



Chapter 12

Guide to Customs, Courtesy, and Protocol for Auxiliary Units and Auxiliarists

Introduction

Courtesy is the key to successful human relationships. In the Auxiliary, courtesy kindles the friendly association of Auxiliarists and enhances the success of social activities. The term protocol is closely integrated with courtesy and involves universally accepted customs and regulations that govern the formality, precedence, and etiquette practiced on a day-to-day basis within a civilized society. Courtesy is nothing more than proper consideration for the feelings and rights of others, and protocol is the body of accepted rules of social behavior practiced by thoughtful and considerate people. For elected and appointed leaders, the practice of courtesy and protocol are necessary requirements for the successful performance of their duties. Customs and protocol practiced in the Auxiliary are a part of the ceremonial procedures that contribute dignity and color to our lives as civilian members of the Coast Guard family.

The Coast Guard is a maritime military service. The protocols and etiquette reflect the customs and traditions of the Naval/Sea Services as well as the military. The Auxiliary, as part of the Coast Guard family, must observe similar customs and protocols, even though Auxiliarists are civilians. Auxiliarists are expected to demonstrate utmost respect for our national traditions at all times. This includes exercising respect and courtesy aboard U.S. military installations, vessels, and aircraft as well as exhibiting similar respect and courtesy toward the flags, vessels, aircraft, officials, and other personnel of other nations whenever encountered. Auxiliarists are also expected to demonstrate such respect and courtesy toward all fellow Auxiliarists, Coast Guard personnel, personnel of other military services and organizations, and toward the American public with whom they deal.



In the Auxiliary, the responsibility of Auxiliarists is identified by specific insignia related to the position to which they have been elected or appointed. The insignia does not identify authority according to a table of ranks, as in the military, since Auxiliarists are civilian volunteers and hold no position of rank or authority. By using distinctive insignia, the Auxiliary does identify and recognize the increasing responsibility and management capability of elected and appointed leaders and Staff officers from lower to higher level. The management capability of Auxiliary elected and appointed leaders relates only to the Auxiliary organization and to Auxiliary matters. Under this system, leaders can easily be identified by insignia appropriate to the level of their position. Since Auxiliarists wear a modified Coast Guard uniform, and an insignia of position, the requirements for courtesy and protocol are simplified and form the basis for an effective working relationship between Auxiliarists and Coast Guard personnel.

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Section A. Saluting

Introduction This section describes the protocol Auxiliarists use when saluting in various situations. Saluting is not required between Auxiliarists nor is it usually the custom of greeting between them.

A.1. Greetings The hand salute is a long-established form of greeting and recognition exchanged between persons in the Armed Forces. Saluting is proper courtesy for Auxiliarists when greeting commissioned officers of the Armed Forces including National Oceanic and Atmospheric Administration (NOAA) and the U.S. Public Health Service (USPHS) uniformed officers who serve with the Armed Forces.

There may be occasions, when in uniform and covered, where courtesy and custom indicate that a salute is in order such as when returning a salute rendered by a member of the Armed Forces. It is also customary to exchange greetings such as, “Good morning,” “Good afternoon,” “Good evening,” etc. along with the salute. The exchange of greetings should also be accompanied by a smile or a cheerful expression.

A.2. National Ensign/Anthem/Taps When out of doors, in uniform, and addressing the National Ensign, or whenever the National Anthem or Taps is rendered, a military salute is given. This particularly applies to the respect paid at Morning or Evening Colors ceremonies aboard a ship (not underway) or aboard a Coast Guard or other military installation. During the ceremony of hoisting or lowering the flag, those present in uniform should come to attention and render the military salute. The same applies if the flag is passing in a parade or in review. The salute to the flag in a moving column should be rendered at the moment the flag passes. During the ceremonial posting of colors indoors and in uniform, Auxiliarists should stand at attention facing the National Ensign until the colors are posted.

During a rendition of the National Anthem or Taps when the flag is displayed or posted, all those present in uniform and covered should face the flag and render the military salute at the first note of the anthem and retain this position until the last note. When the flag is not displayed or posted, those present should face toward the music and act in the same manner they would if the flag were displayed. If uncovered, all those present in uniform should stand at attention facing the flag or music, as appropriate.

Additional details and procedures are provided in United States Coast Guard Regulations, COMDTINST M5000.3 (series).



A.3. Civilian Clothes (Not in Uniform)

At any time if not in uniform, Auxiliarists should face the National Ensign at attention saluting with their right hand over their heart until the colors complete their passing or posting.

When outdoors, not in uniform, and the National Anthem is played, Auxiliarists may render the same hand salute as that rendered by individuals in uniform. All other individuals present should face the National Ensign and stand at attention with their right hand over the heart. If applicable, such individuals should remove their headdress with their right hand and hold it at the left shoulder with the hand being over the heart. When indoors, not in uniform, Auxiliarists should stand at attention with their right hand over the heart.

A.4. Vehicles

When on a Coast Guard or other military installation in a vehicle at the time of colors, and traffic safety permits, stop and sit at attention, but do not salute. Provided it is safe to do so, it is appropriate to also get out of the vehicle and render honors as in paragraph A.2 above.

A.5. Vessels

If a passenger in a boat, remain at attention, seated or standing. The boat officer or coxswain salutes for the boat. When indoors and the flag is presented and/or the National Anthem is played, all should stand at attention.

A.6. Pledge of Allegiance

Guidance regarding the Pledge of Allegiance is based in 4 U.S.C. § 4 which states, *“The Pledge of Allegiance...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.”* When the pledge is given, if a man or woman is seen in uniform saluting but not reciting it, then that is the likely reason for their silence.

In lieu of the above, when the Pledge of Allegiance is given, Auxiliarists, in uniform or not, may stand at attention facing the flag with their right hand over their heart while reciting the Pledge. If in uniform and covered, then Auxiliarists shall render the hand salute whether reciting the Pledge or not.



A.7. Proper Salute

When covered in uniform, the hand salute is correctly executed by raising the right hand smartly until the tip of the forefinger touches the lower part of headdress or forehead, above and slightly to the right of the right eye, thumb and fingers extended and joined, palm down, upper arm horizontal, forearm inclined at forty-five degrees, hand and wrist straight. At the same time, one's head is turned toward the person being saluted. To complete the salute, the arm is dropped to its normal side position and eyes are turned to the front.

A.8. Saluting Errors

Some of the more frequently observed saluting errors include:

- a. Failure to hold the position of the salute until it is returned by the person saluted.
- b. Failure to look at the person or colors being saluted.
- c. Failure to assume the position of attention when saluting.
- d. Failure to have the fingers, hand, and arm in the proper position for saluting as mentioned in the previous paragraph.

Gross errors include:

- a. Saluting with a cigarette in the hand or mouth.
 - b. Saluting while the left hand is in a pocket.
 - c. Returning a salute in a casual manner.
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Section B. Flag Etiquette

Introduction Auxiliary leaders are primarily concerned with and responsible for those rules of flag etiquette that pertain to the display of the National Ensign at meetings and social events. The flag is often referred to by other names such as the colors, ensign, and standard. Regardless of the name, it is important that the flag always be properly displayed so as not to commit a breach of protocol.

B.1. Displayed in a Meeting Room In a meeting room, when displayed flat behind the speaker's podium or head table, the flag should be placed above and behind the speaker with union uppermost and to the flag's own right, that is, to the audience's left.

When displayed from a staff in the meeting room, the national flag will be accorded a position of superior prominence over any flag displayed in the same room. It is the only flag that may be displayed behind and to the right of the speaker's podium or head table. In other words, to the left of the audience. All other flags, displayed in the same room including the Auxiliary ensign, will be placed on the speaker's left and to the audience's right.

B.2. Displayed on a Facility For information on flag placement on an AUXFAC, refer to the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series).

B.3. Social Events For information on flag placement at meetings and social events, refer to the Auxiliary Division Procedures Guide, COMDTPUB P16791.3 (series).





Section C. Boarding or Departing a Military Vessel

Introduction	This section describes proper protocol for Auxiliarists boarding or leaving a military vessel.
C.1. Embarking	At the quarterdeck, the Officer of the Deck (OOD) or representative (who may be an officer or a petty officer) will always be on duty to greet persons boarding or leaving the ship. Customarily, you request permission from the OOD to board or to leave the ship. As you board, you first stand at the gangway and salute the National Ensign at the stern. After evening colors or before morning colors, when the flag is not displayed, the salute is rendered to the position where the flag is normally displayed. Then you turn to the OOD or the OOD's representative, salute and say, "Request permission to come aboard, sir (or ma'am)." The OOD will return your salute and invite you aboard. If you are in civilian clothing, do not render a salute, face the National Ensign, stand at attention for a moment, then turn to the OOD, and request permission to come aboard. When permission is granted, proceed aboard.
C.2. Debarking	When leaving the ship, present yourself to the OOD, salute, and say, "Request permission to leave the ship, sir (or ma'am)." After the OOD has said, "Very well" or "Permission granted" and has returned your salute, you step to the gangway, and as you cross the gunwale, turn and salute in the direction of the National Ensign and then proceed ashore. If you are not in uniform, follow the same procedure, but without rendering the salute. When boarding or leaving, if you have guests with you who may not be in uniform, you render the salutes and request permission to board or leave. It is not necessary for your guests to salute or request permission.
C.3. Senior Coast Guard Officer Protocol	Auxiliarists should be aware that custom dictates that senior Coast Guard officers enter a vehicle, boat, or vessel last, and leave the vehicle, boat, or vessel first. An Auxiliarist may be aboard when a senior Coast Guard officer entitled to honors boards a vessel. You will be assigned a position for the occasion. As the senior Coast Guard officer honored boards the vessel, the command, "Attention" is given, everyone comes to attention, and the hand salute is rendered. Be aware that the passage of senior Coast Guard officers should not be obstructed. Anyone aware of such a situation will give the command, "Gangway" and the area is cleared.





Section D. Wardroom Etiquette

Introduction	This section describes the proper wardroom etiquette for Auxiliarists.
D.1. Wardroom Customs	The wardroom is where the ship's officers eat. Enlisted personnel eat on the mess deck. If invited to dine in the wardroom and the occasion calls for a sit down meal, expect the Captain, the Executive officer, or other senior ship's officer to be the presiding Coast Guard officer at the mess. Presiding Coast Guard officers will invite the other Coast Guard officers who are members of the mess, plus those guests aboard invited to use the mess to be seated at the table when they are ready for the meal to be served. It is not customary for anyone to sit at the table without being invited to do so by the presiding Coast Guard officer. Custom also dictates that if it is necessary to leave the table before the meal is finished and the presiding Coast Guard officer has not risen, ask for permission before leaving the table by asking, "May I be excused, sir (or ma'am)?" Certain subjects are normally taboo during mealtime. Among these subjects are politics, religion, or shop talk. If in doubt, always let the presiding Coast Guard officer guide the conversation. Frequently, when several guests are aboard, it may be necessary to have the seating in the Coast Guard officers' wardroom mess in groups, particularly if the guests are going to be aboard for several days. Usually, a list will be posted indicating the Coast Guard officers and wardroom guests of each seating group to be seated. Do not wear headgear in the wardroom or other indoor spaces. Do not place hats on eating tables. As a hint, there are usually hat pegs just outside the wardroom or in the passageway.
D.2. Officer's Country	Officer's country is a semi-restricted area where officers work, eat, and berth. This area is normally off limits unless invited by the host. The wardroom is considered part of "officer's country".
D.3. Chief Petty Officer's Mess	On larger vessels, the Chief Petty Officers (CPOs or simply chiefs) have their own mess. This is a privileged area and guests do not enter at any time unless specifically invited by a CPO of the chief's mess. The same is true of the Captain's quarters (also known as "the cabin"). It is customary not to enter the crew's quarters unless invited to do so, or if it is necessary to pass through that area in your movement from one part of the ship to another.
D.4. Authorized/Restricted Areas	In some instances, shipboard hosts may indicate areas that may be frequented and may also point out other areas that will be restricted. Respect these areas. This is a sign of a courteous guest. Always observe the ship's rules. If in doubt, ask the host.





Section E. Invitations

Introduction	This section describes the proper protocol for handling invitations.
E.1. Types of Invitations	There are several basic forms for invitations. The individual extending the invitation should select the format most suited to the specific function and to the invitee. Formal invitations, either printed or in letter format, should be used for official visitors invited to attend formal dinners, dinner dances, or ceremonial occasions. A less formal invitation may be used for other events such as regular meetings, raft-outs, or rendezvous.
E.2. Information Included	Courtesy to the invitee includes the provision of all information regarding the event for which the invitation is extended. This includes specific information regarding the place, date, time, uniform required, whether or not the invitee is expected to bring a guest, and what part (if any) the invitee is expected to play in the program.
E.3. RSVP	One way to ascertain whether or not the invitee will attend is to request an RSVP. If it is important for planning purposes to determine if guests will be present, indicate RSVP (phone number or address) not later than (date the reply is needed). If an invitation with an RSVP requirement is received, courtesy requires an appropriate response to the person who sent the invitation. Failure to do so may put the potential host in an embarrassing position.
E.4. Expenses	Regardless of the civilian, Auxiliary, or Coast Guard status of the invitee, if an invitation stipulates, "It is our pleasure to extend an invitation to you and Mrs. Doe to attend our Change of Watch Dinner as our guest," Mr. Doe will assume that he will not be expected to pay for dinner tickets for himself and his guest. In order to extend an invitation to an event in which the invitee is expected to pay, state, "It is our pleasure to ask you and Mrs. Doe to join us at our Change of Watch." Then include the cost of the event, and enclose a reservation form in the letter.
E.5. Timeliness	The more senior the guest, the earlier they must establish a schedule. If the invitation is to a senior Coast Guard officer or a National Auxiliary representative of the Auxiliary, it has the best chance of being accepted if it is received at least eight weeks in advance of the event.



E.6. Host

Normally, the Auxiliary leader or Coast Guard leader of the organizational unit sponsoring the function is considered the host for invited guests unless other specific arrangements are made. Hosts have certain responsibilities toward, and for, the guests. In many instances, it may not be possible for the host to personally take care of all of the individual responsibilities. If this is the case, the host may delegate an Auxiliarist to function as an aide for each guest or group of guests, as necessary. The host's responsibility is to arrive at the event before the time guests are expected to arrive to be on hand to greet them. Again, common courtesy is the answer. The following responsibilities of hosts apply:

- a. There should be places for coats and hats.
 - b. Reserved seating should be pointed out as guests arrive.
 - c. For open seating, appropriate seating arrangements should be pointed out to guests.
 - d. Meal tickets should be given to guests as they arrive, if appropriate.
 - e. The program should be explained or distributed.
 - f. The host should ensure that guests are offered drinks.
 - g. If the host is unable to remain with the guests, they should be introduced to an alternate host.
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Section F. Formal Function and Protocol

Introduction DCOs usually have the job of presiding at formal social and ceremonial functions sponsored by the district and, at times, may be invited to attend similar functions given by other Auxiliary units or outside organizations. These formal activities include changes of watch, changes of command, dinners, award banquets, luncheons and, at times, social gathering in another's home. On occasions when one is a guest, it is customary to personally greet the host and hostess as soon as possible after arriving. At the conclusion of the function, it is also common courtesy to personally express appreciation to the host and hostess for being invited, before departing. When a senior Auxiliary leader is present, such as the DCO, Director, or the District Commander, etc., it is considered proper to delay leaving until they have paid their respects and departed.

F.1. Receiving Lines and Receptions If attending a function where a receiving line is established and the time for beginning of the function is specified, it is courteous to be present to proceed through the line at, or immediately after the time indicated. It is discourteous to carry a drink, cigarette, cigar, etc., when going through the line. It is also a courtesy to other guests, who may be waiting, not to stop for any extended conversation with any member of the official party in the receiving line. Normally, spouses or significant others immediately precede their Auxiliary spouse or mate when couples are going through a receiving line. A clear, distinct introduction is given to the first official member of the line. This is necessary so that members of the official party may be introduced as people proceed through the line. Once introduced to the last person in the line, it is courteous to move some distance away so that other people still passing through the line are not blocked.

**F.2.**
Introductions

When introducing guests, be extremely careful to be accurate with names and titles. Lengthy introductions for each person at the head table frequently embarrass the individuals concerned and may prove boring to the other guests. Generally, only the principal speaker or speakers at the event require an introduction over and above their name and present title. Even then, it may be desirable to limit the special introduction to a brief description of the speaker's career achievements to date. Do not make the introduction longer than the speech. Practice beforehand, if necessary, so that names and titles can be spoken fluently and easily when introducing guests. Before introducing a senior guest, examine the intent. If the plan is to inform the audience regarding the individual's background, give a brief career resume. If the guest is to be the principal speaker, your introductions should, within one or two minutes, establish the credibility of the guest to speak on the intended topic or subjects. Introductions should help to launch the speaker into a successful talk. An extended discourse on the individual's military career and prior assignments probably would not serve that purpose.



Section G. Seating Arrangements and Speaking Order

Introduction Whenever guests are specifically invited to attend functions where seating is provided, whether it be a meeting, luncheon, a dinner, or some other sit-down activity, be certain that guests know where they will be seated, and if invited speakers, what order they will speak.

G.1. Head Table If there is a head table for a meal and meal tickets are required, arrangements should be made with the serving personnel so that individuals at the head table are not required to present individual tickets before being served. It is not essential that all invited guests be seated at the head table at a structured function. In some instances, where the number of distinguished guests exceeds the available seating space at the head table, or for various other reasons, only a few of the distinguished guests may be seated at the head table. These should include at least the principal speaker and senior Coast Guard and Auxiliary personnel. Other special guests may be seated at front tables on the main floor of the dining area, or the spouses of the officers at the head table may be seated at special tables in the main dining area. The distinguished guests may be seated at front tables on the main floor of the dining area, and brought up to places at the head table at the start of the program. If this format is followed, the guests should be acknowledged at the beginning of the affair.

G.2. Socializing When invited as guests at a structured function, most people enjoy meeting the other people present, particularly if they are not acquainted with the membership of the local group. Either the host, or someone assisting as a local host for guests at a structured function, have an unwritten obligation to not allow one person to monopolize the time of invited guests in lengthy conversations, especially on subjects that could become embarrassing. In such a situation, it is appropriate to interrupt the discussion in a courteous manner, either by asking the guest if you could have a few words, or simply by taking someone else to the guest for an introduction.

**G.3.
Precedence at
the Head Table**

Although the Auxiliary does not have formal rank identification, and does not use position titles, except for Commodore, the office held by the individual should be considered. If a national Auxiliary elected or appointed leader is present and the District Commander is not present, the national Auxiliary elected or appointed leader (other than members of the National Staff) should occupy one of the two primary places of honor at the center of the table. If the Chief Director or local Director is present, that officer should also be accorded a place of honor at the head table. The master of ceremonies, or presiding officer for the function, should be at the center of the table. Honors begin at the master of ceremonies' immediate right, then immediate left, then right, then left, etc., in turn until places are assigned for each of the distinguished guests or Auxiliarists who will be seated at the head table. Most frequently, the place of honor, at the presiding officer's immediate right, will be assigned to the principal speaker. The position on the immediate left of the presiding officer would then be filled by the senior officer present from the Coast Guard, or by the Auxiliary leader. Auxiliary leaders at the national level take precedence over district Auxiliary leaders whenever two levels of the organization are represented by elected leaders.

There is nothing mandatory about having all of the Coast Guard officers on one side of the presiding Auxiliary elected or appointed leader and all Auxiliary leaders on the other side. In fact, quite frequently Coast Guard guests already know one another, thus, the best interchange may take place if Coast Guard officers are interposed among Auxiliary leaders. Civilian guests may also be interspersed between Coast Guard officers and Auxiliary leaders at the head table.

When the District Commander or District Chief of Staff are not present at an Auxiliary function, the Director, regardless of rank, shall be recognized and afforded all appropriate protocol as the District Commander would receive as the direct representative of the District Commander unless the District Commander has designated another officer for that purpose at the event. This would call for the Director to be accorded a seating position recognizing that precedence, even though another officer may be present, such as a Sector Commander, cutter CO, or station OIC, who might have a higher rank than the Director.



G.4. Spouses

As previously noted, it is not discourteous to restrict seating at the head table to the officers present and to provide other reserved seating arrangements for their spouses or guests. Neither is it discourteous to mix and match couples when developing a seating plan. For example, at a district conference banquet, the DCO, or master of ceremonies, may place the District Commander at the immediate right, the Director at the immediate left, and to the left of the Director seat the spouse of the DCO, and to the right of the District Commander seat the spouse of the Director or the presiding officer's spouse. This can be an extremely tricky problem. Do not forget that, for protocol purposes, spouses should be treated in a status parallel to the guest. It is not good form to design a seating arrangement so that a lady occupies the end seat at the head table. A Coast Guard active duty member or Auxiliarist should occupy the end seats of a head table. The goal is to not have a spouse, significant other, or guest placed in the uncomfortable position of having to unexpectedly lead the pledge of allegiance, give the invocation, or assist in the distribution of awards.

**G.5. Protocol
for Elected
Leader
Entering Room**

If in a room and seated when the Commandant, District Commander, any Admiral, the NACO or other elected national leader enters the room, it is courtesy to stand. Coast Guard personnel must stand at attention when a senior Coast Guard officer enters the room. As a courtesy, Coast Guard personnel are encouraged to stand to recognize leaders of the Auxiliary. Discontinue any conversation until at least a senior officer in the room has had an opportunity to greet the new arrival and assure that a seat is provided, if they indicate a desire to remain. It is not necessary to call for attention on these occasions. If you are the first to observe them entering the room, simply say, "Ladies and Gentlemen, the District Commander (or other appropriate title) has joined us."

**G.6. Seating at
Head Table**

Seating at the head table is primarily for persons who are involved in the program of the event or hold a position of responsibility in the organizational chain of the Auxiliary, including supervising Coast Guard personnel. Seating at the head table is assigned in descending order of the individual's status (Coast Guard rank, Auxiliary office, with official representatives of senior officers, regardless of rank/office, afforded the same status as those they represent).



G.6.a. Division
Change of Watch
Dinner

Sample seating arrangements for the head table at a Division Change of Watch Dinner when the persons listed as present, are shown below, both for mix and match seating and for the seating of guests as couples. In the examples, some ladies may be seated next to each other to avoid placing them at the end of the table. Other senior (non-Flag) Coast Guard officers (Sector Commander, cutter CO, station OIC) or Auxiliary leaders (visiting DCO, National Directorate Chief, etc.) may be present and not representing an Auxiliary leader and not part of the program. Such Auxiliarists need not be seated at the head table, but could be seated at an honors table and appropriately recognized.

- (1) Division Commander (presiding leader)
- (2) Division Commander's Spouse
- (3) District Commodore
- (4) Spouse of District Commodore
- (5) Director
- (6) Spouse of Director
- (7) District Chief of Staff
- (8) Spouse of District Chief of Staff
- (9) District Captain
- (10) District Captain Spouse

HEAD TABLE SEATING BY MIX OR MATCH DIAGRAM

*Person Presiding

(7)(6)(2)(3)(1)*(4)(5)(10)(8)(9)



Audience



G.6.b. Flotilla
Change of Watch
Dinner

Seating for a Flotilla Change of Watch would be similar to that shown for Division affairs. A flotilla is more apt to have local officials present. In this circumstance, seating by couples may be more appropriate.

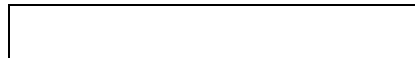
- (1) Division Commander
- (2) Spouse of Division Commander
- (3) Spouse of Local Mayor
- (4) Local Mayor
- (5) Spouse of Flotilla Commander
- (6) Flotilla Commander
- (7) Director of Auxiliary
- (8) Spouse of Director of Auxiliary
- (9) Flotilla Vice Commander
- (10) Flotilla Vice Commander's Spouse
- (11) Past Flotilla Commander's Spouse
- (12) Past Flotilla Commander

An alternative arrangement for a local affair is to have all the guests seated at honors or reserved tables across the front of the room, with a podium and microphone set up from where the presiding officer would introduce the guests and from where the speakers would make their presentation.

HEAD TABLE SEATING BY COUPLES

*Person Presiding

(7)(8)(4)(3)(1)*(2)(5)(6)(10)(9)



Audience

HEAD TABLE SEATING BY COUPLES

*Person Presiding

(12)(11)(10)(9)(8)(7)*(6)(5)(4)(3)(2)(1)



Audience



When local officials or members of other organizations are invited, it is only proper to assign a competent Auxiliarist as an escort to welcome them, introduce them to others present, and be seated at the same table to brief them on the events.

At larger meetings, Area, district, or National priority of seating follows the patterns above. Because of the number of guests and speakers involved, there are alternate plans that may be used. Many available halls are too small for an extensive head table, therefore an alternate would be to have the head table arranged in tiers with a second table set behind and above the first. In this situation, the highest ranking Coast Guard or Auxiliary position attendees would be at the higher table.

Another possibility is to establish a speaker's table, not occupied until the program is about to start. The participants in the program are called from their place at the reserved tables on the floor of the hall to take their place at the speaker's table, and their spouses remain at the reserved table. There are many other formats that Auxiliary leaders may use. The primary requirement is that guests and participating Coast Guard officers and Auxiliary leaders be aware of details of the program, briefed as to their participation, know where their seats are and be introduced in order of precedence. Remember that the spouses of guests have the same precedence as the guest. Additional information may be found in the Auxiliary Division Procedures Guide, COMDTPUB P16791.3 (series).

G.7. Speaking Order for Guests

When a number of distinguished invited guests are seated at the head table or present at honors tables, and the program includes remarks from each distinguished invited guest, the question rises as to the order in which each should speak. A special guest may be invited to address a specific subject and is usually accorded a special place on the program before remarks are made by other guests. If the primary speaker is to be the District Commander, his/her comments fall in this category. Otherwise, the precedence for speaking by distinguished guests at the head table or honors table is usually performed in an ascending order according to Coast Guard rank or Auxiliary office (low to high). Table 12-1 provides a suggested speaking order for invited guests at a function with the following caveats:

- a. For district meetings, the DCO will speak last. This includes speaking after the District Commander or higher ranking Coast Guard Officer. The Director or other senior most Coast Guard District Staff Officer (e.g., the Coast Guard District Chief of Staff (dcs), etc.) will speak in the position normally accorded the District Commander when the District Commander is not present, otherwise as shown in Table 12-1.
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- b. For national meetings, the NACO will speak last. This includes speaking after the Commandant or any other Coast Guard Flag officer. The Chief Director or other senior most Coast Guard Headquarters representative (e.g., the Director of Prevention Policy (CG-54)) will speak in the position normally accorded the Commandant when the Commandant is not present, otherwise as shown in Table 12-1.
- c. For all other meetings (division, flotilla, etc.), the Director or Chief Director, as appropriate, will normally immediately precede the last speaker who will normally be the DCO. For those ceremonial occasions where it may be desirable for the Director or Chief Director to speak last, the DCO will usually agree to the change in support of the ceremonial event.

Table 12-1
Suggested Speaking Order for Invited Guests

Speaking Order	Guests
1	Special Guests — Local Mayor, District Commander (when the primary speaker)
2	Immediate Past District Commodore
3	District Captain(s)
4	District Chief of Staff
5	Director or representative*
6	Chief Director or representative**
7	District Commodore — always last at a district meeting
8	National Commodore or representative — always last at a National meeting
9	District Commander or representative (if not the main speaker)
10	The Commandant or his representative
11	The presiding Coast Guard officer or Auxiliary leader closes the meeting.
* Unless representing the District Commander at a district function	
** Unless representing the Commandant	



Situations may arise when other guests are present, but not primary speakers. Introduction of those individuals may follow the order provided in Table 12-2.

Table 12-2
Suggested Introduction Order for Non-Primary Speakers

Introduction Order	Guests
1	Governor of the host State
2	Secretary of Homeland Security
3	Former Governors
4	Senators (by seniority)
5	Governors of other States (precedence is by States entry into the union)
6	Members of Congress or Congressional Representatives (by length of service)
7	Commandant of the Coast Guard
8	Three Star Military
9	National Commodore of the Auxiliary (when serving in office)
10	Two Star Military (Rear Admiral, upper half)
11	Auxiliary National Vice Commodore (currently serving in office)
12	One Star Military (Rear Admiral, lower half and Commodores)
13	Deputy National Commodore (currently serving in office)
14	District Commodore, Assistant National Commodore (currently serving in office)
15	Coast Guard Captains
16	District Chief of Staff, District Captain, Directorate Chief (currently serving)



Section H. Auxiliary Funeral Services

Introduction	Participation by the Coast Guard Auxiliary in funeral services for deceased Auxiliarists is governed entirely by the wishes of the family of the deceased. The Auxiliary should make known through normal channels of communication that services are available for use at the time of the death of an Auxiliarist. If the deceased Auxiliarist had previously specified, or if the survivor of an Auxiliarist desires that the Auxiliary take an active part in the funeral services, the survivor should make this request known to the mortuary and the clergyman.
H.1. Notifications	Any Auxiliarist having knowledge of the death of a fellow Auxiliarist should notify the FC without delay. The FC should call (in person) on the deceased survivor to offer condolence and assistance. At that time, it can be determined from the family whether participation by the Auxiliary is desired and to what extent. Details of participation can then be worked out with the funeral director. The Director should be notified of the Auxiliarist's passing and the funeral details. It is important that Auxiliarists not put undue pressure on the survivors for the use of the Auxiliary service. A great deal of hurt can be done by overzealous friends of the deceased. Auxiliary involvement should not be restricted to members of the deceased's flotilla. Most Auxiliarists have a wide circle of friends and associates. Auxiliarists at other flotillas, division and district level should be made aware of the situation and the recognition planned, so they may participate. Participating Auxiliarists should be in uniform. Service Dress Blue is appropriate.
H.2. Church Service	If there is to be a church service, or a service conducted at the funeral home by a clergyman, the Auxiliary service should come before the church service. It is usually held the evening before at the funeral home. The committal should be given by the family's clergyman. Not to observe this is to breach an important pastoral relationship between the family and their pastor.
H.3. Participation in Funeral	The Auxiliary participation in an Auxiliarist's funeral may, depending on the wishes of the deceased's family, range from the Auxiliarists arriving as a group to pay their respects, an honor guard posted at the viewing in conjunction with a brief memorial service or participation in the funeral itself. Whatever the level of Auxiliary activity, great care must be taken to maintain the dignity of the occasion.
H.4. More Information	For additional information and general discussion, see the Decedent Affairs Guide, COMDTINST M1770.1 (series).





Section I. Spiritual Elements of Auxiliary Functions

Introduction Auxiliary functions may include spiritual elements that provide motivational and inspirational foundations that support the Auxiliary cornerstone of fellowship. Incorporating spiritual elements into Auxiliary functions is encouraged.

In planning Auxiliary functions, senior leadership shall determine whether a spiritual element is appropriate. Spiritual elements include prayers, invocations, reflections, meditations, benedictions, or other religious or faith-based features traditionally or customarily incorporated into public functions. In considering the propriety for inclusion of a spiritual element, senior leadership should assess the setting and context of the function and the diversity of faith that may be represented among the participants.

If a spiritual element is deemed appropriate, an individual shall be designated in advance to administer it. The individual so designated shall be advised that the spiritual element must be pluralistic and non-sectarian in nature, and that the language shall be inclusive. Every effort shall be made to ensure the spiritual element is simple, clear, and non-offensive. It is proper courtesy to remain reverent and respectful during spiritual elements of any function. A designated individual who cannot fully and consistently comply with these guidelines shall not be utilized for such service.

Additional information can be found in Religious Ministries Within the Coast Guard, COMDTINST M1730.4 (series).

