



U.S. Coast Guard Auxiliary Customs, Courtesies, & Protocol

Flotilla 054-25-06

20 June 2024

Customs, Courtesies, & Protocol



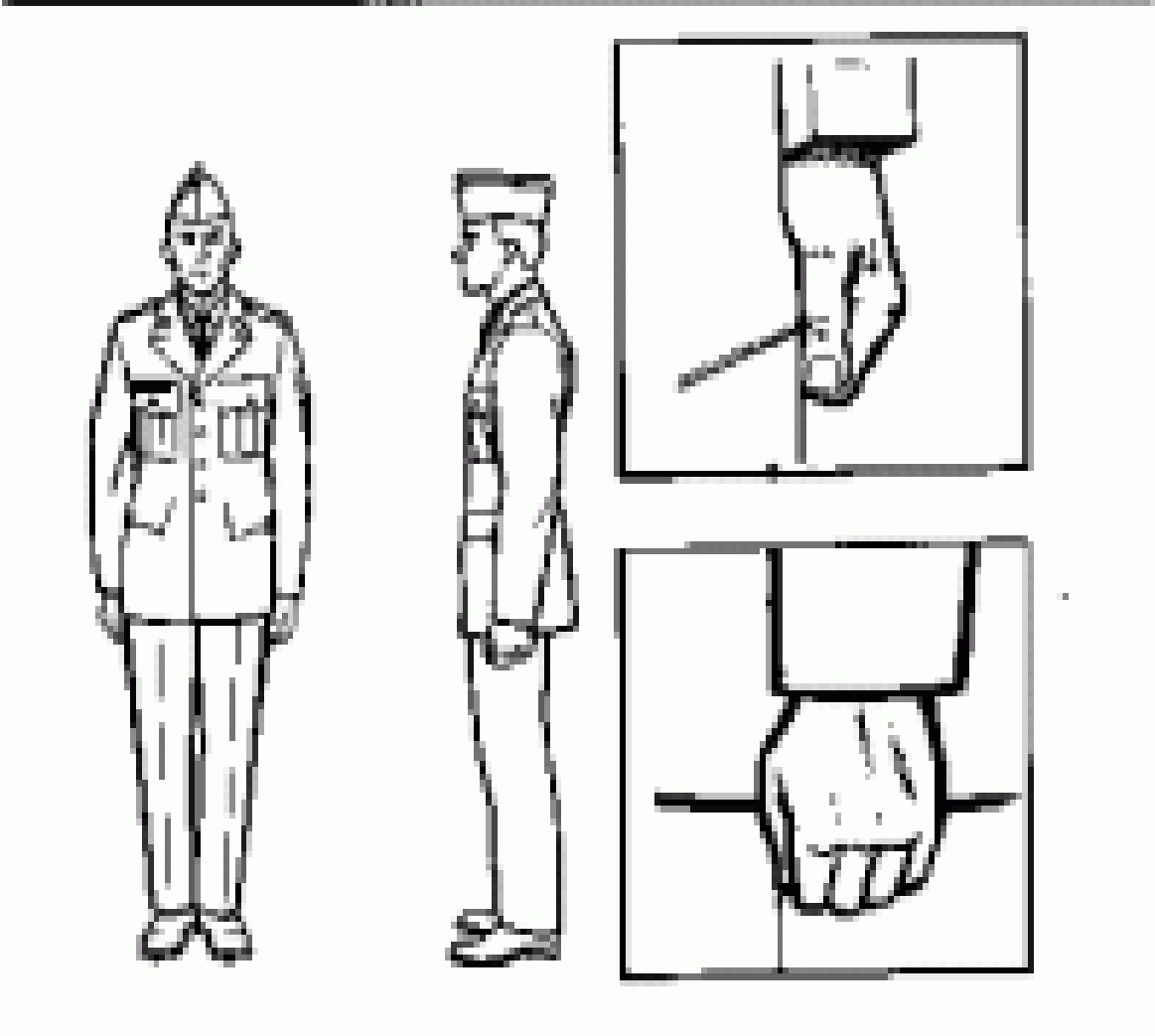
- Standing at Attention/Saluting
- Shipboard Etiquette
- Flag Etiquette
- Funerals
- Rank



Standing at Attention

- Stand straight
 - shoulders squared
- Heels together 45-degree angle
 - don't lock knees
- Arms straight down seam
 - hands cupped
 - thumbs down
- Look straight ahead
 - head level
 - don't smile

Standing at Attention





Saluting

- Raise right hand smartly
fingers together
- Touch tip of forefinger/middle finger to lower
part of cover or forehead
above and slightly right of right eye
palm down
- Hold upper arm horizontal
forearm 45 degrees
- *Always salute a Medal of Honor recipient no
matter what the rank

Saluting



Shipboard Etiquette



- Request permission from the Officer of the Deck (OOD) to board or leave
- As you board, stand at the gangway and salute the national ensign at the stern
 - during hours when flag is not displayed, salute area where flag normally is
- Turn to OOD/rep, salute and say “Request permission to come aboard sir/ma’am”

Shipboard Etiquette



- When leaving the ship, do same actions in reverse salute/request permission to go ashore, then salute flag as you cross the gunwale
- If not in uniform, do not salute, but perform same steps
- *Senior officers **board** a boat or enter a vehicle **last** and **depart first**

Flag Etiquette

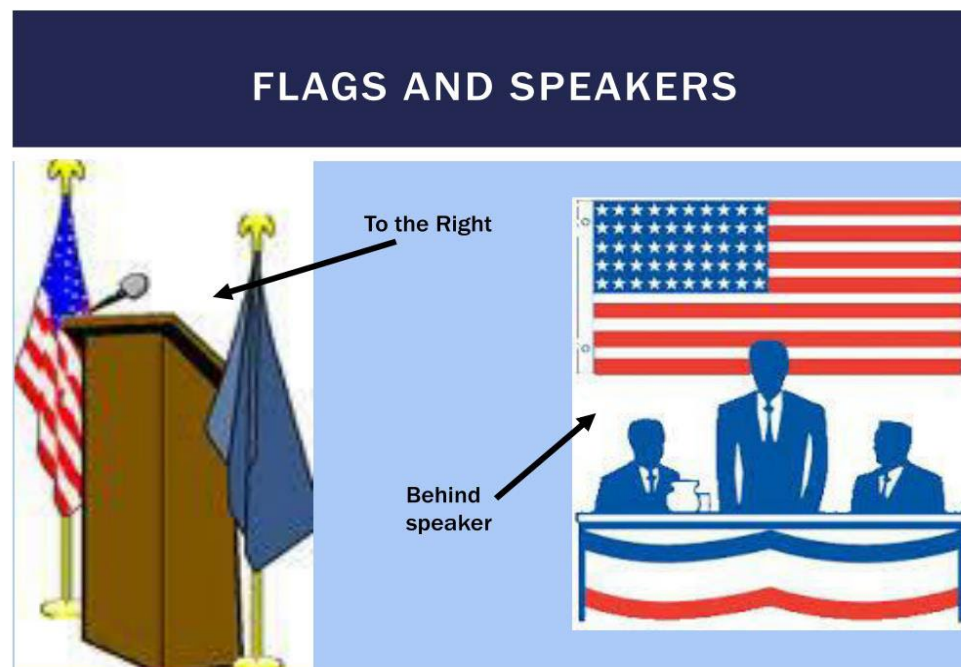


- Behind the speaker or head table
 - placed above and behind the speaker
 - union uppermost and to the flag's own right, the audience's left
- From a staff
 - accorded a position of superior prominence over any flag displayed in the same room
 - only flag that may be displayed behind and right of the speaker, left of the audience



Flag Etiquette

- All other flags, including the Auxiliary ensign, displayed in the same room will be placed on the speaker's left and to the audience's right



Flag Etiquette



➤ On a Boat

at the stern, ideally on the flagpole or on the stern forestay

must be the largest flag on the ship

sunrise to sunset, hoisted first, lowered last

no other flag may be flown unless the national ensign is also flown

when leaving boat in port, the flag should be taken down if not returning before sunset

Flag Etiquette



size of the national ensign is in proportion to the length of the boat, minimum of one inch of flag per foot of overall boat length

upside down national ensign should not be relied on as a distress signal on the high seas or in foreign waters





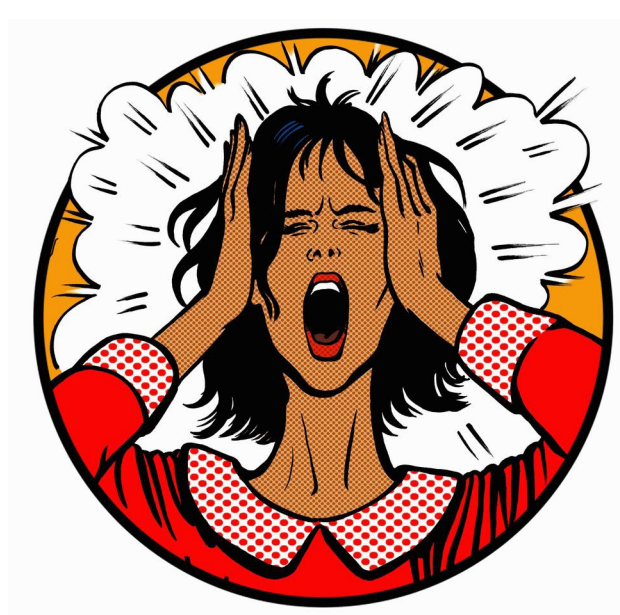
Funerals

- Attendees, honor guard, or part of funeral
- Make known that services are available
- DIRAUX should be notified; flotilla commander should call on family in person
- Participating - in uniform - Service Dress Blue
- Auxiliary service held before church service, usually evening before
- *Committal given by the family's clergy

Funerals



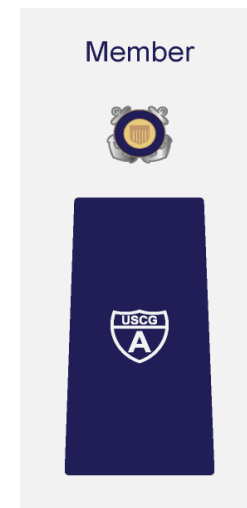
**DON'T OVERWHELM THE FAMILY
WITH HELP!!!!**



Auxiliarist Rank



- **Civilians** who do not hold rank or authority!
- Authorized to wear the insignia of the highest office held and the past device
- When augmenting AD/R personnel, the military-style insignia of Auxiliary position is removed and Auxiliary member insignia is worn





Customs, Courtesies, and Protocol comprise the body of accepted rules of social behavior and are the basis for a proper working relationship within the Auxiliary, and between Auxiliarists and Coast Guard counterparts.





Reference Material

Auxiliary Guide to Protocol and Courtesy,
COMDTINST M16790.1G, CH12

Auxman Chapter 12

Flag:

Auxiliary facility, refer to the Operations Policy Manual,
COMDTINST M16798.3 (series)

Meetings and social events, refer to the Auxiliary Division
Procedures Guide, *COMDTPUB P16791.3 (series)*

Funeral:

Decedent Affairs Guide, *COMDTINST M1770.1 (series)*