



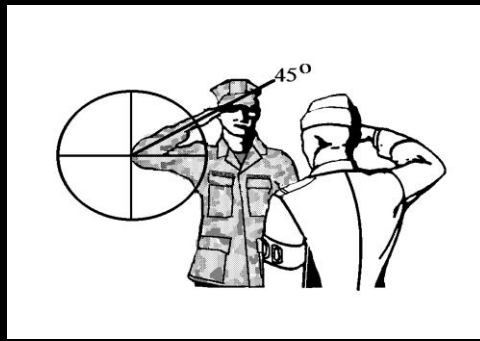
The Salute

The most important of all military courtesies is the salute. This is an honored tradition of the military profession throughout the world. The saluting custom goes back to earliest recorded history.

It is believed to have originated in the days when all men bore arms. In those days, warriors raised their weapons in such a manner as to show friendly intentions. They sometimes would shift their weapons from the right hand to the left and raise their right hand to show that they did not mean to attack.

SALUTING

- ✓ All commissioned and warrant officers of all U.S. armed services, regular & reserve, ROTCs and other cadet units in or out of uniform (if recognized).
- ✓ Officers of friendly powers.
- ✓ High Civilian officials (President, V.P., Ambassador, Senators).
- ✓ Other enlisted, in formations (reporting).
- Medal of Honor recipients out of Respect (not required).



Today, the salute has several forms. The hand salute is the most common. When a salute is executed, the right hand is raised smartly until the tip of the forefinger touches the lower part of the headgear. Thumb and fingers are extended and joined. The palm is turned slightly inward until the person saluting can just see its surface from the corner of the right eye. The upper arm is parallel to the ground with the elbow slightly in front of the body. The forearm is inclined at a 45-degree angle; hand and wrist are in a straight line. Completion of the salute is executed by dropping the arm to its normal position in one sharp, clean motion.

Some General Rules

- When meeting an officer who is either riding or walking, salute when six paces away in order to give him time to return your salute before you are abreast of him. Hold the salute until it is returned.
- Accompany the salute with "Good morning, sir," or some other appropriate greeting.
- Render the salute but once if the senior remains in the immediate vicinity. If conversation takes place, however, salute again when the senior leaves or when you depart.
- When passing an officer who is going in the same direction, as you come abreast of him, salute and say "By your leave, sir." He will return the salute and say "Carry on," or "Granted." You then finish your salute and pass ahead of him.
- Members of the naval service are required to render a salute to officers, regular and reserve, of the Navy, Army, Air Force, Marine Corps, Coast Guard, and to foreign military and naval officers whose governments are formally recognized by the government of the United States
- Upon the approach of an officer superior in rank, individuals of a group not in formation are called to attention by the first person noticing the officer and all come smartly to attention and salute.

Do Not Salute

- If you are engaged in work or play unless spoken to directly.
- if you are a prisoner. Prisoners are denied the privilege.
- While guarding prisoners.
- Under battlefield conditions.
- When not wearing a hat.
- With any item in your right hand.
- With a pipe or cigarette or other items in your mouth.
- When in formation, EXCEPT at the command "Present, Arms."
- When moving at "double time" --ALWAYS slow to a normal walk before saluting.
- when carrying articles in both hands, or otherwise so occupied as to make saluting impractical (It would be appropriate, however, to render a proper greeting, e.g., "Good evening, sir (ma'am).")
- In public places where obviously inappropriate (theaters, restaurants, etc.) .
- When a member of the guard engaged in performance of duty which prevents saluting.

•**Saluting Officers Wearing Civilian Clothing**

A junior in uniform who recognizes a senior in civilian clothing is required to render the proper greeting and salute.

Saluting Civilians

Civilians entitled by reason of their position to gun salutes or other honors - such as the President of the United States or the Secretary of the Navy - rate a hand salute.

Saluting While Walking in a Group

-When a group of junior personnel approaches a senior, the senior in the group initiates a salute by calling out "Attention," and all in the group face and salute the approaching officer.

Saluting a Group of Officers

When several officers in company are saluted, all return the salute. For example: As a lieutenant, you approach a colonel accompanied by a captain. You salute the officers. The colonel returns your salute, and at that point, the captain also salutes. If you, as an enlisted man are accompanying a captain and a lieutenant approaches, you would not salute until the lieutenant renders the proper salute to the captain you are with. When the captain returns the salute, you then render the proper salute.

Saluting Indoors

Persons in the naval service never salute "uncovered," that is, not wearing a hat. If indoors, you are required to remove headgear and would not salute except under the following conditions:

when under arms, that is, carrying or having attached to you by sling or holster, a weapon. A person wearing a 'duty belt' is considered "under arms" if the belt is worn in the performance of his duties. (Wearing of the belt for the sole purpose of carrying canteens is not considered "under arms.")

when attached to or visiting a military service which does execute hand saluting in-doors (i. e., entering an Army officer's office on a base where naval customs may not be known).

Saluting Officers in a Vehicle

Salute all officers riding in motor vehicles. Those in the vehicle render and return salutes. The driver of the vehicle is obligated to salute only if the vehicle is stopped; to do so while moving might endanger the safety of the occupants and, therefore, may be omitted.

Personal Honors being Rendered

When personal honors are being rendered to individuals of high rank and you are *NOT IN FOR-MATION*, salute at the first note of the music, and hold the salute until the completion of the ruffles, flourishes and march.

Military Funerals

During funerals, officers and enlisted personnel remain covered while in the open. (But not during the committal service at the grave site.) During religious services when you are attending officially, a salute would be appropriate whenever honors are rendered: when the body is removed from the hearse to the chapel, from the chapel to the caisson, from the caisson to the grave and when volleys are fired and taps is sounded.

As a participant in a non-military funeral or burial service, an individual may follow the civilian custom and uncover (rather than salute) when such honors are called for, as during the procession to the grave and the lowering of the body.



Other Forms of Military Courtesy

- When ordered to report to an officer, either outdoors, or indoors if under arms, approach the officer at attention and halt about two paces from him, render the appropriate salute and say "Sir, -----
-reporting as ordered," using proper names and grades. For example: "Sir, *Private* Jones reporting as ordered." Hold the salute until it is acknowledged. When the business is completed, salute and after that salute has been returned, take one step backward, execute about face and depart at attention.
- When reporting to an officer indoors when not under arms, follow the same procedure except *remove* the headgear before approaching the officer and do not salute.
- When accompanying a senior, walk on his left.
- When entering an automobile or small boat, the junior goes first, and the others follow in inverse order of rank. In leaving an automobile or a small boat, the senior goes first, and the others follow in order of rank.

Honors to Colors and Anthem

- Honors to the National Anthem or to the colors are rendered as follows:
- Whenever the "National Anthem" or "To the Colors" is played and you are not in formation and not in a vehicle, come to attention at the first note, face the flag and render the prescribed salute. Hold the salute until the last note of music is sounded.
- If no flag is near, face the music and salute.
- If in formation, salute only on the order "Present, Arms."
- Vehicles in motion are brought to a halt.
- Troop formations riding in vehicles do not disembark. They and the driver remain seated at attention and do not salute. Drivers and passengers riding in either military or private vehicles remain seated at attention and do not salute.
- If outdoors and uncovered, stand at attention and face the direction of the flag or music. When the "National Anthem" is played indoors, officers and enlisted men will stand at attention and face the music or the flag if one is present.
- When passing or being passed by an uncased color which is being paraded, presented or is on formal display, salute at six paces distance, and hold the salute until six paces beyond it or until it has passed you by six paces.
- If uncovered, stand or march at attention when passing or being passed by an uncased color.
- The marks of respect shown *above* are also rendered to the National Anthem of any friendly country when played upon official occasions.

Boarding Naval Vessels

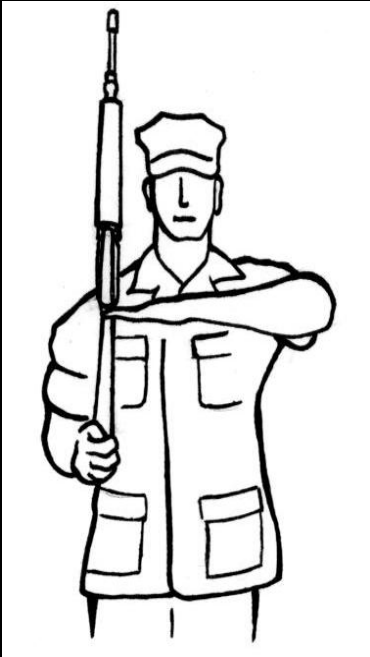
When boarding a naval ship, upon reaching the top of the gangway face aft and salute the national ensign. After completing this salute, salute the officer of the deck who will be standing on the quarter deck at the head of the gangway. When leaving the ship, render the same salutes in reverse order. The officer of the deck will return both salutes.

Miscellaneous

When "under arms," uncover only when seated in attendance at a court or a board (but sentries guarding prisoners do not uncover), when entering places of divine worship or when indoors not on duty, i.e., eating, etc.

The term "outdoors" is construed to include such buildings as drill halls, gymnasiums and other roofed enclosures used for drill or exercise of troops, theater marquees, *covered* walks and other shelters open on the sides to the weather. "Indoors" includes offices, hallways, kitchens, orderly rooms, recreation rooms, washrooms, squad rooms, etc.

The Rifle Salute



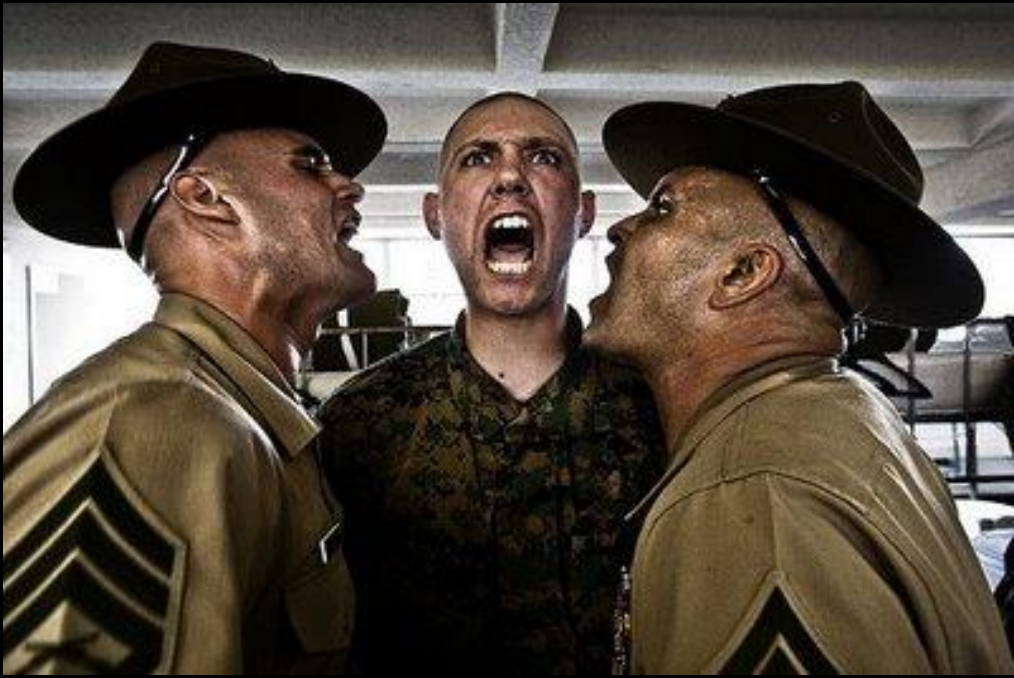
When armed with the rifle, and not in formation, salutes are rendered in accordance with the rules outlined previously, except, Instead of the hand salute, the rifle salute is rendered. (EXCEPTION: When carrying the rifle at sling arms, the hand salute is used.)

Let's suppose you are returning to your barracks from the armory and have your rifle at "port arms" and are moving at "double time." You are approaching an officer. Your actions would be: First, come to "quick time," and then either (1) come to "Order Arms" and render the rifle salute, or (2) go to "Right Shoulder Arms" and render the rifle salute. These are the only two positions in which you may render a proper rifle salute.

Military Discipline

Military discipline is the state of order and obedience among military personnel resulting from training. When we speak of discipline in the Marine Corps we do not refer to regulations, punishments or a state of subservience. What we mean is the exact execution of orders resulting from an intelligent, willing obedience rather than one based solely upon habit or fear. Habit plays its part, however, and for this reason the Marine benefits from such things as rifle drill, close order drill, or bayonet drill. Punishment of individuals for breaches of discipline is sometimes necessary, but only to reform or eliminate those who are unfit to serve on the team.





Some Marines do not appreciate the necessity for discipline until they have undergone the experience of battle. However, when a Marine learns to be a disciplined Marine, he has learned a sense of obligation to himself and to his comrades, to his commander and to the Marine Corps. He has learned that he is a member of a team which is organized, trained and equipped for the purpose of engaging and defeating enemies of his country. The final object of military discipline is effectiveness in combat, to make sure that a unit performs correctly in battle, that it reaches its objectives, performs its assigned mission and helps others to accomplish their missions.

A military commander is vested with a high degree of authority. This authority extends to matters which would normally be considered of personal concern to the individual alone. These include such things as the eating of food, the care and manner of wearing clothing, health habits and morale factors, all of which directly or indirectly affect the *lives* of the individuals under his command. It is important that a Marine promptly obey the orders of his commander *even* in matters which might, at first thought, appear to be of an individual or personal nature. The commander is genuinely interested in the welfare of the individuals within his unit, and developing the habit of prompt obedience to all orders will improve the discipline of each individual and the unit.

It is too late to learn discipline on the battlefield. It must be learned in training. A Marine trains together with other Marines so that as a team they can accomplish increasingly difficult tasks in a manner in which they can take pride. You must not forget that you carry the badge of the Corps and your country, and that those who see you regard you not as individuals but as representatives of the Corps whose insignia you wear. If you appear smart, alert and efficient, others will not only say "that is a good Marine," but also "that is a good outfit."



The word "discipline" is frequently combined with other words to refer to specific phases of living and fighting. For example: we speak of "fire discipline" which means obedience to fire orders and the observance of all instructions pertaining to the use of weapons during firing or in combat. When a platoon first goes into action, its fire discipline may be poor. Even after an outfit has been through several actions, there may be one or two "trigger happy" Marines in it. A "trigger happy" Marine is one who wastes ammunition in battle and shoots at *every* sound he hears at night. An entire platoon may pay with their lives for one man's lack of fire discipline. "Water discipline" means the proper use of water during marches, field exercises or battle. "March discipline" means prompt obedience to march orders, and alert, orderly conduct when on the march.