



U.S. DEPARTMENT OF HOMELAND SECURITY

**UNITED STATES COAST GUARD AUXILIARY
FLAGS AND CEREMONIES GUIDE**

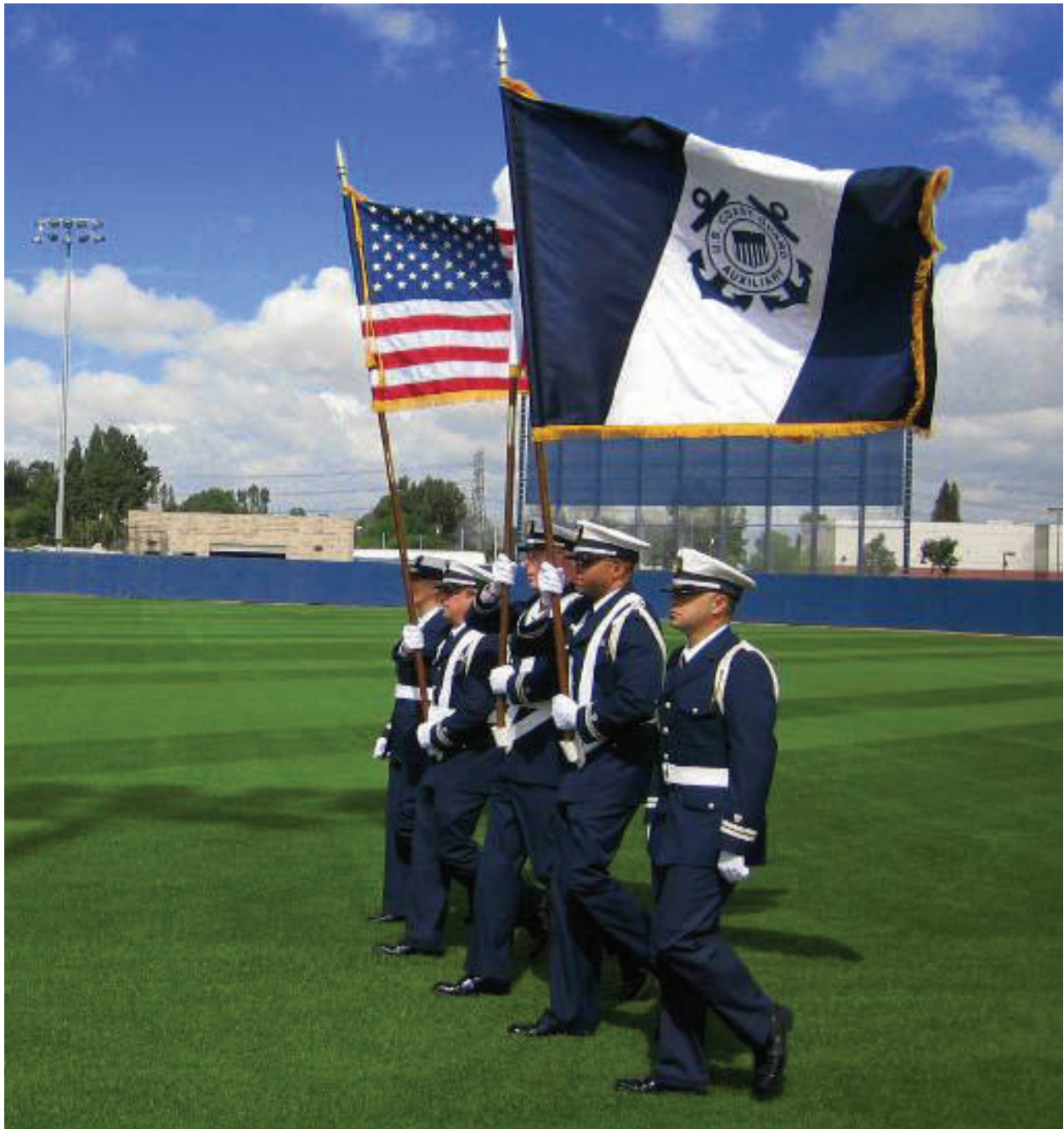




TABLE OF CONTENTS

PURPOSE AND SCOPE	3
FLAGS, COLORS, AND STANDARDS	4 - 6
THE NUTS AND BOLTS	
PROPER HANDLING AND DISPLAY OF THE FLAG	7 - 10
FOLDING THE NATIONAL ENSIGN	11
UNIFORMS, ACCESSORIES & EQUIPMENT	12
SALUTING GUIDELINES	13 - 14
PRESENTING THE COLORS	15 - 21
THE COLOR AND COLORS	16
THE COLOR GUARD	17 - 20
POSTING AND RETIRING COLORS	20
USE OF CEREMONIAL WEAPONS	24 - 26
SAMPLE CHECKLIST FOR COMMUNITY PARTICIPATION	27 - 28
GLOSSARY OF TERMS	29 - 30
APPENDIX A (COMMANDANT INSTRUCTION M5060.11A)	31
APPENDIX B (SOURCES FOR OBTAINING EQUIPMENT FOR FLAGS AND CEREMONIES)	32
APPENDIX C (REFERENCE)	33
CREDITS AND ACKNOWLEDGMENTS	33



Purpose and Scope

This guide serves as a resource for local Auxiliarists to organize and train ceremonial teams at the flotilla, division, or district level. In doing so, we further the community relations missions of the Coast Guard, while advancing our own public image and the public's understanding and appreciation of our organization. Auxiliary ceremonial teams increase the visibility of the Coast Guard and Coast Guard Auxiliary in the community and honors those who have served before us. The purpose of the Flags and Ceremonies Guide is to provide Coast Guard Auxiliary units with the recommended minimum standards, procedures and policies for forming, maintaining and participating as member of a flag or official ceremony unit of the United States Coast Guard Auxiliary.

This guide provides Auxiliarist with a basic overview of flags and the proper handling of flags when used in official ceremonies, a basic guide to presenting, posting and retiring the "Colors" at official ceremonies, including common commands and a description of those commands. Without endorsing any particular vendor, this guide also provides a limited number of resource for acquiring ceremonial equipment.

Pursuant to COMDTINST M5060.11A (See Appendix A) The United States Marine Corps Drill and Ceremonies Manual has been used to provide guidance for drafting the U.S. Coast Guard Auxiliary Flags and Ceremonies Guide.

Flags, Colors, and Standards the Nuts and Bolts

Most official ceremonies will involve the use of the “National Ensign” and an “Organizational Flag” such as the Coast Guard Auxiliary flag. Therefore a working knowledge of key terms is essential for Auxiliarist participating as a ceremonial unit.

The following key terms relating to flags and their appurtenances have general application to the Auxiliary:

- (1) The term “**flag**” is a general term and is applicable regardless of size, relative proportions, or manner of display. The fly of a flag is its length measured horizontally; the hoist of a flag is its width measured vertically.
- (2) The term “**color**” applies to a national flag or a unit or organization distinguishing flag carried by dismounted elements. It also applies to the distinguishing flag of comparable size, normally of rayon, authorized for certain high civilian and military officials;
- (3) The terms “**National Ensign**” or “**ensign**” refers to a flag displayed on board ships of the Coast Guard, Coast Guard Auxiliary Facilities, Navy and at Navy and Marine commands ashore.
- (4) A **pennant** is a small triangular flag, the fly end of which may be truncated or swallow-tailed.
- (5) The term “**staff**” as used herein applies to the shaft from which a flag carried by the Auxiliarist is displayed.
- (6) The term “**mast**” as used herein applies to a fixed shaft from which a flag is displayed.
- (7) The term “**flag of the United States**” shall include any flag, standard, colors, ensign, or any picture or representation of either, of any part or parts of either, made of any substance or represented on any substance, of any size evidently purporting to be either of said flag, standard, colors, or ensign of the United States of

Flags and Ceremonies Guide

America, or a picture or a representation of either, upon which shall be shown the colors, the stars and the stripes, in any number of either thereof, or of any part or parts of either, by which the average person seeing the same without deliberation may believe the same to represent the flag, standards, colors, or ensign of the United States of America.



Flag of the United States



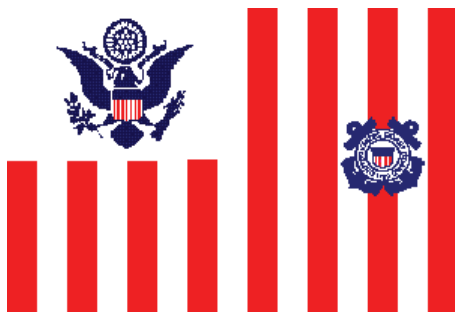
Flag of the Dept. of Homeland Security



U.S. Coast Guard Flag (Organizational)



U.S.C.G. Auxiliary Flag (Organizational)

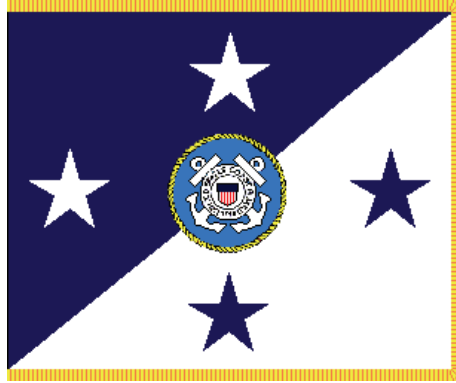


U.S. Coast Guard Ensign



U.S. Coast Guard Auxiliary Patrol Ensign

Flags and Ceremonies Guide



Commandant of the Coast Guard



Vice Admiral



National Commodore (NACO)



Rear Admiral (Upper half)



National Vice Commodore (NAVCO)



Rear Admiral (Lower half)



District Commodore

Proper Handling and Display of the Flag

1. The national flag represents the living country and is considered as a living thing, the union being the honor point. The right arm is the sword arm and therefore the point of danger; hence, the right is the place of honor.
2. The edge of the flag which is toward the staff is the heraldic dexter or right edge. The union of the flag, and the flag itself when in company with other flags, is always given the honor point, i.e., the marching right, the flag's own right, or an observer's left.
3. It is the universal custom to display the flag from sunrise to sunset. However, when a patriotic effect is desired for special occasions, the flag may be displayed twenty-four hours a day if properly illuminated during the hours of darkness. However on Coast Guard bases and on Coast Guard vessels the flag is displayed from 08:00 to sunset. The operational ensign is displayed 24 hours per day on Coast Guard vessels while underway.
4. In general, the national flag should be displayed flat. It should not be festooned over doorways or arches, tied in a bowknot, or fashioned into a rosette. When used on a rostrum it should be displayed above and behind the speaker's desk. It should never be used to cover the speaker's desk or draped over the front of the platform
For this latter purpose, as well as for decoration in general bunting of the national colors should be used, and since the union of the flag always goes to the honor point, the colors should be arranged with the blue above, the white in the middle, and the red below.
5. When the national flag is displayed from a staff in a public auditorium or chapel, whether on the same floor level or on a platform, it should be in advance of the audience, and in the position of honor at the speaker's or chaplain's right as he faces the audience or congregation. Any other flags should be placed to the speaker's or chaplain's left or to the right of the audience.
6. No lettering, figure or object of any kind will be placed on or attached to the national flag.

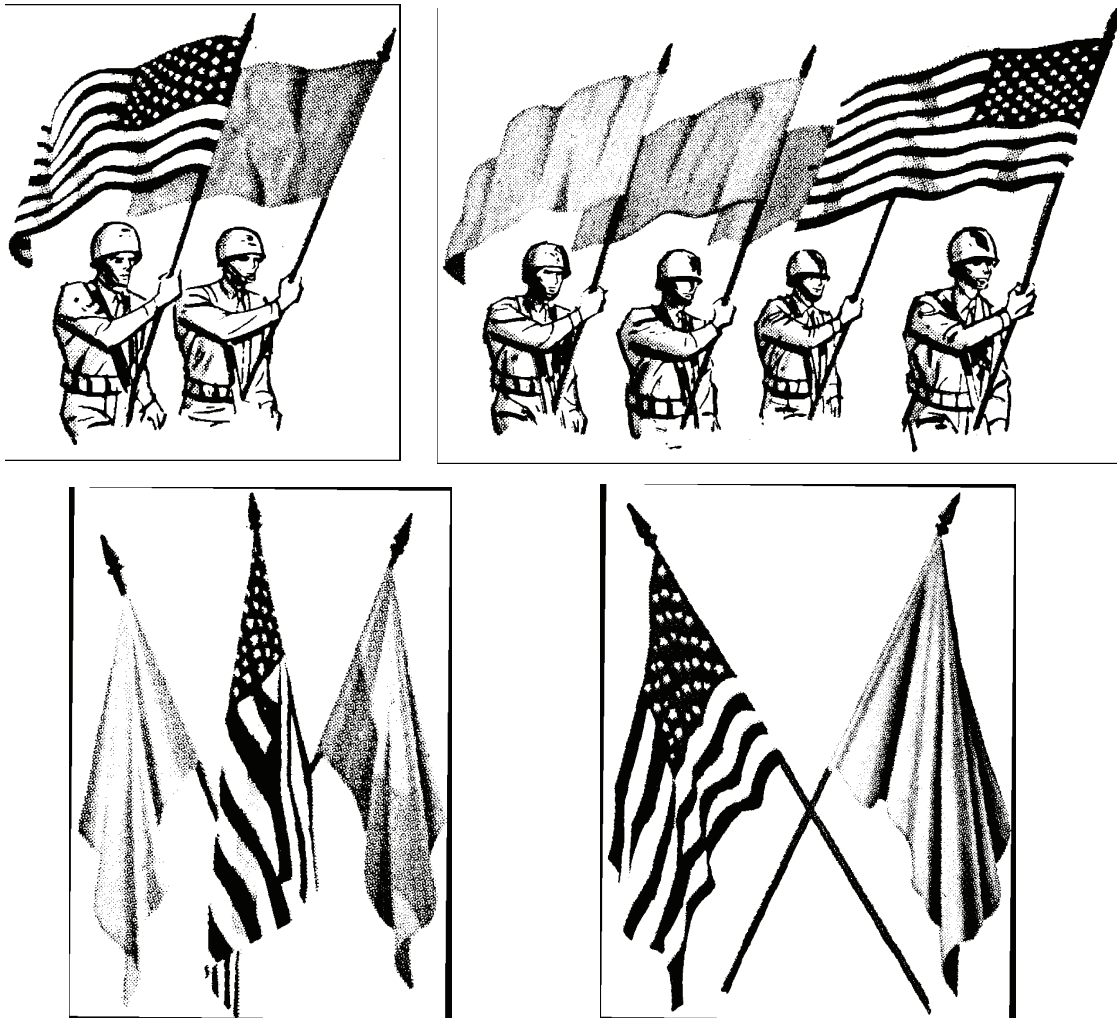
Flags and Ceremonies Guide

7. No other flag or pennant should be placed above or, if on the same level, to the right of the national flag except during church services conducted by Coast Guard or naval chaplains at sea, when the church pennant may be flown above the flag during church services for the personnel of the Coast Guard or Navy. (Although the church pennant may not be flown above the national flag ashore, it may be displayed separately.)

8. The national flag, when carried by Auxiliarist, will not be dipped by way of salute or compliment.

9. When the national flag is carried, as in a procession, with another flag or with other flags, the place of the flag 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.

Figure 1. Carried with another flag or with a line of flags and crossed.



Flags and Ceremonies Guide

10. The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.

11. The flag should never be carried flat or horizontally, but always aloft and free.

12. The flag should never be used as wearing apparel, bedding, or drapery. It should never be festooned, drawn back, nor up, in folds, but always allowed to fall free. Bunting of blue, white, and red, always arranged with the blue above, the white in the middle, and the red below, should be used for covering a speaker's desk, draping the front of the platform, and for decoration in general.

13. The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.

14. The flag should never be used as a covering for a ceiling.

15. The flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.

16. The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.

17. The flag should never be used for advertising purposes in any manner whatsoever. It should not be embroidered on such articles as cushions or handkerchiefs and the like, printed or otherwise impressed on paper napkins or boxes or anything that is designed for temporary use and discard. Advertising signs should not be fastened to a staff or halyard from which the flag is flown.

18. No part of the flag should ever be used as a costume or athletic uniform. However, a flag patch may be affixed to the uniform of military personnel, firemen, policemen, and members of patriotic organizations. The flag represents a living country and is itself considered a living thing. Therefore, the lapel flag pin being a replica, should be worn on the left lapel near the heart.

(19) The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

Flags and Ceremonies Guide

Flag & Seal

UNITED STATES CODE TITLE 4--

FLAG AND SEAL, SEAT OF GOVERNMENT, AND THE STATES

CHAPTER 1--THE FLAG

Sec. 4. Pledge of allegiance to the flag; manner of delivery

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

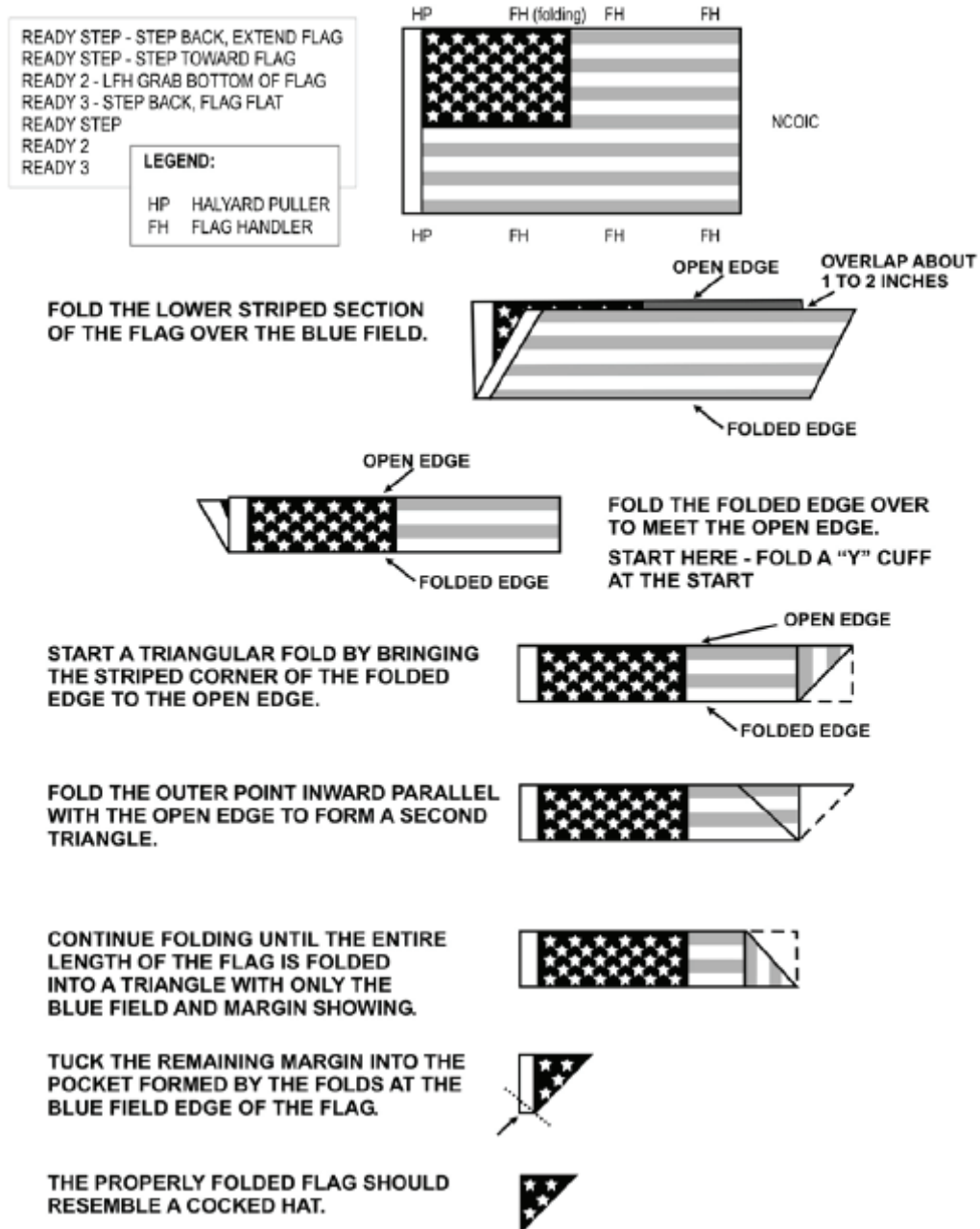
The Pledge of Allegiance to the Flag should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform men should remove any non-religious headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute.

Sec. 9. Conduct during hoisting, lowering or passing of flag

During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in review, all persons present except those in uniform should face the flag and stand at attention with the right hand over the heart. Those present in uniform should render the military salute. When not in uniform, men should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Aliens should stand at attention. The salute to the flag in a moving column should be rendered at the moment the flag passes.

Folding the National Ensign

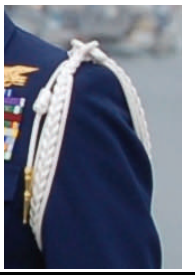

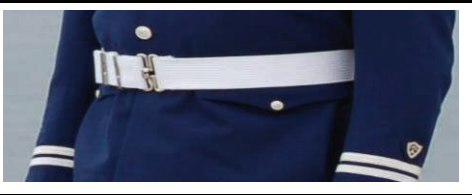

As shown in Figure below, the national ensign is folded lengthwise so that the crease parallels the red and white stripes. It is again folded in half lengthwise so that the new crease parallels the stripes as before and the blue field is kept on the outside. The fly end (the end away from the blue field) 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.



Uniforms, Accessories & Equipment

Uniforms - Ceremonial Honor/Color Guard

The Service Dress Blue (Alpha/Bravo) uniform is the recommended uniform for Auxiliary Honor and Color Guards. For less formal events or non-public events the Tropical Blue Long uniform with the Combination Cap is an appropriate alternative to the Service Dress Blue (Alpha/Bravo) uniform. No matter which uniform is worn, each member of the unit must be in the same uniform. When Auxiliarist are serving in conjunction with an Active Duty Color Guard they will wear the uniform proscribed by the Active Duty Color Guard Coordinator. It should be noted that the Active Duty is no longer utilizing the Service Dress Blue Alpha uniform.

Item	Description	
Aiguillette	White sennet worn on left shoulder secured 2 inches from shoulder seam. Silver tips are attached for drill teams.	
Ascot (optional) Gloves	White Ascot and Gloves	
Ceremonial Belt and Buckle	White, knit pistol belt with 3 in x 4 in plain silver buckle.	
Service Dress Blue (Alpha)		<p data-bbox="662 1241 1036 1696">The Service Dress Blue (Alpha) uniform is appropriate for ceremonies and ceremonial honor guards and color guards is the same as the Service Dress Blue (Bravo), except for the following items. The shirt shall be white, of conventional design with a fused collar, one breast patch pocket on the left front, long sleeves with a one button cuff, and shall button down the front using six small plain white buttons. No insignia or devices are worn on the shirt.</p> <p data-bbox="662 1728 1019 1818">Only the combination cap is appropriate for wear with this uniform.</p>

Saluting Guidelines

The purpose of the hand salute is to demonstrate mutual respect and courtesy between members of the uniformed service organizations and to show respect to national colors. When covered in uniform, the hand salute is correctly executed in one count when halted at attention, marching at quick time, or seated in a vehicle. The command is “**Hand, SALUTE.**” To return to the position of attention the command is “**Ready, TWO.**” Auxiliaries serving as members of a color or honor guard must be aware of proper saluting techniques.

a. When “**SALUTE**” is given, raise your right hand smartly in the most direct manner until the tip of your forefinger touches the lower part of the headdress above and slightly right of your right eye. Your fingers should be extended straight and joined with the thumb along the forefinger. You should be able to see your entire palm when looking straight ahead. Your upper arm should be parallel with the deck with the elbow in line with the body and your forearm at a 45-degree angle. Your wrist and hand should be straight, a continuation of the line made by your forearm. At the same time, if not in ranks, turn your head and eyes toward the person or colors you are saluting.



Properly Executed Hand Salute

b. At the command “**TWO,**” return to attention. Move your hand smartly in the most direct manner back to its normal position by your side.

c. To ensure simultaneous execution of the second movement of the hand salute when troops are in formation, the preparatory command “**Ready,**” will be used prior to the command of execution “**TWO.**”

d. You may salute without command from attention, while walking, or while seated in a vehicle. When walking, it is not necessary to halt to salute. Keep walking, but at attention. The salute is rendered when the person or colors to be

Flags and Ceremonies Guide

saluted is at a 6-pace distance, or at the nearest point of approach if it is apparent that the person or color is not going to approach within 6 paces. The salute will not be rendered if the person (color) to be saluted does not approach within 30 paces.

Hold the first position of the salute until the person (color) saluted has passed or the salute is returned, then execute the second movement of the hand salute.³

When the command **“Present, ARMS”** is given, if not armed, you execute the hand salute on the command **“ARMS.”** Stay at that position until the command **“Ready, TWO”** or **“Order, ARMS”** is given.

Picture below are examples of properly executed Hand Salutes.



Presenting the Colors



The Color and Colors

The National and organizational flags carried by Color-bearing units are called the National Color and the organizational Color. When used singularly, the term Color implies the National Color. The plural term Colors means the national and positional or organizational Colors. By regulation, the organizational Color is not authorized a Salute; however, in the past some organizations have observed the custom of saluting the organizational Color.

Individuals or units passing or being passed by uncased Colors out of doors render honors. Individuals, not part of a formation, salute six steps distance from the Colors and hold the *Salute* until they have passed six steps beyond the Colors. The individual in charge of a formation calls the formation to **ATTENTION** and **Present, ARMS**.

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, or 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.
3. **The National Color renders no Salute** (dip). An exception to this rule is followed by naval vessels when, upon receiving a *Salute* of this type from a vessel registered by a nation formally recognized by the United States, the compliment must be returned.
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, his/her direct representative, or an individual of equivalent or higher grade, but in no other case.
5. When marching, organizational Colors salute when six steps from the person entitled to the *Salute*. They are returned to the *Carry* position when six steps beyond the person.

The Color Guard

It is an honor to be a member of the Color guard. Each Auxiliary Color guard units should have a senior (Color) sergeant. The sergeant carries the National Color and commands the Color guard. He/she gives the necessary commands for the movements and for rendering honors.

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.

The command for a *Facing* movement is **Right (Left) Wheel, MARCH**. To execute a *Wheeling* movement, the guard nearest the direction of turn serves as the pivot point and executes the movement by marching in place and simultaneously turning in the new direction. Other members shorten their steps and turn in an arc keeping abreast of each other to maintain alignment. When the movement has been completed, each member automatically marches in place until the command **HALT** or **Forward, MARCH** is given.

When passing in review, the Color guard executes *Eyes Right* at the prescribed saluting distance on the command of the Color sergeant. The commands are **Eyes, RIGHT** and **Ready, FRONT**. The organizational color salutes at the command **RIGHT**, and resumes the *Carry* at the command **FRONT**. The guard on the right flank of the Color guard does not execute *Eyes Right*.

During ceremonies, the Color guard remains at *Right Shoulder Arms* except when executing *Present Arms*.

When not participating in a ceremony and a situation occurs that warrants a *Salute* by the organizational Color, the Color sergeant commands **Color, SALUTE**. The return to the *Carry* is made at the command **Carry, COLOR**.

When in formation with the Color company, 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*.

Position of the Colors at the Carry

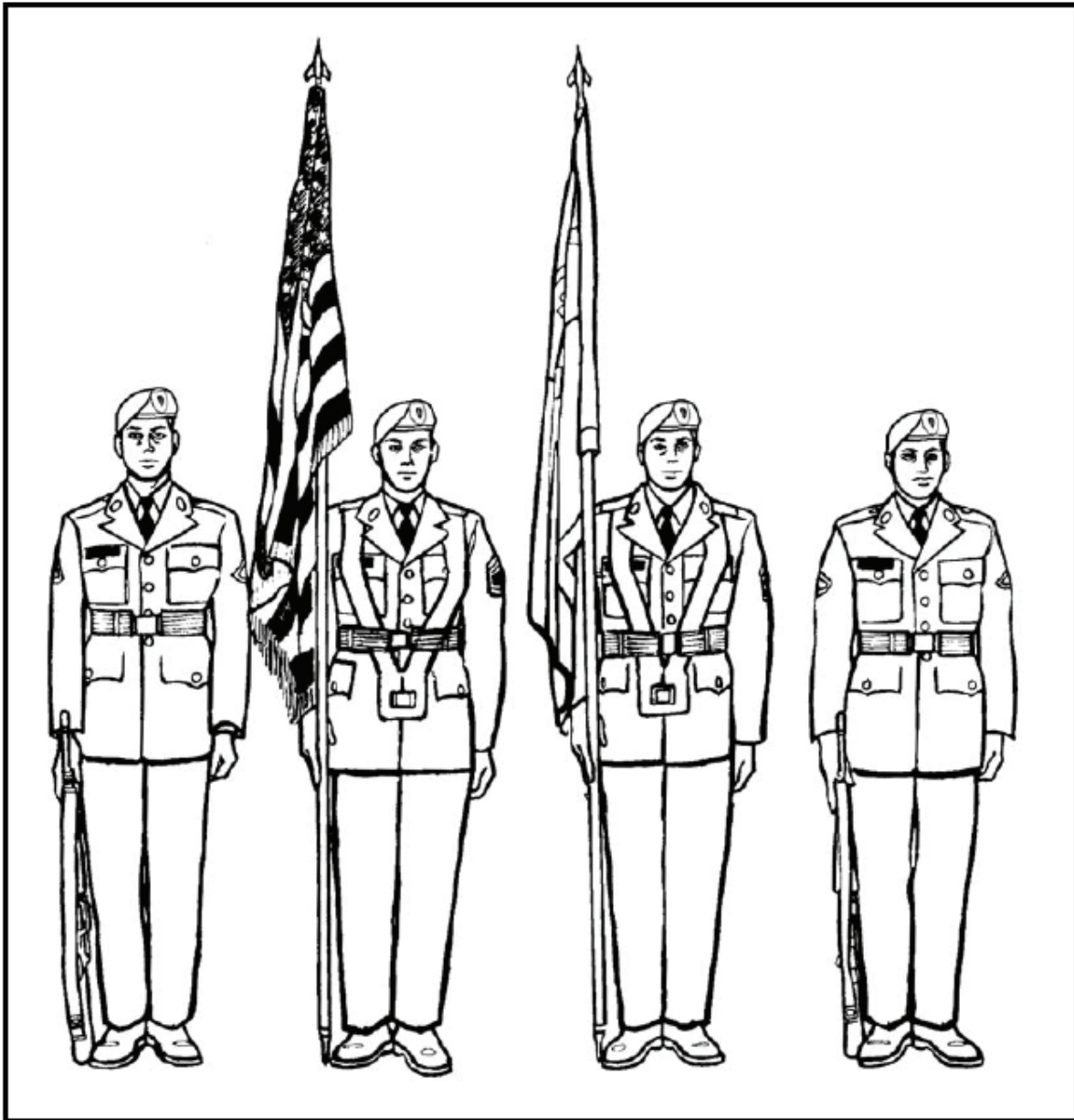


At the *Carry*, rest the ferrule of the staff in the socket of the sling. The socket is below the waist and adjusted to ensure that the finials of all Colors are of equal height. Grasp the staff with the right hand (even with the mouth) and incline it slightly to the front with the left hand securing the ferrule in the socket. The left hand may be positioned immediately below the right hand to more firmly secure the Colors on windy days.

Position of the Organizational Color at Color Salute



Position of the Colors at the Order



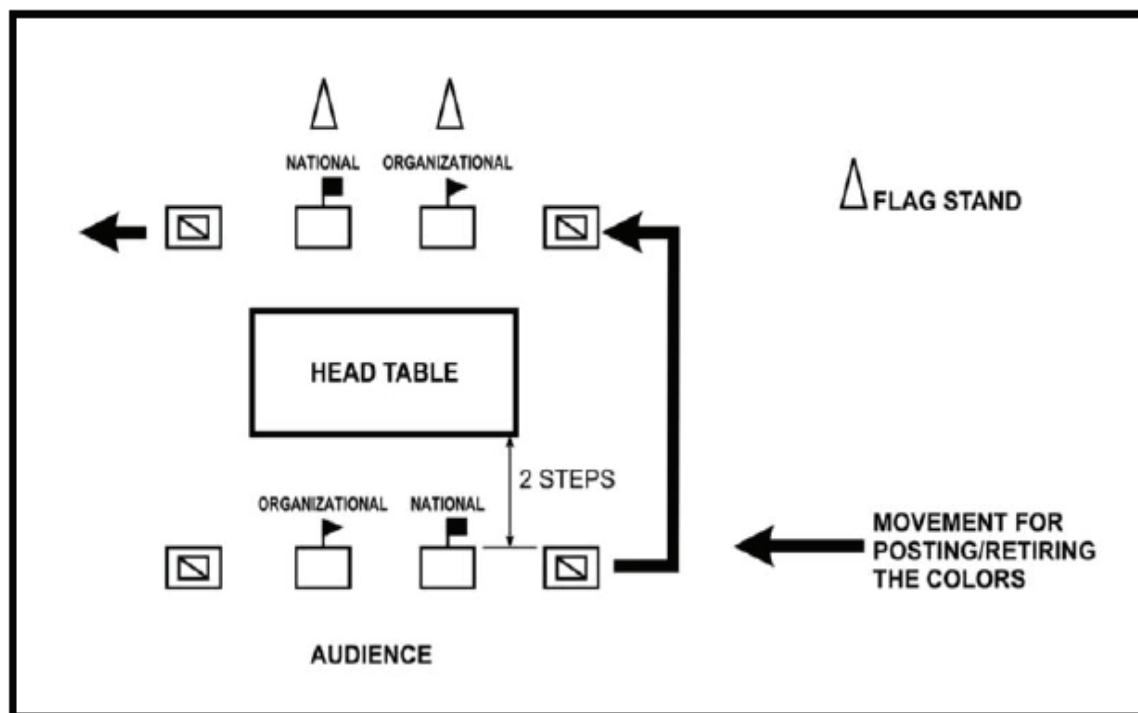
At the Order, rest the ferrule of the staff on the marching surface touching the outside of the right footgear opposite the ball of the right foot. Hold the staff in the right hand with the back of the hand facing outward and the fingers wrapped around the staff. Rest the staff against the hollow of the shoulder.

Posting and Retiring the Colors

Formal assemblies conducted indoors begin with the presentation of the Colors, referred to as posting the Colors, and end with the retirement of the Colors. The following instructions outline the procedures for posting and retiring the Colors, with a head table and without head table. Since indoor areas vary in size, configuration, and intended

purpose, these instructions do not apply to all situations. Therefore, persons planning an indoor ceremony can modify these instructions based on their specific floor plan.

Posting the Colors. The Color guard forms outside the entrance to the dining area, auditorium, or meeting hall. 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.



(1) 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.

(a) When the Colors arrive at the pre designated position, the Color sergeant

commands **Colors, HALT**, and **Present, ARMS**; and reports

“The colors are present.”

The host acknowledges the report and directs **POST THE COLORS**. The area should be arranged to allow adequate space for the Color guard to move between the head table and the flag stand.

(b) The Color sergeant then commands **Order, ARMS; Right, FACE**; and **Forward, MARCH**. On the command of execution **MARCH**, the Color guard marches to the rear of the head table (See Figure on following page.)

(c) Once the Color guard is centered on the flag stand, they mark time and the Color sergeant commands **Colors, HALT** and **Right, FACE**. The Color guard should approach the flag stands from the right to position the National Color bearer in front of the flag holder on the right, facing the audience.

(d) The Color bearers, without command, place the colors in the stand.

(e) When the Colors are in the stand, the color sergeant commands **Present, ARMS** and **Order, ARMS**. The guards return to *Right Shoulder Arms*; the Color sergeant commands **Left, FACE** and **Forward, MARCH**; and the Color guard exits the area.

(2) 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 movement must be planned so that the National Color is always on the right when in line and is leading when in column.

(a) When the Colors arrive at the pre designated position, the Color sergeant commands **Colors, HALT; Left (Right), FACE**; and **Present, ARMS**. Any scheduled music or the Pledge of Allegiance occurs at this time. The Color sergeant then commands **Order, ARMS**.

(b) The Color sergeant commands **Right (Left), FACE** and **Forward, MARCH**. On the command of execution **MARCH**, the Color guard marches to the flag stand where the actions of the Color guard are the same as previously described.

b. **Retiring the Colors**. The audience is directed to stand for the retiring of the Colors.

(1) When a head table is used, the Color sergeant moves the Color guard to the head table.

(a) The Color sergeant commands **Color guard, HALT; Present, ARMS**, and reports to the host, **“Sir, request permission to retire the colors.”** The host acknowledges the report and directs **RETIRE THE COLORS**.

(b) The Color sergeant commands **Order, ARMS; Right, FACE; Forward, MARCH**; and moves the Color guard until they are centered on the flag stand where they mark time.

Flags and Ceremonies Guide

(c) The Color sergeant commands ***Color guard, HALT; Right, FACE; Present, ARMS;*** and ***Order, ARMS.*** Upon completion of *Order Arms* the color bearers, without command, retrieve the colors and assume the *Carry Position*.

(d) The Color sergeant commands ***Left, FACE*** and ***Forward, MARCH.*** The Color guard exits the area.

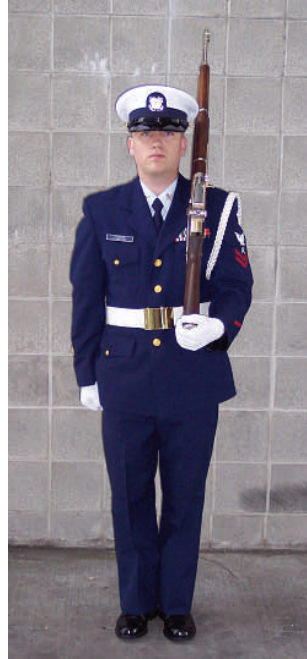
(2) When the head table is not used, the Color guard moves directly to the flag stands where the Colors are retrieved. The Color guard exits as previously described.

Posted / Posting the Colors



Use of Ceremonial Non –Firing Rifles Manual of Arms

Chapter 5 Section Q of The Auxiliary Manual (AUXMAN) states that weapons may not be worn, carried, or held by any Auxiliarist or guest of the Auxiliary while attending an approved Auxiliary function, including regularly scheduled division, flotilla, or detachment meetings. A non-firing ceremonial ri-



fle is not considered a “weapon” and therefore, at the discretion of District Commander, may be utilized by Auxiliarist participating as part of a ceremonial unit provided the non-firing ceremonial rifle can clearly be identified as being a non-firing unit. **Sabers and swords are not to be used.**

PRESENT ARMS



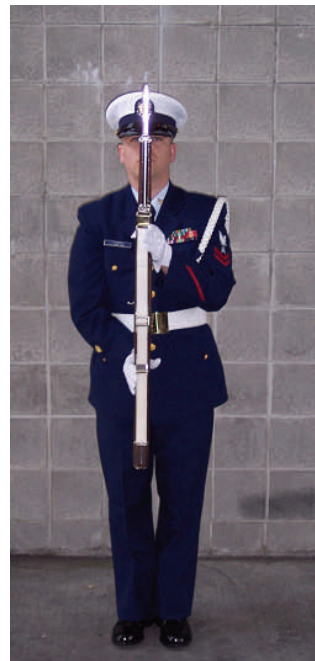
Step 1



Step 2

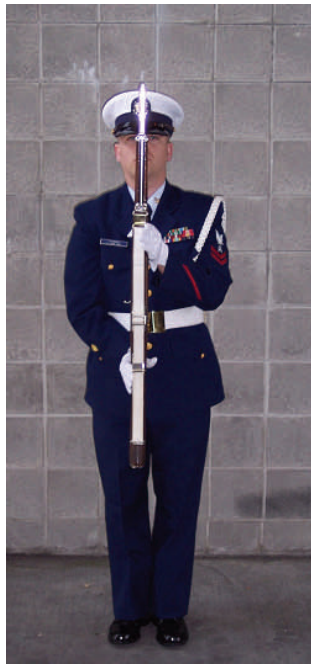


Step 3



Step 4

Manual of Arms



ORDER - ARMS
(From Present Arms)



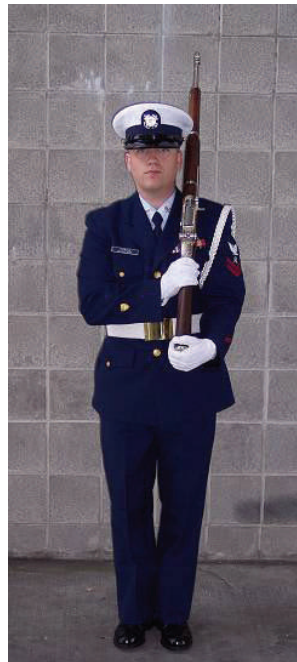
Step 1



Step 2



Step 3



Step 4



Step 5

Flags and Ceremonies Guide



**PARADE REST WITH
CEREMONIAL WEAPONS**



PRESENT ARMS (SALUTE) WHILE POSTING COLORS

Sample Checklist for Community Events

Unit commanders should gather the following information before committing the unit, personnel or equipment to participation in public events and other activities in the civil domain.

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 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 commercial interest, political party or political candidate?
9. Is admission, seating and all other accommodations and facilities connected with the event available to all persons without regard to handicap?
10. Will the sponsor provide standard Services Allowance/per diem funds for commercial lodging and meals for Coast Guard Auxiliary participants, and will the sponsor provide transportation at the sponsor's expense for Coast Guard Auxiliary participants from their location to the event and return? *Sponsor-supported travel is considered a gift, and as such, must be reviewed by a staff legal officer before acceptance. See Chapter 3, section D.3.d., of the Public Affairs Manual for details.*
11. Is the event open to all members of the public, without regard to race, sex, age, religion or other factor?

PA Manual Guidelines (COMDTINST M5728.2C)

Chapter 3 of the PA Manual (COMDTINST M5728.2C) has good guidelines on our participation in community events.

(Adapted for Auxiliary purposes)

1. The Coast Guard [Coast Guard Auxiliary] may - and should - participate in patriotic programs, national holiday celebrations and events open to the public with no charge for admission.
2. The Coast Guard [Coast Guard Auxiliary] generally may not participate in events that charge for admission, unless our participation is incidental to the program, is patriotic in nature, and does not benefit or appear to benefit selectively the commercial activity of the sponsor.
3. We cannot participate in events that charge for admission if we are the main attraction (except for athletic events at military academies). (NOTE: We can provide incidental support -- such as a color guard or "patriotic opener" -- like a member singing the national anthem.)
4. Be careful not to repeatedly support only a few organizations, while turning down others. Do not play favorites.
5. The Coast Guard [Coast Guard Auxiliary] must not directly or indirectly endorse or selective benefit or favor, by participation or cooperation with any private individual, sect, fraternal organization, commercial venture, corporation (whether profit or nonprofit), political group, quasi-religious or ideological movement or be associated with the solicitation of votes in a political campaign.

It is recommended that Color Guard units review the Public Affairs manual prior to accepting engagements.

Glossary of Terms

alignment: The arrangement of several elements on the same line.

base: The element on which a movement is planned or regulated.

cadence: The uniform rhythm in which a movement is executed, or the number of steps or counts per minute at which a movement is executed. Drill movements are normally executed at the cadence of quick time or double time. Quick time is the cadence of 120 counts or steps per minute; double time is the cadence of 180 counts or steps per minute.

ceremonies: Formations and movements in which a number of troops execute movements in unison and with precision just as in drill; however, their primary value is to render honors, preserve tradition, and stimulate esprit de corps.

commander: Person in charge.

cordon: A line of Auxiliaries to honor a dignitary upon entering or exiting from a given place or vehicle.

cover: Aligning oneself directly behind the man to one's immediate front while maintaining correct distance.

depth: The space from front to rear of a formation, including the front and rear element.

directive: An oral order given by a commander to direct or cause a subordinate leader or lead element to take action.

distance: The space between elements when the elements are one behind the other. Between units, it varies with the size of the for-

mation; between individuals, it is an arm's length to the front plus 6 inches, or about 36 inches, measured from the chest of one man to the back of the man immediately to his front.

drill: Certain movements by which a unit (or individuals) is moved in a uniform manner from one formation to another, or from one place to another. Movements are executed in unison and with precision.

element: An individual, squad, section, platoon, company, or larger unit forming as part of the next higher unit.

file: A column that has a front of one element.

flank: The right or left side of any formation as observed by an element within that formation.

formation: The arrangement of elements of a unit in a prescribed manner: line A formation in which the elements are side by side or abreast of each other. In a platoon line, the members of each squad are abreast of each other with the squads one behind the other. column A formation in which the elements are one behind the other. In a platoon column, the members of each squad are one behind the other, with the squads abreast of each other. To change a line formation to a column formation, the command is *Right*, FACE. To change a column formation to a line formation, the command is *Left*, FACE.

front: The space from side to side of a formation, including the right and left elements.

guide: The person responsible for maintain-

Flags and Ceremonies Guide

- ing the prescribed direction and rate of march.
- head:** The leading element of a column.
- interval:**
close The lateral space between Auxiliaries, measured from right to left by the soldier on the right placing the heel of his left hand on his hip, even with the top of the belt line, fingers and thumb joined and extended downward, with his elbow in line with the body and touching the arm of the Auxiliary to his left.
double The lateral space between Auxiliaries, measured from right to left by raising both arms shoulder high with the fingers extended and joined (palms down) so that fingertips are touching the fingertips of the Auxiliary to the right and to the left.
- normal The lateral space between Auxiliaries, measured from right to left by the Auxiliary on the right holding his left arm shoulder
- high, fingers and thumb extended and joined, with the tip of his middle finger touching the right shoulder of the Auxiliary to his left.
- PICAA:** five-step process used in all marching movements: P-preparatory command, I-intermediate step, C-command of execution, A-action step, and A-additional step.
- post:** The correct place to stand in a prescribed formation.
- rank:** A line that is one element in depth.
- re-form** A command to restore the previous element or formation (used only during drill instructions).
- step:** The prescribed distance measured from one heel to the other heel of a marching Auxiliary.

Flags and Ceremonies Guide

Appendix A



Commandant
United States Coast Guard

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COMDTINST M5060.11A
MAR 29 1993

COMMANDANT INSTRUCTION M5060.11A

Subj: MARINE CORPS DRILL AND CEREMONIES MANUAL

1. **PURPOSE.** This instruction promulgates the Marine Corps Drill and Ceremonies Manual as a guide for manual of arms, drills, formations, and military ceremonies within the Coast Guard.
2. **DIRECTIVES AFFECTED.** COMDTINST M5060.11 is cancelled.
3. **BACKGROUND.** The Marine Corps Drill Ceremonies Manual and its predecessor, the Landing Party Manual, have been used for many years as an official reference and guide for planning and conducting drills and ceremonies for Coast Guard activities. This practice will be continued for reasons of efficiency and consistency between the naval services.
4. **ACTION.** Area and district commanders, commanders of maintenance and logistic commands, unit commanding officers and Commander, CG Activities Europe shall use enclosure (1) as a guide when planning and executing functions covered.

/s/ R. A. Appelbaum
Chief, Office of Law Enforcement and
Defense Operations

Encl: (1) SECNAVINST 5060.22 of 26 May 81 (Marine Corps
Drill and Ceremonies Manual NAVMC 2691)

Flags and Ceremonies Guide

Appendix B

Sources for Obtaining Flags and Ceremonies Equipment

Flags and Ceremonies Guide

Appendix C Reference

U.S. Marine Corps Drill and Ceremonies Manual (2003):

http://www.usnavy.vt.edu/CurrentStudents/Battalion/MCOP5060.20_1.pdf

U.S. Army Drill and Ceremonies Manual FM 3-21.5 (July 2003):

<https://atiam.train.army.mil/soldierPortal/atia/adlsc/view/public/10879-1/fm/3-21.5/toc.htm>

(HTML Format)

https://atiam.train.army.mil/soldierPortal/atia/adlsc/view/public/10879-1/fm/3-21.5/fm3_21x5.pdf (PDF Format)

Seattle Area Color Guard Website (USCG ISC - Seattle):

<http://www.uscg.mil/mlcpac/iscseattle/honorguard/honorguard.htm>

Naval Telecommunications Procedures Flags, Pennants & Customs; NTP 13 (B):

http://www.navair.navy.mil/index.cfm?fuseaction=cmc.documentDeliver&document_id=148

U.S. Coast Guard Auxiliary, Department of Public Affairs

Flags and Ceremonies Website:

<http://www.auxpa.org/outreach/flags.htm>

U.S. Coast Guard Auxiliary Manual (AUXMAN)

Chapter 10 - Uniforms:

http://www.d7oax3.org/AuxMan/AuxMan_Chap10_Uniforms.pdf

U.S. Coast Guard Auxiliary Manual - (AUXMAN):

http://www.cgaux.info/g_pcx/publications/comdtinst/M16790.1F.pdf

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