

## Chapter 5

### CUSTOMS AND COURTESIES

**5.1. Salute.** Today the salute is a traditional greeting between military personnel. The salute is deeply rooted in military history from the times 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 and show respect to others. The salute is a way of saying "Hello" while showing respect to officer's 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 corps. A sloppy, lackadaisical salute indicates lack of confidence, pride, and disrespect. Cadets should develop the habit of carrying books or other objects with the left hand to free the right hand for saluting.

5.1.1. If a cadet is in uniform **outside and not under cover**, the cadet will salute:

5.1.1.1. The President

5.1.1.2. All commissioned and warrant officers of United States military services and Allied Foreign Nations who are in uniform.

5.1.1.3. AFJROTC instructors when in uniform. Salute all instructors in or out of uniform if formally reporting to them.

5.1.1.4. Cadet officer's senior in grade who are in uniform

### **5.2. United States, National Flags, and the Pledge of Allegiance.**

5.2.1. **Display.** Normally unless illuminated, the US flag will only be flown from sunrise to sunset. 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. 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; the flag's own right, or if there is a line of other flags, in front of the center of the line.

5.2.2. **Flag 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. 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 anthems. All cadets will render the following courtesies:

5.2.2.1. 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 place her right hand over her heart but does not remove her hat.

5.2.2.2. 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.

5.2.2.3. 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.

**5.2.3. Pledge of Allegiance.** In military formations and ceremonies, the Pledge of Allegiance shall not be recited. At protocol functions, social, and sporting events which include civilian participants, cadets should when in uniform outdoors, stand at attention, face the flag, and render the hand salute. When in uniform indoors, stand at attention, recite the pledge, and face the flag. If in civilian clothes, cadet should stand at attention, face the flag, place their right hand over their heart, and recite the pledge.

**5.3. Cadet Etiquette.** Proper etiquette is "the customary rules of conduct or behavior in a polite society". Our civilized society 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:

5.3.1. Say "Please" and "Thank You"

5.3.2. Use "Yes Sir/Ma'am" when addressing AFJROTC instructors, military service members, school officials, teachers, and visitors at all times.

5.3.3. Not keep people waiting

5.3.4. Not gossip

5.3.5. Use proper telephone etiquette

5.3.6. Use "Mr, Ms, or Mrs" and last name when addressing civilians and "Military Grade" and last name when addressing military personnel

5.3.7. Not interrupt others when they are talking

5.3.8 When in JROTC class and at all JROTC events, address fellow Cadets by their proper rank and name. The rank must be preceded by the word "Cadet." Example: Cadet Major Smith, Cadet Airman Jones. (Cadets do not need to address fellow cadets by name and rank outside of class unless the person you are addressing is in uniform)

**5.4. 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 assumes the position of honor on the RIGHT.

**5.5. Calling room to attention.** To show respect to Superintendents, principals, and assistant principals, the cadet who first recognizes the visitor will in a confident, authoritative voice, state "FLIGHT, ATTENTION". All cadets will come to the position of ATTENTION to the left of their desks, facing forward, and remain standing silently until directed to take their seats by the instructor.

**5.5.1. Cadets will not be called to attention during exams!!**

**5.6. Reporting In.** When reporting in knock 2 times and wait at the position of parade rest until acknowledged. When acknowledged approach desk and stop 2 feet in front of desk, salute and state, "SIR, Cadet \_\_Reports", when salute is returned state your business. If you are told to report you will state "SIR, Cadet \_\_\_\_ reports as ordered."

**5.7. Reporting Out.** When conversation ends salute and when salute is returned drop your salute, do an ABOUT, FACE and exit.