joint Service Color Guard constitutes a 1-year commitment and should the member be required to go TDY, a length equal to the length of the TDY will extend this commitment. This member will be made available for scheduled practices, meetings, and any required details to remain active.

(Directorate Chief Printed Name and Grade and Signature)

(Date)