

DEPARTMENT OF THE ARMY  
U.S. Army Medical Department Center and School  
Fort Sam Houston, Texas 78234-6100

Memorandum  
No. 616-1

30 November 1992

Personnel Utilization  
AMEDDC&S COLOR GUARD

1. **PURPOSE.** To establish policies and procedures to govern the selection, training, administration, and utilization of the U.S. Army Medical Department Center and School (AMEDDC&S) Color Guard.

2. **SCOPE.** This publication is applicable to all permanent party enlisted personnel of the AMEDDC&S and its attached units.

3. **RESPONSIBILITY**

a. **Commander, AMEDDC&S.** The AMEDDC&S Color Guard comes under the operational control of the Commander, AMEDDC&S. The selection, training, administration and utilization of the Color Guard will be accomplished by designated representatives.

b. **Command Sergeant Major, AMEDDC&S.**

Supervises Color Guard activities

(2) Acts as liaison for the Commander in all matters pertaining to the Color Guard and its utilization.

(3) Appoints a Noncommissioned Officer In Charge (NCOIC) of the Color Guard.

c. **NCOIC of the Color Guard.**

Supervises members of the Color Guard.

Conducts training for members of the Color Guard.

Assigns specific duties to members of the Color Guard.

Performs administrative duties in support of the Color Guard.

Maintains and distributes rosters of current Color Guard members

to:

(a) CSM, AMEDDC&S, ATTN: HSHA-ZC.

CSM, Center Brigade, ATTN: HSMC-A

(c) CSM, Academy Battalion, Center Brigade, ATTN: HSMC-AD.

1SG, Co , Academy Battalion, Center Brigade.

Duty Roster Section, Center Brigade, ATTN: HSMC-AA.

(6) Communicates with and coordinates activities of Color Guard members.

(7) Coordinates with support elements, AMEDDC&S Public Affairs Office, and Protocol Coordinator.

(8) Initiates requests to Classroom Support, Directorate of Operations, for flags and equipment to be used for Color Guard functions.

(9) Initiates request to S-4, Arms Room, Center Brigade, for weapons to be used for Color Guard functions.

(10) Coordinates with Central Issue Branch, Directorate of Logistics for issue of equipment for Color Guard members.

(11) Supervises maintenance of Color Guard equipment

(12) Conducts monthly Color Guard meetings

(13) Accounts for equipment assigned to the AMEDDC&S Color Guard

(14) Designates an assistant NCOIC to perform duties in his or her absence.

d. Assistant NCOIC.

(1) Assists the NCOIC in the performance of his or her assigned duties.

(2) Performs duties of the NCOIC during his or her absence.

e. Team Leader

(1) Appointed by NCOIC to supervise and coordinate a specific Color Guard ceremony.

(2) Supervises Color Guard members at assigned functions.

(3) Coordinates with function point of contact regarding schedule of events and set up.

(4) Obtains necessary equipment for function from NCOIC, Color Guard, and Classroom Support.

Reports any problems/discrepancies to NCOIC, Color Guard.

f. Color Guard members.

Present a neat, well-groomed, military appearance.

(2) Maintain a high state of physical fitness

Maintain weight within Army standards for age and sex

(4) Maintain high standards of personal conduct both on and off duty that reflect favorably on the NCO Corps.

Will be on time for all assigned practices and functions

(6) Attend scheduled monthly Color Guard meetings, unless on leave TDY, or excused by the NCOIC.

(7) Perform duties associated with Color Guard functions, as delegated by the NCOIC or team leader.

Account for and maintain assigned Color Guard equipment.

(9) Report any change in status, such as quarters, hospitalization, leave, TDY, or disciplinary action, to the NCOIC immediately.

Comply with items 4a through 4c of this memo.

4. MEMBERSHIP. All military personnel assigned to the AMEDDC&S are eligible for membership in the AMEDDC&S Color Guard, without regard to sex, race or ethnic background provided they meet the qualifications listed below.

a. Composition. The Color Guard will be composed of the following:

| Title         | Preferred Grade | Number |
|---------------|-----------------|--------|
| NCOIC         | E-7             | 1      |
| Asst NCOIC    | E-6             | 1      |
| Color Bearers | E-6             | 9      |
| Color Guards  | E-5/E-4         | 7      |

b. Physical qualifications.

Height of 5'6" to 6'2"

(2) No physical limitations which preclude shaving, prolonged standing, marching, or running.

(3) Meet the weight standards established by AR 600-9, and present a neat, well-groomed appearance.

(4) Pass the Army Physical Fitness Test within six months prior to the date of application.

c. Military qualifications

(1) Demonstrate the ability to perform the Manual of Arms with the M-1 and M-16 rifles.

(2) Possess the ability to march and execute precise turning movements.

Have no court-martial convictions

(4) Have no record of unit punishment under Article 15, or other UCMJ, and no civil convictions within the previous twelve month period.

(5) Must not be the subject of an investigation which could result in the administration of nonjudicial punishment, or the initiation of court-martial charges.

Be favorably recommended by supervisor and unit commander.

Possess outstanding military bearing.

(8) Possess the desire and flexibility to perform in ceremonies during and after duty hours.

5. SELECTION PROCEDURES.

a. Upon submission of the application in the format shown at Appendix A, candidates will be interviewed by a committee composed of the NCOIC and at least two other Color Guard members. Recommendations will be made to the CSM, AMEDDC&S, the final approving authority. The interview will be conducted to evaluate the applicant's:

Appearance, motivation, and ability to perform close order drill.

Ability to perform the Manual of Arms with the M-16A1 rifle

Ability to comply with other prerequisites outlined in this Memo

b. Applicants will be informed of the selection outcome no later than 3 working days after the interview process.

c. Upon acceptance to the AMEDDC&S Color Guard, newly assigned members will be:

(1) On probationary status for a minimum of 90 days.

(2) Added to the official Color Guard roster which is forwarded to the duty roster section.

(3) Issued individual equipment through Central Issue Supply (CIS).

(4) Required to have a Military Dress Blues uniform with hat (once the individual has completed the probationary period).

6. ADDITIONAL DUTIES. All individuals selected for membership in the Color Guard will be exempt from normal Duty Roster duties as well as any additional duties which would preclude the member's participation in rehearsals and scheduled ceremonies involving the AMEDDC&S Color Guard.

#### 7. TRAINING REQUIREMENTS.

a. Formal rehearsals. Formal rehearsals will be conducted prior to the parade and review as scheduled by S-4, Center Brigade, Letter of Instruction. Each member scheduled to participate will be present at the time designated by the NCOIC, AMEDDC&S Color Guard.

b. Informal rehearsals. Informal rehearsals will be conducted as scheduled by the NCOIC, AMEDDC&S Color Guard. Unless excused by the NCOIC, each member will be present at the scheduled time.

#### 8. UTILIZATION.

a. Official ceremonies (parades, reviews, change of command ceremonies): The Color Guard will support all official ceremonies as approved by the CSM, AMEDDC&S. Color Guard members tasked to participate will be released from their normal duties for the time required to prepare for and conduct the ceremony.

b. Unofficial ceremonies (dedications, dining-ins, conferences, etc.): The Color Guard will support all ceremonies and functions as approved by the CSM, AMEDDC&S. Color Guard members tasked to participate will be released from their normal duties for the time required to prepare for and conduct the ceremony.

#### 9. EQUIPMENT.

a. Weapons. The M16A1 Rifle will be the weapon of choice for the Color Guard, and will be stored in the Combined Arms Room under the control of S-4, Center Brigade. M-1 rifles are available for use by special request. A memorandum requesting issue and indicating pick-up and return dates and times

will be forwarded by NCOIC, Color Guard. A current DA Form 1687 listing Color Guard members authorized to pick-up/request weapons will be maintained by the Arms Room, and it will be updated as needed.

b. Flags, staffs, stands, and harnesses. These items are maintained by the Classroom Support Section, Directorate of Operations, and will be requested for use on AHS F/L 521 by the NCOIC, Color Guard no later than 10 working days prior to the scheduled date of the function. Lumbar support belts may also be obtained for use.

c. Kevlar helmet, camouflage cover, pistol belt, and headband. A memorandum requesting issue of these items to Color Guard members will be forwarded to CIS by the NCOIC, Color Guard.

d. Other equipment. The following Color Guard equipment is maintained by the NCOIC, Color Guard:

Ceremonial belts- for use with Dress Blue Uniform.

Gloves, white, cotton.

(3) Flag carriers, white for use with Dress Blues, and green for use with BDUs.

Sword with scabbard.

Staffs- 6 ft., used for practices.

Flag descriptions- reading for posting of colors.

10. TRANSPORTATION. Military transportation may be provided for the AMEDDC&S Color Guard when they are performing at functions and to transport weapons to functions. The NCOIC will make arrangements for a military vehicle, and a driver will be provided by the Color Guard, if possible. The Brigade Duty Driver will be utilized for transporting the weapons.

#### 11. TERMINATION OF STATUS.

a. Voluntary termination. In the event an individual desires to voluntarily terminate participation as a member of the Color Guard, a memorandum will be submitted through command channels stating the desire to terminate and the reason for doing so. Date of termination will be 30 days from the time the memorandum is received by the NCOIC of the Color Guard.

b. Involuntary termination. Involuntary termination from the Color Guard may be accomplished for any one or more of the following reasons:

Requested by the individual's duty section

(2) Requested by the individual's company commander and approved by the Commander, AMEDDC&S.

(3) Recommendation to the CSM, AMEDDC&S, by the NCOIC, Color Guard.

Separation/PCS orders.

(5) Conviction by court-martial, administration of nonjudicial punishment, or other unfavorable action which results from conduct prejudicial to good order and discipline.

c. When involuntary termination action is initiated for reasons other than separation/PCS orders, the initiator will inform the member of the basis for the request. The individual will be afforded the opportunity to submit matters in rebuttal to the Commander, AMEDDC&S. Some reasons that would constitute removal for cause include:

(1) Failure to be present for scheduled rehearsals, meetings, or functions.

Demonstrated lack of motivation and/or professional standards.

Failure to meet requirements as stated in AMEDDC&S Memo 616-1

(4) Failure to maintain high performance standards in the duty section as well as in the Color Guard.

d. Probationary status. At the discretion of the NCOIC, Color Guard members may be placed on probation for 30-90 days in an attempt to rehabilitate when minor infractions of this memo occur.

APPENDIX A

(OFFICE SYMBOL) (MARKS #)

(Date)

MEMORANDUM THRU:

(Applicant's immediate supervisor)

(Applicant's Company Commander)

CSM, AMEDDC&S, ATTN: HSHA-ZC

FOR NCOIC, AMEDDC&S Color Guard

SUBJECT: Application for membership on the AMEDDC&S Color Guard

1. Request that I be considered for membership on the AMEDDC&S Color Guard
2. The following information is provided:
  - a. Last name, First name, MI., Rank.
  - b. Duty section and phone number.
  - c. Date of last PCS.
  - d. Awards and decorations.
  - e. Profiles.
  - f. Disciplinary action.\*
  - g. Height/weight.\*
  - h. APFT score \*

\* (To be completed by applicant's 1SG/company commander)

3. Qualifications/reasons for becoming a member of the AMEDDC&S Color Guard.
4. I have read and understand the requirements described in AMEDDC&S Memo 616-1 My supervisor has been informed that color guard duties take precedence over assigned daily duties and that I will be exempt from the normal duty roster duties as well as additional duties that would preclude my participation in color guard functions.

(Applicant's signature block)

(HSMC-ZC)

FOR THE COMMANDER:

OFFICIAL:

WALTER L. WELLS  
COL, MS  
Secretary of the General Staff

  
CLODETH C. FINDLAY  
CPT, MS  
Adjutant General

DISTRIBUTION:

A plus,  
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