SUBJECT GROUP 5000-5199 GENERAL

SUBGROUP 5060 - HONORS AND CEREMONIES

5060.1 Honors, Distinctions, and Salutes. Honors, distinctions, and gun salutes will be rendered as appropriate in accordance with U.S. Navy Regulations. SOPA (ADMIN) Hampton Roads will coordinate honors to be rendered when several component commands are concerned, to avoid unnecessary or improper duplication.

a. SOPA (ADMIN) Hampton Roads should be notified of the movement of persons for whom honors are rendered in order that all commands and personnel along the route may be alerted.

b. All ships present in the Hampton Roads Area will advise SOPA ADMIN HAMPTON ROADS NORFOLK VA, INFO respective SOPA ADMIN SUBAREA by message at least 48 hours prior to firing gun salutes as prescribed by paragraph 5060.6 below.

5060.2 Morning and Evening Colors

a. In accordance with law and custom, all pedestrians throughout Hampton Roads Area, both military and civilian, will comply with U.S. Code Annotated, Title 36, Section 177, as noted below:

"During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in a review, all persons present should face the flag, stand at attention, and salute. Those present in uniform should render the military salute. When not in uniform, men should remove the headdress with the right hand holding it at the left shoulder, the hand being over the heart. Men without hats should salute in the same manner. Aliens should stand at attention. Women should salute by placing the right hand over the heart. The salute to the flag in the moving column should be rendered at the moment the flag passes."

b. Occupants of all vehicles, military or civilian, will comply with Article 1006.9 of Navy Regulations 1973, as quoted below:

"During colors, vehicles within sight or hearing of the ceremony shall be stopped. Persons riding in such vehicles shall remain seated, at attention."

For purposes of executing morning and evening colors with traditional military smartness, all commands within Hampton Roads Area refer to paragraph 3110.4b.

5060.3 Military Courtesies to Flag Officers. Military personnel and federal civilian employees will be alert for and yield right

of way to official vehicles bearing the insignia of a flag officer or civilian government official. This action does not apply to police, fire, or ambulance type of vehicles on an emergency call, as they must automatically be given the right of way.

5060.4 Customs, Traditions, Courtesies

a. Military personnel will conduct themselves in the highest traditions of their service. Customs, traditions, and courtesies as described in U.S. Navy Regulations 1973, Blue Jackets' Manual, Naval Orientation, and other directives will be observed.

(1) It is required that hand salutes be rendered to officers in vehicles if safety permits. Passengers other than the drivers should be alert to render and return salutes. Official cars carrying personal flags, insignia or plates, clearly indicate that the officer represented thereby is in fact in the vehicle. The hand salute is a matter of courtesy and should be exchanged between officers of equal rank as well as between juniors and seniors. Salutes are to be exchanged and should be demanded.

(2) It is the duty of every naval officer to take positive action to correct non-observance of the elements of military courtesy immediately as he notes them in his juniors. It is emphasized that this responsibility extends to all juniors and is not restricted to individuals of the same command. In general, personnel will comply with orders and customs if they consider it to be important. In most cases, brief, on-the-spot instructions to the offender will be adequate. In the event of a flagrant case, a written report via the chain of command to the offendee's commanding officer is appropriate.

b. Information on appearance and uniforms will be found in Section 1020 of this manual.

5060.5 Passing Honors. In accordance with CINCLANTFLTINST 5400.2 series, passing honors will be dispensed with while mooring/unmooring in pier complexes in the Hampton Roads area. Appropriate honors will be rendered:

a. Where international courtesy or the seniority of an embarked official or officer indicates; and

b. to all officials and officers passing in boats.

5060.6 Gun Salutes

a. General. NAVSTA Norfolk, NAVSHIPYD Norfolk, and NAVPHIBASE Little Creek have fixed saluting batteries. National

salutes fired by foreign men-of-war visiting the Hampton Roads area are directed to and returned by the Department of the Army Saluting Station, Fort Monroe. The saluting battery at NAVSTA Norfolk returns personal salutes fired by foreign men-of-war. Gun salutes by foreign men-of-war are coordinated through SOPA (ADMIN) Hampton Roads.

b. Requesting and Firing Gun Salutes

(1) Shore stations will fire salutes on Washington's Birthday, the 4th of July and Memorial Day as prescribed by Article 1083 of Navy Regulations. Stations firing these salutes are those with fixed saluting batteries listed above.

(2) Foreign men-of-war firing personal salutes will do so to SOPA Hampton Roads.

(3) Requests to fire gun salutes in support of ceremonies at piers (i.e. changes of command) will be handled on a case by case basis. Requests should be submitted by message from the ship to the applicable installation commanding officer, INFO SOPA (ADMIN) Hampton Roads, at least 48 hours prior to firing any rounds using the following format:

FM {ORIGINATOR}
TO {INSTALLATION}
INFO {TYPE COMMANDER}
SOPA ADMIN HAMPTON ROADS AREA VA //N312//
ALL SHIPS AND FLEET UNITS NORFOLK SUBAREA VA
UNCLAS//NO5060//
SUBJ: GUN SALUTE
MSGID/GENADMIN/(ORIGINATOR)//
RMKS/1. UNODIR INTEND TO FIRE SALUTING BATTERY IN SUPPORT OF ( ) CEREMONY, FIRING ( ) RNDS AT (DTG LOCAL) FOR PRACTICE AND ( ) FOR CEREMONY.
2. POC: (NAME), (PHONE NUMBER).//

(4) Shore station requests for saluting battery support for appropriate occasions (Flag officers only) should be made by letter to NAVPHIBASE Little Creek, copy to SOPA (ADMIN) Hampton Roads at least 30 days prior to the ceremony.

c. NAVSHIPYD Norfolk at Portsmouth and adjoining Elizabeth River communities have in common many venerable naval traditions, and at least one of them is believed to be unique in character. This is the familiar "9 o'clock gun" which has punctually announced the evening hour of "two bells" since 1847. For more than a century its well-known voice has been heard here by forces afloat and ashore and by all local citizens within sound of the nightly blast. Time-honored at this Shipyard, the custom is not known to prevail at any other naval station. In pre-radio days,

its welcomed and resounding "boom" heard for great distances over the waters, served to regulate every watch and clock in the Portsmouth-Norfolk area. It also served effectively as a juvenile curfew.

d. The saluting battery will be fired at 2100 hours. Notification of any ceremonial salute will be provided by Code 800 informing all commands on board NAVSHIPYD Norfolk of intent to fire the saluting battery in support of required functions.

5060.7 Dress/Full Dress Ship/Display Holiday Colors. Conducted in accordance with procedures outlined in Chapter 4 of the current NTP 13.

a. Ships in overhaul may be permitted to dress ship on authority of the sub-area SOPA when overhaul work prohibits full dressing ship.

b. Requests for special dress ship will be reviewed by SOPA (ADMIN) Hampton Roads on a case by case basis and are not routinely approved.

5060.8 Arrangements for U.S. Navy Ship Arrival and Departure Ceremonies

a. Procedures. When an arrival or departure ceremony is desired, the Type Commander or his Norfolk representative will advise Commanding Officer, NAVSTA Norfolk of the nature of the ceremony, approximate number of guests expected, the optimum berth and brow arrangements desired, etc.

b. Coordinator. NAVSTA Norfolk will make berthing arrangements and coordinate other logistic requirements with appropriate agencies, including the host ship. If the optimum berth cannot be made available, an alternate berth will be assigned which achieves, to the greatest extent possible, the Type Commander's desires.

c. Safety and Control of Family Members and Guests Welcoming Returning Ships

(1) Family members and guests must remain inshore of the ships berthed at that pier until all lines are passed and brows are in place.

(2) In order to ensure safety and control of family members and guests during berthing evolution, host ships, when assigned, are required to provide an appropriate number of ushers to assist police in crowd control functions. Safety of family members and guests will be the paramount concern of the police and ushers.

d. Boarding Priority. In accordance with CINCLANTFLT policy and upon completion of necessary customs/agriculture inspections, waiting family members will be granted boarding priority over other welcoming Navy, VIP or civilian officials.

e. Public Affairs. Arrangements for community participation and press coverage of arrival or departure of U.S. Navy ships should be made through the COMNAVREG MIDLANT Public Affairs Office. The Public Affairs Officer coordinates participation of the Armed Services and Hospitality Committee of the Chamber of Commerce and assists in other arrangements as appropriate.

f. Originating Commander Responsibilities. The originating commander will make such other special greeting arrangements as desired, such as banners, etc.

g. Protocol. Full cooperation by all concerned in applying the procedures stated above will result in enhancing the morale, safety and convenience of family members and returning service members.

5060.9 Ceremonies

a. PWC Norfolk provides platforms, podiums, sound systems, and related ceremonial items in support of afloat commands. Make arrangements by LOGREQ and/or phone for these services. Notification of requirements should be made as far in advance as possible to ensure best service. Funding by DD Form 1149, NAVCOWR Form 2275, Minor Work Request, or check MUST be received by PWC Norfolk prior to the reservation of any commercially rented equipment or the set-up of any PWC Norfolk owned equipment.

b. NAVSEA approval is required for ceremonies/public visits inside the Controlled Industrial Area (CIA). Requests for these visits are screened closely by the cognizant shipyard codes in accordance with NAVSHIPYDNORINST 5530.2 series prior to being forwarded to NAVSEA. These visits/ceremonies must provide a benefit to the U.S. Government, and a strict need-to-know principle should be applied in submitting such a request. NAVSHIPYD Norfolk recommends that ceremonies (i.e., change of command, retirement, etc.) be conducted outside the CIA at Trophy Park or Callaghan Center. Prior to making commitments and submitting a request for such an event inside the CIA, refer to NAVSHIPYDNORINST 5530.2 series for guidance. Subsequent to this, contact the Security Director, Code 1120, for further assistance.

5060.10 Quiet hours

a. Inappropriate noise is disruptive and interferes with the conduct of official ceremonies. The imposition of quiet hours during changes of command ensures that the solemnity and dignity of these ceremonies is preserved.

b. Commands within Hampton Roads requesting quiet hours for change of command ceremonies shall address their requests as follows:

(1) No later than 14 days prior to the ceremony, send message to NAVSTA NORFOLK VA (INFO copies to SOPA (ADMIN) HAMPTON ROADS NORFOLK VA (N301) and chain of command. This message will include the date, time, and location of the event; the area for which noise reduction is requested; and the name and phone number of a point of contact.

(2) Quiet hour requests for changes of command for Flag Officers, or for other ceremonies for which there will be a high level of public interest, will be addressed directly to SOPA (ADMIN) HAMPTON ROADS NORFOLK VA (N301), INFO to NAVSTA NORFOLK VA.

c. Installation commanding officers will ensure the thorough dissemination of noise abatement requirements to their respective tenant commands.