

Customs, Courtesies & Ceremonies

Lesson Objective: Demonstrate the unique customs and courtesies used by members of CAP and the USAF, plan relevant ceremonies which require the use of the 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 selected Civil Air Patrol uniforms.

Scheduled Lesson Time: 50 minutes

Introduction

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 for their command by setting the example. By consistently practicing customs and courtesies as well as correctly wearing appropriate uniforms, commanders demonstrate their expectations of professional behavior to their members. Commanders must also be mindful that they are being observed very closely by cadets, who practice customs and courtesies as an important part of their program. Through the use of military customs and courtesies we are reminded of our Air Force heritage. They foster professional, respectful and comfortable interaction within the home unit, among other CAP units, the Air Force and other branches of our armed forces.

1. Appropriately rendering military customs and courtesies

Terms of address and greeting

The salute originated in the age of chivalry. Etiquette dictated that should two friendly knights meet, each would raise his helmet visor, show his face, and greet the other. A knight also would salute with his right hand. Because swords were carried in the right hand, offering a salute was a sign of trust. Even after firearms made armor obsolete, the salute continued to serve as the proper greeting between soldiers.

The custom to greet and salute fellow officers continues as a sign of professionalism and respect. The junior officer initiates the salute to the senior officer and brings it down when the salute is returned or the officer passes. The verbal greeting should be short and sincere “...good morning colonel.”

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	ABBREV.	GRADE	TERMS OF ADDRESS	
CADETS	C/AB	Cadet Airman Basic	Airman	Cadet
	C/Amn	Cadet Airman	Airman	Cadet
	C/A1C	Cadet Airman First Class	Airman	Cadet
	C/SrA	Cadet Senior Airman	Airman	Cadet
	C/SSgt	Cadet Staff Sergeant	Sergeant	Cadet
	C/TSgt	Cadet Technical Sergeant	Sergeant	Cadet
	C/MSgt	Cadet Master Sergeant	Sergeant	Cadet
	C/SMSgt	Cadet Senior Master Sergeant	Sergeant	Cadet
	C/CMSgt	Cadet Chief Master Sergeant	Chief	Cadet
	C/2d Lt	Cadet Second Lieutenant	Lieutenant	Cadet
	C/1st Lt	Cadet First Lieutenant	Lieutenant	Cadet
	C/Capt	Cadet Captain	Captain	Cadet
	C/Maj	Cadet Major	Major	Cadet
	C/Lt Col	Cadet Lieutenant Colonel	Colonel	Cadet
C/Col	Cadet Colonel	Colonel	Cadet	
SENIOR MEMBERS	SM	Senior Member	Senior Member	
	FO	Flight Officer	Flight Officer	
	TFO	Technical Flight Officer	Flight Officer	
	SFO	Senior Flight Officer	Flight Officer	
	2d Lt	Second Lieutenant	Lieutenant	
	1st Lt	First Lieutenant	Lieutenant	
	Capt	Captain	Captain	
	Maj	Major	Major	
	Lt Col	Lieutenant Colonel	Colonel	
	Col	Colonel	Colonel	
	Brig Gen	Brigadier General	General	
Maj Gen	Major General	General		

Figure 1. CAP Officer and Cadet Grades and Terms of Address

Professionalism also dictates that we address cadets and senior members by their correct terms according to their grade. (See Figure 1, above)

The salute

Saluting is usually confined to outdoors when not performing assigned duties (such as taking part in a work detail), in a formation (the supervisor or formation commander salutes for the group) or on the flight line. We also salute indoors when reporting to a superior officer. A verbal greeting is always appropriate. We also salute (but not verbally greet) a staff car when grade is displayed, signifying that the vehicle is occupied by an officer of the grade indicated.

Not only is it important to salute at the appropriate times, but we may also be judged by the quality of the salute. Forget the “Hollywood” salutes. Figure 2 (below) shows the proper technique for saluting.

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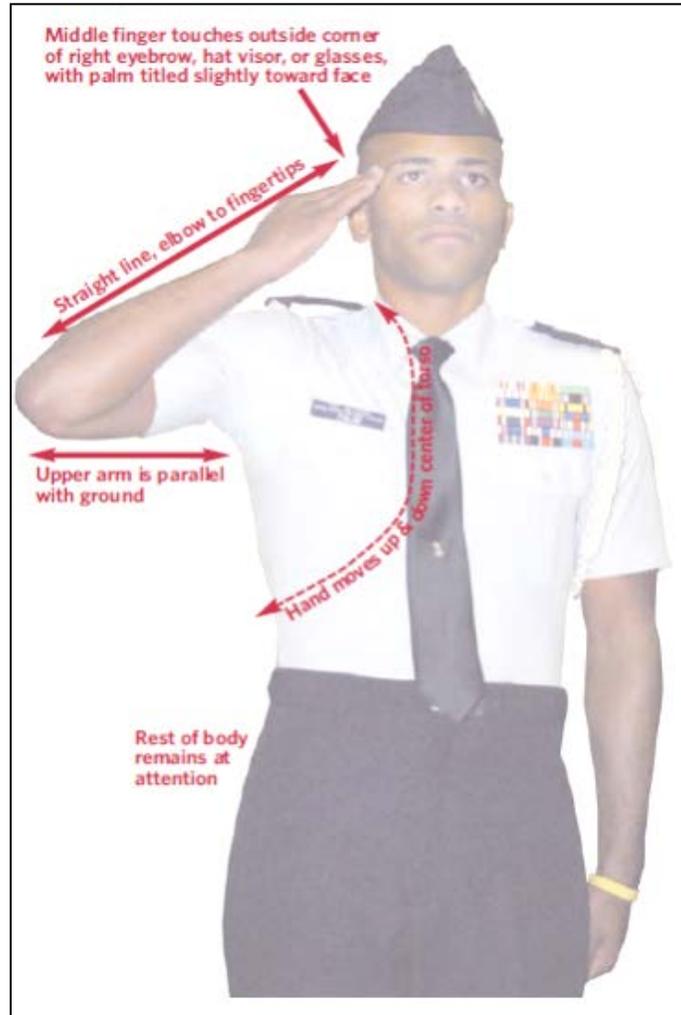


Figure 2. A World Class Salute

Reporting to a superior officer is a custom that simply reflects the recognition that when doing official business with someone of higher rank, their rank is recognized and they are given control of the conversation (after all, as the person of higher rank, they do control the conversation).

Reporting to a superior officer in CAP is really no different than it is anywhere else (if called to see the boss at work you knock on the door, wait for permission to enter, give a greeting and wait to be asked to be seated. After conducting the business at hand, he/she will dismiss you and you'll leave). The difference in CAP is that it's just a little more formal.

General Principle: When directed to formally report to an officer, follow these steps...

1. In an office setting, knock on the commander's door and wait for permission to enter.
2. Walk toward the commander and halt 2 paces in front of them.
3. Salute and report, "Sir / Ma'am, (Grade) (Name) reporting as ordered."
4. Wait for the officer to return the salute.

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5. Remain at attention, unless instructed otherwise.
6. When the meeting is over, the officer will say, "Dismissed."
7. Come to attention (if not already), and take one step backward.
8. Salute and wait for the officer to return the salute.
9. Perform an about face and exit the area.

It's likely that you may be directed to report at a formation. If your name is called to receive an award, or if you are accepting an award for a member not present:

1. March to the front via the most direct route
2. Walk toward the presenter and halt 2 paces in front of him (her)
3. Salute and report, "Sir (Ma'am), (your Grade & Name) reporting as ordered"
4. Wait for the return salute
5. Remain at attention and follow instructions
6. After the presentation, you will be dismissed
7. Come to attention (if not already), and take one step backward
8. Face the presenter, salute and wait for the return salute
9. Perform an about face and march back to your place via the most direct route

2. Planning and conducting military ceremonies

It's very common that CAP commanders have little or no military background or training aside from that provided by CAP. However, they are expected to demonstrate military customs and courtesies. While not expected to do much marching, senior members, particularly commanders, should know how and when to use the basic positions.

Basic standing positions common to formations and ceremonies

ATTENTION

The position of "Attention" is the base from which all other drill movements and courtesies are derived. Very simply, it is the act of standing attentively, respectfully and quietly while being absolutely focused on the activity or person around which you are standing. Not surprisingly the posture and form in which one stands is standardized. When called to a formation or during a ceremony the attention position is the default until instructed otherwise. It is also customary for all members to come to attention when the commander enters the room.

If an officer who is higher ranking than anyone present enters the room, the first person to notice commands, "Room, ATTENTION." If only senior members or officers are present, the first to notice the commander uses the more cordial, "Ladies and gentlemen, the commander." . The position of "attention" involves the following:

- Stand straight with knees slightly bent.
- Feet should have heels together with toe-side pointing out at a 45-degree angle.

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- Arms should hang naturally at one's sides with the thumb and forefinger touching the side-seam of the trouser (or at one's side if wearing the skirt).
- Hands should be in a gentle fist with thumbs exposed and facing down to the floor.

PARADE REST

The position of "Parade Rest" is the most formal of the rest positions. In this position members have a slightly more relaxed posture, but remain silent. It is used both in formations and when speaking to a superior officer as directed. The position of "Parade Rest" involves the following:

- On "REST," raise the left foot slightly from the hip and move smartly to the left.
- Heels 12-inches apart and on line; legs straight, but not stiff.
- As the left foot moves, brings arms fully extended to back of body.
- Extend and join fingers, pointing them to ground with palms facing outward; right hand in palm of left, forming an "X".
- Head and eyes straight ahead.
- Remain silent and still.

AT EASE

The position of "At Ease" is a less formal rest position. While at ease, members may relax their posture, make uniform adjustments, etc. While at ease, members may NOT:

- Move their right foot (this keeps your place in formation aligned)
- Speak (many times instructions are given to members at this time)

If commanded to be "At Rest", members may do anything that they do at the position of at ease and they may talk. Members must still hold their place with their right foot.

THE PLACE OF HONOR

It is a custom in many societies to reserve the place of honor (most desired place) for the member of the group who carries the highest or most seniority. Rank, in this context, can be many things: age, position in the organization, grade (in the case of the military or CAP), social status or other measure. Senior rank means highest rank and all other members of the group are junior to this person.

How is this done in CAP? The senior ranking member of the group occupies the most desirable place, walks in front and to the right of everyone else when walking in a group; enters the room first, exits the car last, or is seated at the most desirable place at a head table at a banquet.

The junior officer walks on the senior's left because the right is the customary place of honor. This stems from antiquity when warriors carried swords, usually on their right side. Being positioned on the right of the juniors, the senior would be able to draw a sword and defend the formation. The exception is during uniform inspections, the senior walks on the left. This positions the senior closest to the troops, with the best vantage point for conducting the inspection.

FACING POSITIONS

Commanders will sometimes be in a situation that requires facing movements. Performing a “Left Face” involves two steps.

Count 1; Pivot on the heel of the left foot and the ball of the right foot

Count 2; Move the right foot forward so the heels are together and the feet are at a 45° angle.

“Right Face” is the opposite. Pivot on the heel of the right foot and the ball of the left foot and bring the feet together.

An “About Face” is a more difficult facing movement. To perform an about face:

Count 1; Place the right toe approximately 4 to 6 inches behind and slightly to the outside of the left heel.

Count 2; Pivot to the right on the left heel and right toe. If properly executed you should face 180° with your heels together and feet at an angle of 45°. (This may take some practice.)

Honoring the Flag

DURING A CEREMONY AS THE FLAG IS BROUGHT FORWARD

	<u>Military-Style Uniform</u>	<u>Civilian Attire or Corporate Uniform</u>
<u>Indoors</u>	Stand at attention as the flag passes	Stand at attention as the flag passes place right hand over heart
<u>Outdoors</u>	Stand at attention and salute as the flag passes	Stand at attention as the flag passes remove hat with right hand over heart

DURING THE “NATIONAL ANTHEM” OR “TO THE COLORS”

	<u>Military-Style Uniform</u>	<u>Civilian Attire or Corporate Uniform</u>
<u>Indoors</u>	Face the flag or music and stand at attention	Face the flag or music, stand at attention, place right hand over heart
<u>Outdoors</u>	Face the flag or music and salute	Face the flag or music, stand at attention, place right hand over heart

DURING THE “PLEDGE OF ALLEGIANCE”

	<u>Military-Style Uniform</u>	<u>Civilian Attire or Corporate Uniform</u>
<u>Indoors & Outdoors</u>	Face the flag stand at attention and remain silent	Face the flag, stand at attention, place right hand over heart and recite the pledge

NOTE: We do not recite the Pledge of Allegiance while in military formation.

Our CAP ceremonies are based on protocol, which is defined by Webster's Dictionary as "a code prescribing strict adherence to correct etiquette and procedure (as in diplomatic exchange and in the military services)." Protocol is the accumulation of customs and standards that deal with meetings, conferences, ceremonies and etiquette. In Civil Air Patrol this code of accepted practices and procedures has paralleled that of the United States Air Force. It not only requires knowledge and awareness of regulations and numerous other references, but good common sense and a lot of flexibility.

Commanders are responsible for ensuring their people receive proper recognition. It's common that squadrons perform monthly promotion ceremonies to recognize the accomplishments of their members with multiple promotions at the ceremony. CAP ceremonies should be a family event to celebrate the success of the family member in the organization.

Don't forget the photo opportunities, press release, invitations to VIPs (city, county, and state elected officials), refreshments, and any items to be presented.

Some awards and cadet ranks can only be given by specified officers, elected officials, or representatives of the sponsoring organization. Commanders must be aware of the requirements and invite those guests well in advance of the occasion.

Promotions and awards

PROMOTIONS

Promotions are significant events in the lives of military people. In CAP, promotions are one of the few tangible rewards for the efforts of our volunteers. During the promotion ceremony:

- The individual being promoted is called to report to the commander
- The squadron is called to attention as the promotion order is read
- The new rank is put on the uniform. This is an opportunity to directly involve the family in a very significant part of CAP
- The oath of office is recited
- The member is dismissed

Air Force protocol states that multiple promotion ceremonies should be sequenced in descending rank order.

AWARDS

Awards are also very important. They recognize our volunteers' accomplishments and extra efforts demonstrating a CAP core value of *Excellence*. Very much like that the promotion ceremony, the awards ceremony sequence is:

- The individual receiving the award is called to report to the commander
- The squadron is called to attention as the citation to accompany the award is read
- The award is presented
- The member is dismissed

Change of Command Ceremony

The primary purpose of a **change of command** ceremony is to allow subordinates to witness the formality of command change from one officer to another. The ceremony should be official, formal, brief and conducted with great dignity. For very detailed directions refer to Air Force Pamphlet 34-1202, 10 JAN 2013, paragraph 14.5.

The flag/guidon is exchanged during the change of command as a symbolic gesture providing a tangible view of the command authority being transferred from one commander to the next. The sequence for the exchange begins with three participants standing abreast, from left to right as viewed from the audience, presiding officer, outgoing commander, and incoming commander. A fourth participant, the flag/guidon bearer, takes a position behind and between the presiding officer and outgoing commander. The flag/guidon bearer gives a subdued command, (Officers, Center); the presiding officer executes a left face while the two commanders execute a right face. The outgoing commander salutes the presiding officer, while stating, "Sir/Ma'am, I relinquish command." The presiding officer returns salute. The outgoing commander takes the flag/guidon from the flag/guidon bearer, holding the flag and angling the top of flag towards the head of the flag/guidon bearer, and presents it to the presiding officer with presiding officer hands on top. The outgoing commander takes one step to the right, two steps back and one step to the left; simultaneously, the incoming commander takes two steps forward, taking the outgoing commander's place. The presiding officer presents the flag/guidon to the incoming commander who firmly receives the flag/guidon and passes it to the flag/guidon bearer. The incoming commander salutes the presiding officer, while stating, "Sir/Ma'am, I assume command." The presiding officer returns the salute. The flag/guidon bearer gives a subdued command, (Officers, Post). All three officers face forward.

3. Correctly wearing all of CAP's uniforms

As stated in the introduction of this lesson, unit commanders should set the example by consistently and correctly wearing appropriate uniforms. A neat, clean and correctly worn uniform speaks volumes about a commander's professionalism and organization. It also sends a strong message to visitors and potential recruits of the expectations of the unit. They must always remember that they are being observed very closely by the other officers and *especially* by their cadets. The diligent commander will often refer to CAPM 39-1, *Civil Air Patrol Uniform Manual* to ensure that their uniform is worn correctly. They may even ask other members of their command to perform a quick inspection.

Introductory Discussion Topics: Why do people wear uniforms?

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Possible answers:

- Identify members of an organization/nationality/religion/team.
- Special jobs require specialized clothing for safety and comfort.
- Allow members to identify each other.
- Promote the organization to the public.

Why does the military wear uniforms?

Possible answers:

- Identify friendly (and enemy) personnel.
- Identify leadership.
- Military résumé.

One of the privileges of belonging to CAP is wearing the uniform. Unit Commanders must remember when that privilege is exercised; the commander and members of their command represent the United States Air Force and are bound to wear the uniform properly and respectfully.

Practical symbolism

When to wear and when not to wear a CAP uniform

- Wearing the CAP uniform is required when:
 - working with cadets
 - flying in corporate aircraft
- Wearing the CAP uniform is encouraged:
 - CAP activities, meetings and events
 - at military social functions
- Wearing the CAP uniform is authorized when:
 - traveling to/from CAP activities, and for short stops while on the way such as to a restaurant for a break, when fueling the vehicle, etc.
 - on military installations when on base for a CAP purpose
- The CAP uniform may not be worn:
 - at a public demonstration or event not authorized by the Air Force
 - when engaged in private employment
 - when sponsoring or advertising a commercial interest
 - at any meeting or demonstration of a group that advocates illegal acts or violence against the government or other groups
 - in foreign countries except when participating in official exchange programs or other sanctioned international events

Weight and grooming standards

In addition, an Air Force style CAP uniform may be worn only if the member (officers and cadets) meets grooming and weight standards. Figure 3 (below) chart outlines the weight standards used to determine eligibility to wear the Air Force-style uniforms:

WEIGHT	MEN		WOMEN	
	USAF Standard (Maximum Allowable Weight)	CAP standard (Maximum Allowable Weight)	USAF Standard (Maximum Allowable Weight)	CAP Standard (Maximum allowable Weight)
4'10"	149 lbs	164 lbs	132 lbs	145 lbs
4'11"	151 lbs	166 lbs	134 lbs	147 lbs
5' 0"	153 lbs	168 lbs	136 lbs	150 lbs
5'1"	155 lbs	171 lbs	138 lbs	152 lbs
5'2"	158 lbs	174 lbs	141 lbs	155 lbs
5'3"	160 lbs	176 lbs	142 lbs	156 lbs
5'4"	164 lbs	180 lbs	146 lbs	161 lbs
5'5"	169 lbs	186 lbs	150 lbs	165 lbs
5'6"	174 lbs	191 lbs	155 lbs	170 lbs
5'7"	179 lbs	197 lbs	159 lbs	175 lbs
5'8"	184 lbs	202 lbs	164 lbs	180 lbs
5'9"	189 lbs	208 lbs	168 lbs	185 lbs
5'10"	194 lbs	213 lbs	173 lbs	190 lbs
5'11"	199 lbs	219 lbs	177 lbs	195 lbs
6' 0"	205 lbs	225 lbs	182 lbs	200 lbs
6'1"	211 lbs	232 lbs	188 lbs	207 lbs
6'2"	218 lbs	240 lbs	194 lbs	213 lbs
6'3"	224 lbs	246 lbs	199 lbs	219 lbs
6'4"	230 lbs	253 lbs	205 lbs	226 lbs
6'5"	236 lbs	260 lbs	210 lbs	231 lbs
6'6"	242 lbs	266 lbs	215 lbs	237 lbs
6'7"	248 lbs	273 lbs	221 lbs	243 lbs
6'8"	254 lbs	279	226 lbs	249 lbs

Figure 3, Air Force and CAP weight standards

Commander's discretion may be used to determine if individual's personal grooming is within standards of this manual. Commanders do not have authority to waive grooming and appearance standards except as identified CAPM 39-1. Grooming is very personal. However,

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like the weight standards, meeting military grooming standard are not required for some CAP uniforms. All CAP personnel must comply with the same personal grooming standards dependent on the uniform they are wearing (Air Force-style or Corporate-style). Commanders have the responsibility to determine compliance with the letter and intent of this manual and to correct the obvious violations regardless of whether the situation identified is clearly written in this manual.

Uniform combinations overview

There are a variety of CAP uniform combinations available to members which may be worn according to the occasion. Some of them require ribbons to be worn and some require that the member meets grooming and weight standards. Figure 4 (below) shows uniform requirements. CAPM 39-1, *Civil Air Patrol Uniform Manual*, MAR 2016, is *THE* guide to find answers to any questions concerning details on the correct wearing of CAP uniforms.

	ABU/ BDU	White Aviator	Polo	Blue Field	Blue AF Shirt	Service Dress	Flight Suit	Mess Dress
Meet Grooming and Weight Standards	Required	None	None	None	Required	Required	Required	Required
Grade	Required	Required	None	Required	Required	Required	Required	Required
Name	Required	Required	Opt	Required	Required	Required	Required	None
Ribbons	None	Optional CAP Ribbons Only	None	None	Opt CAP & Military	CAP Required Military Optional	None	Miniature CAP Medals Required
Specialty Track Badges	None	Optional w/ Limit of 4	None	None	Optional w/ Limit of 4	Yes w/ Limit of 4	None	Yes w/ Limit of 4
Undergarments	Black / Desert Tan Tee	V neck tee Required w/o tie	White V neck tee Required	White V neck tee Required	White V neck tee Required w/o tie	White V tee or crew neck Required	Black crew neck tee only Required	Not visible
Tie (male) Tabs (female)	None	Required w/ long sleeve	None	None	Required w/ long sleeve	Required	CAP Scarf Opt	Required Midnight Blue Bow
Trousers or Skirts (female)	ABU / BDU	Gray w/ black belt	Gray w/ black belt	AF Blue	AF Blue	AF Blue	One Piece	Matching trousers or skirt
Footwear	Black Combat Boots	Black Shoes and socks	Black Shoes or Combat Boots	Black Combat Boots	Black Shoes and socks	Black Shoes and socks	Black Shoes and socks	Black Shoes and socks

Figure 4, Uniform Requirement Guide Abstract
 Refer to CAPM 39-1 for more details (tattoos, hair color, jewelry, etc.)

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Resources:

Initial Officer Development Course (DRAFT), MAY 2016

CAPP 151, *Respect on Display*

CAPM 36-2203, *Drill and Ceremonies*

AFPAM 34-1201 *Guide to Protocol*

AFPAM 34-1202 *Guide to Protocol*

CAPP 3, *Guide to CAP Protocol*

CAPM 39-I, *Civil Air Patrol Uniform Manual*, MAR 2016

CAPP 50-4, *Level I Orientation*, OCT 2015

Lesson Summary and Closure

It is through our practice of the military customs and courtesies, ceremonies, and uniforms that identify the Civil Air Patrol as part of the United States Air Force. A thorough knowledge of these distinctions will assist our members to successfully integrate as an important part of the USAF Total Force. 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.