

**United States Pacific Command (USPACOM)
Joint Service Color Guard (JSCG) Request Form**

1.	Title of Event: <i>(Retirement & Promotion Ceremonies: Please list rank, name, and armed service branch of retiree or person to be promoted)</i>	
2.	Date/Time of Event:	
3.	Location/Address of Event:	
4.	Expected Attendance:	
5.	Have other Armed Forces units been requested to support this event? <i>(If yes, specify):</i>	
6.	Is this event being used to raise funds for any purpose? <i>(If yes, specify):</i>	
7.	Is there any charge? (i.e., admission, parking, etc.) <i>(If yes, specify):</i>	
8.	Authorized representative from your organization who will complete arrangements for USPACOM JSCG participation:	
	Name:	Office Phone:
	Organization:	Cell Phone:
	Address:	E-mail:
9.	Purpose of Event and Services Requested <i>(Please explain fully the purpose of event and services you are requesting from the USPACOM JSCG [i.e. colors presentation, posting of the colors, retrieval of the colors, flag folding, POW/MIA, list of flags to be displayed, etc.] If this is a dining event, please note if JSCG member's meals are provided.):</i>	
10.	List Title, Rank/Grade, and Service of military or civilian dignitaries expected to attend <i>(Please note the officiating individual of the ceremony):</i>	

11.	Please complete the following by checking the appropriate entry:	
	a. Will Admission, seating, and all other accommodations and facilities connected with this event be available to all persons without regard to race, creed, color, sex, or national origin?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	b. Is the sponsoring organization a civic organization?	<input type="checkbox"/> <input type="checkbox"/>
	c. Does the sponsoring organization exclude any person from its membership or practice any form of discrimination in its functions based on race, creed, sex, or national origin?	<input type="checkbox"/> <input type="checkbox"/>
	d. Does the event have the official backing of the local government?	<input type="checkbox"/> <input type="checkbox"/>
	Event sponsors must agree to fund certain military expenses when the requested military resources are not local to the geographic area of the event (See paragraph 3 of instructions).	
	e. Sponsor will provide standard military services allowance for quarters and meals for Armed Forces participation, if necessary.	<input type="checkbox"/> <input type="checkbox"/>
	f. Sponsor will assume cost of round-trip transportation from home station and between the site of the event and hotel, if necessary.	<input type="checkbox"/> <input type="checkbox"/>
g. Sponsor will assume cost of official telephone communications necessary regarding the event, if necessary.	<input type="checkbox"/> <input type="checkbox"/>	
h. Sponsor will assume full costs for visit by Armed Forces representative prior to the event to the site, including transportation, meals, and hotel, if necessary	<input type="checkbox"/> <input type="checkbox"/>	

12.	I am acting on behalf of the sponsoring organization and certify that the information provided above is complete and correct to the best of my knowledge and belief. I understand that representatives of USPACOM JSCG will contact me to discuss arrangements and costs involved prior to final commitments, or to inform me of their inability to support this event, which may take up to two weeks prior to the scheduled event. I also understand that operational commitments take priority and can preclude a scheduled appearance at an approved public activity. No modification of USPACOM JSCG services will be requested by our organization. Sending this form via email to the USPACOM JSCG NCOIC will be accepted as signed.	
	Signature	Date
	Name/Title	

INSTRUCTIONS

1. This form is used to request United States Pacific Command Joint Service Color Guard participation in public events. The requested information is required to evaluate the event. Please complete all sections.
2. Submit this form to the United States Pacific Command Joint Service Color Guard Coordinator not less than 30 nor more than 90 days in advance of scheduled program. Requests may be submitted by email to pacom_jscg@pacom.mil or by fax to (808) 447-2622. All Armed Forces units have specific military missions and training requirements. Participation in public programs is only authorized when such support is in the best interests of the Department of Defense, United States Pacific Command, and the Military Services and does not interfere with mission or training programs. Operational commitments take priority and can cause previously scheduled appearances to be cancelled.
3. Department of Defense policies require that Armed Forces participation in public events will be provided at no additional cost to the Government. The sponsor is required to pay, when necessary, the standard Military Services allowance for quarters and meals for all Armed Forces participants and for other services that have been determined in advance by the Military Services and agreed to by the sponsor. Transportation and meal costs are not usually incurred when support is provided from a local military installation. However, circumstances may dictate that reimbursement for any or all of these costs may be necessary. All costs are binding after a unit, personnel, or exhibit has arrived at an event site, even though weather conditions or other unforeseen circumstances force the event to be cancelled.