

Uniform and Protocol

UNIFORM:

Hair must not touch the shirt collar. If you have long hair it must be “up” or covered by your hat. Neck chains, bracelets, or hair ornaments must not be visible. Especially when on underway operations rings and watches should be removed so they don’t snag on anything while you are working.

Uniforms must be neat and clean. Remember you are not only representing the Auxiliary, you are representing the U.S. Coast Guard. On patrols, all crew members on the same vessel should be in the same uniform, ODU or working blues.

You stay covered (ball, Garrison, or Combination cap on) while you are outside on duty. Remove your cap when you enter a building.

SALUTE:

Remember to keep your right hand free. If you are carrying anything, keep in it your left hand.

You are expected to render a proper hand salute when **(in uniform and covered)** working with the gold side or when working with or around any members of the other armed services of the United States. When saluting raise your right hand from your side, up your buttons to your head, and turn toward the person being saluted. The tips of your fingers will come to the brim of your Combination Hat. With the Garrison Cap your fingers will come to the corner of your eye brow or the corner of your glasses if you should be wearing them. Your arm should be straight from your elbow to the tips of your fingers, and your hand should be facing inward.

While standing, you will be at attention when you salute. When advancing toward a Senior Officer, you will continue to walk, make eye contact, render a greeting and a hand salute. You will hold your salute until it is returned by the Senior Officer.

When the National Anthem is played you will stand at attention, render a hand salute and face the Flag if it visible. If the Flag is not visible you will face the music and render a hand salute. If you are uncovered you will render a Breast salute.

When in uniform you are expected to return a salute made by someone else in uniform. This is important to remember. Most other branches of the military do not know who we are and we often will have more stripes on our sleeve or shoulder boards than they do.

BOARDING A SHIP:

When boarding (embarking) a ship, you will stop at the top of the gangway and **salute the U.S. Ensign at the stern of the ship** (even if you can't see it assume it is at the stern and salute in that direction). Then turn and **salute the Duty Officer and request permission to come aboard**. After permission has been granted, you will then board the ship. If there is not a Duty Officer at the top of the gangway, you will still turn and salute the U.S. Ensign before boarding the ship.

When leaving the ship (debarking), **request permission to leave the ship while saluting the Duty Officer**. When permission has been granted, **turn to the stern of the ship and salute the U.S. Ensign**; then debark.

PROTOCOL AND RANK:

When outdoors you will salute any Military Officer that has a higher rank than the stripes that signify the office you hold or have held (i.e., if your shoulder boards have two stripes, you will salute a military officer with two and a half or more stripes). All Coast Guard and Navy Officers will wear shoulder boards. All other military branches will not wear shoulder boards, but their color devices will be equivalent. There is an old adage that says ***“If in doubt, salute”***.

You will address all military members by their Rank (i.e., Seaman Jones, Petty Officer Smith, Chief Brown, Senior Chief Green or Master Chief Blue). Warrant Officers will be addressed as “Mister”. All Commissioned Officers will be addressed by sir, ma'am or their rank.

When walking in a group of Auxiliarists. The most senior office Auxiliarist (current or past office) should always be to the right and just slightly ahead of everyone else [e.g. Flotilla commander should be to the left and behind a Division Commander etc.]. When approaching an enlisted man or woman in any branch of the service. **Only the senior officer of the group will return the salute**. When approaching a more senior officer **EVERYONE** in the group will salute.

When passing (vs. approaching) a senior officer in any branch of the service, at a run or a fast walk. Slow to a walk turn to the officer, render a salute and say "by your leave sir (or m'am)" and once the salute is returned you continue on.

Auxiliarists are not expected to salute other Auxiliarists regardless of rank/office.

IDENTIFYING RANK

SEAMAN - will wear Slashes.



PETTY OFFICERS - will wear chevrons with an eagle



CHIEF PETTY OFFICER - will wear chevrons and an arch on the top chevron that

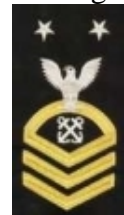


extends to the eagle.

SENIOR CHIEF PETTY OFFICER - same as Chief with a star above the eagle.



MASTER CHIEF PETTY OFFICER - same as Chief with two stars above the eagle.



CHIEF WARRANT OFFICER - **gold and blue bar collar device, blue and gold stripes** on shoulder boards.

ENSIGN - **single gold bar, full stripe** on shoulder boards.

LIEUTENANT JUNIOR GRADE - **single silver bar, one and a half full stripe** on shoulder boards.

LIEUTENANT – **two silver bars on collar device, two full stripes** on shoulder boards.

LIEUTENANT COMMANDER - **gold leaf on collar device, two and a half stripes** on shoulder boards.

COMMANDER - **silver leaf on collar device, three stripes** on shoulder boards.

CAPTAIN - **eagle on collar device, four stripes** on shoulder boards.

ADMIRALS - **one, two, three or four stars on collar devices, all gold shoulder boards.**