

Customs, Courtesies and Ceremonies

DURATION: 50 minutes

TEACHING METHOD: Discussion, Demonstration/Performance

READING: Student Guide

LESSON OBJECTIVE: Demonstrate the unique customs and courtesies used by members of CAP and the USAF, plan relevant ceremonies which require the use of those skills and demonstrate the correct selection and wear of the appropriate uniform.

DESIRED LEARNING OUTCOMES (DLO):

1. Describe how military customs and courtesies are appropriately shown and used.
2. Explain how to plan and conduct military ceremonies.
3. Describe the correct wear of all Civil Air Patrol uniforms.

LESSON STRATEGY: This lesson is designed to teach students about CAP customs, courtesies and ceremonies common to the CAP squadron. CAP uses customs and courtesies to build morale and esprit de corps, to promote discipline and to enhance mission effectiveness. It has been said that customs and courtesies are only for the cadets, or at least only for those members who wear the Air Force-style uniform. That's not the case; part of what binds us together as an organization is our respect for the traditions and courtesies that we render to each other. It's one of the ways we demonstrate respect **to** one another. While it is true that some CAP customs and courtesies are tailored or changed to fit the uniform being worn (Air Force-style v. aviator-shirt in the context of this discussion), the basic premise of having and following customs and courtesies are the same for all CAP members.

INSTRUCTOR NOTE: This lesson can be a lot of fun and is designed to be interactive. Instructors should have the students demonstrate many of these skills in a group setting; taking advantage of any former CAP cadets or military members in the class. It's also useful to hold a mock inspection for the uniform portion. But remember, make it fun and encourage a little banter. It'll make it less stuffy.

REVIEW: Ask the students if they have any questions about the reading. If they have questions, answer them. If not, proceed with a short review. Ask the students to share the most important points from the reading. Ensure that the students comprehend the purpose of customs and courtesies and why they are used in society and in CAP specifically. Be sure to evaluate the students' ability to render the customs and courtesies explained in the lesson; providing additional instruction as required ensuring that the students meet the standard. Finally, ensure that the members comprehend the special considerations present when CAP members are on a military installation.

BRIDGE: An old expression of attitudes towards professional customs and courtesies is "the senior officer never thinks about them, the junior never forgets them." However, unit commanders set the standards by leading by example. By consistently practicing customs and courtesies, as well as correctly wearing appropriate uniforms, commanders demonstrate their expectations of professional behavior to their members.

CAP Unit Commanders Course Instructor Guide
Customs, Courtesies and Ceremonies Teaching Plan

SUGGESTED DISCUSSION QUESTIONS: Feel free to add or adjust questions as necessary to meet students' needs as well as the unique conditions of your wing.

Lead off question: Why is it important for CAP to appropriately practice and use Customs and Courtesies? Are Customs and courtesies rendered in a local setting, such as the school parking lot on a meeting night? Why or why not?

Supporting Question: Why is it important for cadets to see senior members correctly rendering Customs and Courtesies? Isn't it something that just the cadets do?

Supporting Question: What are some things that a member should think about when deciding which uniform to wear for a given occasion?

Supporting Question: Does your squadron regularly perform promotion and/or award ceremonies for deserving members? Why or why not?

Supporting Question: What are some of the special considerations a CAP member should be mindful of when on a military installation?

DEMONSTRATIONS:

1. The following drill movements are to be performed by the student body:
 - a. Basic squadron formation, in which the following is done:
 - i. ATTENTION
 - ii. PARADE REST
 - iii. AT EASE
 - iv. PRESENT ARMS
 - v. Pledge of Allegiance or National Anthem
 - b. Uniform Inspection: first by a fellow student, then by the instructor
 - c. Promotion ceremony or an award ceremony
 - d. A Change of Command Ceremony

CLOSURE: By making military customs and courtesies a part of CAP's culture, we add our 75 year history to the heritage of our armed forces, demonstrate our professionalism, and profess our commitment to our missions.

CLOSELY RELATED LESSONS: Leadership Fundamentals