

# Standards, Customs, and Courtesies

## CAP Officer Basic Course

### Introduction

The use of military customs and courtesies is a mark of respect and professionalism-whether in a military or CAP uniform. It also pays respect to the history and traditions of the Civil Air Patrol. Doing them well reflects on you.

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. Executing the customs correctly and skillfully, particularly in unusual situations, develops a sense of pride.

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. Military customs and courtesies are never marks of inferiority because they do not aim to humiliate. Air Force traditions symbolize our commitment to a sense of teamwork that is built on a foundation of mutual respect.

Great things are possible when we combine the Core Values with discipline, moral and esprit-de-corps.

### **1. Discuss why we observe customs and courtesies; and how they affect discipline, morale and esprit-de-corps.**

We observe customs and courtesies for a number of reasons. It is a sign of respect. CAP Members deserve respect because they are volunteering to serve their community, state and nation. We also display respect for grade, for position, for CAP, for the USAF, and for our country.

It is professional. CAP wears the uniform of a military professional. We want to act that way even though we are "unpaid professionals". This is related to the core value of excellence.

It builds esprit-de-corps. The display of respect for one another and our common purpose makes us feel a part of the group. The restrictive use of these courtesies make us part of a special group. Those groups are more than just CAP. They include the AF, all uniformed branches and the veterans and heroes of previous generations.

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.) The exercise of military customs makes us part of something far larger than ourselves.

### **2. Describe common customs and courtesies that regarding grade and rank, places of honor and protocol.**

Back in the Foundations Course, also known as Level 1, you were taught some basic military customs and courtesies. In this part of the lesson we want to build on the customs and courtesies you have already learned. For more information, see the "Air Force Drill and Ceremonies Manual", available at the CAP website. Another source is CAP Pamphlet 151, Respect on Display.

#### GRADE AND RANK

Grade is the symbol you wear or are called and rank is your seniority in the grade. For instance, your grade is Lt or Capt or General. Rank is determined by the order in which

people of the same grade were promoted. The person who has been in that grade the longest is the ranking officer. If 1Lt Jones was promoted on 15 January 2009 and 1Lt Smith was promoted on 1 February 2009, they are the same grade but Lt Jones is the ranking officer.

#### SALUTING GUIDELINES

- When outdoors and in uniform, salute military officers and other CAP officers higher in rank. NOTE: Military members DO NOT have to salute CAP members, regardless of rank.
- Who salutes first if both are of the same grade? It is not necessary to salute but it is encouraged as a sign of mutual respect and a courtesy (and keeps you in the habit.)
- The junior person initiates the salute a fair distance from the senior person, so that the senior has time to return the salute.
- Indoors, salute officers only when formally reporting (such as when called forward to receive an award). 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.
- When in uniform, salute senior officers upon recognition. While not required, it's nice if you also do so if the senior officer isn't in uniform, just as a sign of respect. 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 a military installation, salute international officers as a sign of goodwill.

#### POSITION OF ATTENTION

- It is customary for all members to come to attention when the commander enters the room.
- If only senior members or officers are present, the first to notice the commander uses the more cordial, "Ladies and gentlemen, the commander."
- If an officer who is higher ranking than anyone present enters the room, the first person to notice commands, "Room, ATTENTION".
- Stay at attention until told to do otherwise by person in charge. The commander's exit works the same way. When the commander stands to leave, everyone stands until the commander does leave. 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, and shake with your right.

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.

- 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.
- 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.

## PLACES OF HONOR

- The lower ranking officer walks on the higher ranking officer's left side.
- 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.

## PROTOCOL

More information on customs and courtesies can be found in CAPP 3, Guide to CAP Protocol. CAPP 3 covers ceremonies, official CAP social functions, honors accorded distinguished visitors and funeral ceremonies.

Protocol, as defined by Webster's Dictionary, "is a code prescribing strict adherence to correct etiquette and procedure (as in diplomatic exchange and in the military services)." It not only requires knowledge and awareness of regulations and numerous other references, but good common sense and a lot of flexibility on the part of the protocol officer.

Commanders and unit members usually are involved in four major types of ceremonies which are addressed in CAPP 3: Awards, Promotions, Retirements and Change of Command activities. Many CAP events will honor several individuals and will require additional attention to detail. It is not possible to cover all situations, but most are covered. Remember, common sense and courtesy should prevail, and when a problem arises which project officers cannot resolve, they should seek a command decision.

## SEATING

For official dinners, the protocol officer determines the seating arrangements for the Head Table and other VIP Tables.

Just prior to dinner, the head table, host and guests will line up outside the banquet hall in appropriate sequence and march to their seats at the direction of the protocol officer/aide who will call the room to attention. This method of bringing in the head table may also be used at the general assembly.

Other distinguished guests and spouses and/or friends of head table guests should be seated at tables immediately in front of and near the middle of the head table. These people should be escorted to their seats by the activity staff personnel.

## DISTINGUISHED VISITORS

Many distinguished visitors attend Civil Air Patrol functions. They may be military or civilian, foreign or domestic, therefore, the honors accorded may also vary.

When exiting a vehicle as part of an official party the ranking officer gets out first so they can be greeted first or can lead the way in the building. In order to do so, they are the last of the official party to get in the car, so that when the car pulls up to the curb they are next to the curb.

The junior officer should open/close the building/car door for the senior officer. The senior officer slows down before they get to the door and says "thank you" as they go through.

## PLEDGE OF ALLEGIENCE

- When in civilian attire, the CAP polo shirt, or blazer combination, stand at attention and place your right hand over your heart while reciting the pledge. If outdoors, remove your hat.
- When in military-style uniform, stand at attention and remain silent.

## INTRODUCTIONS

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

## DISTINCTIVE CAP SITUATIONS

Unlike the AF where the commander of a group is always the person with the highest grade (and rank) that is not always true in CAP. (CAPP 151) People may join a CAP squadron and receive a special appointment (advanced rank because of special skills such as CFI or MD. See CAPR 35-5 for more details on special appointments) and have a higher grade than the commander. An aircraft maybe commanded by a 1Lt who recently came into CAP as a pilot and the observer may be a Major. who became involved in emergency services after several years in CAP. The question is who renders what courtesy to whom? As a general rule we use " position over grade" in matters of authority. The squadron commander is always the position of authority over those in his unit. A teacher is always in charge of a class even if they are of inferior grade to the students.

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. In matters of courtesy, it is grade that holds the key. "Sir" or "Ma'am" is a sign of respect for the person or position. Addressing a person by grade is a sign of respect for the grade.

## MANNERS OF ADDRESS:

- Address superior officers as "Sir" or "Ma'am"
- Senior members may address cadets by grade or simply by the title "Cadet".
- Air Force and senior member non-commissioned officers and airmen are addressed by grade and last name.
- Chaplains are commonly referred to by the title "Chaplain" and last name.

## **3. Identify the proper use of the Corporate Seal, Corporate Emblem and logos.**



Corporate Seal



Corporate Emblem

CAPR 900-2 describes the Corporate Seal as:

- 1) Crest. The crest includes the American eagle, which is symbolic of the United States and air-striking power; the cloud formation behind the eagle depicts the creation of a new firmament; and the twists of the wreaths beneath the eagle incorporate the colors of the basic shield design
- 2) Shield. The basic CAP emblem is superimposed on the shield.
- 3) Encircling Stars. The encircling 13 stars represent the original 13 colonies of the United States, and the three set apart at the top of the design portray the three departments within the Department of Defense-the Army, Navy and Air Force.
- 4) Encircling Band. On the band encircling the design are the inscriptions "United States Air Force Auxiliary" and "Civil Air Patrol."
- 5) Colors. When the seal is reproduced in color, the background will be silver gray; the shield will be dark blue; the triangle will be white; and the three-bladed propeller will be red. The twists of the wreaths will be alternately white and dark blue, and the eagle will be gold in front of a white cloud. The 13 stars will be white edged in dark blue. The wide encircling band will be white and surrounded by a small gold band edged in dark blue on the inside and two small gold bands edged in dark blue on the outside. The lettering on the wide white band will be ultramarine blue.

The Civil Air Patrol Emblem consists of an ultramarine blue disc on which a white triangle is superimposed. Within the disc in white are the words "USAF Auxiliary." Centered above is a red stripe on which the words "Civil Air Patrol" are superimposed.

The use of the seal and emblem is limited to official CAP business, and may not be used for personal gain. Additionally, the name, seal and/or emblem will not be used for any commercial purpose, except under licensing agreement as approved by the Executive Director after review by General Counsel.

Any unique item such as coins, mugs, brochures, etc., containing the name, seal or emblem must be approved by the region or wing commander.

Signs identifying CAP units at all levels should be attractively painted and well maintained.

The CAP seal, if used, is always placed on the left side of the stationary with any other graphic placed on the right.

The chart below shows when the corporate seal and emblem may be properly used:

RESOURCE	CORPORATE SEAL	EMBLEM
Corporate Aircraft	No	Yes
Member Provided Aircraft	No	No
Corporate Vehicle	Yes	No
Member Provided Vehicle	No	Yes*
CAP Publications	Yes	Yes
CAP Web Pages	Yes	Yes
CAP Stationary, Signs, Business Cards	Yes	Yes
Personal Stationary, Business Cards	No	Yes

\*Only during an official CAP activity or written authority by wing commander.

The Air Force "Hap Arnold" symbol (on left) may be used to "cradle" some organizational emblems, but no other artwork or logotype may be used. Also notice the words "US Air Force" are not used. (on right).



There are several logos which we use. They include program logos such as DDR, Cadet Programs and Aerospace Education and activity logos such as National Staff College, encampments, National SAR School and Cadet Officer School. The Chaplain Corps even has its own logo. These logos are used in training materials and on badges and patches. They are used in conjunction with that particular program or activity. They are used with discretion.



Use of the Civil Air Patrol Command Patch is covered in the Uniform Manual, CAPM 39-1.



#### 4. State proper Flag protocol for common ceremonies.

Our flag is the symbol of our nation. By showing respect for our flag we show respect for our nation. As patriots it is easy to show our love and respect for our nation.

CAPR 900-2 contains information on proper use and display of the US and CAP flags.

The term "US flag" means the flag of the United States of America. It includes both the "all-purpose flag" and the "ceremonial or organizational flag." The all-purpose flag is made of cotton, nylon, printed or embroidered. It does not have fringe or cord with tassels. The ceremonial or organizational flag is made of rayon banner cloth or heavyweight nylon, trimmed on three sides with or without golden yellow fringe. A golden yellow cord and tassels will be used if flag has fringe. This flag will be displayed or carried with unit and/or state flags of equal or smaller size.

Civil Air Patrol flags include:

- CAP Organizational flag
- CAP General Officers flag
- CAP Regional and Wing flags
- Group and Squadron flags
- Guidons

The US flag always holds the position of prominence when displayed. It is placed in the position of honor to the speaker's right as he/she faces the audience (observer's left.) If other flags are to be displayed with the US flag, they will be kept as a grouping and be displayed in the following order: The US flag, the organizational flag(s), and the general officer's flag. If region, wing and/or squadron flags are displayed they will be placed in rank order with the US flag first (to the observer's left) and the general officer's flag last (or to the right of the grouping.)

The following signs of respect will be shown to the US flag at all times:

- 1) It will not be dipped to any person or thing. Military organizational flags, state flags, and civilian organizational and institutional flags are dipped as a mark of honor.
- 2) It will not be displayed with the union down, except as a signal of distress.
- 3) It will not be permitted to touch anything beneath it such as the ground, the floor, water, or any object.
- 4) It will not be carried flat or horizontally, but always aloft and free.
- 5) It will not be used as a drapery of any sort. It is never festooned, but always allowed to hang free. Bunting of blue, white, and red, always arranged with the blue above, the white in the middle, and the red below, should be used for covering a speaker's desk, for draping the front of a platform, and for decorating in general.
- 6) It will not be used as a covering for a ceiling.
- 7) No mark, insignia, lettering, emblem, figure, or design will be placed on the flag.
- 8) It will not be used as a receptacle for receiving or carrying any object.
- 9) It may form a distinctive feature of the ceremony of unveiling a statue or monument, but will not be used as the covering for the statue or monument.
- 10) Nothing will be placed on top of it when it is used to cover a casket. It will not be lowered into the grave.
- 11) It will not be fastened, displayed, used, or stored in a manner that will permit it to be easily torn, soiled, or damaged in any way.

## **Lesson Summary**

Customs and courtesies should be extended freely and cheerfully, regardless of how unusual a situation may seem. We observe customs and courtesies for several reasons, primarily as a reflection of our Core Value of respect for each other, CAP, USAF and our country. We want to perform these customs and courtesies well because it is a matter of professionalism and excellence.

We built upon your knowledge of when to salute, when to come to attention, where to walk, how to address members, and some of the unique situations in CAP. We discussed protocol at CAP social functions. We covered the major concepts of how to use CAP seals, logos and emblems as well as respect for the flag.

## **Works Cited**

CAPP 151, Respect on Display, Civil Air Patrol National Headquarters, Maxwell AFB, AL, 15 April 2009

CAPR 900-2, Civil Air Patrol, Seal, Emblems and Flag Etiquette, Civil Air Patrol National Headquarters, Maxwell AFB, AL, 12 November 2003

CAPP 3, Guide to Civil Air Patrol Protocol, Civil Air Patrol National Headquarters, Maxwell AFB, AL, 2 July 1990.

