



# Civil Air Patrol Squadron Leadership School

Instructor Guide



HQ CAP/ETS  
April 1999

## **SECTION 5**

**CONCEPT:** Customs and Courtesies

**APPROXIMATE TIME:** 50 Minutes

### **OBJECTIVES:**

Students will be able to:

1. Render a salute at the proper time and in the proper manner.
2. Demonstrate proper customs and courtesies.
3. Properly display the American flag.

### **MATERIALS:**

CAPP 15-1, *Standards, Customs, and Courtesies*

Level I Video, *Customs and Courtesies*

US flag on pole

US flag without pole

Note: The Level 1 video is optional, but you may want to use it for review and reinforcement.

### **INTRODUCTION:**

Ask the students to tell you some of the customs and courtesies that they recall from their level I training. List these on a chalkboard, flip chart or overhead transparency.

### **PURPOSE/RATIONALE**

In this lesson, we will review the proper use of customs and courtesies.

### **INFORMATION**

The instructional material in this guide is identical to the material in the student book. Review with students the proper times to render a salute. Have them turn to the page labeled "*The Who, What, When, How and Where of Saluting*". Also, review with students the proper way to honor the American flag. Refer students to the page labeled *Respecting the Flag*.

Have students turn to the salute checklist in their study guide. Using this checklist, demonstrate a proper salute for the students. Have the students practice saluting using this checklist. Have the students practice saluting one another.

## **THE WHO, WHAT, WHEN, HOW, AND WHERE OF SALUTING**

### **Whom to salute**

- The President of the United States
- Officers of Civil Air Patrol and officers in the Armed Forces of the United States
- Officers of friendly foreign nations
- 

### **When to salute indoors**

- When reporting in or out
- During an award ceremony
- 

### **When to salute outdoors**

*Note: The term outdoors is defined as any area outside of a building including open porches, covered sidewalks, bus stops, covered or open entryways, and reviewing stands.*

- When approaching a senior officer
- When in charge of a formation
- When approached by a vehicle with a flag or medal standard that identifies rank of an officer
- In respect to the American flag
- After a conversation with a senior officer

### **When not rendering a salute is appropriate**

- When in formation (only the officer in charge renders the salute)
- When encumbered by items in hands, a verbal greeting is appropriate
- In emergency situations

*Note: Judgment and common sense play an important role in determining if you should render a salute.*

## **RESPECTING THE AMERICAN FLAG** *The National Anthem*

### ***Military-style uniform***

#### **Indoors**

Remain silent  
Stand at attention  
Face the flag

#### **Outdoors**

Remain silent  
Stand at attention  
Face the flag (or music if flag is not visible)  
Salute

### ***Civilian clothes, non-military-style uniform***

#### **Indoors/outdoors**

Remain silent  
Stand at attention  
Face the flag (or music)

Place hand over heart (remove headdress with right hand and hold it at the left shoulder with the right hand over the heart)

### ***The Pledge of Allegiance***

#### ***Military-style uniform***

##### **Indoors**

Come to attention

Face the flag

Remain silent

##### **Outdoors**

Come to attention

Face the flag

Remain silent

Salute

#### ***Civilian clothes, nonmilitary-style uniform***

##### **Indoors/Outdoors**

Come to attention

Face the flag

a. If wearing a hat, remove the hat with right hand and place at left shoulder with right hand over heart.

b. If not wearing a hat, place right hand over heart.

Recite pledge

#### ***Retreat***

***Note: Always outdoors on military installations***

#### ***Military-style uniform***

Remain silent

Face the flag (face the music if no flag)

Stand at "parade rest" during the sounding of *Retreat*

Come to attention and salute during the playing of *National Anthem*.

#### ***Civilian clothes, nonmilitary-style uniform***

Remain silent

Stand at "parade rest" during the sounding of *Retreat*.

Come to attention

a. If wearing a hat, remove hat with the right hand and hold at left shoulder with the right hand over the heart during playing of the playing of the *National Anthem*.

b. Place right hand over heart during the playing of the *National Anthem*.

#### ***Other Situations***

When in a car, the driver should come to a stop. Driver and passengers should remain silent during the playing of the *National Anthem*.

When a flag passes in a parade or flag ceremony

Military-style uniform--Salute when the flag comes within six paces and hold until the flag has passed six paces (outdoors only)


Nonmilitary clothing--Place right hand over heart when the flag comes within six paces and hold until the flag has passed six paces (indoors and outdoors)


## **SALUTE CHECKLIST**

- Raise right hand smartly in most direct manner.
- Extend and join the forefingers.
- Place the thumb along the forefingers.
- Keep the palm flat.
- Face the palm toward the body.
- Tilt the palm slightly toward the face.
- Hold the upper arm horizontal, slightly forward of the body and parallel to the ground.
- Ensure the tip of the middle finger touches the outside corner of the right eyebrow or the front corner of the glasses.
- Keep the rest of the body at attention.
- To lower the salute, bring the arm smoothly and smartly downward retracting the path used to raise the arm.
- Return to the position of attention.


## Copies of Slides


Included in your instructional materials are copies of the slides you will be using as an instructional aid. Review the materials. You may want to add additional slides.

 Squadron Leadership School




1

 Customs and Courtesies:  
Saluting




*Who, When, What,  
Where, and How to  
Salute*

2

 Who to Salute

- > The President of the United States
- > Officers in the Armed Forces of the United States
- > Officers of Civil Air Patrol
- > Officers of friendly foreign nations


3

 When to Salute

Indoors

- > When reporting in or out
- > During an award ceremony


4

 When to Salute

Outdoors

- > When approaching a senior officer
- > When in charge of a formation
- > When approached by a vehicle with a flag or medal standard that identifies rank of an officer
- > In respect to the American flag
- > After a conversation with a senior officer

5

 How to Salute


- > Raise right hand smartly in most direct manner
- > Extend and join the forefingers
- > Place the thumb along the forefinger, keeping the palm flat
- > Face the palm slightly toward the face
- > Tilt the palm slightly toward the face

6


**How to Salute continued**

- > Hold the upper arm horizontal, slightly forward of the body and parallel to the ground
- > Ensure the tip of the middle finger touches the outside corner of the right eyebrow or the front corner of the glasses
- > Keep the rest of the body at attention
- > Bring the arm smoothly downward
- > Return to the position of attention

**Questions?**



**CUSTOMS AND COURTESIES**



TO THE FLAG

**RESPECTING THE AMERICAN FLAG**

**THE PLEDGE OF ALLEGIANCE**

- > STAND AT ATTENTION
- > FACE THE FLAG
- > IN UNIFORM: MAY REMAIN SILENT OR RECITE THE PLEDGE
- > CIVILIAN CLOTHES: REMOVE HAT (IF WORN)  
PLACE HAND OVER HEART  
RECITE PLEDGE

**Retreat**

*Retreat is the lowering of the flag on a military institution at the end of the day.*

- > Remain silent
- > In Uniform: Stand at parade rest during the sounding of *Retreat*, come to attention and salute during the playing of the *National Anthem*
- > Civilian Clothes: Stand at attention, remove hat, place right hand over heart

**Questions**

