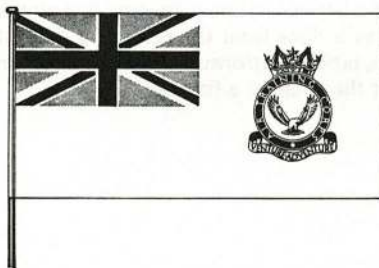


## CHAPTER 4

### THE ENSIGN

1. The ATC Ensign (Fig 10) is to be accorded the same dignified and respectful treatment as that demanded by tradition for the Royal Air Force Ensign. When it is being handled or folded the duty NCO is to ensure that at no time does it touch the ground. It is to be carried on the extended forearm to and from its place of custody.



*Fig 10 ATC Ensign*

2. The commanding officer is to decide the times at which it is to be hoisted or hauled down (note that it is not raised or lowered) but it must never be flown in the dark. It must never be hoisted or hauled down at times when it cannot be accorded proper dignity. It would be better to hoist it during daylight training parades at a time before the arrival of guests or those who do not know how to accord it a proper dignity and to haul it down after their departure, assuming that this takes place before sunset. It must, in any event, be hauled down by sunset. On formal squadron commander's parades it can be hoisted formally as the following chapters will show.

3. If it is to be hoisted for normal, daylight training parades the orderly officer is normally to attend and the following procedure carried out:

a. The duty NCO is to take the Ensign from its place of custody and convey it to the flagstaff at the time ordered. He is to detach the halyard from its cleat and is to attach the Ensign to the halyard, the folds being held over the free arm. On a signal from the orderly officer, he is to blow a long blast on his whistle and is then to hoist the Ensign slowly to the peak and the orderly officer (including a warrant officer if detailed as orderly officer) is to salute. On completion the orderly officer is to give another signal and the duty NCO is to blow two blasts on his whistle. He is then to secure the halyards neatly to the cleat.

b. All personnel within hearing distance of the whistle are to halt on the first signal, face the flagstaff, and officers are to salute. When the double blast is blown, officers are to complete the salute and personnel carry on with their duties.

c. On hauling down the Ensign the procedure is the same except that the Ensign is hauled down between the single blast and the double blast of the whistle. As the Ensign is hauled down the duty NCO is to use one hand to catch the Ensign at the fly. The folds are to be collected in the arms to prevent contact with the ground. On completion of the hauling down the duty NCO is to detach the Ensign from the halyards which are to be

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secured to the cleat. He is then to fold the Ensign, first once along its length, then half, then twice more, and convey it on the extended forearm to its place of custody.

4. Note that the Ensign is never to be broken at the peak.
5. On occasions when the commanding officers order the Ensign to be flown at half-mast, it is first to be hoisted close-up and immediately lowered to half-mast. It is at half-mast when it is positioned halfway up the halwards between the peak and the cleat. Similarly when hauling down a half-masted Ensign it is to be first hoisted close-up.
6. In addition to being flown at squadron headquarters the Ensign may, if appropriate, be used at indoor functions of a Service nature providing it is attached to a pike to allow it to hang in a proper manner as it does from the peak of a flagstaff. It is not to be used as decorative bunting on walls, tables, platforms and boxing rings or in any other like manner; nor is it to be used to cover the coffin at a funeral.

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