



NATIONAL DÉFENSE
DEFENCE NATIONALE

FORWARD

COMMANDEMENT MARITIME

MANUAL OF CEREMONY FOR
HMC SHIPS



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COMMANDEMENT MARITIME

MANUEL DU CÉRÉMONIAL DES
NAVIRES CANADIENS
DE SA MAJESTÉ

MARITIME COMMAND COMMANDEMENT MARITIME

MANUAL OF CEREMONY FOR HMC SHIPS

MANUEL DU CÉRÉMONIAL DES NAVIRES CANADIENS DE SA MAJESTÉ

John Beaudry
John Beaudry
Captain (N)
For Commander Maritime Command

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PUBLIÉE AVEC L'AUTORISATION DU COMMANDANT DE COMMANDEMENT MARITIME



COMMANDEMENT MARITIME
MARITIME COMMAND

HMC SHIPS
MANUAL OF CEREMONY FOR

NAVIRES CANADIENS DE SA MAJESTE
MANUEL DU CEREMONIAL DES

1993-4-1

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FOREWORD

MARITIME COMMAND
MANUAL OF CEREMONY FOR
HMC SHIPS

14 April 1995

1. The Manual of Ceremony for HMC Ships is intended to provide guidance to ships in matters of naval ceremonial procedures and is a supplement, and subordinate to A-AD-200-000/AG-000 dated 1988-9-28.

2. The Manual of Ceremony for HMC Ships is effective on receipt and supersedes the Manual of Ceremony for HMC Ships dated 01-04-1993 which may be destroyed without record.

3. It is permissible to copy or make extracts from this publication.

4. Suggestions for improving this publication shall be forwarded through normal channels to Maritime Command Headquarters, attention N61.

AVANT-PROPOS

COMMANDEMENT MARITIME
MANUEL DU CÉRÉMONIAL DES
NAVIRES CANADIENS
DE SA MAJESTÉ

le 14 avril 1995

1. Le Manuel du Cérémonial des Navires Canadiens de Sa Majesté fournit des directives sur les procédures des cérémonies navales. Il sert de supplément, et est subordonné à la publication A-AD-200-000/AG-000 datée 1988-9-28.

2. Le Manuel du Cérémonial des Navires Canadiens de Sa Majesté entre en vigueur dès sa réception et remplace celui du 01-04-1993, lequel peut être détruit sans être enregistré.

3. Il est permis de reproduire cette publication ou d'en tirer des extraits.

4. Toutes suggestion visant l'amélioration du manuel doit être envoyée au Quartier général du Commandement maritime, à l'attention du N61.

pour le Commandant du Commandement maritime
le Capitaine de vaisseau
Brian Beaudry

Brian Beaudry

Brian Beaudry
Captain (N)
for Commander Maritime Command

MANUAL OF CERAMONY FOR
NAVY SHIPS
1952

MANUAL OF CERAMONY FOR
NAVY SHIPS
1952

14 April 1952

14 April 1952

1. The Manual of Ceramony for Navy Ships is intended to provide guidance to ships in matters of naval ceremonial procedure and is a replacement and supplement to A-12-100-000 dated 1952-9-25.

2. The Manual of Ceramony for Navy Ships is effective on receipt and supersedes the Manual of Ceramony for Navy Ships dated 01-04-1952 which may be destroyed without record.

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3. It is permissible to copy or make extracts from this publication.

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For information of the Commanding Officer of the ship to which this Manual is issued, the following information is being furnished:

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CHAPTER 1

MANUAL OF CEREMONIAL - HMC SHIPS

- References: A. Canadian Forces Manual of Drill and Ceremonial AAD-201-000/PT-000
- B. Flags, Ensigns, Colours, Pennants and Honours for the Canadian Forces AAD-200-000/AG-000

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

- a. The ceremonial procedures of a group might be described as the visible manifestations of its customs and traditions. The ceremonial procedures for HMC Ships evolved from their heritage and through international agreement. In addition, as the "bonds of seaman" very often exceed national boundaries, there is 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.
- b. This publication provides procedures which are unique to the naval shipboard environment. They are provided to supplement references A and B. If conflict exists in any circumstances the references shall be the authority.

103. ANNUAL REVIEW

This publication is to be reviewed annually in April to identify recommended changes. These recommendations are to be forwarded through normal administrative channels to MARCOMHQ HALIFAX/N61.

MANUAL OF CEREMONIAL - HMC SHIPS

- References:
- A. Canadian Forces Manual of Drill and Ceremonial AAD-201-000/PT-000
 - B. Fleet, Escort, Colours, Pennants and Honours for the Canadian Forces AAD-100-500/AG-000

INTRODUCTION

PURPOSE

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

GENERAL

102

a. The ceremonial procedures of a group might be described as the visible manifestations of its customs and traditions. The ceremonial procedures for HMC Ships evolved from their heritage and through international agreement. In addition, as the "bonds of seamanship" very often exceed national boundaries, there is similarity in the "sea customs" of port nations. Hence the basis for the "polite nod" of ships as well as a common understanding of what constitutes a "mark of respect" and, conversely, what might be considered unacceptable.

b. This publication provides procedures which are unique to the naval shipboard environment. They are provided to supplement references A and B. If conflict exists in any circumstances the references shall be the authority.

PERIODIC REVIEW

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This publication is to be reviewed annually in April to identify proposed changes. These recommendations are to be forwarded through normal administrative channels to WACOMNAV/NAV/NAV/NAV.

CHAPTER 2

- References:
- A. Canadian Forces Manual of Drill and Ceremonial AAD-201-000/PT-000
 - B. Flags, Ensigns, Colours, Pennants and Honours for the Canadian Forces AAD-200-000/AG-000
 - C. CFAO 61-8 (8)

SECTION 1 - GENERAL

201. INTRODUCTION

This chapter provides the procedures which are unique to the shipboard environment. They are provided as a supplement to the Canadian Forces Manual of Drill and Ceremonial (reference A). 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, reference A shall be the authority.

SECTION 2 - SHIPBOARD DIVISIONS

202. 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, FFG'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; and

(8). Supernumerary Officers - Forward, athwart ships, facing aft.

c. NCM'S of the rank of PO2 and above shall fall in at the right flank of each department in the same number of ranks as the Master Seaman and below.

d. Shipboard Divisions procedures are detailed in Table 2.1.

SECTION 1 - GENERAL

INTRODUCTION

101

This chapter provides the procedures which are unique to the shipboard environment. They are provided as a supplement to the Canadian Forces Manual of Drill and Ceremonial (Reference A). Although the CF procedures have been amended, it is not intended that these conflict with drill performed within the naval environment. In situations where doubt exists as to which procedure to follow, the authority of the naval unit shall prevail.

SECTION 2 - SHIPBOARD DIVISIONS

SHIPBOARD DIVISIONS

102

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 BDE 2 and on the light deck in BDE 3, BDE 4 and BDE 5.

Divisions shall fall in as follows:

- (1). Combat Department - Port side, facing inboard;
- (2). Combat Support Engineering Department - Port side, facing inboard;
- (3). Deck Department - Port side, facing inboard;
- (4). Marine Engineering Department - Starboard side, facing inboard;
- (5). Logistics Department - Starboard side, facing inboard;
- (6). Administration Department - Starboard side, facing inboard;

TABLE 2.1 - "SHIPBOARD CEREMONIAL DIVISIONS."

ITEM	ORDER	BY	ACTION
1.	Hands to Divisions	Quarter Master	Hands fall in by department
2.	Attention	Dept Coordinator	Sizes his department iaw art 204 a
3.	Close Order March	Dept Coordinator	
4.	Shoulder Dressing Right Dress	Dept Coordinator	
5.	Eyes Front	Dept Coordinator	
6.	Stand at Ease	Dept Coordinator	Turns about and waits for Dept Heads
7.	_____ Dept Attention	Dept Coordinator	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 Coordinator	Dept Heads inspects each rank in succession then Dept Coordinator awaits comments and salutes Dept Head.
9.	_____ Dept One Pace Step Back March	Dept Coordinator	The whole Dept including Dept Coordinator
10.	_____ Dept Shoulder Dressing Right Dress	Dept Coordinator	
11.	_____ Dept Eyes Front	Dept Coordinator	
12.	_____ Dept Stand at Ease	Dept Coordinator	Dept Coordinator 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. i.e. C and PO's and 48 MS and below at Divisions, absentees (if 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 7
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	
20.	Stand at Ease	XO	
21.	Stand Easy	XO	Prayers are read by the Padre if present or CO/XO
22.	"Ship's Name" Attention	XO	On completion of Prayers
23.	Replace Headdress	XO	XO and CO have already replaced headdress
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., if 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 and PO's Fall Out	XO	All C and PO's carry out procedure as per item 29
31.	Stand at Ease	XO	Dept Coordinators carry on to cleaning stations or dismiss their respective departments if applicable.
	"COLOURS"		
A	"Ship's Name Facing AFT or in 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 iaw article 402		
C	"Ship's Name" Facing Inboard, Right, Left and About Turn	XO	The XO reports to the CO and then carries on with item 16.

203. 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.

204. FALLING IN

- a. After falling in, each division shall be numbered, sized, open-ordered (if space allows) and stood at ease. While being sized, the supernumerary C & POs shall stand fast.
- b. If space is limited the movement during the open order drill may be restricted; e.g. one pace open order - march.

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

205. INSPECTIONS

- a. Accompanied by the Dept Coordinator, each Dept Head shall inspect their division. If space has not permitted the division to be at the open order, each rank shall be marched one pace forward following the inspection of its front.
- b. On completion of the inspection, the Department Coordinator shall take up a position one pace front and centre of their division. If space has not allowed the division to be at the open order, they shall order; Division one pace step back - March; or if the division is at the open order; Division, Close order - March. On completion the Dept Coordinator shall fall in one pace to the right of the front rank.

206. SALUTING

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).

(207-239 Not Allocated)

SECTION 3 - GUN SALUTES

240. GUN SALUTES

a. General

Gun Salutes are salutes with cannon given to:

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

b. Saluting Ships

All ships larger than destroyers provided with a saluting gun 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. (Victoria Day);
- (2). 1 July at 1200 local time (Canada Day); and
- (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 Reference C and Table 2-2 on the above occasions are not to fire salutes, but are to display the flags described in subpara ae of this article.

TABLE 2-2 - LOCATIONS OF CANADIAN SALUTING STATIONS

Canadian Harbour	FOREIGN SHIP'S POSITION FOR THE "gun salute" (entering into the harbour)	"Gun Salute" answer from the shore
Halifax, NS	In North of George's Island	H.M.C. dockyard
Quebec, Que.	Abeam of the Citadel	Citadel position: Lat 47 48 03 N Long 71 12 05 W
Montreal, Que.	Position to be arranged prior to visit	Position to be arranged prior to visit
St. John's, Nfld	Between calling in Points 2 and 3 at CO'S Discretion (prior to the narrows)	Queens Battery in position Lat 47 34 08 N Long 52 41 15 W
Vancouver, BC	Stanley Park Lat 49 17.9 N Long 123 06.9 W	Brockton Point
Victoria, BC (Esquimalt) Esquimalt	Clover Point 4824.2 N 12320.9 W Duntz Head 4825.9 N 12326.2 W	For ships entering Victoria Harbour, "Gun Salute" will be presented from Work Point Barracks. For ships entering Esquimalt Harbour, "Gun Salute" will be presented from View Point.

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, regardless of time, is to be returned. In foreign waters, 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, and
- (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 or not that ship is classified as a saluting ship.

m. Salutes which are returned

Salutes which are returned are:

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

n. Salutes which are not returned

Salutes which are not returned are:

- (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; and
- (6). Flag officers as a personal salute.

p. 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 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.

q. 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.

r. 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.

s. Salute When a Royal Personage Comes Onboard HMC Ship

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 required.

t. 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.

u. 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.

v. 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.

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

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

x. 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.

y. 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, (table 2-2) 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".

z. 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.

aa. Scale of Salutes

The scale of salutes, which is generally agreed to by the other nations and which is to be observed in exchanging salutes between HMC Ships and ships of war of other nations, is contained in Table 2-3.

ab. 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 sovereign and is saluted in accordance with article 240 (w). 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.

ac. Morning and Evening Gun

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.

ad. 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) and

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.

ae. The Use of Flags in Conjunction With Gun Salutes

(1). Whenever a standard, national flag, or ensign is ordered to be flown in conjunction with gun salutes, it is to be broken with 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.

(2). On dress ship occasions, dressing lines and masthead flags shall remain flying during gun salutes, unless otherwise directed.

TABLE 2-3 - GUN SALUTES AND MARKS OF RESPECT

HONOURS AND MARKS OF RESPECT FOR OFFICIAL VISITS OR WHEN EMBARKED

ITEM	PERSONAGE OR AUTHORITY	TITLE AND NO. OF GUN SALUTE	GUARD	BUGLE	PIPE	FLAG	FLAG FLOWN FROM	DURING	FLAGS DISPLACED	DRESS SHIP	LIMITS	MUSICAL SALUTE	REMARKS
1	H.M. The Queen	Royal 21	100	Alert	Yes	Queens Personal Cdn. Flag	Main	Visit or When embarked	All	Yes	None	"God Save The Queen" (in full)	
2	H.R.H. The Prince Phillip Duke of Edinburgh	Royal 21	100	Alert	Yes, if in Naval Uniform	Personal Standard	Main	Formal Visit or When Embarked	None, See Note 1*	Yes	None	"God Save The Queen" (in full)	*NOTE 1: takes precedence over but does not displace.
3	H.M. Queen Elizabeth The Queen Mother	Royal 21	100	Alert	No	Personal Standard	Main	Formal Visit or when embarked	None, see Note 1*	Yes	None	"God Save the Queen" (in full)	
4	Other members of The Royal Family	Royal 21	100	Alert	Yes, if in Naval Uniform of Captain or above	Personal Standard	Main	Formal visit or when embarked	None, see Note 1*	Yes	None	"God Save the Queen" (First six bars)	
5	Foreign Sovereigns and Members of reigning foreign families: Presidents and Chiefs of State of Commonwealth Countries	Royal 21	100	Alert	Yes if in Naval Uniform	Standard Personal flag, or appropriate National Flag	Main	Visit	None	Yes	None	Appropriate National Anthem (in full)	

6	Governor General of Canada	Royal 21	100	Alert	Yes if in Service Uniform	Governor General's National Flag (Note 2)	Main Fore	Visit or when embarked When embarked	ALL	Yes	Territorial jurisdiction	"Vice-Regal Salute" (1st 6 bars of "God Save The Queen" The 1st 4 and last 4 bars of O'Canada)	*NOTE 2 On single masted ships the Gov. Gen's flag only will be displayed
7	Governors of Commonwealth Countries	Royal 21	100	Alert	Yes, if in Naval Uniform of Capt. or above	Governor General's Flag	Main	Visit or when embarked	ALL	Yes	None	"God Save the Queen" (1st 6 bars)	
8	Lieutenant-Governor of Canadian Province	Royal 15	100	Alert	Yes, if in Service Uniform	Lt. Governor's Flag	Main	Visit or when embarked	None	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	National Flag of Canada	Fore	Salute	None	No	None	"The General Salute" (see Note 3)	NOTE: 3 The appropriate National Anthem shall be played for Commonwealth and Foreign personages.
10	The Minister of National Defence and the equivalent of Commonwealth and Foreign Countries	General 17	50	Alert	No	National Flag appropriate to Country	Fore			No		"The General Salute" (see Note 3)	
11	Chief of Defence Staff (Canada)	General 17	50	Alert	Yes if in uniform	Canadian Forces Ensign	Main	Visit or when embarked	ALL	No	Within the Commonwealth	The Appropriate National Anthem	

12	Admiral of the Fleet ----- Field Marshall	General 19	50	Alert	Yes ----- No	Appropriate to rank	Fore	Visit or when embarked	All	No	None	"The General Salute"
12a	Admiral ----- General	General 17	50	Alert	Yes ----- No	Appropriate to rank	Fore	Visit or when embarked	All	No	None	"The General Salute"
12b	Vice-Admiral ----- Lieutenant-General	General 15	50	Alert	Yes ----- No	Appropriate to rank	Fore	Visit or when embarked	All	No	None	"The General Salute"
12c	Rear Admiral ----- Major-General	General 13	50	Alert	Yes ----- No	Appropriate to rank	Fore	Visit or when embarked	All	No	None	"The General Salute"
12d	Commodore ----- Brigadier-General	General 11	50		Yes ----- No							
13	Other Officers in Command - of a ship or formation of ships	None	12		Yes	Appropriate Flag if entitled	Fore	Salute	None	No	None	None
14	Distinguished Personages not included in previous serials	Honours as directed by NDHQ. Such honours shall normally be those accorded the distinguished personage when officially visiting an establishment of his own nation except that a gun salute, if prescribed, shall not exceed 19 guns. Colours Flags and Ensigns shall be carried or worn as directed by NDHQ.										

NOTE 4: The still will be piped if no bugler is available.
Ships underway will pipe the still only. The Officer of the Watch (or if not present, the Quartermaster) should salute from the gangway in ships not underway.

SECTION 4 - SALUTING GUN DRILL

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 Guns Crew

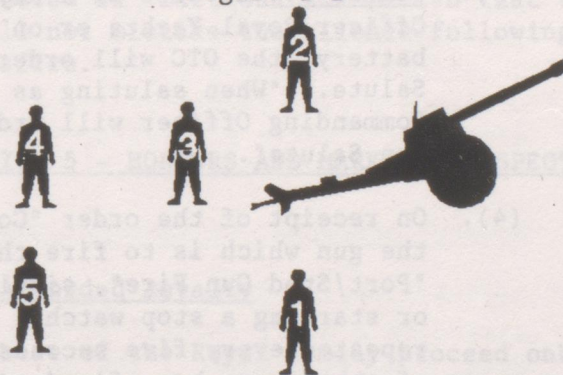
(1). Two guns crews are required for salutes. One crew will actually fire the salute, the other will provide a backup for misfires. Both crews should be trained equally to assume either role.

(2). Each crew consists of the following personnel:

- (a). Breech worker/Captain-of-the-Mounting (1),
- (b). Firing push operator (2),
- (c). Loader (3) and
- (d). Two ammunition supply numbers (4) and (5).

(3). The crew should be fallen in as illustrated:

Figure 2-1



c. Officer-of-the-Quarter

The OoQ 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

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.

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 degrees 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 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 OOQ will face the gun which is to fire the salute and order "Port/Stbd Gun Fire", simultaneously 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 after 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 OOQ. 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 CFAD 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 practising salutes.

f. Salute Complete

- (1). When the required number of rounds have been fired, the OOQ will report "Salute Complete, Sir". The guns crew will remain closed up in position until dismissed.
- (2). In order to ensure that only the required number of guns are fired, it is prudent to have an independent count being carried out with warnings passed to the OOQ 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.

SECTION 5 - HONOURS AND MARKS OF RESPECT

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 and the 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, Flag Officers and Commodores in Command

The Chief of the Defence Staff, Flag Officers and Commodores 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 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".

f. Honours Accorded Officers Below Commodore

Officers of the rank of Captain, Commander, or CF equivalent attending a Court Martial as members are to be received by a Petty Officer's Guard. The guard is to present arms only to the President of the Court.

g. Honours Accorded to Officers of Other Nations

Foreign officers are to be paid similar honours and marks of respect as those accorded to Canadian officers under similar circumstances.

h. Honours Accorded Civic Dignitaries

When civic dignitaries pay official visits to HMC Ships, they are to be received with the respect and attention due to their position, but inappropriate honours such as military guards shall not be accorded them.

243. MARKS OF RESPECT

a. Marks of Respect to Senior Officers

Marks of respect are paid to all officers by subordinates, employing the hand salute when in uniform or by assuming the position of attention when not wearing a cap or in civilian clothing. Amplification of the procedure is:

- (1). Marks of respect are paid to vehicles displaying Distinguishing Flags and Plates.
- (2). Prior to addressing an officer in a vehicle and upon carrying on, subordinates will pay proper marks of respect.
- (3). Prior to embarking or upon disembarking from a boat with a Senior Officer in the boat, marks of respect are paid to the officer.
- (4). When within the confines of a drill shed, reporting formal rounds or at requestmen and defaulters, proper marks of respect are paid.
- (5). Onboard ship marks of respect are paid to the Commanding Officer and Sqn Commander (if borne) on the first occasion each day when the CO or Sqn Cdr enters the bridge.
- (6). If marks of respect are paid while not wearing a cap or 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.

b. Marks of Respect - Quarterdecks

Marks of respect are paid to quarterdecks onboard ships as outlined in table 2-4.

TABLE 2.4 MARKS OF RESPECT (SHIPS) - SALUTING

DRESS	OCCASION	COMING ONBOARD VIA THE QUARTERDECK/GANGWAY	LEAVING VIA THE QUARTERDECK/GANGWAY
IN UNIFORM	ALL OCCASIONS	HAND SALUTE	HAND SALUTE
IN PLAIN CLOTHES	WITH CAP	RAISE (TIP) CAP	RAISE (TIP) CAP
	WITHOUT CAP	POSITION OF ATTENTION	POSITION OF ATTENTION

NOTE: The Quartermaster and the OOW pay marks of respect to Officers arriving or leaving a ship.

(244 to 249 inclusive: NOT ALLOCATED)

200 702

SECTION 6 - GUARDS

250. 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, and
- (c). Twelve able or ordinary Seaman.

(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 orders "Guard of Honour Attention, Shoulder Arms". When the personage mounts the dais or is otherwise in position, the order "Guard of Honour General Salute Present Arms" is given. After an interval of 10 to 15 seconds, the Guard Petty Officer orders "Guard Shoulder Arms, Order Arms" (the Guard Petty Officer remains at the shoulder), and then marches up to the personage, salutes, and reports "Your guard is ready for your inspection, Petty Officer _____ reporting Sir".

(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 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.

(251 to 299 inclusive: Not Allocated)

CHAPTER 3

STANDARDS FLAGS AND PENNANTS

- References:
- A. Canadian Forces Manual of Drill and Ceremonial AAD-201-000/PT-000
 - B. Flags, Ensigns, Colours, Pennants and Honours for the Canadian Forces AAD-200-000/AG-000

301. INTRODUCTION

This chapter describes the distinguishing, personal, and ceremonial flags and pennants, Ship's Ensigns, and the Naval Jack as worn by HMC Ships and Naval establishments.

302. PRECEDENCE OF PERSONAL AND DISTINGUISHING FLAGS

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

- (a). The Queen's Personal Canadian Flag,
- (b). The Personal Standard of a member of the Royal Family,
- (c). The Personal Flag of a Head of State,
- (d). The Personal Flag of the Governor General,
- (e). The Personal Flag of a Lieutenant Governor,
- (f). The Personal Flag of the Prime Minister,
- (g). The Personal Flag of the Minister of National Defence,
- (h). The Distinguishing Flag of The Chief of Defence Staff and,
- (i). The Distinguishing Flag of a General/Flag Officer.

303. THE QUEEN'S PERSONAL CANADIAN FLAG

a. The Queen's Personal Canadian Flag shall:

- (1). Be flown by day and night at any building in which the Sovereign is in residence or in which she is attending a state or public function;
- (2). be flown by day and night at defence establishments, onboard a ship or boat, and on aircraft or other vehicles when the Sovereign is actually present or onboard;
- (3). displace all other personal standards, distinguishing flags, pennants and the National Flag;
- (4). be broken immediately on arrival and lowered immediately on departure of the Sovereign;
- (5). not be flown on the same halyard with other flags;
- (6). be illuminated at night;

(7). 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 foremast 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; and

(8). when the Sovereign goes onboard a ship for a short visit, be broken at the masthead. (the National Flag and Royal Union Flag need not be hoisted.)

304. 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 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.

d. On occasions of informal visits to ships or defence establishments by a member of the Royal Family, the personal standard shall not be hoisted.

NOTE: Sunday size colours (including the Canadian Forces Naval Jack) plus the appropriate masthead flag are to be worn when the above are embarked.

305. STATE OR PERSONAL FLAGS FOR VISITING HEADS OF STATE

Personal flags may be flown as advised by NDHQ. When flown they do not take precedence over other distinguishing flags or pennants.

306. THE GOVERNOR GENERAL'S FLAG

a. The Governor General's Flag shall:

- (1). Be flown by day and night, and illuminated, at any building in which he/she is in residence or in which he/she is attending a state or public function;
- (2). be flown by day and night, and illuminated, at defence establishments, onboard ship and on aircraft or other vehicles when the Governor General is actually present or onboard;
- (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, the Governor General's flag shall not be flown; and
- (4). when His/Her 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.

- NOTE: (1). The Governor General's Flag will displace all other distinguishing flags and pennants already displayed in the ship.
- (2). When the Governor General is in residence at the Citadel in Quebec City, ships, when passing shall sound the "ALERT" on the bugle, or pipe the "STILL" if no bugler is available.
- (3). Sunday size colours plus the appropriate masthead flag are to be worn when the Governor General is embarked.

307. LIEUTENANT GOVERNOR'S FLAG

- a. The flag of a Lieutenant Governor shall be flown within the limits of his government when officially visiting a defence establishment or HMC Ship.
- 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.

- NOTE: (1). Sunday size colours plus the appropriate masthead flag are to be worn when a Lieutenant Governor is embarked within his jurisdiction.
- (2). Some Provinces no longer use the Union Jack type flag.
- (3). Supplied by the Lieutenant Governor's Aide prior to embarking.

308. PRIME MINISTER OF CANADA

- a. The Personal Flag of the Prime Minister is the National Flag of Canada.
- b. It is not displayed at the masthead in HMC Ships during official visits.

309. THE MINISTER OF NATIONAL DEFENCE

- a. The Personal Flag of the Minister of National Defence is the National Flag of Canada.
- b. It is not displayed in HMC Ships during official visits.

310. NATIONAL FLAG OF CANADA

a. The National Flag shall:

- (1). Be flown or displayed in Canada superior to other flags, banners, or pennants with the exception of the Queen's Personal Canadian Flag or the Governor Generals 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 and;
- (4). be worn at the ensign staff of HMC Ship's in commission as the Ships Ensign.

b. When flown with a Foreign National Flag, or with the CF Ensign the National Flag shall take precedence. Both flags shall be hoisted and lowered simultaneously if at all possible. In the unusual circumstance that this may not be possible, then the National Flag shall be hoisted first and lowered last. On occasions requiring that one flag be flown at half-mast, all other flags shall also be half-masted.

c. 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.

d. 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 from the front;
- (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 from the front;
- (c). All displayed flags must be approximately the same size and flown at the same height and;
- (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 shall occupy the central position with the next ranking flag to the left and the third ranking flag to the right seen when facing the flags from the front.

- e. 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.
- f. During court martial, the National Flag shall be mounted on a staff and placed behind the President.
- g. 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.
- h. 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, 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 view shall stop. Occupants shall alight and pay compliments.

(6). Onboard HMC Ships all officers and men on the upper deck shall face in the direction of the Ship's Ensign and salute.

j. 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, and

(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 masthead pennant.

k. On all occasions when the National Flag of Canada is worn, displayed, or handled, it shall be treated with dignity and respect.

311. SHIP'S ENSIGN

a. HMC Ships in commission shall wear the Canadian National Flag as the Ship's Ensign:

(1). When in a Canadian port from (0800) Colours to Sunset;

(2). when underway at all times by day and by night;

(3). when in foreign ports according to local regulations and;

(4). between sunset and colours, ships at anchor, moored or alongside shall, if there is sufficient natural light, hoist their ensigns on seeing another ship of war underway, and shall keep their ensigns hoisted until the movement has ceased or the other ship is no longer in sight. Ensigns flying in accordance with this paragraph shall be hauled down in ships not underway when the preparative pennant is hoisted for the ceremony of colours. Such ships shall hoist ensigns five minutes after sunset if a ship is then underway as above.

NOTE: (1). Natural light is not to be confused with artificial lighting.

- (2). Not to be flown by ships undergoing Unmanned Refit in accordance with Art 408.
 - (3) See article 435(f) Assuming custody prior to commissioning.
- b. The Ship's Ensign shall be worn at the ensign staff when at anchor, moored or alongside and during cold moves unless circumstances dictate that the staff be struck, (e.g. flight ops). At sea it shall be worn as follows:
- (1). In ships with more than one mast - at a gaff fitted on the main mast;
 - (2). In ships with one mast - at a suitably prominent position on the mast, and
 - (3). in an AOR - at a gaff fitted on the mast on the forward superstructure or if no gaff fitted on forward superstructure follow rule sub-para (1).
- c. Commanders shall ensure uniformity in the wearing of colours, particularly among ships of the same class.
- d. The Ship's Ensign shall be shifted between the harbour and sea positions simultaneously with the last and first lines and the lowering/hoisting of the Naval Jack.

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

- e. Ships' Ensigns are not to touch the deck, be wrapped around guardrails, 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 "tracked and in hand" prior to commencement of Colours.
- f. Ships' Ensigns flown at the ensign staff are to be fitted with a "headstick" and tracked".
- g. Ships' Ensigns in boats:
- (1). Boats belonging to HMC Ships shall wear the Boat's Ensign:
 - (a). from colours to sunset when ships are dressed either overall or with masthead flags;
 - (b). in territorial waters of other nations at all times when away from their ships;
 - (c). on all occasions when going alongside a warship of another nation; and

(d). while transporting personages listed para 329.

(2). Boats under sail shall wear the ensign in a prominent position IAW para g(1). In the case of a service whaler, the Boat's Ensign shall be lashed to the top of the mizzen mast.

312. CANADIAN FORCES ENSIGN

a. The CF Ensign may be displayed in:

(1). The office of:

(a). A Rear Admiral/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 and;

(d). A Recruiting Unit or Detachment.

(2). a Chapel and

(3). a Mess.

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.

c. The CF Ensign may be used to cover an altar for divine services.

d. When specifically requested by the next of kin, the CF Ensign may be used to drape a casket.

e. On ceremonial occasions, the CF 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 of consecrated colours are not also being carried. Compliments shall not be paid to the CF Ensign.

f. When flown, displayed, or used as prescribed in this order shall not be allowed to touch the ground, floor or deck.

313. THE MARITIME COMMAND FLAG

a. The Maritime Command Flag shall:

- (1). be flown ashore at Maritime Command and Maritime Forces Pacific Headquarters as well as the Headquarters of all Marcom Formations, Bases, and Stations, including Naval Reserve Units,
- (2). be flown from 0800 (Colours) until sunset,
- (3). only be flown if the National Flag and Canadian Forces Ensign are flown; and
- (4). may be flown by a unit geographically remote from a Formation, Base and Station Headquarters, i.e. MATSQUI, if fitted with a third flagpole of appropriate mast with yardarms.

b. The Maritime Command Flag shall not:

- (1). be flown in the same array as flags of other countries;
- (2). replace the National Flag of Canada or any other Nation's Flag flown;
- (3). replace the Canadian Forces Ensign;
- (4). be flown on the same pole as National Flag and the Canadian Forces Ensign or any other flag ; and
- (5). be allowed to touch the ground or floor.
- (6). be used as a cover for a box, table, desk, podium or other object, nor shall it be draped except on a casket.

c. The Maritime Command Flag may be displayed in:

- (1). the office of a Commodore/Brigadier General or officer of higher rank at Maritime Command, Maritime Atlantic and Maritime Pacific Headquarters;
- (2). the office of the Commander of a formation, base, or station including Naval Reserve Units;
- (3). a chapel (may also be used to cover an altar for divine services) and;
- (4). a mess.

d. Funerals

When specifically requested by the next of kin, the Maritime Command Flag may be used to drape a casket.

e. Ceremonial Occasions

The Maritime Command Flag may be paraded within the following guidelines:

- (1). it may be paraded with the National Flag;
- (2). it shall not be attended by an armed escort; and
- (3). it may be carried on ceremonial parades or paraded with a 50 man guard of honour as noted in Annex A to CFAO 61-8.

f. Compliments shall not be paid to the Maritime Command Flag.

g. Flagpole/Yardarms

- (1). The Maritime Command Flag shall be flown at the same height or lower than the National Flag and the CF Ensign but not higher;
- (2). The size of the Maritime Command Flag flown shall not exceed that of the National Flag and the CF Ensign but should be of the same size; and
- (3). Unless fitted with appropriate yardarms (including gaff), units will require three flagpoles in order to fly the Maritime Command Flag. Positioning of different designs other than specified can be clarified by MARCOMHQ HALIFAX// N61//.

h. Half-Masting

The Maritime Command Flag shall be half-masted along with the National Flag and CF Ensign when instructions are received from higher Authorities.

i. Lodger Units

Bases and stations that have widely dispersed lodger units should fly all three flags; namely, the National Flag, CF Ensign and Maritime Command Flag if possible, i.e. CFB Halifax will fly the three flags at Stadacona, Windsor Park, and HMC Dockyard at the Admiral's Gate.

314. THE CANADIAN FORCES NAVAL JACK

a. The Maritime Command Flag is the Canadian Forces Naval Jack when worn at the Jack Staff in HMC Ships in commission.

b. The Jack shall be worn by HMC Ships:

- (1). at anchor, moored or alongside from colours until sunset;

- (2). when underway and dressed with masthead flags;
- (3). at all ship launchings, commissioning and naming ceremonies and;
- (4). 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 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). the flag of a Lieutenant Governor of a province.
- c. During ceremonial anchorages the Jack shall be broken on letting the anchor.
- d. The Naval Jack, when flown, is to be fitted with a headstick and tracked.
- e. The Naval 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.
- f. On entry/departure the Naval Jack should be hoisted/lowered in conjunction with the First/Last line but not before it is clearly safe to so do when lines/cables are being worked on the foc'sle. The Foc'sle Officer/Petty Officer will determine when it is safe.

315. DISTINGUISHING FLAGS

Distinguishing Flags for Officers of General/Flag Rank are illustrated in reference b. Distinguishing flags denoting Commanders of Commands display the appropriate badge. The only Distinguishing flags authorized to carry a badge are the Distinguishing flags for:

- (1). Chief of Defence Staff,
- (2). A Lieutenant General/Vice Admiral at NDHQ,
- (3). The Commanders of the following Commands:
 - (a). Maritime Command,
 - (b). Maritime Forces Atlantic/Maritime Forces

- Pacific,
- (c). Mobile Command,
 - (d). Air Command,
 - (e). Communications Command,
 - (f). Canadian Forces Europe,
 - (g). Canadian Forces Training System,
 - (h). Northern Region and,
 - (j). Air Group Commanders

316. THE COMMISSIONING PENNANT

- a. The Commissioning Pennant is six feet (182.88 cm) in length and three inches (7.6 cm) wide, at the hoist, having a red maple leaf on a white field. It is also referred to in relevant publications and orders as a Captain's Pennant or Masthead Pennant.
- b. It is worn in HMC Ships in commission, displayed from a suitable halyard on the mainmast or a small gaff thereon where it will fly free.
- c. 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 where displaced (hailed down) by the Personnel or Distinguishing Flag or Pennant of:
 - (1). the Sovereign,
 - (2). the Governor General,
 - (3). the Chief of Defense Staff,
 - (4). the Commander of Maritime Command,
 - (5). the Commander of Maritime Forces Atlantic,
 - (6). the Commander of Maritime Forces Pacific, and
 - (7). the distinguishing flag of a Commodore/General or Flag Officer Commanding a formation afloat.

NOTE: The above are always considered to be "IN COMMAND".

- d. The Commissioning Pennant is hauled down when an officer of General rank is embarked in an official capacity.
- e. The commissioning Pennant displayed in the bow of a boat

denotes:

- (1). The presence of a Squadron Commander or a 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 court.
- f. The commissioning Pennant is not authorized for use as a decoration and is not to be displayed other than indicated above.

317. BASE COMMANDER PENNANT

- a. The Base Commanders Pennant shall be flown on Maritime Command Bases:
- (1). where one flag pole is available - below the National Flag;
 - (2). where two flag poles are available - below the Canadian Forces ensign;
 - (3). when a flag pole is fitted with a gaff - at the masthead and;
 - (4). when a flag pole is fitted with a yardarm and not a gaff - at the yardarm.

318. ROYAL UNION FLAG

- a. The Royal Union Flag, generally known as the Union Jack or Union Flag, was approved by parliament on 18 Dec 1964 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); and
 - (2). When instructed by NDHQ on the occasion of Royal visits and certain Commonwealth gatherings in Canada.
- c. The Royal Union Flag shall be flown in HMC Ships as follows:
- (1). ships with more than one mast shall fly it at the main

and the National flag at another position;

(2). ships with one mast shall fly it at the masthead; and

(3). In single masted ships the Royal Union Flag shall not displace distinguishing flag or pennant already flying.

d. The Royal Union Flag shall be flown in Bases and stations as follows:

(1). one mast without gaff - shall not displace the National Flag and thus shall not be flown;

(2). one mast with gaff - if no distinguishing flag is flown, at the masthead; and

(3). Two or more masts - if no distinguishing flag flown, at the masthead, and the National flag of Canada at all other masts except those occupied by a Canadian Forces Ensign or a Maritime Command Flag. The Royal Union Flag shall not displace the Canadian Forces Ensign or Maritime Command flag.

319. QUEEN'S COLOUR

a. The Queen's Colour, the official colour of Maritime Command, although not paraded in HMC Ships, is paraded before visiting Royalty and on certain other auspicious occasions, it shall be afforded full marks of respect. Personnel shall come to attention and salute when passing or colours pass.

b. When the requirement arises to parade the Queen's Colour within the CFB Halifax area, it shall be drawn from its display case in the Stadacona Wardroom by the PMC (or his appointed representative). The PMC shall present the Colour to the Colour Escort party (one officer, one CPO and two PO's) on the front steps of the Wardroom. The Queen's Colour shall be logged out to the Colour Officer; stating the reason, in the log contained in the display case. The Queen's Colour is then escorted to the area at which the function will take place.

c. When the requirement arises to transfer the Queen's Colour outside the Command area, it shall be cased and then crated (with the carrying belt) in the Wardroom in view of the PMC and the Escort Officer. The escort Officer shall be assisted by two personnel of at least Petty Officer rank. The Colour shall be logged out to the Escort Officer stating the reason for its removal. When removed, the PMC shall report by message to Commander Maritime Command Exec Sec with the following information:

SUBJ: MARITIME COMMAND QUEEN'S COLOUR TRANSFER

a. date/time of transfer.

- b. destination and reason.
- c. name of Escort Officer.
- d. mode of travel (flight number, etc.).
- e. expected date of return.

NOTE: The Escort Officer shall sight the loading and unloading of the Queen's Colour from the aircraft. It will be placed in the custody of the PMC of the Wardroom upon arrival at destination until the return trip.

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.
- 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 and;
 - (3). is not to be displayed for any other purpose than denoting the presence of the Queen's Harbour Master or his deputy.

321. UNITED NATIONS FLAG

- 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, NDHQ 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.

322. NATO FLAG

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

323. SQUADRON COMMAND INDICATOR

- a. The Squadron Command Indicator is not a Distinguishing Flag or Personal Flag. It is used solely for the purpose of

indicating the location of the Squadron Commander.

b. The Squadron Command Indicator is flown:

- (1). In harbour, in the ship in which the Squadron Commander is borne, at all times day and night,
- (2). At sea when meeting or joining other warships. It may be hauled down when sufficient time has elapsed for visual identification, and
- (3). On occasions when ships dress overall or with masthead flags, the ship flying the Squadron Commander's Indicator will fly it as follows:
 - (a). single masted ship (I.R.E) - stbd outer yard,
 - (b). single masted ship (DDH/DDE/280/FFG) - stbd outer upper yard, and
 - (c). AOR/YNG - foremast stbd outer.

c. The Squadron Command Indicator is not to:

- (1). displace Personal or Distinguishing Flags;
- (2). be displayed in the bows of a boat or on a vehicle; or
- (3). be displayed when the Squadron Commander's ship is underway without Sqn Cdr embarked. (including cold moves)

324. SENIOR CANADIAN OFFICER PRESENT AFLOAT (SCOPA)

- a. SCOPA Pennant is the STBD pennant.
- b. Flown at the STBD yardarm day and night when not underway.
- c. Does not displace personal or distinguishing flags.
- d. When two or more HMC Ships, not wearing a Squadron Command Flag, are present in a port, the senior Canadian ship is to hoist the STBD pennant at the STBD yard to indicate that ship has assumed the duty of Scopa
- e. When in company with ships from other nations, the Starboard Pennant is to be flown by the Senior Canadian Ship in addition to the Squadron Command Flag.
- f. The Starboard Pennant shall not be flown when SCOPA is wearing a Personal or Distinguishing Flag, regardless whether warships are present or not.
- g. When in home Port and no foreign warships are present, the SCOPA Pennant shall not be flown.

325. CHURCH PENNANT

- a. The Church Pennant is to be hoisted at the peak if fitted and not occupied, or at the yardarm, both in harbour and underway when ships' companies are holding divine services and/or at prayers.
- b. During divine services 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.

326. ROYAL CANADIAN SEA CADET FLAG

The Royal Canadian Sea Cadet Flag was approved by the Sovereign in 1976 for use in Canada.

327. DISTINGUISHING FLAGS

- a. Distinguishing Flags/Pennants for Officers other than General rank denote Command and normally are only flown within the recognized area limits of the Command. Officers in this category are Commanders of Military Colleges, Base Commanders, Commanding Officers of Canadian Forces Stations and HMC Ships. The Distinguishing Pennant designated for a given appointment shall be flown by an Officer appointed to acting capacity regardless of his actual rank.
- b. Distinguishing Flags and Pennants shall displace subordinate Distinguishing Flags and Pennants. They shall be flown night and day and illuminated. Distinguishing Flags shall normally be one size smaller than the Ships Ensign or Canadian Forces Ensign, and shall be flown as follows:
 - (1). For a Vice Admiral and above, or equivalent in Command of a Command - at the Main,
 - (2). For a Rear Admiral or Commodore, or equivalent in Command of a Command - at the Fore, and
 - (3). For an Officer of General rank not in Command of a command, of equivalent rank or senior - at the Fore.
- c. The distinguishing flag of a visiting Superior Officer, when embarked in a ship in an official capacity, displaces all other Distinguishing Flags or Pennants.
- d. 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 accordance with para b.

- e. The Distinguishing Flag of an Inspecting Officer may be broken immediately on arrival and lowered immediately on departure at the dais on ceremonial parade.
- f. Distinguishing Flags shall not be displayed in more than one place at one time nor where Command has been delegated to a subordinate, for a period in excess of 72 hours.
- g. Change of location of the flag of a General Officer shall be arranged by message and normally be carried out at 0800 local.
- h. During change of command the flags of both Officers shall fly from Colours to Sunset on the official transfer date as follows:
 - (1). At colours the masthead flag is hauled down, and the two Distinguishing Flags broken with the incumbents at the starboard outer yardarm and the relieving Officer's at the port outer yardarm.
 - (2). At Sunset both flags are hauled down and the flag of the relieving Officer broken at the mast head.
- i. During half masting, Distinguishing flags flown from a flag pole fitted with a gaff or yardarm shall not be altered, however, Distinguishing flags flown from the same halyard as the Ship's or Canadian Forces Ensign shall continue to be flown below these flags during periods of Half Masting.
- j. The Distinguishing Flag of an entitled Officer is hauled down immediately after he:
 - (1). Dies - His Distinguishing Flag or Pennant shall be half masted and remain half masted until Sunset on the day of the funeral, when it shall be hoisted close up, then finally struck,
 - (2). transfers Command to his successor,
 - (3). proceeds on leave in excess of 72 hours,
 - (4). is confined to hospital, and
 - (5). proceeds on duty outside his area of jurisdiction.

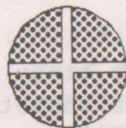
328. MINIATURE DISTINGUISHING AND PERSONAL FLAGS IN BOATS

- a. The appropriate Miniature Standard, Distinguishing Flag or Pennant shall be displayed in the bow of a boat, day and night while the entitled Personage is actually in the boat. They continue to fly on occasions of half-masting. Flags and Pennants are to be hooded or removed when Personages are not actually in the boat:

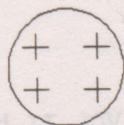
- (1). the Sovereign or any member of the Royal Family - Their own Personal Standard;
- (2). foreign Royalty or Head of State - the appropriate Standard or Ensign of the Country;
- (3). the Governor General of Canada - his Personal Flag;
- (4). the Lieutenant Governor of a province within his jurisdiction - the appropriate Lieutenant Governor's Flag;
- (5). the Prime Minister of Canada and Minister of National Defence - the Canadian National Flag;
- (6). the Minister of National Defence - the National Flag of Canada;
- (7). the Chief of Defence Staff - the Canadian Forces Ensign;
- (8). a General Officer Commanding a Command - his Flag/Pennant;
- (9). Flag Officers in Command of a Formation of ships - the appropriate Distinguishing Flag/Pennant;
- (10). Squadron Commanders and Commanding officers of HMC Ships - when proceeding on official business - the Commissioning Pennant;
- (11). members of a court martial when proceeding to and from the court - the Commissioning Pennant; and
- (12). the Guard Officer - the Commissioning Pennant.

b. FLAG DISCS IN BOATS

Boats carrying Officers of Flag rank may in place of their Distinguishing Flag, display Flag Discs on the following occasions:



Travelling officially - pipe only



Travelling on an informal occasion, upper deck face direction of boat - no pipe - gangway staff salute

329. COMMONWEALTH AND FOREIGN FLAGS

Flags or ensigns of Commonwealth and foreign countries or

representations thereof may be flown:

- a. When an official representative of the country visits a defense establishment or a ship,
- b. on "OFFICIAL DAYS" of the country at defense establishments outside Canada, and
- c. When HMC Ships officially visit another country.

330. CONSULAR AUTHORITIES

- a. The flag of Commonwealth and foreign Consular authorities shall not be hoisted onboard ships (except as described in table 2-3, item 9 and 14).
- b. A Consular Authority Flag shall be displayed in a boat when conveying him to or from a ship within the limits of his Consulate.
- c. There are no Canadian Diplomatic flags.

331. HOISTING AND LOWERING CALLSIGNS

- a. In home port ships entering or leaving the harbour limits are to hoist their callsigns on the stbd yardarm.
- b. Ships operating within the harbour limits shall not hoist callsigns. Passing honours are not rendered. (Art 410 (g) refers)
- c. When a Senior Officer is embarked, his callsign is to be hoisted on the stbd yardarm and the ship's callsign on the port yardarm.
- d. When a Squadron Commander's Ship is underway without the Squadron Commander embarked, or doing a cold move his callsign and the Squadron Command Indicator shall not be displayed.

332. BERTH DESIGNATORS

When ships are underway, proceeding independently or by tug to a designated berth, anchorage or buoy appropriate alphabetical/numerical designators are to flown preceded by DESIG.

333. ABSENTEE INDICATORS

- a. Absentee Indicators shall be flown IAW ATP 1 VOL II between sunrise and sunset.
- b. Ships in home port flying a squadron commander's indicator are not to fly his absentee indicator.

334. PAYING OFF PENNANT

- a. The Paying Off Pennant is flown when the unit departs her squadron and enters her home port for the last time. Custom indicated that the length of the Paying Off Pennant would be equal to the length of the ship, for a normal commission. If a commission had been extended, the length of the pennant was increased. It is similar to and flown in place of, the mast-head pennant. The increased length was determined by the actual length of the commission (in months) divided by the scheduled commission (in months). This figure was then added, as a fraction of the ship's length, to the length of the commissioning pennant.
- b. For HMC Ships, Paying Off Pennants are of a uniform length of 380 feet regardless of the period of commission.

335. NAVAL BOARD FLAG

When flown signifies the Naval Board is in session.

336. CANADIAN FORCES UNIT COMMENDATION PENNANT

a. Canadian Forces Unit Commendation Pennant:

- (1). Shall be flown from the starboard yardarm;
- (2). shall not displace a commissioning or distinguishing flag or pennant and;
- (3). it shall be flown in harbour from sunrise to sunset, and when entering/leaving harbour.

- b. It may be flown at sea for special occasions as approved by senior officer present.
- c. After two years the flag may be kept as a historical artifact and memento of the award.
- d. See article 446 for details of the Canadian Forces Unit commendation Bridge Boards.

NOTE: CF Unit Commendation Pennant may be flown for a period of 1 year after presentation to a unit or date ordered by CDS (see art 446).

a relative... Commission... indicated that the length of the Pennant... It is similar to and flows in place of... the actual length of the commission (in months)... This figure was then added as a fraction of the ship's length... the commissioning pennant.

a. The flag... of a different length... of 100 feet regardless of the period of commission.

b. A... of 100 feet... when flown signifies the vessel is in commission.

325. CANADIAN FORCE VESSEL... are used.

a Canadian Force Vessel... shall be used.

a. The... shall be used... shall be used.

(1) shall not display a commissioning or distinguishing... shall be used.

(2) It shall be flown in harbor from sunset to sunset... shall be used.

and when entering/leaving harbor... shall be used.

and when entering/leaving harbor... shall be used.

and when entering/leaving harbor... shall be used.

and when entering/leaving harbor... shall be used.

and when entering/leaving harbor... shall be used.

326. COMMISSIONING BOARD

NOTE: The Commissioning Board may be flown for a period of 1... shall be used.

and when entering/leaving harbor... shall be used.

327. COMMISSIONING BOARD

NOTE: The Commissioning Board may be flown for a period of 1... shall be used.

and when entering/leaving harbor... shall be used.

and when entering/leaving harbor... shall be used.

CHAPTER 4

SHIPBOARD CEREMONIAL PROCEDURE

- References:
- A. Canadian Forces Manual of Drill and Ceremonial AAD-201-000/PT-000
 - B. Flags, Ensigns, Colours, Pennants and Honours for the Canadian Forces AAD-200-000/AG-000
 - C. CFAO 18-20
 - D. CFAO 32-5 para 12

401. GENERAL INTRODUCTION

This chapter provides instructions as to the conduct of the various ceremonies which are carried out onboard HMC Ships. Naturally these 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.

SECTION 1 - FLAG CEREMONIAL

402. COLOURS AND SUNSET

- a. The shipboard ceremonies of Colours and Sunset entail the hoisting and lowering of the Ship's Ensign and the Naval 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 when in foreign ports and;
 - (4). Following the movements of the Senior Officer 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/Watch (OOD/OOW),

- (2). Quartermaster/Corporal of the Gangway,
- (3). Boatswain's Mate (Bosn's Mate),
- (4). NCM for Prep,
- (5). NCM for Jack,
- (6). NCM for Ship's Ensign and,
- (7). Duty electrician.

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 their job. With the exception of the duty electrician, personnel detailed are to be in the dress of the day for the brow staff.
- (2). The Preparative Pennant (Prep) is hoisted close up five minutes prior to the Colours/Sunset ceremony. (In Halifax controlled by SCOPA/Designate).
- (3). At Colours or Sunset the Prep is dipped (lowered about four feet). The NCM detailed for the Ship's Ensign salutes the OOD/OOW and reports "EIGHT O'CLOCK, SIR" or "SUNSET, SIR" as appropriate.
- (4). At Colours the OOD/OOW orders "MAKE IT SO" and the Bosn's Mate on inboard ship strikes the appropriate number of bells. At Sunset the OOD/OOW acknowledges the report with "VERY GOOD".
- (5). On completion of this the OOD/OOW orders the Quartermaster to "PIPE THE STILL" (or the bugler sounds the alert).
- (6). The Quartermaster pipes the still (or bugler sounds the alert).
- (7). The Bosn's Mate pipes over the ship's Piping system "ATTENTION ON THE UPPER DECKS, FACE AFT" (or in the direction of the Ship's Ensign).
- (8). The personnel detailed for the Ship's Ensign and Jack respectfully hoist/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 Ship's Ensign touches the block or is completely lowered, the person on the Ship's 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 Ship's Ensign salutes and reports "CARRY ON, SIR". The OOD/OOW then orders "CARRY ON". The Quartermaster/Bugler complies by piping/sounding the CARRY ON. The Bosn's Mate then says "CARRY ON" on the ships Piping system.
- (12). At Sunset, on hearing the "CARRY ON" the duty electrician switches on the anchor lights, aircraft warning lights and the upper deck lighting.
- (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 individual ships' policies.
- (14). Prior to the ceremony of Colours, the Ship's Ensign and Jack are to be bent on, tracked and in hand.

403. BANDS PRESENT DURING CEREMONY OF COLOURS

When bands are present at the hoisting of Colours on HMC Ships, (reference D) they shall:

- a. In a Canadian port, play the Canadian National Anthem;
- b. In a port of another country, play the Canadian National Anthem immediately followed by the national anthem of the country in which the port is situated; and
- c. After the ceremony outlined in sub paragraphs a or b has taken place, play the national anthem of any foreign warships present as follows:
 - (1). For warships in which flag officers are present, in the order of seniority of the flag officers; or
 - (2). for warships in which flag officers are not present, in an order varied from day to day.

Note: The National Flag of Canada shall be hoisted in such a way as to reach the block on the last note of the Canadian National Anthem.

404. RECOGNIZED DESIGNATED HOLIDAYS

- a. NEW YEAR'S DAY (1 JAN)
- b. GOOD FRIDAY
- c. EASTER MONDAY
- d. VICTORIA DAY (MONDAY IMMEDIATELY PRECEDING 25 MAY)
- e. CANADA DAY (1 JUL)
- f. LABOUR DAY (1st MON IN SEP)
- g. THANKSGIVING DAY (2nd MON IN OCT)
- h. REMEMBRANCE DAY (11 NOV)
- i. CHRISTMAS DAY (25 DEC)
- j. BOXING DAY (26 DEC)
- k. Any day appointed by proclamation by the Governor in Council to be observed as a fast, thanksgiving or holiday. These holidays will be granted on the authority of the Officer Commanding the Command.
- l. One provincial or local civic holiday may be observed at the discretion of the Officer Commanding the Command.

405. SIZES OF FLAGS, SHIP'S ENSIGNS AND NAVAL JACKS

- a. Size of Ship's Ensigns, Naval Jacks and Flags were traditionally stated in BREADTHS; (a BREADTH being nine inches).
- b. Canadian Forces catalogues give dimensions of Ship's Ensigns, Naval Jacks and Flags in feet and inches and refer to size numbers 1 through 6. Stores demands are to be prepared using the size number and dimensions.
- c. Table 4-1 shows the sizes of Ship's Ensigns, Naval Jacks and flags, their dimensions, and the equivalent size in terms of breadths. Table 4-2 lists the size of Ship's Ensigns, Naval Jacks and flags to be worn on various occasions by size number.
- d. Sunday/Holiday size of colours are to be worn during foreign port visits and on Sundays and holidays listed in CFAO 16-1 Annex A. A Foreign Port is any port/anchorage other than Esquimalt, Royal Roads, Halifax or Bedford Basin.

Table 4-1

Table of sizes for Ensigns/Jacks/Distinguishing Flags and Pennants		
size	breath	dimensions
1	2	1'6" x 3'
2	3	2'3" x 4'6"
3	4	3' X 6'
4	6	4'6" X 9'
5	8	6' X 12'
6	10	7'6" X 15'
Table of sizes for Signal Flags		
4	N/A	4'4" X 4'4"
8	N/A	1'9" X 1'9"

TABLE 4-2 TABLE OF SIZES FOR ENSIGNS, JACKS, DISTINGUISHING AND SIGNAL FLAGS

TYPE OF SHIP	OCCASION	SHIP'S ENSIGN		NAVAL JACK		DIST/PERS SEA	SIGNAL FLAGS	DRESSING LINE FLAGS
		SEA	HBR	SEA	HBR			
AOR	DAILY/HOME PORT	3	5	-	4	3	4	4
	SUNDAY/HOLIDAY	3	6	-	5	3	4	4
	DRESS SHIP PORT VISIT	6	6	5	5	3	4	4
DDH DDE ASXL	DAILY/HOME PORT	3	4	-	3	3	4	4
	SUNDAY/HOLIDAY	3	5	-	4	3	4	4
	DRESS SHIP	5	5	4	4	3	4	4
	PORT VISIT	-	5	-	4	3	4	4
PB YNG MCDV	DAILY/HOME PORT	2	3	-	2	1	8	8
	SUNDAY/HOLIDAY	2	4	-	3	1	8	8
	DRESS SHIP	4	4	3	3	1	8	8
	PORT VISIT	-	4	-	3	3	8	8
SS	DAILY/HOME PORT	2	3	-	2	1	8	8
	SUNDAY/HOLIDAY	2	3	-	2	1	8	8
	DRESS SHIP PORT VISIT	3	3	2	2	1	8	8

NOTE: When HMC Submarines dress ship, the bridge ensign shall be a size 1.

406. HALF-MASTING

- a. Unless specific 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, or
 - (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, and/or
 - (2). The Provincial Premier.
- c. The honours listed in para 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 Naval 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 NDHQ or a Command Headquarters and during the funeral of a service member being held at a particular unit or in a ship.
- 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 internment.
- 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 finished.
- g. When a body leaves a ship for internment on shore, colours shall be half-masted when the body has been removed from where it has been lying onboard the ship and rehoisted when sufficient time has elapsed for internment. When a body is being removed from a ship to await internment, colours shall not be half-masted.
- h. 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.

- i. On occasions when the National Flag is flown at half-mast, the CF Ensign, if flown, shall also be half-masted. The CF Ensign is not half-masted when flown as the Distinguishing Flag of the Chief of Defence Staff.
- j. The boat's Ensign shall be worn at half-mast when a body is being conveyed in the Boat and/or the Ships colours are at half-mast.
- k. In HMC Ship's, when the Ship's Ensign is worn at half-mast, the Naval Jack, shall also be half-masted.
- l. 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.
- m. Half-masting during the ceremony of Colours.
 - (1). The "prep pennant" and the appropriate signal from ATPl, Vol II are hoisted five minutes prior to colours.

AD 11.....COLORS. _____ colors (at _____)

- 1. Clear
- 2. Dip
- 3. Half mast
- 4. Haul down
- 5. Haul down Jack (or do not hoist)
- 6. Hoist
- 7. Hoist Jack
- 8. Rehoist
- 9. Shift ensign to harbor position
- 10. Shift ensign to sea position
- 11. Hoist callsigns

(2). At 0800 the Prep is lowered to the dip, and at the same time the signal to half-mast is hauled down, and the ceremony of Colours followed immediately by half-masting is conducted iaw sub-para h.

(3). Prep Pennant hauled down, ceremony of colours and half-masting completed.

n. Rehoisting during sunset ceremony:

The Prep is hoisted five minutes prior to sunset. When the Prep is dipped, carry out sunset ceremony as per article 406 h. When the Prep is hauled down, sunset ceremony is completed.

o. When half-masting and re-hoisting is carried out after colours (i.e. 0900, 1000) and prior to sunset:

- (1). The appropriate signal from ATP1, Vol II is hoisted five minutes prior to half-masting and re-hoisting.
 - (2). At the appointed time, the signal to half-mast is hauled down and the ceremony of half-masting is conducted.
 - (3). At the appointed time, the signal to re-hoist colours is hauled down and the ceremony of re-hoisting is conducted.
- p. Upon the extraordinary circumstances of ships being ordered to half mast colours when dressed.
- (1). Dressing lines are to be lowered.
 - (2). Ship's Ensigns and Naval Jack's are to half masted and masthead flags hauled down.
 - (3). Ships underway are to half-mast their Ensigns and Naval Jacks and haul down masthead flags.
 - (4). In foreign ports, ships are to adhere to local customs.
- q. A ship carrying a body on a dress ship occasion, is to half-mast her colours and haul down her masthead flags.
- r. If the funeral is to take place at a distance from the ship or port in which the Flag is flying, the Flag shall be kept at half-mast until sunset, on the day on which the body is removed from the ship or port for burial.

407. 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 Ship's Ensigns are half-masted, the Ship's Ensign will first be hoisted close up, dipped, re-hoisted, then returned to the half-mast position.
- e. When ships are nested, only the outboard ship is to return

the compliment.

408. HMC SHIPS IN UNMANNED REFITS

HMC Ships that are in an unmanned refit shall:

- a. Haul down the Naval Jack and hoist the Port Flag (out of routine) on completion of de-ammunitioning prior to refit;
- b. haul down the Ensign, Commissioning Pennant and Port Flag when the ship is deactivated and signed for by the contractor and;
- c. ship's colours are to be hoisted at the recommissioning/reactivation ceremony.

409. DRESSING SHIP

- a. Except as provided for here-under, ships in port shall, unless otherwise ordered, dress overall from colours to sunset in accordance with table 4-3. Ships underway in the vicinity of a port/anchorage shall dress with masthead flags and Naval Jack.

(1). Ships in other than Canadian ports, on the occasion of the anniversary of the actual birthday of Her Majesty the Queen shall:

- (a). dress ship on the date of the local celebration and;
- (b). not celebrated ashore, shall dress with masthead flags only, and only while the Royal Salute is being fired.

(2). Ships in other than Canadian ports on the proclaimed official birthday of Her Majesty the Queen shall:

- (a). Dress ship on the date of the local celebration.
- (b). Not celebrated ashore, shall neither dress overall nor with masthead ensigns.

(3). 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. In all cases of dressing ship the Senior Officer is to inform local authorities of such intentions.

- b. When the anniversary for dressing ship falls on a Sunday, ships shall be dressed on that day. If the salute is deferred to the following day, ships shall dress by breaking the masthead flag on the first and hauling down on the last gun.

c. On all occasions when ships are dressed, ships in dock, refit, or out of routine shall dress with masthead flags and wear the Naval Jack unless otherwise ordered.

d. Ships proceeding to sea prior to 1000 or entering harbour and securing alongside after 1500 shall dress with masthead flags only. Ships entering/leaving at other times, unless otherwise ordered undress one hour before departure and dress overall one-half hour after arrival.

e. Ships shall be dressed with masthead flags and Sunday size colours 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 or;

(5). the flag of a Lt. Governor of a Province.

f. 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 e above are flying, on occasions of visits from the personage concerned, and

(2). When in the presence of ships of war of another nation or in the waters of the another nation, on ceremonial occasions of the nation concerned.

g. 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 or pennant:

a. Ships with two or more masts shall wear the National Flag at the unoccupied mast.

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.

h. When a ship is dressed in honour of 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 alone.

(2). Two-masted ships wearing the 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.

i. Ships that do not possess the appropriate foreign ensign shall wear Canada's National Flag on the occasions referred to in para h above.

j. 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.

k. Ships are to dress with masthead flags only, when the Senior Officer present does not consider it expedient to dress overall. Under no circumstances are the ready duty or communications guard ships to rig strongbacks. They shall dress with masthead flags only.

1. HMC Submarines are not rigged to dress overall, therefore they shall dress with Ship's Ensign, Bridge Ensign and Forces Naval Jack.

TABLE 4-3 CANADIAN DRESS SHIP OCCASIONS

DATE	ANNIVERSARY/OCCASION	OVERALL	FLAG/ENSIGN DISPLAYED	REMARKS
15 FEB	Anniversary of the Canadian Flag	yes	Cdn National Flag	
_ MAR	Commonwealth Day	no	Royal Union Flag	Second Monday of March
21 APR	Actual birthday of Her Majesty Queen Elizabeth II	no	Cdn National Flag	
_ MAY	Victoria Day	yes	Cdn National Flag	In Canada celebrated Monday immediately preceding 25 May
_ MAY	Battle of Atlantic Sunday	yes	Cdn National Flag	First Sunday in May
01 JUL	Canada Day	yes	Cdn National Flag	
04 AUG	Birthday of the Queen Mother	no	Cdn National Flag	
11 DEC	Statute of Westminster	no	Royal Union Flag	

m. Dress Ship procedure for colours:

- (1). Following the movement of the Senior Officer at 0755 hoist the "Prep" and appropriate signal.

AD13.....DRESS SHIP. Full dress ship (or _____)
 1. Dress ships with ensigns at the masthead.
 2. Haul taut dressing lines.

- (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 of the other nation) is broken.

n. Undress ship procedure for sunset:

- (1). Following the movements of the Senior Officer five minutes prior to sunset hoist the "Prep" and appropriate signal per para 2a preceded by NEGAT.
- (2). At sunset execute flag signal.
- (3). The dressing lines are then lowered simultaneously to deck or bottom of guide line.

SECTION 2 - PIPING CEREMONIAL PROCEDURES

410. SHIPS PASSING

- a. The ceremony observed by two warships passing between sunrise and sunset is generally in keeping with the practice 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, or
 - (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.
- g. Ships which are shifting berths or conducting operations inside either Mauger's Beach or a line connecting Albert Head and Ogden Point are exempt from paying or receiving passing honours. Ship's incorrectly piped by another HMC Ship while operating in accordance with this article shall not return the passing honour. Ship's may be recognized by the fact that callsigns are not displayed (Art 331 (2) refers).

NOTE: Ship's proceeding to sea or returning from sea via IOL shall fly callsigns and render passing honours, with the exception of cold moves.

411. SHIP'S PASSING SAILORS MONUMENT

The "Still" is to be piped by HMC Ship's and visiting warships when entering/leaving Halifax Harbour between Sunrise and Sunset on passing the Sailors Monument located in Point Pleasant Park.

412. 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 and
 - (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 NK4 until after the salute to the Flag Officer has been completed.

413. VISITS TO HMC SHIPS BY VIP'S

a. Arrival by the Brow

- (1). 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.
- (2). The ceremonial side party is to consist of:
 - (a). A PO1 - PO2 of the Boatswain's trade; and three Boatswains or personnel who are experienced in the use of a Boatswain's call. They shall take up a position abaft the brow, facing forward in order of seniority from outboard in, so that the senior rank is nearest to the ships side.
 - (b). The Officer-of-the-Day/Watch who takes up a position forward of the brow facing aft.
 - (c). The Commanding Officer and the Executive Officer who are normally to stand six to eight feet from the end of the brow facing outboard.
 - (d). As the automobile containing the VIP comes onto the jetty, the "Still" is piped followed by the order "Attention on the upper deck, face to port/starboard" as appropriate. Personnel on the upper deck face in the direction ordered and remain at attention until the "Carry on" is piped. Note that the "Still" is piped as a mark

of respect and may be ordered regardless of whether the VIP is also entitled to the "Side".

- (e). As the VIP crosses the gangway, the side is piped if the dignitary is entitled in accordance with article 414.
- (f). As the VIP reaches the inboard end of the gangway, the guard is to be brought to the "Present Arms", and the band is to play the appropriate musical salute.
- (g). On completion of the salute, the guard is to be returned to the "Order Arms" and reported to the visiting VIP who should inspect the guard (unless he is junior to the host officer, in which case the guard will not be reported to him).
- (h). The VIP's retinue then crosses onboard. After the official party has had sufficient time to retire from the upper deck, the "Carry on" is sounded.

- NOTE: 1. VIP visit - means visits by officers of the rank of Rear Admiral or equivalent and above.
- 2. VIPs are entitled to ceremonial side parties.
 - 3. If a guard and band are paraded, they are to fall in where most suitable, facing the jetty with the guard forward.

b. Arrival by Boat

- (1). The same procedure as outlined above is to be followed, except that:
 - (a). At least two extra brow staff are to be available to man ropes and to assist the dignitary in disembarking from his boat.
 - (b). 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.
 - (c). The "Still" or "Alert" is sounded when the boat is still several lengths away from the lower platform.
 - (d). The Side is piped twice (when the VIP is entitled in accordance with article 414). 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 VIP reaches the upper platform.

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

c. Arrival by Air

- (1). On DDHs, FFHs and AORs the Dignitary will disembark the helicopter and be escorted by flight deck personnel to hanger access hanger door, the Bosn'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.
- (2). On IRE's and DDE's the VIP will disembark the helicopter and be escorted by an officer along the stbd side to the wardroom hatch. The Bosn's Mate will pipe the "Still" on the boatdeck midships. After a suitable interval the "Carry on" is to be piped.
- (3). 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.

d. Departure/arrival by Jackstay

- (1). Dignitary will disembark by jackstay. As he approaches the foscle through the forward hatch the Still will be piped from the bridge wing and all non-essential personnel on the upper deck come to attention. When the dignitary departs the ship via the jackstay the Side is piped and the Commanding Officer or delegated officer pay the proper marks of respect by saluting. When the dignitary is approximately half way across the jackstay the Carry On is to be piped.
- (2). Dignitary will embark by jackstay. While on the jackstay the Still will be piped and all non-essential personnel on the upper deck will come to attention. When the dignitary is halfway across, the Side is piped in order to be completed when the dignitary is ready to be lowered on deck. The Commanding Officer or delegated officer will salute to pay proper marks of respect. The Carry On is piped when the dignitary enters the house.

e. Departure

- (1). The ceremony on departure is almost the reverse of

that on arrival. In particular the following points should be noted:

- (a). The "Still" is to be sounded as the dignitary emerges from the superstructure.
- (b). 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.
- (c). The "Carry on" should not be sounded until the boat/vehicle clears either the stern or the bow of the ship.

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

f. Manning the Brow - non VIP occasions

For routine ceremonial occasions of a non-VIP nature, the Corporal of the Gangway is to take up a position aft of the brow facing forward. The OOD shall stand six to eight feet from the end of the brow facing outboard. If the Commanding Officer or Executive Officer is present the Officer-of the Day shall take up a position forward of the brow facing aft.

414. PIPING THE SIDE

- a. The "Side" is to be piped when the following personages/ personnel come onboard or depart an HMC Ship in commission, between the occasions of Colours and Sunset:
 - (1). Her Majesty the Queen (the reigning sovereign is the only personage who is entitled to receive a pipe when not wearing a uniform),
 - (2). His Royal Highness Prince Phillip, Duke of Edinburgh when in naval uniform,
 - (3). Members of the Royal Family when in naval uniform of the rank of naval captain and above,
 - (4). The Governor General of Canada, when in service uniform,
 - (5). Lieutenant Governors of provinces within provincial jurisdiction when in service uniform and is/was a Naval Officer of the rank of Commodore or above,
 - (6). The CDS and all Canadian Naval Officers of the rank of Commodore and above when in uniform are to be piped,
 - (7). Flag Officers, Commodores and above of Commonwealth

Navies when in uniform,

- (8). All Officers in uniform holding an appointment in command of a ship or formation of ships,
- (9). Naval Members of a Court Martial in uniform, attending or leaving the Court, and
- (10). The Officer of the Guard when flying his pennant.

b. The "Side" is piped between Colours and Sunset when the blessed water from the Baptismal Font is returned to the sea.

c. The "Side" is to be piped at all times for the following coming onboard or departing a ship:

- (1). All Naval Officers in command, of a ship or formation of ships, of other than Commonwealth Navies when in uniform, and

- (2). A body, including remains or ashes. The "Side" is also piped during a burial at sea when the remains or ashes are committed.

d. The "Side" is piped when the Personage/Officer arrives and again when he departs, provided that conditions of time and uniform are still met.

e. When arriving or departing by boat, the "Side" is also piped as the boat arrives at, or departs from, the ship's ladder.

f. The "Side" is normally piped for an Officer entitled to it even though he may be in the company of an Officer who is senior to him, but who is not himself entitled to receive the "Side".

g. The "Side" is never piped anywhere other than in HMC Ships in commission. The side is not piped for Commanding Officers of naval shore establishments.

(415 - 419 inclusive: Not Allocated.)

SECTION 3 - BOAT CEREMONIAL

420. BOATS PASSING

Between sunrise and sunset, when a boat passes which is displaying a personal or distinguishing flag of a Personage or Officer senior to the Senior Officer in a single ship or nest of ship's, the "Still" is to be piped and the order "Attention on the upper deck, face to port/starboard" given. After the salute has been returned from the boat, or it has passed the ship, the "Carry on" is piped.

421. 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 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; and
- (5). during the firing of a gun salute.

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.

422. BOAT HAILS

a. Between sunset and sunrise, any boat approaching the ship shall be challenged by the gangway staff to determine who is in the boat and/or their intentions. When the boat is within hailing distance, the hail "Boat ahoy" is given. The boat's Coxswain replies as follows:

Reply

Senior Person in Boat is

1. "STANDARD"

A Royal Personage, His Excellency the Governor General of Canada, the Governor General of Commonwealth countries, or the Lieutenant Governor of a Province.

2. "FLAG"

A Flag Officer, Commodore or equivalent entitled to fly his flag/broad pennant.

3. "SQUADRON _____"
(Followed by the
squadron number) A Squadron Commander not in
command of a ship
4. "SHIPS 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.

423. 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, with the hook away from the encumbered side. 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 sternsheets man, who will tap his boat hook twice on the deck.

(424 to 429 inclusive: Not Allocated)

SECTION 4 - SHIPBOARD CEREMONIES

430. CEREMONIAL ANCHORAGE

- a. The following is to be completed by Ten Cables:
 - (1). Accommodation 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, (Ship's zodiacs are not to be used for ceremonial anchorage);

- (4). hands fallen in;
- (5). ship's Ensign and Jack staffs rigged; and
- (6). chain platforms rigged forward on port and stbd sides inboard.

b. At Ten Cables (if not already done by signal):

- (1). Shift ship's ensign to harbour position; and
- (2). hoist call signs (and Squadron Commanders indicator if required).

c. At Five Cables:

Lower boats to deck level.

d. At Three Cables:

Hands fall out, man boats, booms, chains and ladders.

e. At Two Cables:

- (1). Lower boats and ladders to water line but clear of water;
- (2). Place booms vertical and;
- (3). Port and stbd chain platforms passed outboard and manned on appropriate side.

f. At One-Half Cable (Standby):

Remove pin in blake slip, remove blake slip. The anchor is to be "let go" from the brake, under control.

g. On Letting Go the Anchor:

- (1). Off brake. Let go anchor under control.
- (2). Boats are to be slipped and proceed to waiting positions on the quarter(s) 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.
- (3). Booms and ladders are to be lowered into position, and
- (4). haul down call signs, break Naval Jack, and break flag Uniform at the dip.

h. The above procedure may be used by 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.

431. 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 flood-lit 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 the Technical Drafting Unit, HMC Dockyard and Fleet SOPs.

432. BURIAL AT SEA

a. Arrival of the Body at the Ship

The Guard and Bearer Party shall be formed up in two ranks facing inwards on the jetty when the gun carriage or hearse moves to the ship's gangway. The ship's Ceremonial Side Party shall be formed on the forward side, at the head of the gangway. As the gun carriage or hearse approaches, the Guard shall present arms and remain at the present arms as the casket is removed. After shouldering arms, the Guard shall follow the Bearer Party onboard. As the casket is brought onboard, the Ceremonial Side party shall pipe the side.

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 Bearer Party and the accoutrements removed.

- (1). The Bearer Party 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 headdress.
- (4). Upon completion of the service, the chaplain shall take one pace back. On this signal, the Guard Commander shall give the cautionary word of command "Guard", and pause to allow all personnel to replace headdress before ordering, "Present Arms".
- (5). The Guard shall present arms from the position of "rest on your arms, reverse". On the last movement of the "present arms", the Bearer Party shall commit the body to the sea while all officers and personnel not fallen in shall salute. Simultaneously, the bugler plays the Last Post and, after a 10 second pause, Reveille. Salutes shall be maintained during both calls and the interval between. Following Reveille the guard shall be ordered, "Shoulder Arms", then dismissed.
- (6). Floral tributes are dropped into the sea on completion of the service.

NOTE: 1. Also see Reference A

2. See article 406 regarding half-masting colours.

433. SCATTERING OF ASHES AT SEA

- a. The final disposition of ashes of former service personnel, in a timely and organized manner, is critical to minimize

the anguish of the Next of Kin.

- b. In order to expeditiously administer these needs, the Squadron or Base Chaplain shall coordinate, on receipt of ashes or as soon as the Next of Kin's intentions are known. Squadron commander will designate an appropriate ship by message. Should the situation be such that a ship will have to be tasked to sail, the message will be originated by DCOS OPS.
- c. The designated ship will message the appropriate Squadron or Base Chaplain of the ceremony of "Scattering of Ashes" stating the name(s) and rank of the deceased, and the time, date and location of the scattering. The ship shall prepare a framed chartlet (using an actual chart and not a photocopy) indicating the ship's name, position, name(s) and rank of the deceased, time and date of the scattering. They shall further prepare and forward a letter with the chartlet to the Next of Kin, not more than two weeks after the ceremony. On receiving confirmation of "Scattering of Ashes", the appropriate Squadron/Base Chaplain will make every effort to ensure that the NOK are informed of the event prior to receiving the chartlet and letter from the ship.
- d. Sequence of Ceremony
 - (1). If the ashes are to be piped onboard, the Chaplain scheduled to conduct the service at sea will contact the ship, and the ETA at the brow will be promulgated.
 - (2). When the ship has arrived at the location for the ceremony, she shall:
 - (a). stop engines or proceed at very slow speed;
 - (b). carry out the ceremony of half-masting the Ensign, and hoist the Church Pennant close up;
 - (c). muster the Ceremonial Scattering of Ashes Party on the leeward side of the Quarterdeck; (dress TBP by the XO), the party to consist of:
 - (i). an officer,
 - (ii). ceremonial piping party,
 - (iii). the Chaplain, and
 - (iv). designated personnel to assist the Chaplain.
 - (d). pipe the "Still" and "Attention on the upper decks, face aft";
 - (e). commence the ceremony by the Chaplain;

- (f). as the ashes are scattered, pipe the "Side" and "Attention on the upper decks, face (leeward side)", and fix the ship's position;
- (g). complete the ceremony by the Chaplain;
- (h). pipe the "Carry on" and;
- (i). carry out the ceremony of re-hoisting the Ensign and haul down the Church Pennant.

434. MANNING AND CHEERING SHIP

Manning and Cheering Ship is a very old custom. More than a mark of respect, it is an expression of esteem and affection by the whole ship's company for a particular person or another ship's company. This drill or ship's evolution, invariably carried out with spirit and enthusiasm, is to be conducted when Her Majesty the Queen or her representative, His Excellency the Governor General, visit or make their departure from units of the Fleet; when HMC Ships enter harbour after an engagement or victory at sea; and when one of HMC Ships sails to her new home port or to pay off. Sometimes a departing Flag Officer or other Senior Officer is so honoured.

- a. On the command, "Fall In for Manning Ship", the Ship's Company shall fall in as for Divisions. The Chief Boatswain's Mate shall designate to each Division Petty Officer, an area which his division shall man, ensuring as closely as possible, that an equal number of personnel are being designated to either side of the ship. Upon arriving at the designated area, the Divisional Petty Officer shall position his division so that each man is at attention, facing outboard, one pace clear of the guardrail.
- b. On the command "Dressing Forward, Right and Left Dress", given by the Executive Officer, using the upper deck broadcast system, personnel on either side of the ship shall dress forward. The interval in dressing shall be as space permits, appropriate changes being made in the word of command. This is followed by the order, "Eyes Front".
- c. On the command, "Man-Ship", each man takes one pace forward and grasps the guardrail with both hands, crossing wrists with the man forward of him.
- d. The Executive Officer shall then order "Ship's Company Attention". Personnel assume the position of attention.
- e. On the command, "Remove Headdress", the headdress is removed and held in the right hand with the right arm fully extended in front of the body and parallel to

the deck with the crown of the cap facing outboard.

- f. On the command, "Three Cheers For.....Hip, Hip", all personnel join in on the "Hurray" and at the same instant execute a small clockwise circle with the cap, kept at arms length and with the crown facing outboard.
- g. On completion of the three cheers, the Executive Officer shall order, "Replace Headdress".
- h. The Executive Officer will again order, "Man-Ship".
- i. When permission to secure has been received, the Executive Officer will order, "Ships Company, Attention", followed by turn Forward, Dis-Miss".

SECTION 5 - SHIPBUILDING CEREMONIES

435. SHIPBUILDING CEREMONIES

- a. There are three traditional ceremonies common to the building of ships:
 - (1). Keel laying,
 - (2). Naming and Float-up or Launch, and
 - (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 and the pertinent Project Management Office (PMO) who oversees the numerous details.
- 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 representative,
 - (c). Senior Naval Representative (SNR) places silver dollar and addresses the attendees,
 - (d). A section of keel is lowered into place, and
 - (e). The SNR declares the keel "Well and truly laid".
- e. Naming Ceremony
 - (1). Whether launched or floated up, this ceremony is the Naming ceremony. Arrangements for this ceremony would be made between NDHQ/PMO----- and the ship's builder.
 - (2). The ceremony is to be along the following guidelines:
 - (a). Guests assemble on the platform;
 - (b). "O Canada" will precede the ceremony;

- (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. This is followed by the band playing one verse of Eternal Father;
 - (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 _____". This is immediately followed by the band playing "Heart of Oak"; and
 - (g). The band may play "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 Naval Jack are to be hoisted simultaneously and the National Flag broken at the masthead at the moment of launching. These flags are to be lowered at sunset.

f. Assuming custody prior to Commissioning

In the period between the Commanding Officer assuming custody and the commissioning, Canadian warships shall conduct and be accorded the same ceremonial procedures and honours as a commissioned ship, except that the Commissioning Pennant shall not be flown until the ship is actually commissioned.

g. 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; and
 - (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" is 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, ships 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; and
 - (iii). The Commissioning pennant is broken.
 - (l). Presentations (if appropriate) are made;
 - (m). The Commanding Officer orders the ship manned and;
 - (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 Naval 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 masthead 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.

(436 - 439 Not Allocated)

SECTION 6 - MISCELLANEOUS

440. INTRODUCTION

This section provides information on Heraldic fittings, flag displays, dressing lines, CF Unit Commendation and Barber Pole.

441. DETAIL OF DRESSING LINES

a. A dressing line consists of three main components:

- (1). The strongbacks which are 1/4 inch circular extra special flexible steel wire ropes (ESFSWR) to be fitted with swivels at both ends;
- (2). The dressing line 7/16 inch (dia) nylon rope with length to be twice the length of strongback plus the distance from the masthead to deck and;
- (3). Whips which are:
 - (a). 1 1/2 inch (circ) nylon line for DDE/DDH and smaller vessels and
 - (b). Two inch (circ) nylon line for AOR's.

b. Dressing lines and strongbacks are referred to as:

- (1). Foredown: Jackstaff to foremast,
- (2). Maindown: Ensign staff to mainmast, and
- (3). Fore-to-main: Foremast to mainmast.

c. 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 filled 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 filled at the stem, stern, and mainmast respectively.

d. The dressing line, with signal flags and pennants permanently seized to nylon rope, are equipped with spring clips in the centre of each flag and pennant which snap around strongbacks. The heads of the flag are to be:

- (1). Foredown - towards the foremast,
- (2). Fore-to-main - towards the foremast, and
- (3). Maindown - towards the mainmast.

- e. (1). To assume uniformity within types of ships the number of flags and pennants used in dressing lines shall be:

	DDE/ DDH	DDH	IRE	AOR	YNG	FFG
Foredown	27	33	31	28	17	
Fore-to-main	--	--	--	30	--	
Maindown	33	39	39	37	26	

- (2). Flags are to be spaced approximately two feet apart which may be increased/decreased to prevent gaps at ends of lines and spread flags evenly over entire length.

- (a). Foredown - ECHO (at Jackstaff) thence down table 4.4 list for appropriate number, always terminating with second substitute (Foremast);
- (b). Fore-to-main - STATION (at Foremast) down table 4.4 list for appropriate number, always terminating with Emergency (MAIN) and;
- (c). Maindown - JULIETT (at Ensign Staff) thence up table 4.4 list for appropriate number, always terminating with SPEED (Mainmast).

- f. Destroyers and smaller vessels are classed single-masted, while maintenance ships and gate vessels are classed two-masted ships, for ceremonial purposes. 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.

TABLE 4.4 FLAG SEQUENCE FOR DRESSING LINES

FOREDOWN (From Jackstaff to Foremast)	FORE-TO-MAIN (From Foremast to Mainmast)	MAINDOWN (From Mainmast to Ensign Staff)
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	Port	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.

442. FLAG LOCKERS

- a. Flag lockers are issued unmarked. Lockers shall be marked in the manner and in the sequence prescribed below.
- b. Sequence of marking flag lockers, left to right.

Table 4-5

P1	P2	P3	P4	P5	P6	P7	P8	P9	P0
A	B	C	D	E	F	G	H	I	J
K	L	M	N	O	P	Q	R	S	T
U	V	W	X	Y	Z	1ST	2ND	3RD	4TH
CORP	TURN	FORM	STN	SPD	DESIG	SQUAD	FLOT	DIV	SUB DIV
1	2	3	4	5	6	7	8	9	0
EMERG	INT	PREP	NEGAT	PORT	STBD	CHURCH			CODE
					SCREEN				

443. 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, or
 - (4). Passing foreign ship honours.
- b. Annex A, Chap 1 reference B gives a pictorial view of the procedure for preparing a flag for breaking.

444. HERALDIC FITTINGS IN HMC SHIPS

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

(1). Crown - Ensign/Jack 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, Crown securing arrangements, drawing and pattern are held by Ship Repair Units.

(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 around, 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 Fleet Maintenance Group or Ship Repair Unit 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 Chap 7, reference A,
- (b). The outside dimensions of the battle honour scroll board are not to exceed the following:
 - (i). AOR's 6' x 5', and
 - (ii). Destroyer 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, suitable polished, the overall height of the lettering being nine inches for AOR'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 nameboard. Ship's name plate and letters (two per ship) will be provided by shipbuilders for new construction.

445. MAPLE LEAF EMBLEM

a. Ship's are to wear a red maple leaf in the form of a metal badge constructed to the following specifications:

- (a). Vessels up to 115 feet - emblem to be 2' in

extreme breadth and extreme height,

(b). Vessels greater than 115 feet but less than 215 feet - emblem to be 2 1/2' in extreme breadth and in extreme length,

(c). Vessels greater than 215 feet but less than 400 feet - emblem to be 3' in extreme breadth and in extreme length, or

(d). Vessels greater than 400 feet - emblem to be 4' in extreme breadth and extreme length.

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

c. Position

(1). On each side of the funnel; or

(2). On the side of the hanger for DDH 280 class; and

(3). Ship's drawings are to be consulted.

446. CANADIAN FORCES UNIT COMMENDATION

a. The Canadian Forces Unit Commendation is accompanied by a special commemorative flag and medallion. The medallions design is embossed on a scroll. An appropriate representation of the medallion may be displayed for two years on a board mounted on the bridge wings, and permanently at the brow on the ship's kisbee stand with the year of the award lettered in gold.

b. The essential elements of the Bridge Board are:

(1). it is to be worn in harbour only,

(2). it is to be a temporary attachment to the bridge wing,

(3). the Unit Commendation emblem shall not be painted on the bridge wing itself, and

(4). the board dimensions are 14 inches by 30 inches.

c. the background of the award and details on presentation are contained in reference C.

(1). The Canadian Forces Commendation may be awarded to any unit or sub unit of the CF that has performed a deed or activity that is considered beyond the demands of normal duty.

(2). The Canadian Forces Commendation is a framed scroll

inscribed with the name of the unit being cited and an appropriate narrative is to be prominently displayed in the flats or the ship's trophy case.

- (3). The symbol for the Canadian Forces Unit Commendation is a pennant of proportions two by one, measuring 90 x 45 cm, and bearing the symbol of the CDS Commendation, a gold bar with three conjoined gold maple leaves taken from the base of the Canadian Shield of Arms, on a CF green background. It shall be displayed on the ship's ceremonial kisbie stand along with the ship's ceremonial kisbie ring. The symbol shall also be displayed on the Bridge Wings.

447. BARBER POLE

The Barber Pole brigade was officially Escort Group C-5 of the Mid-Ocean escort Force, and its beat was from St John's, Newfoundland to Londonderry, Northern Ireland, escorting convoys across the North Atlantic. Its name came from the red and white striped band that decorated the funnels of the destroyers and corvettes that were assigned to the group. Now-a-days the red and white Barber Pole graces the mast or radar pedestals of the ships of the operational task group of the Atlantic Fleet.

...with the name of the unit being cited and an
...to be prominently displayed
...in the center of the ship's
...in the center of the ship's

(f) The symbol for the Canadian Forces Unit Commendation
is a rectangle of proportions two by one, measuring 90 x
60 mm, divided into four quadrants by a vertical and a horizontal
line. The top-left quadrant is white, the top-right is gold, the
bottom-left is white, and the bottom-right is gold. A gold bar with
three rounded gold maple leaves is taken from the base of the
Canadian shield of arms, on a green background. It shall be
displayed on the ship's ceremonial keels along with the ship's
ceremonial keels ring. The symbol shall also be

447. BARBER POLE
...at 18-75-1

The Barber Pole brigade was officially Escort Group 05 of the
Mid-Ocean escort force and the boat was from St. John's
Newfoundland to London, Northern Ireland, escorting convoys
across the North Atlantic. The name came from the red and white
alternating bands that decorated the funnels of the destroyers and
converters that were assigned to the group. Now-a-days the red and
white Barber Pole greets the mast or radar pedestals of the ships
of the operational task group of the Atlantic Fleet.

The Barber Pole is a special commemorative keel
established to honor the ship's crew and the keel is
inscribed with the name of the ship. An appropriate
representation of the keel may be displayed on the
ship's mast or radar pedestals. The keel is a
permanent fixture on the ship's mast or radar pedestals
and is painted in gold.

- The Barber Pole is a commemorative keel and shall be:
- (1) It shall be painted in gold.
 - (2) It shall be painted in gold.
 - (3) It shall be painted in gold.
 - (4) It shall be painted in gold.
- are not to be painted in gold.
- (1) The Canadian Forces Unit Commendation may be placed on any
ship's mast or radar pedestals in gold.
 - (2) The Canadian Forces Unit Commendation may be placed on any
ship's mast or radar pedestals in gold.

CHAPTER 5

NAVAL SWORD DRILL

SECTION 1 - GENERAL

501. INTRODUCTION

This chapter covers drill to be followed within Maritime Command when the Naval Sword is either worn or carried. All references to a "sword" in this chapter shall be taken to mean a Naval, or RCN Pattern, Sword.

502. GENERAL RULES

General rules governing the wearing and carrying of a sword are:

- a. The sword belt is to be worn underneath any tunic, jacket or overcoat.
- b. The scabbard is not to be hooked up when the sword is sheathed except when worn with an overcoat, in which case the sword is returned through a specially designed sword slit through the left pocket lining.
- c. The parade commander does not normally draw his sword unless an officer of Flag Rank is to be present.
- d. Officers independently hook up scabbards after drawing swords, and unhook scabbards after returning swords, without further orders, except that when the sword has been returned through a slit in an overcoat, the scabbard is not unhooked.
- e. The traces should be adjusted so that when placed in the position of "At Ease", the sword and scabbard will remain steady if the hand is removed.
- f. Sword drill is always to coincide with the first and last movements of the rifle, and
- g. All orders are given from the position of attention.

(503 - 509 inclusive: Not Allocated)

SECTION 2 - BASIC POSITIONS AND DRILL
AT THE HALT

510. POSITION OF ATTENTION - SWORD SHEATHED

The sword is held upright by the side, the shoe of the scabbard resting on the ground close to the left foot and just in front of the heel. The grip is grasped between the thumb and forefinger of the left hand, keeping the elbow to the rear and the fingers straight and together, and with the lion's head emerging from between the thumb and palm of the hand.

511. POSITION OF STAND AT EASE - SWORD SHEATHED

From the position of Attention, the left foot is carried ten inches to the left, moving the scabbard with it so that the shoe of the scabbard maintains its position relative to the foot. The grasp is maintained on the hilt with the left hand, as in the position of Attention, and pushed to the front to the full extent of the left arm. When viewed directly from in front the sword should not appear to lean to the left or the right. The right arm remains at the side as for the position of Attention.

512. POSITION OF STAND EASY - SWORD SHEATHED

The position of Stand Easy is identical with the final position of At Ease in the foregoing article. At the order Stand Easy, there is no movement.

513. SALUTING - SWORD SHEATHED

At the halt, with the sword sheathed, the position of Attention is assumed and a hand salute rendered in the normal manner.

514. POSITION OF ATTENTION - SWORD DRAWN

The sword is held perpendicular in the right hand, with the weight of the sword resting on top of the hand, fingers together, extended and slightly cupped so as to lightly touch the guard. The forearm is to be horizontal, the upper arm close to the side, and the hand directly in front of the elbow. The left arm is in the normal position of Attention and the scabbard is grasped with the fingers together and round the scabbard the thumb pointing straight down the scabbard which is held in a vertical position. This position of the sword is called "The Carry".

515. POSITION OF STAND AT EASE - SWORD DRAWN

From the position of Attention, the left foot is carried about ten inches to the left, and the grasp of the fingers of the right hand is loosened and, without disturbing the position of the hand itself, the sword is dropped smartly onto the shoulder, midway between the neck and the point of the shoulder. When viewed directly from in front the sword should not appear to lean to the left or the right. The left arm remains as for the position of

Attention. The position of the sword is called "The Slope".

516. POSITION OF STAND EASY - SWORD DRAWN

a. From the position of At Ease, the sword is dropped to a position with the point resting on the ground mid-way between the feet. The edge is to the right, the blade vertical, fingers of the right hand straight on the grip of the hilt and the left hand placed with the fingers outstretched and palm inwards, over the back of the right hand. On the receipt of any cautionary order, the position of At Ease is resumed.

b. Attention from Stand at Ease

On the command, ATTENTION, the left foot is carried to the position of attention in a straight leg manner. If the sword is drawn, simultaneously return the sword to the carry position.

517. POSITION OF THE RECOVER

The sword is raised until the cross of the hilt is level with the mouth, the guard to the left and the blade vertical in front of the center of the face, at the same time shifting the grasp so that the thumb is vertical and in line with the flat of the blade.

518. MAKING A REPORT WITH SWORD DRAWN

a. Approach the Senior Officer, halt three paces in front of him and make the salute. The sword is brought from the CARRY to the RECOVER and then lowered smartly to the SALUTE with the sword in line with the right foot. The edge to the left and the point twelve inches off the ground. The right arm is held straight, with the hand just behind the thigh and the thumb flat on top of the grip of the sword. After the Senior Officer responds to the report, the sword is brought to the RECOVER and then the CARRY. Turn left or right as appropriate and carry on.

b. If the report is of considerable length (a very unusual circumstance), the Junior Officer comes back to the RECOVER and CARRY before reporting and salutes again after making his report. Otherwise he remains at the salute (as indicated in sub-para a) until the completion of his report and then returns to the CARRY.

c. The Acknowledgement. When the Superior Officer with his sword drawn receives a salute, he replies by bringing his sword first to the RECOVER and then to the CARRY. If the Superior Officer does not have a sword drawn, the acknowledgement shall be made with a hand salute.

519. DRAWING SWORDS

- a. Swords are normally drawn independently and prior to marching onto the parade or assuming command of a guard of honour. Swords can be drawn at the same time as, and co-ordinated with, the fixing of bayonets.
- b. From the position of Attention, cant the sword smartly upwards and with the shoe to the rear at an angle of 45 degrees. The sword is caught with an all-round grasp of the left hand below the upper ring, close to the body and with the left elbow slightly flexed. At the same time the right hand arm is brought across the front of the body, the grip is grasped with the right hand and the catch is released with the thumb. The head is not moved, and the eyes are kept straight ahead.
- c. The sword is then drawn in one swift but smooth movement and brought to the "Recover". At the same time the scabbard is returned to a vertical position against the left leg, keeping the left arm bent. The thumb is kept between the scabbard and the body but the grasp is changed so that the fingers are straight and across the scabbard.
- d. The sword is then brought to the "Carry". After a pause, the scabbard is then hooked up, lowering the head and eyes whilst so doing. Once hooked up, the position of Attention is smartly assumed.
- e. The sword is then drawn in two movements: on the first movement, partially draw the blade vertically from the scabbard, until the right arm is parallel to the ground at shoulder level. On the second movement, draw the sword fully from the scabbard, and come to the recover position. At the same time the scabbard is returned to a vertical position against the left leg, keeping the left arm bent. The thumb is kept between the scabbard and the body but the grasp is changed so that the fingers are straight and across the scabbard.
- f. When drawing swords with the fixing of bayonets the three movements are co-ordinated with the executive commands "Fix Bayonets" and Attention, and then hooking up independently.

Note: a standard pause is used between movements.

520. RETURNING SWORDS

- a. Swords are normally returned independently and off parade. They can however, be returned at the same time, and co-ordinated with, the unfixing of bayonets.
- b. With the right hand carry the hilt smartly to the hollow of the left shoulder, with the guard to the left and in line with the left shoulder, the blade perpendicular, right forearm horizontal, and back of the hand and elbow to the

front, simultaneously raise the frock of the tunic with the hooked thumb of the left hand, grasp the scabbard and hold it in a vertical position with the securing stud toward the body. The fingers are to be kept straight and together.

- c. The shoe of the scabbard is canted to the rear at an angle of 45 degrees, the head and eyes lowered to look at the scabbard, the sword rotated to the rear and parallel to the scabbard, the right arm extended to permit the point to be inserted into the scabbard and force the blade down to assume the relative position of the second movement of "Draw Swords". Keep the shoulders square to the front.
- d. The sword is forced home and the catch turned down with the thumb of the right hand. The head and eyes remain lowered for a standard interval and then the position of Attention is smartly assumed.
- e. When swords are returned in connection with unfix bayonets, movements shall be coordinated, with the first two movements of returning swords completed on the commands Unfix and Bayonets, and the last two movements with the two movements of Attention.
- f. If the scabbards have been hooked-up, the scabbard must be unhooked quickly prior to commencing the first movement of Return Swords.

(521 - 529 inclusive: Not Allocated)

SECTION 3 - DRILL ON THE MARCH

530. THE SHORT TRAIL

When it is necessary to move only a few paces, the sword and scabbard may be carried at the "Short Trail". The sword is raised vertically three inches from the ground on stepping off, and lowered to the position of "Attention" on halting.

531. THE QUICK MARCH - SWORD SHEATHED

On stepping off with the left foot, the hilt of the sword is canted smartly upwards and to the rear with the left hand, and without stooping or disturbing the position of the body, the scabbard is caught at the point of balance with an angle of 45 degrees to the ground with the rings downwards. The arm is to be fully extended and holding the scabbard steady, not being allowed to sway or swing with other body movement. The right arm is swung normally.

532. THE HALT - SWORD SHEATHED

As the right foot comes into line with the left, the sword is

smartly lowered to the ground and the position of "Attention" is assumed. The sword is not to be touched with the right hand during this movement.

533. THE SALUTE - SWORD SHEATHED

On the march with the sword sheathed and held at the left side, the hand salute is rendered in the normal manner. The same applies if the sword is at the "Short Trail".

534. THE SALUTE - SWORD DRAWN

The sword salute on the march is timed to co-ordinate with the "Eyes Right/Left and Eyes Front".

a. At the order "Eyes Right/Left", given on the left foot, one check pace is taken and on the next left foot the left arm is held to the side as for the position of "Attention", and the sword is brought to the "Recover". Another check pace is taken with the right foot and on the next left foot the sword is smartly lowered to the salute and at the same time the head and eyes are turned sharply to the right/left.

b. At the order "Eyes Front", given on the left foot, one check pace is taken and on the next left foot, the sword is brought to the "Recover" and at the same time the head and eyes are snapped to the front. Another check pace is taken with the right foot and on the next left foot the sword is brought to the "Carry". The left arm is again swung on the next successive left foot.

535. THE DOUBLE MARCH

In the unusual circumstance that it is necessary to proceed at the double with the sword drawn, the sword is brought down and laid alongside the scabbard. The sword and scabbard are grasped with the left hand between the rings of the scabbard, the points being to the rear at an angle of 45 degrees. On halting, or on changing to quick time, the sword is returned to the "Carry".

(536 - 539 inclusive: Not Allocated)

SECTION 4 - FUNERAL DRILL

540. THE FUNERAL PROCESSION

As arms are no longer reversed on the march, the position of the sword in slow time is always to be at the "Carry".

541. POSITION OF REST ON ARMS REVERSED

- a. From the position of the "Salute" and at the order "Rest on Your Arms Reversed", the sword is brought to the "Recover". After the standard interval the sword is dropped to a position with the point resting mid-way between the feet and the left hand placed over the right as for the position of "Stand Easy" except that the feet are in the position of "Attention". After the standard interval, the head is lowered smartly to the chest. The three movements are distinct and co-ordinated with the movements of the rifles by the guard.
- b. From the position of "Rest on Arms Reversed" and at the order "General Salute Present Arms", the head is snapped up to look straight ahead. After the standard interval the sword is brought to the "Recover" and the left arm returned to the position of "Attention". After the standard interval the sword is lowered to the "Salute". The three movements are distinct and co-ordinated with the movement of the rifles by the guard.

(542 - 549 inclusive: Not Allocated)

SECTION 5 - SPECIAL CIRCUMSTANCES

550. POSITION WHEN SEATED

When seated while wearing a sword, the sword shall be returned and the scabbard unhooked. The scabbard is held in a vertical position with an all-round grasp in the left hand at the upper ring and with the guard to the rear.

551. POSITION OF THE ARCH

Forming an arch with swords is a common tribute of "Wish of good Luck" performed by officers attending a comrade officer's wedding. Normally swords are not worn into church or chapel but are left in the vestibule and buckled on after the ceremony. The officers forming the arch are in two ranks facing inwards, at suitable intervals, and usually outside the church entrance. Officers may either draw swords independently and take position with the sword at the "Carry", or the drill of drawing swords may be conducted in unison and on command:

- a. From the "Carry", and at the order "Form Arch", the sword is brought to the position of the "Recover". After the standard interval, the right arm is extended to its full extent carrying the sword forward and upward to an angle of 45 degrees, with the blade being in line with the arm, and the sword rotated clockwise such that the edge of the blade is uppermost. The arch is formed as the swords cross near their points, and
- b. From the "Arch", and at the order "Carry Swords", the sword is brought to the "Recover" and, after the standard interval, to the "Carry".

(552 599

inclusive: Not Allocated)

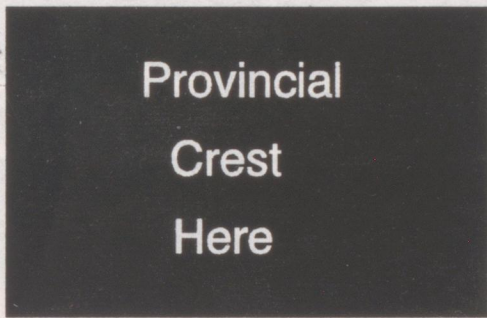
FLAGS ENSIGNS DISTINGUISHING FLAGS AND PENNANTS



The Queen's Personal
Canadian Flag



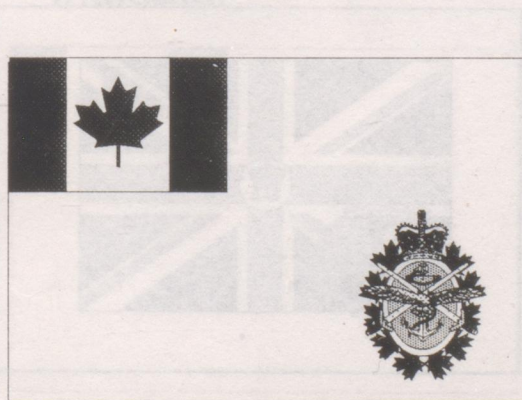
The Flag of the
Governor General



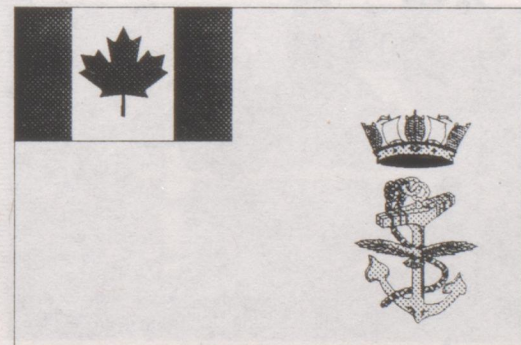
Lt. Governor's Flag



The National Flag /Ship's Ensign



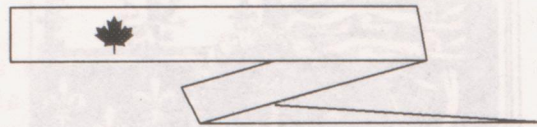
Canadian Forces Ensign



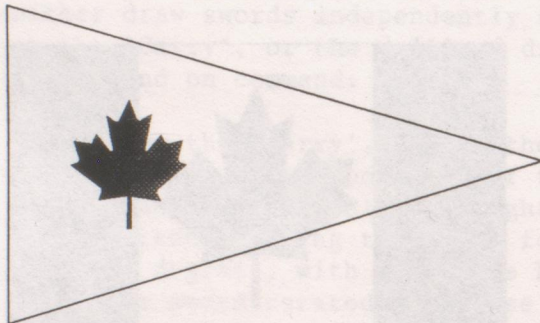
Maritime Command Flag/
Naval Jack



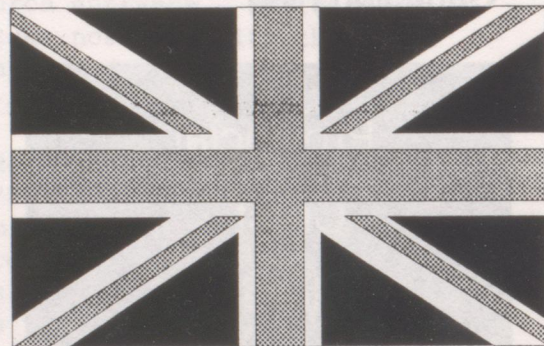
Commander Maritime Command



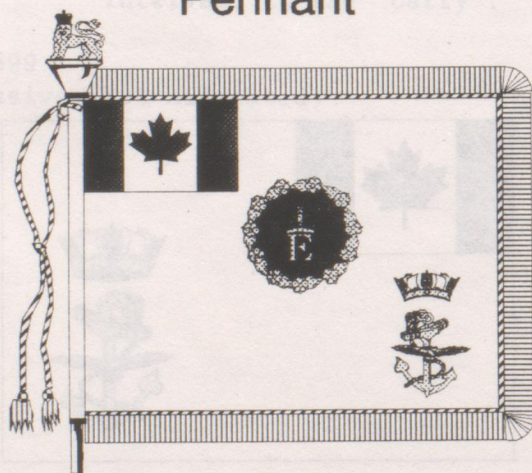
Commissioning Pennant



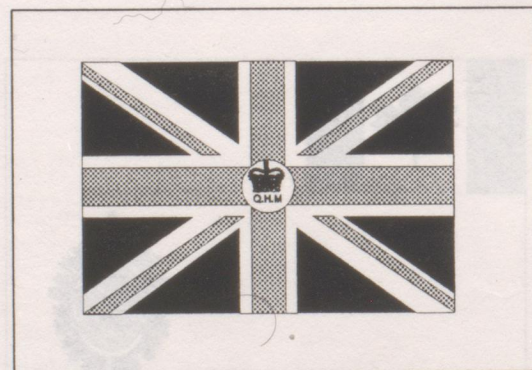
Base Commanders Pennant



Royal Union Flag



Queen's Colour for Maritime Command



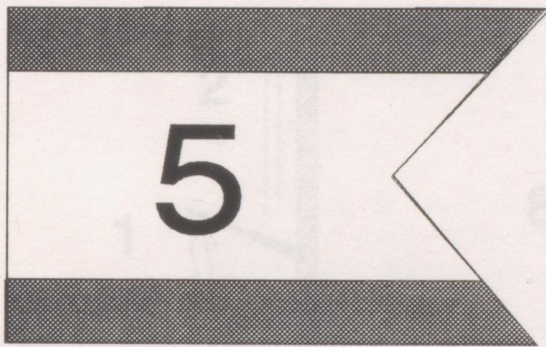
QHM Flag



United Nations Flag

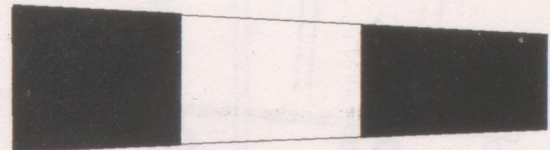


NATO Flag

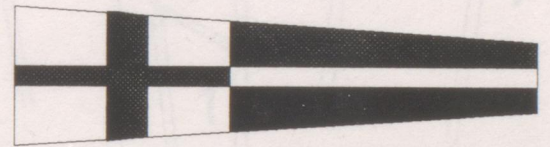


Squadron Command

Indicator



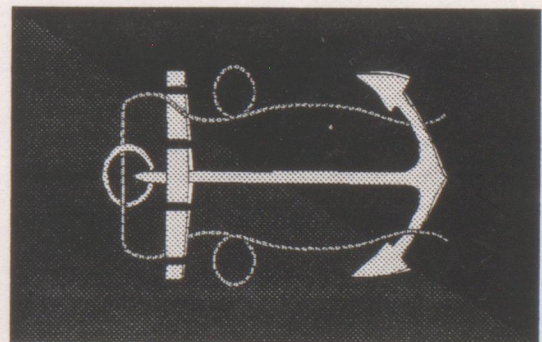
SCOPA



Church Pennant



Royal Canadian
Sea Cadet Flag



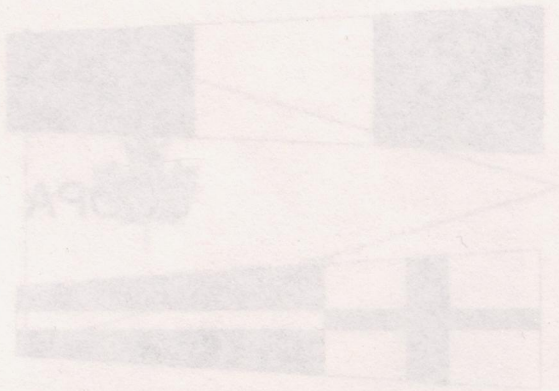
Naval Board Flag



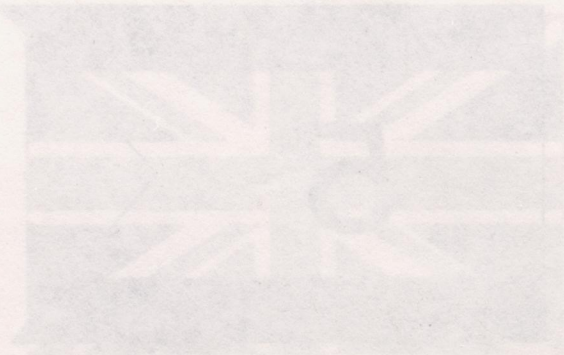
Commander NATO
Command



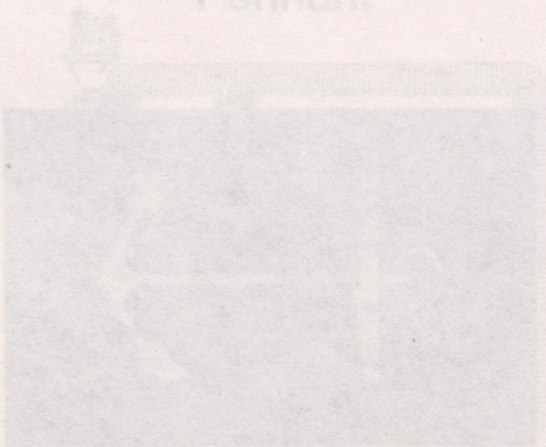
Commander United Nations
Command



Base Commander
Church Pennant



Royal Union Flag
Command



Queen's Naval Board
Maritime Command



Royal Canadian Mounted
Sea Cadet Flag

SUPERIOR POSITIONS ON SHIPS MASTS

For the purpose of this Annex, the following terms and definitions apply:

Best on
A flag has been attached to the top of the mast and ready to be hoisted.

Best's Ensign
The National Flag of Canada (or other flag) of a size suitable to best it hoist.

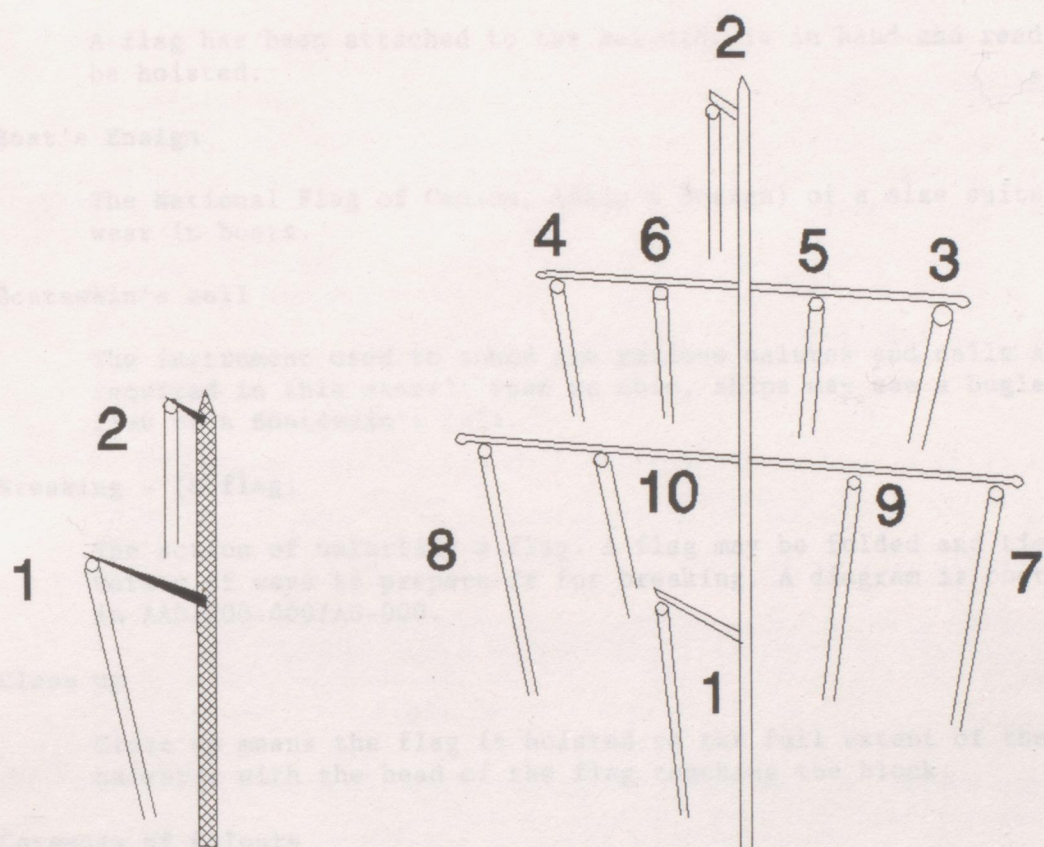
Boatman's well
An instrument used to hoist a flag or other signal to the top of the mast.

Breaking flag
A flag that is hoisted in a position such that the top of the flag is below the bottom of the flag. A flag is broken when the flag is hoisted in a position such that the top of the flag is below the bottom of the flag.

Colour's Ensign
A flag that is hoisted on the top of the mast of a ship, or on the top of the mast of a vessel, or on the top of the mast of a vessel, or on the top of the mast of a vessel.

Colour's Ensign
A flag that is hoisted on the top of the mast of a ship, or on the top of the mast of a vessel, or on the top of the mast of a vessel, or on the top of the mast of a vessel.

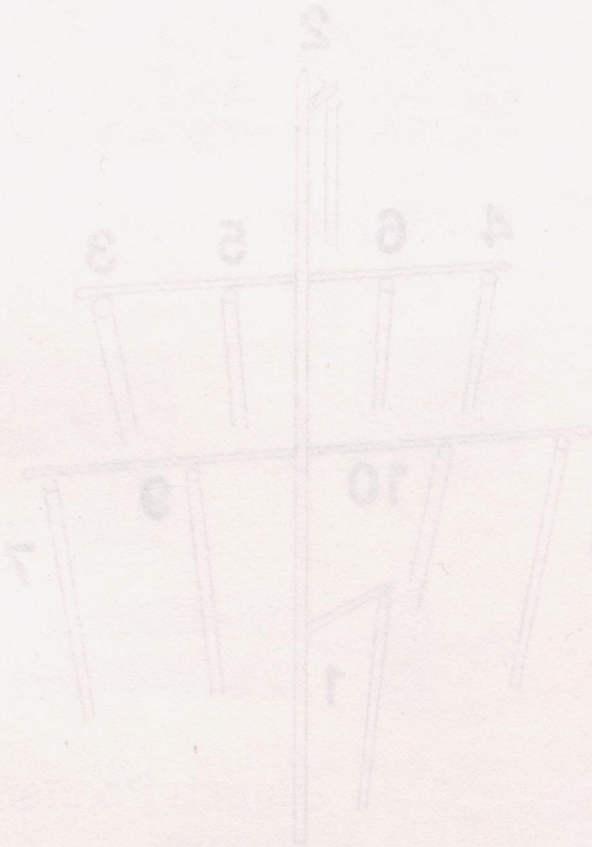
Displaying Ship's Ensign
To hoist the Ship's Ensign so that it is down in a position two-thirds of the way up the mast. This definition refers to the act of displaying a signal from a merchant vessel.



Main Mast

Fore Mast

SUPERIOR POSITIONS ON SHIP'S MASTS



Fore Mast



Main Mast

GLOSSARY

For the purpose of the Manual of Ceremony HMC Ships the following terms and definitions apply:

Bent on

A flag has been attached to the halyard, is in hand and ready to be hoisted.

Boat's Ensign

The National Flag of Canada, (Ship's Ensign) of a size suitable to wear in boats.

Boatswain's call

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.

Breaking - (a flag)

The action of unfurling a flag. A flag may be folded and tied in a variety of ways to prepare it for breaking. A diagram is contained in AAD-200-000/AG-000.

Close up

Close up means the flag is hoisted to the full extent of the halyards with the head of the flag touching the block.

Ceremony of Colours

Morning colours - hoisting of ship's Ensign and Naval Jack, -
Evening colours (Sunset) - lowering Ship's Ensign and Naval Jack.

Colours (ship's)

Shall include the Ship's Ensign, Naval Jack and Distinguishing Flag or Commissioning Pennant.

Dipping Ship's Ensign

To lower the Ship's Ensign so that it is down to a position two-thirds of extent of the halyard. This definition refers to the act of returning a salute from a merchant vessel.

Displace

To displace means to physically haul down and replace a less superior flag/pennant.

ie: Haul down commissioning pennant when a Flag Officer is embarked.

Distinguishing Flag

A distinguishing flag is an authorized Flag or Pennant flown by an individual to denote Rank, command, Office or Authority including a Royal Standard.

Ensign

Ensign refers to the Canadian Forces Ensign.

Gaff

Gaff is a spar projecting aft from the mast and angled up at approximately 45 degrees.

Flag Officer

A Flag Officer is an Admiral, Vice-Admiral, Rear-Admiral or Commodore entitled to fly a flag or broad pennant.

Half-masting

The center of the Ship's Ensign and Naval Jack is half-masted exactly half way down the mast or staff.

Headstick

A headstick is piece of wood inserted in the lining of the inner border at the head of the Ship's Ensign and Naval Jack to allow them to fit close-up to the block of their respective staffs.

In hand

The holding of the Ship's Ensign and Naval 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 Ship's Ensign or Naval Jack to touch the deck.

In Command

In Command means an Officer in Command of a single ship or formation of ships.

Masthead pennant

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 Ship's in commission commanded by an Officer below the rank of Commodore.

National flag

The National flag is the National Flag of Canada.

Out of routine

A ship in commission but undergoing refit, conversion, and/or at a reduced manning level is out of routine. A ship out of routine will fly the Port flag. Honours are not to be paid.

Paying off

Paying off is to place a ship out of commission.

Peak

The Peak is the upper end of the gaff.

Royal Family

The Royal Family are those persons, being subjects of Her Majesty the Queen, who bear the title "Royal Highness".

Royal Union Flag

The Royal Union Flag is the Flag known as the "Union Jack and /or Union Flag".

Saluting Ship

Means a ship with armament suitable for the firing of a salute.

Ship's Colours

Ship's Colours consists of the Ship's Ensign, Naval Jack, and masthead pennant or Distinguishing Flag.

Shift

Shift is to physically move a flag or pennant to a less superior position.

Ship's Ensign

the National Flag of Canada worn by HMC Ships.

Sunset

Sunset is the ceremony of Evening Colours, at which time the Ship's Ensign and Naval Jack are lowered.

Superior position

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

Superior position (ships)

In order of precedence the superior positions are the main masthead, fore masthead, mizzen masthead, starboard yard, then 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).

Standard

A Standard is a flag which depicts the armorial bearings of the person entitled to fly it. Sovereign and certain members of the Royal Family have personal standards which are flown to denote their actual presence.

Still

The "still" is a command which is used in any situation where proceedings must be stopped immediately. The still can be ordered by verbal order, or with the Boatswain's Call/Parade Whistle. At the order, all activity immediately ceases. On parade, all personnel assume the position of attention and those not fallen in or formed up, turn and face the direction from which the order was issued. Personnel are to remain at attention until the order to carry on is given, either verbally or by Boatswain's Call.

Take precedence

To take precedence is to occupy a superior position.

Tracking

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

VIP

An officer or dignitary of the rank of Major General/Rear Admiral or equivalent and above.

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Maritime Forces Pacific

RMS Victoria, S.S.

MSF 180

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SSO 180

SSO 180

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