

**PROTOCOL = Procedure,  
Etiquette, Code of Behavior**

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***Show respect and courtesy at  
all times.***



***It generates respect and  
courtesy in return.***

**We are the Coast Guard's**  
**Auxiliary**

**Part of the Coast**  
**Guard Family**

**The actions, or miss-actions, of just one member reflects on all of us.**

**We owe the C.G. respect and  
courtesy**

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**Learn C.G. Customs, Etiquette,  
and Regulations**

**The public can't tell us apart.**

# ***When do we Salute?***

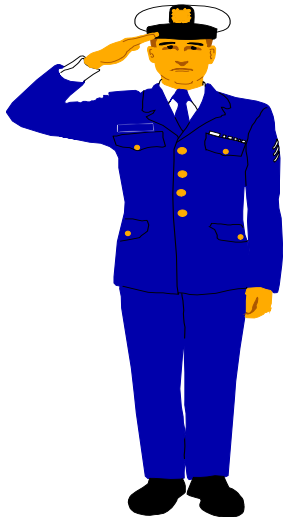
**Do we salute each other?**

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**Do we return salutes?**

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**Must we be in Uniform,  
covered (hat) and outside to  
salute?**



# Return a salute with a salute and greeting

**Right hand smartly raised till tip of forefinger reaches lower part of headdress or forehead. Palm down, hand, arm & wrist straight.**

# *Flag passing in parade*

**Face Flag, Salute at moment of passing, hold till past.**



**National Anthem played and Flag  
displayed**

**Face flag and salute at first note  
of Anthem. Hold to last note**

**Flag not displayed**

**Face music and act as if flag was  
there**



# **Morning Colors at Station or Cutter at Dock**

**At 5 minutes to 0800**

***Announced* – “1st Call to Colors”**

**This means the flag will be raised in 5 minutes – all quiet inside and out. If outside, be sure you have your hat on, if you don't want to stand and salute go inside. Make no noise.**



## **Morning Colors at Station or Cutter at Dock – cont.**

**At 0800 “call to colors” is given**

**If outside and in uniform, stand at attention face the flag pole and salute as the flag is raised - inside stand at attention.**

**Civilian cloths, stand at attention.  
If outside a base in a car or walking, stay there till at attention ceremony is over.**

# *Evening Colors*

**Same procedure as morning except  
done at actual Sunset**

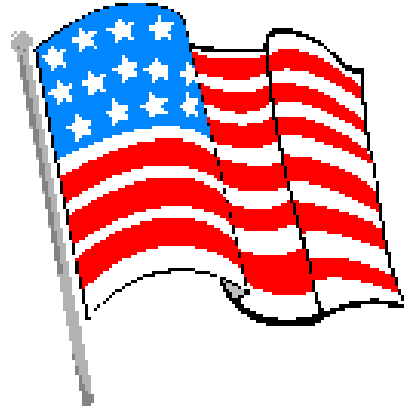
**“1<sup>st</sup> call to colors” and Call to Colors are  
given before this ceremony takes place**

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**If outside and in uniform covered, stand at  
attention face the flag pole and salute  
while the flag is raised or lowered.**

**If outside a base in a car or walking, stay  
seated or standing, at attention, till  
ceremony is over.**

# Civilian Salute – no uniform



**Same timing as in uniform  
but Place hand over heart  
and remove hat.**

***Do not salute***

**New Federal:**— If you are a past member of the Armed Forces, not in uniform, **outside & covered** when flag passes in a parade or is raised or lowered at a military instillation you may salute.

# *Saluting as Group Formation or Ceremony*

**On Command  
“Execute Hand Salute”**

# Show Respect when Saluting Do it Correctly

## ***REALLY BAD SALUTES!***

- Not at attention when saluting
- Saluting with left hand in pocket
- Failure to look at the person or flag being saluted.
- Saluting with the left hand

# **“C” School Behavior**

**Wear proper uniform, hat & outer wear for the prescribed uniform!  
Know when to take off and put on your hat.**

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**Know when and how to salute**

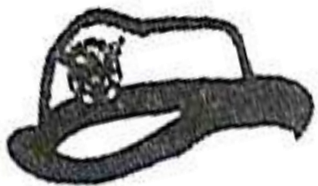
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**Abide by all the rules**

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**Fill out travel claims honestly**

**When do you wear a hat?**



**When do you Not?**



**Square on the head, no hair hanging down**



# When do You Wear a Hat? When do You Take it Off?

**\*In Uniform Outside –as you leave a building/cutter, put it on.**

**\*Take it off going inside**

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**Some outside areas may be considered a no hat area – Air Station btw buildings.**

# *Boarding a Cutter or ship*



- 1. Face aft and salute the flag from the gangway before turning to the OOD, salute and say “Request permission to come aboard sir (or ma’am).”**
- 2. OOD will return your salute and invite you aboard. If no OOD just go aboard after saluting the flag**



# Leaving a Cutter or ship

- 1. Present yourself to the OOD, salute and say “Request permission to leave the ship sir” (or ma’am)**
- 2. After OOD has returned your salute, step to the gangway. As you cross the gangway turn aft and salute the flag and go ashore. If no OOD just salute the flag and leave.**

# Notes on boarding



**In uniform** - If the flag isn't flying, face in the direction where it would be (aft) and salute.

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**Boarding** - If in civilian clothes don't render a salute – face the flag and stand at attention for a moment, turn to the OOD and ask permission to board.

# Leaving in civilian clothes

**Follow the same procedure as if you were in uniform but omit the salutes**

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**If you are in uniform and your guests are not – only you need to ask permission to disembark and salute the flag.**



# CG Senior Officers Protocol on Entering Military Vehicles , Cutters

★ **Enter first and leave last**

**Cutter - Crew will be assigned a positions and “Attention” will be called and every crewmember renders a hand salute.**

**Their pathway must be kept clear.**

# Wardroom Etiquette – where senior officers eat

Invited – if sit down meal – Capt, XO or Senior Officer = *invites* to sit

If have to leave, ask permission.

Don't discuss religion, shop talk, politics or sensitive subjects.

# Chief's (CPO) Mess

In “CPO Country” – *invited* to enter  
No hats.

**Also- Do not enter Crew Quarters,  
Captain's quarters without invite.**



## **C.G. Station/Office Etiquette**

**It's the C.G.'s place of business and, for some, stations, their home.**

**We are “Family” Guests**

**They may be involved in activities - (a case, training, paperwork etc)**

**Make an Appointment if Important  
Don't just sit around to talk.**

# Station Etiquette

**Don't walk in like you know everything. You don't!**

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**You can make suggestions in a nice way but in the end it is the CG's call**

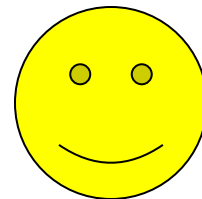
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**Your actions and attitude can reflect on all Auxiliarists.**

# Station Etiquette

**• If under orders and asked to do something you can't safely do, explain why. Otherwise do as asked. Find out reasons later.**

**Be Polite**



# CG Insignia



**ADM**



**Admiral**



**CAPT**



**Captain**



**CDR**



**Commander**



**LCDR**



**Commander**



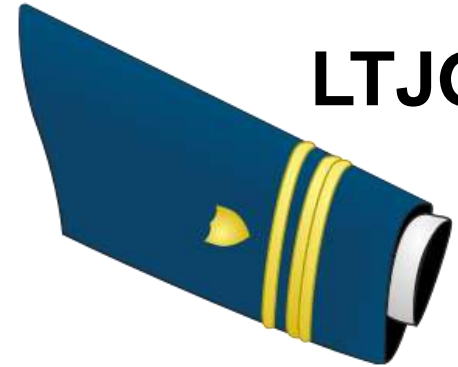
**LT**



**Lieutenant**



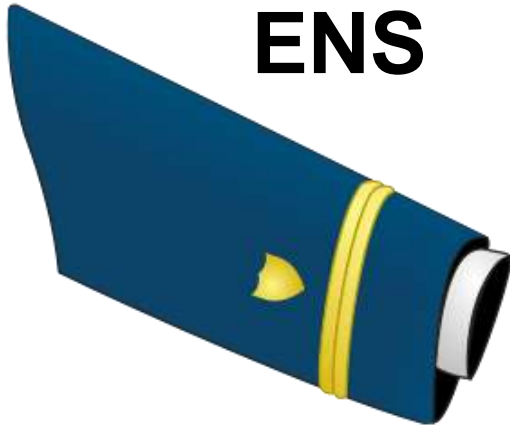
**LTJG**



# CG Insignia



**ENS**

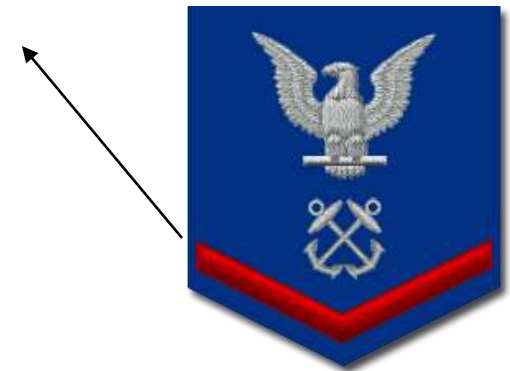
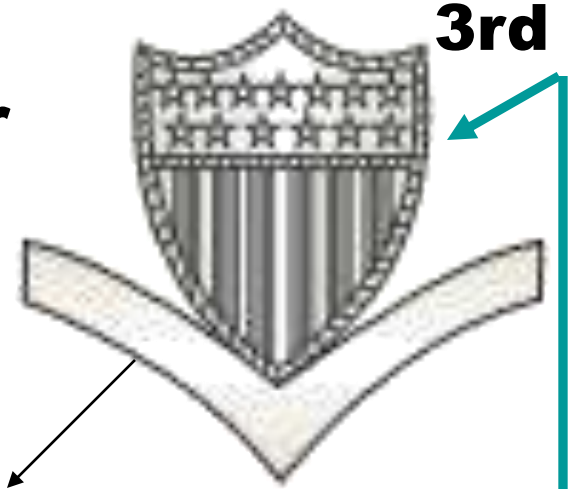


**Ensign**

**Petty Officer  
(PO)**

**3<sup>rd</sup>, 2<sup>nd</sup>, 1<sup>st</sup>**

**Add as advance**



# Chief *Warrant Officer*



**Speaking: Mr. Rob Clark, OTO**

**Writing: CWO Rob Clark, OTO**



**2 Stars**



**CPO**



**SCPO**



**MCPO**



# Auxiliary Funeral Honors



# *Auxiliary Funeral Honors*

**Notify FC immediately.**

**FC – contacts the family with  
condolences and assistance.  
Determine if AUX participation is  
desired.**

**Don't pressure the family – explain the options.**

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**1. Pay respects as a group.**

**2. An Honor Guard posted at the viewing.**

**3. A brief memorial service or participation in the funeral itself.**

**The family's wishes are paramount - don't cause hard feelings by being persistent**

**As a Group – all AUX walk single file slowly to the casket each stop and salute the casket - flag. Smartly turn to the left or right (depending on what direction was decided upon before and leave the area slowly.**

## ***Casket Watch – two Members at a time in Bravo's & Combo Hats***

Slowly walk up center isle or one on either side of seating toward the casket. Stop at casket –salute the flag on casket. Split left and right around, one to the head and one to the foot. Salute the AUX standing there. They will turn sharply and leave slowly around their side of the room to the back. You will advance to the casket and salute, sharply turn to face the audience stand at attention.

# Auxiliary Religious Funeral Service

**AUX service available usually  
done before the Clergy Service -  
Samples in the Manual - prayers and  
services for multiple Religions**

**I hope the information in  
this presentation has added  
to what you already know**