



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



Who to Salute

(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.**



When to 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.



Overtaking an Officer



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.

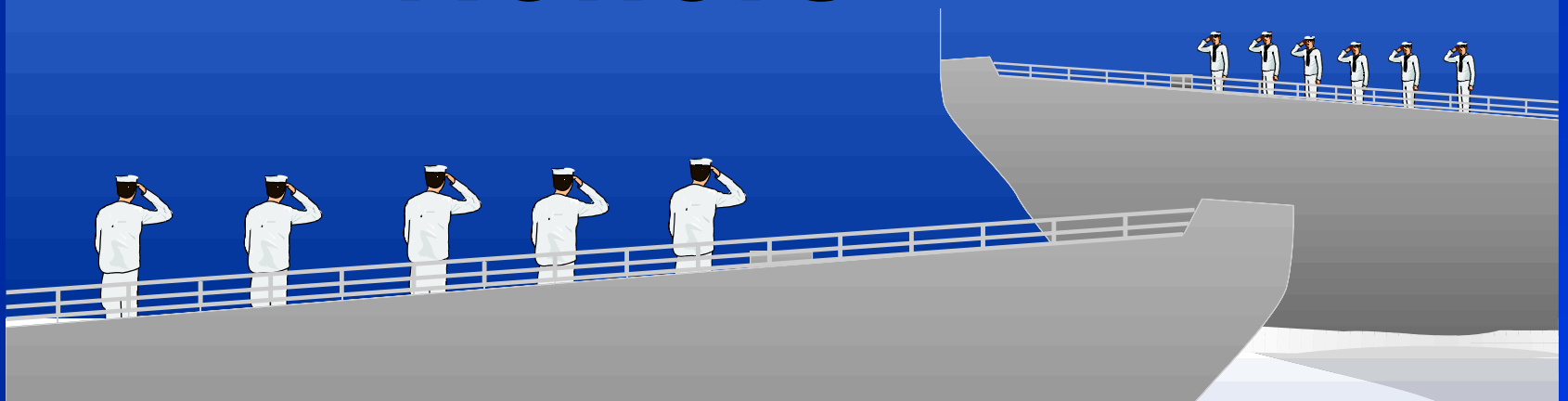
Official Vehicles



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.

Side Honors



- 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



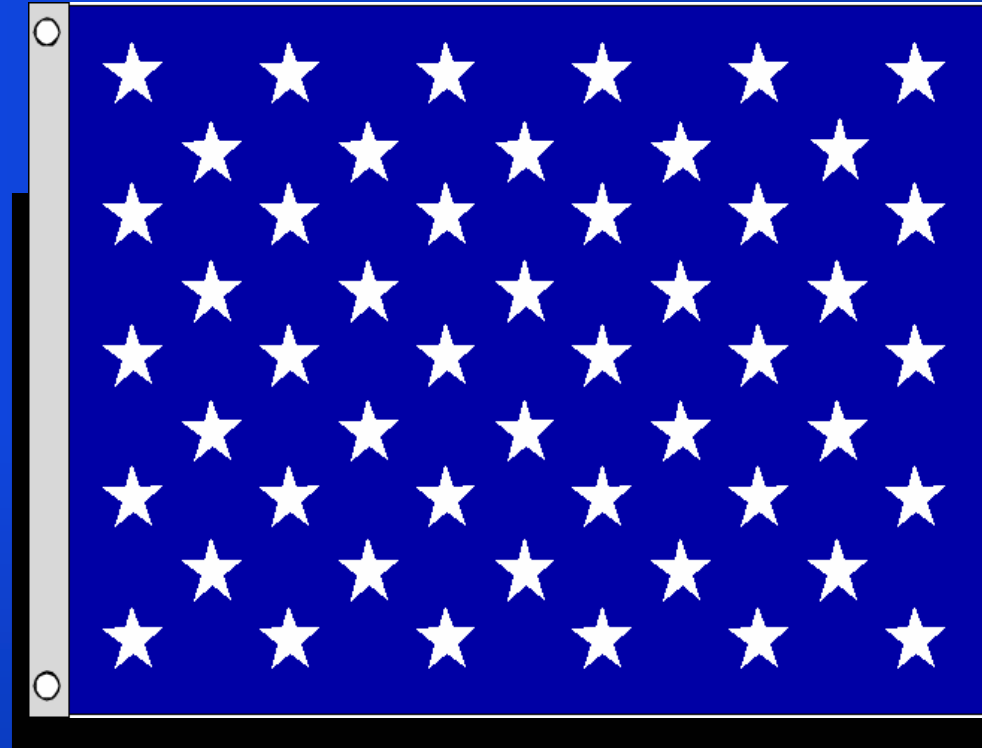
Colors

- (2) 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.

Flags When Not Underway

(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**”.

National Ensign Under Way



(3) Ships underway do NOT hold morning or evening colors; the ensign flies day and night.

Honors rendered

(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.



Honors rendered (continued)

(b) Not in ranks,
while in
uniform

- 1 Face the colors.
- 2 Render hand salute until “carry on” is sounded.



Honors rendered (continued)

(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.



Half-masting the Ensign (continued)

- (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.

Half-masting the Ensign

(continued)

- (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.

Flag honors

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.

Flag Honors (continued)

(c) In civilian clothes:

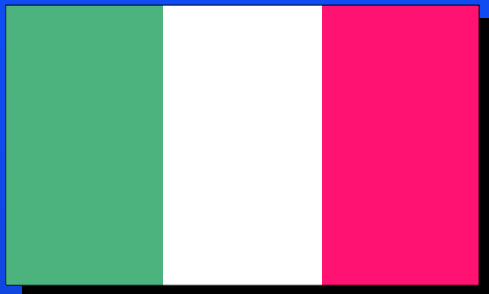
- 1 Come to attention and place right hand/hat in hand over heart.
- 2 Complete salute when flag passes/national anthem ends.

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.

Foreign National Anthems

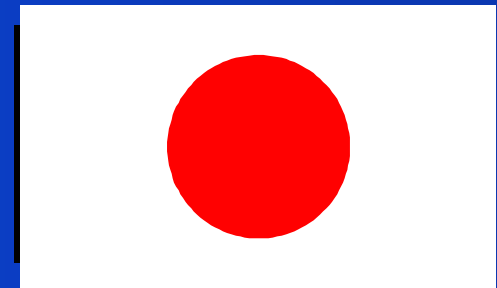
Italy



Germany



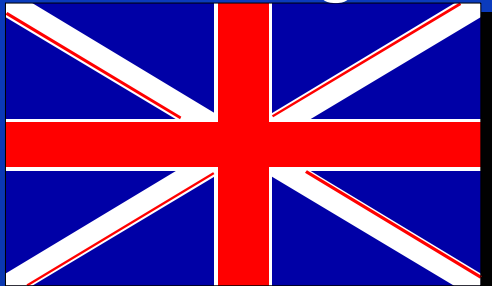
Japan



Canada



United Kingdom



- (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.

Boarding, Leaving and Crossing a Naval Vessel (continued)



(b) In civilian attire -- Procedures are the same except for the requirement to salute.

Boarding, Leaving and Crossing a Naval Vessel (continued)

(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)



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)



Boarding, Leaving and Crossing a Naval Vessel (continued)



(b) In civilian attire -- procedure is the same except for the requirement to salute.

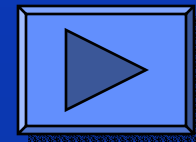
Boarding, Leaving and Crossing a Naval Vessel (continued)

(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.

Military Etiquette (continued)

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**.



Boarding, Leaving and Crossing a Naval Vessel (continued)

(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**.

Military Etiquette

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.

ADDRESSING AND INTRODUCING NAVAL PERSONNEL



5-63

- (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** (I.e., 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”**.

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”.

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.
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Enabling Objectives

5. Explain procedures for proper military etiquette.

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