

UNITED STATES COAST GUARD
FIFTH DISTRICT – NORTHERN REGION
AUXILIARY POLICY MANUAL

PUBLIC AFFAIRS



DEPARTMENT OF
HOMELAND SECURITY

**United States
Coast Guard
Auxiliary**



U.S. Department of
Homeland Security

United States
Coast Guard

Commander
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MMS-PR-AUX (D5NR 16791)-A-CHAPTER 13-(01)
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FIFTH DISTRICT INSTRUCTION MMS-PR-AUX (D5NR 16791)-A-CHAPTER 13-(01)

Subj: FIFTH DISTRICT NORTHERN REGION (D5NR) AUXILIARY POLICY MANUAL –
PUBLIC AFFAIRS

Ref: (a) Coast Guard Fifth District Northern Region Auxiliary Policy Manual, MMS-PR-AUX
(D5NR 16791)-A-(series)
(b) Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series)
(c) Coast Guard Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)

1. PURPOSE. This manual outlines policies and procedures for the Coast Guard Auxiliary within Fifth District Northern Region (D5NR) per reference (a). The Auxiliary D5NR is comprised of Auxiliary units and the District Auxiliary staff in the state of Delaware, in areas of Pennsylvania and New Jersey that are within the Coast Guard Sector Delaware Bay area of responsibility. This manual supplements national level guidance provided by reference (b) and (c).
2. ACTION. Commanders, Commanding Officers, Officers in Charge, Director of Auxiliary and Auxiliarists within D5NR shall comply with the provisions of this instruction.
3. DIRECTIVES AFFECTED. The previous edition of the D5NR Policy Manual Chapter 13 (D5NRINST M16790.1d of 13 Mar 2012) is cancelled.
4. DISCUSSION. This manual has been revised due to recent changes in Coast Guard and Coast Guard Auxiliary. The D5NR Policy Manual (POLMAN) addresses policies and programs locally. It should be reviewed by regional Auxiliary leadership and referred to frequently for clarification and guidance, particularly in the support and execution of references (b) thru (c).
5. CHANGES. Recommendations for changes to this instruction are encouraged and forwarded to the Director of Auxiliary via the chain of leadership and management. A list of recent changes are included.
6. PROCEDURES. Official distribution of this manual will be via electronic copy to the Auxiliary Executive Committee (EXCOM) and e-mailed for distribution. An electronic version will be located at: <https://5nr.org/diraux-guidelines-policies-and-manuals/>

7. PRIVACY COMPLIANCE. When completed, the numerous forms identified or referred to in this instruction contain Personally Identifiable Information (PII). The Privacy Act of 1974, 5 U.S.C. 522a, mandates that agencies establish administrative, technical, and physical safeguards to ensure the integrity of records maintained on individuals. The Privacy Act also requires the protection against any anticipated threats which could result in substantial harm, embarrassment, or compromise to an individual. In order to maintain the public's trust and prevent privacy breaches, the Coast Guard has a duty to safeguard all types of PII in its possession. Unintended disclosure or compromise of an individual's PII constitutes a Privacy Incident and must be reported in accordance with COMDTINST 5260.5 (series), Privacy Incident Response, Notification, and Reporting Procedures for Personally Identifiable Information.
8. RESPONSIBILITY. Commander, Fifth Coast Guard District, Director of Auxiliary (dpa-n), is responsible for the content and upkeep of this instruction. Questions or concerns about this material contained in manual should be emailed to Director of Auxiliary (D5NR) at D05-SMB-NRDIRAUX@USCG.MIL
9. DISCLAIMER. This instruction is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational direction for Coast Guard personnel and is not intended nor does it impose legally-binding requirements on any party outside the Coast Guard.
10. RECORDS MANAGEMENT CONSIDERATIONS. All data and documents created for Coast Guard use and delivered to, or falling under the legal control of the Coast Guard are Federal records. Ensure that all records created as a result of processes described in this directive are maintained and disposed of in accordance with the Coast Guard Information and Life Cycle Management Manual, COMDTINST M5212.12 (series).
11. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.
12. FORMS AVAILABILITY. Most if not all required forms can be downloaded from the D5NR website. <https://5nr.org/member-links/d5nr-forms>, or may be ordered from the Auxiliary National Supply Center.

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Fifth Coast Guard District Northern Region
Director of Auxiliary

19 July 2021

Significant changes to the D5NR Policy Manual made in this revision:

Chapter 13 – PUBLIC AFFAIRS

1. Updated per MMS-PR-AUX(D5NR 16791)-A-02
2. Spelled out acronyms for first time use
3. Updated outdated systems to currently used systems

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CHAPTER 13

PUBLIC AFFAIRS (PA)

A. Newsletters and Publications.

1. Approval Authority. Reference b, Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series) Manual gives the Director of Auxiliary (DIRAUX) the authority to delegate approval of unit publications to the District Staff Officer for Publication (DSO-PB).
 - a. DIRAUX will review and approve TOPSIDE, which is District Five North's official publication.
 - b. The DSO-PB may grant authority to the Assistant District Staff Officer for Publication (ADSO-PB) to approve Division publications within their respective areas.
 - c. Staff Officer's for Publication (SO-PB) may approve Flotilla publications within their own Divisions.
 - d. No editor may approve their own publication as it must be forwarded to the next highest PB Staff Officer or DIRAUX for approval.
2. General Guidance. Reference b provides guidance with regards to commercial advertising in unit publications. If there is a doubt about the propriety of content of material considered for a newsletter or publication inclusion, a SO-PB shall consult with the appropriate SO-PB at the next level higher than themselves. If resolution cannot be achieved then the matter shall be forwarded up the chain of leadership and management (COLM), ultimately to the DIRAUX if necessary.
 - a. Unit publications shall not contain:
 - (1) Derogatory or degrading comments about any individual or unit.
 - (2) Inaccurate information.
 - (3) Cartoons, jokes, or any other information that is not in good taste.
 - (4) Other than official business of the Coast Guard or Coast Guard Auxiliary.
 - (5) Photos or other material that may promote incorrect or inappropriate impressions that Coast Guard/Auxiliary personnel operate in a seemingly reckless manner (e.g., a photo of a facility or boat jumping waves or not correctly wearing the uniform.)

B. Web Sites.

1. All web sites shall adhere to policies set forth in reference b, and the Auxiliary Internet Web Sites Policy that can be found at <https://www.cgaux.org/privacy.php>. Reference material may also be found here for approval steps: <http://airs.uscgaux.info/> as well as here for the checklist: <http://wow.uscgaux.info/content.php?unit=IT-GROUP&category=web-site-quick-checklist>. They must be reviewed and approved by the District Staff Officer for Communication Services (DSO-CS) before being posted. The DSO-CS shall also periodically review all web sites for content and adherence to copyright requirements and other web site policy.
2. The following items are prohibited from web site posting:
 - a. Personal information (e.g., address, telephone number).
 - b. Directions to personal addresses.
 - c. Any reference to a commercial business that can be interpreted as providing support/advertising. Advertisements of any commercial or personal ventures are strictly prohibited from Auxiliary publications and websites.
3. Web Site Posting Criteria.
 - a. Publications shall be posted on the D5NR web site only for Divisions or Flotillas that do not have their own web site.
 - b. Publications shall be sent to the DSO-CS by e-mail attachment.
 - c. Attachment file format shall be PDF or any other convertible format approved by the DSO-CS.
 - d. The DSO-CS shall ascertain that publications comply with these regulations and policies prior to posting.
 - e. Posted publications shall have a hyperlink to the appropriate page(s) and shall not appear in the main section of the web site.
 - f. Any posted photographs shall adhere to established Coast Guard publication guidelines in that they shall not contain objectionable subject matter, reflect inappropriately on Coast Guard operations, personnel and mission performance, nor condone negligent operations or improper uniform appearance.

4. Except as specifically requested by a member, unit publications shall be distributed to each member of the unit using traditional methods (e.g., mail or hand delivery). Posting of publications on the web site is considered a secondary distribution method and does not relieve a unit of the responsibility of ensuring all of its members receive its publications.

C. Outreach.

1. Use of Coastie.

- a. Coastie is a robotic tool principally used to teach boating safety fundamentals to children. Regional members may function as operators and custodians of the region's Coast Guard-owned Coastie. Established guidelines must be adhered to in order to protect both the operators and those who interact with Coastie.
- b. Before performing any Coastie mission, operators must ensure that Coast Guard orders are in hand and that proper assignment to duty has been made. DIRAUX will serve as the regional Order Issuing Authority for Coastie missions. Orders shall normally be pocket in nature, for periods not to exceed three months. They may be either reimbursable or non-reimbursable, depending upon availability of Coast Guard funds to support costs.
- c. As Coast Guard-owned property, Coastie and its trailer will be tracked on the DIRAUX property list. Maintenance and repair costs shall be borne by D5-NR Auxiliary funds, except in the case of negligence in which case the negligent member shall be responsible for such costs. Special Projects Officer for Coastie (SPO-Coastie) will serve as regional property sub-custodian for Coastie. All transfers of Coastie, however short in duration, shall be properly documented using DD-1149 forms.
- d. Due to its sensitive computerized components, actual transportation and usage of Coastie must be carefully conducted. Extremely expensive transportation lessons have been learned the hard way by other regions that have Coasties. Coastie shall only be moved from location to location in its trailer. Use of personal vehicles (e.g., flatbed pick-up trucks, vans) to move Coastie is prohibited. Moreover, Coastie shall be inspected thoroughly to ensure complete and proper tie-down and securing before transportation of any sort. Any personal vehicle used to tow the Coastie trailer shall be operated by a properly licensed driver and be appropriately insured. Further, actual Coastie operation shall be restricted to hard, smooth surfaces such as tile floors, concrete and blacktop that is free of gravel. It may be operated on carpet so long as it is not deep shag carpet. Coastie shall not be operated on dirt, gravel or grass surfaces, nor is it intended to climb steep inclines or large uneven surfaces such as curbs, gutters or uncovered electrical lines.

- e. Before operating Coastie, the operator's qualification must be certified in writing by DIRAUX. Requests for certification must be submitted by the prospective operator thru SPO-Coastie for endorsement and approval upon completion of designated training.
- f. Any Coastie mission shall have at least two qualified members present to perform it. A single member may transport Coastie without being a qualified operator. However, any member who transports Coastie must be under orders and assigned to duty as an operator. Qualified Coastie operators will be identified in the annual D5NR Directory.
- g. SPO-Coastie shall oversee administration of regional Coastie training. Any training syllabus utilized for member qualification shall include familiarity with proper assembly, controls and operation, packing, transportation preventive maintenance and battery checks. Furthermore, training shall emphasize good judgment in usage (e.g., turning off the horn and lights when indoors so as not so startle people nearby) along with common sense, appropriate interaction and proper behavior with all ages of people. Qualified members are authorized to train other members in the use of Coastie. Operators shall exercise as much care in qualifying other operators as they would in qualifying members in any other Auxiliary program.
- h. SPO-Coastie shall coordinate availability of Coastie to regional units that seek it for public outreach events. Generally, Coastie requests shall be filled on a first come, first served basis. Units desiring Coastie should use the Request for Coastie Form (ADMIN-12) to submit their requests to SPO-Coastie for coordination (telephone requests will only be recognized as advance notifications – they must be followed up with submission of an ADMIN-12). To facilitate scheduling, transportation and program management, such requests must be submitted at least two weeks in advance of the desired usage date. In the event that any disputes or scheduling conflicts cannot be resolved, they shall be referred to the VCO for resolution. Unless otherwise coordinated with the SPO-Coastie, any unit that gains approval for Coastie usage shall be responsible for the safe pick-up and return of Coastie.
- i. Coastie shall be used, first and foremost, for public outreach events and occasions. It shall not be used for personal purposes or events for hire.
- j. SPO-Coastie shall report on the use of Coastie to the VCO at least once each quarter (e-mail reports are acceptable). This shall also be an element of semi-annual SPO-Coastie reports to the District Board.
- k. Claims and liability in the event of loss or damage to any Coast Guard-owned Coastie, personal injury to operators, and third party suits shall be handled in

accordance with provisions of the Auxiliary Manual and the Coast Guard/MLC Atlantic Claims and Litigation Manuals.

1. Entities other than the Coast Guard may own a Coastie. Members who operate Coasties not owned by the Coast Guard should ensure that liability and property insurance is in effect in such circumstances before use.
2. Boat Shows.
 - a. Overview. The handful of annual regional boat shows provide major opportunities to reach literally thousands of boaters in a short time with vital information and messages about the Coast Guard and Auxiliary that may prompt them to become part of the service. As such, they must be capitalized upon with firm planning, professionalism and conviction to meet definite objectives, and they must be regarded as much more than simply opportunities to compile hours.
 - b. Organization. The Division in which a boat show is sited will have the primary lead in coordinating Auxiliary presence and support. The Division Commander (DCDR) may assign one or more Flotillas to actually perform necessary tasks, provide personnel resources and fulfill logistical needs to maximize the benefits of a boat show opportunity. A boat show committee shall be appointed by the DCDR if coordination responsibilities are retained directly at the Division level or if more than one Flotilla will be involved in the event. If only one Flotilla is assigned primary coordination responsibility, then it shall identify a boat show committee to the DCDR.
 - c. Boat Show Committee Responsibilities. The boat show committee, whether it be at the Division or Flotilla level, shall utilize a Boat Show Checklist (ADMIN-10) and ensure the following requirements are met in preparation for and during the event:
 - (1) Contact with the show managers well in advance – sometimes as far as a year in advance. The main purpose of advance contact is to communicate and coordinate booth location needs and desires. Space is frequently provided at no charge to the Auxiliary, so it may be a case of having to take what is offered. However, if a lobby location is offered, it may very well allow greater access to boat show attendees, thus raising the booth's profile (lobby space is usually not space that the boat show rents out, so no income would be lost on location of an Auxiliary booth there). All attempts should be made to avoid booth location in far reaches of the boat show premises. The show managers should also be approached for an adequate number of badges for booth participants as well as understanding as to how many Auxiliarists will participate and their respective schedules.

- (2) Obtain and use of a stand-up display board as a centerpiece for the booth location during the entire duration of the event.
- (3) All members who are scheduled to participate are briefed on all expectations and objectives at least one day in advance of their scheduled time.
- (4) Every member who participates at the boat show for any duration shall wear a complete and proper uniform. Tropical blue long is authorized year-round. During winter months (November thru March), service dress blue or winter dress blue may also be worn. Clean neatly pressed ODU uniforms are also authorized as long as the entire detail is in the same uniform. The old Work uniforms are prohibited, with the exception of authorized flight suits for aviation program personnel present for the express purpose of promoting the Auxiliary aviation program. Any member presenting a poor uniform appearance or out of uniform will be immediately advised to depart.
- (5) Loitering is prohibited at the display area. Members who loiter and socialize with each other in its immediate area detract from the professionalism and approachability of the booth. Therefore, no more than four members shall be scheduled to manage the Auxiliary booth during any given time period. Each participant must arrive on time and either fulfill their obligated watch or arrange their own replacement (in appropriate uniform).
- (6) A TV and VCR/DVD player should be set up so as to constantly play boating safety videos of the highest quality obtainable.
- (7) Proper literature and handouts are available in sufficient quantities well ahead of the boat show. Information of safety equipment requirements, state boating regulations, and public education materials are most commonly desired items. Care should be taken to ensure that when dealing with materials provided by the state, that excessive stocks are not ordered from the state for this may result in state-imposed restrictions on future orders (e.g., the state of Pennsylvania does not endorse orders for state boating safety regulation handbooks for handout purposes at boat shows).
- (8) The Public Education (PE) program questions are the most common questions fielded by an Auxiliary boat show booth. Perhaps the most valuable item to ensure is present at the boat show booth is a complete regional list of all PE courses (if within a two-hour drive of another region, then that region's PE course schedule should also be available). These lists can be readily obtained from the regional website (and by links to other regional websites). Booth participants should ensure they have writing pads so as to pass this information to those who request it as well as obtain their contact information for the referral

and follow-up purposes of appropriate Flotillas. As many booth participants as possible should be Information Technology (IT) qualified.

- (9) The Vessel Exam (VE) program questions are the second most common questions fielded by an Auxiliary boat show booth. A copy of the D5NR Directory so as to refer individuals who desire VSC assistance to the appropriate Flotilla Staff Officer for Vessel Examiners (FSO-VE). Such referrals can also be made to the Auxiliary National web site's VE finder (www.cgaux.org) then to "Visitor's Deck" then to "Boat Exams and Safety Checks". As many booth participants as possible should also be VE qualified.
- (10) Either an SO-MT or FSO-MT should be present during peak hours in order to promote Auxiliary training opportunities. Photos of local Auxiliary activities, operations and events would help support the value of these training opportunities.
- d. Additional Resources. The boat show committee shall make all due attempts to schedule and obtain both Coastie and Personal Flotation Device (PFD) Panda for as much time as possible during the boat show. These resources are proven to attract visitors and draw their attention to Auxiliary information. The SPO-Coastie shall make all attempts to satisfy boat show requests and shall recognize these events as a high regional priority. Likewise, use of the boating safety displays maintained by DSO-PB and ADSO-PB's should be maximized.

D. Color Guard

1. Structure & Leadership.

- a. The Color Guard functions as a Regional organizational unit. It comprises members from various flotillas and is directed by the Color Guard Coordinator. That person speaks for the unit, handles correspondence, and prepares the schedule for appearances, ceremonial functions and practice drills. That person evaluates the status of the unit on an ongoing basis and designs the practice drills accordingly. That person 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. That person functions as drillmaster.
- b. 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.
- c. 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, who is its advisor, 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.

- d. 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, and the member leading the detail may vary.
 - e. 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.
 - f. When formed into a chapel detail, the leading member will ordinarily be the senior member.
 - g. When formed into a funeral detail, the leading member will ordinarily be the drillmaster, due to the complexity and variability of the ceremony.
 - h. 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.
2. Attendance & Performance.
- a. 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.
 - b. 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.

- c. 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.
 - d. 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.
3. 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.
 4. Uniform and Grooming Standards. Ref : AUXMAN Ch. 10 USCG, Uniform Regulations COMDTINST M1020.6E
 - a. Appearance in uniform is a key element in how the men and women of Coast Guard Forces perceive themselves and honor their county 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.

- b. 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.
- c. 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.
- d. Members of the Color Guard wear the Service Dress Blue Alpha uniform in accordance with reference a, with the following exceptions:

Item	Description
Ceremonial Belt and Buckle	White, knit pistol belt with plain nickel buckle.
Blue 4-in-hand 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.

- e. Uniforms will be tailored to an appropriate fit: trousers to a single break at the shoe, jackets trim to body.
- f. Members of the Color Guard may wear the Tropical Blue Long 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
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.

- g. 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
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.

- h. 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.

5. Image.

- a. Members of the Color Guard, while not military members, strive to present a polished military image.
- b. The table below describes the standards expected to present the proper military image.

Item	Description
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 and dark blue dress shirt only. If worn, 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 – ¼ 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.

6. Grooming Standards.

- a. 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.	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

	<p>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. 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.</p>	extend below the eyebrows.
Moustache	If worn, a moustache must be neatly groomed.	Shall not extend below the top of the upper lip and can't extend beyond the corners of the mouth.
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	If worn, a beard must be	

	neatly groomed.	
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.

7. Drill Protocol.

- a. The Color Guard uses as its standard the US Marine Corps Drill and Ceremonies Manual, in accordance with COMDTINST M5060.11B. 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 are based on the Navy Military Funerals NAVPERS 15555D and Navy Funeral Customs, NAVPERS 15956D.

8. Swords and Aiguillettes.

- a. In accordance with the Auxiliary Manual, COMDTINST M16790.1G, Chapter 10.F.10, Auxiliarist are not authorized to carry swords.
- b. In accordance with the Auxiliary Manual, COMDTINST M16790.1G, Chapter 10.F.2. An aiguillette may be worn by DCOS, NACO Aide (N-D only), and DCO Aid (D-AD only). It is not worn on any uniform with the insignia of a DCO or above. The aiguillette is not authorized to be worn as uniform item of any member of a Color Guard unless that member is authorized to wear it in accordance with the provisions of the Auxiliary Manual, 10.F.2, mentioned above.