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Manual Of Ceremonial HMC Ships

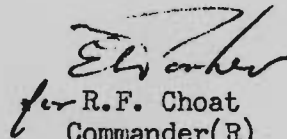
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Naval Reserve Training Centre
CFB Esquimalt
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October 1980

NOTE

1. This Manual is provided to [REDACTED] by the Training [REDACTED] for the purpose of completing Officer-of-the-Day [REDACTED] at the [REDACTED] Common.
2. The receipt of this manual is not to be construed as authority to substitute any part of CFP A-PD-201-000/PT-000 Canadian Forces Manual of Drill and Ceremonial, for which permission must be sought from the Commander, Maritime Command.
3. Additional copies may be obtained from the Training Development Section to ensure that one copy is available, on loan, to each junior officer under training.


for R.F. Choat
Commander(R)
Commandant

MARITIME COMMAND HEADQUARTERS

FOREWORD

9 May, 1980

1. The Manual of Ceremonial - HMC Ships is issued under the authority of the Commander Maritime Command and is unclassified. It is effective on receipt and supersedes the Manual of Ceremonial - HMC Ships (Draft) dated 3 June 1974.
2. This Manual is to be used as a guide for Drill and Ceremonial functions by HMC Ships and as directed by Maritime Command, bases, stations and units. It is intended that this Manual eventually will be published as a supplement to A-PD-201-000/PT-000- Canadian Forces Manual of Drill and Ceremonial.
3. Suggestions for amendments should be forwarded through normal administrative channels to MARCOMHQ HALIFAX, Attention: SSO COMM.

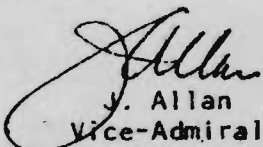

J. Allan
Vice-Admiral
Commander Maritime Command

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CHAPTER 1

MANUAL OF CEREMONIAL - HMC SHIPS

Introduction

101. PURPOSE

The purpose of this document is to provide, in one location, a guide covering ceremonial functions peculiar to HMC Ships. While the Manual is basically intended for guidance to Ships, much of the contents are equally applicable to naval establishments and therefore should be consulted to ensure uniformity in the conduct of ceremonial functions within the Command.

102. GENERAL

1. The ceremonial procedures of a group might be described as the visible manifestations of its traditions and customs. The ceremonial procedures for HMC Ships evolved from their heritage and through international agreement. In addition, as the "bonds of seamen" very often exceed national boundaries, there is a similarity in the "sea customs" of most nations. Herein lies the basis for the "polite conduct" of ships at sea and a common understanding of what constitutes a "mark of respect" and, conversely, what might be considered unseamanlike.

3. This publication provides procedures which are unique to the naval shipboard environment. They are provided to supplement APD 201, the Canadian Forces Manual of Drill and Ceremonial. If conflict exists in any circumstance between following shipboard drill or CF drill (i.e. parades outside the shipboard environment), APD 201 shall be the authority.

(103 to 199 inclusive: not allocated)

CHAPTER 2

DRILL

Section 1 - General

201. INTRODUCTION

This section provides the procedures which are unique to the shipboard environment. They are provided as a supplement to APD 201, the Canadian Forces Manual of Drill and Ceremonial. Although the CF procedures have been amended, it is not intended that these conflict with drill performed outside the naval environment. In situations where doubt exists or on parades where participation of other than naval units occurs, APD 201 shall be the authority.

Section 2 - Shipboard Drill

202. DRILL PROCEDURES

- a. On all movements at the halt, the leg movements are to be completed by carrying the foot smartly to or away from the other foot in a straight leg manner.
- b. Dressing - To dress a platoon the procedure will not include taking a pace forward immediately after the order is given.

203. SIZING IN THREE RANKS

- a. On the command, "TALLEST ON THE RIGHT, SHORTEST ON THE LEFT, IN THREE RANKS - SIZE," the squad shall turn right, observe the standard pause, then arrange themselves according to height - tallest on the right and shortest on the left in three ranks - shoulder to shoulder dressing, and covering off front to rear.
- b. OPEN ORDER - MARCH.

NOTE: In a ship only one pace is taken. The order given in this case is "ONE PACE ONLY - OPEN ORDER - MARCH."

- c. SQUAD - NUMBER.
- d. On the command, "EVEN NUMBERS ONE PACE STEP BACK - MARCH," the even numbers shall step backward one 15-inch pace.
- e. On the command, "NUMBER ONES STAND FAST, ODD NUMBERS RIGHT, EVEN NUMBERS LEFT - TURN," the squad shall act as ordered.
- f. On the command, "REFORM THREES, QUICK - MARCH."
 - (1) The right file shall stand fast.
 - (2) The remainder of the odd numbers shall march forward and form up on the left of the number one of each rank.

- (3) The even numbers of each rank shall wheel around to the right and follow the odd numbers of their respective rank.
- (4) When each man arrives in his new position judging arms length interval, he shall halt, observe the standard pause, turn left, and remain at attention.

NOTE: In a ship the dressing is completed as shoulder to shoulder.

204. SALUTES

Upon reporting to an officer senior in rank, the junior will pay appropriate marks of respect and salute. The senior will return this salute. On completion of the report, the junior will salute and carry on (i.e. the salute is not returned).

205. "STILL"

The "still" is a command which is used in any situation where proceedings must be stopped immediately. In areas where safety is concerned, all activity ceases. On parade all personnel on or in the vicinity of the parade assume the position of attention. In both cases, all personnel face the direction from which the order was originated. The still can be ordered by verbal order, on the Boatswain's call, or on the parade whistle. In the latter cases, the command consists of a high steady note lasting approximately eight seconds. Personnel are to remain at attention until the order to "RY ON" is given.

(206-229 Not Allocated)

Section 3 - Divisions

230. SHIPBOARD DIVISIONS

- a. On occasions when the ship's company is required to muster for the Ceremony of Divisions, they will normally fall in on the quarterdeck in DDE's and on the flight deck in DDH's and AOR's.
- b. Divisions shall fall in as follows:
 - (1) Combat Department - Port Side, facing inboard.
 - (2) Combat Systems Engineering Department - Port Side, facing inboard.
 - (3) Deck Department - Port Side facing inboard.
 - (4) Marine Engineering Department - Stbd Side, facing inboard.
 - (5) Logistics Department - Stbd Side, facing inboard.
 - (6) Administration Department - Stbd Side, facing inboard.
 - (7) Air Department - Aft, athwart ships, facing forward.
 - (8) Supernumerary Officers - Forward, athwart ships, facing aft.
- c. Men of the rank of P2 and above shall fall in at the right flank of each department in the same number of ranks as the Master Seamen and below.
- d. Shipboard Divisions procedures are detailed in Table 2.1.

(231 to 239: Not Allocated)

TABLE 2.1 - "SHIPBOARD CEREMONIAL DIVISIONS"

ACTION

BY

ORDER

	<u>ORDER</u>	<u>BY</u>	<u>ACTION</u>
1.	Hands to Divisions	Quarter Master	All fall in by department as per Annex A.
2.	Attention	Dept Co-ordinator	Sizes his department in accordance with Article 204 in two/or three ranks.
3.	Close Order March	Dept Co-ordinator	
4.	Shoulder Dressing Right Dress	Dept Co-ordinator	
5.	Eyes Front	Dept Co-ordinator	
6.	Stand at Ease	Dept Co-ordinator	Turns about and waits for Dept Heads.
7.	_____ Dept Attention	Dept Co-ordinator	Makes report to Dept Head on numbers at Divisions and absentees in their Dept. (Nil absentee reports required)
8.	_____ Rank One Pace Forward March	Dept Co-ordinator	Dept Heads inspect each rank in succession then Dept Co-ordinator awaits comments and salutes Dept Head.
9.	_____ Dept One Pace Back March	Dept Co-ordinator	The whole dept including Dept Co-ordinator.
10.	_____ Dept Shoulder Dressing Right Dress	Dept Co-ordinator	
11.	_____ Dept Eyes Front	Dept Co-ordinator	
12.	_____ Dept Stand At Ease	Dept Co-ordinator	Dept Co-ordinator then takes up his position on the right flank of his Dept.
13.	_____ Dept Attention	Dept Head	Then marches up to two paces in front of the XO and makes his report.

ITEM

ORDER

BY

ACTION

i.e. C & PO's and 48 MS and below at Divisions, absentees (if there are any) or no absentees.

14. _____ Dept Stand At Ease Dept Head

After his report to XO, then turns about and stands at ease himself.

15. "Ship's Name" Attention XO

On arrival of CO, then turns about and makes his report or carries out colours.

16. "Ship's Name" Stand At Ease XO

Announces what Dept will be inspected by CO.

17. _____ Dept Attention Dept Head

On arrival of inspecting officer, Dept inspection is carried out as per item 9.

18. "Ship's Name" Attention XO

On completion of inspection, reports to CO, and requests presentations be made (if applicable) or for permission to carry on with prayers.

19. "Ship's Name" Remove Headdress XO

Prayers are read by the Padre if present or CO/XO.

20. Stand At Ease XO

On completion of prayers.

21. Stand Easy XO

XO and CO have already replaced headdress.

22. "Ship's Name" Attention XO

23. Replace Headdress XO

24. Stand At Ease XO

25. Stand Easy XO

26. "Ship's Name" Attention XO

Reports to CO and asks if he wishes to address ship's company.

27.	"Ship's Name" Stand At Ease	XO	CO makes address, etc., applicable
28.	"Ship's Name" Attention	XO	On completion of address and/or presentations, reports to CO.
29.	Officers Fall Out	XO	Officers take a pace forward, turn in direction of XO, salute, and carry on.
30.	C&PO's Fall Out	XO	All C&PO's carry out procedure as per item 29.
31.	Stand At Ease	XO	Dept Co-ordinators carry on to cleaning stations or dismiss their respective departments if applicable.

"COLOURS"

ACTION

BY

ORDER

- | | | | |
|----|--|-----|---|
| a. | "Ship's Name Facing Aft (or in the direction where the ensign is to be hoisted) Right Left, and About Turn." | XO | At the time colours is about to happen. |
| b. | The ceremony of colours shall be conducted in accordance with article 341 para 4. | | |
| c. | "Pipe The Still" | OCW | Quartermaster pipes the still. All heads of Depts, Supernumerary Officers, XO, and CO salute on last note of still. |
| d. | "Pipe The Carry On" | OCW | On the last note the salute is completed. |
| e. | "Ship's Name Facing Inboard Right, Left, and About Turn" | XO | The XO reports to the CO and then carries on with item 17. |

Section 4 - Gun Salutes

740. CIN SALUTES

a. General

Gun salutes are salutes with cannon given to:

- (1) Royalty (Royal Salutes)
- (2) Nations (National Salutes)
- (3) Individuals (Personal Salutes)

b. Saluting Ships

All ships larger than destroyers provided with a saluting armament of Q.F. guns are designated as saluting ships. NDHQ may designate destroyers to act as saluting ships on special occasions.

c. Dates for Salutes

The national anniversaries on which salutes are fired in Canada are:

- (1) Monday immediately preceding 25 May at 1200 local time. (The Official Birthday of the Sovereign)
- (2) 1 July at 1200 local time. (Dominion Day)
- (3) 11 November at 1100 local time. (Remembrance Day)

NOTE: Remembrance Day salute consists of 21 minute guns)

d. Dates for Salutes in Foreign Countries

Dates for salutes in other countries should be ascertained locally. The Royal Navy pamphlet entitled "Ceremonial - National Anniversaries and Festivals" (DCI RN 761) is an excellent guide in this regard.

e. Salutes in Canada

Saluting ships in the vicinity of the Canadian saluting stations described in CFAO 61-8 (8) on the above occasions are not to fire salutes, but are to display the flags described in sub-para ac.

f. Time for Firing Salutes

As a general rule, salutes are only to be fired between 0800 and sunset. A salute fired by a ship of war of another nation outside of these times, however, is to be returned. In foreign water, the custom of the country is to be followed.

g. Salutes on Sunday

- (1) When the date of an anniversary requiring a salute falls on Sunday, the salute is to be fired at noon on the following day.
- (2) Other salutes are not to be fired on Sunday between the hours of 1030 and 1300. If a salute is delayed on this account, it is to be explained that the delay was due to divine service.

h. Saluting Arrangements

A saluting ship arriving at a port of a foreign nation, provided that the nation and/or authority concerned is recognized by the government of Canada, is to fire a National Salute; and if appropriate, a Royal or Personal Salute. All necessary arrangements as to times, places of saluting, etc., are to be arranged beforehand with the senior officer present or the Canadian diplomatic representative to that country.

j. Action When More Than One Salute is Required

- (1) When more than one salute is appropriate, i.e. a National Salute and a Royal Salute, the National Salute is fired first and returned, followed by the Royal Salute.
- (2) When two or more standards are displayed in a port, the order of saluting is to be:
 - (a) National Salutes
 - (b) The Sovereign
 - (c) The Duke of Edinburgh
 - (d) The Queen Mother
 - (e) Sovereigns, Consorts, or Heirs apparent of other nations or Presidents of Republics
 - (f) Other members of the Royal Family
 - (g) Other members of Royal Families of other nations

k. Ship Unable to Salute

- (1) When a ship from which a salute may reasonably be expected is, due to some special reason, unable to do so, the circumstances are to be explained to the authorities concerned without delay.

(2) When, due to any circumstances, the omission of a salute to any foreign nation or flag cannot be explained without giving offence, the salute may be fired by any ship which can safely do so, whether that ship is classified as a saluting ship or not.

l. Salutes Which are Returned.

Salutes which are returned are:

- (1) National Salutes
- (2) Salutes to Flag Officers of the Commonwealth

m. Salutes Which are not Returned

Salutes which are not returned are those to:

- (1) Royalty
- (2) Diplomatic or Consular Officials
- (3) Governors or other officers administering a government
- (4) Officials and officers of other nations in visiting warships
- (5) Other nations on occasions of local or national importance
- (6) Flag Officers as a personal salute

n. Personal Salutes to Canadian Forces Officers

Personal salutes to Canadian Forces Officers when embarking and disembarking from foreign ships of war are not to be returned, nor will a return salute be expected by officers of nations who follow these rules; however, if it appears that offence might be given by the adhering strictly to these rules, commanders are to be guided by the local customs and the peculiarities of the situation. Under no circumstances, however, is a salute of more than 21 guns to be fired.

o. Ships Present in a Foreign Country on Festival Days

HMC Ships present in a foreign port on the date of an important national festival or holiday of that country, if it is appropriate to do so, are to fire a salute in deference to the nation concerned.

p. Salutes to Royalty

When the reigning Sovereign or another member of the Royal Family is present at any place in Canada or any other country of the

Commonwealth, a Royal Salute is to be fired on the arrival or departure of the personage by the saluting battery, if there is one, or by any designated saluting ship present if there is no battery. In addition, all saluting ships arriving or departing during the Royal Visit are to fire a Royal Salute.

q. Salute When a Royal Personage Comes Onboard One of HMC Ships

When a member of the Royal Family comes onboard or leaves a ship, that ship is to fire a Royal Salute. In addition, all other saluting ships present are to fire Royal Salutes when the standard denoting the presence of the personage is hoisted and again on her/his departure.

NOTE: If the ship that the Royal Personage is visiting is not a saluting ship, the salute required by this article is to be fired by another saluting ship present. If no saluting ship is present, the salute is not to be fired.

r. Passing a Saluting Battery with Royalty Embarked

When a ship flying the standard of a member of the Royal Family passes a saluting battery, that battery is to fire a Royal Salute.

s. Meeting at Sea with Royalty Embarked

A saluting ship meeting at sea another ship displaying the standard of a member of the Royal Family is to fire a Royal Salute.

t. Informal Visits by Royalty

On those occasions when members of the Royal Family pay informal visits to HMC Ships, gun salutes are not to be fired, nor are they to be fired when a personage whose standard is flying in a ship leaves the ship temporarily.

u. Salutes to Royalty or Heads of State of Other Nations

Generally speaking, chiefs of state and members of ruling families of foreign nations are accorded the same marks of respect as members of the British Royal Family.

v. Visits by Foreign Heads of State to Canada

On the arrival of a warship of another nation wearing a Standard or Presidential Flag in a Canadian port, that warship is to salute the Canadian National Flag. The salute is returned by a saluting battery or by a saluting ship if there is no battery at that port. The saluting ship or battery is then to salute the Standard or Presidential Flag of the visiting dignitary.

w. Salutes to the Governor General

The Governor General within the territorial limits of Canada is entitled to the same honours and marks of respect as the Sovereign, except that the Musical Salute to the Governor General is the first six bars of "God Save the Queen" and the first and last four bars of "O Canada."

x. Salutes to Lieutenant Governors of Provinces

The Lieutenant Governor of a province shall, within the limits of the province concerned, be entitled to a salute of 15 guns when either going onboard or when leaving one of HMC Ships.

y. Scale of Salutes

The scale of salutes, which is generally agreed to by other nations and which is to be observed in exchanging salutes between HMC Ship and ships of war of other nations, is contained in Table 2.2.

z. Ecclesiastical Authorities

Ecclesiastical authorities who have no diplomatic status are not entitled to a salute. The Pontiff of the Roman Catholic Church is regarded as a sovereign and is saluted in accordance with paragraph 240- u. Nuncios and Internuncios who are diplomatic agents of the Pope and who rank as ambassadors and ministers respectively are entitled to the salutes prescribed for these ranks. Legates may or may not be diplomatic agents and instructions as to their relative status are to be obtained as necessary. Those holding diplomatic status are entitled to the salute appropriate to their diplomatic rank.

Morning and Evening Gun

- aa. When Her Majesty the Queen is onboard the Royal Yacht or a ship flying her Standard, a morning and evening gun may be fired by the Royal Yacht or the ship flying the Royal Standard. If a morning gun is fired, every ship present carrying a band shall sound the "reveille" on the bugle after the firing of the morning gun. If an evening gun is fired, the "tattoo" will be sounded a quarter of an hour before the firing of the evening gun.

ab. Salutes on National Anniversaries of the United States

(1) Unless otherwise directed, Canadian saluting ships in United States ports are to fire a national salute at noon and dress ship on:

(a) George Washington's birthday (22 February).

NOTE: The salute is fired on the third Monday in February.

(b) Independence Day (4 July).

(2) United States ships of war observe Memorial Day (30 May) on the last Monday in May by the suspension of all unnecessary work, drill, or exercises. All saluting ships and naval stations fire a salute of 21 minute guns at noon, half-masting colours from 0800 until the salute is completed, or until 1220 if no salute is fired. HMC Ships in United States ports or in company with United States ships on that day are, when practicable, to conform to the procedure outlined above and if saluting ships fire the salute prescribed.

ac. The Use of Flags in Conjunction with Gun Salutes

Whenever a standard, national flag, or ensign is ordered to be flown in conjunction with gun salutes, it is to be broken with the first gun and kept flying until the salute is completed. Special flags and ensigns flown during salutes are hauled down on completion of the salute and are not left flying during the return salute. This instruction shall apply to all ships present or in company in addition to the saluting ships. No flags other than those prescribed are to be flown during the firing of salutes. Guard flags and all signal flags shall be hauled down. When a gun salute is delayed because the occasion falls on a Sunday or religious holiday, masthead flags only will be flown during the firing of the salute. When firing salutes to foreign Heads of State, the flag of the nation concerned is to be flown at the masthead.

Table 2.2 Gun Salutes and Marks of Respect
Honours and Marks of Respect for Official Visits or When Embarked

<u>ITEM</u>	<u>PERSONAGE OR AUTHORITY</u>	<u>TITLE AND NO. OF GUN SALUTES</u>	<u>GUARD</u>	<u>BUGLE</u>	<u>PIPE</u>	<u>FLAG</u>	<u>FLAG FROM</u>	<u>FLAG FLOOR</u>	<u>DURING VISIT</u>	<u>FLAGS DISPLACED</u>	<u>DRESS SHIP</u>	<u>LIMITS</u>	<u>MUSICAL SALUTE</u>	<u>REMARKS</u>
1	H.M. The Queen	Royal 21	100	Alert	Yes	Queen's Personal Cdn. Flag	Personal Cdn. Flag	When embarked	Visit or All when embarked	All	Yes	None	"God Save the Queen" (in full)	
2	H.M. The Prince Philip Dukes of Edinburgh	Royal 21	100	Alert	Yes if in Naval Uniform	Personal Standard	Personal Main	Formal Visit or when embarked	Formal Visit or when embarked	None	Yes	None	"God Save the Queen" (in full)	Note 1: Takes precedence over but does not displace. The Dist. Flag or pennant being hoist at another port or shifted to another ship if necessary.
3.	H.M. Queen Elizabeth The Queen Mother	Royal 21	100	Alert	No	Personal Standard	Personal Main	Formal visit or when embarked	Formal visit or when embarked	None	Yes	None	"God Save the Queen" (in full)	
4.	Other members of The Royal Family	Royal 21	100	Alert	Yes if in Naval Uniform	Personal Standard	Personal Main	Formal visit or when embarked	Formal visit or when embarked	None	Yes	None	"God Save the Queen" (First six bars)	
5.	Foreign Sovereigns and members of reigning families, Presidents and Chiefs of State of Commonwealth and Foreign countries	Royal 21	100	Alert	Yes if in Naval Uniform	Personal Standard	Personal Main	Formal visit or when embarked	Formal visit or when embarked	None	Yes	None	Appropriate National Anthem (in full)	

Table 2.2 Gun Salutes and Marks of Respect

ITEM	PERSON OR AUTHORITY	TITLE AND NO. OF GUN SALUTES	Honour and Marks of Respect for Official Visits or When Embarked										REMARKS
			GUARD	BUCLE	PIPE	FLAG	FLAG FROM	DURING	FLAGS DISPLACED	DRESS SHIP	LIMITS	MUSICAL SALUTE	
6.	Governor General of Canada	Royal 21	100	Alert	Yes if in CF Uniform	Yes if Gov. Gen. Flag. Nat. Flag see Note 2.	Main	Visit or All when embarked	Yes	Territorial jurisdiction let 4 and last 4 bars of "Canada)	"Vice-Regal Salute" (let 6 bars of "God Save the Queen" The diction let 4 and last 4 bars of "Canada)	Note 2: On single masted ships, the Gov. Gen's Flag only will be displayed.	
7.	Governor General of Commonwealth Countries	Royal 21	100	Alert	Yes if in CF Uniform	Yes if Gov. Gen. Flag	Main	Visit or All when embarked	Yes	None	"God Save the Queen" (let 6 bars)		
8.	Lieutenant-Governor of Canadian Province	Royal 15	100	Alert	Yes if in CF Uniform	Lt Gov. Flag	Main	Visit or All when embarked	No	Provincial jurisdiction	"Vice-Regal Salute" (as for item 6)		
9.	Prime Minister of Canada, Prime Minister of Commonwealth and Foreign Countries, Ambassadors and High Commissioners	General 19	50	Alert	No	Nat. Flag of appropriate Country	Fore	Salute	No	None	"The General Salute"		
10.	The Minister of National Defence	General 17	50	Alert	No	Ensign appropriate to country	Fore	Salute	No	None	"The General Salute"		

Table 2.2 Gun Salutes and Marks of Respect

ITEM	PERSONNEL OR AUTHORITY	TITLE AND NO. OF GUN SALUTES	GUARD	BIGLE	PIPE	FLAG	FLAG FLOWN FROM	DURING	FLAGS DISPLACED	DRESS SHIP	LIMITS	MUSICAL SALUTE	REMARKS
11.	Chief of Defence Staff	General 17	50	Alert	Yes if in C.F. Uniform	C.D.S.	Main	Salute	None	No	Within the Common-wealth	The appropriate National Anthem	
12.	Admiral of the Fleet or equivalent	General 19	50	Alert	Yes if in accordance with Article 413	Approp- to rank	Main	Visit or when embarked	Visit or All	No	None	"The General Salute"	
	Admiral or Equivalent	General 17	50				Main	When embarked	All	No	None	"The General Salute"	
	Vice-Admiral Lieutenant General or equivalent	General 15					Main						
	Rear Admiral or equivalent	General 13					Fore						
	Commodore or equivalent	General 11					Fore						
	Officer in Command below General Rank	None	12 (petty Officers)		Yes if in accordance with Article 413	None			None	No	None	None	For Officer of General rank in command of a command. flags will be flown as noted. Those not in command of a command will fly their flag from the fore mast.

241. SALUTING GUN DRILL - HMC SHIPS

a. General

There is an occasional requirement for HMC Ships to fire ceremonial gun salutes, the procedures which have proven successful in the past are herein detailed to provide a standard base from which to operate. These procedures apply to the six pound saluting gun when used in HMC Ships and may be revised as the situation, event, or location dictate.

b. Saluting Gun's Crew

- (1) Two gun's crews are required for salutes. One crew will actually fire the salute, the other will provide a backup for misfires. Both crews should be trained equally to assume either role.
- (2) Each crew consists of the following personnel:
 - (a) Breech worker/Captain-of-the-Mounting ①
 - (b) Firing push operator ②
 - (c) Loader ③
 - (d) Two ammunition supply numbers ④
- (3) The crew should be fallen in as illustrated.

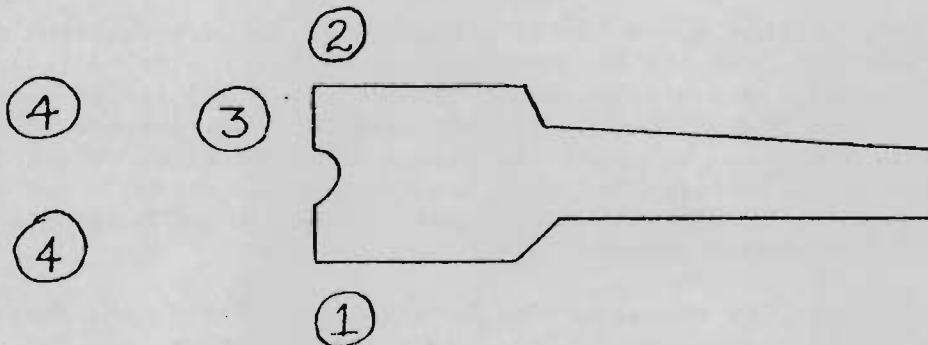


Figure 2.1 Guns Salute - HMC Ships

c. Officer-of-the Quarters

The OQ should position himself midway between the two guns such that he can see both breeches and his orders can be clearly heard by either gun.

d. Preparation for Firing

- (1) Saluting gun ammunition is provided by Armament Depots in six round boxes. The rounds come in two lengths; therefore, it is advisable to provide rounds for a given salute in the same size. Rounds should be removed from the boxes and stacked in a convenient location near the supply number's station such that the gun that is firing the salute has the exact number to be fired, and the standby gun has one box for misfires.
- (2) The guns' crews should be closed up with the guns cleared away and ammunition provided in ample time to avoid an unseamanlike scramble prior to firing.

e. Firing the Salute - Step-By-Step Gun Drill

- (1) Clear away. At the order CLEAR AWAY the whole of the mounting crew moving quickly will remove muzzle and breech covers, place a shot mat in the path of ejected rounds, elevate to the upper limit and train 45° outboard. After ensuring that the muzzle is free of obstruction and that the breech functions smoothly, the COM will open the breech to the "load" position, lock the BM lever upright, and report "PORT/STBD GUN CLEARED AWAY."
- (2) Load. At the order "PORT/STBD GUN LOAD," the ammunition supply number nearest the RU ammunition will select a round and pass it to the loader who will place it in the breech and ram it home with a closed fist. The rim of the round releases the breech hold-down mechanism allowing the breech block to slide up with considerable force and cock the striker mechanism. When the breech is closed with the striker cocked, the COM reports "PORT/STBD GUN LOADED."
- (3) Commence. In the case of a Royal Salute at sea, the Flag Officer Royal Yachts, or on approaching a shore battery, the OTC will order COMMENCE THE (NUMBER) GUN SALUTE. When saluting as a private ship, the Commanding Officer will order COMMENCE THE (NUMBER) GUN SALUTE.
- (4) On receipt of the order COMMENCE, the OQ will face the gun which is to fire the salute and order "PORT/STBD GUN FIRE," simultan-

equally noting the time or starting a stop watch. The order FIRE will be repeated every five seconds until the correct number of shots have been fired.

- (5) Fire. At the order FIRE, the Firing Push Operator will depress the Firing Push with a sharp blow of the heel of his hand. Immediately the gun has fired, the breech worker will open the breech ejecting the spent casing. As soon as the casing is clear, the loader will ram the next round ready to continue the salute. The ejection/loading sequence will continue until the salute is completed.
- (6) Misfire. The second gun is held in reserve in the event of a misfire by the gun in use. It is loaded at the same time as the other gun and has the same size crew. In the event of a misfire, the COM reports MISFIRE to the OOC. This report is regarded as an order to fire by the standby gun; and upon hearing such a report, the firing push operator of the standby gun will fire.
- (7) Both guns will immediately reload. The misfired casing will be ejected and the gun in use will be reloaded ready for the next shot. The standby gun will reload and resume standby status in case of another misfire.
- (8) The saluting charges provided by the GFAD have a very low misfire rate. In order to train the standby gun's crew, a few dummy rounds should be mixed in with blanks when practicing salutes.

f. Salute Complete

- (1) When the required number of rounds have been fired, the OOC will report SALUTE COMPLETE, SIR." The guns' crews will remain closed up in position until dismissed.
- (2) In order to ensure that only the required number of guns is fired, it is prudent to have an independent count being carried out with warnings passed to the OOC as "FIVE GUNS FIRED, SIR," "FIFTEEN GUNS FIRED, SIR," etc., at convenient intervals and the final shot ordered as "LAST GUN - FIRE" so that the standby gun will not mistake the silence following the salute as a misfire.

242. HONOURS

a. Honours Accorded Royalty

When members of the Royal Family proceed onboard one of HMC Ships, they are to be received by a Royal Guard commanded by a Lieutenant Commander or a Lieutenant with arms presented, the bugle sounding the "alert," and the band playing "God Save the Queen." If a band is not available, the "General Salute" will be sounded on a bugle. When more than one member of the Royal Family is present, the musical salute is played only for the senior personage, although the whole of "God Save the Queen" is to be played at the reception of Her Majesty the Queen, the Duke of Edinburgh, and the Queen Mother. The first six bars of "God Save the Queen" is to be played at the reception of other members of the Royal Family.

b. Honours Accorded the Governor General and Lieutenant Governor of Provinces

When the Governor General or Lieutenant Governor proceed onboard one of HMC Ships, he is to be received by a Royal Guard, commanded by a Lieutenant Commander or a Lieutenant with arms presented, the bugle sounding the "alert," and the band playing the "Vice-Regal Salute" or if a band is not available, the bugle sounding the "General Salute."

c. Honours Accorded the Prime Minister and Minister of National Defence

The Prime Minister, the Minister of National Defence, and the Associate Minister of National Defence, when visiting HMC Ships in an official capacity, are to be received by a guard commanded by a Lieutenant with the bugle sounding the "alert."

d. Honours Accorded Members of the Diplomatic Corps

All officers of the Canadian diplomatic corps who are entitled to a salute of 11 guns or more are to be received onboard HMC Ships with the "alert" sounded on the bugle.

e. Honours Accorded the Chief of the Defence Staff and Flag Officers in Command

The Chief of the Defence Staff and officers of Flag rank in command when flying their appropriate flags are to be received onboard ship by a guard commanded by a Lieutenant with "arms presented," the bugle sounding the "alert" and the band playing the "Musical Salute," or if a band is not available, the bugle sounding the "General Salute." Flag Officers not entitled to fly distinguishing flags when paying formal visits or attending as a president or member of a court martial are to be received as above with the exception of the "Musical Salute."

- (5) Onboard ship, marks of respect are paid to officers by their subordinates on the first occasion the officer is encountered on the upper deck or on the bridge.
- (6) If marks of respect are paid while not wearing a cap and in civilian clothes, the salute shall be executed and acknowledged by assuming the position of attention. When on the march in this instance, the head and eyes are turned to the left or right as appropriate.

NOTE: Discs are no longer in use in the Canadian Navy; however, information on displaying discs in boats may be found in BR 67.

(244 to 249 inclusive: not allocated)

DRESS	OCCASION	COMING ONTO A QUARTERDECK	ARRIVING ONBOARD VIA THE GANGWAY	LEAVING THE SHIP VIA THE GANGWAY
IN	WITH CAP	HAND SALUTE	HAND SALUTE	HAND SALUTE BY OFFICERS WHEN RETURNING QM'S SALUTE
UNIFORM	WITHOUT CAP (NOT NORMALLY AN ACCEPTED STANDARD OF DRESS)	POSITION OF ATTENTION	POSITION OF ATTENTION	POSITION OF ATTENTION BY OFFICERS WHEN RETURNING OOM'S OR GANGWAY STAFF'S SALUTE
IN	WITH CAP	RAISE (TIP) CAP	RAISE (TIP) CAP	RAISE (TIP) CAP BY OFFICERS WHEN RETURNING QM'S OR OOM'S SALUTE
PLAIN	WITHOUT CAP	POSITION OF ATTENTION	POSITION OF ATTENTION	POSITION OF ATTENTION BY OFFICERS WHEN RETURNING OOM'S OR GANGWAY STAFF'S SALUTE
CLOTHES	ALL OCCASIONS	ATTENTION POSITION ARMS AT THE SIDE FINGERS EXTENDED	ATTENTION POSITION ARMS AT THE SIDE FINGERS EXTENDED	ATTENTION POSITION ARMS AT THE SIDE FINGERS EXTENDED BY OFFICERS WHEN RETURNING THE QM'S OR OOM'S SALUTE
IN SPORTS CLOTHING				

NOTE: The Quartermaster and the OOM pay marks of respect to officers and female guests arriving or leaving a ship.

Section 5 - Guards

251. PETTY OFFICER'S GUARD

a. General

Within HMC Ships and naval establishments, it is not always possible to mount the size of guard required by ceremonial protocol. In these instances, a Petty Officer's Guard procedure has been detailed which will provide for the necessary ceremonial sequence required.

b. Petty Officer's Guard Composition

(1) Petty Officer's Guard is composed of:

- (a) Petty Officer Second Class
- (b) Master Seaman or Leading Seaman
- (c) Twelve Able or Ordinary Seamen

(2) Guard Mounting:

The Master Seaman forms up the guard in three ranks, brings them to attention, and reports them to the Guard Petty Officer. He then takes his position one pace to the left of the front rank. The Petty Officer of the guard takes his position three paces in front of the guard and gives the command "Form two ranks" "Open order march," "Elbow dressing right dress," and "Eyes front," then he takes his position one pace to the right of the right marker and gives the order "Guard stand at ease" and awaits the arrival of personage.

(3) Reception:

When the personage for whom the guard is mounted arrives, the Guard Petty Officer shall give the command "Guard of honour attention, shoulder arms." When the personage has taken his place on the dais, the Guard Petty Officer shall give the command "Guard of honour general salute present arms." If there is a band present, it shall commence playing on the last movement of the present arms. On completion of the "Musical salute" the Guard Petty Officer shall give the orders "Shoulder Arms" and "Order arms." He then shall march to the visiting personage, salute, and reports "Your guard, ready for your inspection, reporting, sir." "Do you wish to inspect, sir/your honor."

(4) Inspection:

- (a) If the visiting personage desires to inspect the guard, the Guard Petty Officer will accompany him.
- (b) On completion of the inspection, the Guard Petty Officer shall accompany the visiting personage back to the dais, salute, and return to his original position. The Petty Officer of the guard shall then give the commands "Guard of Honour, Shoulder Arms, General Salute Present Arms," and on completion of the salute "Guard of Honour Shoulder Arms." The guard will remain at this position until the personage has departed.

(5) Guard Dismounting:

After the personage has departed, the Petty Officer of the guard will assume his position three paces in front of the guard and give the order "Close Order March," "Reform three Ranks," "Right Dress," and "Eyes Front." The guard is then marched off and dismissed.

(252 to 299 inclusive: not allocated)

CHAPTER 3

FLAG CEREMONIAL

Section 1 - General

301. INTRODUCTION

This chapter describes the distinguishing, personal, and ceremonial flags and pennants, ensigns, and the Jack as worn by HMC Ships and naval establishments.

302. DEFINITIONS

These are peculiar to shipboard ceremony as contained in CFAO 62-2 plus additional terms:

- a. "Bent on" - means a flag has been attached to the halyards and is ready to be hoisted.
- b. "Boat's Ensign" - means the National Flag of Canada, of a size suitable to wear in boats.
- c. "Boatswain's call" - means the instrument used to sound the various salutes and calls as required in this manual; when so able, ships may use a bugle in lieu of a Boatswain's call.
- d. "Breaking" (a flag) - means the action of unfurling a flag made up as displayed in Figure 3.5 or in any other way that will allow the flag to be ready for breaking.
- e. "Close up" - means to the full extent of the halyard with the head of the flag touching the block.
- f. "Colours" - morning ceremony of hoisting the Ensign and Jack when not underway.
- g. "Dip" - means to lower the Ship's Ensign so that it is down to a position two-thirds of the extent of the halyard. This definition refers to the act of returning a salute from a merchant vessel.
- h. "Distinguishing flag" - means a flag authorized for an officer of the Canadian Forces.
- j. "Ensign" - means the Canadian Forces Ensign.

- k. "Gaff" - means a spar projecting aft from the mast and angled up at approximately 45 degrees.
- l. "Half masting" - means the center of the flag is exactly half way down the mast or staff.
- m. "Headstick" - means a piece of wood inserted in the lining of the inner border at the head of the Ship's Ensign and Jack to allow them to fit close-up to the block of their respective staffs.
- n. "In hand" - means the holding of the Ship's Ensign and Jack in such a manner as to reflect respect and military bearing prior to hoisting or on completion of lowering. At no time are either the Ensign or Jack to touch the deck.
- o. "Jack" - means the Naval Jack (this is worn at the jack-staff (bow) by HMC Ships in commission).
- p. "Masthead pennant," "Captain's pennant," "Commissioning pennant," and "Officer of the guard pennant" - are synonymous terms and refer to a pennant worn at the main or other suitable position aft by all HMC Ships in commission commanded by an officer below General Officer rank.
- q. "National flag" - means the Nation Flag of Canada.
- r. "Out of routine" - means a ship still in commission but undergoing refit, extended work periods, conversion, and/or at a reduced manning level. A ship out of routine will fly the appropriate signal flag.
- s. "Paying off" - means to place a ship out of commission.
- t. "Peak" - means the upper end of the gaff.
- u. "Royal Family" - means those persons, being subjects of Her Majesty the Queen, who bear the title "Royal Highness."
- v. "Royal Union Flag" - means the flag known as the "Union Jack."
- w. "Suit of Colours" - a ship's suit consists of the Ensign, Jack, and masthead pennant or flag of rank.
- x. "Ship's Ensign" - means the National Flag of Canada when worn by HMC Ships.
- y. "Sunset" - means the evening ceremony at which time the Ship's Ensign and Jack are lowered when not underway.

z. "Superior position" - means the mast or position on a particular mast which takes precedence over other masts or other positions on a mast. (On a flag staff fitted with a gaff, the gaff is the superior position).

aa. "Superior position" (ships) - means main masthead, fore masthead, mizzen masthead, starboard yard, their port yard (alternating from outer to inner yard) in that order (destroyers and smaller ships are considered to be single-masted ships in matters of ceremonial).

ab. "Tracking" - means a system utilizing small clips secured to the inner border of the Ship's Ensign and Jack for attachment to a wire affixed to their respective staffs. This arrangement ensures that the flag remains close to the staff while flying.

(303 to 309 inclusive: not allocated)

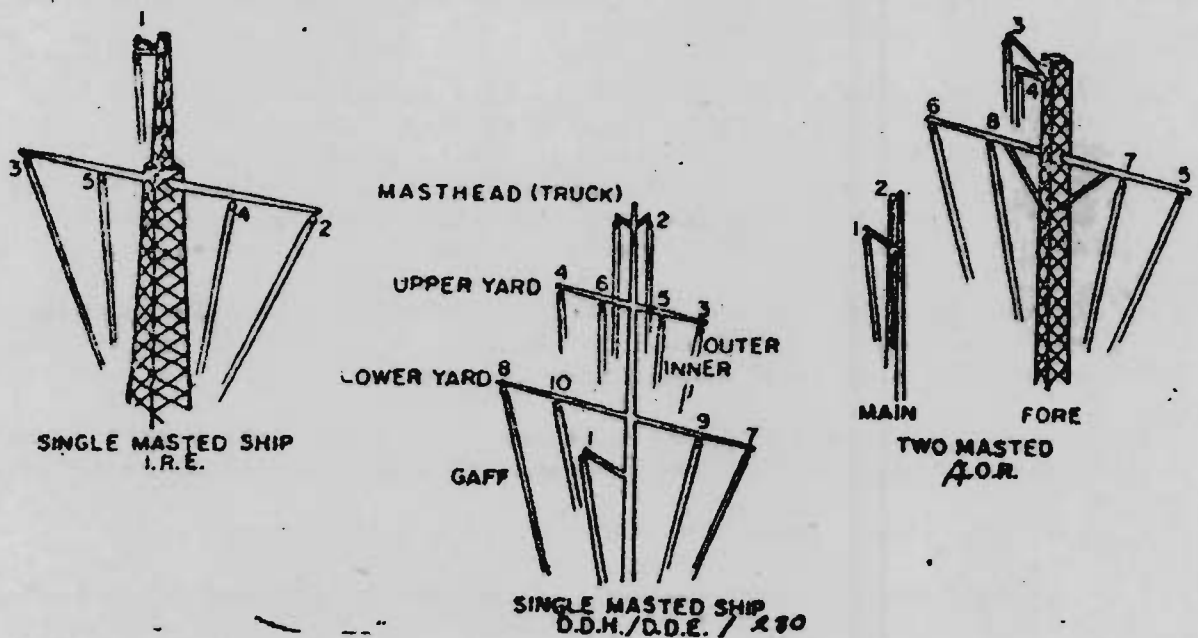


Figure 3.1 Superior Positions (Viewed Aft to Forward)

Section 2 - Flags and Pennants

NATIONAL FLAG OF CANADA

a. The National Flag shall

- (1) Be flown or displayed superior to other flags, banners, or pennants with the exception of the Queen's Personal Canadian Flag or the Governor General's Flag.
- (2) Not be allowed to touch the ground, floor, or deck.
- (3) Be flown on the main flagpole at all defence establishments inside and outside Canada.
- (4) Be worn at the ensign staff by HMC Ships in commission.

b. At defence establishments

- (1) On Canadian territory jointly occupied by foreign and Canadian military forces or at US bases under a 99 year lease, the National Flag shall be flown with the national flag of the country concerned.
- (2) On foreign territory occupied by Canadian Forces, the national flag of the host country shall be flown, when appropriate, with with National Flag.

c. When flown with a foreign national flag as described in para b or with the CF Ensign, the National Flag shall take precedence. Both flags shall be hoisted or lowered simultaneously if possible. If this is not possible, the National Flag shall be hoisted first and lowered last. On occasions requiring that one flag be flown at half-mast, the other flag should also be flown at half-mast.

d. At defence establishments outside Canada jointly occupied by Canadian and foreign military forces, the National Flag shall be flown in accordance with local regulations and customs.

e. At all defence establishments the National Flag shall be given the place of honour when flown or displayed with other flags as follows:

- (1) When two or more than three flags are flown together:
 - (a) The National Flag must be on the left as seen when facing it.
 - (b) If a number of countries are represented, they are displayed in English alphabetical order from left to right, preceded by the National Flag of Canada on the left as seen when facing them.

- (c) All displayed flags must be approximately the same size and flown at the same height.
 - (d) If circumstances require a second National Flag, it may be displayed at the right end of the line of flags as seen when facing the flags from the front.
- (2) When three flags are flown together, the National Flag should occupy the central position with the next ranking flag to the left and the third ranking flag to the right as seen when facing the flags from the front.
- f. The National Flag shall be flown on or near every DND dependant's school during working hours on school days.
 - g. On ceremonial parades, including guards of honour, the National Flag may be carried (usually by a senior non-commissioned officer) if consecrated colours are not also being carried. Only one National Flag should be carried, and it need not be attended by an armed escort. The National Flag shall be saluted as for consecrated colours but shall not be accorded the honours associated with these colours when marched on or off parade. The National Flag shall not be dipped or lowered by way of salute or compliment. The Canadian Forces Ensign may be carried with the National Flag.
 - h. During courts martial, the National Flag shall be mounted on a staff and placed behind the president.
 - j. The National Flag shall not be used as a cover for a box, table, desk, podium, or other objects, nor shall it be draped except on a casket (see article 442).
 - k. When the National Flag is being hoisted or lowered at a defence establishment, all officers and men within view shall pay compliments in the following manner:
 - (1) If in uniform, face the flag staff, stand at attention, and salute.
 - (2) If in civilian dress, face the flag staff, remove headdress, and stand at attention.
 - (3) Unarmed groups or parties under the command of a superior officer shall be halted facing the flag staff, remain at attention, and the superior officer only shall salute.
 - (4) Armed groups or parties shall be halted facing the flag staff, remain at attention, and compliments shall be paid by presenting arms.

- (5) All vehicular traffic within the vicinity of the flag staff shall stop.
 - (6) In HMC Ships all officers and men on the upper deck shall face in the direction of the flag and salute.
1. It is customary for the National Flag, if available, to be broken at the appropriate masthead by other Commonwealth and foreign ships of war when:
 - (1) Salutes are exchanged with Canadian ships of war, forts, or batteries.
 - (2) Salutes to senior Canadian officers and personal salutes are fired. The National Flag shall be worn when HMC Ships are dressed. It shall not displace a distinguishing flag or mast-head pennant.
 - m. On all occasions when the National Flag of Canada is worn, displayed, or handled, it shall be treated with dignity and respect.

311. CANADIAN FORCES ENSIGN

a. The CF Ensign

- (1) Shall be flown within Canada at base headquarters fitted with a second flagpole.
- (2) May be flown by a unit geographically remote from a base headquarters if fitted with a second flagpole.
- (3) May be flown outside Canada at Canadian Forces defence establishments if fitted with a second flagpole, except that:
 - (a) The Ensign may not be flown alongside or in the same array as national flags of other countries.
 - (b) The Ensign shall not replace the National Flag of Canada or any other national flag already flown.
- (4) When flown, displayed, or used as prescribed in this order shall not be allowed to touch the ground, floor, or deck.

b. The CF Ensign shall not be flown

- (1) In HMC Ships except as the distinguishing flag of the Chief of Defence Staff when embarked in his official capacity (worn at the main or only mast displacing all other distinguishing flags and pennants).

- (2) On the same flag pole as the National Flag.
 - (3) Outdoors at military establishments on Canadian territory jointly occupied by Canadian and foreign forces or US bases under a 99 year lease.
- c. The CF Ensign may be displayed in
- (1) The office of:
 - (a) A Major-General or officer of higher rank at NDHQ.
 - (b) The Commander of a command, formation, base, region, district, or military college.
 - (c) The Commanding Officer of an independent overseas establishment.
 - (d) A recruiting unit or detachment.
 - (2) A chapel.
 - (3) A mess.
- d. The Ensign may be used to cover an altar for divine services.
- e. When specifically requested by the next of kin, the Ensign may be used to drape a casket.
- f. On ceremonial occasions, the Ensign may be paraded with the National Flag. It shall not be attended by an armed escort but may be paraded with guards of honour or on ceremonial parades if consecrated colours are not also being carried. Compliments shall not be paid to the CF Ensign.

312. SHIP'S ENSIGN

- a. HMC Ships in commission shall wear the Ship's Ensign
- (1) When in a Canadian port from colours to sunset.
 - (2) When underway at all times by day and by night.
 - (3) When in foreign ports according to local regulations.
 - (4) Between sunset and colours, ships lying at anchor or alongside in a port or roadstead shall, if there is sufficient natural light, hoist their ensigns on seeing another warship underway, irrespective of nationality, and shall keep their ensigns hoisted until the movement has ceased or the other ship is no longer in sight.

NOTE: The ceremonies of colours or sunset are conducted as normal. Ship's Ensigns flying in accordance with this order shall be hauled down when the preparative pennant is hoisted for the ceremony of colours. Ships shall rehoist their Ensigns from five minutes after sunset if a warship is underway.

- b. The Ship's Ensign shall be worn at the ensign staff when a ship is in harbour or underway in pilotage waters. At sea it shall be worn as follows:
 - (1) In ships with more than one mast - at a small gaff fitted on the main mast.
 - (2) In ships with one mast - at a suitably prominent position on that mast or at a staff on the after-superstructure.
- c. Commanders shall ensure uniformity in the wearing of colours, particularly among ships of the same class.
- d. The Ship's Ensign is to be shifted from its harbour position to its sea position and to its harbour position as appropriate while transitting the harbour limits.

NOTE: In special circumstances, the discretion of ships' Commanding Officers or the senior officer of ships in company, as to wearing Ensigns at the ensign staff is to prevail.

- e. Ships' Ensigns are not to touch the deck, be wrapped around guard-rails, pipes, or fittings, or be handled in any manner that could be construed as being disrespectful. To this end, the Ship's Ensign when "bent on" is to be "in hand" as befits the commencement of a military ceremony.
- f. Ships' Ensigns flown at the ensign staff are to be fitted with a "headstick."
- g. Boat's Ensign
 - (1) Boats belonging to HMC Ships shall wear the Ship's Ensign:
 - (a) In Canadian and Commonwealth waters from colours to sunset when ships are dressed either overall or with masthead flags.
 - (b) In other than Canadian and Commonwealth waters between dawn and dusk when away from their ships.
 - (c) On all occasions, both day and night, when going alongside a warship of a nation outside the Commonwealth.

(2) The Ship's Ensign shall not be worn by boats under sail.

313. THE NAVAL JACK

- a. The Naval Jack is the flag authorized for wear at the jack-staff in HMC Ships.
- b. The Jack shall be worn by HMC Ships
 - (1) At anchor or alongside from colours until sunset.
 - (2) When underway and dressed with masthead flags.
 - (3) Both day and night when underway while wearing or escorting another ship of war or merchant vessel wearing
 - (a) The Queen's Personal Canadian Flag or a royal standard.
 - (b) A foreign royal or imperial standard.
 - (c) The flag of a head of state.
 - (d) The flag of His Excellency the Governor General of Canada.
 - (e) At all ship launchings/commissionings/naming ceremonies.

NOTE: The Jack shall not be worn by ships in dock, refit, or out of routine except on the occasion of "dressing ship" nor by ships which have been commissioned but have not been officially accepted.

- c. The Jack may be paraded ashore by units of Maritime Command within the following guidelines:
 - (1) It may be paraded with the National Flag.
 - (2) It shall not be attended by an armed escort.
 - (3) It may be carried on ceremonial parades or paraded with guards of honour.
- d. Compliments shall not be paid to the Jack.
- e. The Jack, when flown at the Jack staff, is to be fitted with a "headstick" and "tracked".
- f. The Jack, when "bent on" is to be "in hand" as befits the commencement of a military ceremony.

314. ROYAL UNION FLAG

- a. The Royal Union Flag, generally known as the Union Jack, was approved by Parliament on 18 Dec 64 for continued use as a symbol of Canada's membership in the Commonwealth of Nations and of her allegiance to the crown.
- b. The Royal Union Flag shall, where physical arrangements make it possible, be flown in addition to the National Flag, Ensign, Ship's Ensign, and Jack, as appropriate, at defence establishments, and in HMC Ships within Canada or Canadian waters.
 - (1) On the Queen's official birthday (the Monday immediately preceding 25 May).
 - (2) On the anniversary of the Statute of Westminster (11 Dec).
 - (3) When instructed by NDHO on the occasion of royal visits and certain Commonwealth gatherings in Canada.
- c. The Royal Union Flag shall be worn in HMC Ships as follows:
 - (1) Ships with more than one mast shall wear it at the main and the National Flag at another position.
 - (2) Ships with one mast shall wear it at the masthead.
 - (3) On the anniversary of the Statute of Westminster, ships shall dress with masthead flags only and gun salutes shall not be fired.
 - (4) In single masted ships the Royal Union Flag shall not displace a distinguishing flag or pennant already flying.

315. THE COMMISSIONING PENNANT

- a. The Commissioning Pennant is six feet (2m.) in length and three inches (3cm) wide, at the hoist, having a St. Georges Cross on a white field in the part next to the mast, with a white fly.
- b. It is worn by HMC Ships in commission, displayed from a suitable halyard on the mainmast or a small gaff thereon where it will fly clear. In ships with only one mast it is displayed therefrom.
- c. It is also referred to in relevant regulations and orders as a captain's pennant or masthead pennant.
- d. The Commissioning Pennant is broken in a ship upon commissioning, at the same time that the Ship's Ensign is hoisted, and is worn continuously throughout the ship's commission, except when displaced by the personal flag of:

- (1) the Sovereign,
- (2) the Governor-General,
- (3) the Chief of Defence Staff,
- (4) the Commander, or Deputy Commander of Maritime Command, or
- (5) the Broad Pennant of a Commodore commanding a formation afloat.

- e. The Commissioning Pennant is displayed at the bow of a boat to denote:
- (1) the presence of the Commanding Officer of a ship, proceeding to or from his ship,
 - (2) the Guard Officer when acting in his official capacity, or
 - (3) members of a court martial proceeding to or from the court.
- f. The Commissioning Pennant is not authorized for use as a decoration and is not to be displayed other than as indicated above.

316. NOT ALLOCATED

317. UNITED NATIONS FLAGS

- a. The United Nations Flag is flown during UN military operations and then only on the express authority of a competent UN official. If doubt exists as to whether the flying of this flag is appropriate, NDHO direction is to be sought.
- b. This flag does not displace personal or distinguishing flags. When flown, it is to be displayed from a suitably prominent position as determined by the senior officer present.

318. NATO FLAG

The rules regarding the display of the NATO flag will be promulgated by the NATO Commander who authorizes its wear.

319. QUEEN'S COLOUR

- a. The Queen's Colour, although not paraded in HMC Ships, is the official colour of Maritime Command.
- b. It is paraded before visiting Royalty and on certain other auspicious occasions.
- c. When it is paraded, it is afforded full marks of respect. Specifically, officers and men are to come to attention and salute when it passes or when passing the colours.

320. QUEEN'S HARBOUR MASTER'S FLAG

- a. The flag of the Queen's Harbour Master (QHM), through custom and common usage of Commonwealth navies, denotes the headquarters of the Queen's Harbour Master of HMC Dockyard.

- b. The QHM flag may be displayed continuously on a gaff or flagstaff outside or on the building housing the offices of the Queen's Harbour Master.
- c. The Queen's Harbour Master may fly his flag in the bow of a boat or vessel when proceeding in execution of his duty.
- d. The QHM flag is not to:
 - (1) Displace any distinguishing flag or pennant.
 - (2) Be accorded any salute or ceremonial.
 - (3) Be displayed for any other purpose than denoting the presence of the Queen's Harbour Master or his deputy.

321. CHURCH PENNANT

- a. The church pennant is to be hoisted in harbour at the peak if fitted and not occupied or at the yardarm when ships' companies are
 - (1) Holding divine service.
 - (2) At prayers.
- b. During divine service or prayers, the church pennant may be used to drape a podium or altar.
- c. The church pennant is to be used only as prescribed in paragraphs a and b above and in dressing line construction.
- d. Whenever the church pennant is used, it is to be hoisted and lowered with dignity.

(322 to 329 inclusive: not allocated)

Section 3 - Royal Standards, Personal Flags, and Distinguishing
Flags and Pennants

330. PRECEDENCE OF PERSONAL AND DISTINGUISHING FLAGS

The order of precedence for Personal and Distinguishing Flags is as follows:

- a. The Personal Canadian Flag of the Sovereign.
- b. The Personal Flag of the Governor General.
- c. The Personal Flag of a Head of State.
- d. The Personal Flag of a member of the Royal Family.
- e. The Personal Flag of a Lieutenant Governor.
- f. A Personal Flag of a Head of a Foreign or National Diplomatic Post.
- g. The Distinguishing Flag of the Chief of Defence Staff.
- h. The Distinguishing Flag of a General Officer.

331. THE QUEEN'S PERSONAL CANADIAN FLAG

- a. The Queen's Personal Canadian Flag shall:
 - (1) Be flown by day and by night at any building in which the Sovereign is in residence.
 - (2) Be flown by day and by night at defence establishments, on board a ship or boat, and on aircraft or other vehicles when the Sovereign is actually present or on board.
 - (3) Displace all other personal and distinguishing flags and pennants and shall
 - (a) Not be flown on the same halyard with other flags.
 - (b) Be broken immediately on arrival and lowered immediately on departure of the Sovereign.
 - (4) Be broken with other flags when the Sovereign embarks in a ship, as follows:
 - (a) The Queen's Personal Canadian Flag at the main, the National Flag at the fore, and the Royal Union Flag at the mizzen.
 - (b) In ships with two masts - the Queen's Personal Canadian Flag at the main, the National Flag at the fore, and the Royal Union Flag at the starboard yard.
 - (c) In single-masted ships - the Queen's Personal Canadian Flag at the masthead, the National Flag at the starboard yard, and the Royal Union Flag at the port yard.

- (5) When the Sovereign goes onboard a ship for a short visit, be broken at the masthead (the National Flag and Royal Union Flag are not broken).
- (6) When the Sovereign is being transported by boat, be displayed in the bow of the boat between dawn and dusk.

332. THE GOVERNOR GENERAL'S FLAG

a. The Governor General's Flag shall:

- (1) Be flown by day and by night at any building in which he is in residence.
- (2) Be flown by day and by night at defence establishments, onboard a ship and on aircraft or other vehicles when the Governor General is actually present or on board.
- (3) Be given the same precedence and honours prescribed for the Queen's Personal Canadian flag. If the Governor General is visiting at the same time as the Sovereign, His Excellency's flag shall not be flown.
- (4) When His Excellency embarks in a ship, be displayed at the main and the National Flag at the fore. In single-masted ships the Governor General's flag only shall be displayed at the masthead.
- (5) When His Excellency is being transported by boat, be displayed on the bow of the boat between dawn and dusk.

333. STANDARDS OF MEMBERS OF THE ROYAL FAMILY

- a. When a member of the Royal Family, other than the Sovereign, is present on an official visit to a defence establishment or HMC Ship, or is being transported in an aircraft or vehicle, his or her personal standard shall be flown in the manner prescribed for the Queen's Personal Canadian Flag.
- b. If more than one member of the Royal Family is present on an official visit, only the standard of the member taking precedence shall be flown.
- c. The standards of members of the Royal Family take precedence over but do not displace other personal or distinguishing flags or pennants.

334. LIEUTENANT GOVERNOR'S FLAG

- A. The flag of a Lieutenant Governor shall be flown within the limits of his government when:
 - (1) He is officially visiting a defence establishment or HMC Ship.
 - (2) He is being transported by vehicle, aircraft or boat in accordance with CFAO 62-3 Section 4.

- b. A Lieutenant Governor's flag shall be flown in the same circumstances and manner and be given the same honours as prescribed for standards of members of the Royal Family. It shall not displace distinguishing flags or pennants.

335. DISTINGUISHING FLAGS

- a. This section deals with distinguishing flags flown at bases and units and in HMC Ships.
- b. Distinguishing flags are provided for officers in accordance with Figure 3.2.
 - (1) Chief of the Defence Staff.
 - (2) A Lieutenant General at NDHO.
 - (3) A General Officer.
 - (4) A Colonel, Lieutenant Colonel, or Major as prescribed in para c.
- c. Distinguishing flags for officers other than those of general rank, denote command, and normally should be flown only within the recognized area limits of the command. Officers in this category are Commanders of Commands, Base Commanders, Commandants of Military Colleges, and Commanding Officers of Canadian Forces Stations and HMC Ships. It is not intended to replace traditional regimental pennants or commissioning pennants which will continue to be flown according to customary usage.
- d. The distinguishing flag designated for a given appointment shall be flown by an officer appointed to acting capacity regardless of his actual rank.
- e. The only distinguishing flags authorized to carry a badge are the distinguishing flags for
 - (1) Chief of the Defence Staff.
 - (2) A Lieutenant General at NDHO.
 - (3) The Commander of the following Commands
 - (a) Maritime Command.
 - (b) Maritime Forces Pacific.
 - (c) Mobile Command.
 - (d) Air Command.

- (e) Communications Command.
 - (f) Canadian Forces Europe
 - (g) Canadian Forces Training System.
 - (h) Northern Region.
 - (j) Air Group Commanders
- f. The distinguishing flag for an entitled officer is hauled down immediately after he
- (1) Dies (flag is half-masted)
 - (2) Transfers command to his successor.
 - (3) Proceeds on leave.
 - (4) Is confined to hospital.
 - (5) Proceeds on duty outside his area of jurisdiction.
- g. The distinguishing flag of the Chief of the Defence Staff is the Canadian Forces Ensign, and
- (1) Shall be flown by day at defence establishments when he is present in his official capacity.
 - (2) Displaces all other distinguishing flags and pennants.
 - (3) When he is embarked in a ship in his official capacity, his distinguishing flag shall be worn at the main or only mast and displaces all other distinguishing flags and pennants.
- h. The distinguishing flag of a Lieutenant General at NDHQ shall
- (1) Be flown by day ^{and night} at defence establishments when he is present in his official capacity and displaces all other distinguishing flags and pennants.
 - (2) When he is embarked in a ship in an official capacity, be worn at the main mast, and displaces all other distinguishing flags and pennants except those denoting command, and shall be illuminated
- j. The distinguishing flag of a visiting superior officer displaces all other distinguishing flags and pennants when he visits one of his defence establishments in an official capacity.
- k. Distinguishing flags shall be flown by day at one of the following positions:
- (1) In defence establishments
 - (a) Where one flag pole is available - below the National Flag.

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- (b) Where two flag poles are available - below the Canadian Forces Ensign.
- (c) When a flag pole is fitted with a gaff - at the masthead.
- (d) When a flag pole is fitted with a yardarm and not a gaff - at the yardarm.

(2) In ships

- (a) For a Vice-Admiral, or equivalent in command of a Command - at the main.
- (b) For a Rear-Admiral or Commodore, or equivalents in command of a Command - at the fore.
- (c) For an officer of General rank not in command of a Command, of equivalent rank, or senior - at the yardarm.

1. Distinguishing flags flown from a flag pole shall be at least one size smaller than the National Flag of Canada or Canadian Forces Ensign.

<u>Flown with Flag/Ensign</u>	<u>Distinguishing Flag Size</u>
2½' x 4½', 3' x 6'	1½' x 3'
4½' x 9', 6' x 12'	3' x 6'
7½' x 15'	

- m. When the Chief of the Defence Staff is present at a defence establishment, his distinguishing flag shall be
 - (1) Flown below the National Flag from the same halyard.
 - (2) One size smaller than the National Flag.
 - (3) Flown in addition to the Ensign if one is normally flown on a second flag pole.
- n. The distinguishing flag of an Inspecting Officer may be broken immediately on arrival and lowered immediately on departure at the dais on ceremonial parade.
- o. When flags are required to be flown at half-mast, the position of distinguishing flags flown from a flag pole fitted with a gaff or yardarm shall not be altered. Distinguishing flags flown from the same halyard as the National Flag or the Canadian Forces Ensign shall continue to be flown below these flags during periods of half-masting.

- p. These distinguishing flags are only flown in HMC Ships when the officer concerned is acting in his official capacity.
- r. The change of location of a General Officer's Flag will be arranged previously by message and should normally be carried out at 0800.
- s. Distinguishing flags are not flown
- (1) In more than one place at one time.
 - (2) In a ship in which the Personal Canadian Flag of the Sovereign or the Governor General of Canada's Flag is displayed.
 - (3) When command has been delegated to a subordinate for a period in excess of 48 hours.
- t. When an officer appointed in command relinquishes his command to a successor, the distinguishing or command flag of both officers is to be flown from colours to sunset on the official transfer date. The procedures as given below is to be followed:
- (1) Simultaneous with colours the appropriate masthead flag is to be hauled down, and the two distinguishing flags hoisted with that of the incumbent at the starboard outer yardarm and that of the relieving officer at the port outer yardarm.
 - (2) Simultaneous with sunset the two flags at the yardarm are to be hauled down and the flag of the relieving officer broken at the masthead.
- u. When a senior naval officer of another country embarks in one of HMC Ships for purposes of command, his distinguishing flag is to be flown in order of precedence with other flags.

336. MINIATURE DISTINGUISHING AND PERSONAL FLAGS

- a. When embarked in a boat, the appropriate miniature standard, distinguishing flag, or pennant may be displayed in the bow of a boat between the hours of dawn and dusk for
- (1) The Sovereign or any member of the Royal Family - their own personal Standard.
 - (2) Foreign Royalty or Head of State - the appropriate Standard or Ensign of that country.
 - (3) The Governor General of Canada - the Governor General's Personal Flag.

- (4) The Lieutenant Governor of a province within the limits of his jurisdiction - the appropriate Lieutenant Governor Flag.
 - (5) The Prime Minister - the National Flag of Canada.
 - (6) The Minister of National Defence - the National Flag of Canada.
 - (7) The Chief of the Defence Staff - the Canadian Forces Ensign.
 - (8) For General Officers in command of formations of ships - the appropriate flag or pennant.
 - (9) For Squadron Commanders and Commanding Officers of HMC Ships when proceeding on official business - the commissioning pennant.
 - (10) Members of a court martial when proceeding to and from the court - the commissioning pennant.
 - (11) The Guard Officer - the commissioning pennant.
- b. The personal or distinguishing flag or pennant is to be flown when the personage for whom it is authorized is actually in the boat. The flag or pennant is to be removed or hooded when the person is not in the boat.

337. SQUADRON COMMAND FLAG

- a. The Squadron Command Flag, is not a distinguishing flag or a personal flag. It is used solely for the purpose of indicating the location of the Squadron Commander, and does not displace personal or distinguishing flags.
- b. The Squadron Command Flag is flown
 - (1) In harbour, in the ship in which the Squadron Commander is borne, at all times day and night.
 - (2) At sea and when meeting or joining other warships. It may be hauled down when sufficient time has elapsed for visual identification.
- c. The Squadron Command Flag is not to
 - (1) Displace the commissioning pennant.
 - (2) Be hoisted in a ship wearing a standard or other distinguishing flag or pennant.
 - (3) Be displayed in the bows of a boat or on a vehicle.

338. SENIOR CANADIAN OFFICER PRESENT AFLOAT (SCOPA) PENNANT

- a. When two or more HMC Ships are present in a port or roadstead, the senior Canadian ship is to hoist the Starboard Pennant at the starboard yard to indicate that the duties assigned to the SCOPA have been undertaken by that ship.
- b. When in company with ships from other nations, the Starboard Pennant is to be flown by the Senior Canadian ship, however, the starboard pennant shall not normally be flown when SCOPA is wearing a flag or broad pennant unless it is required in order to avoid misunderstanding.

339. NOT ALLOCATED

Section 4 - Flag Ceremonial Procedures

340. GENERAL - INTRODUCTION

This section provides instructions as to the conduct of the various ceremonies which are carried out onboard HMC Ships. Of necessity, procedures are not provided to cover every conceivable situation. Where specific instructions do not appear, personnel should be guided by the general principles for similar occasions that have been covered.

341. COLOURS AND SUNSET

- a. The shipboard ceremonies of Colours and Sunset entail the hoisting and lowering of the Ship's Ensign and Jack.
- b. Ships alongside in harbour or at anchor are to carry out the ceremony of Colours or Sunset:
 - (1) At 0800 and Sunset Daily,
 - (2) At 0800 and 1700 daily where continuous daylight or darkness prevail,
 - (3) In accordance with local customs where in foreign ports.
 - (4) Following the movements of the Senior Officer in coordinating the ceremony.
- c. Where Colours are not conducted at 0800 the orders for an act of striking the bell are to be appropriately amended.
- d. The personnel required for the ceremony of Colours or Sunset are as follows:
 - (1) Officer of the Day or Watch (OOD)
 - (2) Quartermaster/corporal of the Gangway
 - (3) Bosn's Mate
 - (4) Duty Electrician
 - (5) Man for Prep
 - (6) Man for Jack
 - (7) Man for Ensign
- e. The procedure for conducting the ceremony of Colours or Sunset is as follows:
 - (1) Personnel should be mustered approximately ten minutes prior to the ceremony to ensure each person knows his job. Personnel detailed are to be attired in the Duty Dress of the Day for the brow staff.

- (2) The "PREP" (preparative pennant) is hoisted close up five minutes prior to the ceremony on a halyard that can be seen from the quarterdeck.
- (3) At Colours or sunset the prep is dipped (lowered about four feet). The man detailed for the Ship's Ensign salutes the OOD and reports "Colours, sir" or "Sunset, sir" as appropriate.
- (4) The OOD replies "Make it so." The Bosn's Mate strikes the appropriate number of bells on the ship's bell.
- (5) On completion of "Making it so" or at sunset, the OOD instructs the Quartermaster to "Pipe the Still" (or the bugler sounds the alert).
- (6) The Quartermaster pipes the still (the bugler sounds the alert).
- (7) The Bosn's Mate pipes over the ship's system "Attention on the upper deck, face aft (or in the direction of the Ensign)."
- (8) The men detailed for ship's Ensign and Jack respectfully hoist or lower the ship's Ensign and Jack in slow time. Particular attention is to be paid to the uniformity of hoisting and lowering the two flags simultaneously.
- (9) When the Ensign touches the block or is completely lowered, the man on the Ensign will turn smartly forward and remain at attention watching for the "Prep" to be hauled down.
- (10) Following the movements of the Senior Officer, the "Prep" is hauled down.
- (11) The man on the Ensign salutes and reports "Carry on, sir!" The OOD orders "Carry on." The Quartermaster/Bugler complies and the Bosn's Mate pipes "Carry on."
- (12) On hearing the pipe "carry on" the duty electrician switches on anchor light, masthead obstruction, light and upper deck lighting (sunset only).
- (13) The Ship's Ensign and Jack are to be brought to the Quartermaster for safe keeping after the ceremony of Sunset or as dictated by ship's policy.
- (14) Prior to the ceremony of Colours, the Ship's Ensign and Jack are to be tracked and attended.

342. HALF MASTING

- a. Unless special instructions are received, all flags shall be half-masted at all defence establishments and HMC Ships on the death of
 - (1) The Sovereign.
 - (2) A member of the Royal Family related in the first degree

to the Sovereign (i.e. husband or wife, son or daughter, father or mother, brother or sister).

- (3) The Governor General.
 - (4) A Federal Cabinet Minister.
- b. Within a province, unless special instructions are received, all flags will be half-masted at all defence establishments and HMC Ships on the death of:
- (1) The Lieutenant Governor.
 - (2) The Provincial Premier.
- c. The honours listed in paras a and b above shall be accorded from the day of death until sunset the day of the funeral.
- d. The National Flag, Ensign, Ship's Ensign, and Jack, as appropriate, shall be flown at half-mast at all defence establishments and in HMC Ships upon hoisting until 1120 hours on 11 Nov (Remembrance Day). In addition, they shall be flown at half-mast when ordered by NDHO or a Command Headquarters and during the funeral of a service member being held at a particular unit or in a ship. Foreign national flags and the National Flag shall be half-masted in accordance with article 310, para c.
- e. For a funeral on land, flags shall be half-masted when the funeral procession is due to leave the place where the body has been lying and rehoisted when sufficient time has elapsed for the interment. Except as prescribed in CFAO 62-3, paras 15 and 23, the position of distinguishing flags flown from a flag pole fitted with a gaff or yardarm is not altered.
- f. For a funeral at sea, flags shall be half-masted when the body is removed from where it has been lying and rehoisted when the funeral service is ended.
- g. When flags are ordered to be half-masted throughout the day, they shall be first hoisted close up and immediately lowered to half-mast. At sunset they shall be hoisted close up, then lowered.
- h. On occasions when the National Flag is flown at half-mast, the Ensign, if flown, shall also be half-masted.
- j. The boat's Ensign shall be worn at half-mast on all occasions and in any waters when
- (1) A body is being conveyed in a boat.
 - (2) Ship's Colours are at half-mast.

- k. In HMC Ships, when the Ship's Ensign is worn at half-mast, the Jack, if worn, shall also be half-masted.
- l. HMC Ships whose Colours are at half-mast should acknowledge salutes by merchant vessels. The Ship's Ensign shall be hoisted close up, dipped, rehoisted close up, and then half-masted.
- m. HMC Ships approaching or leaving port or an anchorage where any other ship of war has its Colours at half-mast shall, while within sight of that ship, half-mast their own Colours.
- n. Half-masting during the ceremony of Colours
 - (1) The "Prep Pennant" and the appropriate signal from ATP, Vol II are hoisted five minutes prior to Colours.
 - (2) The ceremony of Colours is carried out. The man on the Ship's Ensign turns forward and watches for the Signal "ADL-3" to be hauled down. He then reports "Half-mast, sir," turns and he and the man on the Jack lower their respective flags half-mast.
 - (3) The man on the Ensign turns forward and reports when PREP is hauled down and the ceremony of Colours is completed.
- p. Rehoisting during ceremony of Sunset
 - (1) The "PREP" and Signal Flags are hoisted five minutes prior to the ceremony.
 - (2) The Signal is executed (hauled down). The man on the Ensign reports "Rehoist, sir," and the Jack and Ensign are rehoisted close up.
 - (3) The "PREP" is then dipped and the ceremony of Sunset is carried out in the normal fashion.
- q. On dress-ship occasions, upon the extraordinary circumstances of ships being ordered to half-mast Colours when dress overall
 - (1) Dressing lines are to be lowered.
 - (2) Ship's Ensigns and Jacks are to half-masted and masthead flags hauled down.
 - (3) Ships underway are to half-mast their Ensigns and Jacks and haul down masthead flags.

NOTE: Personal and distinguishing flags continue to be displayed whether underway or not on occasions when Colours are half-masted.

- (4) In foreign ports ships are to adhere to local customs.

- r. A ship carrying a body on a dress ship occasion is to half-mast her Colours and haul down her masthead flags.

343. DIPPING ENSIGNS

- a. The act of "Dipping her Ensign" to a warship by a merchant ship is a form of salute. It is to be treated as such by HMC Ships, and the salute returned by dipping the Ship's Ensign. As there is no regulation whereby a merchant vessel is required to dip her Ensign to a man-of-war, this practice must be considered as an act of custom and courtesy rather than a rule.
- b. Ships are to acknowledge promptly and smartly all such salutes; however, ships should not obviously anticipate a salute.
- c. Under no circumstances are HMC Ships to dip their Ensigns to any other vessel unless that vessel first dips her Ensign.
- d. When Ensigns are half-masted, the Ensign will first be hoisted close up, dipped, rehoisted, then returned to the half-mast position.
- e. When ships are nested, only the outboard ship is to return the compliment.

344. LAUNCHING, NAMING, AND COMMISSIONING OF SHIPS

- a. When a ship is to be launched and there is no naming ceremony, the Ship's Ensign and Jack together with the National Flag at the masthead shall be worn between 0800 hours and sunset.
- b. At launching of ships at which there is a naming ceremony, the Ship's Ensign and Jack shall be hoisted simultaneously and the National Flag broken at the masthead at the moment of naming. These flags shall be lowered at sunset.
- c. At a commissioning or a naming and commissioning ceremony, the Ship's Ensign and Jack shall be hoisted and the masthead pennant broken at the moment of commissioning or naming.
- d. Where a ship is commissioned before the official acceptance, normal procedure shall be followed on the day of commissioning; but on subsequent days until the ship has been officially accepted, only the Ship's Ensign and masthead pennant shall be worn.

NOTE: Also see Chapter 4, Article 445 - Laying of Keels, Launching, Naming, and Commissioning Ceremonies.

345. DRESSING SHIP

- a. Except as prescribed in Article 354 and unless otherwise directed ships in port shall dress overall from Colours to Sunset on the anniversaries of

- (1) The actual birthday of the reigning Sovereign (21 Apr).
- (2) The official birthday of the reigning Sovereign (celebrated in Canada on the Monday immediately preceding 25 May).
- (3) The accession of the reigning Sovereign (6 Feb).
- (4) The coronation of the reigning Sovereign (2 Jun).
- (5) The birthday of the consort of the reigning Sovereign (10 Jun).
- (6) The birthday of Her Majesty Queen Elizabeth, the Queen Mother (4 Aug).
- (7) Dominion Day (1 Jul)

NOTE: See Table 3.1

- b. Ships in Commonwealth ports, other than Canadian ports, on the anniversary of the actual birthday of the Sovereign, where official celebrations are not held ashore, shall dress with masthead flags only and only while the royal salute is being fired.
- c. On the day proclaimed in Canada as the official birthday of the Sovereign, ships
 - (1) In Canadian ports shall dress overall.
 - (2) In other Commonwealth ports shall dress only if the date coincides with that proclaimed by the Commonwealth country, territory, or protectorate.
 - (3) In ports of nations outside the Commonwealth where an official celebration is to be held on shore shall dress overall.
- d. In Commonwealth ports where the official celebration of the birthday of the Sovereign is held on a date other than that proclaimed, ships shall dress overall on the date adopted for the celebration.
- e. The Senior Officer present may order ships to dress overall on the occasion of important military or civil functions when it is considered in the best interest of the Canadian Forces.
- f. On the anniversary of the Statute of Westminster (11 Dec) ships within Canadian waters shall dress from Colours to Sunset with masthead flags only.
- g. When an anniversary for dressing ships falls on a Sunday, ships shall be dressed on that day. If the salute is deferred to the following day, ships shall dress with appropriate masthead flags while the salute is being fired.

- h. On the occasions listed in para a above, ships underway in the vicinity of an anchorage or port shall dress with masthead flags.
- i. On all occasions when ships are dressed, ships in dock, in refit, or out of routine shall dress with masthead flags only (with the Jack at the jackstaff) unless otherwise ordered.
- k. Ships proceeding to sea less than one hour after Colours and entering or returning to harbour after 1600 hours shall dress with masthead flags only.
- l. Ships proceeding to sea or entering or returning to harbour other than those referred to in para k above shall, unless otherwise ordered, undress one hour before departure and dress overall one-half hour after arrival.
- m. Ships shall dress with masthead flags when the Senior Officer present considers it inexpedient to dress overall due to weather or other reasons. The ship having the radio guard and ships not fitted with dressing lines shall dress with masthead flags only.
- n. Ships shall be dressed with masthead flags when escorting a ship of war or merchant vessel wearing
 - (1) The Queen's Personal Canadian Flag or a Royal Standard.
 - (2) A foreign Royal or Imperial Standard.
 - (3) The flag of a Head of State.

- (4) The flag of His Excellency the Governor General of Canada.
- o. Ships shall be dressed in harbour by order of the Senior Officer present
- (1) When in the presence of any ship in which the flags listed in para n above are flying, on occasions of visits from the personage concerned.
 - (2) When in the presence of ships of war of another nation or in the waters of another nation, on ceremonial occasions of the nation concerned.
- p. When a ship is dressed in honour of a personage or on a ceremonial anniversary, the National Flag shall be worn in accordance with the following
- (1) In a ship wearing a distinguishing flag
 - (a) Ships with two or more masts shall wear the National Flag at the unoccupied masts.
 - (b) Single-masted ships shall not wear the National Flag.
 - (2) Ships not wearing a distinguishing flag shall wear the National Flag at each mast.
- r. When a ship is dressed in honour of a personage or on a ceremonial occasion of another nation, the National Flag shall be worn in accordance with the following
- (1) Single-masted ships wearing a Royal Standard or Governor General's flag or distinguishing flag or pennant, shall wear the Ensign of the other nation alongside the standard or flag. Other single-masted ships shall wear the Ensign of the other nation aloft.
 - (2) Two-masted ships wearing a Royal Standard or Governor General's flag or distinguishing flag or pennant, shall wear the Ensign of the other nation at the fore. Other two-masted ships shall wear the Ensign of the other nation at the main and the National Flag at the fore.
- s. Ships that do not possess the appropriate foreign Ensign shall wear Canada's National Flag on the occasions referred to in para r above.
- t. Preparations for dressing a ship are to be carried out as early as practicable in order that any necessary repairs or modifications to dressing lines, wire ropes, blocks, and haul-downs may be made.

- u. Dressing lines may be clipped on the evening prior to the dress ship occasion (unless ships are illuminated) and covered with approved dressing line bags. These bags have been designed so that they may be left rigged while dressing lines are being "triced." Bags are to be removed immediately on completion of Colours.
- v. On dress ship occasions, ships underway in the vicinity of an anchorage or port are to dress with masthead flags only. On all dress ship occasions when masthead flags are flown, the Jack is also to be flown.
- w. On all occasions when ships are dressed, ships in dock, in refit, or out of routine are to dress with masthead flags and Jack only unless otherwise ordered.
- x. Ships are to dress with masthead flags only when the Senior Officer present does not consider it to be expedient to dress overall. Under no circumstances is the ship having the communication guard or the Ready Duty ship to dress with rigging lines. They are to dress with masthead flags only.
- y. Ships in non-Canadian ports are to conform with local customs for official celebrations, being guided by the above instructions for dressing ship.
- z. When dressing a ship at sea, the Ship's Ensign and Jack are to be flown at their respective staffs.
- aa. Dress ship procedure for Colours
 - (1) Following the movement of the Senior Officer at 0755 hoist the "Prep" and appropriate signal.
 - (2) At 0800 execute flag signal.
 - (3) The dressing lines will now be hauled simultaneously to their blocks.
 - (4) The "Prep" is then dipped by the Senior Officer and the ceremony of Colours is then carried out.
 - (5) When the "Prep" is hauled down, the masthead flag or Ensign is broken.
- ab. Undress ship procedure for Sunset
 - (1) Following the movements of the Senior Officer five minutes prior to Sunset hoist the "Prep" and appropriate signal.

- (2) At sunset execute flag signal.
 - (3) The dressing lines are then lowered simultaneously to deck or bottom of guide line.
 - (4) The "Prep" is then dipped and the Ceremony of Sunset is carried out. The masthead flag or Ensign is lowered at the same time.
 - (5) The "Prep" is hauled down and Sunset Ceremony is completed.
- ac. Senior Officers conducting dress/undress ship must observe the progress of dressing line hoisting/lowering to ensure a well coordinated ceremony. The preparative pennant is not to be "dipped" until (as nearly as practicable) all ships have completed the dress/undress portion of the ceremony.
- ad. On occasions when ships dress with masthead flags only the flag signal hoisted for this purpose is found in ATP (1) Vol II.

Table 3.1 Canadian Dress Ship Occasions

<u>DATE</u>	<u>ANNIVERSARY/OCCASION</u>	<u>OVERALL</u>	<u>FLAG/ENSIGN DISPLAYED</u>	<u>REMARKS</u>
6 Feb	Anniversary of the Accession of reigning Sovereign	Yes	Canadian National Flag	
21 Apr	Actual birthday of Her Majesty Queen Elizabeth II	Yes	Canadian National Flag	
- May	Official birthday of the reigning Sovereign	Yes	Royal Union Flag	In Canada celebrated Monday immediately preceding 25 May.
2 Jun	Anniversary of the Coronation of Her Majesty Queen Elizabeth II	Yes	Canadian National Flag	
10 Jun	Birthday of His Royal Highness, The Duke of Edinburgh	Yes	Canadian National Flag	
1 Jul	Dominion Day	Yes	Canadian National Flag	
4 Aug	Birthday of the Queen Mother	Yes	Canadian National Flag	

346. PREPARING A FLAG FOR BREAKING

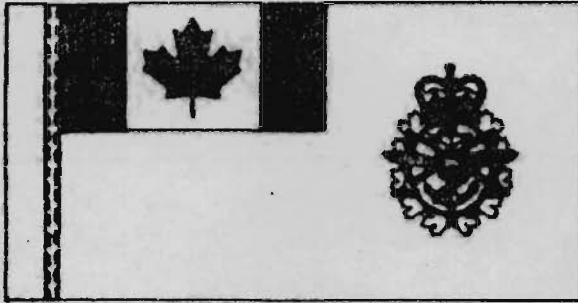
- a. On many occasions and situations it is necessary to break a flag, such as
 - (1) Masthead flag for dress ship.
 - (2) Jack during execution of ceremonial anchorage.
 - (3) Battle Ensign at masthead.
 - (4) Flag UNIFORM during anchoring or weighing.
 - (5) Passing foreign ship honours.
- b. As befits the requirement Figure 3.5 gives a pictorial view of procedure for preparing a flag for breaking.

347. SHIFTING ENSIGNS

- a. During a Ceremonial Anchorage or Ceremonial Formation Anchorage, the Ensign is to be shifted to the harbour position at ten cables to go if not previously ordered by signal.
- b. Ships in formation are to follow the movements of the senior ship.
- c. Ships entering and leaving harbour independently are to shift Ensigns at the harbour limit.

(348-349 inclusive: not allocated)

Figure 3.2 Distinguishing Flags



ADMIRAL/GENERAL
(Chief of the Defence Staff)



VICE ADMIRAL/LIEUTENANT GENERAL
(Example Commander Maritime Command)



REAR ADMIRAL/MAJOR GENERAL
(Example RADM Commanding
Maritime Forces Pacific)



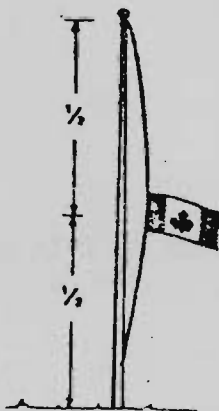
COMMODORE/BRIGADIER-GENERAL
(Example Commander Maritime Air Group)



CAPTAIN, COMMANDER, LIEUTENANT COMMANDER
Holding Appointments in Command
(Example Base Commander)

Figure 3.3 Half-Masting Flags

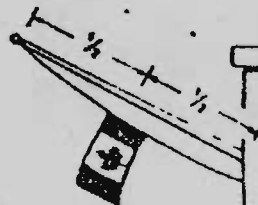
On a standard flagpole.



Sur un mât de pavillon normal.

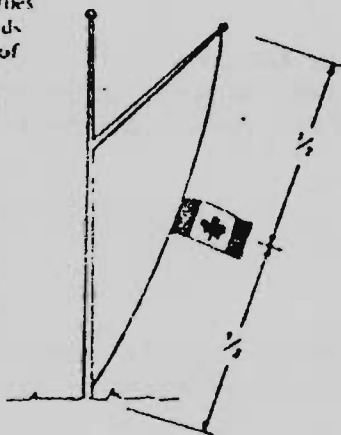
2

On a projecting flagpole.



Sur un mât de pavillon incliné.

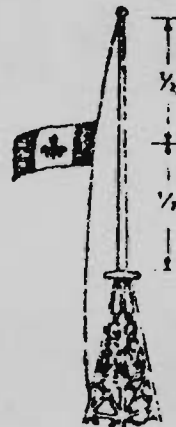
On a peak or gall the flag flies one half way up the haliards, regardless of the position of cross-tree, platform or top which may intervene.



Sur une corne, le drapeau est hissé à mi-chemin de la drisse à partir du taquet, quelle que soit la position du croisement, de la plate forme ou du sommet qui peut se trouver là.

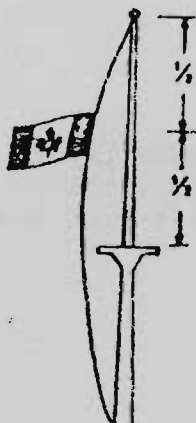
4

On a mast with an intervening structure.



Sur un mât placé en superstructure.

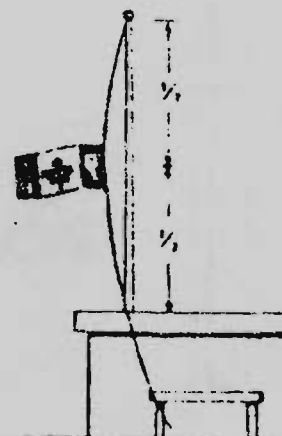
On a mast with cross-trees, platform or top.



Sur un mât avec un croisement une plate forme ou un sommet

6

On a mast which is surmounting a building.



Sur un mât surmontant un bâtiment.

Figure 3.4 Positions for Flying Ensign, Jack, and Masthead Flags on Dress Ship Occasions

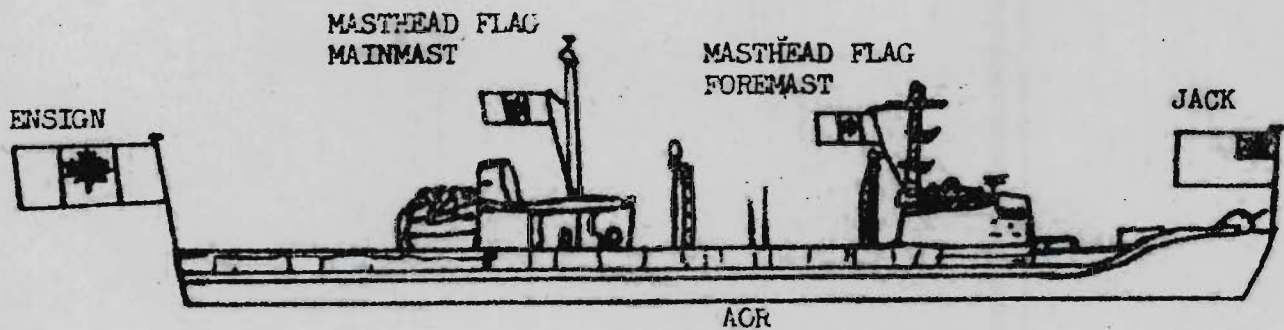
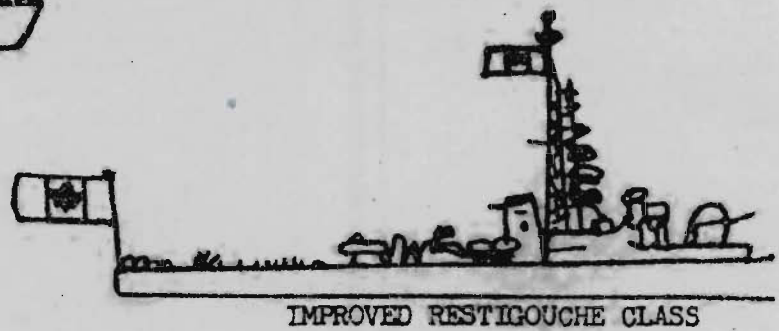
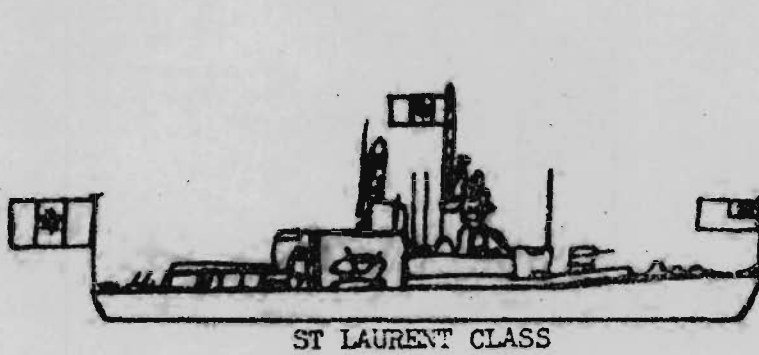
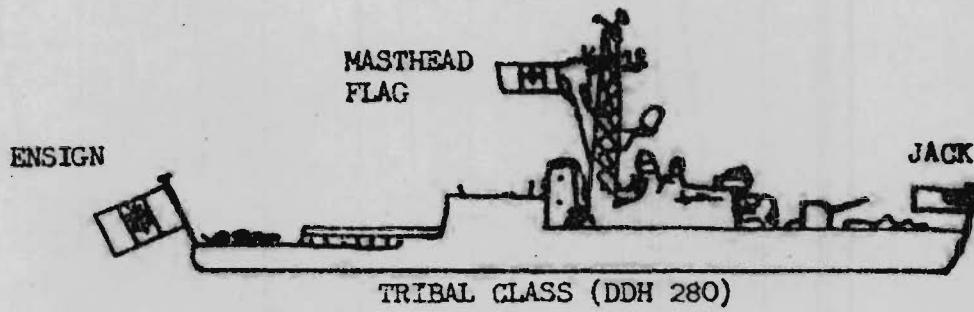
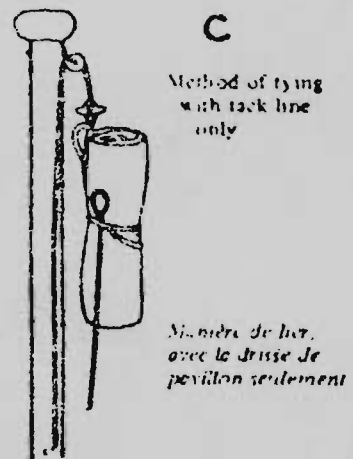
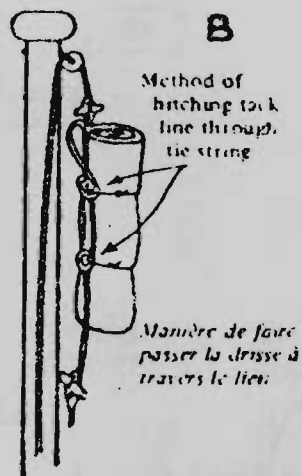
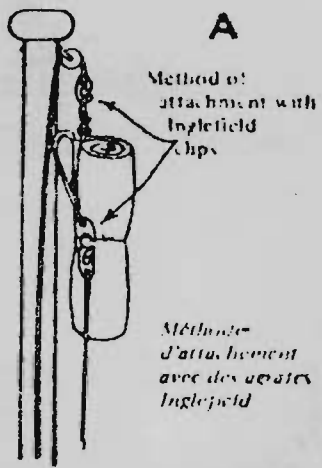
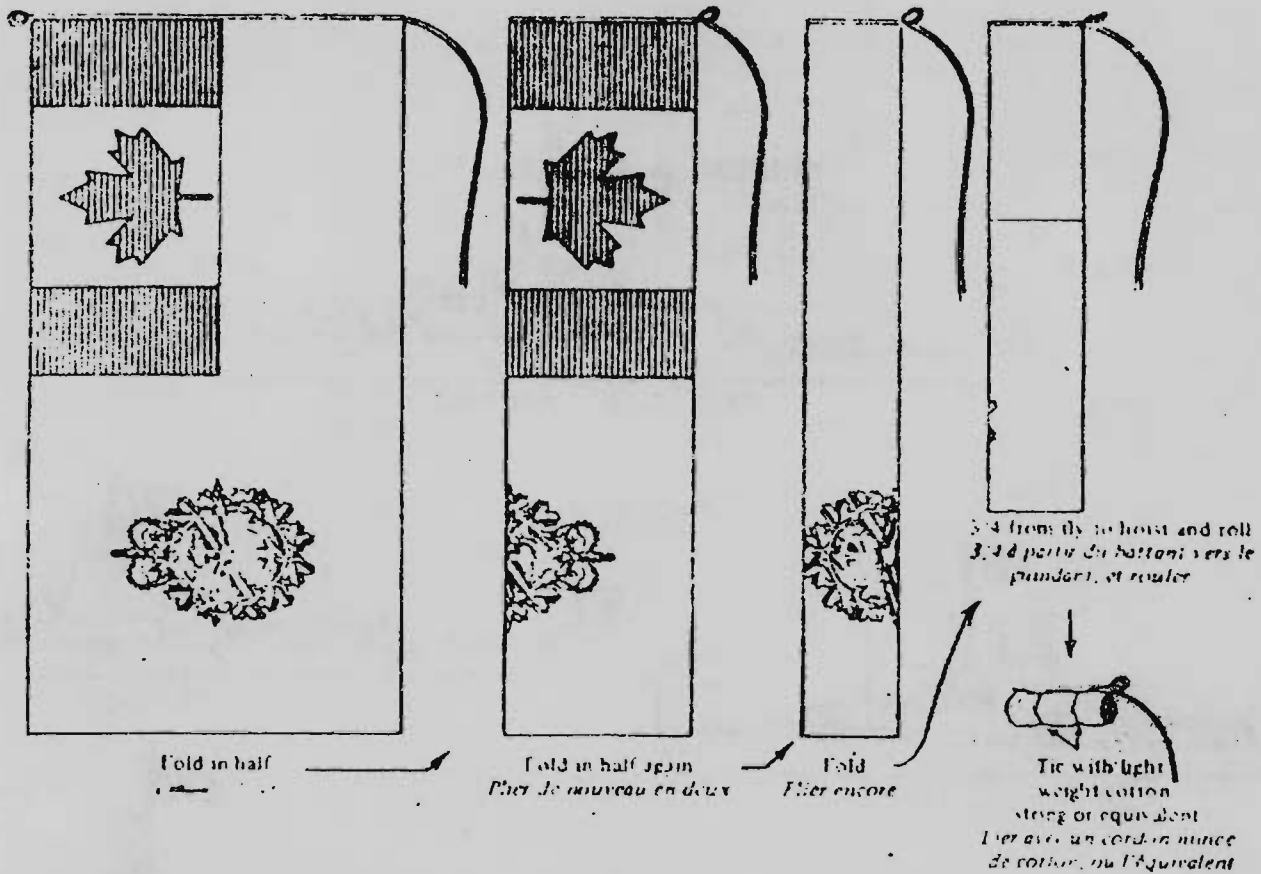


Figure 3.5 Preparing a Flag for Breaking



Section 5 - Fittings, Flag Displays, and Miscellaneous Items

350. GENERAL

- a. This section provides information on the heraldic fittings, tables of flag display and sizes, variations of mast design, and a list of pertinent references to augment this publication.
- b. Mast configuration depicted in this chapter are not accurate in detail. Common sense and imagination will enable the user to identify appropriate positions for flag displays within his own ship.

351. HERALDIC FITTING IN HMC SHIPS

- a. The following intends to achieve standardization of heraldic fittings in HMC Ships

(1) Crown-Ensign Staff

The St. Edward's crown is to be used and made of aluminum-nickel bronze. It is to be coloured using gold leaf and special enamel paints in accordance with CF Ship's Standards, Curators drawing No. G-F-9-HOS-0020053-01, St. Edward's Crown and securing arrangements. Drawing and pattern are held by Ship Repair Units, HMC Dockyard.

(2) Mounting Base for Ship's Badge

The mounting base for ship's badges is to be circular in shape except for the uppermost portion which is to conform with the shape of the crown. Mounting base is to be made of teak or South African mahogany with a 2-inch margin all round, one inch of which should be bevelled. It is to be 23 x 29 inches for an 18-inch ship's badge and 17 x 23 inches for a 12-inch ship's badge. The whole is to be stained and varnished. Ship's badges are to be made in HMC Dockyard and issued through the CF supply system.

(3) Battle Honours Scroll

The battle honours scroll is to consist of a rectangular board of teak or African mahogany, carved in accordance with a standard design, incorporating the ship's badge, a rope design surrounding the name scroll, motto scroll, and maple leaves. The ship's name, motto, and the battle honours to which the ship is entitled will be inscribed in gold leaf lettering as follows

- (a) The list of battle honours and the styles of lettering to be employed will be found in a CFAO 62-5.
- (b) The outside dimensions of the battle honour scroll board are not to exceed the following
 - (i) AOR's 6' x 5'.
 - (ii) Destroyers and below 4' x 3'.
- (c) A record of all battle honours awarded the ship is kept in the Captain's Ship Book.

(4) Ship's Name Plate

The ship's name plate is to be made of teak or African mahogany, suitably polished, the overall height of the lettering being nine inches for ACR's and six inches for Destroyers and below. A guidance drawing is found in CFSS curators drawing No. G-F-9-H43-0020045-01, ship's name board. Ship's name plate and letters (two per ship) will be provided by shipbuilders for new construction.

352. MAPLE LEAF EMBLEM

- a. Ships are to wear a red maple leaf in the form of a metal badge constructed to the following specifications

(1) Position

- (a) On each side of the funnel.
- (b) On the side of the hangar for DDH 280 class.
- (c) Ship's drawings are to be consulted.

(2) Size

- (a) Vessels up to 115 LOA - emblem to be 2' in extreme breadth and extreme height.
- (b) Vessels greater than 115 LOA but less than 215 LOA - emblem to be 2½' in extreme breadth and extreme length.
- (c) Vessels greater than 215 LOA but less than 400 LOA - emblem to be 3' in extreme breadth and in extreme length.
- (d) Vessels greater than 400 LOA - emblem to be 4' in extreme breadth and extreme length.

- (3) After priming the finish coat to be applied shall be CGSB specification 1-GP-61 in the colour red 9-2.

353. SIZE OF FLAGS, ENSIGNS, AND JACKS

- a. Size of Ensigns, Jacks, and flags is traditionally stated in "breadths"; a breadth is nine inches.
- b. Canadian Forces catalogues give dimensions of Ensigns, Jacks, and flags in feet and inches and refer to size numbers 1 through 6 or A through D in the case of signal flags. Stores demands are to be prepared using the size number and dimensions.
- c. Table 3.2 shows the sizes of Ensigns, Jacks, and flags, their dimensions, and the equivalent size in terms of breadths. Table 3.4 lists the size of Ensigns, Jacks, and flags to be worn on various occasions by size number.

354. DETAILS OF DRESSING LINES

- a. A dressing line consists of three main components
- (1) The strongback which is a 3/4 inch circ. extra special flexible steel wire rope (ESFSWR).
 - (2) The dressing line which is a 7/16 inch (dia) nylon line with signal flags attached.
 - (3) Whips which are
 - (a) 1 1/2 inch (circ) nylon line for DDE/DDH and smaller vessels.
 - (b) Two inch (circ) nylon line for AOR's.
- b. The dressing line, with signal flags and pennants sewn on, is equipped with spring clips. These clips are snapped on to the strongback.
- c. Dressing lines and strongbacks are referred to as
- (1) Foredown: jackstaff to foremast.
 - (2) Maindown: Ensign staff to mainmast.
 - (3) Fore-to-main: foremast to mainmast.
- d. The upper ends of the foredown, maindown, and the foremast end of the fore to main strongback are tailed with manilla whips. The other end of the foredown, maindown, and fore-to-main are fitted with shackles. The whips are rove through double sheaved I.B. blocks at the masthead. The masthead block should be at a distance below the tack of the masthead ensign equal to 1 1/2 times the width of the National Flag normally used at the masthead. The shackles are made fast to eye pads fitted at the stem, stern, and mainmast respectively.
- e. The strongbacks are to be fitted with swivels at each end.
- f. The length of the dressing line is to be twice the length of the related strongback plus the distance from masthead to deck.
- g. The flags are to be permanently seized to the nylon rope in the sequence shown in Table 1 of this article. The heads of the flags are to be
- (1) Foredown: towards the foremast.
 - (2) Fore-to-main: towards the foremast.

(3) Maindown: towards the mainmast.

- h. The flags are to be approximately two feet apart. To prevent gaps at the ends of the lines, this distance may be increased or decreased to spread flags evenly over the whole length of the line.
- j. The upper ends of the foredown and maindown is to terminate with the second substitute and speed flag, respectively. Adjustments are to be made from the second flag from the upper end. Station flag is to be at the fore end of the fore-to-main and adjustments are to be made from the after end.
- k. Spring clips are to be evenly distributed over the length of the dressing line by securing a spring clip in the center of each flag and pennant.
- l. Destroyers and smaller vessels, other than gate vessels, are classed as single-masted ships for ceremonial purposes. These ships are to use the foredown and maindown only and adjust the number of flags as necessary.
- m. Maintenance ships and gate vessels are to be classed as two-masted ships. Miscellaneous types of ships which, due to their construction, cannot conform to these general rules, shall dress as single or two-masted ships as indicated in the rigging specifications.
- n. Flags required to complete construction of dressing lines are to be demanded from supply depots. Ships outfit of signal flags is to be annotated to reflect that these flags are for dressing ship.
- o. To ensure uniformity within types of ships, the number of flags and pennants used in dressing lines shall be as follows

DDE/DDH

Foredown - 27

Maindown - 33

IRE

Foredown - 31

Maindown - 39

MCB

Foredown - 17

Maindown - 26

AOR

Foredown - 28

Fore-to-main - 30

Maindown - 37

DDH 280

Foredown - 33

Maindown - 39

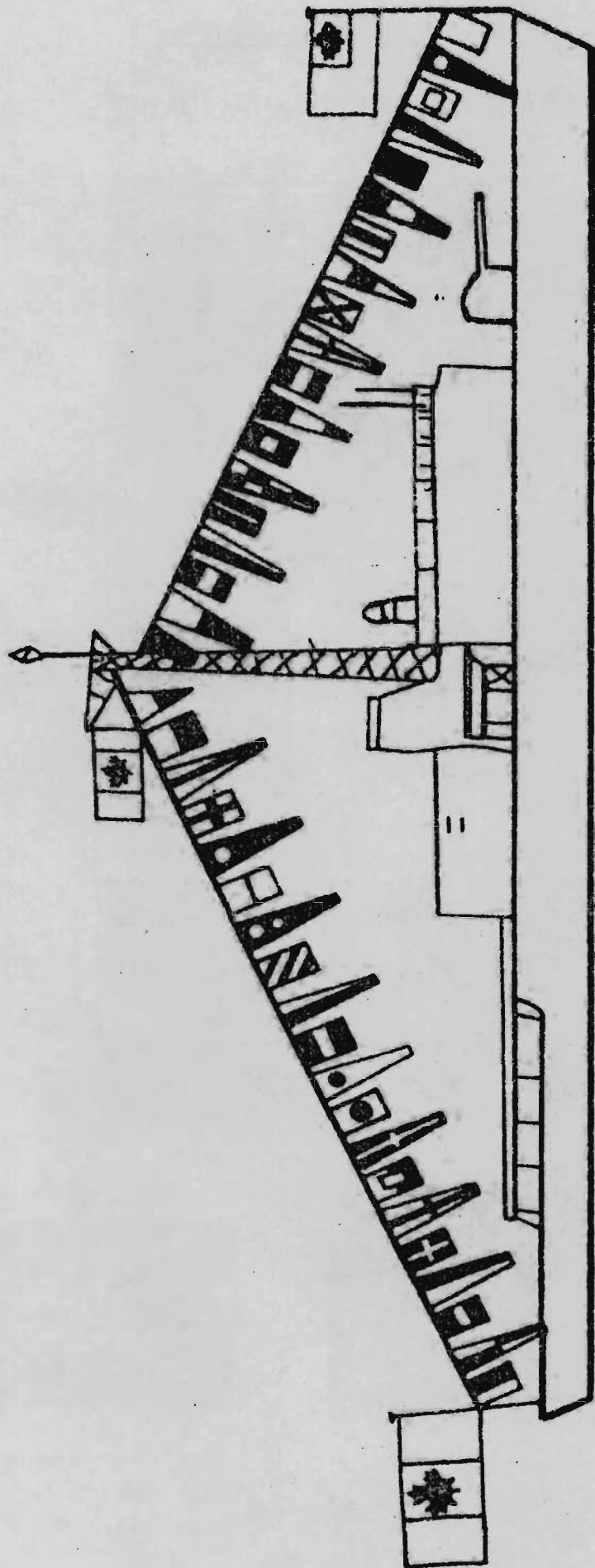
(355 to 399 inclusive: not allocated)

Table 2.5 Flag Sequence for Dressing Lines

<u>FOREDOWN (FROM JACKSTAFF TO FOREMAST)</u>	<u>FORE-TO-MAIN (FROM FOREMAST TO MAINMAST)</u>	<u>MAINDOWN (FROM MAINMAST TO ENSIGN STAFF)</u>
Echo	Station	Speed
Quebec	Yankee	India
Pennant One	Third Substitute	Pennant Two
Golf	Uniform	Echo
Pennant Three	First Substitute	Interrogative
Zulu	Delta	Tango
Negative	Fourth Substitute	Pennant Six
Whiskey	Flag Three	Flag One
Pennant Nine	Emergency	Negative
Flag Seven	Flag One	Papa
Pennant Six	Third Substitute	Pennant Five
Charlie	Lima	Flag Nine
Pennant Eight	Emergency	Pennant Eight
Papa	Flag Seven	Alfa
Pennant Four	Second Substitute	Pennant Six
India	Squadron	Flag Two
Pennant One	First Substitute	Pennant Three
Tango	Charlie	Flag Three
Pennant Seven	Third Substitute	Pennant Seven
Flag Six	Fort	Echo
Corpen	Station	Corpen
Flag Eight	Flag Eight	Mike
Interrogative	Emergency	Turn
Squadron	Flag Five	Romeo
Pennant Two	Third Substitute	Form
Hotel	Kilo	Juliett
Answer	Station	Answer
Flag Five	India	November
Turn	Fourth Substitute	Pennant Zero
Xray	Victor	Kilo
Pennant Zero	First Substitute	Pennant Four
Foxtrot	Oscar	Victor
Church	Fourth Substitute	Pennant Five
Division	Flag Three	Bravo
Form	Emergency	Interrogative
Oscar		Flag Zero
Pennant Five		Church
Romeo		Xray
Pennant Nine		Pennant Seven
Port		Flag Four
Pennant Eight		Pennant Two
Delta		Lima
Pennant Three		Juliett
Second Substitute		

NOTE: Fore-to-Main used with two-masted ships only.

Figure 3.6 Signal Mast on Dressed Overall



Flags depicted are for illustration only.
Sequence of flags on dressing lines is to
conform to Table 3-5

CANADIAN AND PROVINCIAL BADGES



CANADIAN BADGE

BADGES OF THE PROVINCES OF CANADA



ALBERTA



BRITISH COLUMBIA



MANITOBA



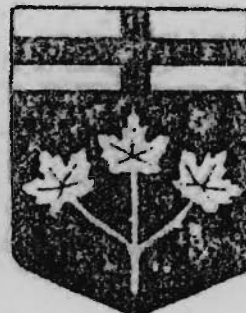
NEW BRUNSWICK



NEWFOUNDLAND



NOVA SCOTIA



ONTARIO



PRINCE EDWARD ISLAND



QUEBEC

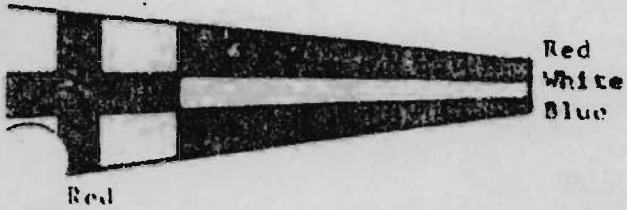


SASKATCHEWAN



LIEUTENANT GOVERNOR'S BADGE

Figure 3.7c - Pennants

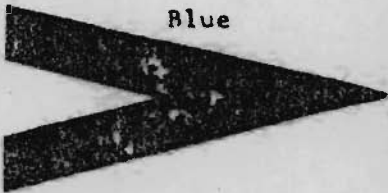


CHURCH PENNANT

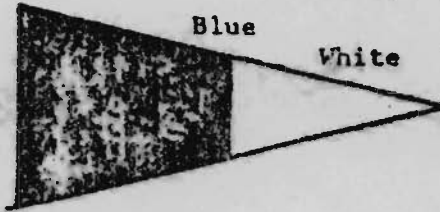


PREPARATIVE PENNANT

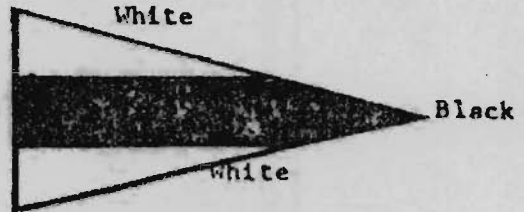
ABSENTEE



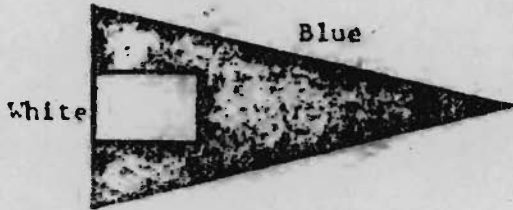
1ST SUBSTITUTE PENNANT
SODN CDR



2ND SUBSTITUTE PENNANT
CHIEF OF STAFF



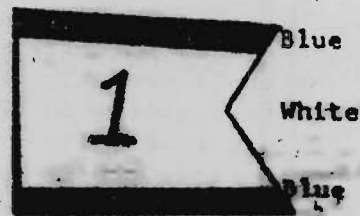
3RD SUBSTITUTE PENNANT
COMMANDING OFFICER



4TH SUBSTITUTE PENNANT
AN OFFICIAL



STARBOARD PENNANT
SCOPA



FLOTELLA FLAG
SODN FLAG

CHAPTER 4

SHIPBOARD CEREMONIAL PROCEDURES

Section 1 - Introduction

401. INTRODUCTION

This section includes the various drills and procedures that are unique to shipboard practice. Where drills and procedures are not outlined, reference is to be made to APD 201.

(402 to 409 inclusive: not allocated)

Section 2 - Piping Ceremonial

410. SHIPS PASSING

- a. The ceremony observed by two warships passing between sunrise and sunset is generally in keeping with the practices of other maritime nations.
- b. When warships pass one another (whether both are underway or not), the junior is to sound the still. The senior is to reply likewise, and after a short interval, is to sound the carry on. The junior is then also to sound the carry on. This does not apply in situations where
 - (1) Direction has been provided to forego the procedure because of reasons of convenience or safety.
 - (2) Local rules otherwise dictate.
- c. When ships are nested, the outboard ship is to pipe on behalf of the Senior Officer of the nest.
- d. When a foreign warship passes and doubt as to relative seniority exists, HMC Ships are to be prepared to pipe first and are to do so in sufficient time to avoid failing to pipe at all.
- e. When a ship is alongside or at anchor, the Officer-of-the Day/ Watch is normally to salute from the gangway area. When underway or maintaining an anchor watch from the bridge, an officer on the bridge area is to salute. Bosn Mate pipes "Attention on the upper-deck face to port or starboard." Personnel on the upper deck come to attention and face the direction in which the honours are being exchanged.

- f. Certain auxiliary forces of other countries (i.e. the U.S. Coast Guard) have similar customs. While they are not entitled to the same marks of respect accorded warships, HMC Ships are to return such salutes when received as a matter of courtesy.

411. SALUTES TO MARITIME COMMAND COMMANDERS (ATLANTIC OR PACIFIC)

- a. Salutes may be made to the Maritime Commanders by prior request
- (1) When departing or returning from prolonged deployments.
 - (2) On special occasions such as first entry to home port or paying off.
- b. In Halifax Harbour salutes are not to be exchanged with ships at berth 56 until after the salute to the Flag Officer has been completed.

412. VISITS TO HMC SHIPS BY VIP'S

- a. The following description of the ceremonial attendant the reception of personages onboard one of HMC Ships is given as a general guide. It is similar to the procedures contained in BR 67 (11) for use by R.N. Ships and is applicable for those personages entitled the ceremonial
- (1) Arrival by the Brow
 - (a) Fifteen minutes before the expected time of arrival of the personage, the ceremonial side party and the guard and band (if appropriate) are to muster at the vicinity of the brow.
 - (b) The ceremonial side party is to consist of
 - (i) The Chief Bosn's Mate and at least two senior men of the Bosn 181 trade who take up a position abaft the brow facing forward in order of seniority from outboard in.
 - (ii) The Officer-of-the-Day/Watch who takes up a position forward of the brow facing aft.
 - (iii) The Commanding Officer and the Executive Officer who are normally to stand six to eight feet from the end of the brow facing outboard.

NOTES: If a guard and band are paraded, they are to fall in where most suitable, facing the jetty with the guard forward.

- (iv) As the automobile containing the dignitary comes onto the jetty or approaches the ship, the "still" is piped if the dignitary is so entitled in accordance with article 413.
- (v) As the dignitary crosses the gangway, the side is piped if the dignitary is entitled in accordance with article 413.
- (vi) As the dignitary reaches the inboard end of the gangway, the guard is to be brought to the "Present," and the band is to play the appropriate musical salute.
- (vii) On completion of the salute, the guard is to be returned to the order and reported to the visiting dignitary who should inspect the guard (unless he is junior to the host officer, in which case the guard will not be reported to him).
- (viii) The dignitary's retinue then comes onboard. After the official party has had sufficient time to retire from the upper deck, the "carry on" is sounded.

(2) Arrival by Boat

- (a) The same procedure as outlined above is to be followed, except that
 - (i) At least two extra brow staff are to be available to man ropes and to assist the dignitary in disembarking from his boat.
 - (ii) The Officer-of-the-Day/Watch should take up an initial position on the upper platform of the accommodation ladder from where he can supervise the proceedings.
 - (iii) The "still" or "alert" is sounded when the boat is still several lengths away from the lower platform.
 - (iv) The side is piped twice (when the dignitary is entitled in accordance with article 413). The first piping of the side is made as the boat approaches, timed so that it finishes as the boat stops alongside the lower platform. The second piping is to be timed so that it finishes as the dignitary reaches the upper platform

NOTE: During the first piping of the side on arrival, the side party is turned and facing outboard.

(3) Arrival by Air

- (a) Dignitary will disembark the helicopter and be escorted by flight deck personnel to hangar access door. As he enters the hangar, the Boon's Mate will pipe the "still" and the CO or XO as appropriate will salute. Other personnel in the hangar are to assume the position of attention. After a suitable interval, the "carry on" is to be piped.
- (b) On very formal occasions, a piping party is to be fallen in on the windward side of the Bridge, the side is to be piped and the aircraft saluted as it arrives or departs.

(4) Departure

- (a) The ceremonial on departure is almost the reverse of that on arrival. In particular the following points should be noted
 - (i) The "still" is to be sounded as the dignitary emerges from the superstructure.

NOTE: The accompanying retinue should precede the dignitary over the brow or into the boat prior to any piping.

- (ii) On departing by boat, the first piping of the side takes place as the dignitary steps onto the upper platform. The second, as the boat leaves the accommodation ladder with the side party facing outboard.
- (iii) The "carry on" should not be sounded until the boat/vehicle clears either the stern or the bow of the ship.

413. PIPING THE SIDE

- a. The side is to be piped when the following personnel come onboard an HMC Ship between the hours of Colours and Sunset
 - (1) Her Majesty the Queen.
 - (2) His Royal Highness Prince Philip, Duke of Edinburgh when in naval uniform.
 - (3) Members of the Royal Family of the naval rank of Captain and above when in naval uniform.

- (4) The Governor General of Canada and Lieutenants Governor of provinces when in CP uniform.
 - (5) Canadian Naval Officers of the rank of Commodore and above when in uniform.
 - (6) Flag Officers and Commodores of Commonwealth navies when in uniform.
 - (7) All officers in uniform holding an appointment in command of a formation or group of ships or an officer in command of a single ship.
 - (8) Members of a court martial attending or leaving the court.
 - (9) The Officer of the Guard when flying his pennant.
- b. The side is to be piped at all times for the following personnel
- (1) All naval officers of other than Commonwealth nations in uniform.
 - (2) A body when being brought onboard or sent out of a ship.
 - (3) The side is normally to be piped for an officer entitled to it even though he may be accompanying an officer senior to him who is not so entitled.
- c. The side is piped when the officer arrives and again when he leaves. It is piped twice on each occasion - once when his boat approaches or leaves the gangway and again as he ascends or descends the accommodation ladder. When an officer arrives or departs by a brow, he is piped once only as he crosses the brow.
- d. The side is not piped at any shore establishment.

(414 to 429 inclusive: not allocated)

Section 3 - Boat Ceremonial

430. BOATS PASSING

Between sunrise and sunset, when boats displaying personal or distinguishing flags pass one of HMC Ships, the "still" is to be piped in the ship. After the salute has been returned from the boat or the boat has passed the ship, the "carry on" is sounded. Personnel on the upper deck are to conduct themselves accordingly.

431. FLAGS AND PENNANTS ON BOATS

- a. When embarked in a boat, the appropriate standard or distinguishing flag may be displayed in the bow of the boat between dawn and dusk for the following personages, officials, or officers.
- (1) The Sovereign or any member of the Royal Family.
 - (2) Any member of foreign royalty or Head of State.
 - (3) The Governor General of Canada.
 - (4) The Lieutenant Governor of a province within the limits of his jurisdiction.
 - (5) The Prime Minister.
 - (6) The Minister of National Defence.
 - (7) The Chief of Defence Staff.
 - (8) All other officers provided with distinguishing flags as per CFAO 62-3 Section 3.
- b. Commanding Officers of HMC Ships may have the Commissioning Pennant displayed in the bow of the boat while proceeding on official business.

432. SALUTE IN A BOAT

- a. Appropriate marks of respect are paid by the Coxswain of a Boat as follows
- (1) When passing another boat carrying a superior officer (the superior officer or his Coxswain returns the salute).
 - (2) On each occasion an officer enters or departs his boat.
 - (3) During the ceremony of Colours and Sunset.
 - (4) When passing a boat containing a funeral party and/or body.
 - (5) During the firing of gun salutes.
- b. The Boat Coxswain shall take the following additional action in the cases outlined in para a(3), (4), and (5):
- (1) Boats under power - stop engines.
 - (2) Boats under oars - order "OARS".
 - (3) Boats under sail - let fly the sheets.
- c. When the Coxswain is under cover, one of his crew shall be designated to salute.
- d. During salutes, seated personnel shall sit at attention, standing personnel shall face in the direction of the salute.

433. BOAT HAILS

- a. At night, any boat approaching the ship shall be challenged by the gangway staff to determine who is in the boat and/or the boat's intentions. When the boat is within hailing distance, the hail "BOAT AHOY" is given. Replies from the boat are employed by the Boat Coxswains as follows

REPLY

1. "STANDARD"

SENIOR PERSON IN THE BOAT IS

A Royal Personage or His
Excellency the Governor General

- | | |
|--|--|
| 2. "FLAG" | A commodore or above of the naval environment |
| 3. "SQUADRON _____"
(followed by the squadron number) | A Squadron Commander not in command of a ship |
| 4. "SHIP'S NAME" | The Captain of the ship named |
| 5. "AYE AYE" | An officer of wardroom rank |
| 6. "NO NO" | A cadet or man |
| 7. "GUARD" | The Officer of the Guard |
| 8. "PASSING" | The boat intends on passing and not coming alongside |

434. BOAT HOOK DRILL

- a. The responsibility for carrying out boat hook drill rests with the Coxswain of the boat. The drill is performed as soon as the boat is clear when slipping and just prior to arriving alongside. After slipping, the bowman and sternsheets man stand in their respective positions facing forward, legs braced, and feet well apart. The boat hook is held in both hands at arms length. In time with the bowman, both raise their arms straight up until the boat hook is held horizontally above their heads. It is then brought down with the butt resting on the deck between the feet. The order to "Boat Boathooks" is given by the Coxswain.
- b. The procedure when coming alongside is the exact reverse of this and will end with the boat hook horizontal at arms length with the hook facing in the required direction. The movement is commenced on a signal by the stern sheetsman, who will tap his boat hook twice on the deck.

(435 to 439 inclusive: not allocated)

Section 4 - Shipboard Ceremonies

440. CEREMONIAL ANCHORAGE.

- a. The following is to be completed by Ten Cables
 - (1) Accomodation ladder rigged and turned outboard and in a horizontal position.
 - (2) Mediterranean ladder and booms rigged.

- (3) Boats turned out, manned, and ready for lowering.
 - (4) Hands fallen in.
 - (5) Ensign and Jack staffs rigged.
- b. At Ten Cables (if not already done by signal)
 - (1) Shift Ensign to harbour position.
 - (2) Hoist call signs and Squadron Commander Pennant.
 - c. At Five Cables
 - (1) Lower boats to deck level.
 - d. At Three Cables
 - (1) Hands fall out, man boats, booms and ladders.
 - e. At Two Cables
 - (1) Lower boats and ladders to water line but clear of water.
 - (2) Place booms vertical.
 - f. At One-Half Cable (Standby)
 - (1) Remove "Pins."
 - g. On Letting Go to the Anchor
 - (1) Boats are to be slipped and proceed to waiting positions on the quarters until finished with engines. The 25-foot motor work boat in DDH 280's and AOR LCVP's are not to be slipped until all way is taken off the ship.
 - (2) Booms and ladders are to be lowered into position.
 - (3) Haul down call signs, break Jack.
 - h. The above procedure may be used single ships or groups of ships as the occasion warrants and will be indicated as a Ceremonial Anchorage or a Ceremonial Formation Anchorage as applicable. In the case of Ceremonial Formation Anchorages, the OCE is to conduct a countdown of the distance to go.

441. CEREMONIAL LIGHTING

a. Illuminating Ship

Ships are illuminated by flood-lighting or outline lighting

dependent on the class of ship and her state of fitting.

b. Flood-Lighting

The ship's side is floodlit by screened lamps projecting from the upper deck. The superstructure and funnels are floodlit with strategically placed floodlights.

c. Outline Lighting

Certain ships are fitted for outline lighting which provides lights at intervals of a few feet depicting the outline of the ship.

d. Further information on this subject may be obtained from curator's drawings held by Technical Drafting Unit, HMC Dockyard.

442. BURIAL AT SEA (Refer also to Chapter 15 Art 1570 CF Manual of Drill & Ceremonial)

a. Arrival of the body at the Ship

The guard and pallbearers are to be formed up on the jetty facing the ship when the gun carriage or hearse moves to the ship's gangway. As the vehicle carrying the body approaches, the guard is to present arms and remain at the present until the casket is embarked in the ship. The guard is then to proceed onboard.

b. Positioning the Casket

Whenever possible, the casket is to be positioned so that it is fore and aft with the foot of the casket forward. The guard is formed up in two ranks at the head of the casket in an athwartships position. The guard rest on arms reversed until the mourners are onboard and have been conducted forward.

c. The Vigil

During the passage to sea, four men from the guard are to be detailed as Vigil Sentries. They are positioned at each corner of the casket, facing outwards obliquely resting on arms reversed.

d. The Burial

Prior to the ship's arrival at the burial position, the Vigil Sentries are to be dismissed and the casket moved to the launching ramp by the pallbearers and the accoutrements removed.

(1) The pallbearers remain on either side of the casket maintaining their grip on the handles. They must ensure that the holes in the casket are concealed by the flag.

- (2) The guard is formed up, fore and aft, facing outboard, in two ranks, resting on arms reversed. The Guard Commander is in the rear and the bugler on the right of the guard.
- (3) At the commencement of the service, all military personnel except the guard and side party are to be ordered to remove headress.
- (4) During the service, the Chaplain is to indicate to the pallbearers when he wishes to commit the body.
- (5) On completion of the service, the caps are replaced, the guard presents arms; the bugler sounds the "Last post" followed by "reveille," with officers and men not fallen in saluting.
- (6) Floral tributes are dropped into the sea on completion of the service.

NOTE: See article 342 regarding "half-masting colours."

d. Scattering of Ashes

Ashes are normally conveyed to the ship by a Chaplain. At a predetermined point at sea, the ship stops and the Chaplain conducts a brief service during which the ashes are scattered over the leeward side. The funeral service is considered to have ended with cremation, and, therefore, further ceremony beyond the appropriate marks of respect is not desirable.

• MANNING AND CHEERING SHIP (Refer also to Chapter 25 Art 2506 CF Manual of Drill and Ceremonial)

- a. On the command "Fall in for manning ship", the ship's company falls in (normally on one side only) forward to aft in a single line facing outboard and at ease.
- b. Personnel are to take up preassigned positions so that each man is one pace clear of the guardrail and at full arms interval from his neighbour. Dressing is "By forward" care being taken that no unnatural "holidays" appear due to obstructions such as fan trunkings or superstructure and personnel are to be at attention.

NOTE: Normally individual divisions are assigned parts of ship.

- c. After being brought to attention and at the order "Man ship" each man takes one pace forward and grasps the guardrail with both hands crossing hands with the man adjacent to him when doing so.

- d. The Executive Officer orders "Ship's company, attention."
Personnel assume the position of attention.
- e. On completion of the three cheers, the order "replace headress" is given; however, the ship's company is not to be dismissed from manning ship until the ship is well clear of the reviewing area.

NOTE: Divisions may be fallen in in positions different from those they normally occupy to suit the circumstances in any particular ship.

444. MUSTER BY OPEN LIST

- a. Muster by Open List provides an opportunity for the Commanding Officer to meet each individual member of the ship's company and procedures may differ dependent upon circumstances.
- b. Normally the ship's company are to fall in by divisions with the senior man of the division on the left hand of the front rank. The remainder are fallen in in order of seniority down the front rank from left to right in the second rank and likewise in the third rank.
- c. Each man is to march up to the Captain and salute. He is to report his SIN NO. RANK, NAME, INITIALS, state his trade and the date and qualification last received (i.e. 115 421 311 Leading Seaman Brown J.F. Weapons Surface, qualified TQ 4 April 76).
- d. He is to salute, turn right, and march off the quarterdeck/light deck, etc.

445. LAYING OF KEELS, LAUNCHING, NAMING AND COMMISSIONING CEREMONIES

- a. There are three traditional ceremonies common to the building of ships
 - (1) Keel laying.
 - (2) Launching and naming (christening).
 - (3) Commissioning.
- b. Because a ship at the time of the launching and naming has not been turned over to the Department of National Defence, these ceremonies are essentially the responsibility of the builders. The responsibility for commissioning ceremonies lies with NDHQ/CMDO.
- c. Should circumstances dictate the launching, naming, and commissioning ceremonies may be combined into one major event.

d. Keel Laying Ceremony

- (1) When a keel is laid, an appropriate local and semi-formal ceremony is to be arranged with the ship builder.
- (2) The keel laying ceremony is to follow this guide
 - (a) Arrival of guests at the ways.
 - (b) Address by ship builder representatives.
 - (c) A section of keel is lowered into place.
 - (d) The sponsor declares the keel "well and truly laid."

e. Ship Launching and Naming Ceremony

- (1) Arrangements for the launching ceremony or first floating and naming ceremony will be made between NDHO/CMDO and the ship's builder. The name of the lady selected to perform the ceremony will be approved by NDHO. The nominee is not to be informed of her selection until NDHO's approval has been obtained.
- (2) The ceremony is to be along the following guidelines
 - (a) Guests assemble on the platform.
 - (b) The "Maple Leaf" will be played by the band followed by one verse of "Eternal Father".
 - (c) An address by the ship's builder or his representative and other appropriate guests (usually not more than three).
 - (d) The officiating clergy bless the ship.
 - (e) The sponsor breaks a bottle of champagne over the superstructure of the ship and says "I name thee HMCS _____ God Bless this ship and all who sail in her."
 - (f) The ship's builder calls for "Three cheers for Her Majesty's Canadian Ship _____."
 - (g) The band plays "God Save the Queen" followed by "O Canada".
- (3) When a ship is to be launched and there is no naming ceremony, the ship's Ensign and Jack are to be hoisted simultaneously and the National Flag broke at the mast-head at the moment of launching. These flags are to be lowered at sunset.

f. Commissioning Ceremony

- (1) A newly constructed ship is to be commissioned with a ceremony arranged by the Commanding Officer Designate, NDHQ, and the ship's builder.
- (2) NDHQ is to confirm, nominate, and publish
 - (a) The name of the guest of honour.
 - (b) The names of the officiating clergymen.
 - (c) The approved programme.
 - (d) The official guest list.
 - (e) The amount of entertainment grant authorized.
- (3) The ceremony is to conform to the following guidelines
 - (a) Ship's company fall in on the jetty and guests assemble.
 - (b) The "alert" sounded as the official party arrives.
 - (c) Appropriate honours paid to the guest of honour.
 - (d) Guest of honour inspects the guard and band if appropriate.
 - (e) Once the guest of honour is seated, the "carry on" is sounded.
 - (f) The senior representatives of DND, ship's builder, and the guest of honour give short addresses.
 - (g) The signing of the official acceptance document.
 - (h) A religious service.
 - (j) The Commanding Officer orders the ship commissioned.
 - (k) The bugler sounds the "alert" followed by "O' Canada" at which time
 - (i) The National Flag of Canada (Ship's Ensign) is hoisted.
 - (ii) The Naval Jack is hoisted.
 - (iii) The commissioning pennant is broken.
 - (l) Presentations (if appropriate) are made.

- (m) The Commanding Officer orders the ship manned.
- (n) The band plays "Heart of Oak" as the ship's company is marched onboard.
- (4) At a commissioning or a naming and commissioning ceremony, the Ship's Ensign and Jack are to be hoisted and the commissioning pennant broken at the moment of commissioning or naming.
- (5) Where a ship is commissioned before the official acceptance, the procedure as prescribed above is to be followed on the day of commissioning. On subsequent days, prior to the ship officially being accepted, only the Ship's Ensign and mast-head pennant are to be worn.

g. Recommissioning

When a ship is recommissioned, a similar ceremony (but of lesser magnitude) to that indicated above is to be carried out.

446. LIST OF PERTINENT REFERENCES

Boat's Distinguishing Marks	-	CFAO 62-3 (29)
Boat's Ensign	-	CFAO 62-2 (25)
Canadian Forces Ensign	-	CFAO 62-2 (13)
Ceremonial Lighting	-	BR 67 Vol I P. 366
Church Pennant	-	CFAO 33-6
Colours/Sunset	-	CFAO 62-2 (19) 62-2 (29)
Commissioning Pennant	-	CFAO 62-3 (2)
Dipping Ensigns	-	BR 67 (1) Vol I P. 368 CFAO 62-2 (12)
Distinguishing Flags	-	CFAO 62-3 Section 3
Dressing Ship	-	CFAO 62-2 (43)
Garlands of Evergreens	-	BR 67 (1) (1964) P. 372
Governor General's and Lt Governors' Flags	-	The National Flag of Canada CFAO 62-3 (4) (8-9)
Gun Salutes	-	CFAO 61-8
Half-masting Ensigns	-	CFAO 62-2 (29) (31) Annex 3
Heraldic Badges	-	CO 2.06/10
Honour Guards	-	CFAO 61-8
Jack "Naval"	-	CFAO 62-2 (28)
National Flag of Canada	-	The National Flag of Canada CFAO 62-2 (3) (23)
Passing Honours	-	BR 67 Vol I P. 368
Paying-off Pennant	-	BR 67 (1) P. 364
Piping the Side	-	BR 67 Vol I P. 369
Prime Minister and Minister of National Defence Flag	-	CFAO 62-3 (24)

Queen's Colour	-	BR 67 Vol I P. 363
Royal Union Flag	-	The National Flag of Canada CFAO 62-3 Section 6
Ship's Ensign	-	CFAO 62-2 (70)
Side Party	-	BR 67 Vol II (1967)
Standards	-	The National Flag of Canada CFAO 62-2 (3) (5)
Table of Salutes	-	CFAO 61-8 (Annex A)
United Nation Flag	-	The National Flag of Canada CFAO 62-3 Section 7
Visits to Ships	-	CFAO 61-7