



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCES COMMAND
1915 FORRESTAL DRIVE
NORFOLK VA 23551-4615

COMNAVRESFORCOMINST 5060.1
N00C
21 Nov 2019

COMNAVRESFORCOM INSTRUCTION 5060.1

From: Commander, Navy Reserve Forces Command

Subj: COMMANDER NAVY RESERVE FORCES COMMAND CEREMONIAL GUARD

Ref: (a) MCO P5060.20
(b) U.S. Navy Uniform Regulations
(c) DoD 7000-14-R 7A, Financial Management Regulation (June 2019)
(d) DFAS-CL (NAVSO-P) 3050-2, Pay Personnel Procedures

Encl: (1) Ceremonial Guard Tracker

1. Purpose. To establish responsibilities and procedures for the scheduling, utilization, manning, funding, and military appearance of Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Ceremonial Guard.

2. Background. COMNAVRESFORCOM Ceremonial Guard is established to pay tribute and render honors to retiring COMNAVRESFORCOM military members and their families, as well as promoting Naval Pride and Heritage by performing at requested military sponsored events in the Hampton Roads area.

3. Responsibilities. The Ceremonial Guard will consist of members, E-5 and below. A Leading Chief Petty Officer (LCPO) and Leading Petty Officer (LPO) will be assigned as the Ceremonial Guard Leader and must report to the Command Master Chief (CMDCM) concerning ceremonial guard matters. The LPO will be assigned to coordinate the utilization and support of the Ceremonial Guard.

a. The Ceremonial LCPO will:

(1) Be familiar with the contents of references (a) through (d) concerning Ceremonial Guard matters.

(2) Assist the CMDCM in matters concerning the Ceremonial Guard.

(3) Appoint an LPO to the Ceremonial Guard.

(4) Maintain a current list of all members for recall purposes and provide a copy to the CMDCM.

(5) Establish drill times, dates, and training for Sailors in the Ceremonial Guard.

- (6) Ensure a sufficient number of Sailors are available for the Ceremonial Guard.
 - (7) Inform the CMDCM when Sailors are needed due to transfer or termination.
 - (8) Inspect Sailors and uniforms quarterly, to ensure proper military appearance and to identify the need for replacement of any equipment or uniforms utilized by the Ceremonial Guard.
- b. The Ceremonial LPO will:
- (1) Be familiar with the contents of references (a) through (d) concerning Ceremonial Guard matters.
 - (2) Coordinate training with the LCPO for all new Ceremonial Guard members. Refresher training will be hosted monthly by the LCPO and LPO for all Ceremonial Guard Sailors.
 - (3) Hold face to face briefing with all Ceremonial Guard details prior to any ceremony as well as inspect all uniforms and equipment. Inspection items include flag, rifle, and uniform.
 - (4) The Lead will appoint a Ceremonial Guard Team Lead, and will hold a face to face debrief with Ceremonial Guard Team Lead.
 - (5) Ensure all Ceremonial Guard equipment is properly checked out and returned after use.
- c. Ceremonial Guard members will:
- (1) Attend all practices established by the Ceremonial Guard LPO.
 - (2) Inform the LPO when he or she will be absent, on temporary additional duty, orders, or on leave.
 - (3) Maintain a smart military appearance for themselves, their uniforms and all equipment issued.
 - (4) Be present for all commitments or details at the time specified by the LPO.
 - (5) Return all equipment issued upon transfer or termination.
- d. A Ceremonial Guard Detail Lead will be appointed by the LPO. The Lead will:
- (1) Conduct face to face brief with the Ceremonial Guard LPO prior to any ceremony.

(2) Inspect detail for flag, rifle, and uniform appearance.

(3) Conduct face to face debrief with Ceremonial Guard LPO.

4. Transportation. The duty vehicle is available for transportation of the Ceremonial Guard as required.

5. Uniforms and Personal Appearance. The physical appearance, pride, and professionalism of the Ceremonial Guard is of the utmost importance. Per references (b) and (c), Sailors must wear the jumper style uniform while performing ceremonies. Additionally, white gloves, white guard belts, and ceremonial guard belt buckles are provided for all Ceremonial Guard Sailors. Standard of appearance for Ceremonial Guard Sailors must be adhered to.

6. Funding. References (c) and (d) authorize funds to Ceremonial Guard Sailors to obtain ceremonial uniforms. The CMDCM will assist the LPO in furnishing, replacing, and maintaining equipment and or uniforms as needed and within the command's budgetary constraints.

7. Recognition. In recognition of the extra effort, time, and contribution to the morale and image of COMNAVRESFORCOM, and to incentivize recruiting new members to the Ceremonial Guard, the following is authorized upon completion of:

a. Twelve ceremonies by a member. A 3-day special liberty may be granted by the CMDCM. This liberty period will be requested by the individual Ceremonial guard members and granted at the discretion of the member's respective Department Head. This 3-day special liberty must be in conjunction with a "normal" weekend liberty.

b. Twenty ceremonial events, as well as demonstrating mastery of all four position within a ceremonial guard detail, Ceremonial Guard members may be eligible to receive a Navy and Marine Corps Achievement Medal. A combination of Funeral Honors, Ceremonial Guard, and/or Honor Boatswain Mate will meet the requirement. This award will tracked using enclosure (1) and will accompany the Navy and Marine Corps Achievement Medal Citation and PERSONAL AWARD RECOMMENDATION OPNAV 1650/3 (Rev 7-04).

8. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

9. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM CMDCM will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



J. A. SCHOMMER

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site, <http://www.public.navy.mil/nrh/Pages/instructions.aspx>

Ceremonial Guard Tracker

Color Guard Tracker ENCLOSURE - Excel

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Ready Circular References

FY1-17 Color Guard Events FY-18 Color Guard Events FY-17 Man Hours FY-18 Man Hours Attendance(MUSTER SHEET) Inventory Inventory ...