

Customs and Courtesies



HARLAN R. DICKSON DIVISION

Customs and Courtesies Introduction



- The Military has a long history.
- Traditions have been established over time
- Learning about some of these traditions will help you to understand the military better.
- Traditions are broken down into
 - Customs
 - Courtesies



What is a Custom?

- A custom is a way of acting—
- Customs are regular, expected actions.
- They have been performed consistently over such a long period that they have become like law.



What is a Courtesy?

- A courtesy is a form of polite behavior and excellence of manners.
- Courteous actions show your concern and respect for others and for certain objects or symbols, such as the American flag.

What is the purpose of Military customs?



- Customs and courtesies help make life orderly and are a way of showing respect.
- The use of customs, courtesies, and ceremonies helps keep discipline and order in a military organization.
- From time to time, situations arise that are not
- covered by written rules. Conduct in such cases is
- governed by customs of the service. Customs are
- closely linked with tradition, and much esprit de corps
- of the naval service depends on their continued
- maintenance.



What are the purposes of Military Courtesies?

- When a person acts with courtesy toward another, the courtesy is likely to be returned. We are courteous to our seniors because we are aware of their greater responsibilities and authority.
- We are courteous to our juniors because we are aware of their important contributions to the Navy's mission.
- Military courtesy is important to everyone in the Navy.
- If you know and practice military courtesy, you will make favorable impressions and display a self-assurance that will carry you through many difficult situations.



The Salute

- One required act of military courtesy is the salute.
- Regulations governing its use are founded on military custom deeply rooted in tradition.
- The salute is a symbol of respect and a sign of comradeship among service personnel.
- The salute is simple and dignified; there is great significance in that gesture.
- It is a time-honored demonstration of courtesy among all military personnel that expresses mutual respect and pride in the service.
- Never resent or try to avoid saluting persons entitled to receive the salute.
- The most common form of salute is the hand salute.



The Hand Salute

- The hand salute began in the days of chivalry when it was customary for knights dressed in armor to raise their visors to friends for the purpose of identification. Because of the relative position of rank, the junior was required to make the first gesture.
- In the U.S. Navy, it's reasonable to believe that the hand salute came from the British navy. There is general agreement that the salute as now rendered is really the first part of the movement of uncovering.

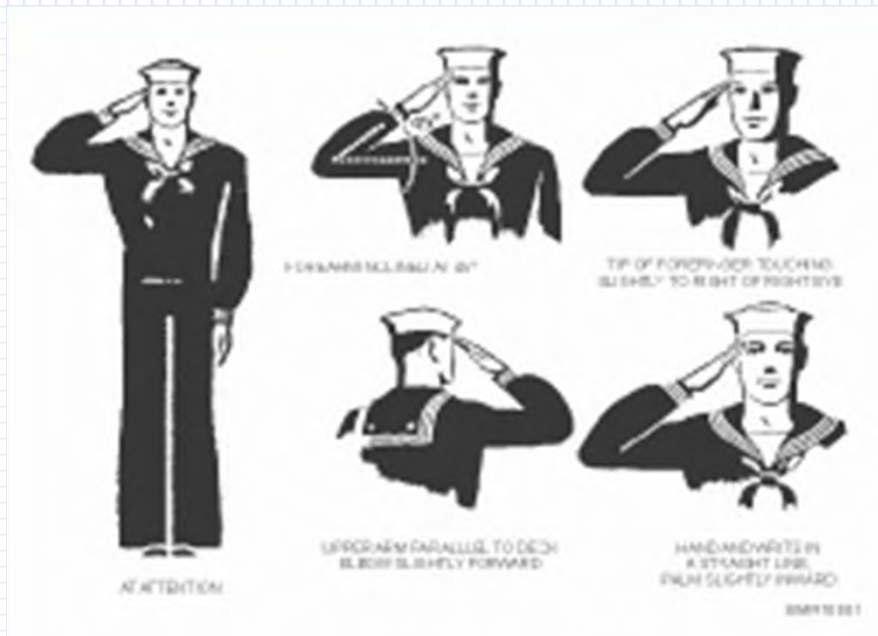


Rendering the Hand Salute while in Civilian Clothes

- The way you render the hand salute depends on whether you are in civilian clothes or in uniform.
- Personnel in civilian clothes render the salute in two ways:
 - 1. Hat in front of the left shoulder (men only)
 - 2. Right hand over the heart (men without hats; women with or without hats)



Rendering the Hand Salute while in Uniform



- Except when walking, you should be at attention when saluting.
- Navy personnel salute the anthem, the flag, and officers as follows:
 - Raise the right hand smartly until the tip of the forefingers touches the lower part of the headgear or forehead above and slightly to the right of the eye
 - Extend and join the thumb and fingers.
 - Turn the palm slightly inward until the person saluting can just see its surface from the corner of the right eye.
 - The upper arm is parallel to the ground; the elbow is slightly in front of the body.
 - Incline the forearm at a 45° angle; hand and wrist are in a straight line.
 - Complete the salute (after it is returned) by dropping the arm to its normal Position in one sharp, clean motion
- Navy custom permits left-hand saluting When a salute cannot be rendered with the right hand.



Rules of Saluting

- The following are some of the major points you should remember when rendering a salute:
 - 1. If possible, always use your right hand. Use your left hand only if your right hand is injured. Use your left hand to carry objects and to leave your right hand free to salute.
 - 2. Accompany your salute with a cheerful, respectful greeting; for example, “Good morning, sir”; “Good afternoon, Commander [Jones]”; “Good evening, Chaplain [Smith]”.
 - 3. Always salute from the position of attention. If you are walking, you need not stop; but hold yourself erect and square. If on the double, slow to a walk when saluting.
 - 4. Look directly into the officer’s eyes as you salute.
 - 5. If you are carrying something in both hands and cannot render the hand salute, look at the officer as though you were saluting and render a verbal greeting as previously described.
 - 6. Remove a pipe, cigar, or cigarette from your mouth or hand before you salute.
 - 7. Salute officers even if they are uncovered or their hands are occupied. Your salute will be acknowledged by a verbal greeting, such as “Good morning,” “Good afternoon,” or something similar.
 - 8. Army and Air Force policy, unlike the Navy’s, is to salute when uncovered. Suppose you are in an office with several Army personnel, and all of you are uncovered. An officer enters and the soldiers rise and salute. You should do likewise; to do otherwise would make you seem ill-mannered or disrespectful.
 - 9. If you are walking with or standing by a commissioned officer and the occasion for a salute arises, do not salute until the officer salutes. Assume that you are walking with a lieutenant. A commander approaches. Do not salute the commander until the lieutenant salutes; but as soon as the lieutenant starts to salute, you should quickly do the same.
 - 10. When approaching an officer, start your salute far enough away from the officer to allow time for your salute to be seen and returned. This space can vary; but a distance of about six paces is considered good for this purpose. Hold your salute until it is returned or until you are six paces past the officer.
 - 11. Salute all officers who are close enough to be recognized as officers. It is unnecessary to identify an officer by name; however, ensure that he/she is wearing the uniform of an officer.
 - 12. Salute properly and smartly. Avoid saluting in a casual or perfunctory manner. A sharp salute is a mark of a sharp Sailor.



Who to salute?

- Salutes are rendered to all of the following officers:
 - • Navy.
 - • Army.
 - • Air Force.
 - • Marine Corps.
 - • Coast Guard.
 - • National Oceanic and Atmospheric Administration.
 - • Public Health Service.
 - • Foreign military services.
 - • Officers of the Navy, Army, Air Force, Marine Corps, and Coast Guard Reserves.
 - • Officers of the National Guard when they are on active duty. When not on active duty, they rate a salute only when they are in uniform.
 - Officers of the Naval Sea Cadet Corps



Saluting Aboard Ship

- When boarding a ship that is flying the national ensign, all persons in the naval service must do the following:
 - 1. Stop on reaching the upper platform on the accommodation ladder or the shipboard end of the brow,
 - 2. Face the ensign,
 - 3. Salute, and
 - 4. Then salute the officer of the deck (OOD).
- On leaving the ship, personnel render the salutes in reverse order—first to the OOD and then to the national ensign. These salutes also are rendered aboard foreign men-of-war.



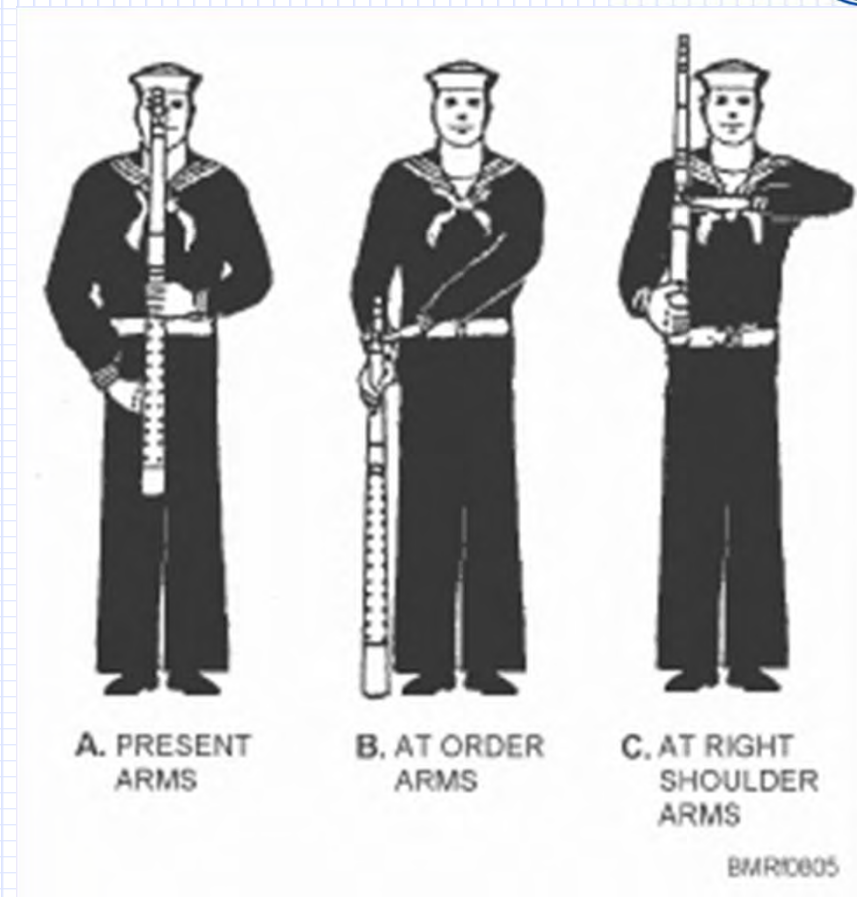
When to Salute Officers

- **In a Group** - If enlisted personnel and officers are standing together and a senior officer approaches, the first to see the senior should call out "Attention," and all face the officer and salute.
- **Overtaking** - Never overtake and pass an officer without permission. If it becomes necessary for you to pass, you should do so to the left, salute when abreast of the officer, and ask, "By your leave, sir/ma'am?" The officer should reply, "Very well," and return the salute.
- **Reporting** - When reporting on deck or out-of-doors ashore, you should remain covered and salute accordingly. When reporting in an office, you should uncover upon approaching the senior; therefore, you should not salute.
- **Sentries** - Sentries at gangways salute all officers going or coming over the side and when passing or being passed by officers close aboard in boats.
- **In Vehicles** - You salute all officers riding in vehicles, while those in the vehicle both render and return salutes, as required. The vehicle's driver salutes if the vehicle is stopped; to do so while the vehicle is in motion endangers the safety of the occupants and may be omitted.
- **In Civilian Clothes** - If you are in uniform and recognize an officer in civilian clothes, you should initiate the proper greeting and salute. In time of war, however, an officer not in uniform may be deliberately avoiding disclosure of his/her identity, so you should be cautious in following the normal peacetime rule.
- **At Crowded Gatherings** - At crowded gatherings or in congested areas, you normally salute only when addressing or being addressed by officers.
- **Rifle Salutes** - When armed with a rifle, you should use one of the three rifle salutes described in this section instead of the hand salute.



Rifle Salutes

- Present arms
- Rifle salute at order arms
- Rifle salute at right shoulder arms





What are Honors?

- Salutes rendered to individuals of merit, such as recipients of the Medal of Honor, to high-ranking individuals, to ships, and to nations.



Passing Honors

- Passing honors are honors (other than gun salutes) rendered on occasions when ships, officials or officers pass in boats or gigs, or are passed (flag officers or above) close aboard. "Close aboard" means passing within 600 yards for ships and 400 yards for boats. Passing honors between ships, consisting of sounding "Attention" and rendering the hand salute by all persons in view on deck and not in ranks, are exchanged between ships of the Navy and between ships of the Navy and the Coast Guard passing close aboard.
- Signals for the actions required to be performed by personnel are as follows:
 - • One blast—Attention (to starboard)
 - • Two blasts—Attention (to port)
 - • One blast—Hand salute
 - • Two blasts—End salute
 - • Three blasts—Carry on
- Passing honors for the President of the United States and for rulers of foreign nations include manning the rail. Manning the rail consists of the ship's company lining up at regular intervals along all weather deck rails.



Gun Salutes

- Gun salutes are used to honor individuals, nations, and certain national holidays. Practically all shore stations have saluting batteries, but not all ships are so equipped. Whether aboard ship or ashore, you must be able to act properly whenever you hear a gun salute being rendered.
- The salutes always consist of an odd number of guns, ranging from **5** for a vice consul to **21** for the President of the United States and for rulers of foreign nations recognized by the United States. Military officers below the rank of commodore are not entitled to gun salutes. Normally, only one gun is fired at a time at intervals of about 5 seconds. During the salutes, persons on the quarterdeck, in the ceremonial party, or if ashore, render the hand salute. All other personnel in the vicinity (in the open) should stand at attention and, if in uniform, render the hand salute.
- Gun salutes also mark special occasions in our country's history. On President's Day, Memorial Day, and Independence Day, a standard 21-gun salute is fired at 1-minute intervals, commencing at 1200. Thus, on these holidays, the salute ends at 1220.