

# Customs, Courtesies, Traditions

## Basic Introduction Course (BIC)

Lesson 8



Auxiliary University Programs



# Core Values at the core of our service

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**Honor** “Integrity is our standard. We demonstrate uncompromising ethical conduct and moral behavior in all of our actions. We are loyal and accountable to the public trust.”

**Respect** “We value our diverse workforce. We treat each other with fairness, dignity, and compassion. We encourage creativity through empowerment. We work as a team.”

**Devotion to Duty** “We are professionals, military and civilian, who seek responsibility, accept accountability, and are committed to the successful achievement of our organizational goals. We exist to serve. We serve with pride.”

**Honor is to serve yourself; Respect is to serve others;  
Devotion to Duty is to serve your country.**



# Coast Guard Ethos

**I am a Coast Guardsman.**

**I serve the people of the United States.**

**I will protect them.**

**I will defend them.**

**I will save them.**

**I am their shield.**

**For them I am Semper Paratus.**

**I live the Coast Guard core values.**

**I am proud to be a Coast Guardsman.**

**We are the United States Coast Guard.**



(ADMIN 1)

**DID YOU LOG AND  
SUBMIT YOUR TIME?**



# Sea Service Terminology

## The Sea Services (USCG, USN, USMC) share unique centuries-old terminology.

- Adrift – The state of items being out of place, as such with phrase “Gear adrift”.
- Bulkhead – A wall, both ashore and afloat.
- “Carry on” – Verbal directive to proceed about your business; often given by a senior to a junior.
- Colors – The flag when carried by foot. Also refers to the raising and lowering of the flag each day at 0800 and sunset, respectively.
- Cover – Any hat or cap worn with a Sea Services uniform.



# Sea Service Terminology (continued)

- Deck – The floor or ground, both ashore and afloat.
- Formation – Formal arrangement of people in a combination of ranks and columns.
- Galley/Mess Deck – General eating area.
  - Chief's Mess – Literally the room where E-7 through E-10 eat; figuratively refers to all of the Chief Petty Officers at a unit.
  - Wardroom – Literally the room where officers eat; figuratively refers to the entire officer corps at a unit.
- Gold Side – Active duty and Reserve Coast Guard components (uniformed personnel wearing gold uniform items).
- Hatch – A door, both ashore and afloat.



# Sea Service Terminology (continued)

- Head – The restroom, both ashore and afloat.
- National Ensign – The U.S. Flag when displayed on a vessel or facility.
- Officer of the Deck (OOD) – Officer in charge and on deck as the Captain's representative.
- Passageway – A hallway, both ashore and afloat.
- Plank Owner – Member of the original commissioning crew of a ship or unit.
- Sea Story – Stories and anecdotes, often embellished but sworn to be true.
- Senior Person – The highest ranking or most senior individual present at any given time.



# Sea Service Terminology (continued)

- Silver Side – Colloquialism referring to the Coast Guard Auxiliary or Auxiliary personnel.
- Spaces – Rooms, both ashore and afloat.
- Standard – The flag when displayed on a vessel or aircraft.
- Squared Away – State of being neat or prepared (“Is your uniform squared away?”).
- “Very well” – Response given by a senior to the report of a junior.





(BIC 8.1)

# WHAT'S A "GIG LINE"?



# Good relationships begin with respect.

## When communicating verbally:

- Admirals, Captains, Commanders, Commodores addressed by title;
- All other officers are addressed as "Mr," "Ms," "Sir," or "Ma'am";
- Chief, Senior Chief, Master Chief are all addressed by rank;
- Petty Officers are addressed as "Petty Officer";
- Auxiliarists sometimes communicate more informally.

## "Good morning", "Good afternoon", and "Good evening":

- Combine appropriate greeting and appropriate model of address;
- "Good morning, Senior Chief", "Good afternoon, Mr. Welch", "Good evening, Commodore";
- Greet (and salute, if outside) the most senior person present;

**Always politely and cheerfully return a greeting given to you.**



# Acknowledge and Comply (BIC 8.2)

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**“Yes” and “No” signify acknowledgement or understanding. Examples?**

**“Aye-aye” signifies that you understand and will comply with a directive or request. Examples?**



# Acknowledge and Comply

**“Yes” and “No” signify acknowledgement or understanding. Examples are:**

- “Yes, sir.”
- “No, ma’am.”
- “Yes, Admiral.”

**“Aye-aye” signifies that you understand and will comply with a directive or request:**

- “Aye-aye, Captain.”
- “Aye-aye, sir.”

These conventions are, like the formal models of address, often relaxed for Auxiliarists working together – the key is, again, to always be respectful and courteous to everyone with whom you interact.



# Saluting as a Respectful Greeting

**Salute when you are outdoors, in uniform, and covered.**

**You must salute:**

- A senior officer of a U.S. uniformed service or officer from a foreign government recognized by the United States;
- A uniformed person who salutes you first.

**Simple rules to avoid an awkward moment:**

- Always keep your right hand free—no cigarettes, cell phones, or pockets for either hand;
- Salute those appearing to be senior to you (more stars/stripes);
- Do not salute someone who is not in uniform;
- If you are in a work party, allow the work leader to offer the salute while you carry on; be sure to salute if you are the leader;

**Be warm and cheerful—remember that saluting is just a respectful greeting exchanged between those in uniform!**



# Saluting is Simple...

**You are in uniform, outdoors, and under cover. You encounter a senior in uniform. It's time to salute.**

- Look the senior in the eye with your head and body straight;
- In a fluid motion:
  - Raise your right upper arm parallel with the deck and forming an acute angle with your forearm;
  - Lay hand flat with fingers together; finger tips just off brim of cover or eyebrows (when no brim);
  - Slightly angle hand so you can see your palm.
- Offer a proper greeting ("Good evening, Ma'am", for example);
- Drop your salute when the senior has dropped his or hers;
- Carry on.

**Politely greet and return any salute offered to you. Drop your salute, carry on without fuss.**



# Proper saluting techniques...



Head up, looking straight ahead (“Eyes in the boat”);  
Arm and hand straight, thumb together with your hand;  
Fingertips just off the brim of your cover.



# Moving About

## Move about quickly, quietly, and without fuss:

- Allow seniors to enter doors and hatches first—clear the passageway so they may pass, and open a door if necessary;
- When walking abreast to others, keep your immediate senior to your right and your immediate junior to your left;
- When walking and overtaking a senior, come abreast to his/her left, salute and say “By your leave sir/ma’am”, and drop your salute and pass only when the senior acknowledges and drops his/her salute;
- When in a group, juniors are an extension of the senior person; they render or return salutes with the senior person they are with;
- Juniors enter boats and vehicles first so that seniors may exit first—they may have somewhere important to be afterwards.





# “Attention on Deck!”

**When a senior officer enters a space occupied only by his/her juniors:**

- Come to the position of attention;
- The first person to see the senior enter should call “Attention on Deck” if you are not alone;
- Wait for the senior to instruct you to carry on.

**Senior officers wear three or four full stripes, or stars:**

- Active duty or reserve CDR, CAPT, and Admirals
- Auxiliary DCDR or Deputy Department Chief (and some others in special cases);

Calling “Attention on deck” is not usually the custom for Auxiliarists entering a space, regardless of how senior in the organization they may be, though it is practiced in AUP.



**(BIC 8.3)**

**You are a Flotilla Staff Officer (FSO); you are indoors at 19:15 when you approach a Division Staff Officer (SO), Division Commander (DCDR), and Flotilla Commander (FC).**

**WHAT DO YOU DO NOW?**



**(BIC 8.4)**

**You are an Auxiliary Member (no office); you are outdoors at 0900 when you approach a Lieutenant Junior Grade (LTJG) who appears to be your age or perhaps a bit younger.**

**WHAT DO YOU DO NOW?**



**(BIC 8.5)**

**You are a FSO; you are outdoors at 1300, walking to the \_\_\_\_ of a Lieutenant Commander (LCDR) when you approach a LTJG.**

**FILL IN THE BLANK.**



**(BIC 8.6)**

**You are an Auxiliary Member (no office); you are outdoors at 1805 when you approach a FC that you recognize to be Matt Jaeger.**

**WHAT DO YOU DO NOW?**



**(BIC 8.7)**

**You are a FSO; you are outdoors at 1210 when you approach a non-rate. He salutes and greets you.**

**WHAT DO YOU DO NOW?**



**(BIC 8.8)**

**You are a Flotilla Staff Officer (FSO); you are indoors at 20:00 when you approach a District Commodore (DCO), Rear Admiral (RADM), and District Captain (DCAPT).**

**WHAT DO YOU DO NOW?**



# Boarding and Leaving a Vessel

## When boarding a vessel:

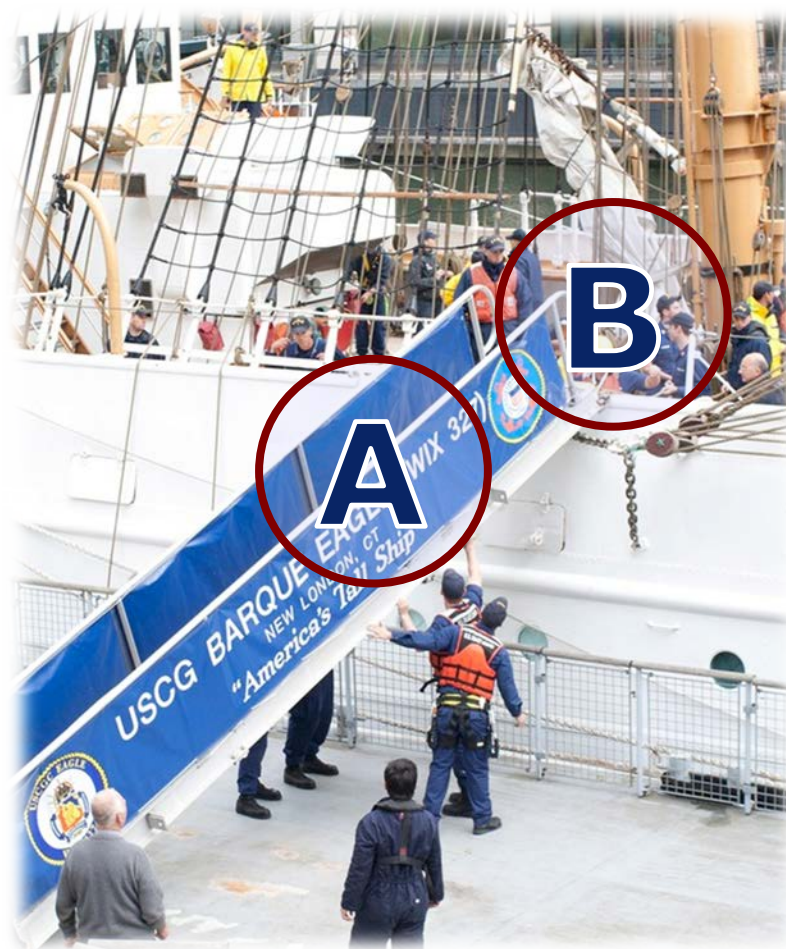
- Turn to face the stern and salute the ensign before crossing the brow;
- Then salute the officer of the deck and say "Request permission to come aboard."

## When departing a vessel:

- Salute the officer of the deck and ask "Request permission to leave the ship";
- Then salute the ensign after you have crossed the brow.

A = Crossing the Brow

B = Likely location of the OOD





# Observe Unique Courtesy at Meal Time

## Avoid talk of:

- Politics
- Religion
- “Shop” –matters related to your duties.

*When in doubt, allow the senior person present to guide conversation.*

Remove cover in eating areas, and never lay it upon the table.

Avoid sitting at the table until the most senior person at your table has already sat.

*Do not begin eating until all at the table have been served, nor should you begin until the senior person has begun.*

Avoid leaving the table until the senior person has done so.



# Saluting the Colors

**When colors are sound in the morning and afternoon/evening, you are to:**

- Come to attention;
- Face the direction of the flag; and
- Hold a salute (if in uniform) until the end.



(BIC 8.9)

What do you do if morning or evening colors are sounded on base and you are in your car?



# Courtesy in your Correspondence


## Informal (e-mail):

- Begin messages with the proper model of address;
- Complimentary closing to seniors is "Very respectfully," also abbreviated "v/r,"
- Complimentary closing to juniors can be "Respectfully," also abbreviated "r/".

**Consult the Coast Guard Correspondence Manual for details about formal correspondence (memos, letters, etc).**

– COMDTINST M5216.4 (Series)

U.S. Department of Transportation  
United States Coast Guard



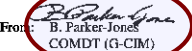
Commandant  
United States Coast Guard

2100 Second Street, S.W.  
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Fax: (202) 287-1233  
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5216  
3 Jan 2000

Reply to  
Attn of:

**MEMORANDUM**

From:   
B. Parker Jones  
COMDT (G-CIM)

To: CGPC-cpm

Subj: HOW TO PREPARE A MEMORANDUM

Ref: (a) The Coast Guard Correspondence Manual, COMDTINST M5216.5

1. This format replaces the Coast Guard basic letter. The memorandum is for official correspondence within Coast Guard and other departmental operating administrations, Department of Defense units, and other federal agencies. Use names, titles, or staff symbols in the *From*, *To*, and *Thru* lines as local practice dictates.
2. Officials should sign after the name, title or staff symbols that appear in the *From* line. This eliminates the need for a signature block at the end of the correspondence. Place the number symbol (#) centered two lines below the last paragraph indicating "The End."
3. If you have several addressees, you may substitute a *Distribution* line for the *To* line. Type *Distribution* in the *To* line. Then type *Distr*: at the left margin on the second line below the enclosure, if any, or the #. Starting two spaces to the right of the colon, list all action addressees. Whether including the addressees in the "*To*" line or at the end, you may list them either horizontally or vertically, separating them with a semicolon. Examples: CGPC-cpm; HSC(t); MSO Galveston; COMDT (G-CIM).
4. Be aware when addressing Headquarters memos or using organizational names alone. Some offices located in different directorates may have very similar organizational names. Avoid misrouting by using the staff symbol, e.g. (G-CIM).
5. *Thru* addressees may approve without comment by putting their initials and a date in the *Thru* line. An alternative is to prepare an endorsement as though endorsing a memorandum. See Chapter 4 for further information.



How our customs, courtesies, and traditions reflect our core values?

***HONOR, RESPECT,  
DEVOTION TO DUTY***

