UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
814 RADFORD BLVD STE 20312
ALBANY, GEORGIA 31704-0305

BO 5060.18B
A205
11 Aug 03

BASE ORDER 5060.18B

From: Commanding Officer
To: Distribution List

Subj: ESTABLISHMENT OF THE MARINE CORPS LOGISTICS BASE COLOR GUARD

Ref: (a) MCO 6100.12
(b) MCO P10520.3B
(c) NAVMC 2691

Encl: (1) Requirements for Color Guard Members
(2) Sample Letter for Appointment as Base Color Sergeant
(3) Sample Letter for Appointment of Base Color Guard
(4) Diagram of the Base Color Guard

1. Situation. Across the United States, the Marine Corps is represented in the public eye by our Color Bearers. Marine Corps color guards are seen at sporting events, in parades, concerts and at patriotic ceremonies that represent the sacrifice of those who came before us. The dedication and effort these Marines put forth representing the Marine Corps and the pride shown in their country is projected by each Color Guard. When local community events occur, they often call upon our Marines to bear the National Ensign. This is an honor that calls for the official establishment of a Base Color Guard.

2. Cancellation. BO 5060.18A

3. Mission. The purpose of this Order is to establish the Marine Corps Logistics Base Color Guard and to publish guidelines for Color Guard duty in accordance with the references.

4. Execution. The National and organizational colors (standards) may be carried in any formation in which the Battalion participates and in escorts and honor guards when ordered. Unless otherwise directed for special ceremonies, the National Ensign will always be carried when the organizational colors is carried, but the National Ensign may be carried alone. Unit color guards are tasked with carrying the colors.

a. Operations Officer, MCLB Albany

(1) Assume cognizance over the conduct of the Base Color Guard within the framework of the references and this Order.

(2) Conduct auditions for the Color Guard as required.

(3) Ensure Marines selected for the Color Guard meet the requirements listed in enclosure (1).

(4) Provide appropriate instructions, equipment and facilities needed to ensure that the Color Guard is ready to perform ceremonial duties at all times.

(5) Ensure Marines selected for Base Color Guard duty are available to render honors on short notice. They will not be assigned duty NCO/additional duties.

(6) Ensure Marines selected for Base Color Guard are issued a complete set of Dress Blues for use in the performance of their duties.

b. Base Color Sergeant

(1) Notify, assemble and inspect Color Guard Marines prior to all ceremonies and parades.

(2) Provide an after action report to the Commanding Officer, MCLB Albany upon completion of each assignment.

(3) Ensure that Color Guard Marines and alternates remain physically fit and meet military appearance and weight standards per reference (a).

5. Administration and Logistics

a. Administration

(1) The Color Sergeant and Color Guard members will be selected from candidates screened by an audition board. Marines assigned will serve for a period of 1 year.

(2) Two Color Guards will be established, consisting of four Marines each; two noncommissioned officers as the Color Bearers and two junior enlisted Marines as the Color Guard

riflemen. The Color Guards will work directly under the supervision of the Base Color Sergeant, who is appointed by the Commanding Officer, MCLB Albany. Four Marines will be used as alternates to support the Color Guards. The Base Color Sergeant will be counted as an alternate but may participate as necessary.

(3) Enclosure (2) contains the sample Appointment Letter of the Base Color Sergeant, and enclosure (3) contains the sample Appointment Letter for members of the Color Guard.

(4) The MCLB Color Guards will be named "Scarlet" and "Gold". Enclosure (4) depicts the positions of individuals in the Color Guard.

b. Logistics

(1) The senior Color Bearer carries the National Ensign and commands the Color Guard. He gives the necessary commands for movements and rendering of honors.

(2) The junior Color Bearer carries the organizational colors, which is always on the left of the National Ensign. When only the National Ensign is carried, the Color Guard will include only one Color Bearer.

6. Command and Signal

a. Command. This Order is applicable to MCLB Albany and tenant commands.

b. Signal. This Order is effective the date signed.

J. R. Wingard
J. R. WINGARD

DISTRIBUTION: E

Requirements for Color Guard Members

1. Requirements for assignment to the Base Color Guard:

a. At least 1 year left on station prior to assignment.

b. Male Marines must be 5'9" to 6'3" in height and female Marines must be 5'8" to 6'0".

c. The Marine must be a sergeant or below with no courts-martial, no more than two non-judicial punishments, and no more than one non-judicial punishment in the last 12 months. Waivers may be granted by the Commanding Officer, Headquarters Battalion on a case-by-case basis.

d. The Marine must be physically fit and must have obtained a passing score on the most recent Physical Fitness Test. Additionally, the Marine must meet Military Appearance/Weight Standards per reference (a).

e. The Marine must be medically fit for duty and possess outstanding military bearing.

Sample Letter for Appointment as Base Color Sergeant

From: Commanding Officer
To:

Subj: APPOINTMENT AS MARINE CORPS LOGISTICS BASE, ALBANY, GEORGIA COLOR SERGEANT

Ref: BO 5060.18B

1. You are appointed as the Color Sergeant of MCLB, Albany, Georgia. Accordingly, our national colors, the Marine Corps colors and the responsibility for commanding the Base Color Guard are entrusted to your care.

2. The designation of Color Sergeant is an old and honorable one in the annals of military organizations. Traditionally, this distinction and privilege is bestowed only on noncommissioned officers of proven zeal, trust, valor, and fidelity. I am pleased to officially recognize that your performance of duty and the service that you have rendered to this Command distinguishes you as one who is worthy of such a mark of approbation.

3. Your responsibilities as Base Color Sergeant will be for the most part ceremonial in nature. Thus, you will consider them as additional to your primary duties. The Base Sergeant Major will provide you with specific instructions relative to the history, care and safeguarding of our colors. He will also keep you informed of all future ceremonial commitments and tasks to be performed. In that connection, you are directed to maintain your Color Guard in such a degree of readiness so as to enable it to perform at any time.

4. No less than 30 days prior to your permanent transfer from this Command, an audition will be conducted to ensure that a suitable replacement is identified. It shall be your responsibility to advise the Base Sergeant Major of your pending reassignment.

I. M. MARINE

ENCLOSURE (2)

Sample Letter for Appointment of Base Color Guard

From: Commanding Officer
To:

Subj: APPOINTMENT TO THE MARINE CORPS LOGISTICS BASE, ALBANY GEORGIA, COLOR GUARD

Ref: BO 5060.18B

1. You are appointed as a member of the MCLB Color Guard. Accordingly, our national colors and Marine Corps Colors and standards are entrusted to your care.

2. The designation of the Color Guard is an old and honorable one in the annals of military organizations. Traditionally, this distinction and privilege is bestowed only on Marines of proven zeal, trust, valor, and fidelity. I am pleased to officially recognize that your performance of duty and the service that you have rendered to this Command distinguishes you as one who is worthy of such a mark of approbation.

3. Your responsibilities will be for the most part ceremonial in nature. Thus, you will consider them as additional to your primary duties. The Color Sergeant will provide you with specific instructions relative to the history, care, and safeguarding of our colors. He will also keep you informed of all future ceremonial commitments and tasks to be performed.

4. No less than 30 days prior to your permanent transfer from this Command, an audition will be conducted to ensure that a suitable replacement is identified. It shall be your responsibility to advise the Color Sergeant of your pending reassignment.

I. M. MARINE

ENCLOSURE (3)

Diagram of the Base Color Guard

X	X	X	X
LEFT RIFLEMAN	MARINE CORPS COLOR BEARER	NATIONAL COLOR BEARER	RIGHT RIFLEMAN

The left rifleman is located to the far left of the formation. The Marine Corps colors are located between the left rifleman and the national colors. The national colors are located between the Marine Corps colors and the right rifleman. The right rifleman is located on the right end next to the national colors.