

THE HONOURS, FLAGS AND HERITAGE STRUCTURE OF THE CANADIAN FORCES

(The following document is based on the A-PD-200-000/AG-000. Some sections have been removed if not relative to the Air Cadet Drill Sequence for the current training year. Nothing in this document has been altered from the current A-PD-200-000/AG-000 manual. Refer to the A-PD-200-000/AG-000 document for a complete and detailed instruction on THE HONOURS, FLAGS AND HERITAGE STRUCTURE OF THE CANADIAN FORCES



Issued on Authority of the Chief of the Defence Staff

TITLE	PAGE	TITLE	PAGE
<u>CHAPTER 4 – FLAGS</u>	5	<u>CHAPTER 5 - COLOURS</u>	30
<u>Section 1 - General Information</u>	5	<u>Section 1 – Policies And Procedures</u>	30
Origins And Scope	5	Tradition	30
Definitions	5	Entitlement	30
Technical Instructions	8	Application	31
Authorities	9	Presentation	31
Repair and Replacement	9	Issue of New Colours	32
Flag Destruction	10	Colours Protocol	32
Related Regulations	10	Custody	33
		Accoutrements	35
<u>Section 2 - Flag Usage On Land</u>	11	Repair and Replacement	35
Precedence and Protocol	11	<u>Section 2 – Retirement and Disposal of Colours</u>	36
Basic Rules	12		
Hoisting and Lowering at Sunrise and Sunset	13	Ownership and Control	36
Half-Masting	13	Procedure	37
Ceremonial Parades and Occasions	15		
Breaking of Flags	15	<u>CHAPTER 6 - BADGES AND MOTTOES</u>	38
Obsolete Flags	16		
		CADET AND JUNIOR RANGER BADGES	38
<u>Section 4 – The National Flag</u>	20	ANNEX A BADGE FRAMES	38
History	20	<u>CHAPTER 9 – DAYS OF COMMEMORATION</u>	39
Usage	20		
Prohibited Use	21	Policy	39
Compliments	21	Remembrance Day Ceremonies	39
		Battle of Atlantic Sunday	39
<u>Section 5 – Canadian Forces Ensign</u>	22	Battle of Britain Sunday	40
History	22	<u>CHAPTER 11 – MILITARY FORMS OF ADDRESS</u>	40
Usage	22		
		ANNEX A – SHORT FORMS OF ADDRESS	40
<u>Section 7 – Special Military Flags</u>	24		
		<u>CHAPTER 13 – MILITARY HONOURS AND GUN SALUTES</u>	41
Banners	24		
Cadet Flags	24	<u>ANNEX A – TABLE OF HONOURS AND SALUTES ACCORDED TO IMPORTANT PERSONNAGES</u>	41
<u>Section 8 – Other Flags</u>	25		
<u>ANNEX A–CADET FLAGS</u>	26		
Introduction	26		
Royal Canadian Sea Cadets	26		
Royal Canadian Army Cadets	26		
Royal Canadian Air Cadets	27		

LIST OF FIGURES

NUMBER	TITLE	PAGE
4-1-1	Details of a flag	9
4-2-1	Positioning of Flags	16
4-2-2	Positioning of Flags on Masts	17
4-2-3	Positioning of Flags Horizontally and Vertically	17
4-2-5	Half-Masting of Flags	18
4-2-6	Preparation of distinguishing Flags for Breaking	19
4-4-1	The National Flag of Canada	20
4-5-1	The Canadian Forces Ensign	22
4-8-6	Display Method – National Flag in the Centre	25
4A-1	Cadet Flags and their Parallel in the CF	26
4A-2	Royal Canadian Sea Cadets Flag	27
4A-3	Royal Canadian Army Cadets Banner	27
4A-4	Royal Canadian Army Cadets Flag	28
4A-5	Royal Canadian Army Cadets Camp Flag	28
4A-6	Royal Canadian Air Cadets Banner	28
4A-7	Royal Canadian Air Cadets Ensign	29
4A-8	Design for an Air Cadet Squadron Banner	29
5-1-1	Displayed Stand of Colours	34
5-1-2	Displayed Guidon	34

INTRODUCTION

THE CANADIAN FORCES IDENTITY SYSTEM

1. The Canadian Armed Forces consists of one service called the Canadian Forces (CF). The CF is an armed body raised by Canada and organized, equipped, and trained for any task, the most extreme of which is war.
2. The CF identity system is primarily designed to reinforce the chain of command and foster group identity, cohesion, and, thus, operational effectiveness. The system includes uniforms, insignia (badges and flags), marches, calls, appointments, accoutrements, and organizational titles.
3. An individual identity system overlays the one for groups and marks personal achievement: rank and appointment insignia; occupation and skill badges; and honours (Orders, decorations, medals, and other awards). These matters are discussed in the references noted below.

MANUALS, INSTRUCTIONS AND REFERENCES

4. Uniforms and dress are discussed in A-AD- 265-000/AG-001, CF Dress Instructions.
5. Organizational insignia and lineages are discussed in A-AD-267-000/AF-001/4, Insignia and Lineages of the CF (revised edition to be issued).
6. Ceremonial procedures and related matters are discussed in:
 - a. A-AD-201-000/PT-000, CF Manual of Drill and Ceremonial; and
 - b. A-PD-202-001/FP-000, CF Band Instructions.
7. This manual compiles information on the subjects in the following table.

Chapter 4 – Flags

Chapter 5 – Colours

Chapter 6 - Badges and Mottoes

Chapter 9 - Days of Commemoration

Chapter 11 - Forms of Address

Chapter 13 - Military Honours and Gun Salutes

CHAPTER 4 FLAGS

SECTION 1 - GENERAL INFORMATION

ORIGINS AND SCOPE

1. Flags have been used from the earliest times to identify individuals and groups. Ancient armies carried flags emblazoned with eagles, ravens, dragons and other like devices. Medieval flags often bore religious emblems, such as the Cross of St. George. Many flags which originated as the insignia of individuals gradually came to represent the state or agencies within the state.
2. Naval signal flags are not included in this manual; see NATO publication ATP 1, Volume II, Allied Maritime Tactical Signal and Manoeuvring Book (NATO Restricted).
3. This chapter describes modern flags and their usage, and is the authority for the use of all flags within the Canadian Forces (CF).

DEFINITIONS

4. Flag Types. Many names have applied to the different types of flags, and these names have often changed over the years. The following terminology is now standard in the CF (listed alphabetically by language):

a. Banner – Originally a square flag borne by kings, princes, dukes and other nobles, the term banner is now generally applied to:

- (1) a large flag attached to a horizontal crosspiece, often supported between two poles and carried in processions,
- (2) a supplementary flag displayed for identification, e.g., a pipe, trumpet or music stand banner, or
- (3) a ceremonial flag granted to a unit to commemorate operational experience, usually in lieu of consecrated colours for units which are not entitled to carry the latter.

b. Branch Flag (see "Camp Flag".)

c. Burgee – A triangular flag (sometimes swallow-tailed) usually flown at the masthead of yachts and vessels as a club or ownership mark.

d. Camp Flag – A flag flown to identify the location, headquarters or boundaries of a unit, or of units within a branch or a formation. Command, formation, branch and unit flags are all camp flags. (Drapeau de camp)

e. Colours – A general term with the following meanings:

(1) in Her Majesty's Canadian Ships (HMC ships):

- (a) "ships colours" – the ship's ensign, Naval Jack and distinguishing flag or commissioning pennant, and
- (b) the morning ceremony of hoisting the ship's ensign and Naval Jack when not underway;
- (2) consecrated ceremonial flags carried by designated CF combatant formations and units, including Standards, Guidons, Queen's Colours, and command, regimental and military college Colours; and
- (3) any flag flown to denote nationality.

f. Command Flag (see "Camp Flag".)

g. Distinguishing Flag/Pennant (see also "Pennant".) – a flag of special design authorized to be flown by an individual. It denotes appointment, rank, command, office or authority. It is flown by an individual only while in office, and indicates the actual presence of the person in an establishment, ship, vehicle, or boat. Generically, the term includes personal standards, state personal flags, distinguishing flags for flag/general officers and distinguishing pennants.

h. Ensign – An ensign was originally an identification flag. In the CF, the term is now specifically used only for:

- (1) the national flag, when worn as a ship's ensign,
- (2) the CF ensign, and
- (3) the air cadet ensign.

i. Flag – A generic term for a piece of bunting or other material, attachable to a staff or halyard, and used as a means of identification or signal.

j. Guidon – Originally a flag carried by cavalry leaders to guide and rally their troops in battle. The term is still applied to the consecrated Colours of armoured regiments.

k. Jack – A small identification flag on the bow of a ship used only by defence or naval forces. In the CF, "jack" means:

- (1) the Naval Jack worn at the jack-staff of HMC ships in commission, and
- (2) the CF Auxiliary Vessels Jack worn at the jack-staff of auxiliary vessels in commission.

l. Pennant (see also "Pendant" or "Streamer".) – long and narrow triangular flag, sometimes swallow-tailed. It includes:

- (1) "distinguishing pennant" (or "pennant of command"), and
- (2) "commissioning pennant", a pennant worn by HMC ships in commission (sometimes called "captain's pennant" and "masthead pennant").

m. Pennon (see also "Pennant".) – Originally a long, thin flag, either pointed or forked at the end, borne by a "knight simple", who ranked below the "knight banneret". Much reduced in size, it was later adopted by lancer regiments and is still used for ceremonial purposes on lances and parade markers.

n. Standard – In an earlier form, a long, tapered flag with fringed or bordered edges and split rounded ends which generally bore its possessor's badge and motto, and varied in size according to the owner's rank. Too large to be carried into battle, it was generally erected or flown to mark the actual position of its owner. In the CF, a "standard" now is:

- (1) a flag which depicts the armorial bearings of the person entitled to fly it – the Sovereign and certain members of the Royal Family have personal standards (the term is no longer used with exactitude), which are flown to denote their actual presence, whether in residence or on a visit,
- (2) the consecrated Colour of a horse or dragoon guards regiment, or a flying squadron, and
- (3) in much its original form, a ceremonial flag of The Royal Regiment of Canadian Artillery.)

5. Specialized Terms. Other definitions which apply in this publication:

- a. Breaking (a distinguishing or other flag) – means the action of unfurling a flag which was bound in such a way as to be freed by a tug on its rope after being run close-up.
- b. Canton – means the upper half of the hoist. It is also called the First Quarter and sometimes the Upper Hoist. The canton is considered the place of honour on a flag.
- c. Cased Colours – means consecrated Colours enclosed in the cases provided.
- d. Close-up – means to raise a flag to the full height of its pole or halyard, with the head of the flag touching the block.
- e. Deck (a Colour) – means to adorn or furnish the Colour pike with a symbol such as a wreath as specifically authorized by National Defence Headquarters (NDHQ).
- f. Deposit – means to place consecrated Colours temporarily in the care of a suitable custodian.
- g. Dexter – is an heraldic term meaning of or on the right-hand side of a shield, etc. (i.e. to the spectator's left).
- h. Dipping the Colours – means:
 - (1) rendering a Royal salute with Colours to entitled dignitaries as noted in Chapter 13, Annex A, or
 - (2) lowering the ship's ensign so that it is down to a position two-thirds of the extent of the halyard when returning a salute from a merchant vessel.
- i. Displace – means to move a flag/pennant from its position because a more senior flag is to be flown there.
- j. Flagpole - means an erect pole on which a flag is hoisted.
- k. Flagstaff - means a pole on which a flag is mounted for display (see also "Pike").
- l. Fly – means the half of the flag farthest from the halyard.
- m. Finial – see "Pike head".
- n. Fourth quarter – means the lower half of the fly.
- o. Half-masting – means positioning a flag so that its centre is exactly halfway down the mast or pole.
- p. Halyard - means the rope which raises or lowers a flag.
- q. Hoist - means the half of a flag nearest to the halyard.
- r. Lance (see "pike".)
- s. Lay up – means the expected permanent retirement of consecrated Colours in the care of a suitable custodian.
- t. Let fly the Colours – means rendering a general salute with Colours to dignitaries not entitled to a Royal salute.

- u. Lower Colours – means to lower flags to denote respect, courtesy, mourning, or surrender.
- v. Mast – means an upright lattice-work or long pole erected on a vessel, or a pole erected on land and fitted with a gaff.
- w. National Flag – means the National Flag of Canada.
- x. Pike – means a pole on which consecrated Colours or other flags are mounted for carrying or display. It was originally a personal weapon mounted on a pole (see also "flagstaff".)
- y. Pike Head – means the decorative ornament on the top piece of a pike, staff or pole.
 - (1) for the Queen's Personal Canadian Flag, Governor-General's Flag, consecrated Colours and royal banners, the crest of the Arms of Canada, i.e., a crowned lion holding a maple leaf,
 - (2) for the National Flag, CF Ensign and command flags when carried on a pike – as well as for provincial flags when displayed as an array indoors – a maple leaf, and
 - (3) for other flags, either a maple leaf or a ball or spear-point finial. (Fleuron)
- z. Royal Family – means those persons, being subjects of the Canadian Sovereign, who bear the title "Royal Highness".
 - aa. Second quarter – means the upper half of the fly.
 - ab. Sinister – is a heraldic term meaning of or on the left-hand side of a shield, etc. (i.e. to the spectator's right).
 - ac. Stand of Colours – means both the Queen's and command/college/regimental Colour.
 - ad. Superior position – means the mast, or position on a particular mast, which takes precedence over the masts or other positions on a mast. (On a mast fitted with a gaff, the gaff is the superior position.)
 - ae. Third quarter – means the lower half of the hoist; it is also called the Lower Hoist.

TECHNICAL INSTRUCTIONS

- 6. When describing the details of a flag, or the positioning of flags, it is assumed that each flag is flying from a staff facing the observer, with the flag flying towards the observer's right. See Figure 4-1-1.
- 7. All hues or colours referred to in this publication follow the standard identifications and selections in Canadian Government Specifications Board 1-GP-12C 1965.
- 8. Regulations for the design of consecrated Colours are covered in Chapter 5, and of distinguishing flags and pennants for CF flag/general and senior officers in Chapter 14.

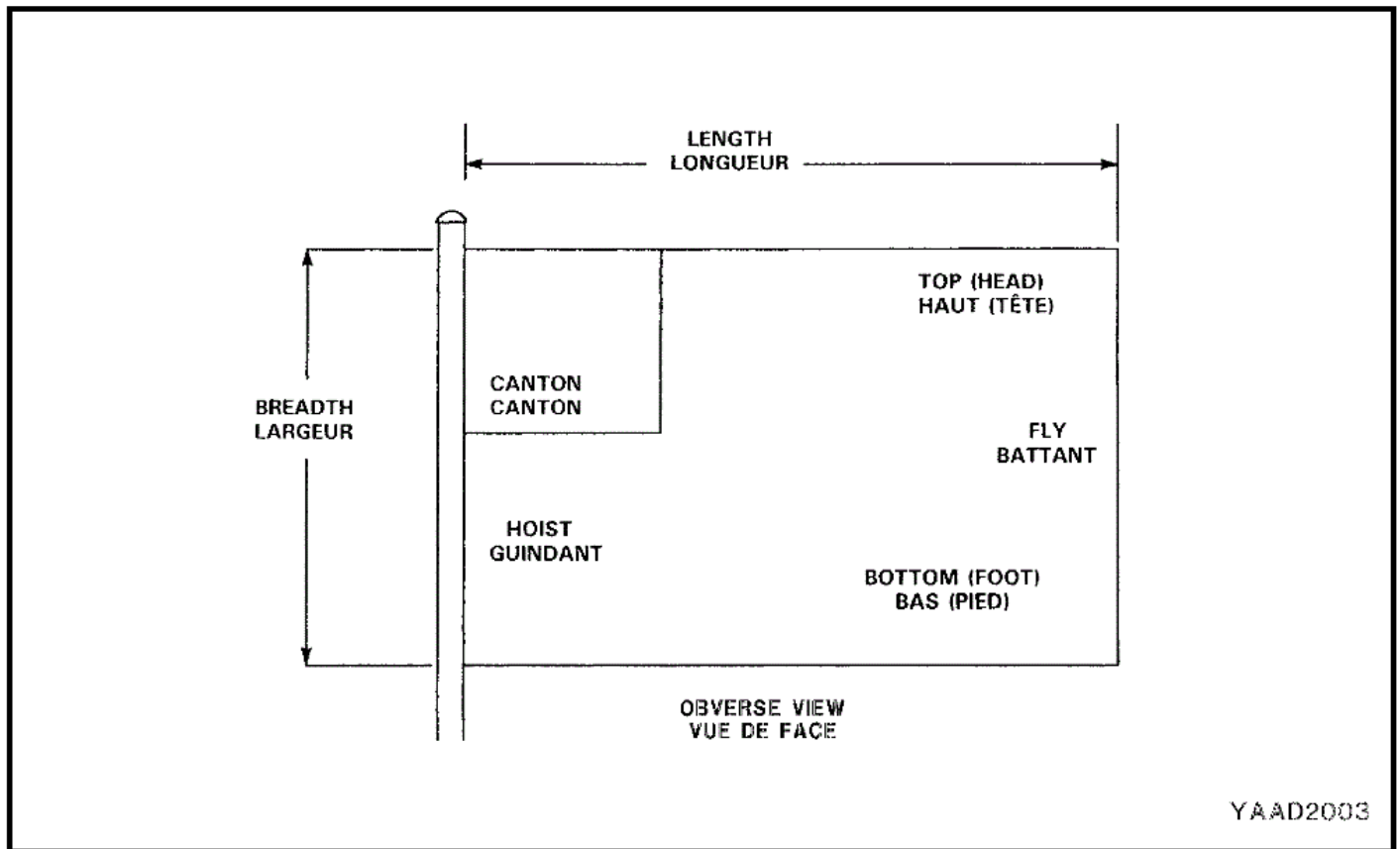


Figure 4-1-1 Details of a Flag

AUTHORITIES

9. The general approving authority for flags in Canada on behalf of the Sovereign is the Department of Canadian Heritage. NDHQ/Director History and Heritage (DHH) has authority for all flags within the CF.

10. Requests for authorization of all flags in the CF, designs for new flags or proposed changes to existing designs shall be passed for approval through normal channels to NDHQ/DHH, Attention: Inspector of CF Colours and Badges.

11. All flags issued as normal supply items are provided in accordance with material authorization scale CFS-13, No. D13-101, issued by NDHQ/Director Supply Management.

12. Some flags, such as most camp flags, are authorized by NDHQ/DHH, but are not provided by public funds. Detailed information is included in the text in these cases.

13. Consecrated Colours and Royal banners are publicly provided under special arrangements by NDHQ/DHH.

REPAIR AND REPLACEMENT

14. Flags, other than consecrated Colours, may be sewn when torn, and the fly may be trimmed and hemmed up to the point where the overall dimensions appear out of proportion. (Guidelines for Colour repair and replacement are given in Chapter 5.)

15. Flags are replaced when no longer serviceable or repairable in accordance with the material authorization scale and other instructions noted in paragraphs 11 to 13.

FLAG DESTRUCTION

16. A flag, other than a consecrated Colour or Royal banner, that is no longer serviceable may be destroyed privately by burning. Consecrated Colours or their remains shall be deposited or otherwise disposed of as noted in Chapter 5.

RELATED REGULATIONS

17. Related instructions and supplementary publications are as follows:

- a. CFAO 2-10, Personnel Branches Within the CF;
- b. CFAO 61-4, Coordinating Authorities for Ceremonial Functions;
- c. CFAO 61-16, Visits by Members of the Royal Family and Canadian Dignitaries to CF Elements and Installations;
- d. A-AD-267-000/AF-001/4, Insignia and Lineages of the Canadian Forces, revised edition, to be issued;
- e. A-LM-182-001/IS-001, Supplementary Supply Instructions;
- f. A-PD-201-000/PT-000, CF Manual of Drill and Ceremonial;
- g. A-PD-202-001/FP-000, Bands, Vol. I: Band Instructions;
- h. D-87-001-017/SF-001, Specification for Signal Flags and Pennants (Nylon) 15 July, 1976;
- i. Materiel Authorization Scale CFS-13, No. D13- 101, Flags and Distinguishing Plates, and Scale CFS-13, No. D13-011, Flags - Unit Colours;
- j. NATO Publication ATP 1, Vol II, Allied Maritime Tactical Signal and Manoeuvring Book (NATO Restricted);
- k. BR 20, Flags of All Nations (British Admiralty):
 - (1) Vol. I, National Flags and Ensigns (1955), and
 - (2) Vol. II, Standards of Rulers, Sovereigns, and Heads of State: and Flags of Heads of Ministries, and Naval, Military and Air Force Officers (1958);
- l. Publications – Department of Canadian Heritage:
 - (1) Arms, Flags and Emblems of Canada (S2-21/1981E), and
 - (2) General Rules for Flying and Displaying the Canadian Flag and Other Flags in Canada (S2-74/1978);and
- m. Environment Canada, "International Enforcement Procedure Used by Inspections Officers When Boarding Vessels of Canada", January 1973.

SECTION 2 FLAG USAGE ON LAND

PRECEDENCE AND PROTOCOL

1. Flags shall always be flown in order of precedence.
2. The order of precedence for Canadian flags, less consecrated Colours, is as follows:
 - a. National Flag;
 - b. Canadian Forces (CF) Ensign;
 - c. command flags;
 - d. field formation flags;
 - e. branch flags; and
 - f. unit flags.
3. Other precedence rules are given:
 - a. for flags on vessels, in this chapter, Section 3;
 - b. for personal and distinguishing flags/pennants, in Chapter 14; and
 - c. for CF flags in the same class (e.g., branch flags) flown together, in Chapter 1.
4. Flag protocol dictates that the superior and junior positions for flags flown in order of precedence be as illustrated in Figure 4-2-1. The protocol on land visualizes flags as if they are being carried by individuals and being approached from the front, with the flag-bearer's right taking precedence over the left. Thus:
 - a. When two, or more than three, flags are flown together, the senior flag (the National Flag, if one of the group) shall be displayed on the right, that is, on the left side as seen by a spectator facing the dais, rostrum, saluting base, building, etc., from the front.
 - b. When three flags are flown together, the senior flag shall occupy the central position, with the next ranking flag on its right and the third ranking flag on its left, that is, on the left and right as seen by a spectator facing the flags from the front.
5. The protocol for flags on masts (see definition in Section 1, paragraph 4) gives precedence to starboard (right) over port (left), with the direction of the gaff indicating aft (rear). Further:
 - a. The senior position is at the gaff. The precedence of other positions is illustrated in Figure 4-2-2.
 - b. A mast on land which has no gaff does not indicate starboard or port. Thus flags flown from a flagpole with a crosspiece (yard), but no gaff, follow the conventions laid out for right and left in paragraph 4 above.
6. When a number of national flags are flown together on flagpoles, the flags are displayed according to the United Nations (UN) order of precedence, that is, in English alphabetical order with the National Flag of Canada taking precedence on Canadian soil. If circumstances make it desirable to show the symbolic equality of the nations involved in a sequence of more than three, a second Canadian National Flag may be displayed at the left end of the line of flags. (When only the flags of BENELUX countries – Belgium, Luxembourg and the Netherlands – are involved, their flags shall be displayed in French alphabetical order.)

7. To prevent confusion, flagpoles should be installed at equal heights parallel to building frontages, etc. Existing flagpoles may not conform to this convention, and, where necessary, the following guidelines shall apply:

a. where flagpoles are of obviously unequal heights, the highest takes precedence;

b. where flagpoles are arranged in a file perpendicular to a building frontage and:

(1) visitors also approach from the front, the front flag takes precedence,

(2) visitors clearly approach from one side or the other, the flags greet the visitors in their normal facing order (see paragraph 4); and

c. in special circumstances, such as a circular display, the UN rules shall be followed – National Defence Headquarters (NDHQ)/Director History and Heritage should be consulted in these rare cases.

8. Where multiple flagpoles are installed but only some are occupied by flags, the empty poles are considered not to exist. Flags count, not poles, and follow normal precedence. (If a distinguishing or other flag is to be broken within a display, care should be taken in arranging the original precedence to avoid needless displacement.)

9. If poles are split into two or more obviously separated groups, each group maintains its own internal precedence. For example, the senior group is to the front or right (observer's left) of a junior group. Thus, a distinguishing or other flag might be broken on a pole separated from a group, e.g. on top of a building or at a saluting dias, without disturbing the precedence within the group.

BASIC RULES

10. When flown or displayed, flags should not be allowed to touch the ground, floor or deck.

11. Flags shall be hoisted or lowered simultaneously if possible. If this is not possible, the National Flag shall be hoisted first and lowered last. When accompanied by a bugle call or a national anthem, the National Flag shall be hoisted in such a manner as to reach the block on the last musical note, or be lowered completely in a similar manner.

12. The National flag shall be:

a. given the place of honour among other flags inside Canada, except those of the Canadian head of state and representative - see also Section 4, paragraphs 2 and 3; and

b. flown in accordance with local regulations and customs at defence establishments outside Canada jointly occupied by Canadian and foreign military forces – see also Section 4, paragraph 3.

13. Generally, flags in a set should be approximately the same size and flown at the same height (less the CF Unit Commendation pennant, see Chapter 3, and CF distinguishing flags or pennants, see Chapter 14).

14. The flags of two equal organizations, e.g., two national flags or two command flags, shall not be flown one under the other on the same flagpole or halyard, except a defeated national flag in time of war.

15. The flags of two unequal organizations may be flown from a single flagpole or halyard, the senior uppermost. Under these circumstances the junior is commonly smaller in size.

16. Flags may be displayed flat against a wall either horizontally or vertically. If displayed vertically, the hoist is at the top, and the top of the flag is to the left as seen by spectators (Figure 4-2-3). (Protocol dictates that the "top" and "right" of someone holding a flag – that is, the "top" and "left" as seen from the front by a spectator – are honour sides and take precedence. Thus flags are displayed flat and vertical as if held by an individual backed against the wall with the flag dipped to the right until the pole is horizontal.)

17. The National Flag or, when specifically requested by the next-of-kin, the CF Ensign may be used to drape a closed casket (Figure 4-2-4). No other flag shall be used for this purpose, except:

- a. other national flags, if appropriate, for foreign personnel whose funeral arrangements are being conducted by the CF; and
- b. the UN Flag for ceremonies in appropriate operational areas. The UN Flag shall not be used in Canada, and UN headdress shall not be placed on the coffin in Canada.

18. Special accounting procedures for the retention of funeral flags by next-of-kin are outlined in A-LM-182-001/JS-001, Supplementary Supply Instructions.

19. When flags are lowered or removed from their place of service, they are simply folded with quiet dignity. "Drill" movements and triangular folds shall not be used when lowering or removing flags.

HOISTING AND LOWERING AT SUNRISE AND SUNSET

20. At defence establishments and in HMC ships not underway, the National Flag and other flags shall be flown daily from sunrise to sunset.

21. The timings for hoisting and lowering flags to mark sunrise and sunset within Maritime Command may be established by its commander in accordance with traditional naval practice irrespective of calendar time, normally:

- a. Where practicable, 0800 hours ("colours") to sunset, including when the sun rises after 0800 hours;
- b. Where the above is impracticable, during normal working hours; and
- c. At locations where there is continuous daylight or darkness, from 0800 hours to 1700 hours.

22. When the National Flag or other flags are flown or displayed at night by the CF in accordance with the above paragraph or on special occasions, they shall be properly illuminated.

HALF-MASTING

23. Flags will only be half-masted on flagpoles fitted with halyards and pulleys. Some flags are permanently attached to and flown from horizontal or, in a floor display, angled poles, without halyards. Flags on these will not be half-masted.

24. Unless special instructions are received, all flags shall be half-masted (see Figure 4-2-5) at all defence establishments and HMC ships on the death of:

- a. the Sovereign;
- b. a member of the Royal Family (see Section 1, sub-paragraph 4ac);
- c. the Governor-General or a former governor general;

- d. the Prime Minister or a former prime minister;
- e. a federal cabinet minister; or
- f. as directed by NDHQ/National Defence Operations Centre (NDOC).

25. Within a province, unless special instructions are received, all flags shall be half-masted at all defence establishment and HMC ships on the death of:

- a. the Lieutenant-Governor;
- b. the Premier;
- c. within his/her own riding, the Member of the House of Commons, or the Member of the Provincial/Territorial Legislature; or
- d. as directed by NDHQ/NDOC.

26. The honours listed in paragraphs 24 and 25 shall be accorded from the day of death until sunset the day of the funeral.

27. Flags shall be flown at half-mast on other occasions when ordered by NDHQ/NDOC, and during the funeral of a service member being held at a particular unit or in a ship. Command headquarters may also order flags to be flown at half-mast. When the order is to be issued command-wide it will be issued by NDHQ/NDOC to ensure CF-wide coordination. For a funeral on land, flags shall be half-masted when the funeral procession is due to leave the place where the remains have been lying and hoisted when sufficient time has elapsed for the interment.

28. Flags shall be flown at half-mast at all defence establishments from hoisting until 1120 hours on 11 November, Remembrance Day.

29. When flags are ordered to be half-masted throughout the day, they shall first be hoisted close-up and then immediately lowered slowly to half-mast. At sunset they shall be hoisted close-up, then lowered. (These procedures do not apply while flags are half-masted for the death of the Sovereign, when they are only raised to full-mast for the day on which the accession of the new Monarch is proclaimed.)

30. On occasions requiring that one flag be flown at half-mast, the other flag(s) in an array should also be flown at half-mast. In HMC ships especially, when the Ship's Ensign is worn at half-mast, the jack, if worn, shall also be half-masted. (Except as prescribed in Chapter 14, Section 3, paragraph 15, the position of distinguishing flags flown from a mast fitted with a gaff is not altered. The protocol for a funeral at sea is noted in Section 3.)

31. Foreign national flags flown with the National Flag shall also be half-masted.

32. Her Majesty's Personal Canadian Flag and standards of members of the Royal Family are never half-masted.

33. When foreign flags are flown on bases and stations where foreign personnel are training or serving on permanent duty, they shall be half-masted on the day of the funeral of their head of state or as directed by their national government.

CEREMONIAL PARADES AND OCCASIONS

34. Only the following Canadian flags may be carried on parade:

- a. consecrated Colours (see Chapter 5);
- b. official commemorative (Royal) banners (see Section 7, paragraphs 1 and 2);
- c. the National Flag;
- d. the CF Ensign; and
- e. command flags.

35. Branch, field formation, regimental, service battalion and other camp flags shall not be carried on parade.

36. On ceremonial parades, including guards of honour, the National Flag may only be carried if consecrated Colours are not being carried by the unit concerned. Units shall only carry one National Flag. Normally, the National Flag is carried by a senior non-commissioned officer and has no escort, but may be accompanied by an armed escort, if the personnel on parade are armed. The National Flag shall be saluted as for consecrated Colours. The National Flag shall not be dipped or lowered by way of salute or compliment. The CF Ensign or a command flag, as appropriate for the occasion, may be carried with the National Flag.

37. The CF Ensign and command flags may be carried on parade within the following guidelines:

- a. they shall not be carried if consecrated Colours are also being carried by the unit concerned;
- b. they may be paraded with the National Flag;
- c. they may be paraded with guards of honour as noted in Chapter 13, Annex A and A-PD-201-000/PT-000, CF Manual of Drill and Ceremonial; and
- d. by themselves they are not entitled to, and shall not be attended by, an armed escort – they may have such an escort when accompanying the National Flag if it has an armed escort.

38. Compliments (salutes) shall only be paid to consecrated Colours and the National Flag. They shall not be paid to any other Canadian flag.

39. On combined parades, each separately identified unit or contingent may carry its own set of flags; e.g., for a Remembrance Day parade, a veterans' contingent with Royal Canadian Legion flags, a naval contingent with a National Flag and a Maritime Command Flag, an infantry battalion with its stand of Colours, and a flying squadron with its Standard.

40. On international parades in Canada, only the flags of countries having a contingent involved in the parade shall be carried. The flag of each country shall be carried by its own service personnel in accordance with its own regulations.

BREAKING OF FLAGS

41. Instructions for breaking flags are illustrated in Figure 4-2-6.

OBSOLETE FLAGS

42. Flags of the former Canadian services flown or used prior to the creation of the Canadian Forces in 1968, are not authorized to be used in the CF, except:

- a. camp flags as noted in Section 5; and
- b. flags previously used as a type of distinguishing flag or pennant for regimental appointments.

43. The Department of National Defence retains copyright on and reserves permission to fly, use, or show any flag, pennant or banner previously authorized or used by or within any formation of the former Canadian armed services existing until creation of the CF in 1968. Permission must be obtained from NDHQ/DHH (Inspector of CF Colours and Badges) prior to any group, association, or person making use of these flags.

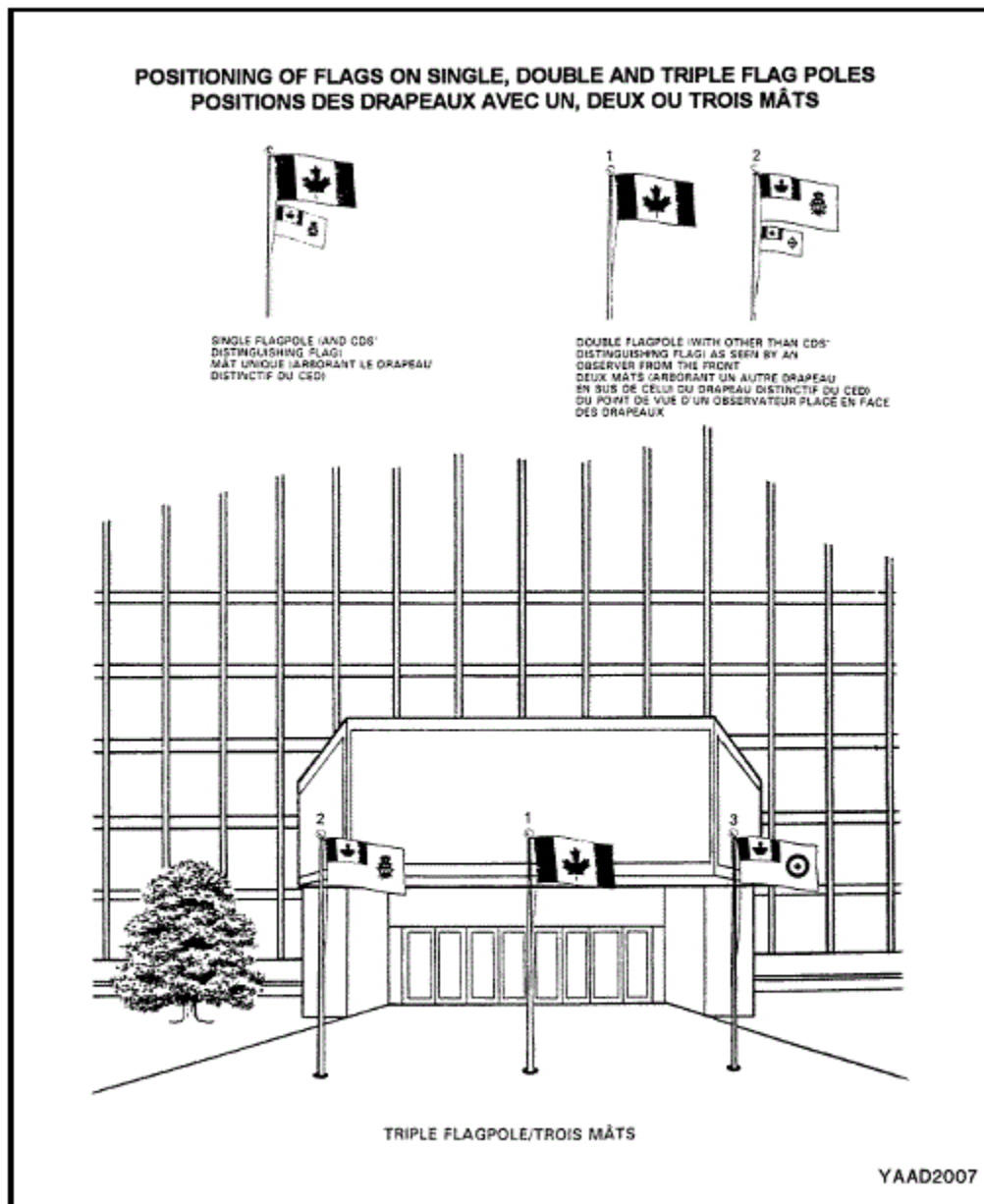


Figure 4-2-1 Positioning of Flags

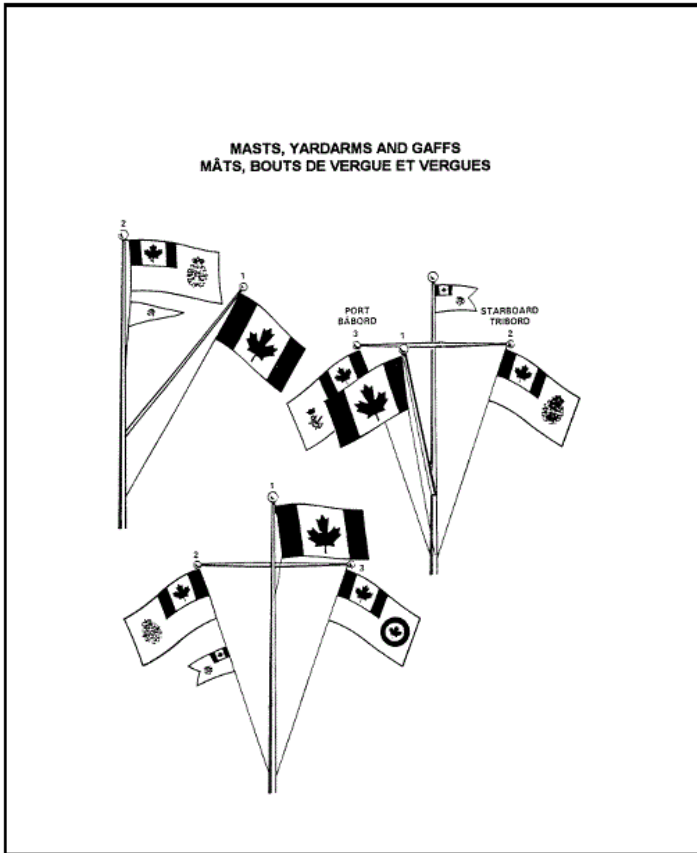


Figure 4-2-2 Positioning of Flags on Masts

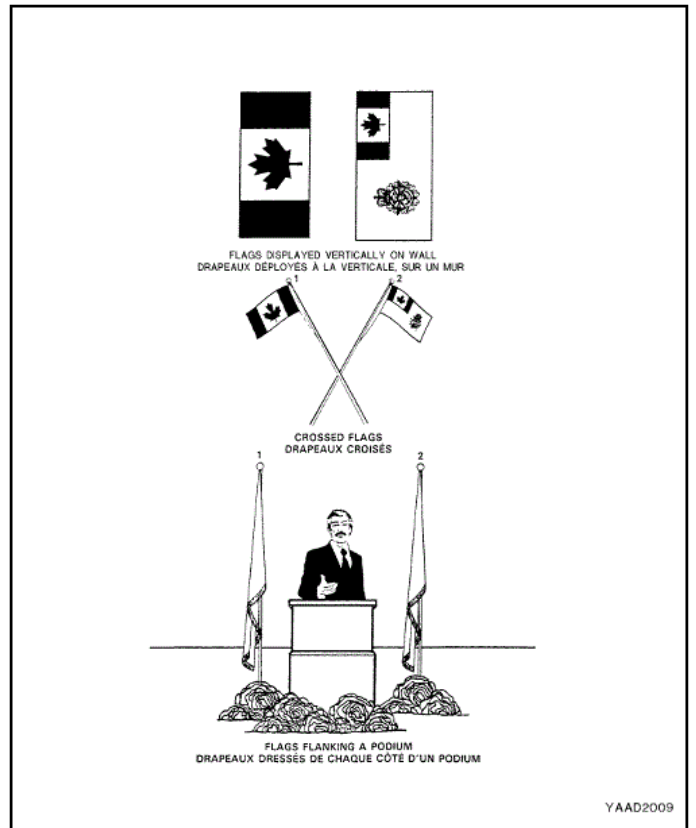


Figure 4-2-3 Positioning of Flags Horizontally or Vertically

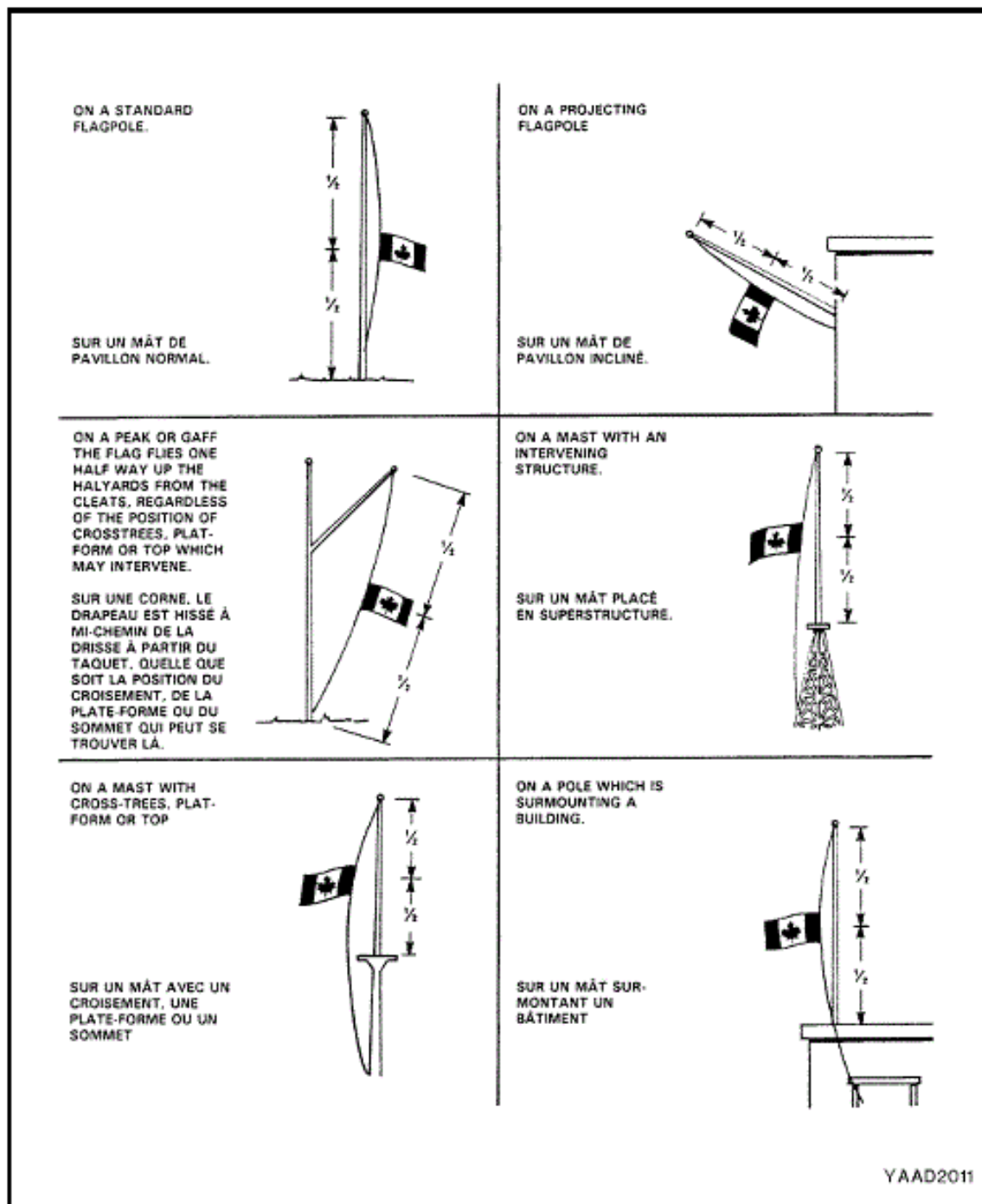
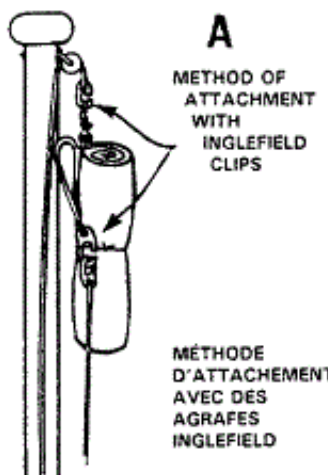
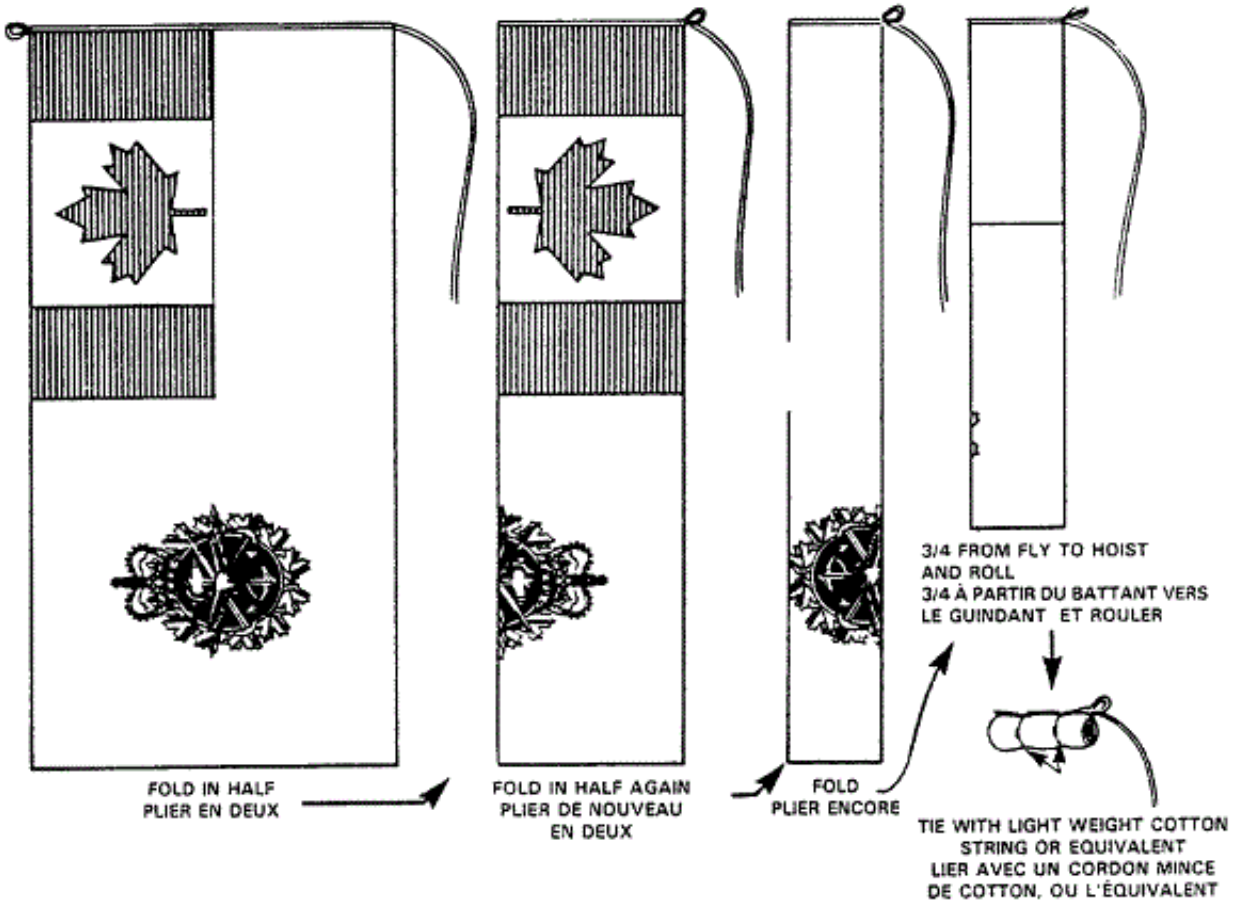
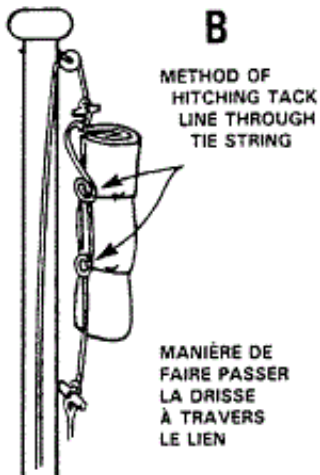


Figure 4-2-5 Half-masting of Flags



NOTE

Distinguishing flags are normally broken to mark the actual moment of arrival of a distinguished individual at a parade or other ceremony.



NOTA

En règle générale, un drapeau distinctif est déployé pour souligner le moment auquel un invité de marque arrive à un rassemblement ou à une autre cérémonie.

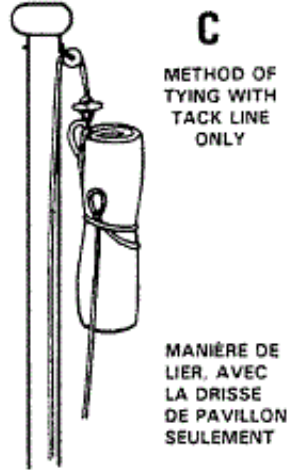


Figure 4-2-6 Preparation of distinguishing Flags for Breaking

SECTION 4 THE NATIONAL FLAG

HISTORY

1. The National Flag of Canada (see Figure 4-4-1), commonly called the Canadian Flag, became the country's official flag on 15 February 1965. Its colours, red and white, are the colours of Canada, and the maple leaf is a traditional Canadian emblem.

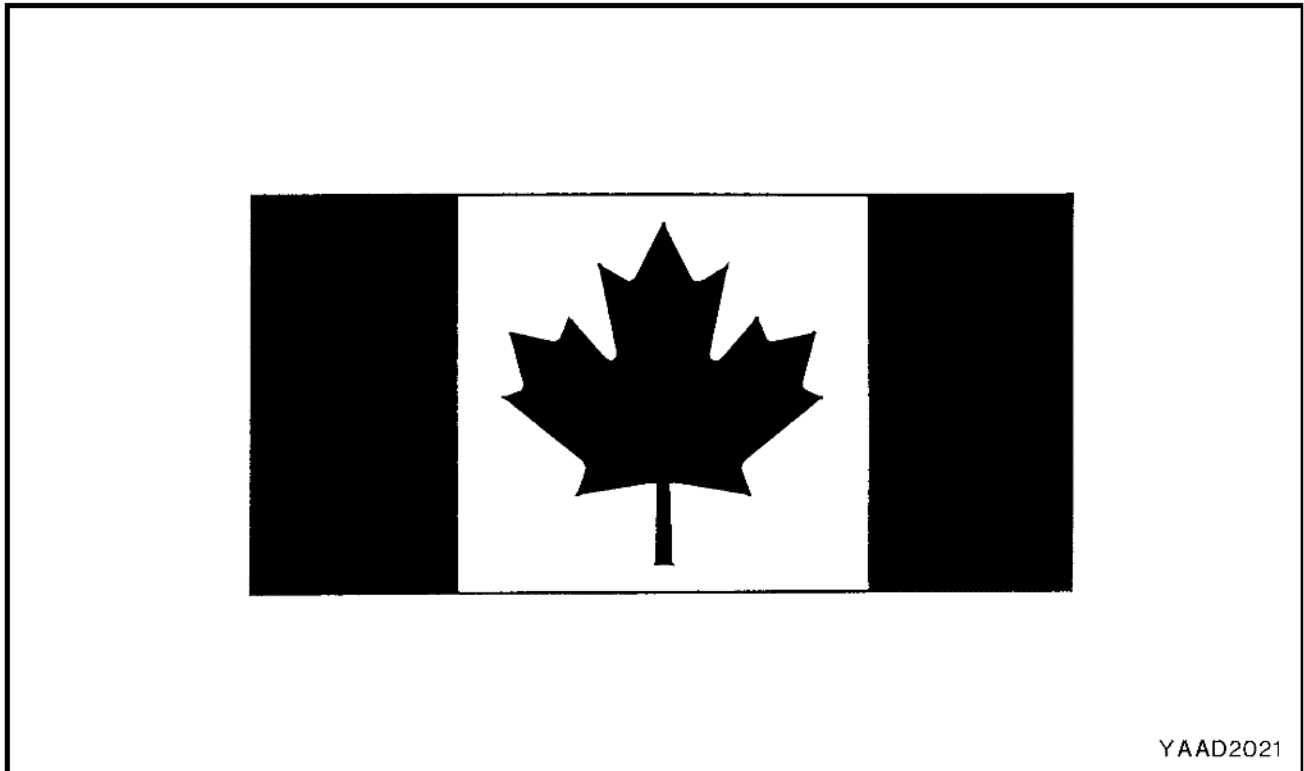


Figure 4-4-1 The National Flag of Canada

USAGE

2. The National Flag shall:

- a. be flown or displayed within Canada in a superior position to all other flags, banners or pennants, with the exception of the Queen's Personal Canadian Flag, the Governor General's Flag and standards of members of the Royal Family as detailed in Chapter 14, Section 2;
- b. be flown on the main flagpole at all defence establishments inside and outside Canada; and
- c. be worn at the ensign staff by Her Majesty's Canadian ships in commission as the Ship's Ensign (see Section 3).

3. In addition, at defence establishments:

- a. on Canadian territory jointly occupied by foreign and Canadian military forces or at foreign bases located in Canada under a long-term lease, the National Flag shall be flown with the national flag of the country concerned, with the National Flag taking precedence;
- b. on foreign territory occupied by Canadian Forces (CF), the national flag of the host country shall be flown, when appropriate, with the National Flag, with the National Flag taking precedence; and
- c. on foreign territory jointly occupied by Canadian and foreign military forces, the National Flag shall be flown in accordance with local regulations and customs.

4. The National Flag may be displayed in:

a. the office of:

- (1) a major-general or officer of higher rank at National Defence Headquarters,
- (2) the commander of a command, area, formation, base, wing, region or military college,
- (3) the commanding officer of an independent overseas establishment,
- (4) a CF attaché,
- (5) a recruiting unit or detachment, and
- (6) a CF Liaison Officer;

b. a chapel; and

c. a mess.

5. A miniature National Flag is used as a distinguishing flag for the Prime Minister and the Minister of National Defence on vehicles and aircraft in which they may be travelling.

6. The National Flag may be carried on ceremonial parades as noted in Section 2, paragraphs 34 to 40.

7. During courts martial, the National Flag shall be mounted on a staff and placed behind the president.

PROHIBITED USE

8. No flag, banner or pennant shall be flown or displayed above the National Flag, with the exception of those flags and standards detailed in paragraph 2a. (See also Chapter 14, Section 2.)

9. The National Flag shall not be used as a cover for a box, table, desk, podium or other object, carried flat or horizontally - it should always be aloft and free, nor shall it be draped except on a closed casket. (See Section 2, paragraph 17 and Annex B.)

COMPLIMENTS

10. When the National Flag is being hoisted or lowered at a defence establishment, all military personnel within view shall halt, face the flagstaff and pay compliments as prescribed in A-PD-201-000/PT- 000, CF Manual of Drill and Ceremonial.

11. When carried on parade in lieu of consecrated Colours, the National Flag shall be saluted as for such Colours.

12. The National Flag shall not be dipped or lowered as a means of paying a salute or compliment. (A National Flag worn as a Ship's Ensign shall return courtesy salutes. See Section 3, paragraph 9.)

SECTION 5
CANADIAN FORCES ENSIGN

HISTORY

1. The Canadian Forces (CF) Ensign was gazetted as the service flag for the whole of the CF on 13 April 1968 (see Figure 4-5-1).

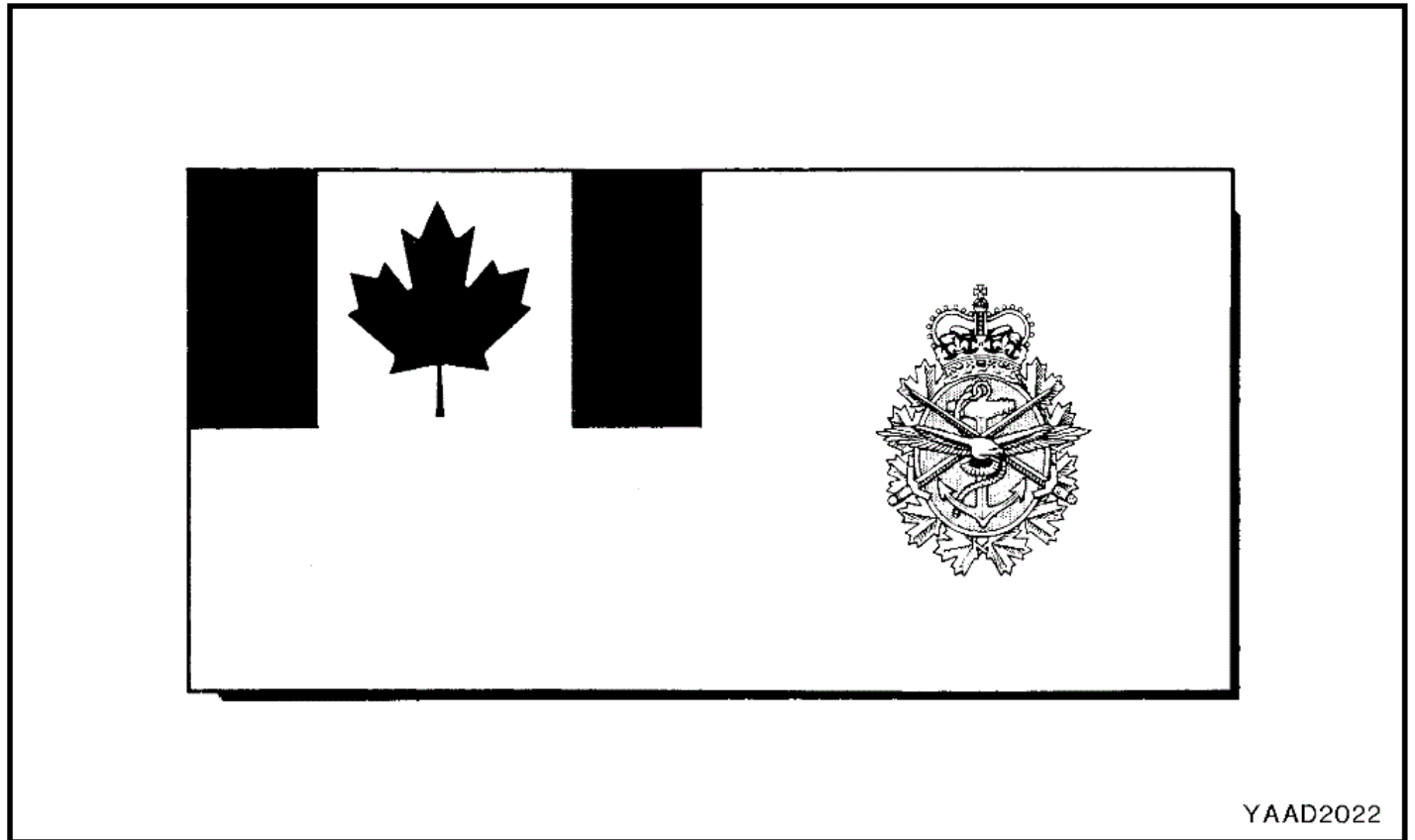


Figure 4-5-1 The Canadian Forces Ensign

USAGE

2. The CF Ensign:

- a. shall be flown within Canada at a base headquarters fitted with a second flagpole;
- b. may be flown by a unit geographically remote from a base headquarters, if fitted with a second flagpole; and
- c. may be flown outside Canada at CF defence establishments, if fitted with a second flagpole, except that:
 - (1) the CF Ensign may not be flown alongside or in the same array as national flags of other countries, and
 - (2) the CF Ensign shall not replace the National Flag of Canada or any other national flag already flown.

3. The CF Ensign shall not be flown:

a. in Her Majesty's Canadian ships;

b. except in a miniature version as the Chief of the Defence Staff's distinguishing flag (see Chapter 14, Section 3, paragraph 7), on the same flagpole as the National Flag (it may be flown on the same mast if fitted with gaff or yardarm);

c. outdoors at military establishments on Canadian territory jointly occupied by Canadian and foreign forces, or foreign bases located in Canada under a long-term lease; or

d. with a display of all provincial flags..

4. The CF Ensign may be displayed in the locations noted for the National Flag in Section 4, paragraph 4.

5. The CF Ensign may be used to cover an altar for divine services, or a closed casket as noted in Section 2, paragraph 17.

6. The CF Ensign may be carried on ceremonial parades as noted in Section 2, paragraphs 34 to 40.

7. Compliments shall not be paid to the CF Ensign.

SECTION 7

SPECIAL MILITARY FLAGS

BANNERS

1. Royal Banners. Royal banners are special flags presented to commemorate specific services, for example, the Royal banner presented to the Royal Canadian Mounted Rifles (Lord Strathcona's Horse) by King Edward VII for service in South Africa, one of several such flags. The latest banner is the Queen Mother's Banner of the Canadian Forces (CF) Medical Services, presented in 1985. Designs vary by the circumstances. Extant Royal banners are illustrated in A-AD-267-000/AF-001, *Insignia and Lineages of the CF – Formations, Branches, Schools, Establishments and other Units* (revised edition to be issued). Royal banners:

- a. are presented at public expense as special marks of Royal favour, on specific occasions;
- b. may be carried on parade on important ceremonial occasions for the organization concerned;
- c. are not consecrated Colours and do not receive the compliments paid to consecrated Colours; and
- d. are not replaced when worn beyond usable life, but are then deposited, like Colours, as memorials to the service which the banner commemorates.

2. Trumpet, Drum, Pipe and Music Stand Banners. Trumpet, drum and pipe banners are ceremonial band equipment. These banners are privately procured with no costs payable from public funds unless specially authorized by National Defence Headquarters. Further details are included in A-PD-202-001/FP-000, *Bands, Volume 1: Band Instructions*. Banner design is a matter of custom, not regulation. Common practices are as follows:

- a. For organizations with authorized facing colours (see A-AD-265-000/AG-001, *CF Dress Manual*, Chapter 5), the field of the banners is normally in this colour. The banner is then further emblazoned with the unit official badge and its title, on a scroll.
- b. Other organizations use camp flag or environmental colours as a background, depending on which most clearly identifies them as a specific unit. (Primary visual identification is by the uniform worn by band members.)
- c. Pipe banners are often emblazoned with the unit's badge, normally on its facing colour, on the obverse, with any arms or badge of a sponsor or donor on the reverse. The colour of the field on the reverse may be the unit's facing colour or a colour chosen by the sponsor. (Since this presents the donor's side to the eyes of a reviewing officer on a march past, some units switch sides in their own practice, since this is a matter of unit custom.)
- d. Kettle drum banners are often emblazoned with battle honours in the same manner as the painted shells of side drums. See Chapter 3, Section 2, paragraph 32.

CADET FLAGS

7. Military cadet corps are supported by, although not part of, the CF. Their flags are described in general terms in Annex A for the information of CF members.

**SECTION 8
OTHER FLAGS**

PROVINCIAL AND MUNICIPAL FLAGS

9. Provincial flags are relatively recent in origin. They are emblems of the provinces and the people within them. At times they are used as miniature distinguishing flags by premiers and ministers representing the provincial government.

10. Provincial flags give precedence to the National Flag and to Commonwealth and foreign national flags when official representatives are in attendance. Local or municipal flags give precedence to national and provincial flags.

11. Precedence among provincial flags is based on the dates of entering Confederation. The order is: Ontario (ON), Quebec (QC), Nova Scotia (NS), New Brunswick (NB), Manitoba (MB), British Columbia (BC), Prince Edward Island (PE), Saskatchewan (SK), Alberta (AB) and Newfoundland (ND); followed by North West Territories (NT), Yukon (YK) and Nunavut.

12. When the provincial flags are flown with the National Flag of Canada, the National Flag shall be on its own right, that is on the left of the line of flags as seen by a spectator from the front. The provincial flags continue down the line of flags in the order of precedence detailed in paragraph 11. An additional national flag may be displayed at the end of the line if desired.

13. An alternative method of display is with the National Flag in the centre. When this method of display is used, the National Flag is flown in the centre, while the provincial flag sequence alternates left and right (as seen by a spectator) from the inside outward, ie, the Nunavut Flag is far left and the YK Flag is far right. Grouping is as follows:

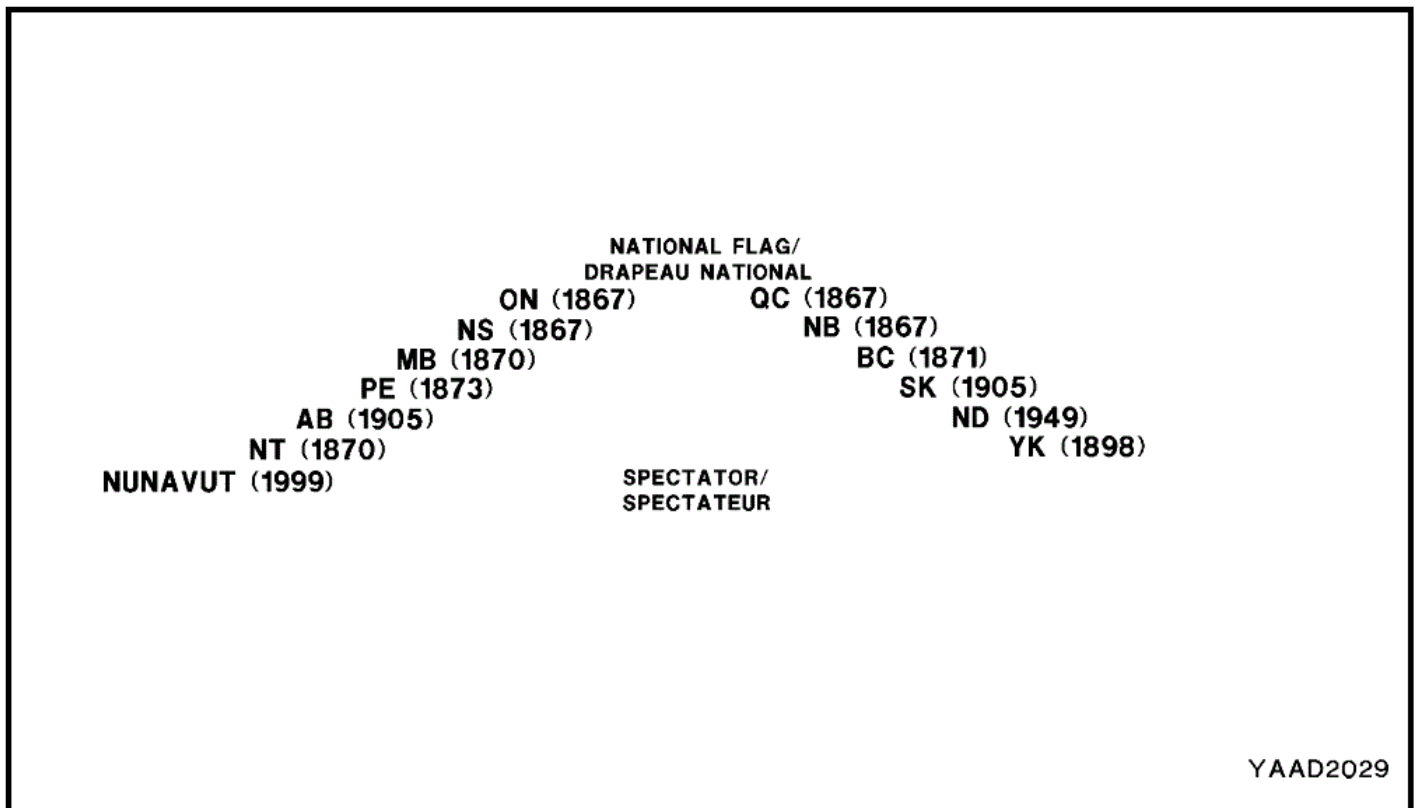


Figure 4-8-6 Display Method – National Flag in the Centre

14. In either display method, the size of the flags and the level at which they fly should be the same.
15. Provincial flags shall only be flown on Department of National Defence (DND) property as a complete set of all provincial flags, and only for display purposes such as around a parade square.
16. Municipal flags are not flown on DND property.

ANNEX A CADET FLAGS
INTRODUCTION

1. Although cadet corps in Canada do not form part of the Canadian Forces (CF), they have been organized on military lines since at least 1861, and for many years carried the Royal Union Flag, without inscriptions, as a banner.
2. Prior to the Second World War, many army cadet corps were in possession of unofficial "Colours", normally smaller than Colours used by the services. These flags were never authorized, but were used until the official definition of Colours in 1943 stated that Colours were presented to fighting units only. Similarly, the "White Ensign" was flown by some sea cadet units before 1927.
3. In general, cadet flag classes parallel those of the CF as listed in Figure 4A-1.

CF	CADETS
1. Command Colours (combatant navy/air force commands only) 2. Unit Colours (military colleges, armoured and infantry regiments and battalions, and air force squadrons only)	1. A single cadet organizational "Banner", when authorized. 2. Army cadet corps flag; air cadet squadron banner
3. Command and other camp flags	3. Sea cadet flag; army cadet camp flag; air cadet ensign

Figure 4A-1 Cadet Flags and their Parallel in the CF

4. Instructions for the use of cadet flags are issued by National Defence Headquarters/Director General Reserves and Cadets.
5. Cadet flags are not consecrated, and honours are not paid to them by members of the CF.

ROYAL CANADIAN SEA CADETS

6. Sea Cadet corps used the "Blue Ensign" and the Navy League "Jack" until 1953, when the Chief of the Naval Service approved the design for the Royal Canadian Sea Cadets' Flag. It was used until October 1976, when a new design was approved by the Sovereign for use in Canada (see Figure 4A-2).

ROYAL CANADIAN ARMY CADETS

7. Royal Canadian Army Cadets' Banner. A single Army Cadets' Banner was presented in 1985. It is carried on parade on national occasions in the same manner as CF Command Colours (see Figure 4A-3).
8. Royal Canadian Army Cadets' Flag. Prior to the Second World War, no specific design of flag was designated. A cadet flag finally was authorized in Canadian Army General Order 219 of May 1944, and a new design of this flag was approved by the Sovereign in January 1973 (see Figure 4A-4). Individual corps devices may be borne on this flag.
9. Royal Canadian Army Cadets' Camp Flag. See Figure 4A-5.

ROYAL CANADIAN AIR CADETS

10. Royal Canadian Air Cadets' Banner. A single Air Cadets' Banner was presented in 1991. It is carried on parade on national occasions in the same manner as CF Command Colours (see Figure 4A-6).

11. Royal Canadian Air Cadets' Ensign. The original Air Cadets' Ensign was approved by the Sovereign in 1941. A new Ensign for the Royal Canadian Air Cadets, incorporating the National Flag of Canada in the canton of the flag, was approved by the Queen in September 1971 (see Figure 4A-7).

13. Squadron Banners. See Figure 4A-8.

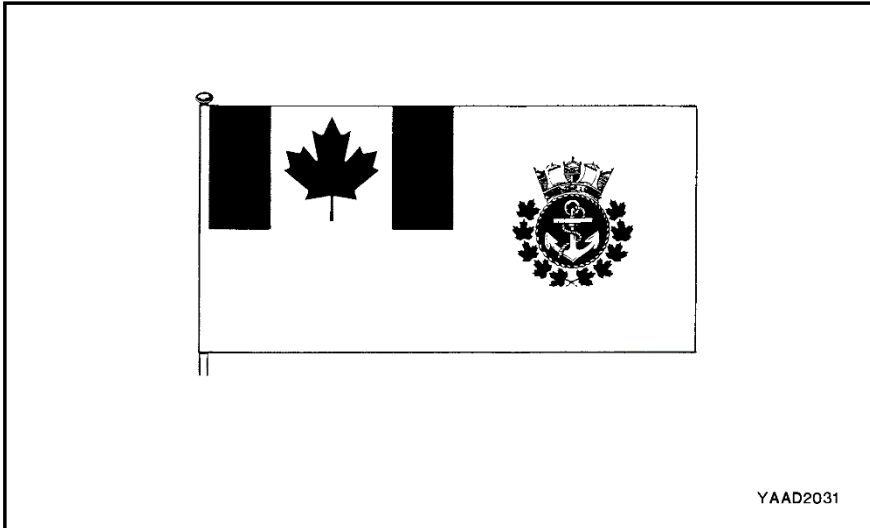
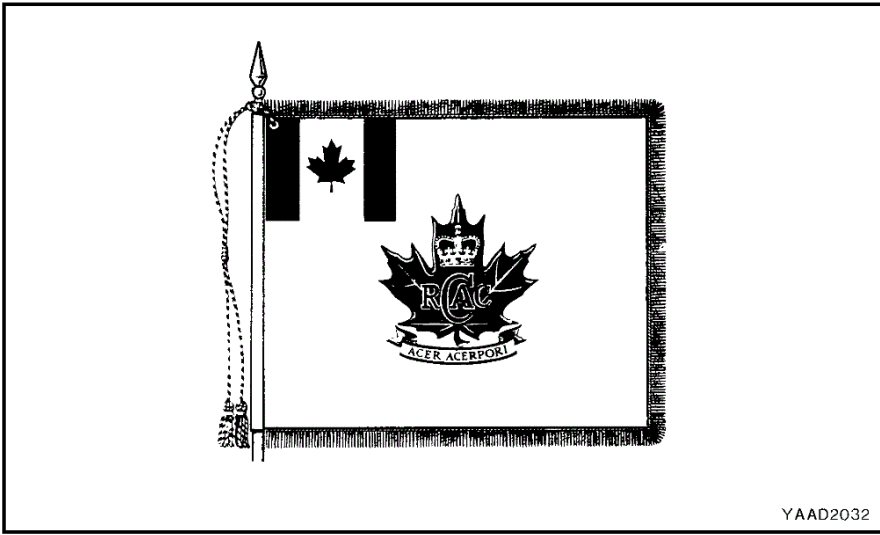


Figure 4A-2 Royal Canadian Sea Cadets Flag

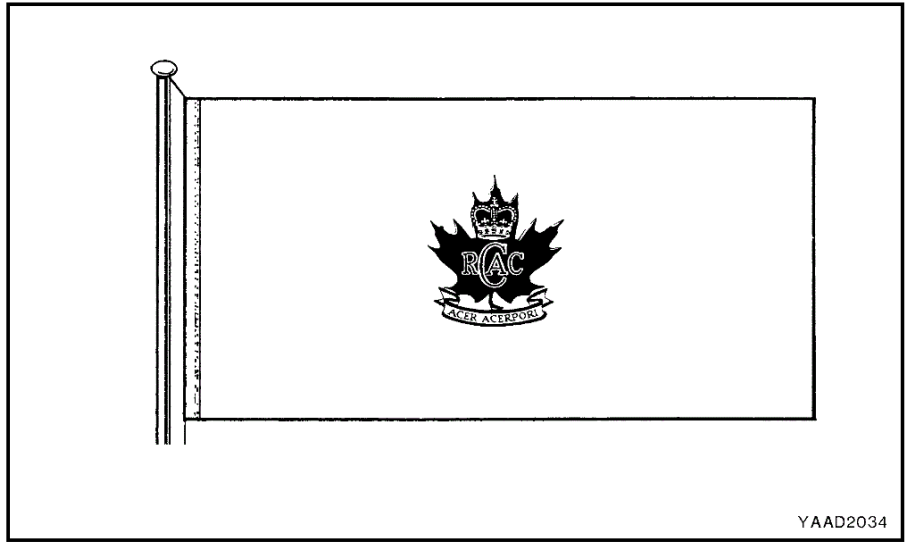


Figure 4A-3 Royal Canadian Army Cadets Banner



YAAD2032

Figure 4A-4 Royal Canadian Army Cadets Flag



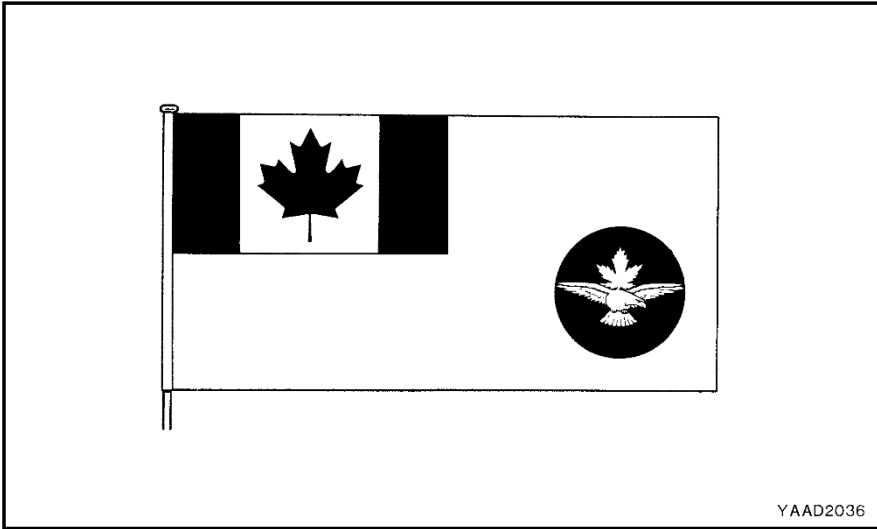
YAAD2034

Figure 4A-5 Royal Canadian Army Cadets Camp Flag



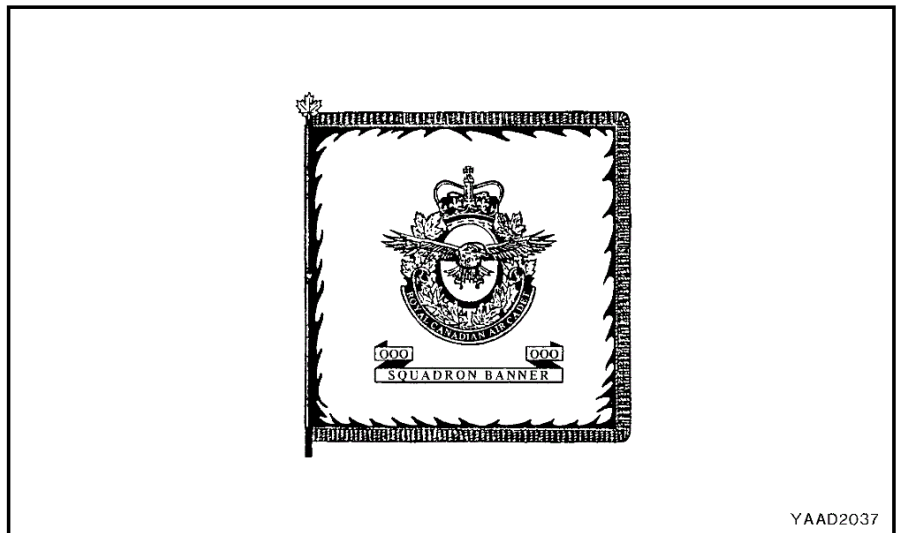
YAAD2035

Figure 4A-6 Royal Canadian Air Cadets Banner



YAAD2036

Figure 4A-7 Royal Canadian Air Cadets Ensign



YAAD2037

Figure 4A-8 Design for an Air Cadet Squadron Banner

CHAPTER 5 COLOURS

SECTION 1 POLICIES AND PROCEDURES

TRADITION

1. This chapter must be read in conjunction with Chapter 4, Section 1.
2. Colours are a unit's most prized possession. They are presented personally by the Sovereign or by an individual, normally the Governor General, nominated to act on the Sovereign's behalf. Historically, Colours marked and provided a rallying point for army regiments in the line of battle. Today, they are no longer carried in action or held by a unit in a theatre of war. They continue, however, as visible symbols of pride, honour and devotion to Sovereign and country.
3. On presentation, Colours are consecrated by the Chaplain General assisted by the unit chaplains; when the Chaplain General is unable to be present, he will personally designate a chaplain to officiate for him. Through this means, Colours are sanctified and devoted to service as symbols of honour and duty; all members of the unit, regardless of classification, rededicate themselves to constancy in the maintenance of these qualities. Once consecrated, Colours are closely guarded and they are honoured by the appropriate compliment while uncased.
4. Every effort must be made to prevent the loss of Colours to enemy forces. Colours shall not be taken overseas during active operations, including United Nations, NATO, international and other peacekeeping type operations, and units serving overseas at the outbreak of hostilities shall immediately return their Colours to Canada. They are to be destroyed on threat of capture by hostile elements.
5. Traditionally, the Colours of The Royal Regiment of Canadian Artillery are its guns, though the word "gun" is now deemed to include rockets and missiles on launchers, and any other main-equipment weapon system of the artillery. It is impracticable in modern times to consider guns as Colours on non- ceremonial occasions, but they are always treated with dignity and respect. When on ceremonial parade with formed artillery units or sub-units; however, artillery guns are accorded the same compliments as other Colours.

ENTITLEMENT

6. Colours may only be presented to combatant or potentially combatant navy and air force higher formations; army and air force units organized and roled to stand in the line of battle; and the Royal Military College of Canada, which is treated for these purposes as if it was an infantry battalion.
7. The following are entitled to single Colours, with their type noted in brackets:
 - a. Maritime Command (Queen's Colour);
 - b. armour regiments:
 - (1) horse guards and dragoon guards (Standard),
 - (2) others (Guidon); and
 - c. operational flying squadrons with 25 years' service or which have earned the Sovereign's special appreciation for outstanding operations (Standard).

8. The following are entitled to a stand of Colours composed of a Queen's Colour and a command/college/regimental Colour:

- a. Air Command;
- b. Royal Military College of Canada; and
- c. infantry and airborne battalions, other than those from rifle regiments (rifle regiments have no Colours as their original tactical role precluded them from carrying and using Colours on the battlefield). (See Note below.)

NOTE

The drums of rifle regiments are not Colours, although they may be emblazoned with battle honours and honorary distinctions. Drums shall not be paid compliments. (See also Chapter 4, Annex A.)

APPLICATION

9. Colours are designed in accordance with standard patterns for easy recognition. (See Annex A.) However, there is some flexibility to select a central identifying device on an army Colour, or to choose which battle honours are to be emblazoned if a unit possesses more than the number allowed for any one war (see Chapter 3). When applying for a new Colour, a unit may submit a sketch of their preferences through normal channels to National Defence Headquarters (NDHQ)/Directorate of History and Heritage (DHH). Justification shall be provided for any request to deviate from standard patterns, or any use of a central badge other than the principal badge of the unit concerned (flying squadrons must use their principal badge). DHH will comment on any military custom and protocols involved, if required. When all details are settled, DHH will forward the application to the Governor-General for painting and approval. New uses of Royal devices must first be approved personally by the Sovereign.

10. Once the design is approved, DHH will initiate procurement of the Colour and advise the unit when the manufacture is complete.

11. The Deputy DHH, as Inspector of Canadian Forces (CF) Colours and Badges, is charged with the responsibility of inspecting manufactured Colours for design accuracy and quality, and for Colour acceptance.

PRESENTATION

12. After a unit is advised that a Colour has been manufactured and accepted, a request for presentation by the Governor-General shall be forwarded through normal military channels (see CF Administrative Order (CFAO) 61-16), with an information copy to NDHQ/DHH, to include:

- a. the location of the proposed ceremony;
- b. the preferred date of the proposed ceremony and two alternative dates;
- c. a programme outline for the visit, including any activities planned to take place in connection with the presentation ceremony; and
- d. the name, telephone number and e-mail address of the unit project officer.

13. If the Governor-General does not find it possible to officiate at the presentation, the command headquarters concerned shall make arrangements with the appropriate provincial lieutenant-governor in accordance with CFAO 61-16. Should the lieutenant-governor not be able to make the presentation, the unit shall advise NDHQ of its choice for an alternative dignitary. As approval of the Governor-General is necessary, the invitation to the alternative dignitary shall not be extended until authority to proceed is received from NDHQ.

14. Any proposal that the Sovereign or other member of the Royal Family visit Canada on an official basis requires Government approval in accordance with CFAO 61-16. Should a unit wish to invite a royal personage to present a Colour, a formal request shall be forwarded through normal channels to reach NDHQ a minimum of one year before the presentation date. In addition to the details required by paragraph 12, the unit shall include:

a. a detailed substantiation for the request that the Sovereign or member of the Royal Family present the Colour; and

b. a statement that the unit is willing to undertake, if necessary, the payment of the expenses incurred by the royal party which arise from attendance at a Colour ceremony.

15. If the presence of the royal personage requested cannot be arranged, NDHQ will advise the unit through normal channels. The unit may then submit a new request for presentation in accordance with paragraph 12.

ISSUE OF NEW COLOURS

16. New Colours shall not be issued to a unit until 30 days prior to the confirmed presentation date.

17. Unconsecrated Colours will normally be shipped via military or civilian mail services to units; however, units may, with prior coordination and through their own arrangements, have escorts pick up Colours at the office of the Inspector of CF Colours and Badges at DHH.

COLOURS PROTOCOL

18. New Colours shall not be granted the dignity of Colours until consecration has taken place, nor shall they be carried on parade until they have been consecrated. Once Colours have been consecrated and presented, they shall be accorded the highest honours at all times and treated with great respect and care.

19. When new Colours are replacing old Colours that are declared non-serviceable, they are presented and consecrated in the same manner as the original ones.

20. Colour-bearing units converted to units of The Royal Regiment of Canadian Artillery or the Military Engineering Branch may continue to hold and parade their Colours when the unit is parading alone on exclusively unit occasions and no non-unit personnel are present in an official capacity (see note below). These Colours shall not be maintained or replaced at public, non-public or private expense. In all other cases, and when the above are worn out, units converted to non-Colour-bearing status shall lay up their Colours at the time of the conversion.

NOTE

Colour-bearing units converted to artillery or army field engineer retain the right to parade their Colour as, by definition, The Royal Regiment of Canadian Artillery also possesses Colours (see paragraph 5 above) and, along with the Military Engineering Branch, have been awarded an honorary distinction "to take the place of all past and future battle honours and distinctions gained in the field." (See Chapter 3, Section 2, paragraph 10.)

21. Because of their symbolism and purpose, Colours belong to a separate class from other flags and are not paraded with other flags in any Colour party.
22. When a stand of Colours is carried, the Queen's Colour occupies the position of honour, i.e., on the right of the Colour party.
23. Colours are not uncased after retreat or before sunrise unless the place for the parade is illuminated.
24. Colours on parade mark and identify the formation or unit concerned. They are normally positioned in the centre or at the fore of the body of personnel they represent; see A-PD-201-000/PT-000, CF Manual of Drill and Ceremonial.
25. Parading Colours. In Canadian practice, Colours and Colour parties are never paraded separately from the military body whose presence they mark and whose honour and duty they represent. They are only paraded as an integral part of the formation or unit concerned. An order to a unit which implies giving up control of its Colour can be seen as a sign of disgrace. Except as detailed in sub-paragraph c. below, commanding officers are responsible for ensuring that their Colours are never paraded with or by another unit. Thus:
- a. In general, whenever a unit or a major portion of a unit is paraded on a ceremonial occasion, the unit's Colour or Colours may also be paraded.
 - b. Except for the special case of guards, including escorts and guards of honour (see Chapter 13), when small portions of a unit are paraded separately they are regarded as detachments rather than the unit itself. In these cases the Colour or Colours remain with the unit.
 - c. Colour parties from different formations or units are never combined into a single massed Colour party except immediately prior to joining their units at the beginning of a joint parade or after a joint consecration, or after being fallen out from their units to be lodged, deposited or laid up. Under special circumstances, Colour parties of several battalions of the same regiment may be combined when these battalions are brigaded on a purely regimental parade and not scheduled to manoeuvre separately; the combined Colour party then marks the entire regimental line. (If units manoeuvre, the Colours take post back with their battalion.)
26. Command Colours are paraded when ordered by NDHQ or the commander of the appropriate command, for example for a Royal or State guard of honour, or on ceremonial occasions when the personnel on parade represent the command as a whole. They are not paraded on those occasions which only represent individual subordinate units or other sub-components of the command.
27. The Queen's Colour of Maritime Command is not paraded on board ship or in a foreign territory.

CUSTODY

28. Commanding officers are responsible for the safeguarding, care and maintenance, and appropriate manner of the display of Colours. When at rest, Colours should be displayed uncased in an air-tight glass case, customarily in an officers' mess or other guarded lodging location, and protected from direct sunlight and fluorescent lamps. Only incandescent lighting, low-UV fluorescent lamps or fluorescent lamps fitted with filtering sleeves should be used.
29. Stands of Colours are most effectively displayed with the Colour pikes crossed. Since the Queen's Colour should be on the left as viewed from the front, the reverse of the Queen's Colour and the obverse of the regimental Colour will then be seen by viewers from the front (see Figure 5-1-1). Protocol and precedence determines the positions of the Colours, not the pikes. It is common, therefore, to cross the pike of the Queen's Colour behind that of the command/college/regimental Colour so that the latter is readily accessible when it alone is needed for a parade.

31. A single Colour should be placed on wall brackets positioned at an angle sufficient to permit the display of the Colour, i.e., at an angle of approximately 45 degrees. Normally, the pike of a single flag displayed against a wall is lowered to a viewer's left (see Chapter 4, Section 2). However, since a few Colours (e.g., a Guidon with too many battle honours to be accommodated on one side) have a different obverse and reverse, single Colours should be displayed angled to the viewer's right – i.e., the pike should travel downward from the viewer's right the left foot – so that the observe side of the Colours will be displayed (see Figure 5-1-2).

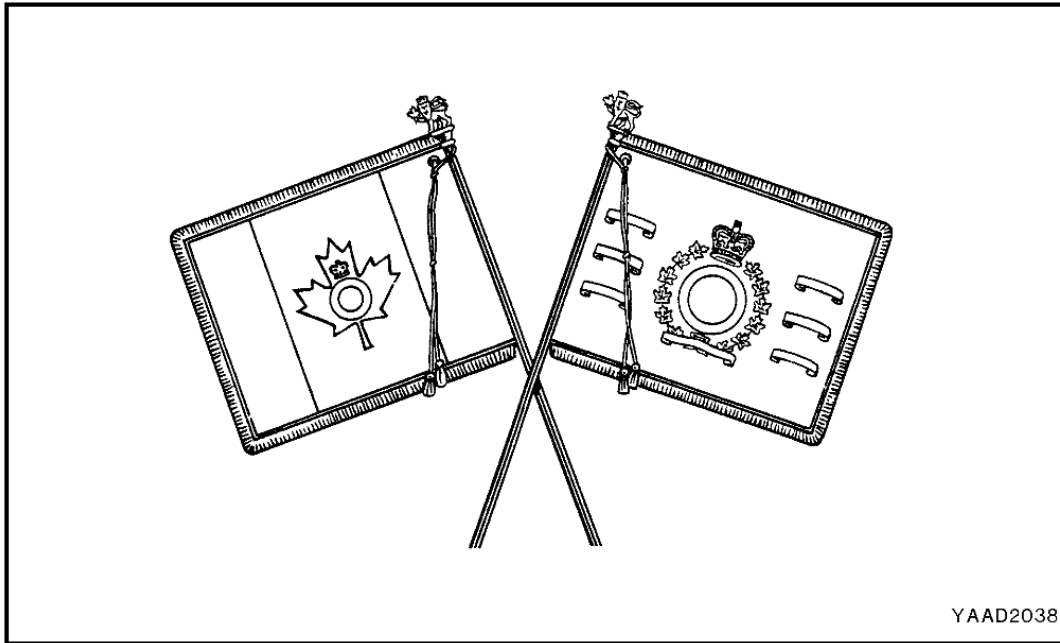


Figure 5-1-1 Displayed Stand of Colours

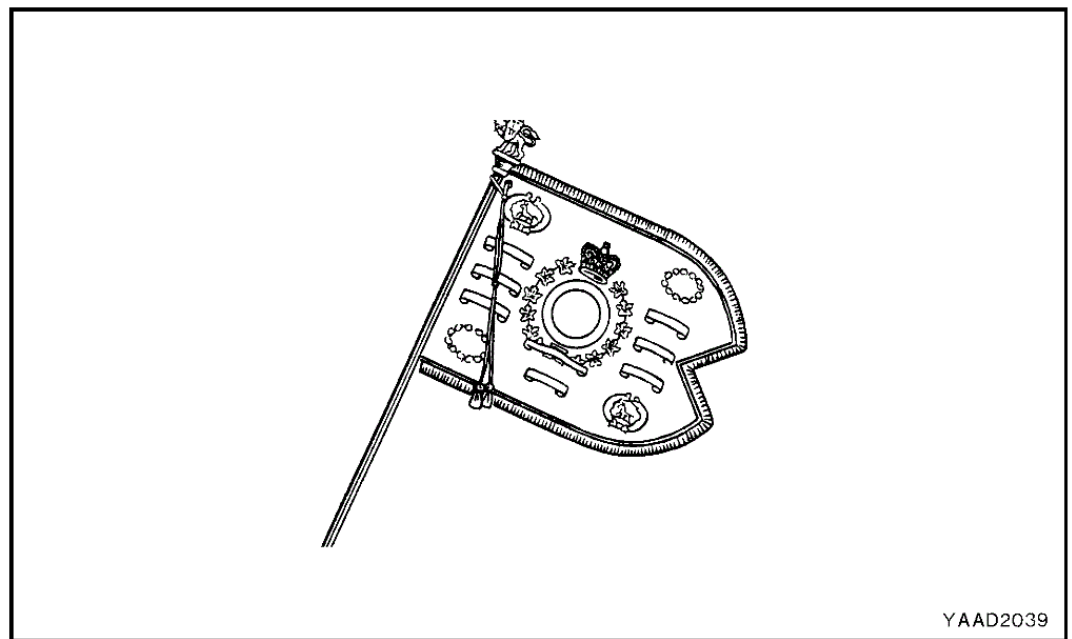


Figure 5-1-2 Displayed Guidon

31. Colours carried outside are normally cased in the event of very heavy rain. If a Colour does get damp, it must be removed from its case as soon as possible after the parade and suspended horizontally on its pike to dry thoroughly before being replaced in a wall case or returned to the leather case.

ACCOUTREMENTS

32. When a Colour is issued it comes complete with the following accoutrements:

- a. Colour pike, or lance;;
- b. pike head, which is the crest of the Arms of Canada;
- c. black leather Colour case,
- d. carrying belt, and
- e. tasselled cords.

33. Colours for newly formed battalions in foot guards regiments and the Princess Patricia's Canadian Light Infantry (PPCLI) are issued with a wreath of laurel.

- a. The Colours of foot guard regiments are decked with the wreath when carried on duty on specific dates related to regimental battle honours.
- b. The Colours of the PPCLI are decked with the wreath at all times when uncased.

REPAIR AND REPLACEMENT

34. With proper maintenance, Colours should remain in service for many years. There is no set replacement time as this is related to frequency of use. Colours are never replaced as a requirement for a celebration or major event such as a Royal visit.

35. Colours are not replaced until they are worn out. Minor repairs, such as re-attaching fringes and sewing down loose threads or devices, shall be done locally through base supply budgets. DHH also holds a small stock of flag cords, fringes, pikes, Colour cases, pike hardware, etc., that may be supplied to units for repairs.

36. Colours shall not be commercially dry cleaned. If necessary, a soiled Colour may be brushed gently with a clean soft brush.

37. Should major repairs or replacement be necessary, the commanding officer shall request these through normal channels to NDHQ/DHH. The request shall include:

- a. details of abnormal usage or accidental damage;
- b. an accurate description of the extent of damage, including colour photographs, clear colour photocopies or electronic files of the areas requiring repairs;
- c. estimated cost of repair; and
- d. names of commercial agencies which the unit is satisfied can undertake repair, or a recommendation that the Inspector of CF Colours and Badges undertake final inspection and responsibility for repair or replacement.

38. Should DHH inspection be necessary, Colours will normally be shipped without escort, but must be given maximum protection in packaging and shipment. Non-sulphurous tissue paper is recommended. The Colour may be folded and placed in an attaché case or other suitable container.

39. When a Colour is repaired, it is still considered to be the same consecrated Colour so long as its principal identifying devices, the set of badges and devices emblazoned in the centre, are retained. It is simply taken back into use. Pieces which are removed during repair lose their sacred status once separated from the whole. Such pieces still belong to the Crown and, to prevent anyone from claiming that they "own" part of a Colour, all remnants shall be burnt to ashes.

40. Should the Inspector of CF Colours and Badges confirm that replacement is necessary, DHH will initiate follow-on action.

SECTION 2 RETIREMENT AND DISPOSAL OF COLOURS

OWNERSHIP AND CONTROL

1. All Colours which have been consecrated and presented to a unit of the Canadian Forces (CF), whether donated or provided at public expense, are and remain Crown property in perpetuity, and are controlled by the Department of National Defence on behalf of the Canadian government. The Colours are memorials to the brave deeds and sacrifices of the units and individuals who serve under them. If deposited or laid-up, they are the responsibility of the custodian and must remain accessible to the public. Formal permission from National Defence Headquarters (NDHQ)/Director History and Heritage (DHH) is required before removal for any purpose.

2. Custodians shall ensure that laid-up and deposited Colours are kept on display to the general public. They may not be stored or displayed in unaccessible areas, e.g. stored in sliding drawers in museum curatorial spaces with restricted access for scholarly research purposes only.

3. Under no circumstances are Colours or portions of Colours allowed to pass into the possession of private individuals. If the custodian can no longer preserve them, they must be returned to NDHQ/DHH for disposal, unless mutually satisfactory arrangements can be made with the unit and DHH.

4. When Colours are honourably retired and laid-up, they are left to decay and disintegrate, normally on their pikes or lances, until they cease to exist. Although the custodian may preserve the Colours under glass or otherwise handle them to retard disintegration, they shall never be restored. To do so would be akin to creating facsimiles of the consecrated originals. Although there are instances of replicas being made of Colours, NDHQ will not authorize their use or production. If replicas are identified, they must be clearly marked for historical or display purposes. They cannot be consecrated, carried or deposited, and they are not entitled to the honours accorded consecrated Colours.

5. Pieces which become detached while a Colour is laid-up, lose their sacred status and shall be burnt to ashes (see Section 1, Paragraph 39). Pikes, cords and pike heads for laid-up Colours shall not be replaced from public, non-public or private funds.

6. Serviceable Colours of a disbanded unit remain the property of the Crown and may be reactivated should the unit be reconstituted. In such case, DHH shall issue instructions through command headquarters to ensure that Colours can be reclaimed from the custody of those persons entrusted with deposit.

PROCEDURE

7. Colours in possession of a unit shall be deposited or laid-up:

- a. when a unit is to be disbanded or made dormant;
- b. when units are amalgamated or redesignated and the old Colours are no longer to be carried, but only after new Colours have been obtained;
- c. when a unit cannot provide a suitable Canadian based rear-party and is assigned to the Special Force on mobilization and warned for active service duty outside of Canada, or when a unit is ordered on active operations, including United Nations, NATO, international and other peacekeeping-type missions; and
- d. when a unit is converted or re-rolled to a non- Colour-bearing unit (see Section 1, paragraph 20).

8. In addition, when Colours are replaced for reasons of non-serviceability, the old Colours shall be disposed of in a laying-up ceremony as detailed in A-PD-201-000/PT-000, Manual of Drill and Ceremonial.

9. Lay-up shall be in either a sacred or public building, in accordance with unit preference. Churches, legislative buildings and city halls are most common. A military museum which is generally open to the public is acceptable as a public building; an officers' mess is not. DHH will give further guidance on request if necessary.

10. When Colours have been deposited or laid-up, a report shall be forwarded through normal channels to NDHQ/DHH, which shall include:

- a. the nature of the Colour(s) deposited and date;
- b. the name and location of the building in which deposited;
- c. the custodian (e.g., church, municipal, county, provincial or federal authority);
- d. certification that the custodian has been fully briefed regarding ownership and procedure issues, and is aware that deposited Colours may be reactivated; and
- e. verification that the location is in accordance with unit preference.

11. Commanding officers of units depositing Colours shall ensure that the custodian is provided with a copy of sections 1 and 2 to this chapter.

CHAPTER 6 BADGES AND MOTTOES

CADET AND JUNIOR RANGER BADGES

67. Military cadet corps have been organized on military lines since at least 1861 and are supported by, but do not form part of the CF. The Junior Canadian Ranger Programme is similar to the Cadet Programme. Local Ranger patrols organize and train Junior Ranger patrols in their communities with training emphasis on local values and traditions.

68. Instructions for cadet badges are issued by NDHQ/Director General Reserves and Cadets. In general, cadet badge use parallels that of the CF. Cadet uniform and other secondary badges or insignia are described in applicable cadet regulations and cadet wear of CF uniform items on selected occasions is noted in A-AD-265-000/AG-001, CF Dress Instructions (1998 edition) Chapter 2, Section 1, paragraph 49. See also Chapter 4, Annex A, for general information on cadet flags.

69. **Royal Canadian Sea Cadet and Navy League Cadet Corps.** Each corps has its own badge or uses that of a namesake ship. Badge frames are that for a Canadian ship in Annex A, or the official or unofficial frame used by former British or Canadian namesake ships, differenced as follows:

- a. Cadet corps badges have red maple leaves at the bottom of the rope frame. HMC ship badges have gold maple leaves.
- b. Cadet corps badge name plates are gold with black lettering. HMC ship badge name plates use the livery colours of the ship.

70. **Royal Canadian Army Cadet Corps.** Army cadet corps may have their own badge, use that of an affiliated CF branch or regiment, or use a universal-pattern badge. If the badges of affiliated CF units are used, a separate line or scroll shall always be added for the cadet corps to prevent confusion (see paragraphs 23 and 60). The universal-pattern badge is described as:

- a. Upon a maple leaf, the designation "RCAC" ensigned by the Crown; on a scroll below, the motto "ACER ACERPORI".

71. **Royal Canadian Air Cadet Squadrons.** Air cadet corps squadrons may have their own badges based on a standard design frame with the central device following design practices applicable to air force units within the CF, see para 41.

72. **Junior Canadian Rangers.** The Junior Canadian Ranger badge is of the shoulder-sleeve variety. The badge is a red shield, bordered in green with a sprig of three green maple leaves with the words "JUNIOR CANADIAN" above "RANGERS" above "JUNIORS CANADIENS", in green.

ANNEX A BADGE FRAMES

1. Authorized badge frames are illustrated below. The conventional colour scheme for each is shown in the examples in A-AD-267-000/AG-001 to 004, Insignia and Lineages of the Canadian Forces (CF) (revised edition to be issued).

2. A request for a new or revised badge frame will be submitted to National Defence Headquarters/Director History and Heritage (Attention: Inspector of CF Badges and Colours) through normal channels. When possible, the use of the existing badge frames will be expanded, rather than designing a new one. Too many variations defeats the purpose of badge frames: to allow quick, visual identification of a unit's type and function.

CHAPTER 9 DAYS OF COMMEMORATION

POLICY

1. The following days are commemorated by the Canadian Forces (CF):
 - a. Remembrance Day – 11 November;
 - b. Battle of Atlantic Sunday – first Sunday in May; and
 - c. Battle of Britain Sunday – the Sunday falling within the period 15 to 21 September.
2. Other days may be commemorated by units as appropriate.
3. Care shall be taken to include veterans and other former members of the military "family" in all commemoration events organized by the CF.
4. The CF will support veterans and other organizations interested in initiating ceremonies observing military anniversaries by providing support within available resources.
5. The participation of CF members on memorial parades is subject to Queen's Regulations and Orders, Article 33.01.

REMEMBRANCE DAY CEREMONIES

6. A commanding officer (CO) shall order memorial parades for all ranks to take place on 11 November, Remembrance Day. However, the CO may cancel the parades if sufficient CF members from the unit are involved in a comparable ceremony, such as the National Ceremony in Ottawa.
7. In Her Majesty's Canadian (HMC) Ships. When parades and ceremonies cannot be held in HMC ships in accordance with paragraph 6, a period of two minutes silence commencing at 1100 hours (local time) on 11 November shall be observed, if feasible. HMC Ships in company with ships of Commonwealth or foreign navies shall observe Remembrance Day by ceremonies arranged mutually with ships present.
8. Flying of Flags. Flags shall be flown at halfmast at all defence establishments from hoisting until 1120 hours. (See Chapter 4, Section 2, paragraph 28.)
9. Gun Salutes. Gun salutes shall be fired at designated saluting stations, as prescribed in Chapter 13, Section 2, paragraphs 9 and 17.

BATTLE OF ATLANTIC SUNDAY

10. The national ceremony commemorating the Battle of the Atlantic is held annually in Halifax at the Halifax Memorial and is the responsibility of Commander Maritime Command.
11. Special memorial parades shall be held by naval units with invitations extended to local civic dignitaries. Members of veteran's organizations, Navy League and Sea Cadets, and the general public shall be encouraged and invited to attend these activities.

BATTLE OF BRITAIN SUNDAY

12. The national ceremony commemorating Battle of Britain Sunday is held at the Commonwealth Air Force Memorial in Ottawa.

13. Officers commanding air units shall hold a memorial parade, or, if the size of the unit warrants, a march past, in observance of Battle of Britain Sunday. Where practicable, the ceremony shall include the laying of wreaths on war memorials and cenotaphs by senior officers.

14. Members of the Air Force Association of Canada (AFAC) and Royal Canadian Air Cadet Squadrons shall be invited to participate in these ceremonies.

CHAPTER 11 MILITARY FORMS OF ADDRESS

ANNEX A SHORT FORMS OF ADDRESS

(Ranks are in accordance with Schedule 21 to Chapter N-5 of the National Defence Act)

Naval Rank	Short Form of Address	Army / Air Force Rank	Short Form of Address
Admiral	Admiral	General	General
Vice-admiral	Admiral	Lieutenant-General	General
Rear-Admiral	Admiral	Major-General	General
Commodore	Commodore	Brigadier-General	General
Captain (N)	Captain	Colonel	Colonel
Commander	Commander	Lieutenant-Colonel	Colonel
Lieutenant-Commander	Lieutenant-Commander	Major	Major
Lieutenant	Lieutenant	Captain	Captain
Sub-Lieutenant	Sub-Lieutenant	Lieutenant	Lieutenant
Acting Sub-Lieutenant	Sub-Lieutenant	Second Lieutenant	Lieutenant
Officer Cadet	Cadet	Officer Cadet	Cadet
Chief-Petty Officer, 1st Class	Officer, or Chief	Chief Warrant Officer	Mr/Mrs/Miss/Ms (followed by Surname)
Chief-Petty Officer, 2 nd Class	Chief-Petty Officer, or Chief	Master Warrant Officer	Master Warrant Officer
Petty Officer, 1st Class	Petty Officer or PO	Warrant Officer	Warrant Officer or Warrant
Petty Officer, 2nd Class	Petty Officer or PO	Sergeant	Sergeant
Master Seaman	Master Seaman	Master Corporal	Master Corporal
Leading Seaman	Leading Seaman	Corporal	Corporal
Able Seaman	Able Seaman	Private	Private
Ordinary Seaman	Ordinary Seaman		

CHAPTER 13
MILITARY HONOURS AND GUN SALUTES

SECTION 1
GENERAL

ANNEX A
TABLE OF HONOURS AND SALUTES ACCORDED TO IMPORTANT PERSONAGES

Serial	Personage	Title of Salute	Strength of Guard	Musical Salute	Gun Salute	Colours, Flags, Ensigns
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1.	HM The Queen; HRH Prince Philip, The Duke of Edinburgh; HM Queen Elizabeth, The Queen Mother	Royal	100	Initial Salute – God Save the Queen (in full). Final Salute – O Canada (in full)	21	Serials 1 to 6 inclusive. Colours shall be carried by Colour - bearing formations and units and shall be dipped during the Royal or State Salute. Units and elements possessing a stand of Colours (Queen's and Command/College/Regimental) shall carry both Colours. If the guard is mounted by a formation or unit which does not possess Colours, the National Flag of Canada and the CF Ensign shall be carried. The latter two shall not take post forward in review order; they shall be let fly during the Royal or State Salute and not be dipped or lowered.
2.	Other Members of the Royal Family	Royal	100	Initial Salute – God Save the Queen (1st six bars). Final Salute – O Canada (in full)	21	
3.	Foreign Sovereigns and Members of Reigning Foreign Families; Presidents and Heads of State of Commonwealth and Foreign Countries	Royal (or State)	100	Initial Salute – appropriate national anthem (in full). Final Salute – O Canada (in full)	21	
4.	Governor-General of Canada	Royal	100	Initial and Final Salutes – Vice Regal Salute (1st six bars of God Save the Queen and 1st and last four bars of O Canada)	21	
5.	Governor-Generals of Commonwealth Countries	Royal	100	Initial Salute – God Save the Queen (1st six bars). Final Salute – O Canada (in full)	21	
6.	Lieutenant-Governor of a Canadian Province within sphere of jurisdiction	Royal	100	As per Serial 4	15	

Serial	Personage	Title of Salute	Strength of Guard	Musical Salute	Gun Salute	Colours, Flags, Ensigns
(a)	(b)	(c)	(d)	(e)	(f)	(g)
7.	The Prime Minister of Canada; Prime Ministers (Heads of Government) of Commonwealth and Foreign Countries, the Vice President of the United States; Ambassadors and High Commissioners	General	50	Initial Salute – appropriate national anthem (in full). Final Salute – O Canada (in full)	19	Serials 7 to 10 inclusive. Formations and units possessing a stand of Colours, or units possessing only a single Colour, shall carry only the Command/ College/ Regimental (or "second") Colour. (Maritime Command, which possesses only a Queen's Colour, shall not carry it for these serials.) If Colours are not available, the National Flag of Canada and the CF Ensign or a command flag shall be carried for Serials 7 to 9, and may be carried for Serial 10. The Colour or flags shall be let fly during the General Salute; they shall not be dipped or lowered. Flags shall not take post forward in review order.
8.	The Minister and the Associate Minister of National Defence, and the equivalent of Commonwealth and Foreign Countries	General	50	As per Serial 7	17	
9.	Defence Council, Naval Board, Army Council, or Air Council of Commonwealth countries when acting as a corporate body (two or more members to constitute a quorum)	General	50	"The General Salute"	15	
10	Field Marshal or equivalent General or equivalent Lieutenant-General or equivalent Major-General or equivalent Brigadier-General or equivalent	General General General General	50 50 50 50 50	"The General Salute" "The General Salute" "The General Salute" "The General Salute"	19 17 15 13 11	

Serial	Personage	Title of Salute	Strength of Guard	Musical Salute	Gun Salute	Colours, Flags, Ensigns
(a)	(b)	(c)	(d)	(e)	(f)	(g)
11.	Colonel to Major inclusive	General	Nil (see Note 2)	See Note 2	Nil	Nil
12.	Foreign distinguished personages not included in previous serials	Honours as directed by NDHQ. Such honours shall normally be those accorded the distinguished personages when officially visiting an establishment of their own nation except that a gun salute, if prescribed, shall not exceed 19 guns.				Serial 12. Colours or flags shall be carried as directed by NDHQ.

NOTES

1. The musical salutes for a pipe band are listed hereunder and the detail of the music to be played can be found in the CF Pipe Band Manual and Chapter 7:

a. for a Royal Salute – "Mallorca";

b. for a Vice-Regal Salute – the second four bars of "Mallorca" with a dotted eighth note and sixteenth note anacrusis, and the first two bars of "O Canada"; and

c. for a General Salute –

(1) CF bands – the first eight bars of "Loch Leven Castle", and

(2) cadet bands – the first two and last two bars of "The Maple Leaf Forever".

2. Officers of the rank of colonel and below are not entitled to a personal guard of honour, but may receive compliments from a ceremonial quarter guard; see A-PD-201-000/PT-001, CF Manual of Drill and Ceremonial. The music to be played, at the discretion of the commander/commanding officer is as follows:

a. "The General Salute"; or

b. an appropriate excerpt from the official march of the formation or unit being inspected; or

c. an appropriate excerpt from the official march of the military formation or unit of which the dignitary is a member.

3. Once a guard of honour has been mounted, it will normally salute only the dignitary on whom it is mounted. A guard of honour is mounted at the moment of its initial salute to the honoured dignity and dismounted at the moment of the final salute. When mounted, it is addressed as "guard of honour." When dismounted, it is addressed simply as "guard" and will render normal salutes like other armed bodies of troops.

4. Full military honours involve mounting a guard of honour, playing a musical salute and firing a gun salute. Each may also be provided independently depending on the circumstances; however, full military honours are normally rendered on official occasions, when practicable, to dignitaries entitled to a Royal (State) Salute (serials 1 to 6 inclusive).