

## Chapter 3

### CUSTOMS AND COURTESIES

#### SECTION A – SALUTING

3.1. Salute. The salute is a traditional greeting between military personnel. The salute is deeply rooted in military history from when warriors raised their right arms to show that no weapon was present, to when knights raised their visors with their right hand as a sign of greeting, and to when American soldiers removed their “3-corner” hats to greet others and show them respect. The salute is a way of saying “Hello” while showing respect to officers senior in rank. Sometimes the hand salute is rendered to honor the colors, a mark of respect for our country. The way cadets execute a salute is important. A smart salute indicates pride in self and the corps. A sloppy, lackadaisical salute indicates lack of confidence and pride. Cadets should develop the habit of carrying books or other objects with the left hand to free the right hand for saluting when in uniform.

3.2. Cadets, **when wearing the uniform**, outside, and not in a designated “no-hat” area, should salute:

3.2.1. The President of the United States (POTUS)

3.2.2. All commissioned and warrant officers of United States military services and Friendly Foreign Nations.

3.2.3. AFJROTC instructors.

3.2.4. Cadet officers senior in grade.

3.3. Cadets will not render hand salutes indoors EXCEPT when formally reporting to an AFJROTC instructor or a senior cadet (such as while taking attendance). Do not salute while running.

3.3.1. When in uniform, a hand salute is done in the following two counts:

3.3.1.1. COUNT 1. Raise your right hand smartly and directly to the forehead while at the same time, extending and joining the fingers. While keeping the palm flat, form a straight line between your fingertips and elbow. As the hand gets close to the face, tilt the palm slightly toward the face and hold the upper arm horizontally, slightly forward of the body, and parallel to the ground. Finally touch the tip of the middle finger of the right hand to the outside corner of the right eyebrow or to the front right corner of glasses.

3.3.1.2. COUNT 2. Bring your arm smoothly and smartly downward retracing the path used to raise the right hand and arm after the salute is returned by the person you are saluting.

3.3.2. When not in uniform, a special salute is rendered to the flag and when the National Anthem is being played. This salute is performed by removing your hat and placing your right hand over your heart.



3.3.3. When in uniform and both arms are full, only a verbal greeting (“Good morning or afternoon, Sir/Ma’am”) is required. The officer will acknowledge the greeting in the same manner.

3.3.4. No-Salute area: Two outside areas where salutes are not rendered and military hats are not required are the courtyard/patio area of the Johnson Aerospace and Engineering High School campus and the designated gathering location, typically the parking lot, during fire drills or other emergency evacuations. The SASI/ASI may designate other areas or situations in which saluting will not be required.

## **SECTION B – UNITED STATES AND NATIONAL FLAGS**

### **3.4. United States and National Flags.**

3.4.1. Display. Normally unless illuminated, the US flag will only be flown from sunrise to sunset. When the flag is displayed horizontally or vertically against a wall, the union will be uppermost and to the observer’s left, flag’s right. Generally the flag will be displayed flat or hanging free. The flag will be placed in the position of honor, to the right of a speaker, when displayed on a platform, in a hall, on a stage, or on the same level of the audience. When the flag is displayed at half-mast, it is first hoisted to the top of the staff and then lowered to the half-staff position. When lowering it, it is first raised to the top of the staff and then lowered. At no time will the flag be allowed to touch the ground and after being completely detached from the halyards, the flag is folded properly into the shape of a triangle. When a number of flags are displayed from staffs in a row, the United States flag will be on right of the line, the left of an observer facing the display. The United States flag may be placed at the center of the line provided it is displayed at a higher level. When flown with a speaker on a platform, it will be displayed above and behind the speaker. No lettering or object of any kind will be placed on the flag, no flag or pennant flown above the flag, and the flag will not be dipped. In a procession with another flag or flags, the United States will be either on the marching right, or if there is a line of other flags, in front of the center of the line. It will never be carried flat or horizontally but always aloft and free. The correct way to carry a staffed flag is to hold the staff with one or both hands in front of the center of the body with the base of the staff resting against the body and the staff sloping upward and forward at an angle of about 30 degrees from the body.

3.4.2 Customs and Courtesies. The flag and national anthem are symbols of the people, their land, and institutions. Thus, when we salute these symbols, we are saluting the nation. Flags and national anthems of other friendly nations are shown the same respect as our own. Flag ceremonies occur during parades, reveilles, retreats, and prior to special events. Reveille starts the official day while retreat signals the end of the official duty day. Most flag ceremonies will be conducted with the playing of the United States national anthem. All cadets will render the following courtesies:

3.4.2.1. When in uniform outdoors, and the national anthem or “To the Colors” is played, stand at attention, face the flag (or direction of music), render the military salute, and hold it from the first note of the music until the last note. When in civilian clothes, stand at attention, face the flag (or music), and place the right hand over the heart. A male removes his hat, holds it in his right hand, and places his right hand over the heart. A female places her right hand over her heart but does not remove her hat.

3.4.2.2. When attending any outdoor event and a US flag is carried past a cadet, the cadet, if in uniform, should stand at attention, face the path of the flag, render a proper salute six paces before the flag is even with them, and hold the salute until the flag passes six paces beyond them.

3.4.2.3. When ceremonies occur indoors and the national anthem or “To the Colors” is played, face the flag and take the position of attention. If the flag is not visible, take position of attention and face the music. Do not salute unless under arms.

3.4.2.4. On military bases, at the first note of the national anthem, all vehicles will come to a stop and the occupants will sit quietly until the last note of the music.

3.4.2.5. Pledge of Allegiance. In military formations and ceremonies, the Pledge of Allegiance shall not be recited. At protocol functions, social gatherings, and sporting events which include civilian participants, cadets should, when in uniform outdoors, stand at attention, remain silent, face the flag, and render the hand salute. When in uniform indoors, stand at attention, remain silent, and face the flag. Hand salute is not rendered and reciting the pledge is optional.

## **SECTION C – PROPER ETIQUETTE**

3.5. Cadet Etiquette. Proper etiquette is “the customary rules of conduct or behavior in polite society”. Our civilized society operates smoother and is more pleasant to live in, go to school in, and work in when all members practice proper etiquette and good manners. The axiom, “Treat Others as You Want to Be Treated”, is a good one to live by and is the desired behavior of all cadets. Cadets should:

3.5.1. Say “Please” and “Thank You”.

3.5.2. Use “Yes Sir/Ma’am” when addressing AFJROTC instructors, military service members, school officials, teachers, and visitors at all times.

3.5.3. Use “Mr., Ms, or Mrs.” and last name when addressing civilians and “Military Rank” and last name when addressing cadets in class and all military personnel.

3.5.4. Use proper telephone etiquette.

3.5.5. Not keep people waiting.

3.5.6. Not gossip.

3.6. Position of Honor. This military courtesy began centuries ago when men fought with swords. Since men were primarily right handed, the heaviest fighting occurred on the right side. The left side became a defensive position since the shield was normally carried with left hand/arm. Thus, since units were proud of their fighting ability, the right side (sword bearing side) or right of the battle line became the position of honor, assumed by great warriors and leaders. Thus, a cadet should, while in uniform, walk or sit on the LEFT side of an AFJROTC instructor, military service member, or senior cadet officer, who should assume the position of honor on the RIGHT.