



**DEPARTMENT OF DEFENSE
UNITED STATES SOUTHERN COMMAND
9301 NW 33RD STREET
DORAL, FL 33172-1202**

SC-CSEL

9 February 2024

MEMORANDUM FOR RECORD

SUBJECT: United States Southern Command (USSOUTHCOM) Joint Service Color Guard (JSCG) Command Policy Directive

1. References.

- a. Department of Defense (DoD) Instruction 5410.19, Volume 1 – 4, Community Outreach Activities: Policy Overview and Evaluation Procedures, 29 September 2021.
- b. Department of the Army (DA) Training Circular 3-21.5, Drill and Ceremonies, 3 May 2021.
- c. Army Regulation (AR) 600-25, Salutes, Honors and Courtesies, 10 September 2019.
- d. AR 360-1, The Army Public Affairs Program, 8 October 2020.
- e. Department of the Navy, Marine Corps Order 5060.20, Marine Corps Drill and Ceremonies Manual, 15 May 2019.
- f. Air Force Instruction 34-501, Mortuary Affairs Program, 8 October 2020.
- g. Department of the Air Force Pamphlet 34-1203, Drill and Ceremonies, 13 September 2022.
- h. United States Air Force Honor Guard Manual, Base Honor Guard Program, 15 October 2018.
- i. DoD Manual 4500.36, Acquisition, Use and Management of DoD Non-Tactical Vehicles, 1 February 2023.

2. Purpose.

- a. Establishes objectives and procedures for the USSOUTHCOM JSCG.

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3. Applicability.

a. The USSOUTHCOM Policy Directive applies to all personnel assigned or attached to the HQ, USSOUTHCOM, in Doral, Florida, and volunteer members from the United States Coast Guard Air Station Miami in Opa-locka, Florida.

4. Organizational Structure.

a. The USSOUTHCOM JSCG is aligned under the HQ Commandant Office and managed by the designated JSCG Non-Commissioned Officer-in-Charge (NCOIC) with oversight by the USSOUTHCOM Command Senior Enlisted Leader (CSEL) or their delegated representative. Funded through the USSOUTHCOM HQ Commandant Office line of accounting will be equipment items and miscellaneous.

5. Policy and Procedures.

a. Area of Responsibility (AOR).

(1) The primary AOR is within the grounds of USAG-Miami located in Doral, FL.

(2) Alternate AORs will include local communities within Miami-Dade County, FL.

(3) Prior approval by the USSOUTHCOM CSEL is required if operating outside the AORs listed above.

b. Review of this policy will occur once a year for updates or considerations to maintain accuracy and compliance with DoD and local guidance's.

6. Scheduling Priorities.

a. First Priority. Support for military ceremonies requested by the Combatant Commander, USSOUTHCOM.

b. Second Priority. Support for military ceremonies requested by the Military Deputy Commander, Civilian Deputy Commander, or the Chief of Staff of USSOUTHCOM.

c. Third Priority. Support for military ceremonies hosted by a USSOUTHCOM General Officer or Flag Officer.

d. Fourth Priority. Support for military ceremonies hosted by USSOUTHCOM service members in the pay grades of O6 and E9 (military) and civilian General Schedule (GS) or Government Grade (GG) 15 employees.

e. Fifth Priority. Support for retirement, promotion, and award ceremonies hosted at

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USSOUTHCOM for military or civilian personnel.

(1) Requests to support retirement or promotion ceremonies outside USAG-Miami or USSOUTHCOM HQ will be subject to approval based on JSCG availability.

f. Sixth Priority. Support for local community ceremonies and events in the Miami-Dade County, FL area or others as determined by the USSOUTHCOM CSEL or their delegated representative.

(1) Requests for community ceremonies and events will be reviewed by the USAG-Miami Public Affairs Office (PAO), who will provide a recommendation before the request is forwarded to the JSCG NCOIC. The JSCG NCOIC will concur or non-concur with the request based on the scheduling priorities outlined in Section 6 of this policy and availability. The USSOUTHCOM CSEL will determine final approval or disapproval for all events.

(2) Community ceremonies and events outside of the Miami-Dade County, FL area will be evaluated on a case-by-case basis.

7. Scheduling Authority.

a. The USSOUTHCOM JSCG NCOIC is the Command's POC for requests and scheduling.

(1) NCOIC is used throughout this document. NCOIC includes Petty Officer in Charge (POIC) in the event a Petty Officer is the lead Petty Officer for the JSCG.

b. Scheduling of JSCG events will be done in accordance with the scheduling priorities listed in Section 6 of this directive.

c. The SC CSEL is the final approval authority for support request conflicts.

8. Scheduling Procedures.

a. Requests for community ceremonies and events will be coordinated through the USSOUTHCOM Public Affairs Office (PAO) via the SC website at:

<https://www.southcom.mil/Contact/Request-Color-Guard/>, by phone at (305) 437-1000, or via USPS mail addressed to USSOUTHCOM / Public Affairs, ATTN: Joint Service Color Guard, 9301 NW 33rd Street, Doral, Florida 33172. If website is not used, community ceremonies and event support requests require a completed DD form 2536 (Request for Armed Forces Participation in Public Events (Non-Aviation)). Reference encl. 1: DD Form 2536.

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b. Requests for ceremonies and events internal to USSOUTHCOM will be coordinated through the Joint Engagements Visitors Bureau (JEVB) by contacting either the Chief of JEVB at (305)437-1059 or the JEVB Executive Officer at (305) 437-1139.

c. All requests for JSCG support must be submitted to the PAO or JEVB at least 30 days prior to the date of the event. The PAO and JEVB representatives will coordinate requests for support with the JSCG NCOIC within two business days of receipt.

d. The JSCG NCOIC will concur or non-concur with the request for JSCG support within two business days of receipt from PAO or JEVB. The request is then forwarded to the SC CSEL for final approval or disapproval. If a decision regarding JSCG support cannot be determined within two business days, the requester will be contacted to communicate the delay.

e. If the USSOUTHCOM CSEL disapproves the request, the JSCG NCOIC will communicate with the requestor within two business days. The JSCG NCOIC will ensure the SC CSEL is included in the communication for their situational awareness.

f. If the USSOUTHCOM CSEL approves the request, the JSCG NCOIC will add the event to the USSOUTHCOM JSCG internal tracker and email the requester notifying them of the approved request by close of business the following business day.

g. Members of the JSCG can volunteer for approved support requests up to two weeks prior to the event. If there are not enough volunteers to support the ceremony or event, the JSCG NCOIC will assign JSCG members to participate in the ceremony or event.

h. JSCG members that are unable to participate in a ceremony or event that they had previously committed to or were assigned to will immediately contact the JSCG NCOIC. The JSCG member that cannot participate is responsible for finding a replacement from the JSCG members to fulfill their previous requirement prior to the ceremony or event date. The JSCG member will notify the JSCG NCOIC who their replacement will be. JSCG members are not excused from an event until the JSCG NCOIC excuses them.

i. Support requests will be maintained electronically for three years. The JSCG NCOIC is responsible for maintaining all records.

9. Membership.

a. The JSCG is staffed by military personnel assigned to, and in support of, USSOUTHCOM in the paygrade of E1 to E7. A minimum of eight service members made up of three Army, one Navy, two Marines, one Air Force, and one Coast Guard

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(one Space Force may be included if available) for Distinguished Visitor events and four service members for regular events, are required for successful representation as a joint Combatant Command.

b. Equitable breakout between Directorates is required as follows:

(1) J1: 2x

(2) J2: 10x (4 Army, 2 Marines, 4 Navy minimum)

(3) J3: 1x

(4) J4: 0x

(5) J5: 0x

(6) J6: 0x

(7) J8: 0x

(8) J7/9: 0x

(9) NEC: 3x

(10) MED: 2x

(11) USCG: 2x

c. At the time of application to the JSCG, the candidate must:

(1) Have at least one-year remaining time on station.

(2) Have a passing physical fitness test based on their service requirements.

(3) Comply with their respective service height and/or weight, and appearance standards.

(4) Complete a JSCG membership application with their supervisor's signature and concurrence to the membership requirements. Reference encl. 2: JSCG Application.

(5) Not have any profiles that would prohibit them from completing JSCG duties.

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d. The minimum commitment to be a member of the JSCG is one year. Once accepted to be a member of the JSCG, the member can request a six-month extension. During this timeframe, members are restricted from performing in additional USSOUTHCOM details (Urine Analysis Observer, Conference of the Caribbean and Americas security, parking tenant, etc.). This applies regardless of the presence of scheduling conflicts.

e. Requests by members of the JSCG to continue serving after the first year will be evaluated by the JSCG NCOIC and SC CSEL.

f. If the JSCG is not fully staffed, the USSOUTHCOM CSEL will task service members of SC to be assigned to the JSCG for a minimum of one year.

g. Members of the JSCG tasked by the USSOUTHCOM CSEL will complete the membership application, comply with the JSCG policy directive, meet candidate application requirements, and actively participate in JSCG training, ceremonies, and events.

h. Members will familiarize themselves with regulations and Standard Operating Procedures (SOPs) governing Color Guard Details, Uniform Wear and Appearance, and member performance and behavior.

i. Members will participate or volunteer for events both on and off duty when possible.

j. USSOUTHCOM service members that are interested in joining the JSCG should contact the JSCG NCOIC.

k. The JSCG NCOIC will forward all applications for membership to the USSOUTHCOM CSEL for their review and determination.

l. The JSCG NCOIC will notify JSCG member's supervisors if their member fails to meet the JSCG standards for performance, attendance, or other misconduct to improve and/or correct all deficiencies. If a counseling of the service member is completed by the supervisor, a courtesy copy of the counseling will be provided to the JSCG NCOIC.

m. If the member fails to correct all deficiencies, the member will be removed from the JSCG and will not be eligible for any awards or deliverables.

n. In the event a JSCG member is removed from the team, the USSOUTHCOM CSEL will follow-up with the former member's NCO support channel to ensure they are aware of the removal and the member's lack of performance.

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10. Event Participation.

a. JSCG members are required to complete at least 12 events within one year to be recommended for a joint award, up to a Joint Service Commendation Medal, based on performance.

b. JSCG members will get approval from their leadership prior to volunteering to participate in a ceremony or event during duty hours. If a JSCG member is assigned (non-volunteer) to a ceremony or event by the JSCG NCOIC, the JSCG member will notify their supervisor of the assignment. If there is an issue with the JSCG member being able to participate in the ceremony or event, the JSCG member's supervisor will work with the JSCG NCOIC to resolve the issue.

c. JSCG members will maintain good order and discipline before, during, and after all ceremonies and events. Failure to do so may result in a progressive disciplinary approach to resolve the issue. Failure to correct misconduct may result in removal from the JSCG. Immediate removal from the JSCG will occur depending on the severity of the incident.

11. Training Requirements.

a. JSCG trainings are conducted on Tuesdays and Thursdays on an as-needed-basis (new member, participating in upcoming event, etc.). Members are expected to attend at least two-Color Guard training events per quarter. Additional trainings will be scheduled and conducted when deemed necessary by the JSCG NCOIC.

b. The JSCG NCOIC and JSCG Training NCOs/Petty Officers can excuse members from training sessions. Some of the considerations regarding training attendance will be the JSCG proficiency, skills, and abilities in their assigned duties as a member of the team.

c. The JSCG NCOIC will publish a training plan and/or schedule at least four weeks in advance to ensure maximum participation and inform JSCG members, and JSCG member's supervisors.

12. Roles and Responsibilities.

a. JSCG Noncommissioned Officer-in-Charge (NCOIC).

(1) The NCOIC of the JSCG is appointed by the USSOUTHCOM CSEL. The JSCG NCOIC will be selected from the JSCG members that have at least six months of service to the team.

(2) The JSCG NCOIC will be in the paygrade of E6 – E7.

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(3) The JSCG NCOIC is responsible for:

(a) Managing policy directives, training continuity documents, and JSCG candidate applications.

(b) New JSCG member sponsorship and bonding.

(c) Ensuring the request for support meets the event prioritization list, scheduling of events and ceremonies and assigning event and ceremony coordinators.

(d) Managing and keeping the JSCG MS-Team current.

(e) Initial coordination with JEBV and PAO representatives.

(f) Informing the SC CSEL and HQ Commandant Staff of issues and concerns of the JSCG.

(g) Maintain the required JSCG supplies and equipment to ensure ceremonies and events can be conducted.

(h) Coordinate with the SC HQ Commandant Staff and J8 for funding and resource requests.

13. Training Managers (TM).

a. Training Managers are appointed by the JSCG NCOIC.

(1) Training Managers will be JSCG members who have:

(a) Been in good standing for at least six months.

(b) Conducted at least six ceremonies or events.

(c) Served as a ceremony or event coordinator for at least two ceremonies or events.

(d) Be an E4 – E7.

b. TMs are responsible for:

(1) Conducted training according to the training plan published by the JSCG NCOIC.

(2) Report training attendance to the JSCG NCOIC.

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(3) Coordinate with the JSCG NCOIC regarding necessary equipment.

(4) Communicating any unresolved questions or concerns to the JSCG NCOIC.

c. There will be a minimum of two teams (TMs) to allow for appropriate personnel training and management. The JSCG NCOIC can serve temporarily as a TM when necessary. When required, TMs will act as the NCOIC when unavailable.

14. JSCG Event Coordinator (EC).

a. The JSCG NCOIC will reserve the right to appoint an EC as required for events and ceremonies.

b. ECs are responsible for:

(1) Contacting the ceremony or event Point of Contact (POC) at least three days prior to the ceremony or event.

(2) Requesting government owned vehicle(s) to transport JSCG members to and from the ceremony or event location if required.

(3) Briefing the NCOIC and the assigned JSCG members on the ceremony or event requirements and schedule at least one rehearsal prior to the event or ceremony.

(4) Coordinating with the NCOIC to obtain the required equipment from the JSCG storage room and ensure all the equipment is serviceable and usable for the ceremony or event.

(5) Verifying each assigned JSCG member has the necessary service uniform and accessories prior to the ceremony or event.

(6) Scheduling a "show time" at USSOUTHCOM HQ on the day of the ceremony or event that allows an arrival time at the ceremony or event location that is at least one hour prior to the ceremony or event start time.

(7) Inspecting each JSCG member's uniform to discrepancies (i.e., lint, crooked ribbons, and proper wear of uniform and accessories).

(8) Conducting an After Action Report (AAR) with the assigned JSCG members after the event and provide the details of the AAR with the NCOIC the following duty day.

(9) Maintaining an open line of communication with the NCOIC to ensure all

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questions and concerns are addressed before, during, and after the ceremony or event.

15. Support Requirements.

a. USAG Miami will allocate a room and cabinetry for secured storage of all JSCG equipment.

b. Government owned vehicles will be made available upon request to JSCG members for travel to and from approved ceremonies and events.

16. Records Management.

a. Records generated by the implementation of this regulation will be maintained in accordance with CJCSM 5760.01, Joint Staff Records Schedule.

17. JSCG POC.

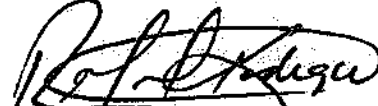
a. CSEL Delegated Representative is ISCM Dwayne D. Edmond, USSOUTHCOM, Doral, Florida 33172, (305) 437-2137, dwayne.d.edmond.mil@mail.mil.

b. JSCG NCOIC is MSgt Kristian E. Mandujano, USSOUTHCOM, Doral, Florida 33172, (305) 437-1566, kristian.e.mandujano.mil@mail.mil.

The proponent agency of this regulation is USSOUTHCOM. Users are invited to send comments and suggested improvements to: HQ USSOUTHCOM ATTN: JSCG, 9301 NW 33rd St., Miami, FL, 33172-1202.

FOR THE COMMANDER:

- 2 Encls
- 1. DD Form 2536
- 2. JSCG Application


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Command Senior Enlisted Leader

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