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MANUAL

**CUSTOMS AND
COURTESIES
MANUAL**

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ARMY CUSTOMS, COURTESIES AND TRADITIONS HANDOUT

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As Army professionals, we must:

- a. Apply Army Customs, Courtesies, and Traditions within their organizations to develop esprit de corps.
- b. Incorporate Army history into formal and informal activities to inspire a sense of shared organizational heritage and Army heritage among their members.
- Steward the Army by continuing to honor Customs, Courtesies, and Traditions that reflect and strengthen the Army's Essential Characteristics Military Expertise, Honorable Service, Esprit de Corps, Stewardship of the Profession, and "the bedrock of the profession," Trust, for current and future generations.

Esprit de Corps is the winning spirit within the Army Profession, embedded in the culture, sustained by traditions and customs, which fosters cohesive and confident units with the courage to persevere. It is one of the Army Profession's Essential Characteristics (ADRP 1).

- A spirit that fosters teamwork, cohesion, cooperation, and loyalty (ADRP 6-22).
- A characteristic that is developed and strengthened through the disciplined practice of our "military art and science" and reflected in our time-honored customs, courtesies, and traditions.

Army Culture is a longer lasting and more complex set of shared expectations than climate.

- Culture consists of the shared attitudes, values, goals and practices that characterize the larger institution over time.
- Climate is a reflection of how people think and feel about their organization at the moment.
- *Esprit de Corps* is a vital element within Army Culture.

A **Custom** is an established practice.

- Both official and social.
- Include positive actions – things you do and taboos – things you avoid.
- The customs of the Army are its common law.

Courtesy among Army Professionals is vital to maintain discipline.

- Includes good manners and politeness in dealing with other people.
- Provides a basis for developing good human relations, for building relationships.
- Was developed in a military atmosphere and has become an integral part of serving in uniform (FM 7-22.13).

Tradition is a customary pattern of thought, action, or behavior held by an identifiable group of people.

- Expressed in the things we do and say and in the uniform we wear.
- Information, beliefs, and customs handed down by word of mouth or by example from one generation to another.
 - The "Army Way" of doing and thinking.

Customs & Courtesies

1. Saluting Officers

- a.* For instructions on executing the hand salute, see FM 3–21.5, paragraph 4–4.
- b.* All Army personnel in uniform are required to salute when they meet and recognize persons entitled to the salute. Salutes will be exchanged between officers (commissioned and warrant) and enlisted personnel, and with personnel of the Armed Forces of the United States (Army, Navy, Air Force, Marine Corps, Coast Guard), the commissioned corps of the National Oceanic and Atmospheric Administration, and the commissioned corps of the Public Health Service entitled to the salute.
- c.* The junior person shall salute first. Accompanying the rendering of the hand salute with an appropriate greeting such as, "Good Morning, Sir" or "Good Morning, Ma'am" is encouraged. Personnel will not salute indoors except when reporting to a superior officer.

2. When to Salute

A salute is a public sign of respect and recognition of another's higher rank. When in uniform, you salute when you meet and recognize an officer entitled to a salute by rank except when inappropriate or impractical. Generally, in any case not covered by specific situations, a salute is the respectful, appropriate way to acknowledge a superior officer.

Times you should salute include:

- When the US National Anthem, "To the Color," "Hail to the Chief," or foreign national anthems are played.
- When you see uncased National Colors outdoors.
- On ceremonial occasions.
- At reveille and retreat ceremonies during the raising or lowering of the US flag.
- During the sounding of honors.
- When the Pledge of Allegiance is being recited outdoors.
- When relieving an officer or turning over control of formations.
- When rendering reports.
- When greeting officers of friendly foreign countries.
- When you see officers in official vehicles.

3. Reporting Indoors

When reporting to a superior officer in his or her office, the Cadet, officer, or Soldier removes headgear, knocks, and enters when told to do so, approaches within two steps of the officer's desk, halts, salutes, and reports, "Sir (Ma'am), Private Jones reports." Hold the salute until your report is complete and the officer has returned your salute. At the end of the report, you salute again, holding the salute until it is returned. Then you smartly execute the appropriate facing movement and depart. When reporting indoors under arms, the Procedure is the same, except that you don't remove your headgear and you render the salute prescribed for the weapon you are carrying. When a Soldier reports to an NCO, the procedures are the same, except that the two exchange no salutes.

4. When Not to Salute

You don't have to salute indoors, except when you report to a superior officer. If either person is wearing civilian clothes and you do not recognize the other person as a superior officer, salutes are unnecessary.

Use common sense. If you are carrying something with both hands or doing something that makes saluting impractical, you are not required to salute a senior officer or return a salute to a subordinate. A simple greeting of the day, "Good morning, Sir (Ma'am)," is acceptable and encouraged.

Use your judgment. You don't have to salute in an airplane, on a bus, when driving a vehicle, or in public places such as inside theaters or other places of business. The driver of a moving vehicle does not initiate a salute.

Sometimes saluting is inappropriate. Soldiers participating in games and members of work details do not salute. Soldiers reporting to an NCO do not salute.

5. Reporting Outdoors

When reporting outdoors, you move rapidly toward the senior officer, halt approximately three steps from the officer, salute, and concisely make your report, as you do indoors. When dismissed by the officer, you exchange salutes again.

6. Saluting in Formation

In formation, you don't salute or return salutes except at the command "Present, arms." An individual in formation at ease or at rest comes to attention when addressed by an officer. In this case, the individual in charge salutes and acknowledges salutes on behalf of the entire formation. Commanders of units that are not a part of a larger formation salute officers of higher grade by bringing the unit to attention before saluting. When under battle or simulated battle conditions, you should not call your unit to attention.

7. Saluting Out of Formation

When an officer approaches a group of individuals not in formation, the first person noticing the officer calls everyone present to attention. All come sharply to attention and salute. If you are in charge of a work detail, but not actively engaged, you salute and acknowledge salutes for the entire detail.

A unit resting along a road does not automatically come to attention upon the approach of an officer. If the officer speaks to an individual or the group, however, the individual or group comes to attention and remains at attention—unless otherwise ordered—until the conversation ends, at which time the individual or group salutes the officer.

8. Addressing Command Sergeant Major

The Command Sergeant Major (CSM) shall be referred to as "Sergeant Major." Of course, you will include the last name of the CSM when speaking to him or her: "Sergeant Major Smith."

9. Courtesies to the national flag and the national anthem of the United States

a. The flag of the United States is not dipped by way of salute or compliment. The organizational color will be dipped in salute in all military ceremonies while the national anthem of the United States, "To the Colors," or a foreign national anthem is being played, and when rendering honors to organizations and individuals for which the military ceremony is being conducted.

b. The U.S. Army flag is an organizational color and as such is also dipped under the situations stated in paragraph 1–6*a*.

10. Pledge of Allegiance to the flag

Soldiers may recite the Pledge of Allegiance as noted below in accordance with Section 4, Title 4, United States Code (4 USC 4)—

a. During military ceremonies, soldiers will not recite the Pledge of Allegiance.

b. At official functions, social events, and sporting events, soldiers should—

(1) When in uniform, outdoors, stand at attention, remain silent, face the flag, and render the hand salute.

(2) When in uniform, indoors, stand at attention, remain silent, and face the flag.

(3) When in civilian attire, stand at attention, face the flag with the right hand over the heart and recite the Pledge of Allegiance. Headgear should be removed with the right hand and held over the left shoulder, the hand being over the heart.

11. Reveille and retreat

a. Time. Installation commanders will set the time of sounding reveille and retreat.

b. Reveille. At every installation garrisoned by soldiers other than caretaking detachments, the flag will be hoisted at the sound of the first note of reveille. (See app C for courtesies to be rendered by individuals.)

c. Retreat. At the last note of retreat, a gun will be fired (if available) on military installations, followed by the playing of the national anthem or sound of "To The Color" (using a drum and bugle corps, a bugler, or recorded music) concurrent with the lowering of the flag. The flag will be lowered to ensure completion at the last note of the music. The same respect will be observed by all military personnel whether the national anthem is played or "To the Color" is sounded. (See app C for courtesies to be rendered by individuals.)

12. The Army song

"The Army Goes Rolling Along" is the official song of the U.S. Army. The Army song concludes all Reviews, parades and honor guard ceremonies. Individuals will stand at attention and sing the Lyrics of the Army song when the Army song is played. Individuals will stand at attention during the playing of official songs of other Services. For the lyrics to the Army song, visit The Army Bands' Web site at <http://www.bands.army.mil>.

13. Courtesies to Music

Military music dates back to the early Roman times when such music called military formations together. Now military music establishes a sense of alertness, urgency, attention to detail, self-discipline, and confidence.

Outdoors, whenever and wherever the United States National Anthem, “To the Color,” “Reveille,” or “Hail to the Chief” is played, at the first note, all Soldiers in uniform and not in formation face the flag—or the music, if the flag is not in view—stand at attention, and give the prescribed salute. Hold the salute position until the last note of the music sounds. Military personnel not in uniform will stand at attention, removing headgear, if any, and place the right hand over the heart. Vehicles in motion come to a halt. Soldiers riding in a passenger car or on a motorcycle dismount and salute. Occupants of other types of military vehicles and buses remain in the vehicle; the individual in charge of each vehicle dismounts and renders the hand salute. Tank and armored car commanders salute from the vehicle.

Indoors, when honoring the US flag, national anthem, and bugle calls, officers and Soldiers stand at attention and face the music or the flag, if one is present. Other songs worthy of respect and honor include “The Army Song,” “Stars and Stripes Forever,” “America the Beautiful,” and “God Bless America.”

Bugle calls are another form of military music to which you should respond with attention. These include:

- Attention, Assembly, Adjutant’s Call
- Carry On, Mess Call, Recall
- Taps, Tattoo
- To the Color, National Anthem
- Sound Off, 1st Call
- Reveille and Retreat.

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14. Other Courtesies

OTHER COURTESIES

Military courtesy shows respect and reflects self-discipline. Consistent and proper military courtesy is an indicator of unit discipline, as well. Soldiers demonstrate courtesy in the way we address officers or NCOs of superior rank. Some other simple but visible signs of respect and self-discipline are as follows:

- 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.
- When speaking to or being addressed a noncommissioned officer of superior rank, stand at parade rest until ordered otherwise.
- When an officer of superior rank enters a room, the first soldier to recognize the officer calls personnel in the room to attention but does not salute. A salute indoors is rendered only when reporting.
- When an NCO of superior rank enters the room, the first soldier to recognize the NCO calls the room to "At ease."
- Walk on the left of an officer or NCO of superior rank.
- When entering or exiting a vehicle, the junior ranking soldier is the first to enter, and the senior in rank is the first to exit.
- When outdoors and approached by an NCO, you greet the NCO by saying, "Good morning, Sergeant," for example.
- The first person who sees an officer enter a dining facility gives the order "At ease," unless a more senior officer is already present. Many units extend this courtesy to senior NCOs, also.
- When you hear the command "At ease" in a dining facility, remain seated, silent and continue eating unless directed otherwise.