



# Marine Corps League Honor Guard/Color Guard Activity Report

**Background:** The Commandant of the Marine Corps League provides an annual report to the Commandant of the Marine Corps which includes the activities of the Marine Corps League Honor Guards and Color Guards. The Activity Report information is also used in public service announcements, recruiting campaigns, and informing national and state governments of the role of the League in supporting vital Veterans Programs.

**Execution:** During January each year all Marine Corps League Detachments are required to submit a report of their Honor Guard and Color Guard activities during the preceding calendar year. Detachments which do not currently have either an Honor Guard or a Color Guard must complete a report by inserting “NONE” in the Detachment Report Status column, signing, and submitting their reports to their Division.

The Detachment Reports must be submitted to the Departments by 15 January as prescribed by the Department Commandants. Each Department compiles the information submitted by the Detachments into a report which is submitted to the Division by 28 January as prescribe by the Division National Vice Commandants. Each Division compiles the information into a report which is compiled into a report which is submitted by 13 February to the Marine Corps League Honor Guard Committee.

Instructions and more detailed definitions for completing the data rows in the Detachment, Department, and the Division Reports are included at the bottom of each report form.

## Definitions:

**Active (ACT)** - Number of Active Honor Guards or Color Guards.

**Ceremony (CER)** - A planed event at a specific site during which a firing party, rendition of taps, or presentation of a wreath are provided. (For Color Guards only, includes funerals).

**Funeral (FUN)** - Military Honors rendered in conjunction with a funeral or celebration of life during which one or more of the following activities is rendered: a flag folding and presentation, firing party, or taps is rendered. (Honor Guards only).

**Other (OTH)** - Any other official Honor Guard/Color Guard activity during which one or more members of an Honor Guard and/or Color Guard participate. Color Guards report funeral participations as Other.

**I&I Support (I&I)** - Events where Honor Guard or Color Guard is provided to I&I Staff(s).

**Member (MBR)** – The number of active Honor Guard and Color Guard members at the end of the year.

**Communications:** Questions, comments, and recommendations may be sent to the MCL Honor Guard Committee at [honorguard@mcleague.org](mailto:honorguard@mcleague.org).

## Enclosures:

1. Example of entering data in a Department Report.
2. Detachment Activity Report Form.
3. Department Activity Report Form.
4. Department Activity Report Form continuation sheet.
5. Division Activity Report Form.
6. MCL Activity Report Form for the Commandant.