

RESPECT ON DISPLAY



**HOW & WHY CAP PRACTICES
AIR FORCE-STYLE
CUSTOMS & COURTESIES**



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How & Why CAP Practices Air Force-Style Customs & Courtesies

PART 1 OUR FOUNDATION IS RESPECT

The Salute. Coming to attention when an officer enters a room. Shaking hands when meeting someone. These are all examples of customs and courtesies. They are small, but important expressions of politeness and mutual respect. Customs and courtesies are found throughout society at large, but Air Force-style customs and courtesies are especially important in CAP because they re-enforce the Core Values and bring us closer to our parent service.

Respect on Display. When we render military-style customs and courtesies, the Core Value of Respect is on display. Air Force traditions like the salute, and everyday American customs – even friendly greetings like, “Good afternoon, sir” – symbolize our commitment to a sense of teamwork that is built on a foundation of mutual respect.

Human Dignity. CAP believes that all persons have dignity simply by their being human. That dignity is what makes all persons worthy of respect, regardless of their age, race, gender, religion, or position in CAP.

Similar Values. Air Force leaders are glad to partner with CAP members, in part because the two organizations share similar values.



A Two-Way Street. Because all people should be respectful, the Core Value of Respect is a two-way street. Even our National Commander treats the most junior cadet as he or she would like to be treated. A person's rank does not give them license to be rude, over-bearing, or boastful. Likewise, when a junior renders military courtesies to a senior, it is done as a sign of respect for the officer's position. Military customs and courtesies are never marks of inferiority because they do not aim to humiliate. Rather, Air Force-style customs and courtesies make CAP service special and patriotic.

GOAL

Defend the Core Value of Respect as being an ideal that should guide CAP members' interactions with one another.

Assume Good Faith. A respectful person assumes others operate in good faith, unless he or she has a compelling reason to believe otherwise. The principle calls for CAP members to assume their fellow members are trying to help the CAP mission, not pursue personal gain. Mistakes can happen, but in assuming good faith, you give other persons the benefit of the doubt and do not automatically question their motives.

PART 2

MILITARY CUSTOMS & COURTESIES IN CAP

All military customs and courtesies are rooted in basic politeness and respect. To the newcomer, they seem strange at first. People are often embarrassed the first time they try to salute. But with a just a little bit of study, practice, and mentoring comes understanding and confidence.

GOAL

Describe when and how to render basic military customs & courtesies

Cadets. By nature of the Cadet Program's training goals, Air Force traditions are a vital part of cadet life. Cadets will be held to a high standard in how well they observe Air Force-style customs and courtesies.

Senior Members. For senior members, the rendering of customs and courtesies is expected when wearing a military-style uniform (all uniform combinations except the polo shirt and blazer). Regardless, CAP encourages all members to take part in something larger than themselves by participating in these rich traditions.

What follows is a brief tutorial in how to render Air Force-style customs and courtesies properly and proudly. This guide focuses on the fundamentals. For more information, see the *Air Force Drill & Ceremonies Manual*, available at the CAP website.

Rank & Special Situations in CAP

In the military tradition, unit commanders will usually be the highest ranking individuals in a unit. In CAP, that is quite often not the case, and it can make for some confusing scenarios when it comes to customs and courtesies.

For example, in CAP, a captain may command a squadron that includes majors and colonels as its members. An aircraft may be commanded by a captain, and crewed by two majors. Or perhaps a cadet NCO is leading a drill team that includes her cadet commander, a cadet major. Situations like these are common in CAP.

Still, the lower ranking officer should initiate the salute. And looking at the matter from the other side, the higher ranking officer should respect the junior officer's position.

As discussed in Part 1 of this guide, customs and courtesies are not marks of personal superiority or inferiority. Rather, they are symbols of our respect for one another. Customs and courtesies should be extended freely and cheerfully, regardless of how unusual a situation may seem.

A Focus on Fundamentals

Connoisseurs of the finer points of military customs and courtesies will notice that this guide takes some modest liberties in explaining what can be a very technical subject.

This guide values simplicity. It only *introduces* CAP members to basic military customs and courtesies. Therefore, the guide sacrifices hyper-accuracy to focus on the fundamentals.



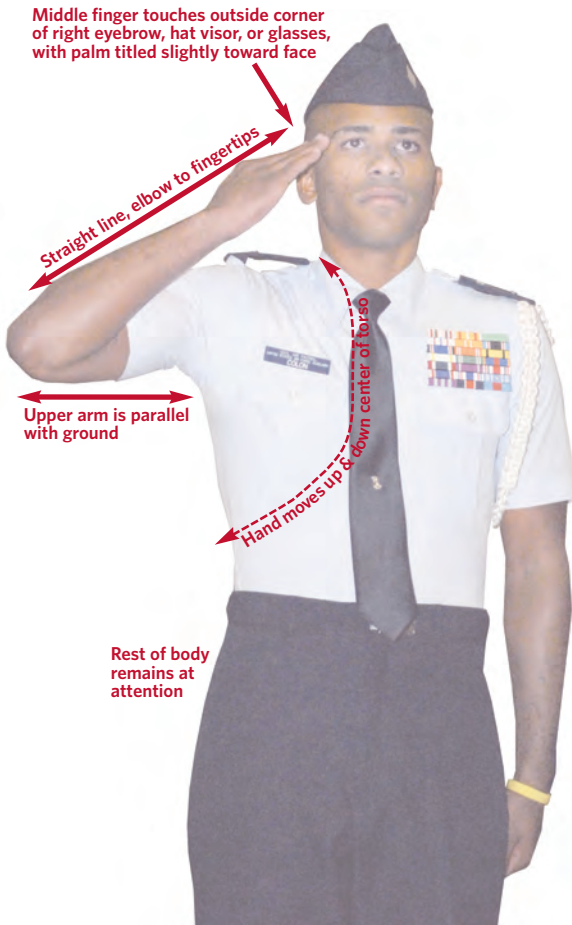
THE SALUTE

Key Principle

When outdoors and in uniform, cadets salute military officers, CAP senior members, and cadet officers higher in rank than themselves. Senior members salute military officers and other CAP officers higher in rank than themselves.

Finer Points

- Salutes are normally exchanged only outdoors. Indoors, salute officers only when formally reporting (ie: when called forward to receive an award).
- 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 unless commanded to present arms. The commander salutes for the unit if an officer approaches.



History of the Salute

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 salute remains a sign of friendship and respect.

- When in uniform, salute officers upon recognition, regardless of what the officer is wearing. For example, uniformed cadets salute their squadron commander even if that commander is in civilian attire. In such instances, the commander typically would verbally acknowledge the salute, but not return it.
- On some installations, such as Maxwell AFB, home of CAP National Headquarters, it is common to see military officers from friendly nations. It is customary for CAP members to salute these international officers as a sign of goodwill.
- When in doubt, salute. Anyone may render a salute at any time if they believe one is warranted.



COMING TO ATTENTION

Key Principle

It is customary for all members to come to attention when the commander enters the room.

Finer Points

- 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" instead.
- In a classroom, conference setting, or work environment, these customs are usually relaxed.



Juniors & Seniors

What is a junior? What is a senior? Is the "senior" always a CAP senior member? Is a "junior" always a cadet? Not necessarily. These terms are a shorthand for identifying the higher ranking and the lower ranking person in any setting where the members are rendering customs and courtesies.

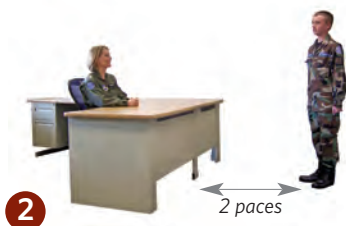
THE PLACE OF HONOR

Key Principle

The junior walks on the senior's left.

Finer Points

- The right is the 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.
- 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.



REPORTING TO AN OFFICER

Key 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.
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.



Finer Points

- When being called forward to receive an award, it is customary to report to the officer and then turn to face the audience as photos are taken.
- Accept certificates with your left hand - "take with your left, shake with your right."
- When a large number of people will be reporting to an officer (such as during a graduation ceremony), the event organizers may simplify the reporting procedure to speed the ceremony along. In such cases, the custom is to salute the officer, accept the certificate, shake hands, and move along.



THE PLEDGE OF ALLEGIANCE

Key Principle

When in civilian attire, the CAP polo shirt, or blazer combination, stand at attention and salute by placing your right hand over your heart while reciting the pledge.

When in a military-style uniform, stand at attention and remain silent.

Finer Points

- If outdoors in civilian attire, remove your hat when reciting the pledge.
- The pledge is not normally recited when CAP members are in formation. Reciting the pledge when in military-style uniform, let alone when assembled in a formation, is somewhat redundant – the uniform and all the other trappings of national service are themselves symbols of a special devotion to America.



MAKING INTRODUCTIONS

Key Principle

The junior person is introduced to the senior.

Finer Points

- Cadets are introduced to senior members
- CAP members are introduced to distinguished visitors
- Lower ranking officers are introduced to higher ranking officers
- Men are introduced to women
- Younger people are introduced to older people
- Offer a firm handshake when meeting someone new



Indoors

HONORS TO THE COLORS

Key Principle

The table below outlines basic rules for honoring the colors when the National Anthem or To the Colors plays.

	MILITARY-STYLE UNIFORM	CIVILIAN ATTIRE
INDOORS	Face the flag or music and stand at attention	Face the flag or music, stand at attention, place right hand over heart
OUTDOORS	Face the flag or music and salute	Face the flag or music, stand at attention, place right hand over heart



Outdoors

Finer Points

- If the colors march by, stand at attention and salute, when wearing a military-style uniform. If wearing civilian attire, stand at attention and place your right hand over your heart.
- It is not customary to salute stationary flagstaffs, except when the National Anthem or To the Colors plays.
- When driving a vehicle on a military base, halt the car as a sign of respect when Retreat, the National Anthem, or To the Colors plays.
- When arranging flags in a headquarters or conference setting, place the American flag to the audience's left. Place the CAP, state, or local flag to the audience's right. (Another way of describing this arrangement is to say the U.S. flag is always to its own right.)



MANNERS OF ADDRESS

Key Principle

Address superior officers as “Sir” or “Ma’am.”

Finer Points

- Cadets address fellow cadet airmen and NCOs by grade and last name (ie: Airman Curry, Sergeant Arnold).
- Cadets address cadet officers and senior members by grade or as “Sir” or “Ma’am.”
- Senior members may address cadets by grade or simply by the noble title, “Cadet.”
- Air Force and senior member non-commissioned officers and airmen are addressed by grade and last name (ie: Sergeant Levitow).
- Chaplains are commonly referred to by title and last name (ie: Chaplain Baldwin).

CADETS

ABBREV.	GRADE	TERMS OF ADDRESS	
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	



CIVIL AIR PATROL
United States Air Force Auxiliary
Peachtree City Falcon Field Composite Squadron
PO Box 2765 Peachtree City GA 30269

3 January 2009

Sheriff Steve Hodges
100 Court Street
Peachtree City, GA 30269

Dear Sheriff Hodges,

Thank you for allowing Deputy Victor Cote and his K-9, Chewy, to demonstrate their capabilities to our cadets last weekend.

Seeing Deputy Cote and K-9 Chewy locate drugs so quickly made a big impression on them. Presentations like this show the cadets how serious our town is about keeping drugs out of the community.

Deputy Cote is a natural leader and a great role model for youth. The cadets and staff of our squadron wanted you to know he brings great credit to the Sheriff's Department.

With thanks,

JIMMY DOOLITTLE, Lt Col, CAP
Squadron Commander

THANK YOU NOTES

Key Principle

Send thank you notes to people who have made a special effort to support CAP – guest speakers, donors, and representatives from other agencies, for example. Thank anyone who has personally assisted you or your unit in a meaningful way.

Finer Points

- **Be Timely:** Send notes within 2-weeks of receiving support.
- **Be Brief:** Never use more than 1 notecard or sheet of paper.
- **Stay On-Topic:** Do not ask for another favor or additional help.
- **Be Sincere:** Cite a specific reason why you are thankful. Explain how the support has made a difference to you or your unit.
- **Properly Route the Note:** For an added effect, address the note to the person's superior and have your superior sign it.
- **Proofread:** Take time to make sure the note is free of errors.
- **Include a Memento:** A unit patch or photo makes a nice addition.

QUIZ YOURSELF

1. In CAP, military-style customs and courtesies
 - a. are practiced because ranking officers deserve certain privileges.
 - b. emphasize that officers are more valued than newcomers.
 - c. stem from simple politeness and the Core Value of Respect.
2. Which of the following is TRUE about the salute?
 - a. Salutes are normally exchanged only outdoors and when reporting.
 - b. The junior initiates the salute within 10 paces of the senior.
 - c. When in doubt, refrain from offering a salute.
3. Everyone present is an officer, and the wing commander is about to enter the room. Someone should command,
 - a. "Room, ATTENTION."
 - b. "Ladies and gentlemen, the commander."
 - c. "FALL IN."
4. A lieutenant is walking with a major. The lieutenant should walk
 - a. to the right of the major.
 - b. to the left of the major.
 - c. one pace behind the major.
5. You are wearing the CAP blazer combination and in a moment people will recite the pledge of allegiance. What do you do?
 - a. Salute and recite the pledge.
 - b. Stand at attention and remain silent.
 - c. Place your right hand over your heart and recite the pledge.
6. When outdoors and in a military-style uniform, you hear the National Anthem, so you face the music and
 - a. salute.
 - b. place your right hand over your heart.
 - c. stand at attention.
7. As a 2d Lt, you should address a C/Maj as
 - a. "sir" or "ma'am."
 - b. "cadet."
 - c. by first name.

(1) C (2) A (3) B (4) B (5) C (6) A (7) B

ANSWERS



RESPECT ON DISPLAY

This pamphlet describes how the Core Value of Respect guides how CAP cadets and officers interact with one another. It provides easy to understand, authoritative guidance on how to render basic Air Force-style customs and courtesies. It will be especially helpful to new senior members and cadets.

Special thanks to the members of Peachtree City - Falcon Field Composite Squadron, Georgia Wing, who served as models in the majority of this guide's photos.

