

MILITARY COURTESY

Military courtesy has developed over the years from earlier customs and traditions. They are often very similar to the courtesies found in civilian organizations and in daily life. In the military, courtesies help to recognize the respect from junior to senior ranking members. When rendering a military courtesy, always do so with pride. The following are some guidelines of common military courtesies:

Addressing an Officer:

When speaking to a senior officer (cadet or cadre), the term „Sir“ or „Ma’am“ precedes the conversation. It is also appropriate to use the persons rank and proper name, i.e. „Captain Jones, I have a question.“ Non-Commissioned Officers are addressed by rank and proper name. Cadets are referred to as Cadet or by rank and proper name. A subordinate never states the rank of a superior only, i.e., „Yes, Captain“.

The Hand Salute:

One of the most important courtesies is the hand salute. The hand salute is a greeting rendered between military personnel and should be given willingly, properly, and with pride. The following are some key points on when and how to render the hand salute.

1. Salute when reporting to an officer in or out of uniform.
2. Salute all officers when outdoors and both parties are in uniform. The salute is initiated six paces from the officer. As you salute the officer you should greet him.
3. When in formation, the person in charge shall command the formation to attention and then render the hand salute.
4. When an officer approaches a group of cadets not in formation, the first cadet to see the officer will either command the group to attention and the hand salute is rendered by all present or he will address the senior cadet present and inform him that an officer is approaching. When the group is part of a detail, only the cadet in charge of the detail will come to attention and render the salute. All other members will continue to work.
5. When indoors, salutes are not exchanged except when reporting.
6. The hand salute is rendered by all personnel when the National colors pass by, the National Anthem is played outdoors, or when the National Colors are being raised or lowered

7. Salutes between enlisted personnel and cadets are not exchanged although the proper military greeting is given, i.e. „Good Morning Sergeant Smith“.

8. If you are in uniform and recognize an officer who is not in uniform, you may salute

9. Cadets are not required to salute other cadets unless they are in formation.

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