

Chapter One, Introduction to Air Force Junior ROTC

LESSON PLAN

PART I

Lesson 3: Customs and Courtesies for Air Force Junior ROTC

Instructor: Academic Instructor

Teaching Method: Informal Lecture

Visual Aids (VA): PowerPoint Presentation

Student Preparation:

Reading Assignment: Leadership Education I: Citizenship, Character and Air Force Tradition, Chapter 1, Lesson 3

Homework Assignment: Instructors may use any or all Student Workbook questions for this lesson as homework or in-class assignment.

Date of Lesson Development/Last Major Revision: 1998/July 2005

PART IA

Lesson Objectives:

1. Know Air Force Junior ROTC and historic customs and courtesies.
2. Know when and how to salute.
3. Know how to address military personnel using the correct title.

Samples of Behavior/Main Points:

1. Describe the difference between a custom and a courtesy.
2. Explain the meaning of the position of honor.
3. Describe how, when, and whom to salute.
4. Describe how to recognize an officer.
5. Outline the procedure for how to report to an officer.
6. Explain the importance of military titles.
7. Outline how to plan a Military Ball.

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PART IB

Strategy: Approach this lesson from the point of view that cadets need to know how to behave in various situations that will occur during their ROTC experience. Knowing the customs and traditions of the military and what behavior is expected of them will give cadets the self-confidence and self-discipline they need to be successful.

PowerPoint Presentation: Information points will appear on mouse clicks.

Lesson Outline:

1. Quick Write/Motivation (5 min.)
2. Topics (40 min.)
 - a. Why are customs important in the military?
 - b. What is the position of honor?
 - c. What customs apply to the hand salute?
 - d. Why is respect for rank important?
 - e. What is the procedure for reporting to an officer?
 - f. What personal courtesies should cadets and officers follow?
 - g. What is the correct use of military titles?
 - h. What taboos are part of military traditions?
 - i. What is the difference between dining-in and dining-out?
 - j. How is a Military Ball planned?
3. Wrap-up (5 min.)

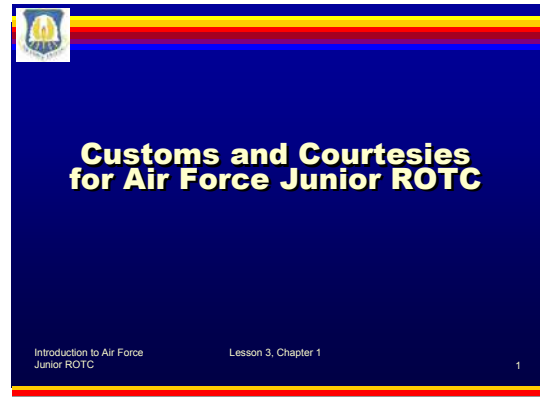
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PART II

INTRODUCTION

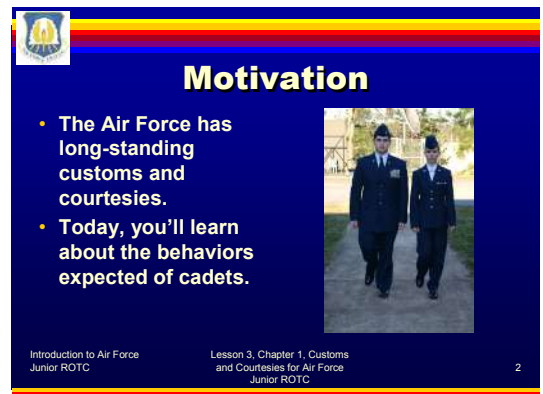
ATTENTION

Military organizations work best when each member knows how to act in the different situations that arise during military service. Following traditions and customs ensures that others are treated with respect and that people in the military have the self-discipline to act correctly in times of crisis.



MOTIVATION

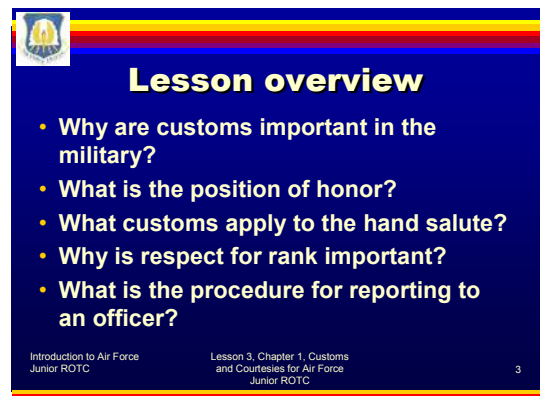
Today, you'll learn about the customs and traditions that will guide your behavior as a member of the ROTC organization. For example, you'll learn how, when, and whom to salute. You'll also learn what not to do as a cadet. This information will give you more self-confidence and enable you act correctly in new situations.



LESSON OVERVIEW


Today, we'll cover the following topics:

1. Why are customs important in the military?
2. What is the position of honor?
3. What customs apply to the hand salute?
4. Why is respect for rank important?
5. What is the procedure for reporting to an officer?



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6. What personal courtesies should cadets and officers follow?
7. What is the correct use of military titles?
8. What taboos are part of military traditions?
9. What is the difference between dining-in and dining-out?
10. How is a Military Ball planned?



Lesson overview (cont'd)

- What personal courtesies should cadets and officers follow?
- What is the correct use of military titles?
- What taboos are part of military traditions?
- What is the difference between dining-in and dining-out?
- How is a Military Ball planned?


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QUICK WRITE


Jot down three everyday customs you think are important. Why are they important?

Ask volunteers to share their lists and discuss the reasons why customs are important. For example, giving the right of way to the car to the right can avoid accidents at a four-way stop. Going to the back of a line, rather than trying to break in, or giving a seat on a bus or train to an older person shows respect for other people.



Quick Write

Jot down three everyday customs you think are important. Why are they important?



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BODY

PRESENTATION

1. **Why are customs important in the military?**
 - a. **A custom is a common tradition that is followed as a matter of course among people; it is an unwritten law.**
 - b. **Customs are important for people in the military because they**



Why are customs important in the military?

- Help people get along with others
- Build morale, discipline, and *esprit de corps*
- Encourage *allegiance*
- Remind people of the sacrifice required of all military personnel

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- (1) Help people get along with others
- (2) Build morale; discipline; and esprit de corps, or the common spirit of enthusiasm and devotion to a cause among the members of a group
- (3) Encourage allegiance, which is loyalty to a person, nation, or cause
- (4) Remind people of the sacrifice required of all military personnel
- (5) Contribute to a mission's effectiveness by ensuring respect for the chain of command and building the self-discipline needed in times of crisis
- (6) Provide ways to honor those who have served with distinction
- (7) Help develop units that act together to reach common goals



Why are customs important in the military? (cont'd)

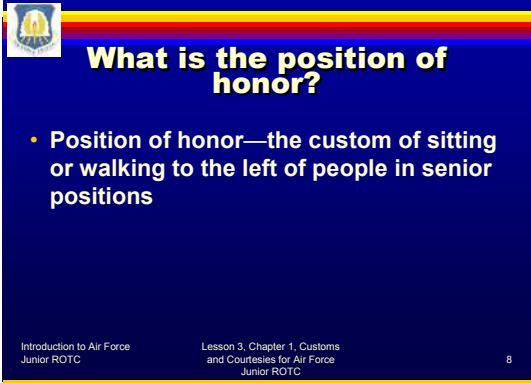
- Ensure respect for the chain of command
- Build self-discipline
- Provide ways to honor those who have served with distinction
- Help develop units that act together to reach common goals

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2. What is the position of honor?

a. The position of honor refers to the custom of walking or sitting to the left of people in senior positions.

- (1) The custom began hundreds of years ago when swords were used as weapons. Most men were right handed, so fighting occurred on the right, with defensive shields held in their left hands.
- (2) Proud of their fighting ability, the right side of the battle line became a post of honor.



What is the position of honor?

- Position of honor—the custom of sitting or walking to the left of people in senior positions

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3. What customs apply to the hand salute?

- a. **The origin of the hand salute is uncertain. Its use may have begun as a way for knights in armor to identify friends or foes. When two knights on horseback met, they would raise their visors with their right hand. If they recognized each other as allies, they would keep their visors raised and drop their hand.**

- b. **Later in history, soldiers would raise their right hands to show that they were not carrying weapons. This practice became a way of showing respect.**

- c. **By 1820 this custom evolved into touching one's hat, when hats were more commonly worn. Today, all enlisted members of the military greet officers with a hand salute and with a verbal greeting ("Good afternoon, sir/madam," etc.). Note: The student textbook contains an error on page 36, regarding the rendering of salutes. It states that all military members, regardless of grade, greet one another with a hand salute. Please advise your students that this is not true, since enlisted members do not salute each other.**

What customs apply to the hand salute?

- **How to salute**
 - The tip of your right forefinger touches the lower part of your headgear just to the right of your eye or the right eyebrow if you are not wearing headgear.
 - Your upper arm is parallel to the ground.

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- d. **There is a specific way to salute.**
 - (1) Raise your right hand so that the tip of your forefinger touches the lower part of your headgear just to the right of your eye.

 - (2) If you are not wearing headgear, your forefinger should just touch your right eyebrow.

 - (3) Your arm, shoulder to elbow, should be parallel to the ground.

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- (4) Your thumb and fingers should be extended and joined, with a straight line formed between the tip of your middle finger and elbow.
- (5) Stand erect and face the person you are saluting.
- (6) Drop the salute by moving your hand smoothly to your side in one motion.

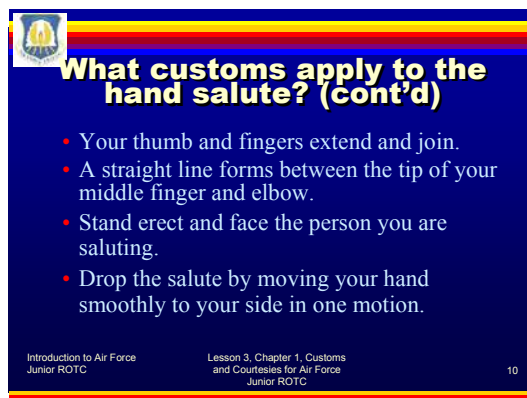
e. Salute the following people:

- (1) The President of the United States
- (2) All commissioned and warrant officers of the U.S. Armed Forces
 - (a) You can recognize an officer by his or her service hat visor or band, hat/beret insignias, flight cap, or U.S. lapel insignias.

- (3) Officers of friendly foreign nations
- (4) The Secretary of Defense and the Secretary of the Air Force

f. Salutes are required at the following times:

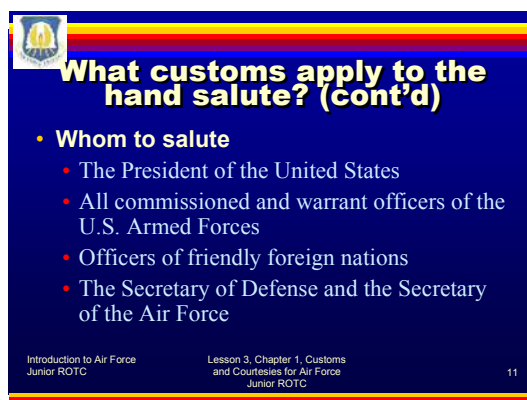
- (1) When you are outdoors and approach a senior officer
- (2) When you are saluted by a junior officer



What customs apply to the hand salute? (cont'd)

- Your thumb and fingers extend and join.
- A straight line forms between the tip of your middle finger and elbow.
- Stand erect and face the person you are saluting.
- Drop the salute by moving your hand smoothly to your side in one motion.

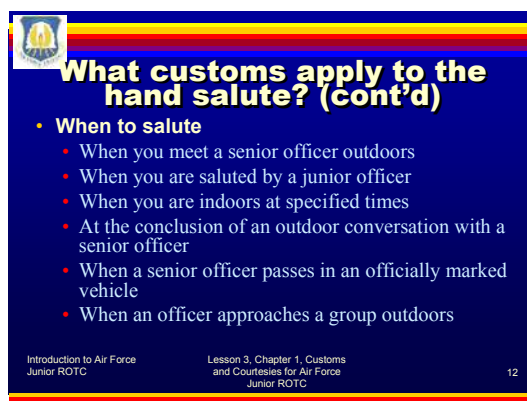
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What customs apply to the hand salute? (cont'd)

- **Whom to salute**
 - The President of the United States
 - All commissioned and warrant officers of the U.S. Armed Forces
 - Officers of friendly foreign nations
 - The Secretary of Defense and the Secretary of the Air Force

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What customs apply to the hand salute? (cont'd)

- **When to salute**
 - When you meet a senior officer outdoors
 - When you are saluted by a junior officer
 - When you are indoors at specified times
 - At the conclusion of an outdoor conversation with a senior officer
 - When a senior officer passes in an officially marked vehicle
 - When an officer approaches a group outdoors

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- (3) When you are indoors and are formally reporting to an officer or are receiving a formal award
 - (4) At the conclusion of a conversation with a senior officer outdoors
 - (5) When you are a pedestrian and are approaching an officially marked vehicle, clearly identifying the presence of a senior officer on board
 - (6) When in a small group outdoors and approached by an officer
 - (a) If not in formation, the first person in the group to recognize an approaching officer calls the group to attention and everyone faces and salutes the officer.
 - (b) If in a formation, only the person in charge of the formation salutes.
- g. Encumbered individuals who cannot salute due to physical incapacity exchange verbal greetings to acknowledge the other. Only the encumbered individual is excused from saluting; the other member renders the salute as would be normally done.**

4. Why is respect for rank important?

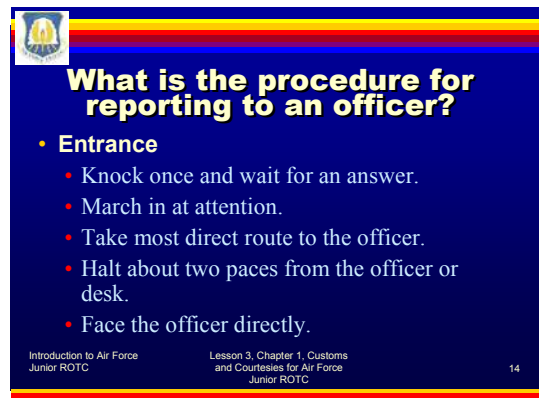
- a. It maintains discipline.
- b. It promotes the smooth conduct of military affairs.



5. What is the procedure for reporting to an officer?

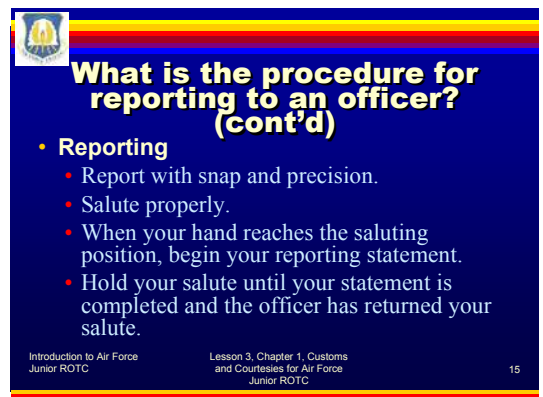
a. The first step is the entrance.

- (1) Knock once and wait for an answer. When told to enter, march in at the position of attention.
- (2) Take the most direct route to the officer and halt approximately two paces from the officer or from the desk if the officer is seated. Face the officer directly.



b. The second, and most important, step is reporting.

- (1) Report in a military manner with snap and precision, without exaggerating movements.
- (2) Salute properly.
- (3) When your hand reaches the saluting position, begin your reporting statement by speaking in a clear, conversational tone of voice. If you were told to report, say "Sir/Ma'am, Cadet (your last name) reports as ordered." If you are reporting on your own, say "Sir/Ma'am, Cadet (your last name) reports."



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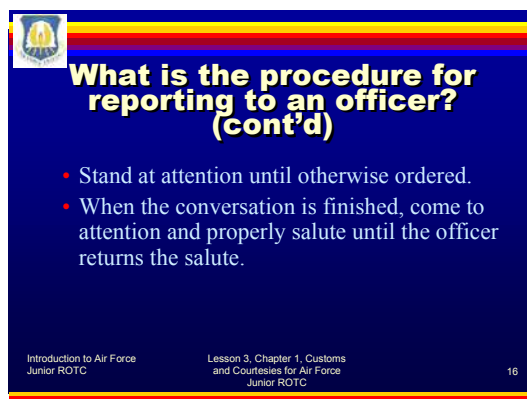
- (4) Hold the salute until you have completed the reporting statement and the officer has returned your salute.
- (5) Stand at attention until ordered otherwise.
- (6) When the conversation is finished, come to attention and properly salute until the officer returns the salute.

b. The third step is the departure.

- (1) As soon as you drop the salute, complete the appropriate facing movements and march or walk at the position of attention.
- (2) Take the most direct route to the door. Maintain proper military bearing at all times.

6. What personal courtesies should cadets and officers follow?

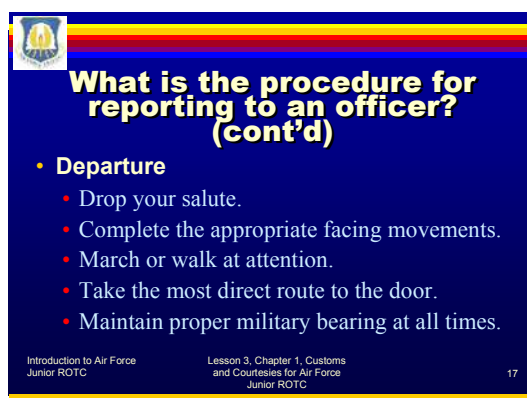
- a. **Always walk, ride, or sit to the left of a senior person.**
- b. **Always stand when a senior officer speaks to you.**
- c. **If you are in a parked vehicle, always get out before speaking or replying to a senior who is not in the vehicle.**
- d. **The senior officer is the last to enter an automobile and the first to get out. Juniors take the seat that will be to the left of the senior.**



What is the procedure for reporting to an officer? (cont'd)

- Stand at attention until otherwise ordered.
- When the conversation is finished, come to attention and properly salute until the officer returns the salute.

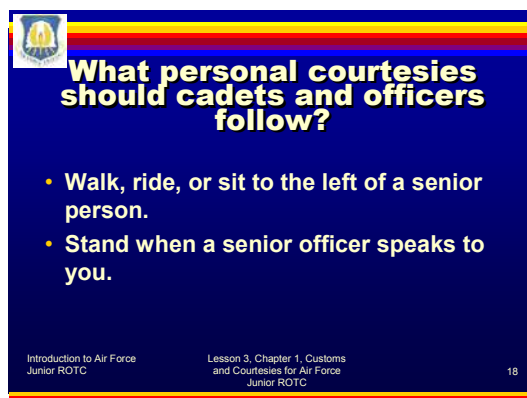
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What is the procedure for reporting to an officer? (cont'd)

- **Departure**
 - Drop your salute.
 - Complete the appropriate facing movements.
 - March or walk at attention.
 - Take the most direct route to the door.
 - Maintain proper military bearing at all times.

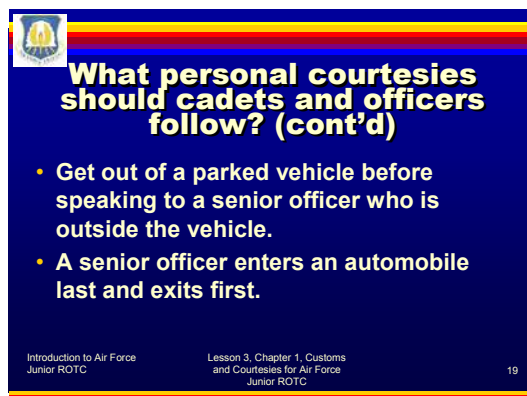
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What personal courtesies should cadets and officers follow?

- Walk, ride, or sit to the left of a senior person.
- Stand when a senior officer speaks to you.

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What personal courtesies should cadets and officers follow? (cont'd)

- Get out of a parked vehicle before speaking to a senior officer who is outside the vehicle.
- A senior officer enters an automobile last and exits first.

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- e. Even if a senior officer chooses to call a junior by the cadet's first name, the cadet must always display proper respect for the senior.
- f. Enlisted personnel are to be treated with common courtesy and respect.
- g. Remember RHIP, which stands for *rank has its privileges*. A person who assumes more responsibility should enjoy a few special privileges and courtesies.



What personal courtesies should cadets and officers follow? (cont'd)

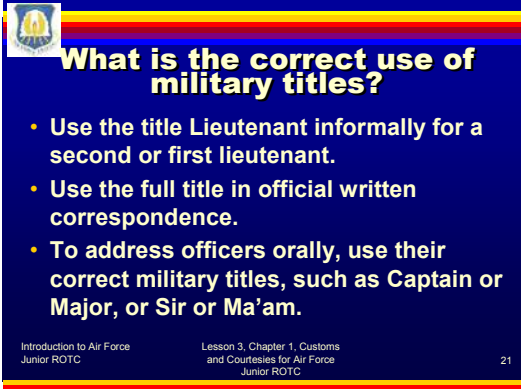
- Show proper respect for a senior officer, even if called by your first name.
- Treat enlisted personnel with common courtesy and respect.
- Remember RHIP, *rank has its privileges*.

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7. What is the correct use of military titles?

- a. A title is the formal name given to a person because of office, grade, hereditary privilege, or as a mark of respect.
- b. Air Force titles match a particular grade.
- c. Addressing personnel by their titles shows proper courtesy and respect to them as individuals as well as to their grade; it also shows your professionalism and discipline as a military member.
- d. Forms of address include the following:

- (1) Use the title Lieutenant for a second or first lieutenant in informal communication; use the full title in the address element and the salutation of official written correspondence.
- (2) To address officers orally, use their correct military titles, such as Captain or Major. You may also use Sir or Ma'am, depending on the officer's grade.



What is the correct use of military titles?

- Use the title Lieutenant informally for a second or first lieutenant.
- Use the full title in official written correspondence.
- To address officers orally, use their correct military titles, such as Captain or Major, or Sir or Ma'am.

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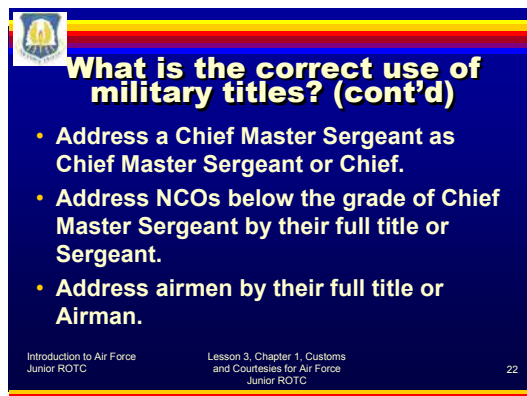
- (3) Address a Chief Master Sergeant as Chief Master Sergeant or Chief.
- (4) Address NCOs below the grade of Chief Master Sergeant by their full title or Sergeant.
- (5) Address airmen by their full title or Airman.
- (6) Address civilians as Mr., Mrs., Miss, or Ms.
- (7) You may address all medical officers as Dr. and all chaplains, regardless of grade, as Chaplain or as Father, Reverend, or Rabbi.
- (8) Address Air Force Senior and Junior ROTC cadets as Mr./Miss, Cadet, or cadet rank

followed by the last name.

- (9) Treat and address all Air Force retirees with the same respect and courtesies you show active duty members.

8. What taboos are part of military traditions?

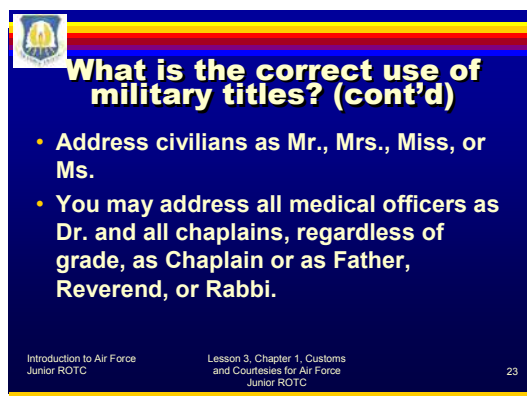
- a. **A taboo is a prohibition excluding something from use, approach, or mention. They may be part of a long tradition or are the requirements of good taste.**
- b. **Do not lean or flop against a senior's desk. Maintain proper military bearing in a senior's presence.**



What is the correct use of military titles? (cont'd)

- Address a Chief Master Sergeant as Chief Master Sergeant or Chief.
- Address NCOs below the grade of Chief Master Sergeant by their full title or Sergeant.
- Address airmen by their full title or Airman.

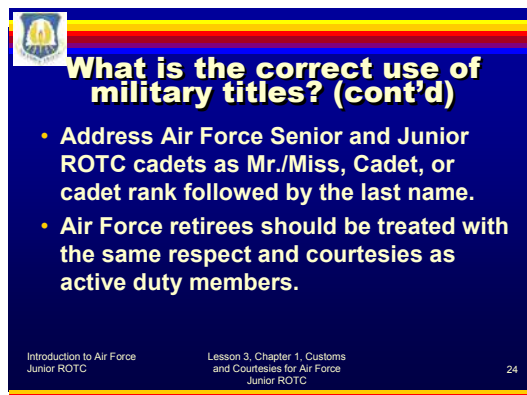
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What is the correct use of military titles? (cont'd)

- Address civilians as Mr., Mrs., Miss, or Ms.
- You may address all medical officers as Dr. and all chaplains, regardless of grade, as Chaplain or as Father, Reverend, or Rabbi.

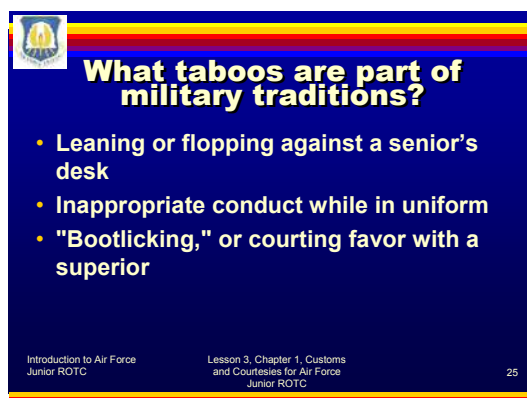
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What is the correct use of military titles? (cont'd)

- Address Air Force Senior and Junior ROTC cadets as Mr./Miss, Cadet, or cadet rank followed by the last name.
- Air Force retirees should be treated with the same respect and courtesies as active duty members.

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What taboos are part of military traditions?

- Leaning or flopping against a senior's desk
- Inappropriate conduct while in uniform
- "Bootlicking," or courting favor with a superior

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c. **Inappropriate conduct while in uniform is a long-standing taboo. It is a disgrace to the uniform and the branch of service represented.**

(1) Bad conduct while in uniform or the violation of regulations that govern the wearing of the uniform can result in a court martial. A court martial is a military or naval court of officers and, occasionally, enlisted personnel appointed by a commander to try offenders under military law.

d. **"Bootlicking," or courting favor with a superior, is regarded as a display of weakness and will earn the dislike of your peers.**

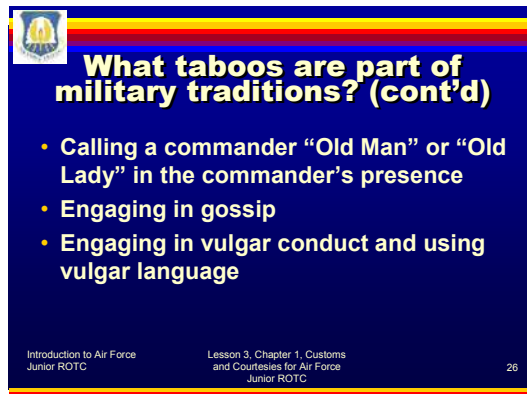
e. **The commander is often referred to as the Old Man or Old Lady, but not in his or her presence.**

f. **Engaging in gossip is a taboo. It may damage morale if feuds arise as a result.**

g. **Vulgar conduct and language are not acceptable. For such conduct, cadets and officers risk receiving an official reprimand and also undermine their effectiveness as leaders.**

9. **What is the difference between dining-in and dining-out?**

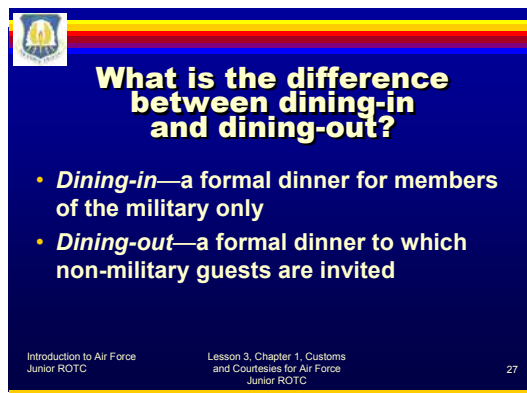
a. **Dining-in is a formal dinner for members of the military only.**



What taboos are part of military traditions? (cont'd)

- Calling a commander "Old Man" or "Old Lady" in the commander's presence
- Engaging in gossip
- Engaging in vulgar conduct and using vulgar language

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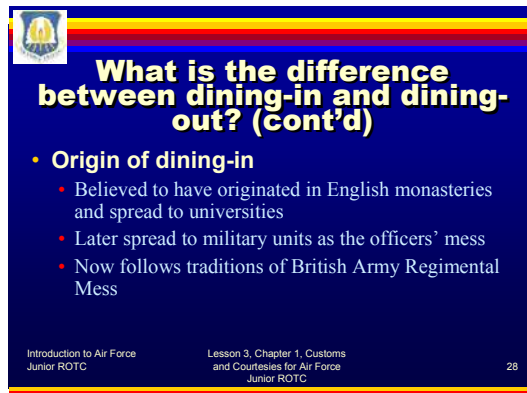
What is the difference between dining-in and dining-out?

- *Dining-in*—a formal dinner for members of the military only
- *Dining-out*—a formal dinner to which non-military guests are invited

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- (1) Dining-in is believed by most to have originated in English monasteries and then spread to early universities. Later it spread to military units when the officers' mess began.
- (2) The customs and traditions of our modern dining-in come from those of the British Army Regimental Mess, which was an occasion to observe the unit's long-standing customs and traditions.

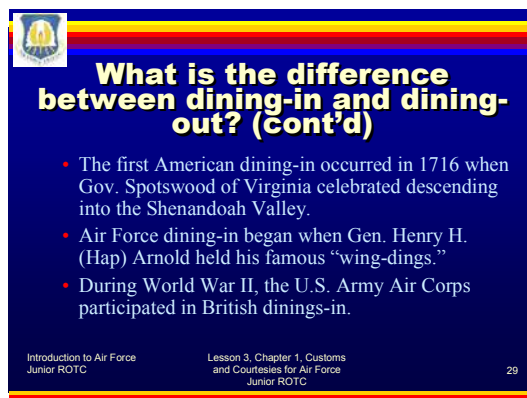


What is the difference between dining-in and dining-out? (cont'd)

- **Origin of dining-in**
 - Believed to have originated in English monasteries and spread to universities
 - Later spread to military units as the officers' mess
 - Now follows traditions of British Army Regimental Mess

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- (3) The first American dining-in occurred in September 1716 when Governor Spotswood of Virginia, along with a company of Rangers, celebrated after crossing the mountains and descending into the Shenandoah Valley.
- (4) Air Force dining-in began in the Air Corps when the late General Henry H. (Hap) Arnold held his famous "wing-dings."



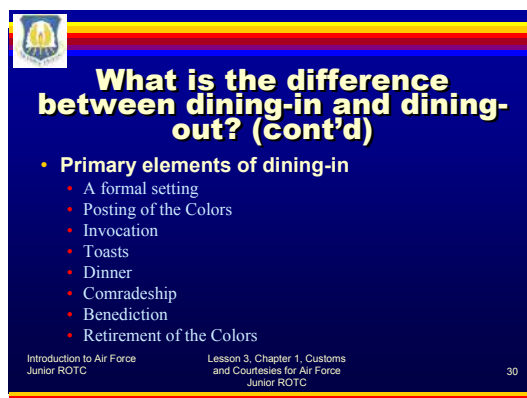
What is the difference between dining-in and dining-out? (cont'd)

- The first American dining-in occurred in 1716 when Gov. Spotswood of Virginia celebrated descending into the Shenandoah Valley.
- Air Force dining-in began when Gen. Henry H. (Hap) Arnold held his famous "wing-dings."
- During World War II, the U.S. Army Air Corps participated in British dinings-in.

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- (5) During World War II, the U.S. Army Air Corps participated in British dining-ins.
- (6) The dining-in is now recognized as an occasion where ceremony and tradition combine with good fellowship as an important element in Air Force life.
- (7) The primary elements are a formal setting, posting of the Colors, invocation, toasts, dinner, comradeship, benediction, and retirement of the Colors.

- b. Dining-out is a formal dinner to which non-military guests are invited.**



What is the difference between dining-in and dining-out? (cont'd)

- **Primary elements of dining-in**
 - A formal setting
 - Posting of the Colors
 - Invocation
 - Toasts
 - Dinner
 - Comradeship
 - Benediction
 - Retirement of the Colors

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c. The protocol for these dinners reflects long-standing traditions.

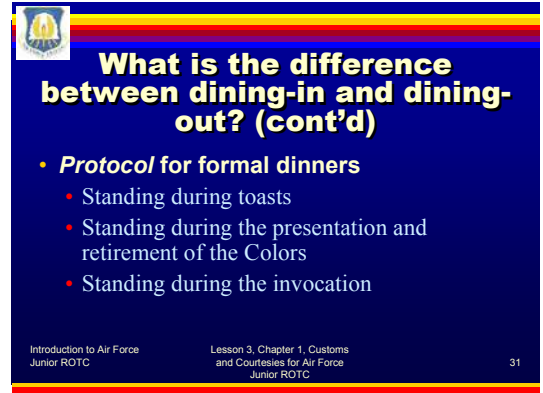
- (1) Protocol refers to the code of precedence in rank and status and of correct procedure in ceremonies, as well as a form of etiquette observed in ceremonies.
- (2) Following protocol promotes cordiality, comradeship or companionship, and esprit de corps.
- (3) Protocol at formal dinners includes standing during toasts, on the presentation and retirement of the Colors, and the invocation.

d. The purposes of the dining-in and dining-out are to

- (1) Provide an opportunity to recognize individual, flight, and unit achievements for the school year.
- (2) Give cadets an opportunity to honor teachers, principals, and other school personnel.
- (3) Provide an enjoyable time for cadets, possibly including entertainment such as a concert band or dancing.

10. How is a Military Ball planned?

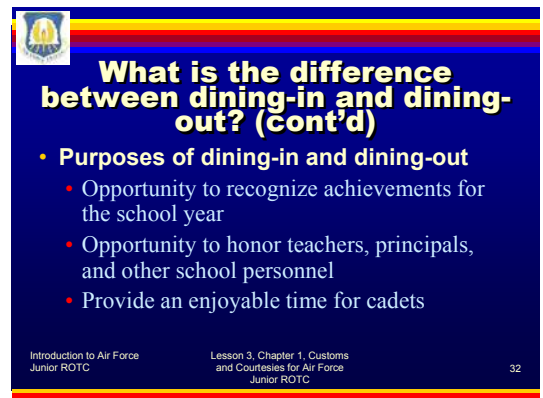
- a. **The Military Ball is a formal event that requires cadet and their guests to wear semiformal dress.**
- b. **The first step in planning the ball is to appoint a chairperson to make many of the planning decisions.**



What is the difference between dining-in and dining-out? (cont'd)

- **Protocol for formal dinners**
 - Standing during toasts
 - Standing during the presentation and retirement of the Colors
 - Standing during the invocation

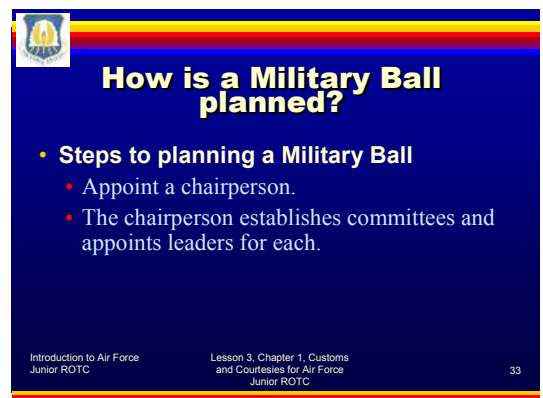
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What is the difference between dining-in and dining-out? (cont'd)

- **Purposes of dining-in and dining-out**
 - Opportunity to recognize achievements for the school year
 - Opportunity to honor teachers, principals, and other school personnel
 - Provide an enjoyable time for cadets

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How is a Military Ball planned?

- **Steps to planning a Military Ball**
 - Appoint a chairperson.
 - The chairperson establishes committees and appoints leaders for each.

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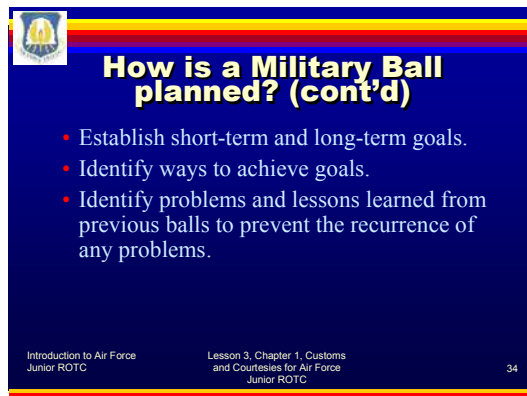
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c. Additional steps in the planning process include

- (1) Establishing, at a minimum, the following committees and appointing leaders for each: advertising, decorating, entertainment, food, fund-raising, invitations, program and seating arrangements
- (2) Establishing short-term and long-term goals, identifying tasks necessary to achieve these goals, and delegating tasks to committee for execution
- (3) Identifying problem areas and lessons learned from previous cadet balls to prevent any problems from recurring

d. Some helpful planning tips include

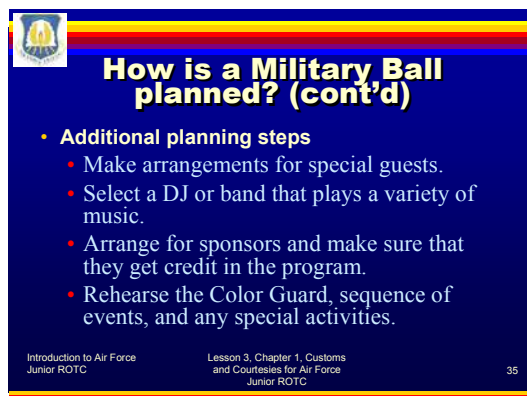
- (1) Making sure that arrangements are made for special guests
- (2) Selecting a DJ or band that plays a variety of music
- (3) Arranging for sponsors and ensuring credit is given to all of them in the program
- (4) Rehearsing the Color Guard, the sequence of events, and any special activities at the actual location at least one day prior to the event
- (5) Making sure that the staff at the site knows the number of meals needed and has the correct number of chairs and tables and checking that the seating arrangements match the seating chart



How is a Military Ball planned? (cont'd)

- Establish short-term and long-term goals.
- Identify ways to achieve goals.
- Identify problems and lessons learned from previous balls to prevent the recurrence of any problems.

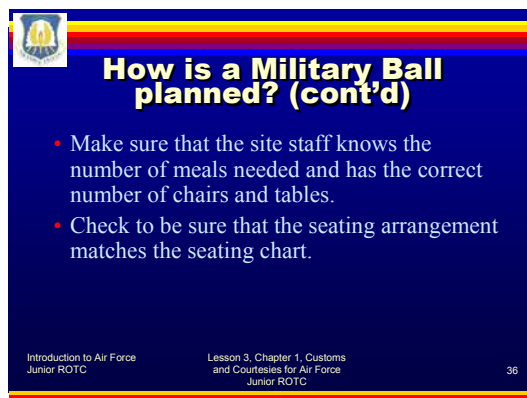
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How is a Military Ball planned? (cont'd)

- **Additional planning steps**
 - Make arrangements for special guests.
 - Select a DJ or band that plays a variety of music.
 - Arrange for sponsors and make sure that they get credit in the program.
 - Rehearse the Color Guard, sequence of events, and any special activities.

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How is a Military Ball planned? (cont'd)

- Make sure that the site staff knows the number of meals needed and has the correct number of chairs and tables.
- Check to be sure that the seating arrangement matches the seating chart.

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- (6) Reserving a site early and signing a contract that covers all the specifics for the site
- (7) Setting a working budget
- (8) Arranging for publicity to write up a series of news stories before and after the ball that include photos
- (9) Arranging to have a photographer at the ball
- (10) Appointing a ticket chairperson

REVIEW

- Customs are important in the military because they help people get along with others; build morale, discipline, and esprit de corps; encourage allegiance; remind people of the sacrifice required of all military personnel; ensure respect for the chain of command; and provide ways to honor those who have served with distinction.
- The position of honor is the courtesy of walking or sitting to the left of a senior officer.
- The hand salute is to be performed in a specific way with the tip of the right forefinger touching the lower part of the headgear or the right eyebrow.
- The hand salute is performed for all senior military personnel, including those of friendly foreign nations, as well as the U.S. president and the secretaries of Defense and the Air Force.
- The hand salute is performed when a senior officer is encountered out of doors and at the beginning and ending of conversations.
- Respect for rank is important because it maintains discipline and promotes the smooth conduct of military affairs.

How is a Military Ball planned? (cont'd)

- Reserve a site early and sign a contract that covers all the specifics for the site.
- Set a working budget.
- Arrange for publicity to write news stories about the event, including photos.
- Arrange for a photographer at the ball.
- Appoint a ticket chairperson.

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Lesson review

- The customs and courtesies within the Air Force build morale, discipline, and esprit de corps.
- The position of honor is the courtesy of walking or sitting to the left of a senior officer.

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Lesson review (cont'd)

- The hand salute is performed in a specific way to specific people at specific times.
- Respect for rank is important because it maintains discipline and promotes the smooth conduct of military affairs.

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- The first part of the procedure for reporting to an officer is to knock firmly on the door, march in at the position of attention, and stand directly in front of the officer.
- The second part of the procedure for reporting is to salute properly and beginning a reporting statement in a clear, conversational tone. Stand at attention until the conversation is over and salute again.
- The last part of the procedure for reporting is to complete the appropriate facing movement and march or walk at the position of attention to leave the room.
- Cadets and officers should follow personal courtesies such as the position of honor, allowing the senior officer to enter an automobile last, respecting NCOs, and remembering that rank has its privileges.
- The correct use of military titles depends on whether communication is formal or informal. Titles alone can be used in informal communication; full titles and names should be used in formal communication.
- Taboos in the military include leaning on a senior's desk or slouching in the presence of a senior, disrespecting the uniform, courting favor, gossiping, using vulgar language.
- Dining-in is a formal dinner for only military personnel; dining-out is a formal dinner that includes non-military personnel.
- A Military Ball is planned by appointing an overall chairperson who then forms committees and appoints committee chairpersons to handle such activities as advertising, decorating, entertainment, food, fund-raising, invitations, and the program and seating arrangements.



Lesson review (cont'd)

- The three parts of the procedure for reporting to an officer are entrance, report, and departure.
- Cadets and officers should follow personal courtesies such as the position of honor.


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Lesson review (cont'd)

- The correct use of military titles depends on whether communication is formal or informal.
- Taboos in the military include leaning on a senior's desk or slouching in the presence of a senior, disrespecting the uniform, courting favor, gossiping, using vulgar language.

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Lesson review (cont'd)

- Dining-in is a formal dinner for only military personnel; dining-out is a formal dinner that includes non-military personnel.
- A Military Ball is planned by an overall chairperson who then forms committees and appoints committee chairpersons to handle the specific details.

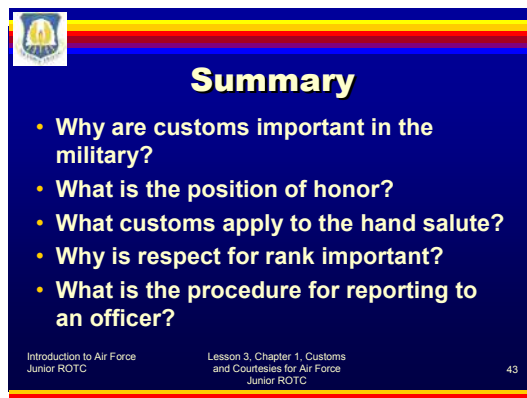
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CONCLUSION

In this lesson, we discussed the following:

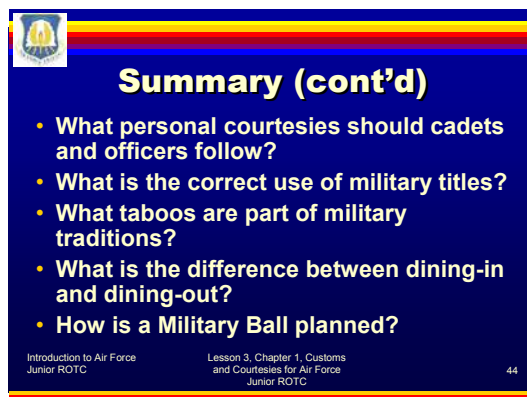
1. Why are customs important in the military?
2. What is the position of honor?
3. What customs apply to the hand salute?
4. Why is respect for rank important?
5. What is the procedure for reporting to an officer?
6. What personal courtesies should cadets and officers follow?
7. What is the correct use of military titles?
8. What taboos are part of military traditions?
9. What is the difference between dining-in and dining-out?
10. How is a Military Ball planned?



Summary

- Why are customs important in the military?
- What is the position of honor?
- What customs apply to the hand salute?
- Why is respect for rank important?
- What is the procedure for reporting to an officer?

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Summary (cont'd)

- What personal courtesies should cadets and officers follow?
- What is the correct use of military titles?
- What taboos are part of military traditions?
- What is the difference between dining-in and dining-out?
- How is a Military Ball planned?

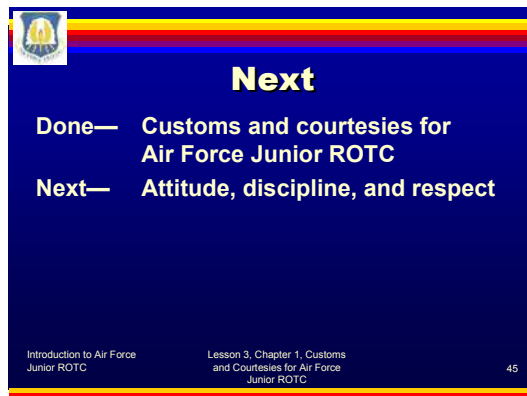
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REMOTIVATION

The customs and courtesies of the United States Air Force help its members develop the self-discipline and esprit de corps necessary for the efficient and effective functioning of the Armed Forces. Now cadets will know how to behave in the different situations they will encounter during their military experience.

CLOSURE

We've learned about the customs and courtesies that are part of the Air Force tradition. Next, we'll learn about the roles of attitude, discipline, and respect in the Air Force Junior ROTC.



Next

Done— Customs and courtesies for Air Force Junior ROTC

Next— Attitude, discipline, and respect

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Checkpoints

Below are the answers to the questions at the end of Chapter 1, Lesson 3 in the student edition of Leadership Education I: Citizenship, Character and Air Force Tradition. These end-of-lesson questions **are not** assigned in the lesson plans or student workbooks. The answers are provided here in case you want to assign any of them in your classes, for homework, or if your students ask you about them. The answers are in the same order as the questions on page 47 of the student book.

1. A custom is a common tradition or usage so long established that it has the force or validity of law; it is a practice followed as a matter of course among a people or the habit or practice of an individual. P 34
2. Esprit de corps is a common spirit of enthusiasm and devotion to a cause among the members of a group. P 35
3. Allegiance is the loyalty, or the obligation of loyalty, to a person, nation, sovereign, or cause. P 35
4. Persons in uniform salute the President of the United States, the Secretary of Defense, and the Secretary of the Air Force. P 37
5. Even though you may not be able to distinguish the specific rank, you can recognize an officer by his or her service hat visor or band, hat/beret insignia, flight cap, or U.S. lapel insignia. P 37
6. If you are the first person to see an officer and you are part of a small group that is not in formation, call the group to attention. The whole group should then face the officer and salute. P 38
7. If you are seated when a senior officer speaks to you, you should stand up. P 40
8. When military personnel enter an automobile, the senior officer enters last. Juniors enter a vehicle first and take the seat that will be to the senior's left. P 40
9. When a senior official enters a room, a cadet should stand at attention. An additional courtesy would be for the cadet to extend a verbal greeting to the senior official. P 42
10. A taboo is a prohibition excluding something from use, approach, or mention. P 42
11. A court martial is a military or naval court of officers and, occasionally, enlisted personnel appointed by a commander to try offenders under military law. P 43
12. Dining-in is a formal dinner for members of the military only. Dining-out is a formal dinner to which non-military guests are invited. P 43

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13. Protocol is a code of precedence in rank and status and of correct procedure in ceremonies. It is a form of etiquette observed in ceremonies or a combination of good manners and common sense that facilitates effective communication. P 43–44

Applying Leadership Skills

14. Answers will vary. Students should show their understanding of what would improve the esprit de corps for their unit. They should be able to identify contributions they would like to make and should give three specific examples for making these improvements. P 35, 36, 40–43