

# **United States Coast Guard Auxiliary**



## **Auxiliary Ceremonial Color Guard (AUXCCG) Program**

### **Standard Operating Procedures**

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5060 / AUX-SOP-010(B)  
28 Jun 2023

## MEMORANDUM

Reply to CG-BSX-11  
Attn. of: Mr. David Goff  
(202) 372-1264

From: /B. G. Winans, CDR/  
Acting Chief, Office of Auxiliary and Boating Safety

To: Distribution

Subj: AUXILIARY CEREMONIAL COLOR GUARD (AUXCCG) PROGRAM STANDARD  
OPERATING PROCEDURES

Ref: (a) Marine Corps Drill and Ceremonies Manual, MCO P5060.11 (series)  
(b) Title 4, United States Code (4 U.S.C.)  
(c) Uniform Regulations, COMDTINST M1020.6 (series)  
(d) Auxiliary Manual, COMDTINST M16790.1 (series)  
(e) Coast Guard External Affairs Manual, COMDTINST M5700.13  
(f) Military Personnel Casualties and Decedent Affairs, COMDTINST M1770.9 (series)

1. PURPOSE. Pursuant to authorities and policies in references (a)-(f), to establish Standard Operating Procedures (SOP) for the Coast Guard Auxiliary Ceremonial Color Guard (AUXCCG) program that standardize and enhance the appearance and performance of Auxiliary Color Guards at all organizational levels.

2. ACTION.

a. Elected and appointed leaders and program managers at all levels of the Auxiliary organization shall ensure Auxiliarists who participate in the AUXCCG program adhere to this SOP. The Auxiliary Director of Public Affairs (DIR-A) shall serve as the AUXCCG national program manager and maintain close liaison with the U.S. Coast Guard Ceremonial Honor Guard for the purpose of general programmatic advice and guidance including matters of performance standards and expectations.

b. To ensure standardization and awareness of this program SOP, all Auxiliarists currently performing Color Guard activities are required to successfully complete the AUXCCG Personal Qualification Standards (PQS) by 31 December 2023 in order to continue doing so thereafter. Current AUXCCG leaders are granted a one-time authorization to sign off tasks in the AUXCCG PQS for members of their respective AUXCCGs as well as themselves. However, they may only do so after successful completion of the 25-question, online, open-book AUXCCG exam available through the Auxiliary Online Classroom (<https://classroom2.cgaux.org/moodle/>).

3. AUTHORIZED RELEASE. Internet release is authorized.

4. DIRECTIVES AFFECTED. AUX-SOP-010(A) is cancelled.

5. BACKGROUND.

a. Auxiliary Color Guards provide excellent opportunities for ceremonial presence on behalf of the Coast Guard and the Auxiliary. They afford representational, recruiting, public outreach, and fellowship tools for Auxiliarists to demonstrate their long history of service pride and professionalism.

b. Auxiliary Color Guards have traditionally supported ceremonial events like changes of watch, funerals, sporting events, and parades. Such events have historically been enhanced by the presence of an Auxiliary Color Guard.

6. DISCLAIMER. This SOP is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide guidance for Auxiliary personnel and is not intended to nor does it impose legally binding requirements on any party outside the Coast Guard.

7. MAJOR CHANGES.

a. The deadline for all Auxiliarists currently performing Color Guard activities to successfully complete the AUXCCG PQS has been extended to 31 December 2023.

b. In sections 8.a., 8.e.(7), and Appendix C, the location of the online AUXCCG exam has been updated from the Auxiliary National Testing Center (NTC) to the Auxiliary Online Classroom (AOC).

c. In section 3.a.(8), activity code 10K – OTHER PA PROJECTS has been removed as an option for capturing AUXCCG performance activity time.

8. SCOPE AND AUTHORITIES. It is recommended the reader become familiar with the AUXCCG program guidance throughout this SOP.

9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. This SOP will not result in any substantial change to existing environmental conditions or violation of any applicable federal, state, or local laws relating to the protection of the environment.

10. DISTRIBUTION. No paper distribution will be made of this SOP. An electronic version has been posted on the CG-BSX web site: <http://agroup-bx.wow.uscgauz.info/content.php?unit=BX-GROUP&category=sop> . All web sites in the SOP are the most current available. If the cited web link does not work, then access should be attempted by copying and pasting or typing the web site address into the user's internet browser.

11. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this SOP, regardless of format or media, must be managed in accordance with records retention guidance in reference (d).

12. FORMS. Forms that may be associated with this SOP will be available on the Coast Guard Auxiliary webpage at the following link: <https://forms.cgaux.org/forms1.php> .

13. REQUESTS FOR CHANGES. Questions about this SOP and requests for changes should be submitted in writing to the Auxiliary Director of Public Affairs (DIR-A) via the cognizant Auxiliary public affairs staff officers.

#

Encl: (1) Auxiliary Ceremonial Color Guard (AUXCCG) Program SOP

Dist: DIRAUX, NEXCOM, DCO, ANACO-CC, ANACO-FC, DIR-A  
U.S. Coast Guard Ceremonial Honor Guard

**Auxiliary Ceremonial Color Guard (AUXCCG) Program**

**Standard Operating Procedures**

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**Auxiliary Ceremonial Color Guard (AUXCCG) Program**  
**Standard Operating Procedures**

1. Objective.
  - a. The Auxiliary Ceremonial Color Guard (AUXCCG) program is designed to enhance Coast Guard and Auxiliary missions and activities through Color Guards comprised of Auxiliarists who possess requisite skills and successfully meet established qualification criteria identified in these Standard Operating Procedures (SOP).
  - b. Enhancements of Coast Guard missions and activities include:
    - (1) Boosting public awareness of the Coast Guard and the Auxiliary.
    - (2) Assisting the ceremonial needs of the Coast Guard.
    - (3) Assisting in recruiting, fellowship, and retention.
    - (4) Promoting camaraderie among Auxiliary and Coast Guard personnel.
    - (5) Honoring veterans in appreciation of their service.
    - (6) Providing dignity at memorial services for fallen Auxiliarists and veterans.
    - (7) Adding an external affairs tool to support missions and activities of the Auxiliary.
    - (8) Demonstrating unit cohesion by projecting professional uniform appearance and bearing.
    - (9) Instilling pride and patriotism in local communities.
2. Organization.
  - a. An AUXCCG may be authorized to exist by the respective elected leader at flotilla, division, district/region, or national level. Any other AUXCCG units are not authorized.
  - b. Only one AUXCCG may exist for any single Auxiliary unit. Its program manager shall be the Auxiliary Public Affairs staff officer at their organizational level. For example, a division AUXCCG shall be authorized to exist by the Division Commander (DCDR). The unit AUXCCG leader shall report to the Division Staff Officer for Public Affairs (SO-PA) for overall program management and reporting.
  - c. An AUXCCG at any organizational level may be comprised of qualified AUXCCG participants from any Auxiliary units.

- d. A unit AUXCCG leader shall be appointed by the unit elected leader based on consensus recommendation provided by the unit's AUXCCG participants. The unit AUXCCG leader shall be responsible for the overall day-to-day activities of the unit including procuring and maintaining the AUXCCG's equipment, arranging performance engagements, ensuring that all unit AUXCCG participants are at a venue on time and in the correct uniform, and consulting with the event sponsor.
  - e. A unit AUXCCG leader or any qualified AUXCCG participant may serve as an AUXCCG program mentor with authority to sign-off a trainee's successful completion of Personal Qualification Standards (PQS) tasks.
  - f. Auxiliary district/regional AUXCCG program management shall be performed by the District Staff Officer for Public Affairs (DSO-PA). The DSO-PA shall be immediately notified via the district/regional public affairs program chain of any plans or requests for AUXCCG program support, and shall coordinate arrangement of such support if any apparent conflict or shortfall exists. The DSO-PA shall keep the cognizant District Commodore (DCO), District Chief of Staff (DCOS), District Director of Auxiliary (DIRAUX), and Director of Public Affairs (DIR-A) informed of district/regional AUXCCG plans and activities as required by same.
  - g. Auxiliary national AUXCCG program management shall be performed by the DIR-A. The DIR-A shall keep the Deputy National Commodore for Mission Support (DNACO-MS) informed of overall AUXCCG plans and activities as required by same.
3. General Duties, Assignments, and Execution.
- a. All AUXCCG participants shall:
    - (1) Successfully complete the AUXCCG PQS described in Appendix C including its corresponding examination. They may only be assigned to AUXCCG duties upon such successful completion.
    - (2) Follow all protocols and courtesies expected of Color Guard participants and discharge their duties in an honorable and respectful fashion. They shall act in a dignified manner so as to bring honor to the Nation, the Coast Guard, and the Auxiliary.
    - (3) Provide timely confirmation of their ability to support AUXCCG assignments to their unit AUXCCG leader, and shall similarly notify their unit AUXCCG leader in cases of non-availability to participate.
    - (4) Document assignment to duty prior to actually performing such assignments in accordance with reference (d).
    - (5) Contact the cognizant unit AUXCCG leader prior to the performance of any AUXCCG activity to identify and confirm logistics responsibilities, event



expectations, communications methods, and any staging, power, and audio-visual requirements.

- (6) Ensure they arrive prior to the start of each event to ensure timely, safe, and functional event performance.
  - (7) Be familiar with the terms and definitions related to official ceremonies found in Appendix A.
  - (8) Use the AUXDATA II operations code, "Auxiliary Ceremonial Color Guard." AUXCCG events shall have one identified Lead. Associated preparation and travel time shall be captured under code 99B on the Member Activity Form (ANSC-7029). DSO-PAs, and other appointed and elected staff officers assisting with AUXCCG activities may use code 99A. They shall also use the following activity codes on the Mission Activity Report Form (ANSC-7030) for capturing performance activity time in AUXDATA II:
    - (a) 10E – PA AUGMENTATION for event support with or for the active duty Coast Guard.
    - (b) 10J – COMREL (Community Relations) for event support among the public and communities (e.g., parades, concerts, spring events).
- b. Unit AUXCCG leaders shall:
- (1) Ensure appropriate Auxiliary elected and public affairs staff officers in the geographic area of the performance are notified well in advance and kept abreast of logistical needs and scheduling. They shall also work closely with the AUXCCG program chain to ensure that appropriate DSO-PAs are kept apprised of any performances that are likely to carry a high public and media profile.
  - (2) Inspect the event venue, note any obstacles and interferences such as uneven ground or floors, low ceilings, tables, podium, stage, chairs etc., and ensure that the risks posed by such obstacles and interferences are appropriately mitigated or eliminated prior to the color guard's performance.
  - (3) Arrange associated day-to-day operations and activities and report the event's execution and completion to the Order Issuing Authority (OIA).
- c. Pursuant to guidance in references (e) and (f), AUXCCG program assignments to duty may include:
- (1) Auxiliary ceremonies and functions (e.g., Changes of Watch).
  - (2) Coast Guard ceremonies and functions (e.g., Changes of Command).

- (3) Wakes, funerals, memorial and ceremonial services that have a military service connection (e.g., the funeral of an Auxiliarist; a Memorial Day parade).
  - (4) Patriotic programs, national holiday celebrations, public parades, and free open-to-the-public community events (e.g., a July Fourth parade; a free public concert).
  - (5) Public events (e.g., a baseball game where a Color Guard is requested to present as part of its patriotic opening).
  - (6) Performances at veteran hospitals, veteran homes, or other veteran venues.
  - (7) Non-partisan government ceremonies that have a Coast Guard or recreational boating safety connection (e.g., a State Department of Fish & Wildlife ceremony).
  - (8) Augmentation of Coast Guard or other military Color Guards.
  - (9) Other appearances that promote the Coast Guard or the Auxiliary directly or indirectly.
- d. AUXCCG program assignments to duty shall not include:
- (1) Events that directly or indirectly endorse or selectively benefit or favor, by participation or cooperation, any: private individual; sect; fraternal organization; commercial venture; corporation (whether profit or nonprofit); political group; religious, quasi-religious, or ideological movement; or be associated with the solicitation of votes in a political campaign or advancement of political interest.
  - (2) Events that charge for admission, unless AUXCCG participation is incidental to the program, is patriotic in nature, and does not benefit or appear to selectively benefit a sponsor's commercial activity.
  - (3) Events that charge for admission if the AUXCCG is the main attraction (except for athletic events at military academies).
  - (4) Repeated support of only a few organizations or the repeated turning down of others that may present the image of bias, favorite, and preferential treatment.
- e. Consistent with allowances in reference (d), a unit elected leader may serve as the OIA for their unit AUXCCG and assign associated AUXCCG participants to duty. Assignments to AUXCCG duty shall be requested, approved, and documented in accordance with reference (d). Appendix B should be used to capture relevant information about an event for which AUXCCG program support is sought and assess the merits of assigning AUXCCG participants to provide it. Such assignments to duty shall only be made after close coordination between the cognizant public affairs staff officer, unit AUXCCG leader, cognizant unit elected leader, and the OIA if not the unit elected leader. For example, a request received by a flotilla AUXCCG leader for Color Guard

support at a Little League baseball game shall be coordinated by the flotilla AUXCCG leader, the Flotilla Staff Officer for Public Affairs (FSO-PA), and the Flotilla Commander (FC).

- f. Coast Guard written orders, when needed, shall be issued in accordance with reference (d) and shall describe the location, duration, general scope of assigned duties, appropriate points-of-contact including the assigned unit AUXCCG leader, and any associated funding data against which reimbursement claims may be filed.
  - g. OIAs shall monitor any AUXCCG events for which they assign AUXCCG participants to duty. Direct observation is not necessary, but sufficient communication with the unit AUXCCG leader to ensure smooth event preparation and execution is expected.
  - h. AUXCCG program performances must conform to these guidelines and other applicable Coast Guard and Auxiliary policies.
4. Uniforms and Equipment.
- a. In accordance with Chapter 5 of reference (c) and Chapter 10 of reference (d), the following Auxiliary uniforms are authorized for wear by AUXCCG participants for Color Guard activities: Tropical Blue, Service Dress Blue, and Dinner Dress Blue. No matter which uniform is worn, all members of the Color Guard must be in the same uniform. When serving in conjunction with a military Color Guard, Auxiliarists shall wear the uniform prescribed by the military Color Guard coordinator. Custom uniforms such as those used by the Coast Guard Honor Guard are not authorized.
  - b. The following uniform accoutrements are authorized for use by AUXCCG participants:
    - (1) Combination cover.
    - (2) Black belt with buckle.
    - (3) The appropriate uniform jacket, shirt and tie.
    - (4) Ribbons, medals, insignia, devices, and name tags with appropriate uniform.
    - (5) Uniform dress pants.
    - (6) Black Oxford shoes.
    - (7) White ascot (optional).
    - (8) White gloves (optional).
    - (9) White dress belt with brass buckle.
    - (10) Non-firing ceremonial rifle.
  - c. The following uniform accoutrements are not authorized for wear or use by AUXCCG participants:
    - (1) Any color aiguillette.
    - (2) Any rifle or fire arm capable of firing.
    - (3) Any saber or sword
    - (4) Any side arm holster.

(5) Any Honor Guard shield, patch, or pin.

5. Honors and Ceremonies.

- a. Most official ceremonies will involve the National Ensign and one or more organizational flags such as the Auxiliary Flag.
- b. Proper handling and display of the National Ensign shall be in accordance with reference (b), specifically:
  - (1) When carried, it will not be dipped by way of salute or compliment.
  - (2) When carried, as in a procession, with another flag or with other flags, its place is on the marching right (i.e., the left of an observer whom the flag is approaching, or if there is a line of other flags, in front of the center of that line as shown in Figure 6-1 and Figure 6-2).
  - (3) It should never touch anything beneath it, such as the ground, floor, or water.
  - (4) It should never be carried flat or horizontally, but always aloft and free.
  - (5) When displayed in a grouping with the organizational colors, it should rest either in the middle or to the left as shown in Figure 6-3 and Figure 6-4. When flags are arranged in a line, it shall be posted to the far left, as seen by observers or audience.



Figure 6-1



Figure 6-2



Figure 6-3



Figure 6-4

c. Folding the National Ensign.

- (1) In accordance with Chapter 7 of reference (a), the National Ensign is folded lengthwise so that the crease parallels the red and white stripes. It is again folded in half lengthwise so that the new crease parallels the stripes as before and the blue field is kept on the outside.
- (2) The fly end (the end away from the blue field) is folded up to the top so that the single edge lays perpendicularly across the stripes. By repeatedly folding the triangle, the flag is folded into the shape of a cocked hat.

6. Presenting the Colors.

a. Carrying the Colors.

- (1) The Colors may be carried in any formation in which two or more units, honor or color guards, or representative elements of a command participate.
- (2) During a review, parade, Honor Guard, or Color Guard ceremony, ordinarily only one National Color is present. The National Color is given the honor position and is carried on the marching right of positional and organizational colors. The United States Coast Guard Auxiliary flag is carried to the immediate left of the National Color. If marching with more than one service branch, see Chapter 15 of reference (a) for the correct arrangement of units in formation.
- (3) The National Color renders no *Salute* (dip).
- (4) The organizational color salutes (dips) in all military ceremonies while the National Anthem, "To the Color," or a foreign national anthem is being played, and when rendering honors to the organizational commander or an individual of higher grade including foreign dignitaries of higher grade, but in no other case. The United States Coast Guard Auxiliary flag is considered to be an organizational color and, as such, is also dipped while the National Anthem, "To the Color," or a foreign national anthem is being played, and when rendering honors to the Commandant of the United States Coast Guard or the National Commodore of the United States Coast Guard Auxiliary, or their direct representatives, or an individual of equivalent or higher grade, but in no other case.

b. Posting the Colors.

- (1) Refer to reference (a) for proper execution of marching and facing movements, along with their commands.

- (2) The Color Guard forms outside the entrance to the ceremonial venue. The audience is directed to stand until the Colors are posted. If the playing of the National Anthem (or other appropriate music) and the invocation are scheduled, the audience will remain standing until they are completed.
- (3) When the arrangements include a head table, the Color Guard enters in a line formation, preferably, or forms in a line immediately inside the room and moves to a position centered on and facing the head table where the head of the table will command the posting of the colors.
- (4) When a head table is not used, the Color Guard enters and moves to a pre-designated position centered on and facing the audience. This may require the Color Guard to move in a column and use facing movements. The movements must be planned so that the National Color is always on the right when in line and is leading when in column.
- (5) If the flags are to be present in flag stands during the ceremony, after presenting the colors, the Color Guard may move towards the designated flag stands and post the colors.

c. Retiring the Colors.

- (1) Refer to reference (a) for proper execution of marching and facing movements, along with their commands.
- (2) The audience is directed to stand for the retiring of the Colors.
- (3) When a head table is used, the event coordinator shall move the Color Guard to the head table where the Color Guard will be ordered to retire the Colors by the head of the table.
- (4) When the head table is not used, the Color Guard moves directly to the flag stands where the Colors are retrieved. The Color Guard exits as previously described.

7. Drill.

a. Marching and Facing Movements.

- (1) Refer to reference (a) for proper execution of marching and facing movements, along with their commands.
- (2) The Color Guard is formed and *Marched* in one rank at *Close Interval*, the bearers in the center. They do not execute *Rear March* or *About Face*. The Color Guard marches at *Right Shoulder Arms* and executes *Facing* movements by wheeling to the right or left.

- (3) When passing in review, the Color Guard executes *Eyes Right* at the prescribed saluting distance on the command of the Color Guard Leader. The guard on the right flank of the Color Guard does not execute *Eyes Right*.
- (4) During ceremonies, the Color Guard remains at *Right Shoulder Arms* except when executing *Present Arms*. Some ceremonies may happen to take place with a very low ceiling. In this case, the Color Guard may march in a *Trail Arms*.
- (5) When in formation with a larger Color Guard, and not during a ceremony, the Color Bearers execute *At Ease* and *Rest*, keeping the staffs of the colors vertical. The Color Guard executes *Right Shoulder Arms*, *Order Arms*, and *Present Arms* with the Color Company. During ceremonies when the Colors are not forward and remarks are to be made, the Color Guards and Color Bearers execute *Order Arms* and *Parade Rest* on command of the Color Company Commander. During any ceremony when the units are *At Ease*, the Color Guard and Color Bearers are at *Parade Rest*.

b. Manual of Arms.

- (1) Section 5.Q. of reference (d) prohibits weapons from being worn, carried, or held by any Auxiliarist or guest of the Auxiliary while attending an approved Auxiliary function, including regularly scheduled Auxiliary unit meetings. A non-firing ceremonial rifle is not considered a weapon and therefore may be utilized by AUXCCG participants provided it is clearly identified by the unit AUXCCG leader as non-firing in nature.
- (2) Sabers, swords, and side arms holsters are not to be used or carried.
- (3) Refer to Chapter 3 of reference (a) for proper execution of movements and their commands.

8. Training and Qualification.

- a. This SOP establishes the policies, protocols, and procedures for training, and qualification of AUXCCG participants. All AUXCCG participants must successfully complete the PQS, including the online written test available through the Auxiliary Online Classroom (<https://classroom2.cgaux.org/moodle/>), in order to be assigned to duty. There is no currency maintenance or re-certification scheme for the AUXCCG program.
- b. A Color Guard is often associated with the military, fire, or police departments and composed of volunteers who are carefully screened for their loyalty, skills, and commitment to service. Therefore, only those individuals who are highly motivated, maintain exceptionally high standards of appearance and conduct, and show aptitude for ceremonial duty are to be considered for qualification.

- c. The qualification of AUXCCG participants must be linked to standards of excellence and selective measures to ensure the highest caliber of participants. They must be qualified and certified with assurance that they have been trained to meet expected standards.
- d. Qualification standards allow increased interoperability with Coast Guard units and utility as a true force multiplier. The qualification detailed in this SOP is not related to the Operational Auxiliarist (AUXOP) program, but rather is an entirely new qualification program within the Auxiliary's national public affairs program.
- e. All AUXCCG participants must:
  - (1) Possess a Favorable Operational Support Personal Security Investigation (OS PSI).
  - (2) Have achieved BQ membership status in order to commence the AUXCCG PQS.
  - (3) Be current in Auxiliary Core Training (AUXCT) in order to commence the AUXCCG PQS.
  - (4) Possess and demonstrate the willingness and ability to carry out AUXCCG duties as established in the PQS in Appendix C, and be approved to commence this training by the cognizant unit elected leader.
  - (5) Adhere to Auxiliary grooming standards including prohibition of visible tattoos. Beards and mustaches are prohibited for AUXCCG event engagement, and the face must be clean-shaven for participation in any AUXCCG event.
  - (6) Complete the AUXCCG PQS within 18 months from completion of the first task. If not so completed then the qualification process must be re-started.
  - (7) Successfully complete the 25-question, online, open-book AUXCCG exam available through the Auxiliary Online Classroom (<https://classroom2.cgaux.org/moodle/>) with a minimum score of 90 percent.
- f. Upon successful completion of all AUXCCG PQS tasks in Appendix C, the PQS shall be routed to the cognizant unit elected leader for review and signature approval. The unit elected leader shall forward the approved PQS to the appropriate DIRAUX for final approval of the AUXCCG qualification, appropriate AUXDATA II record entry, and issuance of the qualification certificate.



## Appendix A

### Glossary

1. Alignment. The dressing of several elements on a straight line.
2. Assembly Area. A designated location for forming units of unit size or larger in preparation for a parade, review, or ceremony.
3. Arms. A term normally used to designate the service rifle but can refer to any weapon. When in formation and a mix of weapons is carried, the term is used to designate all types of weapons.
4. AUXCCG Leader. The AUXCCG member who is in charge of, and has general responsibility for, an Auxiliary unit's Color Guard.
5. Cadence. A rhythmic rate of march at a uniform step.
6. Center. The middle element of a formation with an odd number of elements or the left center element of a formation with an even number of elements.
7. Ceremony. A formal military formation designated to observe a specific occasion.
8. Column. A formation in which elements are placed one behind the other. A section or unit is in column when members of each squad are one behind the other with the squads abreast of each other.
9. Depth. The space from head to rear of an element or a formation. The depth of an individual is considered to be 12 inches.
9. Distance. The space between elements in the direction of depth. Between individuals, the space between your chest and the person to your front. Between vehicles, the space between the front end of a vehicle and the rear of the vehicle to its front. Between personnel in formation (either on foot, mounted, or in vehicles), the space from the front of the rear unit to the rear of the unit in front. Unit commanders, guides, and others whose positions in a formation are 40 inches from a rank are, themselves, considered a rank. Otherwise, commanders and those with them are not considered in measuring distance between units. The Color Guard is not considered in measuring distance between subdivisions of the unit with which it is posted. In Auxiliarist formations, the distance between ranks is 40 inches.
11. Double Time. Cadence at 180 steps (36 inches in length) per minute.
12. File. A single column of personnel or vehicles one behind the other.

13. Flank. The right or left extremity of a unit, either in line or in column. The element on the extreme right or left of the line. A direction at a right angle to the direction an element or a formation is facing.
14. Formation. Arrangement of elements of a unit in line, in column, or in any other prescribed manner.
15. Front. The space occupied by an element or a formation, measured from one flank to the other. The front of an individual is considered to be 22 inches.
16. Guide. The individual (base) upon whom a formation, or other elements thereof, regulates its march. To guide: to regulate interval, direction, or alignment; to regulate cadence on a base file (right, left, or center).
17. Interval. The lateral space between elements on the same line. Interval is measured between individuals from shoulder to shoulder and between vehicles from hub to hub or track to track. It is measured between elements other than individuals and between formations from flank to flank. Unit commanders and those with them are not considered in measuring interval between elements of the unit. Normal interval between individuals is one arm's length. Close interval is the horizontal distance between shoulder and elbow when the left hand is placed on the left hip.
18. Left (Right). Extreme left (right) element or edge of a body of personnel.
19. Line. A formation in which the elements are side by side or abreast of each other. A section or unit is in line when its squads are in line and one behind the other.
20. Line of March. The line on which individuals or units are to march on.
21. Line of Personnel. The line on which personnel are to form when in formation.
22. Loosened Sling. Indicates a sling adjusted for the movement sling arms.
23. Muffling. The procedure of draping colors for mourning with a mourning streamer or black bunting. It also refers to the process of muffling the musical instruments of a band for specific types of ceremonies.
24. Pace. The length of a full step in quick time, 30 inches.
25. Parade. A ceremony that involves the movement of marching units.
26. Parade Sling. A sling that has all excess slack removed and is taught. The keeper is adjusted and locked in a position next to the sling tip. The sling liaison the left side of the rifle.
27. Piece. An individual firearm, such as a rifle.

28. Point of Rest. The point toward which all elements of a unit establish their dress or alignment.
29. Quick Time. Cadence at 112 to 120 steps (12, 15, or 30 inches in length) per minute. It is the normal cadence for drills and ceremonies.
30. Rank. A line of personnel or vehicles placed side by side.
31. Review. A type of ceremony that omits certain elements found in a parade but includes an inspection (trooping the line) not found in a parade.
32. Rigged. The condition when uniforms and equipment are properly fitted out in the manner for which they were intended for use. An Auxiliarist is rigged when wearing the prescribed uniform or equipment.
33. Slow Time. Cadence at 60 steps per minute. Used for funerals only.
34. Snap. In commands or signals, the quality that inspires immediate response. In drill the immediate and smart execution of a movement.
35. Step. The distance from heel to heel between the feet of a marching individual. The half step and back step are 15 inches. The right and left steps are 12 inches. The steps in quick and double time are 30 and 36 inches, respectively.
36. Strong Grip. The grip when the thumb is wrapped around the front of the staff with the fingers wrapped to the rear.
37. “V” Grip. The grip with the staff placed in the “V” formed by the thumbs and forefinger with the fingers extended and joined.

## Appendix B

### Sample Checklist for Community Events

Unit AUXCCG leaders should gather the following information before committing AUXCCG resources to participation in events and activities:

1. Name, address, and telephone number of the official sponsor.
2. Name, address, and telephone number of a person authorized to make arrangements.
3. Name, date, and time of the event.
4. Name and address of the event site.
5. Is the event being held in conjunction with another event such as Veterans Day or a community festival?
6. Is the event being used to raise funds for any purpose?
7. Is there an admission charge or charge for seating?
8. Is the event being used to support any: private individual; sect; fraternal organization; commercial venture; corporation (whether profit or nonprofit); political group; religious, quasi-religious, or ideological movement; or is it associated with the solicitation of votes in a political campaign or advancement of political interest?
9. Are admission, seating, and all other accommodations and facilities connected with the event available to all persons without regard to handicap?
10. Is the event open to all members of the public, without regard to race, sex, age, religion or other factor?
11. Will the sponsor provide standard services allowance/per diem funds for commercial lodging and meals for Auxiliary participants, and will the sponsor provide transportation at the sponsor's expense for Auxiliary participants from their location to the event and return?

Note: Sponsor-supported travel is considered a gift, and as such, must be reviewed by a staff legal officer before acceptance. See section 5.H. of reference (d) and section 3.D. of reference (e) for details.

## Appendix C

### AUXILIARY CEREMONIAL COLOR GUARD (AUXCCG) PERSONAL QUALIFICATION STANDARDS

**AUXCCG Trainee Name:** \_\_\_\_\_

**Member ID Number:** \_\_\_\_\_ **Auxiliary Region / Flotilla:** \_\_\_\_\_

The Performance Qualification Standards (PQS) are a series of tasks that must be performed by the AUXCCG trainee and signed off by a qualified AUXCCG mentor. The AUXCCG trainee may be asked questions or be required to demonstrate certain tasks as necessary to judge competency.

Task sign-offs must be completed within 18 months after the date of completion of the first task. If not completed in this time period then the AUXCCG trainee shall start a new AUXCCG PQS and perform and have all tasks signed off anew in a time period that expires no later than 18 months after the date of the first task sign-off of the new AUXCCG PQS. The completed and signed PQS must be submitted to the elected leader of the AUXCCG unit who will review and submit it with their approval to the DIRAUX for AUXDATA entry and AUXCCG competency assignment.

#### Task Set 1: Preliminary Task Requirements.

Task Number	Task Description	Mentor Signature	Date
P-1	* Possess Favorable Operational Support Personal Security Investigation (OS PSI).		
P-2	* Achieved Basically Qualified (BQ) status.		
P-3	* Be current in Auxiliary Core Training (AUXCT).		
P-4	* Be approved to train by the cognizant unit elected leader (email acceptable).		

\* Must be verified by an AUXCCG mentor prior to the AUXCCG trainee's commencement of the rest of the AUXCCG PQS tasks.

#### Task Set 2: Perform Basic Formation Skills.

**Conditions:** Most tasks must be performed in a group/team setting at a monthly training session. Defining formation terms will be done in a one-on-one setting.

**Standards:** The trainee must perform basic formation tasks without error and in coordination with the team with which they are performing.

**Performance Criteria:** Complete the following tasks:

<b>Task Number</b>	<b>Task Description</b>	<b>Mentor Signature</b>	<b>Date</b>
T-2-1	Dress Left / Dress Right.		
T-2-2	Dress Front / Dress Back.		
T-2-3	Stand at Attention.		
T-2-4	At Ease.		
T-2-4	Parade Rest.		
T-2-5	Fall In / Fall Out.		
T-2-6	Define formation terms (e.g., Column; Depth; Formation; etc.).		

**Task Set 3:** Demonstrate Basic Marching Skills.

**Conditions:** Task must be performed in a group/team setting at a monthly training session.

**Standards:** The trainee must perform basic marching skills without error and in coordination/step with the team with which they are performing.

**Performance Criteria:** Complete the following tasks:

<b>Task Number</b>	<b>Task Description</b>	<b>Mentor Signature</b>	<b>Date</b>
T-3-1	Facing Movements.		
T-3-2	Colors.		
T-3-3	Color Wheel Turn.		
T-3-4	Mark Time.		
T-3-5	Walking in Rhythm.		
T-3-6	Column Movements.		
T-3-7	Step Off Marching.		
T-3-8	Identify the four basic commands and demonstrate a command voice.		
T-3-9	Identify marching terms (e.g., Cadence, As You Were, etc.).		

**Task Set 4:** Perform Basic Manual of Arms Skills.

**Conditions:** Task must be performed in a group/team setting at a monthly training session.

**Standards:** The trainee must perform the tasks without error and in coordination/sync with the team with which they are performing.

**Performance Criteria:** Complete the following tasks:

Task Number	Task Description	Mentor Signature	Date
T-4-1	Order Arms.		
T-4-2	Port Arms.		
T-4-3	Present Arms.		
T-4-4	Shoulder Arms.		
T-4-5	Shoulder Arms with a Flag.		
T-4-6	Port Arms with a Flag.		
T-4-7	Demonstrate a strong grip on the staff and a V-grip on the staff.		

**Task Set 5:** Pass Uniform Inspection/Proper Wear.

**Conditions:** Tasks may be performed in a group/team setting or in a one to one meeting. Tasks must be done over three monthly training sessions, one uniform per session.

**Standards:** The trainee must properly wear the uniform/ribbons that has been chosen according to the Auxiliary Manual and/or the AUXCCG unit with which they are performing. The uniform must fit properly and present to the highest standards of the US Coast Guard and the Coast Guard Auxiliary.

**Performance Criteria:** Complete the following tasks:

Task Number	Task Description	Mentor Signature	Date
T-5-1	ODU: Proper fit; boots polished and bloused; laces tucked; name tapes properly worn; no loose strands; cover properly worn; etc.		
T-5-2	Service Dress Blue: Proper fit; ribbons/devices properly located on the ribbon rack and worn properly as measured by a ruler; name tag worn properly and straight; no loose		

	strands; cover properly worn; shoes shined; clothes pressed; etc.		
T-5-3	Tropical Blue Uniform: Proper fit; ribbons/devices properly located on the ribbon rack and worn properly as measured by a ruler; name tag worn properly and straight; no loose strands; cover properly worn; shoes shined; clothes pressed; etc.		
T-5-4	Answer questions regarding uniform wear according to the Auxiliary Manual.		

**Task Set 6:** Perform and be aware of Basic Military and Auxiliary courtesies/rank.

**Conditions:** Task must be performed in a group/team setting at a monthly training session.

**Standards:** The trainee must perform basic military and Auxiliary courtesy and demonstrate awareness without error.

**Performance Criteria:** Complete the following tasks:

Task Number	Task Description	Mentor Signature	Date
T-6-1	Execute a proper salute.		
T-6-2	Execute a slow ceremonial salute.		
T-6-3	Identify the ceremonial salute cadence.		
T-6-4	Identify basic uniform insignia.		
T-6-5	Identify basic ribbon placement.		

**Task Set 7:** Perform basic funeral tasks and responsibilities and demonstrate awareness.

**Conditions:** Task must be performed in a group/team setting at a monthly training session.

**Standards:** The trainee must perform tasks, responsibilities and skills without error and in coordination with the team with which they are performing.

**Performance Criteria:** Complete the following tasks:



<b>Task Number</b>	<b>Task Description</b>	<b>Mentor Signature</b>	<b>Date</b>
T-7-1	Two-man flag fold.		
T-7-2	Four-man flag fold.		
T-7-3	Placement of flag on casket.		
T-7-4	Memorization of Primary Next of Kin (PNOK) statement.		
T-7-5	Triangular flag preparation.		

**Task Set 8:** Demonstrate the proper hoisting, lowering and folding of National Ensign and additional colors.

**Conditions:** Task must be performed in a group/team setting at a monthly training session.

**Standards:** The trainee must perform basic military and Auxiliary courtesy and demonstrate awareness without error.

**Performance Criteria:** Complete the following tasks:

<b>Task Number</b>	<b>Task Description</b>	<b>Mentor Signature</b>	<b>Date</b>
T-8-1	Hoist the morning colors.		
T-8-2	Hoist the colors to half-staff.		
T-8-3	Retire the colors.		

**Task Set 9:** Demonstrate familiarity with at least three of the following protocols/duties.

**Conditions:** Task must be performed in a group/team setting at a monthly training session.

**Standards:** The trainee must perform without error.

**Performance Criteria:** Complete the following tasks:

<b>Task Number</b>	<b>Task Description</b>	<b>Mentor Signature</b>	<b>Date</b>
T-9-1	Sideboys.		
T-9-2	Quarterdeck Sentry.		

T-9-3	Fallen Comrades Table and Honors Ceremony.		
T-9-4	Ringing of ship's bells.		
T-9-5	Sounding of Boatswain's pipe.		
T-9-6	Playing of ceremonial bugle (applies only to AUXCCG candidates designated as buglers).		

**Task Set 10:** Ceremony Set-up/Flag Etiquette.

**Conditions:** Task must be performed in a group/team setting at a monthly training session. The ceremony set-up and flag etiquette portion may be done in ODUs.

**Standards:** The trainee must perform all expected ceremonial skills without error and in coordination with the team with which they are performing. The trainee must exhibit poise in the presentation.

**Performance Criteria:** Complete the following tasks:

Task Number	Task Description	Mentor Signature	Date
T-10-1	Ceremony set-up.		
T-10-2	Team coordination.		
T-10-3	Leadership.		
T-10-4	Flag placement.		

**Task Set 11:** Successfully complete the 25-question, online, open-book AUXCCG exam.

**Conditions:** Task must be completed through the Auxiliary Online Classroom (<https://classroom2.cgaux.org/moodle/>), and a record of successful completion must be forwarded with this PQS.

**Standards:** The trainee must pass the exam with a minimum score of 90 percent.

**Performance Criteria:** Complete the following task:

Task Number	Task Description	Mentor Signature	Date
T-11-1	Successfully completed the 25-question, online, open-book AUXCCG exam and forward a record of such with this PQS.		

**Mentor Tracking Form**

Mentor's Name Printed	Mentor's Signature

**Record of Unit Elected Officer Approval**

Name (FC / DCDR / DCO): \_\_\_\_\_

Signature: \_\_\_\_\_

Date Forwarded to DIRAUX: \_\_\_\_\_

**Record of DIRAUX Receipt and Competency Assignment**

Name (DIRAUX staff member): \_\_\_\_\_

Signature: \_\_\_\_\_

Date AUXCCG Competency Assigned: \_\_\_\_\_

Date AUXDATA II Entry of AUXCCG Competency: \_\_\_\_\_

## Appendix D

### Acronyms

AUXCCG	Auxiliary Ceremonial Color Guard
AUXCT	Auxiliary Core Training
AUXOP	Operational Auxiliarist
COMREL	Community Relations
DCDR	Division Commander
DCO	District Commodore
DCOS	District Chief of Staff
DIR-A	Director of Public Affairs
DIRAUX	District Director of Auxiliary (dpa)
DSO-PA	District Staff Officer for Public Affairs
FC	Flotilla Commander
FSO-PA	Flotilla Staff Officer for Public Affairs
NTC	National Testing Center ( <a href="http://ntc.cgaux.org">ntc.cgaux.org</a> )
OIA	Order Issuing Authority
OS	Operational Support
PA	Public Affairs
PQS	Personal Qualification Standards
PSI	Personal Security Investigation
SO-PA	Division Staff Officer for Public Affairs
SOP	Standard Operating Procedures