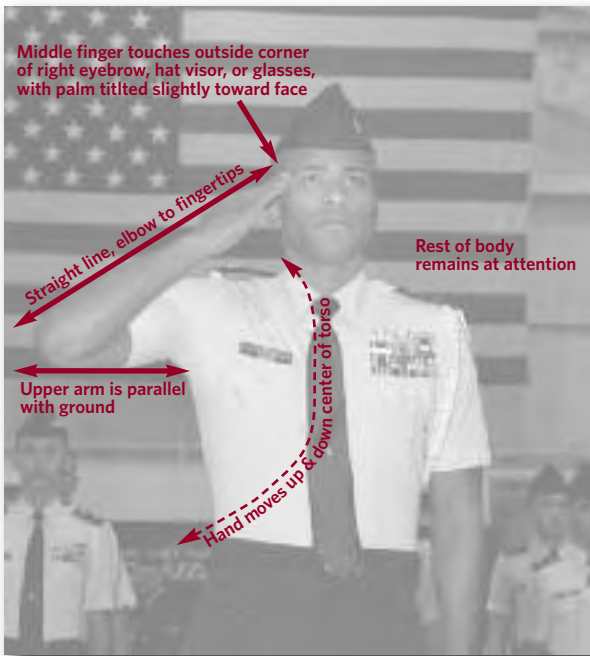


## BASIC RULES FOR RENDERING MILITARY CUSTOMS & COURTESIES



### THE SALUTE

- When in uniform, cadets salute military officers, CAP senior members, and cadet officers higher in rank than themselves.
- Salutes are normally exchanged only outdoors. Indoors, salute officers only when formally reporting.
- The junior person initiates the salute a fair distance from the senior person such that the senior has time to return the salute.
- Offer a greeting such as, "Good morning, ma'am," when exchanging salutes.
- When in formation, do not salute; the commander salutes for you.
- When in doubt, salute. Anyone may render a salute at any time if they believe one is warranted.

**Make a Good Impression**  
 What does your salute say about you? That you are proud, or careless? That you are sharp, or lazy?

### COMING TO ATTENTION

- It is customary for cadets to come to the position of attention when being addressed by an officer.
- If an officer who is higher ranking than anyone present enters a room, the first person to notice commands, "Room, ATTENTION."
- In a classroom or work environment, these customs are usually relaxed.

### POSITION OF HONOR

- The right is the position of honor. This stems from antiquity when warriors carried swords, usually on their right side.
- When walking with another cadet or an officer, it is customary for the junior person to walk on the left.

### MANNERS OF ADDRESS

IF SPEAKING WITH A ...	ADDRESS THEM IN ONE OF THE FOLLOWING WAYS:		
CADET AIRMAN	"Airman Jones"	"Airman"	
CADET NCO	"Sergeant Jones"	"Sergeant"	
CADET CHIEF	"Chief Jones"	"Chief"	
CADET OFFICER	"Major Jones"	"Major"	"Sir" or "Ma'am"
SENIOR MEMBER	"Major Jones"	"Major"	"Sir" or "Ma'am"

## REPORTING TO AN OFFICER

*When directed to report to an officer indoors, follow these steps:*

- First, check your uniform. Look sharp when reporting.
- Approach the officer's door, knock twice, and wait for permission to enter.
- Proceed toward the officer and halt 2 paces from them or their desk.
- Salute and say, "Sir, Cadet (Last Name) reporting as ordered."
- Wait for the officer to return your salute.
- Remain at attention, unless instructed otherwise, as you conduct your business with the officer.
- When the meeting is over, the officer will say, "Dismissed."
- Come to attention (if not already), and take one step backward.
- Salute and wait for the officer to return the salute.
- Perform an about face, and exit the area.

*To report to an officer outdoors, follow the steps above, except:*

- You will normally be wearing your cover (hat).
- There will be no door for you to knock on; simply proceed toward the officer, halt 2 paces in front of them, salute, and report as explained above.

## INTRODUCING PEOPLE

- It is customary to introduce people when you believe they are meeting one another for the first time.
- When making an introduction, the junior person is introduced to the senior. For example, "Captain Jones, this is Airman Smith. Airman Smith, meet Captain Jones."
- The people being introduced to one another might not have military grade. As a rule of thumb, younger people are introduced to older people. For example, "Mom, this is my friend Sara. Sara this is my mom, Mrs. Jones."
- Likewise, people who lack a formal title or position of responsibility are introduced to those who do. For example, "Mayor Smith, may I introduce Emily Jones. Emily, meet Mayor Smith."
- Of course, it is polite to offer a firm handshake when making someone's acquaintance.

## REPORTING TO AN OFFICER

