

Headquarters
United States Forces Korea
Unit # 15237
APO AP 96205-5237

United States Forces Korea
Regulation 600-25-1

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Personnel-General

ESTABLISHMENT AND OPERATIONS OF THE UNITED NATIONS COMMAND/ 8th ARMY
HONOR GUARD COMPANY

***This regulation supersedes USFK 600-25-1, dated 22 August 2001.**

FOR THE COMMANDING GENERAL:

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Summary. This regulation consolidates information regarding the organization and responsibilities of the United Nations Command Honor Guard Company. The intent of this regulation is to provide the standards Soldiers must meet for selection and continued assignment to the UNC Honor Guard, and to specify task organization for ceremony support and access control duties.

Summary of Changes.

- Added the UNC Honor Guard selection standards and recruitment procedures
- Updated the mission of the UNC Honor Guard to include ceremonial and access control missions, and increased threat level responsibilities
- Updated the task organization for all missions

Applicability. The regulation applies to HQ, USFK/ 8th Army and to the various Armed Forces, which comprise the UNC Honor Guard.

Supplementation. Issue of further supplements to this regulation by subordinate commands is prohibited unless prior approval is obtained from Headquarters, Special Troops Battalion-Korea, Unit # 15236, APO AP 96205-5236.

Forms. USFK forms are available at <http://www.usfk.mil/>.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System (ARIMS) website at <https://www.arims.army.mil> .

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms, to Headquarters, Special Troops Battalion-Korea, Unit # 15236, APO AP 96205-5236.

Distribution. Electronic Media Only (EMO).

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1. Purpose

- a. The organization, mission, and functions of the United Nations Command (UNC) Honor Guard (HG) Company.
- b. The relationship of forces attached to the UNC Honor Guard Company.
- c. Administration and logistical support provided by Headquarters, United States Forces Korea/ Eighth Army (HQ, USFK/EA) to forces assigned or attached to the UNC Honor Guard Company.

2. References

- a. Army Regulation (AR) 600-9, The Army Weight Control Program
- b. Field Manual 3-21.5, Drill and Ceremony (07 Jul 07)
- c. UNC, CFC, USFK Reg 600-23, UNC Honor Guard Ceremonies

3. Explanation of Abbreviations

Abbreviations used in this regulation are explained in glossary.

4. Commander's Intent

Provide Major Subordinate Commands (MSC) and UNC Honor Guard applicants a better understanding of the company's selection standards, task organization, and the mission.

5. Responsibilities

- a. The Commander, Special Troops Battalion-Korea (STB-K), will:
 - (1) Provide a commander for and supervise the UNC Honor Guard Company.
 - (2) Approve or disapprove requests from agencies for the use of Honor Guard personnel and/or equipment.
 - (3) Approve requests from the UNC Military Armistice Commission (UNCMAC) Secretariat for the use of Honor Guard personnel in support of UNC-related functions.
 - (4) Approve requests for the use of Honor Guard personnel from the chiefs of the UNC liaison groups which maintain Honor Guard contingents with the UNC/ EFA Honor Guard.
 - (5) Provide Morale, Welfare, and Recreation support for all UNC contingents and attached (Thailand, Philippines, and ROK) personnel.
- b. Appropriate ROK service chiefs and chiefs of UNC liaison groups.
 - (1) Provide UNC contingents from their respective countries for attachment to the UNC Honor Guard in accordance with the personnel authorizations outlined in Appendix B.
 - (2) Retain normal command and disciplinary responsibilities and authority over their respective personnel attached for duty with the UNC Honor Guard.

(3) Provide complete administrative, medical, and logistical support for all Soldiers attached to and under the operational control of the UNC Honor Guard.

c. Commander, UNC Honor Guard Company will:

(1) Exercise command over US military personnel assigned to the UNC Honor Guard Company.

(2) Conduct required training for all personnel attached to the UNC Honor Guard.

(3) Accomplish all assigned missions and functions.

(4) Coordinate administrative, medical and logistical support for UNC and ROK personnel attached to the UNC Honor Guard Company with the appropriate UNC Liaison Officer(s) and/or ROK Headquarters.

(5) Exercise operational control of all personnel attached or assigned to the UNC Honor Guard.

(6) Provide personnel and equipment support as tasked by Commander, STB-K.

Appendix A

A-1. Selection Standards

The standards for acceptance into the UNC Honor Guard are set to assure a professional and military appearance while performing ceremonies and access control duties. The general prerequisites for selection into the UNC Honor Guard are as follows:

- a. Male
- b. At least 70 inches tall and meet the weight standards in AR 600-9.
- c. Must possess a secret clearance or have the ability to possess a secret clearance.
- d. Must continuously maintain the utmost military bearing.

A-2. Selection Process

No pinpoint assignments are provided to UNC Honor Guard personnel. Major Subordinate Commands (MSC) on the Korean peninsula have the responsibility to fill the UNC Honor Guard in accordance with a directive by the USFK Command Sergeant Major. This requirement is managed by respective MSC G1/S1 personnel. The selection process has two methods:

a. Initial Entry

(1) Selection process begins at 1st Replacement Company (1RC), when the UNC Honor Guard First Sergeant (1SG) receives notification from G1 that a Soldier is available to be interviewed at 1RC. The 1SG ensures the Soldier meets height and weight and that he does not possess a permanent profile (to include a shaving profile). Due to ceremonial requirements, a Soldier who requires glasses must also be able to wear contact lenses.

(2) The Soldier will be interviewed by the 1SG to ensure the Soldier has no past legal issues that would hinder his ability to receive a secret clearance. Also discussed in the interview are the mission and duties of the UNC Honor Guard to ensure the Soldier will be an asset to the unit and to gauge the Soldiers interest in joining the unit.

b. MSC Provided Personnel (Service Member Currently in Unit and not at 1RC)

(1) Potential selectee must be willing and able to extend his tour in Korea for a minimum of one additional year.

(2) Major Subordinate Command S1 provides the potential selectee's ERB/ ORB to UNC Honor Guard.

(3) Potential selectee is interviewed by UNC Honor Guard 1SG IAW A-2a(2) above.

Appendix B

Task Organization – Ceremony/ Access Control/ MEVA

B-1. General

Organization of the UNC Honor Guard has three requirements: ceremonies, access control to command and control facilities, and a contingency security mission of protecting assigned Mission Essential Vulnerable Areas (MEVA). The Honor Guard's manning consists of MTOE and Borrowed Military Manpower from peninsula stationed MSCs.

a. Ninety-eight personnel are required to perform our two main functions (Ceremony and Access Control) but in a time of crisis shifts focus to MEVA security.

b. UNC Honor Guard consists of 4 Officers, 32 NCO, and 62 Enlisted

(1) Headquarters platoon consists of 13 Soldiers (2 Officer, 6 NCO, 5 Enlisted)

(2) Ceremony Platoon consists of 21 Soldiers (6 NCO, 15 Enlisted)

(3) 1st Platoon (Access Control) consist of 32 Soldiers (1 Officer, 10 NCO, 21 Enlisted)

(4) 2nd Platoon (Access Control) consists of 32 Soldiers (1 Officer, 10 NCO, 21 Enlisted)

B-2. Ceremony

a. Knights Field Ceremony: 53x US, 50x ROK, 5x UN (United Nations). In the event of inclement weather, Knights Field Ceremonies will be held indoors at Collier Field House or Trent Gym. Task organization, manning, and event execution will be in accordance with the Secretary Combined Joint Staff (SCJS) published operations order or special instructions.

(1) Manning: The following is the personnel required to execute a full UNC Ceremony. Off rotation platoon will provide personnel for ceremonies and details while the on rotation guard platoon conducts 24 hour access control mission.

(a) Honor Cordon: 4x US, 4x ROK, 0x UN

(b) HMMWV: 1x US

(c) Flag Detail: 11x US, 4x ROK, 1x UN

(d) Commander of Troops (COT)/ Guidon: 2x US

(e) Color Guard: 4x US, 3x ROK, 1x UN

(f) US Platoon: 16x US, 0x ROK, 0x UN

(g) UN Platoon 13x US, 0x ROK, 3x UN

(h) 1SG/Non Commissioned Officer in Charge (NCOIC): 2x US, 1x ROK, 0x UN

(2) Responsibilities

(a) The UNC HG Company Commander serves as Commander of Troops and is responsible for all honor guard training and appearance

(b) The UNC HG 1SG/ NCOIC ensures the fallout detail is posted and has all needed equipment, stands ready to address any issues, and is responsible for all honor guard training and appearance.

(c) The UNC HG Company Guidon carries the Company Guidon and is responsible for falling in the formation in preparation for the Commander's tighten up and troop inspection.

(d) The Honor Cordon lines up for the arrival of the official party, renders appropriate honors to official party as they pass, assists the official party in presenting awards and escorting awardees, and performs any other function as dictated by the ceremony script.

(e) The Flag Detail lowers the flag for retirement ceremonies, sounds the cannon, and retires and renders appropriate honors to the colors.

(f) The Color Guard NCOIC is responsible for the training and appearance of the Color Guard, and for carrying, posting and retiring the appropriate colors during the ceremony.

(g) The HMMWV crew carries the reviewing party during the Inspection of Troops and ensures the vehicle is ready for ceremony.

(h) US, UN, ROK Platoon Leaders ensure their soldiers are trained, equipped and present for ceremony rehearsals and execution, and lead their platoons through the pass and review and render appropriate honors to the reviewing stand.

b. Garrison Flag Ceremony

(1) Reveille: 13x US, 12x ROK, 2x UN

(a) US Platoon: 7x US

(b) UN Platoon: 2x US, 3x ROK, 2x UN

(c) ROK Platoon 7x ROK

(d) White House GO Flags: 2x ROK

(e) 8th Army GO Flags: 2x US

(f) Cannon: 1x US

(g) COT: 1x US

(2) Retreat: 28x US, 24x ROK, 4x UN

(a) US Platoon: 17x US

(b) UN Platoon: 7x US, 5x ROK, 4x UN

(c) ROK Platoon: 17x ROK

(d) White House GO Flags: 2x ROK

(e) 8th Army GO Flags: 2x US

(f) Cannon: 1x US

(g) COT: 1x US

(3) Responsibilities

(a) The Commander of Troops ensures garrison flags are raised and lowered at appropriate times and that men and equipment are prepared to render appropriate honors in a professional military manner.

(b) US, UN, ROK Platoon Leaders ensure their platoons are accounted for at rehearsal and execution and conduct folding of the flag during retreat formation.

c. Daily Reveille/ Retreat Formations

(1) Reveille: 6x US, 5x ROK, 1x UN

(a) 2x US

(b) 3x ROK

(c) 1x UN

(d) White House General Officer (GO) Flags: 2x ROK

(e) 8th Army GO Flags: 2x US

(f) Cannon: 1x US

(g) COT: 1x US

(2) Retreat: 8x US, 6x ROK, 1x UN

(a) 4x US

(b) 4x ROK

(c) 1x UN

(d) White House GO Flags: 2x ROK

(e) 8th Army GO Flags: 2x US

(f) Cannon: 1x US

(g) COT: 1x US

d. Memorials/ Balls/ Events/ Flag Setups/ Receptions/ Valets at Generals' Houses/ Burial Honors/ Firing Details (Korea, Japan, Philippines)/ Repatriation (DMZ).

(1) UNC Honor Guard Commander receives all taskings and assigns appropriate troops to task.

(2) Ceremonial Platoon will handle the majority of memorials, balls, or events and any excess will be supplied from the off rotation platoon.

e. Salute Battery- The Salute Battery is not under control of the UNC Honor Guard Commander but they are directly tasked through the SCJS.

B-3. Access control

a. During periods of non-hostility, the UNC Honor Guard Company is tasked with the access control responsibilities for all buildings comprising the Mission Essential Vulnerable Areas (MEVA): the J2/ Sensitive Compartmented Information Facility (SCIF), the White House, and CC Seoul.

b. Two platoons of US Soldiers and supporting ROK personnel from within the UNC Honor Guard Company man five guard posts with an SOG desk and squad quick reaction force (QRF) around the clock, every day of the year.

c. The guard posts and necessary personnel are as follows:

(a) Officer of the Day (OD) is responsible for the platoon execution of the guard mission according to the UNC Honor Guard Company SOP and liaises with the various MEVA security managers regarding all special instructions during guard week.

(b) Commander of the Guard (COG) is the senior NCO of the guard platoon and is responsible for the instruction, training, discipline, performance, and appearance of guard personnel.

(c) Sergeant of the Guard (SOG) is the senior NCO, typically the squad leader, of the guard shift and is directly responsible for enforcement of all policies associated with security during his shift.

(d) Commander of the Relief (MEVA) is in charge of the shift personnel manning the J2/SCIF and CC Seoul.

(e) Access Control J2/SCIF is manned by both US and ROK personnel.

(f) Access Control CC Seoul is also manned by both US and ROK personnel.

(g) Commander of the Relief (White House) is in charge of the shift personnel manning the main and alternate White House access control points. He also supervises the ceremonial, UNC presence at the main entrance.

(h) White House access control is manned by both US and ROK personnel at the main as well as alternate entrances.

(i) Ceremonial main entrance is manned by US, ROK and UNCMAC (as of January 2010, Thai and Philippine Service members).

d. As a squad completes its 8-hour guard shift, it assumes QRF responsibilities within the MEVA in accordance with the published Threat Level and integration with the Base Defense Plan.

e. A third squad is in its rest cycle.

f. The total US manning requirement for each shift is one commissioned and nine enlisted personnel. As the officer remains the same for each shift, a guard platoon would be minimally manned with 32 personnel, allowing for profiles, leave & schools.

g. After seven days of these twenty-four hour operations, the guard platoon is relieved in place by the alternate guard platoon to enter its training week.

B-4. MEVA Crisis

a. The UNC Honor Guard Company is also tasked with crisis scenarios short of wartime conditions to include civil insurrection and terrorist threat.

b. To support this requirement, the Company will, on-order, reconfigure its guard platoon to man the following positions *in addition to its access control responsibilities*:

- (1) Traffic Control Point
- (2) Mounted Weapon Team
- (3) Pedestrian Entrance Control Point
- (4) Fighting Positions
- (5) Company Command Post
- (6) Roving Guards
- (7) Designated Marksmen

c. The minimum platoon manning for a crisis scenario is 38 US personnel.

d. The alternating platoon maintains ceremonial requirements for the UNC Honor Guard Company and, on order, transitions to its wartime responsibilities.

Glossary
Abbreviations

1RC – 1st Replacement Company

1SG – First Sergeant

COT – Commander of Troops

GO – General Officer

HG – Honor Guard

HQ - Headquarters

MEVA – Mission Essential Vulnerable Area

MSC – Major Subordinate Commands

NCOIC – Non Commissioned Officer in Charge

QRF – Quick Reactionary Force

ROK – Republic of Korea

SCIF - Sensitive Compartmented Information Facility

SOG – Sergeant of the Guard

STB-K – Special Troops Battalion-Korea

UN – United Nations

UNC – United Nations Command

UNCMAC – United Nations Command Military Armistice Commission

US – United States (of America)

USFK – United States Forces, Korea