

Exchange of Salutes

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This document is one of several documents that discuss drill problems that need improvement at COWG Encampment. The official reference for all drill and ceremonies procedures is AFMAN 36-2203, also known as the D&C Manual. The new CAP Pamphlet 60-20, CAP Drill & Ceremonies is CAP's equivalent to the Air Force Manual.

Read it, Teach it, Do it! We face a major drill problem, throughout CAP. Many cadets, teaching drill, have not read the D&C Manual. A lack of understanding or lack of knowledge of correct procedures results in incorrect instruction. This leads to the perpetuation of drill mistakes.

We will not allow this to happen at COWG Encampment. The encampment flight staff must be, or become, experts. We will require that cadet line staff obtain and read the D&C Manual thoroughly, teach procedures as described in the manual using the six-step process, and execute the maneuvers correctly. This process must begin *before* encampment. We will **READ IT, TEACH IT, DO IT!**

Exchange of Salutes - The salute is a courteous exchange of greetings, with the junior member always saluting first. When returning or rendering an individual salute, the head and eyes are turned toward the Colors or person saluted. When in ranks, the position of attention is maintained unless otherwise directed. All CAP members in uniform are required to salute when they encounter any person or situation entitled to the salute (**Table 3.1**). Members of the CAP in uniform exchange salutes under the following conditions:

Outdoors, salutes are exchanged upon recognition between officers and enlisted members and between cadet officers and lower ranking cadets. Saluting *outdoors* means salutes are exchanged when the persons involved are *outside* of a building. For example, if a person is on a porch, a covered sidewalk, a bus stop, a covered or open entryway, or a reviewing stand, the salute will be exchanged with a person on the sidewalk outside of the structure or with a person approaching or in the same structure. This applies both on and off military installations. The junior member should initiate the salute in time to allow the senior officer to return it. To prescribe an exact distance for all circumstances is not practical, but good judgment indicates when salutes should be exchanged. A superior who is carrying articles in both hands need not return the salute, but he or she should nod in return or verbally acknowledge the salute. If the junior member is carrying articles in both hands, verbal greetings should be exchanged. Also, use these procedures when greeting an officer of a friendly foreign nation.



Figure 3.6 Examples of Salutes with Various Headgear

When outdoors, and overtaking a senior officer from behind, slow to a normal pace and overtake the officer on his/her left. Approach within three paces, extend a verbal greeting (no salute) and resume your previous pace.

Indoors, except for formal reporting, salutes are not rendered. If an officer of flag or general rank, the commanding officer, or an officer senior to the commanding officer, or an officer making an official inspection enters the room or space, all personnel stand to show respect.

In large enclosed spaces used for drilling and formations, such as closed hangars, armories or drill halls, the commander may designate whether hats will be worn. When hats are worn, personnel should observe saluting rules as if they were outside.

Color Guard or Honor Guard members wearing hats *indoors*, or anyone else wearing a hat *indoors* because they are “under arms,” will follow the saluting protocol for the area they are in. Generally, if the area is declared a hat/saluting area for all personnel, then personnel under arms salute. If personnel other than the personnel “under arms” are not directed to salute, then personnel under arms do not salute either.

In areas where saluting would be highly repetitious or otherwise infeasible, commanders may designate the specific area(s) as a no salute or no hat/no salute area. Examples are flight lines, the area immediately outside dining facilities, or outside eating areas.

In formation, members do not salute or return a salute unless given the command to do so. Normally the person in charge salutes and acknowledges salutes for the whole formation. If at ease in a formation, come to attention when addressed by an officer.

In groups, but not in formation, when a senior officer approaches, the first individual noticing the officer calls the group to attention (**Group, ATTENTION**). All members face the officer and salute. If the officer addresses an individual or the group, all remain at attention (unless otherwise ordered) until the end of the conversation, at which time they salute the officer.

All junior personnel will salute an officer senior to them.

- When in the company of a senior officer and a more senior officer approaches, tactfully ensure the first officer is aware of the senior’s approach. When the first officer salutes, salute at the same time.
- If in the company of a senior officer and a junior officer approaches, salute at the same time as the senior. If you outrank the approaching officer, hold your salute until the senior officer drops his or her salute. If the approaching officer is of higher rank than you are, drop your salute after the approaching officer drops his or her salute.
- If in the company of a senior officer who is unaware of a junior’s salute, do not interrupt by rendering a salute to the junior.

When in uniform at public gatherings, such as sporting events, meetings, or when a salute would be inappropriate or impractical, salutes between individuals need not be rendered. If you cannot salute, you should still attempt to render a respectful verbal greeting.

Exchange of salutes between military/CAP pedestrians (including gate sentries) and officers in moving military/CAP vehicles is not mandatory. However, when officer passengers are readily identifiable (for example, officers in appropriately marked vehicles), the salute must be rendered, and will be returned when possible.

Table 3.1 Saluting. Cadet or Senior Member not in formation but in military style uniform salutes as follows:

Who	Where	Salute When?
All Military officers, CAP Senior and Cadet Officers Senior in Rank	Outdoors	When recognized by junior member
	Indoors	Only when reporting in
	In a Military Vehicle	When distinguished by vehicle plates and/or flags
	In a Private or Corporate Vehicle	Optional

CAP members wearing any military-style uniform should salute higher ranking CAP officers upon recognition even if that person is not wearing a military-style uniform. The polo shirt and blazer are not considered a military-style uniforms. However, Senior Members wearing those uniform combinations are encouraged, but not required, to take part in something larger than themselves by participating in these rich traditions.

When outdoors in Mess Dress, Semi-Formal, or PT gear, saluting is not required. However, if outside at Reveille or Retreat in PT gear, render the appropriate salute.

In a work detail, individual workers do not salute. The person in charge salutes for the entire detail.

CAP members should salute fellow CAP members wearing the various types of corporate uniform, especially if the rank is apparent.

CAP cadets salute higher ranking cadet officers, Senior Member officers, and US military officers in uniform. CAP senior members salute military officers whose rank is greater than their CAP rank. Military members are not required to salute CAP members. If a military member salutes a CAP officer, the officer should return the salute. A CAP member should never correct a military member of any service for not saluting a CAP officer. But it is discourteous to not return a rendered salute.

Personnel in uniform passing an uncased US flag salute approximately six paces before reaching the flag and hold the salute until they have passed approximately six paces beyond it. Likewise, when an uncased US flag passes by, uniformed personnel salute approximately six paces before the flag is even with them and hold the salute until the flag has passed approximately six paces beyond them.

Flags flown on stationery flagstaffs are saluted only at reveille, retreat, and special occasions. Small flags and flags on half-staff are not saluted. Cased and folded flags are not saluted.

When carrying a guidon and not in formation, the individual executes the hand salute as described in **paragraph 5.23** of CAP Pamphlet 60-20, *CAP Drill and Ceremonies*.

Any cadet, NCO, or officer recognizing a need to salute or a need to return one may do so anywhere at any time. When in doubt, salute!

Saluting When the National Anthem or “To the Color” is Played.

- 3.6.21.1. The US flag is symbolic of the United States and the principles for which it stands. The national anthem is a declaration of reverence and loyalty to the United States with the flag as an emblem.
- 3.6.21.2. On certain occasions, such as during inclement weather or when a band is not present for a retreat ceremony, “To the Color” is played instead of the national anthem. “To the Color” is a bugle call sounded as a salute to the flag and it symbolizes respect to the nation and the flag the same as the national anthem does. The proper courtesies in paragraphs 3.6.21.2.1 through 3.6.21.2.5 must be rendered.
 - 3.6.21.2.1. When in uniform in formation, but not a part of a ceremony, the unit commander commands present arms when the national anthem or To The Colors is played. The unit should be faced toward the flag before being given present arms.
 - 3.6.21.2.2. When in uniform, but not in formation:
 - 3.6.21.2.2.1. Outdoors, at any ceremony where the US flag is present, come to attention, face the flag in the ceremony, and salute. At sporting events, if the flag is

visible, face the flag and salute. If the flag is not visible, face the band and salute in its direction. If the music is recorded, face the front and salute. At all other outdoor occasions, follow the same general principle, come to attention, salute, and face the flag, if visible, or the music.

- 3.6.21.2.2. Indoors, when the national anthem or “To the Colors” is played, face the flag (if present) and assume the position of attention. If no flag is present, assume the position of attention facing the music. Do not salute unless under arms.
- 3.6.21.2.3. When in civilian clothing outdoors, members of the Armed Forces and veterans who are present, but not in uniform, may render the military salute.
- 3.6.21.2.4. When in civilian clothing indoors, render the civilian salute by standing at attention and placing the right hand over the heart.
- 3.6.21.2.5. In vehicles during an Air Force flag ceremony, the driver brings the moving vehicle to a stop at the first note of the national anthem or “To the Color”. Personnel in vehicles, including the driver, remain seated at attention.
- 3.6.21.3. CAP photographers and camera operators render appropriate honors outlined in paragraph 3.6.21.2.2 except when they are specifically assigned to photograph others rendering honors.
- 3.6.21.4. Flags and national anthems of friendly foreign countries are shown the same marks of respect.