

Chapter 6

Customs & Courtesies



Chapter Goal

Students must understand the various customs and courtesies used in the Civil Air Patrol. The most important of which is the salute. Members must master this exercise. Additionally, other customs such as reporting, terms of address, and those that are local in nature must be understood and practiced by the membership.

INSTRUCTION

The Military Salute

Suggested Teaching Method: Lecture Method and Demonstration Method

Instruction: The instruction in this section is broken into two parts. First, using the lecture method, the instructor should go through the brief history of the salute to emphasize its long standing tradition and importance. Then discuss the dos and don'ts of saluting. The second part should utilize the demonstration method. Use another member who can properly demonstrate the salute as your visual aid. Then have the student's practice the movements.

Tip: Tell your students that every time they go in front of a mirror (such as when they use the restroom) to perform the salute and watch themselves. Since we tend to be our own worst critic, the student will achieve a sharp salute in a short period of time. Remember to immediately point out the good and the bad. For senior member student be particularly watchful of their saluting. Many of them may have been prior servicemen in either different military branches or foreign countries where the salute slightly differs (i.e. checking, palm forward, windmill salute).

Reporting

Suggested Teaching Method: Lecture Method and Demonstration Method

Instruction: The instruction in this section is broken into two parts. First, using the lecture method, the instructor should go through the proper reporting procedures. The second part should utilize the demonstration method. Use another member who can properly demonstrate reporting as your visual aid. Then have the student's practice the procedure.

Tip: Have the student watch as one student at a time performs the task. It's been found that students learn quickly from watching the success and mistakes of others. Remember to immediately point out the good and the bad.

More Customs

Suggested Teaching Method: Lecture Method

Instruction: The instructor should make sure that the students have a strong understanding of the additional customs noted. If there are any other customs or traditions (like those of a local nature), let your students know so they can be part of the "fun".

PUBLICATIONS & RESOURCES

AFMAN 36-2203, *Drill and Ceremonies*
CAPP 3, *Guide to CAP Protocol*
CAPP 151, *Standards, Customs and Courtesies*
Summary Exercise Answer Key

SUMMARY EXERCISE – ANSWER KEY

1. When is a salute between military/Civil Air Patrol personnel not required even though they are in uniform and are recognized?

Answer – c. When one or the other of the individuals is carrying articles in both hands, that individual does not have to salute.

Reference –

2. What is a salute?

Answer – A salute is an exchange of greetings as both a greeting and a symbol of mutual respect.

Reference – 6-1, The Military Salute

3. How many steps in front of an officer's desk do you stop and salute when reporting indoors?

Answer – 2 paces

Reference – 6-4, Reporting

4. How many steps in front of an officer do you stop and salute when reporting outdoors?

Answer – approximately one pace

Reference – 6-5, Reporting

5. If you are reporting on your own initiative, what words do you omit?

Answer – "...as ordered"

Reference – 6-4, Reporting

6. Public display of affection is acceptable between two uniformed members.

Answer – b. False

Reference – 6-6, Public Displays of Affection

7. Captain Sharpe was promoted in January this year. Captain Ace was promoted a month later in February. Who has the higher grade?

Answer – c. They both hold the same grade

Reference – 6-5, Grade vs. Rank

8. A Chief Master Sergeant is informally referred to as _____.

Answer – d. Chief

Reference – 6-6, Terms of Address

9. A major who is an active chaplain is would be addressed as _____.

Answer – c. Chaplain

Reference – 6-6, Terms of Address

10. Describe two occasions when you should execute a salute.

Answer – Any two occasions listed on page 6-3 of the Auxiliariesmen's Handbook

Reference – 6-3, Military Salute