



# VDF 103

A large American flag waving in the wind, with the silhouettes of two soldiers in the foreground. The text "Military Customs & Courtesies" is overlaid in white.

# Military Customs & Courtesies



# VDF 103 PURPOSE



**Action:** Discuss Military and Virginia Defense Force (VDF) Customs and Courtesies.

**Conditions:** *Interactive classroom.*

**Standard:** *Understand How Customs and Courtesies are the Unwritten Code Holding Military Forces Together*

**\*SILENCE CELL TELEPHONES\***

**\*SIGN IN FOR CREDIT\***

**\*50/10 TIMEKEEPER\***



# VDF 103 REFERENCES



- ▶ **Army Regulation 600-25, Salutes, Honors, and Visits of Courtesy**
- ▶ **Army Regulation 600-20, Army Command Policy (Paragraph 4-3)**
- ▶ **Field Manual 7-21.13, The Soldier's Guide (Ch. 4)**
- ▶ **DA Pamphlet 600-60, A Guide to Protocols and Etiquette**
- ▶ **Field Manual 3-21.5, Drill and Ceremonies**
- ▶ **Army Regulation 840-10, Heraldic Activities - Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates.**



# Course Objectives



**At the completion of this period of instruction, you should be familiar with the following:**

- ▶ **Basic customs of the U.S. Army and VDF.**
- ▶ **When the hand salute is and is not given.**
- ▶ **How to report to an officer, indoors and outdoors.**
- ▶ **Proper military titles.**
- ▶ **Rendering proper honors to the flag.**
- ▶ **Recognition of military rank insignia.**



# Customs of the Service



- ▶ **The two most important expressions in your vocabulary should be “please” and “thank you”.**
- ▶ **Each person should always be treated with consideration and courtesy.**
- ▶ **Enlisted personnel must be courteous to officers and officers must return this courtesy.**
- ▶ **Without this basis of mutual respect, there can be no military courtesy and disharmony will result.**



# Customs of the Service



- ▶ A custom is an established usage. Customs include positive actions – things you do, and taboos – things you avoid. Customs can change over time or have variants depending on location. Like the law codes are to civility.
- ▶ To a surprising degree, man is eager to follow established practices. Knowing that you are following a course that has been successful for others in a similar circumstance bolsters your confidence and encourages you to adhere to your course.





# Customs of the Service



**“The senior will never think of the difference in rank, the junior will never forget it.”**



# Customs of the Service



- ▶ **Never criticize the unit or a leader in public.**
- ▶ **Never go “over the heads” of superiors – don’t jump the chain of command.**
- ▶ **Never offer excuses...its ”No excuse, sir.”**
- ▶ **If you don’t know the answer to an officer’s question, respond with “I don’t know sir, but I’ll find out.”**
- ▶ **Never appear in uniform while under the influence of alcohol.**
- ▶ **Authority may be delegated, but not responsibility**
- ▶ **Exercise only that authority expressly given to you by law and delegation**





# Customs of the Service



- ▶ **Never “wear a superior’s rank” by saying something like, “the First Sergeant wants this done now,” when the First Sergeant said no such thing. Speak with your own authority.**
- ▶ **Never turn and walk away to avoid giving the hand salute.**
- ▶ **Never run indoors or pretend you don’t hear (while driving, for example) to avoid standing reveille or retreat.**



# Customs of the Service



- ▶ **When a junior walks, rides, or sits with a senior, the junior takes a position to the left of the senior.**
- ▶ **Enter automobiles in inverse order of rank; that is, the senior enters the car last and exits first (let the senior decide where to sit)**
- ▶ **Do not thank a superior when he does something for you in the course of his official duties.**
- ▶ **The “wish” or “desire” of a commander is generally assumed to have the same weight as an order.**



# Customs of the Service



- ▶ **Enlisted personnel should secure permission from the senior enlisted before speaking to the commander.**
- ▶ **The words “Sir” and “Ma’am” are used in military conversation in addressing a superior.**
- ▶ **Use first person in conversation with senior officers. Avoid “Sir, does the Colonel desire...”**
- ▶ **The “open-door” policy permits each person in the VDF, regardless of rank, to appeal to the next higher command.**



# Customs of the Service



- ▶ **It is a strong service tradition that an officer does not fraternize with enlisted soldiers.**
- ▶ **Male officers in uniform do not carry an umbrella.**
- ▶ **Avoid leaning on or lolling against desks or walls and keep your hands out of your pockets.**
- ▶ **Report at once when notified to do so.**
- ▶ **NCO's do not perform manual labor while in charge of a work detail.**
- ▶ **Officers should remain at a reception or social gathering until the commanding officer departs.**



# Traditions



- ▶ **“Hooah!”** This informal but always understood sound is less a word than an audible affirmation of the warrior ethos. The soldier that utters this sound understands his task and will not quit until it is completed. It also means that the soldier is ready and willing to accomplish the mission at hand.
- ▶ **Mottos.** Many units adopt mottos to build moral and instill esprit de corps.
- ▶ **The VDF motto is:**

**“Always Ready, Always There!”**



# The Hand Salute



- ▶ **The salute is actually a greeting between military personnel.**
- ▶ **It's a military way of saying, "Hello, how are you?"**
- ▶ **Remember to salute proudly and smartly. It shows pride in yourself, unit and country.**
- ▶ **A sloppy salute shows just the opposite.**





# The Hand Salute



- ▶ **Outdoors, all soldiers in uniform are required to salute when they meet and recognize persons entitled to the salute except when inappropriate or impractical.**
- ▶ **When meeting a senior officer outdoors, render the hand salute when you are approximately six paces apart.**
- ▶ **The junior person executes the first salute and holds the position until it is returned by the senior. You should also offer an appropriate greeting (e.g. “Good morning, sir”)**



# The Hand Salute



- ▶ **Outdoor situations when a salute is required:**
  - **To uncased National Color when it passes.**
  - **At reveille and retreat ceremonies, during the raising or lowering of the flag.**
  - **When pledging allegiance to the National Color.**
  - **When turning over control of formations**
  - **When reporting in formations.**
  - **When rendering reports.**
  - **General officers in official vehicles (recognized by plates/flags).**



# The Hand Salute



- ▶ If in a group of soldiers not in formation, the first person to see the officer should call the group to attention and everyone should salute.
- ▶ When talking to an officer of superior rank, stand at attention until ordered otherwise. When you are dismissed, or when the officer departs, come to attention and salute.
- ▶ Enlisted personnel approached by an NCO while outdoors should stand if sitting and greet the NCO with an appropriate greeting (e.g. “Good morning, Sergeant”).



# The Hand Salute



## ▶ When not to salute outdoors:

- An enlisted soldier in ranks and not at attention, comes to attention when addressed by an officer.
- Details at work (officer or NCO in charge salutes for entire detail).
- When actively engaged in a game (i.e. baseball).
- While driving a vehicle.
- When carrying articles in both hands.
- When either the senior or subordinate is wearing civilian clothes.



# The Hand Salute



- ▶ **When do you salute inside a building?**
  - **When reporting to your commander.**
  - **When reporting to a military board.**
  - **At an indoor ceremony.**
  - **When under arms.**
  - **At sentry duty indoors.**



# React to an Officer



- ▶ **When an officer of superior rank enters an office, barracks, building, or room:**
  - The first person observing the officer will call the personnel in the room to attention but does not salute.
  - Everyone will remain at attention until otherwise ordered.





# React to an Officer



- ▶ **When an officer enters a dining facility:**
  - **The first person observing the officer will give the order “AT EASE,” unless a more senior officer is already present.**
  - **Soldiers in the dining facility will remain seated, silent and continue eating unless directed otherwise.**



# Report to an Officer (Outdoors)



## ► When reporting outdoors:

1. Move rapidly toward the officer and halt at the position of attention two steps in front of the officer.
2. Render proper hand salute and, while holding the salute, state, "Sir, (RANK) (NAME) reports".
3. When salute is returned execute "Order Arms."
4. When dismissed, come to attention, render salute, execute facing movement and depart.



# Report to an Officer (Indoors)



- ▶ **When reporting to an officer in his/her office:**
  - 1. Knock and enter when told to do so.**
  - 2. Move toward the center of the desk and halt at the position of attention two steps in front of the desk.**
  - 3. Render proper hand salute and, while holding the salute, state, “Ma’am, (RANK) (NAME) reports”.**
  - 4. When salute is returned execute “Order Arms.”**



# Report to an Officer (Indoors)



5. When dismissed, come to attention and render salute.
  6. Execute the appropriate facing movement and depart the room.
- ▶ The only time that you do not remove your headgear when reporting to an officer indoors is while you are under arms.



# Titles



- ▶ **Lieutenants are addressed as “Lieutenant.” The terms “First” and “Second” are used only in written correspondence.**
- ▶ **Other commissioned officers are addressed by their title.**
- ▶ **In conversation, lieutenant colonels may be referred to as “Colonel”, and brigadier, major and lieutenant generals as “General.”**
- ▶ **Chaplains are addressed as “Chaplains.” A Catholic Chaplain may be addressed as “Father.”**





# Titles



- ▶ **Warrant Officers are referred to as “Mister” or “Ms.”**
- ▶ **Sergeants Major are addressed as “Sergeant Major”. A first sergeant is addressed as “First Sergeant.” Other sergeants may be addressed as “Sergeant” (depending on the situation).**
- ▶ **A specialist is addressed as “Specialist.”**
- ▶ **Corporals are addressed as “Corporal.”**
- ▶ **Privates First Class are addressed as “PFC Jones.”**
- ▶ **Privates (E-1 or E-2) are addressed as “Private.”**







# Rendering Honor to the Flag



▶ **There are four names in use for the flag of the United States:**

1. **Flag**
2. **Color** - the national color is carried by dismounted troops
3. **Standard** - name traditionally used by mounted, motorized, or mechanized units
4. **Ensign** - naval term for the flag





# Rendering Honor to the Flag



- ▶ **The flag of the United States, national color, and national standard are not dipped by way of salute or compliment.**
- ▶ **When a number of flags are displayed from staffs set in a line, the U.S. flag will be at the right; to the left of an observer facing the display.**
- ▶ **When you are passing or being passed by colors that are being presented, paraded, or displayed, salute when the colors are six paces from you. Hold the salute until the colors are six paces beyond you.**



# Rendering Honor to the Flag



- ▶ **The Pledge of Allegiance is not recited in military formation or in military ceremonies.**
- ▶ **At mixed functions where the Pledge of Allegiance is being recited, a soldier in uniform silently stands at attention facing the flag and renders the hand salute. If indoors, silently stand at attention facing the flag.**
- ▶ **When in civilian attire, a soldier should recite the pledge while standing at attention, facing the flag with the right hand over the heart.**



# Rendering Honor to the Flag



## ▶ Reveille (in formation or in a group)

- At first note of music, come to attention and execute "Present Arms" at the command of officer or NCO in charge.
- At last note of music, execute "Order Arms" at the command of the officer or NCO in charge

## ▶ Reveille (individual)

- At first note of music, face flag (or music), come to attention and render hand salute
- End salute on last note of music and resume your duties



(Reveille)



# Rendering Honor to the Flag



## ► (in formation or in a group)

- At first note of “Retreat”, execute “Attention” and then “Parade Rest” at the command of officer or NCO in charge.
- At first note of “To the Colors”, execute “Attention” and then “Present Arms” at the command of the officer or NCO in charge.
- At last note of music, execute “Order Arms” at the command of the officer or NCO in charge.
- Resume your duties if in a group.



(Retreat)



(To The Colors)





# Rendering Honor to the Flag



## ▶ Retreat (individual)

- At first note of “Retreat”, face flag (or music) and come to attention.
- At first note of “To the Colors”, render the hand salute.
- End salute on last note of music and resume your duties.







# Rendering Honor to the Flag



▶ **If outdoors, whenever the national anthem, “To the Colors,” “Hail to the Chief,” or “Reveille” are played:**

- Vehicles in motion are brought to a stop.
- Persons riding in a passenger car or on a motorcycle dismount and salute.
- Occupants of other types of military vehicles and buses remain seated at attention in the vehicle, the individual in charge of each vehicle dismounts and renders the hand salute.



# Rendering Honor to the Flag



- ▶ **When the national anthem is played indoors, officers and enlisted personnel stand at attention and face the music, or the flag if one is present. Do not salute unless under arms.**
- ▶ **As of November 2008, Federal law authorizes veterans and military personnel to render the military salute during the National Anthem when not in uniform.**



# “The Army Goes Rolling Along”

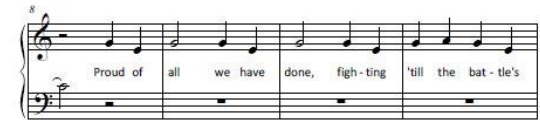


- ▶ Official song of the U.S. Army.
- ▶ Adopted on Veterans Day, 1956.
- ▶ Used at the conclusion of all reviews, parades and honor guard ceremonies.
- ▶ Individuals stand at attention and sing the lyrics when it is played.



## The Army Goes Rolling Along U.S. Army Anthem

Traditional  
arr. Jennifer Fink



(Sound)

# Questions