

**UNITED STATES
COAST GUARD AUXILIARY
5TH NORTHERN REGION
DISTRICT COLOR GUARD
STANDARD OPERATING
PROCEDURES**

5th Northern Auxiliary Color Guard Standards

The vision for the 5th Northern Region Auxiliary Color Guard was to form not just a color guard of the requisite 4 people, but to assemble a core group of at least 10 people who would be ready and willing to serve as needed at ceremonial functions, including regular Coast Guard ceremonies wherever an Auxiliary presence would be appropriate. These individuals would not only be outstanding examples of the uniform standard but would also serve as examples of our core values. As such they would be available at events such as new member training to demonstrate proper uniform wear, military customs and courtesy, and the pride and unity the uniform represents. Members of this unit will possess all of the standard uniforms, especially tropical blue long, operational dress uniform (ODU) and including the Service Dress Blue uniform in its various forms, along with white gloves and combination cover. Ceremonial uniform items and gear is provided. Training in basic drill and manual of arms will be provided as well.

As a unit, we strive for the same ideals as our gold side counterparts and share in their motto of Pride, Poise, and Perfection! Members will be selected based on recommendation of exceptional attention to the uniform standard, pride in appearance and devotion to the mission of Coast Guard Forces as well as demonstrated ability to work well in a team environment. The expectation is that the members of the Color Guard will be at all times stellar examples of proper uniform wear, grooming and decorum. By their example they will set the standard of custom and courtesy and will be a source of pride and achievement for all in the District. Participation in this unit takes hard work, a great deal of commitment, personal discipline and a sense of honor and decorum. The rewards of honoring our fellow Auxiliarists, promoting the mission of the Coast Guard and representing all of Coast Guard Forces are immeasurable.

This standards manual describes in detail the expectations and goals of the Color Guard. It is our reference as we work to honor our fellow members and all of Team Coast Guard by our presence and action.

Semper Paratus



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Color Guard Captain, 5NR



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Color Guard Structure & Leadership

The Color Guard functions as a Regional organizational unit. It comprises members from various flotillas and is directed by the Color Guard Coordinator. This individual speaks for the entire Color Guard, handles correspondence, prepares the schedule for appearances, ceremonial functions and practice drills. This individual evaluates the status of the unit on an ongoing basis and designs the practice drills accordingly. This individual must be well-versed in military protocol and drill, and must be familiar with the standard used by Coast Guard forces, the United States Marine Corps Drill and Ceremonies Manual. This individual must demonstrate the leadership and project management skills needed to administer the program at the Regional level. They also supervise the Color Guard Captain and the Equipment Manager.

One person should function as the Color Guard Captain, ensuring the readiness and appearance of all members designated to be a Color Guard member. This individual functions as drillmaster.

One person should function as Equipment Manager, ensuring that all equipment for the Color Guard is accounted for at all times, is maintained in good working order, and is present as appropriate for drills and events.

The unit membership is responsible to the Color Guard Coordinator who is appointed by the Commodore. The Color Guard Coordinator is responsible to the District Chief of Staff. The unit as a whole takes direction from the District Chief of Staff and from the Director of Auxiliary. The senior member of the unit takes a leadership role as appropriate in ceremonial functions and as a member of the unit.

On a functional level, the Color Guard may be formed into a variety of different units (color guard, ceremonial color guard, rifle detail, etc.), depending on the ceremonial need. The member leading the detail may vary.

When formed into a color guard, the leading member should ordinarily be the bearer of the national ensign, designated the color captain. The Color Captain is the lead member of the color detail responsible to make the "call" in the field. The Color Captain is designated by the Color Guard Captain.

When formed into a chapel detail, the leading member will ordinarily be the senior member.

When formed into a funeral detail, the leading member will ordinarily be the drillmaster or the senior member, due to the complexity and variability of the ceremony.

For other details, circumstances will dictate how best to execute the ceremony, but in all cases, leadership will be decided in advance.

These lead members are always responsible to the drillmaster. Final decisions regarding ceremony components and protocol reside there.

Attendance & Performance

Serving as part of the Color Guard bears some similarities to a team sport. The drill elements require repetitive practice to master, and frequent opportunities to use the skills learned in order to maintain the high level of skill required. In addition, working together as a team forms a bond that improves the level of performance, increases the ability to adapt to unforeseen circumstances and builds morale. Although members will always have different skill levels, it is mission critical for members to practice together, so that the group functions as one unit, not as an assembly of individuals.

Attendance

Members who repeatedly miss practices leading up to any event damage the unit's ability to perform, but they also negatively impact the unit's spirit. Attendance standards are therefore necessary. The Color Guard meets as designated by the Color Guard Coordinator. Members are expected to attend at least 75% of these designated practices. Additionally, practices will be scheduled prior to events requiring a review of particular skills (or learning new skills). Again members will be expected to attend 75% of these practices in order to participate in events. It is extremely difficult to assess the unit's ability to perform when members are consistently absent prior to an event. Members whose skill levels are high are needed to assist those whose skill levels are in need of more practice. Lack of attendance pulls the whole unit down. Insufficient attendance at practice for a specific event will result in a member not being assigned to that event. Insufficient attendance overall will result in suspension from the unit and may result in expulsion for cause.

Proficiency Standards

Proficiency in the various tasks and skills required of the Color Guard is essential for all members, and this should be achieved within a reasonable timeframe. Within 3 months of practice, a member should be able to execute all stationery movements (attention, right face, left face, about face, parade rest, at ease, hand salute, dress right) and be able to march in step. During that interval the member

should also become proficient in customs, courtesy and the uniform standard. Within 6 months a member should be able to master all moving drill (column, flank, rear, squaring) and specific type drills (funeral, parade). Within 9 months a member should be able to master the rifle manual of arms and the flag movements, with full proficiency at all positions by the one year mark.

Performance

Not every member will be able to achieve high proficiency in every type of skill that the Color Guard as a whole is capable of doing. If a member is unable to master a certain skill after a reasonable period of time learning and training, that member should take the honorable position and request to stand down from events requiring that skill. Failing that, if asked, the member should accept direction to stand down from participating in a move requiring that skill. This is no reflection on the member's ability to take part in Color Guard events overall; it just prevents presenting something less than a polished appearance. Periodic evaluation of skills will be helpful here. A member may continue practicing. At some time in the future, that skill status may change as a result of practice. Regarding the performance options utilized in a particular appearance, performance, etc., the Color Guard Coordinator may ask for input from the team, but will make the final decision regarding propriety, protocol or procedures.

Conflict Resolution

In the event that there is a conflict within the membership of the Color Guard, grievances may be heard by the District Chief of Staff; if necessary a committee may be formed in order for such grievance to be resolved fairly. Removal for cause from the Color Guard would be within the power of this committee.

Uniform and Grooming Standards

Ref AUXMAN Ch. 10

USCG Uniform Regulations COMDTINST M1020.6E

Appearance in uniform is a key element in how the men and women of Coast Guard Forces perceive themselves and honor their country and the Coast Guard. Color Guard members are responsible for maintaining their personal appearance and their uniforms to reflect the long and proud history and traditions of the Coast Guard.

Members of the Color Guard are committed to high standards for uniform appearance. In uniform, they are to maintain a proper military decorum and present themselves with pride. When walking from point to point, they do not smoke, eat, drink, chew gum or keep hands in pockets. They are to maintain body discipline, voice control and behavior appropriate to the setting when

serving in ceremonial functions. Members of the Color Guard are not permitted to consume any alcoholic beverages prior to a Color Guard ceremony or event.

When not in uniform, but identifiable as members of the Color Guard, members are responsible to maintain a level of decorum consistent with the core values of the Color Guard: Pride, Poise, and Perfection. Members should conduct themselves honorably, with a sense of pride and poise, being consciously aware that their behavior will reflect on the group as a whole. Dishonorable behavior, inappropriate activity while engaging in Auxiliary/Coast Guard functions or other forms of behavior unbecoming a member of the Color Guard may result in suspension or expulsion from the Guard.

Members of the Color Guard wear the Service Dress Blue uniform in accordance with Chapter 10 of the Auxiliary Manual with the following exceptions:

| Item | Description |
|---|---|
| Aiguillette | White sennet worn on left shoulder secured 2 inches from shoulder seam. |
| Ceremonial Belt and Buckle | White, knit pistol belt with plain nickel buckle. |
| Blue 4-in-hand tie/ Women's Blue tab tie | Worn by all members. |
| Nametag | Not worn at ceremonial functions; it catches on various forms of equipment. |
| White Gloves | Long or sure-grip as appropriate |
| Footwear | Leather. High gloss Corfams are not ordinarily worn. |
| Headgear | The combination cover is worn by all members for ceremonial functions. |

Uniforms will be tailored to an appropriate fit: trousers to a single break at the shoe, jackets trim to body.

Members of the Color Guard may wear the Tropical Blue uniform in extreme hot weather, on a case by case basis in accordance with Chapter 10 of the Auxiliary Manual with the following exceptions:

| Item | Description |
|-------------|--|
| Aiguillette | White sennet worn on left shoulder secured to the epaulet. |

| | |
|----------------------------|--|
| Ceremonial Belt and Buckle | White, knit pistol belt with plain nickel buckle |
| White Gloves | Short or sure-grip as appropriate |
| Footwear | Leather. High gloss Corfams are not ordinarily worn. |
| Ascot | Blue ascot |
| Headgear | The combination cover is worn by all members for ceremonial functions. |

Members of the Color Guard may wear the Dinner Dress Blue uniform in accordance with the Chapter 10 of the Auxiliary Manual with the following exceptions:

| Item | Description |
|----------------------------|---|
| Aiguillette | White sennet worn on left shoulder secured 2 inches from shoulder seam. |
| Ceremonial Belt and Buckle | White, knit pistol belt with plain nickel buckle. |
| White Gloves | Long |
| Headgear | The combination cover is worn by all members for ceremonial functions. |

Periodic uniform checks will take place to ensure that all components are fitted well, serviceable, polished, clean, aligned properly, etc. In some cases, members whose uniform components require repair, replacement or adjustments will not be assigned to appearances until the deficiency is corrected.

Image

Members of the Color Guard, while not military members, strive to present a polished military image.

The table below describes the standards expected to present the proper military image.

| | |
|-------------------------------|---|
| For the proper Military Image | Items will be: |
| Clothing | Neat, clean, pressed, proper fit, in good condition, zipped, snapped, and buttoned unless otherwise noted. |
| Headgear | Worn outdoors with all required uniforms. Should not be worn indoors or no cover areas unless under arms, or for ceremonial purposes. |
| Military Creases | On light blue shirts. Form them by pressing two parallel vertical folds in the front of the shirt from the shoulder seam through the center of each pocket to the bottom of the shirt. For men form three parallel vertical folds on the back centered between the shirt side seams to the bottom of the yoke. For women, form three parallel vertical folds starting at the center of the shoulder seams and from the middle of the collar seam to the bottom of the shirt. Sewn-in military creases are not authorized. |
| Footwear | Oxfords, pumps, or flats shined, boots well blackened or polished, edges dressed, all in good condition. |
| Watches | Conservative. |
| Bracelets | Limited to medical alert or those required for military purposes. POW/MIA bracelets are authorized. |
| Necklaces | Concealed. |
| Rings | One ring per hand. Engagement/wedding ring or class/wedding ring sets are counted as one ring. |
| Earrings | One earring per ear centered on the earlobe for women. Earrings shall be 4-6mm ball studs (approx. 1/8 - 1/4 inch), natural white pearl (colored pearls not authorized), plain diamond, plain gold or silver with a shiny or brushed matte finish. Decorative or combination settings not authorized. Not authorized for men in uniform. |
| Body Piercing | No articles, jewelry, or studs, other than earrings for women specified above, shall be attached to or through the ear, nose, tongue, or any other body part visible while wearing the uniform and while in civilian clothes onboard ship or base or at a command function. |

(Uniform regulations 2.a.1)

Grooming Standards

The Color Guard adheres to the Coast Guard grooming standards to the extent possible. Grooming standards are based on several elements including neatness, cleanliness, safety, military image and appearance. Forms of altering an individual's appearance, such as the use of cosmetics, hair color or styles, fingernail color and length, tattoos, body piercing, branding, intentional scarring, etc., that are not in the keeping with the customs, traditions, and spirit of military appearance are not acceptable for personnel in uniform. It is impossible to provide examples of every appropriate or unacceptable hairstyle or "conservative" or "eccentric" grooming, therefore the good judgment of leaders at all levels is key to upholding the Coast Guard grooming policy.

| Grooming Item | Authorized | Not Authorized |
|----------------------|---|---|
| Hair - Overall | Shall be clean, well groomed, and neat. Hair coloring, if used, must look natural. | Shall not touch eyebrows when groomed, or extend below front of properly worn headgear. Shall not have shaved portions of the scalp (other than the neckline). Shall not contain ornamentation other than prescribed in this section for Women's Hair Style. |
| Hair - Men's Style | Hair above the ears and around the neck shall be tapered from the lower natural hairline upwards at least 3/4-inch and outward not greater than 3/4-inch to blend with hairstyle. A cleanly shaven scalp is authorized. | Shall not be blocked across the back of the neck. Hair on the back of the neck must not touch the collar. The bulk of hair must not be more than 1-1/2 inches from scalp. Hair shall be no longer than four inches and may not touch the ears, collar, extend below eyebrows when headgear is removed, show under front edge of headgear, or interfere with properly worn military headgear or safety gear. |
| Hair - Women's Style | Haircuts and styles shall present a balanced appearance. The hair may touch, but not fall below a horizontal line level with the bottom edge of the back of the collar. A single ponytail is authorized, but all long hair, including braids and ponytails, falling below the lower edge of the collar, shall be neatly and inconspicuously fastened, pinned, or secured to the head. Ponytails that fall above the bottom edge of collar may be pulled through the back opening of the working blue or unit ball cap. Bulk of hair shall be no more than 2 inches. Braided hairstyles, such as cornrows, are authorized and shall be conservative and conform to the guidelines listed herein. | Widely spaced individual hanging locks and braids that protrude from the head are not authorized. Lopsided and extremely asymmetrical styles are not authorized. Foreign material (i.e., ribbons, beads, decorative items) shall not be woven into the hair. Braid ends shall not protrude from the head, and shall be secured only with inconspicuous material that matches the color of the hair. Headbands or sweatbands are not authorized. Hair shall not extend below the eyebrows. |

| | | |
|------------------------|---|--|
| | When a hairstyle of multiple braids is worn, braids shall be of uniform dimension, small in diameter and tightly interwoven in symmetrical fore and aft rows that minimize scalp exposure and present a neat, professional, well-groomed appearance. Use only hairpins, barrettes, elastic bands, scrunchies, and combs that are plain black, dark blue, brown, silver, metallic gold, or color similar to the individual's hair. | |
| Moustache | For uniformity during public appearances as a distinctive element of the Auxiliary, personnel assigned to a Ceremonial Color Guard shall be clean-shaven. | Moustaches are not permitted to be worn while performing in a Ceremonial Color Guard. |
| Sideburns | Shall be of even width (not flared) and shall end with a clean-shaven horizontal line. Shall be tapered to conform to the rest of the hair. | Sideburns shall not extend below a point level with the bottom of the ear opening. |
| Beards | For uniformity during public appearances as a distinctive element of the Auxiliary, personnel assigned to a Ceremonial Color Guard shall be clean-shaven. | Beards are not permitted to be worn while performing in a Ceremonial Color Guard. |
| Cosmetics - Women Only | If worn, shall be conservative and in good taste. | Shall not be brightly colored. |
| Fingernails - Men | Shall be kept clean. | Shall not extend past the fingertips or be colored. |
| Fingernails - Women | Shall be kept clean. Nail polish may be worn, but shall be conservative and neutral in color. | Shall not extend more than ¼ inch beyond the fingertip. Decorative nail art is not authorized. |

Drill Protocol

The Color Guard uses as its standard the US Marine Corps Drill and Ceremonies Manual, in accordance with COMDTINST M5060.11A (see below). A CD with the entire manual is distributed to members. Additionally, it bases some color guard movements on the US Army Field Manual 3-21.5. Certain elements of the funeral drill is based on the Navy Military Funerals NAVPERS 15555D and Navy Funeral Customs, NAVPERS 15956D.

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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)

AUXILIARY FUNERAL SERVICES

A. Introduction.

1. The Auxiliary should make it known that funeral services are available.
2. It is extremely important that members of the Auxiliary do not put undue pressure on the survivors to use the Auxiliary service. Over-zealousness can cause unnecessary strain and hurt to the survivors.
3. If the survivors desire active auxiliary participation in the funeral service, they should make the request to the mortuary and the clergyman.
4. If there is a church service as well as the Auxiliary service, then the Auxiliary service should come before the church service. The committal should be given by the family's clergyman. This holds true even though there may be an Auxiliarist who is a clergyman and even though committal may be at sea. Not to observe this protocol is a breach of the important relationship between the family and their pastor.
5. An Auxiliarist who belongs to the clergy should conduct the Auxiliary service. If one is not available, the service should be led by an elected officer of the deceased's flotilla, or a survivor requested Auxiliarist. Auxiliarists may serve as pallbearers or honorary pallbearers. Auxiliarists should not stand behind the casket during the service.
6. There is a trend not to deliver a eulogy, but to present a short sermon that proclaims something of the hope taught in the deceased's religious tradition. It is suggested that a copy of the Auxiliarist's "history" in the Auxiliary be reproduced and passed out by the ushers.

7. Auxiliarists (other than the Color Guard) should not wear hats when in a church or chapel. Hats should be worn during a Jewish service, or when outdoors. Auxiliarists should salute during the firing of volleys and/or the sounding of 'Taps'.

B. Chapel or Memorial Service.

The uniform for funeral duty is Service Dress Blue with white gloves, shoulder braid, combination cover, trench coat if indicated.

1. When it is time, the Auxiliary chaplain/lay leader will proceed to the lectern to begin the service. The Color Guard, already formed in ranks of two, shoulders touching and standing at the entrance to the chapel/church will march in, at funeral cadence (1 step/second or less).

Other attending Auxiliarists in uniform should follow in descending order of office (and should move to stand in front of designated seating).

Color Guard will march to within (approximately) 4 paces of casket and executing appropriate squaring and facing movements, will take up positions of attention at either end of the casket, or at 4 corners (depending on number of the guard). Color Guard will not at any time take position behind or in front of the casket. Movements are as follows (depending on room layout):

At approximately 4 steps from casket Color Guard stops
Left Guard shifts left slightly (to accommodate the salute)

pauses 3 seconds

Guard Slow Salutes (3 seconds up, 3 seconds salute, 3 seconds down)

Pause 1 second

Guards Face "Out"

Pause 1 second

Three steps forward

Pause 1 second

Guards Face "Up"

Pause 1 second

Three steps

Pause 1 second

Guards Face "In"

Pause 1 second

Guards Face "Down"

Pause 1 second

Guards assume Parade Rest for the prayer service

The Auxiliary chaplain/lay leader begins the service:

Chaplain:

Prayer:

Let us pray

O God, whose days are without end,
and whose mercies cannot be numbered,
make us deeply aware
of the shortness and uncertainty of human life.

Lead us in righteousness all our days,
that, when we have served you in our time,
we may be gathered together
in the presence of all who have gone before us.

We pray that the memory of our comrade N. _____
may be ever sacred in our hearts;
that the service which he/she has offered
may be acceptable in your sight;
and that an entrance into your eternal peace
may, by your grace, be open to him/her.

Reflection on the life of the Auxiliarist may be given at this time

(Hymn Eternal Father, Lord of Hosts may be played here if appropriate)

The Committal:

Unto Almighty God
we commend the souls
of our departed brother/sister,
and we enter his/her name
to the final roll call
in sure and certain hope
that we shall one day stand with him/her
on the eternal watch.

The Benediction:

May God bless him/her and keep him/her,
may God make His face to shine upon him/her
and be gracious unto them,
may God lift up the light of His countenance upon him/her
and give him/her everlasting peace. Amen.

End of the Watch

At conclusion of Benediction, Color Guard moves to ATTENTION, again renders slow hand salute (3 second salute) and holds salute as 8 bells are struck indicating the end of the watch.

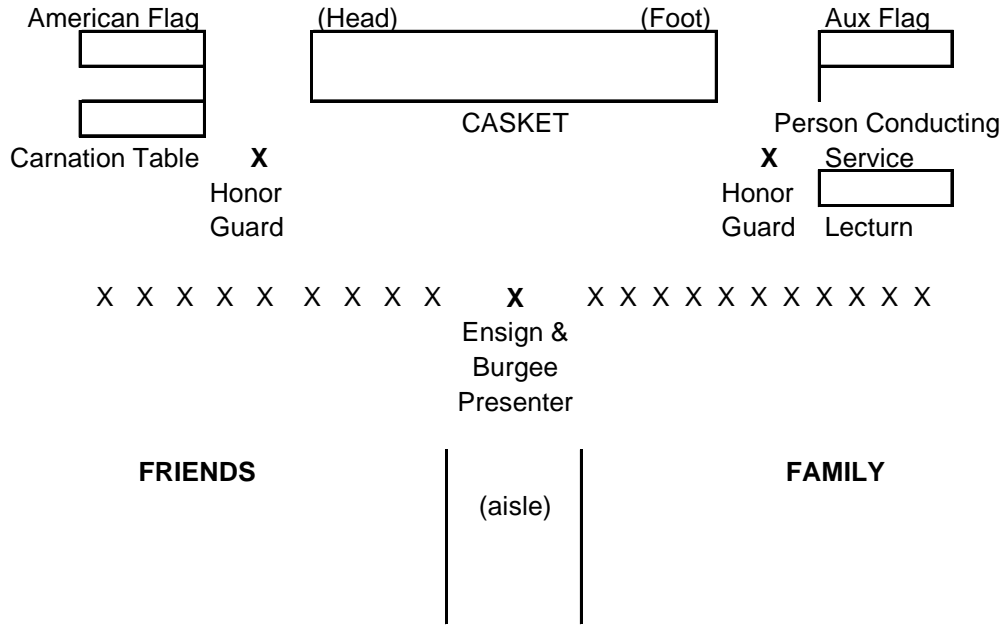
Chaplain processes out followed by Color Guard executing squaring and facing as necessary.

Other uniformed Auxiliarists may render honors at this time by briefly approaching the casket and executing the slow hand salute.

Options for this service include the standard Catholic “wake” service, with psalms and readings some of which are those below. The service can be tailored for any denomination. The service can be adapted to omit any religious reference if the family so desires.

If the casket or remains is to be transported, the Color Guard is available to accompany it.

C. Funeral Home Service



(Funeral Home Service Ceremony Formation)

All Auxiliarists gather outside or in the anteroom to be briefed.

Two Color Guard members, just prior to the start of the service, will retire the colors and bring them back to the gathered Auxiliary members.

The FC, or highest ranking officer, shall carry the ensign and burgee. Both items should be the decedent's or, if none are available, the Flotilla or Division should provide one.

All members shall wear combination caps when forming up.

Both flag bearers should lead the column of marchers.

Both columns shall march down the aisle in pairs.

Both columns shall form up behind the flag bearers.

Both flag bearers, when they arrive at the coffin, shall peel off to the right and left respectively, and take their stations at the head and foot of the coffin. Colors are not posted, but are held during the entire service.

Auxiliarists will form a column of pairs behind the flag bearers and peel off right and left when the coffin is reached. They should go as far to the right and left as possible. In the event that a large group of Auxiliarists are present, it may necessitate forming two or more rows in front of the coffin.

Once everyone is in place, they should stand at attention with their backs to the guests and visitors.

The person who is to conduct the service should be stationed at the end of the column when marching to the coffin. The service conductor will take station at the lectern.

The service conductor should direct, "Uncover - at ease."

All members shall remove their caps and place them under their left elbow. The color guard does not remove their caps.

Service Conductor: "My friends, we are gathered here to pay a final tribute to our friend and departed shipmate, _____ with whom we have shared many happy hours of service. He / she was a true and loyal sailor, and we sincerely mourn his / her passing.

Members of the columns may be offered to speak here. Also, any other speakers who have requested time to speak may do so here. It is vital that the service conductor be informed in advance of those who wish to be heard.

Service Conductor: "We will now present the ensign under which he / she served so faithfully and did so much good in the service of our country so that it may go with him / her throughout eternity. Flower presenters (and Ensign or Burgee) – Attention, Ready, Cover, To (slow moments)."

Service Conductor: "The Coast Guard symbolizes many things to many people. To us, it cements a bond of friendship for our departed shipmate who will never be forgotten. It is indicated by these pennants we now present."

The Auxiliarist who has the ensign and burgee shall step up to the coffin and place the items in or on the coffin. He / she should then step back to the original position.

The Service Conductor should mention the name of the first Auxiliarist who will place a carnation on or in the casket. "Auxiliarist _____, this flower is symbolic of the sea, which we so dearly love, and upon which we have launched our vessel of life."

The second flower presenter: "Auxiliarist _____, this flower is symbolic of the sun, which rises to open each day of accomplishment and guides us on our way across the deep."

The third flower presenter: "Auxiliarist _____, this flower is symbolic of the spray, which flies about us on our voyage, glistening in the sun and giving glamour to our undertaken."

The fourth presenter: "Auxiliarist _____, this flower is symbolic of the fog which often descends upon the waters, confusing us in our endeavors."

The fifth presenter: "Auxiliarist _____, this flower is symbolic of the rain which falls upon every ship, cleansing it of the trials and tribulations which have beset it upon its course."

The sixth presenter: "Auxiliarist _____, this flower is symbolic of the wind which blows away the fog and the rain and brings us that clarity of vision to see the right as god gives us to see it."

The seventh presenter: "Auxiliarist _____, this flower is symbolic of the everlasting stars, which shine down upon us from above as we reach our final port of call, and secure the ship for the night."

Service Conductor: "With these symbols go our heartfelt prayers for fair winds, smooth sailing, and an ever bright landing on the shore of the great hereafter."

Service Conductor: turns to coffin and says, "And so my brother / sister, we leave you all these flowers to take with you on your last great voyage; the sea, the sun, the spray, the fog, the rain, the wind, and the stars. Mind them well so that when the eternal roll is called by the supreme Admiral of the Universe, he may proudly repeat what we now say - well done, my good and faithful Captain."

Service Conductor (offers words of solace, along the line of the following):
"Let us pray. Our heavenly Father, look comfortingly upon us in our sorrow and abide with us in our desolation over our dear friend and shipmate who has been lost to us. Amen."

Service Conductor: "The family and I wish to thank the Division Captain for all of his / her help in gathering the members of the Auxiliary to participate in this service. We wish to also thank all those who came out and helped us in this important farewell."

Service Conductor: "We will now accord to our departed shipmate the final grand honors of the United States Coast Guard Auxiliary."

Service Conductor: "Auxiliarists, Attention. Ready, Cover, To. (Slow moments) Hand salute."

All members render hand salute and hold while the Auxiliary ensign is dipped over the coffin. The U.S. flag remains upright.

Service Conductor: "Hail my brother / sister, hail and farewell until we drop anchor beside you at the great rendezvous."

A ship's bell should be rung 8 times, slowly.

Service Conductor: "Ready, two."

The Service Conductor directs members to turn right and left and depart.

Members file past coffin for a final farewell, in reverse entry order. Columns of two depart from room.

D. The Order of the Burial Service.

For a funeral with burial on land or at sea, the Color Guard is also able to provide service. We include a chaplain/lay leader, a bagpiper and a bugler among our ranks, and have access to church/temple musicians.

For burial services, we follow the Funeral Services for Sea Services (Coast Guard, Navy, Marine Corps)

Burials at Sea

The Vessel of Honor, together with other Auxiliary vessels, should gather at the burial site at the appointed time. It is suggested that they form a "V" with the Vessel of Honor at the point of the "V". All vessels should be stopped heading into the wind. If necessary, for safety, they may remain at dead slow ahead.

It is suggested, for safety in small boats, that the participants remain in the cockpits facing the Vessel of Honor. At the command, "All Hands Bury the Dead," all vessels should stop and National Ensigns be dipped at half-mast.

The officer in command will then have the container of ashes brought on deck. The bearer should face aft with his/her back to the wind. Eight bells may then be tolled.

The following appropriate service should be adhered to. Auxiliarists remain with heads covered and salute during the committal.

At the end of the ceremony, a flower may be placed on the water and another given to the next of kin. The flotilla should then reform and return to base; the ensigns should be 'two-blocked' (hoisted to top).

For Catholic Burial at Sea

Catholic Rite Of Committal

Color Guard and all uniformed participants come to PARADE REST
INVITATION

216 At the place of committal, the minister says the following or a similar invitation

Our brother/sister N. _____ has gone to his/her rest in the peace of Christ.

May the Lord now welcome him/her
to the table of God's children in heaven.

With faith and hope in eternal life,
let us assist him/her with our prayers.

Let us pray to the Lord also for ourselves.
May we who mourn be reunited one day
with our brother/sister;
together may we meet Christ Jesus
when he who is our life appears in glory.

We read in sacred Scripture:

A: Matthew 25:34

Come you, who are blessed by my Father
says the Lord,
inherit the kingdom prepared for you from the foundation of the world.

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God of holiness and power,
accept our prayers on behalf of your servant N. ;
do not count his/her deeds against him/her,
for in his/her heart he/she desired to do your will.

As his/her faith united him/her to your people on earth, so may your mercy join
him/her to the angels in heaven.

We ask this through Christ our Lord. Amen.

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With longing for the coming of God's kingdom we pray,
Our Father...Amen.

For the committal, all come to ATTENTION and render HAND SALUTE
Committal prayer found at number 406 § 4 is used:

Lord God, by the power of your Word you stilled the chaos of the primeval seas, you made the raging waters of the Flood subside, and calmed the storm on the sea of Galilee. As we commit the earthly remains

of our brother (sister) N. _____ to the deep, grant him/her peace and tranquility until that day when he/she and all who believe in you will be raised to the glory of new life promised in the waters of baptism. We ask this through Christ our (tilt the board and release the intact remains into the sea) Lord. R. Amen.

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Saints of God, come to his/her aid!
Hasten to meet him/her angels of the Lord!
Receive this soul and present it to God
the most high.
May Christ who called you, take you to himself;
may angels lead you to the bosom of Abraham.

For Benediction, all come to PARADE REST

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Eternal rest grant unto him/her O Lord.
And let perpetual light shine upon him/her.
May he/she rest in peace. Amen.
May his/her soul
and the souls of all the faithful departed,
through the mercy of God, rest in peace. Amen.

May the love of God and the peace of the Lord Jesus Christ
bless and console us and gently wipe every tear from our eyes:
in the name of the Father and of the Son and of the Holy Spirit.
Amen.

Go in the peace of Christ.
Thanks be to God.

Protestant Rite Of Burial

Color Guard and all uniformed participants come to PARADE REST.

The Scripture:

God is our refuge and strength, a very present help in trouble. Therefore, will we not fear, though the earth do change, and though the mountains be shaken into the heart of the seas. For this God is our God forever and ever. He will be our guide even unto death.

The Scripture lesson:

If God is for us, who is against us? He who did not spare his own Son but gave

him up for all of us, will he not also give us all things with him? It is God who justifies; who is to condemn? It is Christ Jesus, who died, yes, who was raised from the dead, who is at the right hand of God, who indeed intercedes for us. Who shall separate us from the love of Christ? Shall tribulation, or distress or persecution, or famine, or nakedness, or peril, or sword? No, in all these things we are more than conquerors through him who loved us. For I am sure that neither death, nor life, nor angels, nor principalities, nor things present, nor things to come, nor powers, nor height, nor depth, nor anything else in all creation, will be able to separate us from the love of God in Christ Jesus our Lord.

3. The Prayers:

O God, whose days are without end, and whose mercies can be numbered, make us, we beseech Thee, deeply sensible of the shortness and uncertainty of human life; and let Thy Holy Spirit lead us in holiness and righteousness all our days: that, when we have served Thee in our generation, we may be gathered unto our fathers, having the testimony of a good conscience; in the communion of the Christian Church; in the confidence of a certain faith; in the comfort of a reasonable, religious and holy hope; in favor with Thee our God, and in perfect charity with the world; All which we ask through Jesus Christ, our Lord. Amen.

O God, we pray Thee that the memory of our comrade,
N. _____ may be ever
sacred in our hearts; that the service which he/she has offered for our country's cause may be acceptable in Thy sight; and that an entrance into Thine eternal peace may, by Thy pardoning grace, be open unto him/her through Jesus Christ our Lord. Amen.

(Conclude with the Lord's
Prayer by all hands.)

For the committal, all come to ATTENTION and render HAND SALUTE

4. The Committal:

Unto Almighty God we commend the soul of our (brother/sister) departed, and we commit his/her body to the deep; (tilt the board and release the remains into the sea) in sure and certain hope of the resurrection unto eternal life, through our Lord, Jesus Christ, Amen.

Color Guard and all uniformed participants come to PARADE REST

5. The Benediction:

The Lord bless thee and keep thee, the Lord make His face to shine upon thee and be gracious unto thee, the Lord lift up the light of His countenance upon thee and give thee peace. Amen.

Jewish Rite Of Burial

Color Guard and all uniformed participants come to PARADE REST

The Scripture:

I will lift up mine eyes unto the mountains from whence shall my help come?

My help cometh

from the Lord, Who made heaven and earth.

He will not suffer thy foot to be moved;

He that keepeth Israel doth neither slumber nor sleep.

The Lord is thy keeper; the Lord is thy shade upon thy right hand.

The sun shall smite the day, or the moon by night. The Lord shall guard thy going

out and thy coming in,

from this time forth and forever.

O Lord, what is man that Thou art mindful of him and the son of man that

Thou takest account

of him? What are we? Do we not all seem as vanity, as a shadow that passeth away? In the

morning we flourish and grow up, in the evening we are cut down and withered.

Thou turnest all

men to contrition and sayest unto us: Return ye children of men!

O, that we had wisdom and understanding and realized that when we die we take nothing with us; we do leave much behind.

Mark the perfect and behold the upright for theirs is the way of peace.

Thou, O Lord, redeemest souls of Thy children and none who serve thee and love their fellow men will be forsaken.

O Lord, help us to find in these ancient yet ever new sentiments, the realization that through our tears we can reach to truth, through the darkness of our sorrow venture toward the light of hope, and through our anguish attain to the great adventure of perfect faith in Thee and Thy wisdom.

Love is stronger than death.

Though we surrender dust unto dust, through the majesty and might of your love, life will abide with life. Take unto Thyself our comrade who has given of his/her life to this our great country. And let the words of our mouths express the meditations of our hearts.

3. The Prayer:

O God, full of compassion, Thou who dwellest on high! Beneath the sheltering

wings of Thy presence, among the holy and pure who shine as the brightness of the firmament, grant perfect peace unto the soul of N. _____, who has gone unto eternity.

Lord of mercy, bring him/her under the cover of Thy winds, and let his/her soul be bound up in the bond of eternal life.

Be Thou his/her inheritance, and may his/her repose be in peace. Amen.

For the committal, all come to ATTENTION and render HAND SALUTE

4. The Committal:

Into Thy hands, O Lord, we commend the soul of Thy servant departed, now called unto eternal rest and we commit his/her body to the deep - tilt the board and release the body into the sea)

Color Guard and all uniformed participants come to PARADE REST

5. The Benediction:

The Lord bless thee and keep thee, the Lord make His face to shine upon thee and be gracious unto thee, the Lord lift up the light of His countenance upon thee, and give thee peace. Amen.

Burials on Land

Funeral Colors at the Committal Service (Graveside)

If Color Guard does not serve as pallbearers:

Color Guard forms up in two ranks, through which the casket will pass.

Bugler/Piper takes up position approximately 150 away from, and facing where the family will be seated.

When the procession arrives, Color Guard renders the hand salute as the funeral coach approaches and holds salutes until the coach has halted.

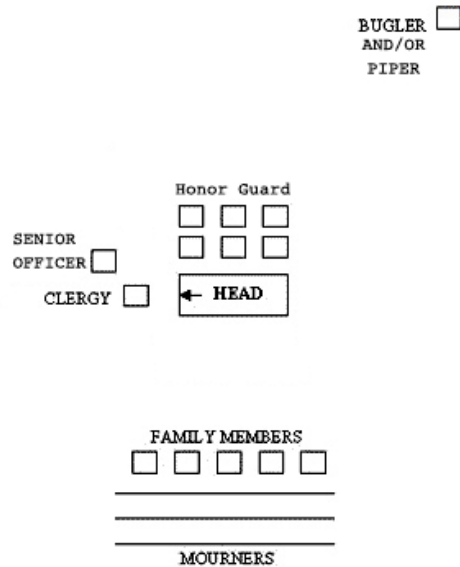
Piper may play as the procession arrives and continue until the casket comes to rest on the grave.

The funeral coach driver will open the door and pull the casket approximately one fourth of the way out. Clergy takes position on the curb at the head of the pallbearers.

When the body bearers are ready to remove the casket from the funeral coach, the Color Captain brings the Color Guard to PRESENT ARMS. All military personnel in uniform render the HAND SALUTE and turn to remain facing the casket as it is removed from the funeral coach. The clergyman, followed by the Color Captain then leads the way to the grave through the ranks of the Color

Guard and honorary pallbearers (if any). The casket is carried to the grave foot end first except in the case of a Chaplain's funeral. As the casket passes through their ranks the Color Guard terminates their salutes, face the grave and follow the body bearers to the grave. The next of kin, family and others mourners follow the honorary pallbearers.

Clergy takes position at the head of the grave. The Color Guard Captain will direct the Color Guard to their position at the head, foot or side of the grave opposite the family, formed in two ranks. The senior officer or Color Guard Captain will take position behind and to the side of the clergy. If a flag is to be presented to the family, that person would take position behind and to the side of the clergyman opposite the senior officer. If there are no body bearers, and if the casket is draped with a flag, the Color Guard may assume the role of body bearers and assume the duty of tending the flag.



The funeral director or cemetery representative should ensure that the primary next of kin is directed to the seat closest to the head of the grave. All military personnel in uniform will resume the HAND SALUTE if they arrive in position before the casket comes to rest on the grave.

After the casket is placed on the grave, personnel in uniform terminate HAND SALUTE. The Color Guard Captain brings the detail to ORDER ARMS and PARADE REST. If the casket is draped with a flag, the body bearers raise the flag from the casket and holds it waist high, stretched taut over the casket at the pall. The flag remains in this position throughout the service.

IF TAPS OR 8 BELLS ARE TO BE SOUNDED:

When the next of kin, family and other mourners have gathered at the grave, the

clergy begins the committal service and will complete all but the final benediction of the committal service, then step back from the head of the grave.

Sample committal service follows: (actual service would be denomination appropriate; what follows is a Roman Catholic committal service in the form it would be if performed by the Color Guard Captain):

For a Catholic person:

INVITATION

216 When the funeral procession arrives at the place of committal, the minister says the following or a similar invitation:

Our brother/sister N. has gone to his/her rest in the peace of Christ. May the Lord now welcome him/her to the table of God's children in heaven. With faith and hope in eternal life, let us assist him/her with our prayers.

Let us pray to the Lord also for ourselves. May we who mourn be reunited one day with our brother/sister; together may we meet Christ Jesus when he who is our life appears in glory.

SCRIPTURE VERSE

217 One of the following verses of another brief Scripture verse is read

We read in sacred Scripture:

Matthew 25:34

Come, you who are blessed by my Father, says the Lord, inherit the kingdom prepared for you from the foundation of the world.

John 6:39

This is the will of the one who sent me, says the Lord, that I should not lose anything of what he gave me, but that I should raise it on the last day.

Phillippians 3:20

Our citizenship is in heaven,
and from it we also await a savior,
the Lord Jesus Christ.

Revelation 1:5-6

Jesus Christ is the firstborn of the dead;
to him be glory and power forever and ever. Amen.

PRAYER OVER THE PLACE OF COMMITTAL

218 The minister says one of the following prayers:

If the place of committal is to be blessed:

Lord Jesus Christ,
by your own three days in the tomb,
you hallowed the graves of all who believe in you
and so made the grave a sign of hope
that promises resurrection
even as it claims our mortal bodies

Grant that our brother/sister may sleep here in peace
until you awaken him/her to glory,
for you are the resurrection and the life.
Then he/she will see you face to face
and in your light will see light
and know the splendor of God,
for you live and reign for ever and ever. Amen.

If the place of committal is already blessed:

All praise to you, Lord of all creation.
Praise to you, holy and living God.
We praise and bless you for your mercy,
we praise and bless you for your kindness.
R). Blessed is the Lord, our God

You sanctify the homes of the living
and make holy the places of the dead.
You alone open the gates of righteousness
and lead us to the dwellings of the saints.
Blessed is the Lord, our God.
R). Blessed is the Lord our God.
We praise you, our refuge and strength.
We bless you, our God and Redeemer.
Your praise is always in our hearts and on our lips.
We remember the mighty deeds of the covenant.
Blessed is the Lord our God.
R). Blessed is the Lord our God.

Almighty and ever-living God,
remember the mercy with which you graced your servant N. in life.
Receive him/her, we pray, into the mansions of the saints.
As we make ready our brother's/sister's resting place,
look also with favor on those who mourn
and comfort them in their loss.

Grant this through Christ our Lord. Amen.

Committal

Because God has chosen to call our brother/sister N. from this life to himself, we commit his/her body to the earth (or the elements or its resting place): for we are dust and unto dust we shall return.

But the Lord Jesus Christ will change our mortal bodies to be like his in glory,

for he is risen, the firstborn from the dead.

So let us commend our brother/sister to the Lord, that the Lord may embrace him/her in peace and raise up his/her body on the last day.

The Lord's Prayer

With longing for the coming of God's kingdom, let us pray:
Our Father...

God of holiness and power

accept our prayers on behalf of your servant N.

do not count his/her deeds against him/her,

for in his/her heart he/she desired to do your will.

As his/her faith united him/her to your people on earth,

so may your mercy join him/her to the angels in heaven.

We ask this through Christ our Lord. Amen.

PRAYER OVER THE PEOPLE

Bow your heads and pray for God's blessing:

Merciful Lord,

you know the anguish of the sorrowful,

you are attentive to the prayers of the humble.

Hear your people

who cry out to you in their need,

and strengthen their hope in your lasting goodness.

We ask this through Christ our Lord. Amen.

Color Guard Captain will bring the Color Guard to ATTENTION, then PRESENT ARMS.

All military personnel in uniform will render the HAND SALUTE. THE BUGLER SOUNDS TAPS (OR 8 BELLS ARE STRUCK). Upon completion of TAPS (OR AT THE LAST STROKE OF THE BELL), Color Guard is brought to

ORDER ARMS and military personnel in uniform terminate their salutes. The clergy person takes position at the head of grave and offers the benediction.

Eternal rest grant unto him/her O Lord.

R). And let perpetual light shine upon him/her

May he/she rest in peace.

R). Amen.

May his/her soul and the souls of all the faithful departed through the mercy of God, rest in peace.

R). Amen.

May the love of God and the peace of the Lord Jesus Christ
bless and console us

and gently wipe every tear from our eyes:

in the name of the Father,

and of the Son, and of the Holy Spirit.

R). Amen

Go in the peace of Christ.

R). Thanks be to God.

If there is a flag and if there are body bearers:

The body bearers will then fold the flag. The clergyman (if a military chaplain), or the senior officer will step up to the head of the grave to accept the flag. The head body bearer will hand him the flag, then render a HAND SALUTE to the flag. The body bearing detail will then face toward the head or foot of the grave and march away from the gravesite. The person presenting the flag will approach the next of the kin and present the flag.

The flag (s) is/are presented with appropriate condolences as follows:

Sample wording for presentation of the flag: "On behalf of a grateful nation and a proud Coast Guard/Coast Guard Auxiliary, I present this flag to you in recognition of your (relationship)'s years of honorable and faithful service to his/her country". Upon presenting the flag, the presenter will step back one pace and render the HAND SALUTE. He should then either offer condolences to other family members or return to the head of the grave.

After the flag has been presented to the next of kin, honorary pallbearers may render condolences individually if they so desire. The Color Guard Captain will march the Color Guard from the area for departure. Piper may play at this time

The clergyman (if a military chaplain) and the senior officer will wait until the vehicle containing the next of kin and the folded flag departs, and render the HAND SALUTE as the vehicle passes

them.

Flag Reference:

Correct positioning of flag on casket (stars over left shoulder of deceased)



**CORRECT METHOD OF FOLDING THE
UNITED STATES FLAG**



Hold flag waist-high so that it's surface is parallel to the ground.



Fold the lower half of the stripe section lengthwise over the blue field.



Fold the flag again lengthwise with the blue field on the outside.



Start a triangular fold by bringing the striped corner of the folded edge to the open edge.



Fold the outer point inward parallel with the open edge to form a second triangle.



Continue folding until the entire length of the flag is folded into a triangle with only the blue field and margin showing.



Tuck the remaining margin into the pocket formed by the folds at the blue field edge of the flag.
The properly folded flag should resemble a cocked hat
(Figure 3)

Flag Order of Precedence

Flags are arranged according to troop precedence.

Troops of the U.S. Armed Forces are positioned in the following order:

Cadets, U.S. Military Academy

Midshipmen, U.S. Naval Academy

Cadets, U.S. Air Force Academy (USAFA)

Cadets, U.S. Coast Guard Academy

Midshipmen, U.S. Merchant Marine Academy

U.S. Army

U.S. Marine Corps

U.S. Navy

U.S. Air Force

U.S. Coast Guard

Army National Guard of the U.S.

U.S. Army Reserve

U.S. Marine Corps Reserve

U.S. Naval Reserve

Air National Guard of the U.S.

U.S. Air Force Reserve

U.S. Coast Guard Reserve

Other training organizations of the U.S. Army, U.S. Marine Corps, U.S. Navy, U.S. Air Force, and U.S. Coast Guard, in that order

When the U.S. Coast Guard operates as part of the U.S. Navy, the Cadets, U.S. Coast Guard Academy; U.S. Coast Guard; and U.S. Coast Guard Reserve precede the Midshipmen, U.S. Naval Academy; U.S. Navy; and U.S. Naval Reserve, respectively

Troops of the U.S. Air Force are positioned as follows: officers, USAFA cadets, Officer Training School (OTS) students, and airmen

□ DIRAUX D5NR COLOR GUARD TRAVEL POLICY

Authorization: Only travel within D5-NR that totals more than 100 more round trip is subject to reimbursement. When travel totaling more than 100 miles round trip is planned pre-approval is required. Members shall route travel requests through the Color Guard Coordinator. The Color Guard Coordinator will then forward the request to the DIRAUX's Store Keeper (SK) for pre-approval. Pre-approval must be obtained prior to any travel taking place. Failing to complete this step will result in the member not being reimbursed.

Funding: DIRAUX may fund mileage and tolls for Color Guard events such as parades, funerals, memorial services, social events, and other special events. The Assistant Director will designate the funding amount for Color Guard travel reimbursement at the beginning of each fiscal year. Below are the criteria for reimbursable expenses.

- A. Travel totaling less than 100 miles round trip will be subject to the member's out of pocket expense
 - B. Reimbursable mileage will be determined from the member's home address to events address and return, by use of mapquest.com. Any additional travel miles will be at the expense of the member.
 - C. Members traveling in excess of 350 round trip miles, or multiple day missions, may request orders for an overnight stay. This request must be approved by the SK and orders be issued by the SK prior to travel. Important note; members must receive a signed copy of their orders from DIRAUX stating that an overnight stay is authorized prior to travel. The member must also sign the orders when they are received. Also, the hotel rate must be at, or under the local per diem rate for the area you will be staying, or you will not be reimbursed. You can obtain the per-diem rate by calling the DIRAUX Storekeeper.
 - D. Members must always check for lodging availability at local military bases prior to staying in commercial lodging.
 - E. If a hotel stay is granted members will be required to share hotel rooms in order for DIRAUX to cover full costs. Any members that request not to share a room must only claim ½ of the hotel cost on their travel claim.
2. Claim forms (day trips): An 1164 (Local Claim Form), must be completed for all pre-authorized same day travel. For audit purposes, ensure you state the purpose of your travel such as, Change of Watch Ceremony for Division _____, in the lower right hand side of the Accounting Classification block along with completing all other blocks. *Ensure you sign the form!*

3. Claim forms (overnight stays): After your trip, complete a CG 1351-2 and submit it to DIRAUX along with the hotel receipt, and signed orders you received prior to your travel. *Ensure you sign the form!*
4. Claim forms general: Both forms can be located on the USCGA's National Website at <http://forms.cgaux.org/forms.html>. All required blocks for either the 1164 or 1351-2 must be filled out before returning to the SK to prevent delay of reimbursement. If you are car pooling, ensure only one person submits a claim for mileage and tolls. *Ensure you sign the form!*
5. Travel claim status: Please allow 4 weeks for processing before inquiring the status of claims. You can obtain status by checking with the Coast Guard finance center at https://www.fincen.uscg.mil/secure/TP_menu.htm. If you require further guidance contact DIRAUX.

