Military Customs and Courtesies
Enabling Objectives

1. Identify the definitions of the terms “customs” and “courtesies.”
2. Explain the purpose and procedures of the hand salute.
3. Identify the conditions when passing honors, side honors, and gun salutes are rendered.
Enabling Objectives

4. Identify the procedures required to perform the following military ceremonies:
   a. Colors
   b. Half-masting the ensign.
   c. Flag honors and honors to national anthems.
   d. Boarding, leaving, and crossing Naval vessels.
Enabling Objectives

5. Explain procedures for proper military etiquette.
Military Customs

a. **Customs** -- behaviors that have been performed for such a long time that they have become common practice.
Military Courtesies

b. **Courtesies**--acts or verbal expressions of consideration or respect for others.

c. Some courtesies, such as saluting have become customs.
Purpose and Meaning of the Hand Salute

(a.) Purpose

(1) The hand salute is a common way of:

(a) giving a courteous greeting.
(b) showing respect to officers and the American flag.
Purpose and Meaning of the Hand Salute

(a) The hand salute is a common way of:
1 giving a courteous greeting.
2 showing respect to officers and the American flag.

(2) Symbolizes respect and pride in military service and our country.
Procedures for Rendering the Hand Salute

(1) In uniform, Navy personnel salute the anthem, the flag, and officers as follows:

(a) Come to attention and raise the right hand and arm smartly.

1 The forearm should be inclined at a 45 degree angle and the upper arm should be parallel to the deck; the elbow is slightly in front of the body.
Procedures for Rendering the Hand Salute

2. The hand and wrist are in a straight line; palm tilted slightly inward; fingers together and fully extended.

3. The forefinger should touch just behind and above the right eye.

(b) Complete the salute by dropping the arm to its normal position in one sharp, clean motion.
Saluting when Walking

(2) When walking, in a normal meeting situation, salute as follows:

(a) Move to face or turn your head and eyes toward the person to be saluted.

(b) Render salute when **six paces** from the person to be saluted.

1. If more than six paces away, salute at the nearest point of approach.

2. Thirty paces is the maximum saluting distance.
Saluting when Walking

(c) Accompany salute with a verbal greeting (Naval custom).

1. Using the Person’s grade and last name; e.g., “Good morning Captain Hanson”, or:

2. Sir or Ma’am; e.g., “Good morning Sir.”

(d) Hold salute until person saluted has passed or salute is returned.
Saluting while Walking
(1) Enlisted personnel must salute all officers:

(a) United States
(b) Foreign Allied
(c) U.S. Merchant Marine
(d) Public Health Service

(2) Some civilians, by virtue of their position in the chain of command are also entitled, by custom, to the hand salute, such as the President.
When to Salute

(3) An enlisted member performing a duty with the authority of an officer for example: Officer of the Deck (OOD).
When to Salute

(1) Only when covered and in uniform.

(2) Aboard ship

(a) Upon every meeting, salute:
   1. Commanding Officer.
   2. Visiting Officers (Senior to the Commanding Officer).

(b) Salute other officers upon the first meeting of the day.
When to Salute

(3) In a group

(a) Not in ranks: all personnel come to attention and salute.
(b) In ranks: all personnel come to attention and the person in charge salutes.
Overtaking an Officer

(a) Move to the officer’s left.
Overtaking an Officer

(a) Move to the officer’s left.

(b) When at the officer’s side (abreast)

1. Render a salute and request permission to pass with, “By your leave, sir/ma’am?”
Overtaking an Officer

(a) Move to the officer’s left.

(b) When at the officer’s side

1 Render a salute and request permission to pass with, “By your leave, sir/ma’am?”

2 The officer responds, “Very well” and returns your salute.
Overtaking an Officer

(a) Move to the officer’s left.

(b) When at the officer’s side

1. Render a salute and request permission to pass with, “By your leave, sir/ma’am?”

2. The officer responds, “Very well” and returns your salute.

3. Complete your salute and continue on your way.

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Sentries Salute Officers

(5) Sentries salute all officers approaching, passing close by, or departing.
Salute Officers in Official Vehicles

(a) Staff cars operate with **headlights** and /or **emergency flashers** on.

(b) An Admiral’s staff car will have their **personal flag** flying from a staff located on the right front fender.
Official Vehicles
Officers in Civilian Clothes

(a) Acknowledge them and render salute with greeting.

(b) This is only done in the United States during peace time, when you are in uniform.

(8) When in doubt . . . SALUTE!
Passing Honors

a. Passing honors--rendered by ships and boats when vessels, embarked officials, or embarked officers pass.
b. Side honors--rendered to officials or officers as they board and depart a ship.
Gun Salutes

c. Gun salutes--rendered to high ranking individuals, nations, and in celebration of national holidays.
Military Ceremonies

5. Military Ceremonies - formal acts of respect for our country.

a. Colors -- the ceremonial hoisting and lowering of the national ensign, our national flag.
Colors Detail

(1) Ceremony is conducted by a colors detail.

(a) Usually consists of two junior personnel and one Petty Officer.

(b) Assigned from within the duty section listed on the watchbill.

(c) Uniform of the day is worn
Every shore command and ship, when NOT underway, performs a colors ceremony twice daily.

(a) Morning colors at 0800
(b) Evening colors at sunset. (listed in the Plan of the Day/Week).
(c) The National Ensign is flown in front of the main building on the base or on the fantail of the ship.
(d) Ships NOT underway also hoist and lower the **Union Jack** at morning and evening colors.

1. **Union Jack** is a replica of the blue star-studded field of the national ensign.

2. Flown on the jackstaff at the ship’s bow.
Colors when NOT Underway

(e) When a band is available (or audio tape), attention is sounded, followed by the playing of the National Anthem.
Colors when NOT Underway

1. At the morning colors, hoisting of the ensign begins when the music starts. Hoist **smartly** to the top.

2. At evening colors, lowering of the ensign also starts at the beginning of the music, to be completed at the last note of the music.
Colors when NOT Underway

(f) If a band or recording is NOT available, a **bugler** will play at colors.

(g) If neither a band, a recording, or a bugler are available, **whistle signals** for beginning and ending the hand salute will be sounded.

1 Single whistle blast signals “**attention**”, and render a **hand salute**.

2 Three whistle blasts signal “**carry on**”.

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(3) Ships underway do NOT hold morning or evening colors; the ensign flies day and night.
(4) During Colors, render the following honors:

(a) In ranks:

1. Personnel are called to attention.

2. Person in charge of formation salutes until “carry on“ is sounded.
(b) Not in ranks, while in uniform

1. Face the colors.

2. Render hand salute until “carry on” is sounded.
(c) In a vehicle

1. Stop vehicle safely.

2. Sit at attention.

3. Do NOT salute.

4. When “carry on” is sounded, drive on.
Honors rendered (continued)

(d) In civilian clothes (or athletic attire)

1. Face the colors, standing at attention.

2. Place right hand/hat in hand over your heart until “carry on” is sounded.
Honors rendered (continued)

(e) No flag in sight

1. Face direction of music.

2. Render appropriate courtesy until "carry on" is sounded.
Half-masting the Ensign

b. Internationally recognized symbol of mourning.

(1) Directed by the President to honor the dead.
(2) At morning colors, national ensign is hoisted smartly to the top of the Flagstaff, then lowered ceremoniously to half-mast.
(a) “Attention” is sounded.
(b) Face the colors and render a hand salute.
(c) Hold salute until carry on is sounded.
(3) At evening colors, national ensign is hoisted smartly to the top of the Flagstaff from half-mast, then lowered ceremoniously.

(a) “Attention” is sounded and a hand salute rendered before raising the flag to the top of the Flagstaff from the half-mast position.

(b) Hold salute until carry on is sounded.
C. Flag honors and National Anthem--honors to the ensign or national anthem are rendered on occasions other than at colors.
Flag Honors (Cont.)

(1) Flag honors

(a) The National Ensign passes as part of public ceremonies such as parades, formal ceremonies or sporting events.

b) In uniform:

1. Come to attention and **salute** as flag approaches.

2. End salute when flag passes or the national anthem ends.
(c) In civilian clothes:

1. Come to attention and place right hand/hat in hand over heart.

2. Complete salute when flag passes/national anthem ends.
National Anthem

(2) National Anthem--when the national anthem is played, as in a parade, ceremony, or sports event, honors are rendered.

(a) In uniform, face the national ensign and salute.

(b) In civilian clothes, place your right hand or your hat over your heart.

(c) Salutes are held from the first note of the anthem to the last.
(a) In a foreign port, U.S. ships play both anthems.

(b) The U.S. national anthem is played first, followed by the host country’s national anthem.
Boarding, Leaving and Crossing a Naval Vessel

(1) Boarding your ship
   (a) In uniform

   1 When you reach the top of the brow, come to attention facing aft towards the national ensign and salute.
Boarding, Leaving and Crossing a Naval Vessel (continued)

2 Turn and face the Officer of the Deck (OOD) and salute. While holding the salute, show your ID card, and state “I request permission to come aboard sir/ma’am.” If the OOD is enlisted, a salute is still required.

3 When your salute is returned and permission is granted, proceed aboard.
(b) In civilian attire -- Procedures are the same except for the requirement to salute.
(2) Boarding a ship other than your own or boarding your ship for the first time -- in addition to normal boarding procedures, state the purpose of your business; e.g., reporting as ordered.
Boarding, Leaving and Crossing a Naval Vessel (continued)
(3) Leaving

(a) In uniform

1. Step onto the Quarterdeck, face the Officer of the Deck (OOD), show your ID card and salute.

2. State, “I request permission to leave the ship, sir/ma’am”.

3. Upon receiving permission, step onto the brow, face aft and salute the ensign, if flying.

4. Proceed ashore.
Boarding, Leaving and Crossing a Naval Vessel (continued)
(b) In civilian attire -- procedure is the same except for the requirement to salute.
(4) Crossing another ship

(a) Smaller ships sometimes nest alongside other ships.

(b) You may have to cross several ships, side by side, to get to your ship or to reach shore.

(c) Procedure is the same, however you must request permission to crossover.
Military Etiquette

Rules of behavior or social conduct to be observed by Navy personnel at certain times, in specified places, and on certain occasions.
a. Ship’s quarterdeck rules of behavior.

(1) The Quarterdeck is a ceremonial area. It should be treated with respect and honor.

(2) Whenever boarding, leaving, or crossing a Naval vessel, you will pass through the quarterdeck.
(3) These rules apply:

(a) Always appear on the Quarterdeck in the complete uniform of the day, unless departing or returning from leave/liberty.

(b) Never smoke, eat or drink on the Quarterdeck.

(c) Do not lounge in or around the Quarterdeck.

(d) Cross the Quarterdeck only when necessary.
b. Passing through doorways:
   (1) Let seniors go first.
   (2) When possible, hold door open.

c. Moving through passageways.
   (1) In passageways step aside for seniors to pass.
   (2) When other juniors are present, call out "gangway" so everyone can make way for the senior.
Military Etiquette

d. Juniors show respect to seniors.

(1) Acknowledge presence.
(2) Be courteous and respectful in speech and manner.
(3) Juniors walk on/sit to the left side of seniors.
(1) Customs, tradition, and social change determine the form of address or introduction of service members.
Addressing and Introducing Naval Personnel (continued)

(2) Navy officers are addressed or introduced by the title of their rank preceding their last name.

(a) When addressing an officer whose rank includes a modifier (e.g., LCDR), the modifier (LT.) may be dropped.

(b) In prolonged conversation where repetition in replying would seem forced or awkward, use “sir” or “ma’am”.

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Addressing and Introducing Naval Personnel (continued)

(3) The Commanding Officer onboard ship is addressed as “Captain” regardless of rank.

(4) Petty Officers are addressed and introduced by their respective title followed by their last name.

(a) Petty Officers in paygrades E-7, E-8, and E-9 are introduced and addressed as “Chief ________”, prefixed by “Senior” or “Master” as appropriate.

(b) Petty Officers in paygrades E-4 through E-6 are addressed and introduced as “Petty Officer__________”.
Addressing and Introducing Naval Personnel (continued)

(c) Sailors in paygrades E-3 and below are addressed by their last names in informal situations; in formal situations or introductions, last names are preceded by “Seaman”, “Fireman”, “Constructionman or “Airman”.

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Addressing and Introducing Naval Personnel (continued)

(5) Introduce juniors to seniors.

(6) The only proper response to an oral order is “Aye, aye, sir/ma’am” (or other applicable title).

(a) This reply means more than yes.
(b) It indicates “I understand and will obey.”
Enabling Objectives

1. Identify the definitions of the terms “customs” and “courtesies.”

2. Explain the purpose and procedures of the hand salute.

3. Identify types of honors rendered to ships, high-ranking individuals, nations and national holidays.
Enabling Objectives

4. Identify the procedures required to perform the following military ceremonies:
   a. Colors
   b. Half-masting the ensign.
   c. Flag honors and honors to national anthems.
   d. Boarding, leaving, and crossing Naval vessels.
Enabling Objectives

5. Explain procedures for proper military etiquette.
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