

LESSON PLAN

PRIDE AND PROFESSIONALISM

Lesson 1.8 Military Etiquette and Courtesy

Enabling Objectives:

- 1.8.1 OBSERVE proper military etiquette.
- 1.8.2 RENDER proper military courtesy.
- 1.8.3 RENDER a proper salute.

Trainee Preparation Material:

- A. Trainee Support Materials:
 - 1. Outline Sheet 1-8-1
- B. Reference Publications: None

Instructor Preparation:

- A. Review Assigned Training Material
 - 1. Instructors for all lessons must read and familiarize themselves with, at minimum, the “Introduction/Navy Core Values” and “Decision Making” lessons. This will allow instructors to

relate their lesson’s material to Navy Core Values, the Four Universal Ethical Principles, and the Five-Step Decision Making Process. Instructors should bring these into their discussion whenever the opportunity presents itself, whether in the form of the instructional material itself or questions from trainees.

- B. Reference Publications:
 - 1. Basic Military Requirements, NAVEDTRA 12043
 - 2. Military Requirements for Petty Officer Third Class, NAVEDTRA 12044
 - 3. Title 4, Chapter 1, U.S. Code – The Flag
- C. Training Materials Required:
 - 1. Computer and Compatible Projector
 - 2. Navy Pride and Professionalism Presentation CD
 - 3. White Board or Newsprint
 - 4. Colored Markers
 - 5. Trainee Guide
 - 6. PowerPoint Slides: 1-8-1 through 1-8-18

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DISCUSSION POINT

1. Military Etiquette and Courtesy

RELATED INSTRUCTOR ACTIVITY

1. **Slide 1-8-1**, Lesson Introduction

Establish Contact. Introduce yourself and provide any background about yourself that might be of interest.

Establish Readiness.

Motivating Statements:

Tell trainees how they will use the course material.

Briefly discuss the advantages of stabling a mentoring relationship.

Safety- Review any local safety related issues, i.e., fire drills, emergency egress routes

Slide 1-8-2, Lesson Overview

Give lesson overview.

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DISCUSSION POINT

2. **Military Etiquette:** The information in the slide is taken directly from the Basic Military Requirements, NAVEDTRA 14325; they apply to us all, officer and enlisted. The root of each of these statements can be found in the Navy Core Values – Honor, Courage, and Commitment. The first word in each bullet is a verb, implying that some action or decision is required.

RELATED INSTRUCTOR ACTIVITY

2. **Slide 1-8-3, Military Etiquette and Courtesy**

Every Sailor in the Navy should set an example of high personal and military ideals. Every Sailor should always set a good example for others, perhaps younger, nonrated personnel. Remember, a good Sailor always does the following:

- Acts in a military and seamanlike manner.
- Puts the good of the ship and the Navy before personal likes and dislikes.
- Obeys the rules of military courtesy and etiquette as well as the rules of military law.
- Demonstrates loyalty, self-control, honesty, and truthfulness.
- Knows what to do in an emergency and how to do it with the least waste of time and with minimum confusion.

Make a point of noting that the first word in each bullet is a verb, some form of action or decisions are implied – for emphasis, tie the discussion briefly back to the decision making model introduced earlier in the workshop.

Introduce this lesson by making note that many of these actions have already been addressed during this workshop with the exception of the third bullet – focus in on “Military Courtesy and Etiquette.”

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DISCUSSION POINT

a. Etiquette and Courtesy defined.

(1) **Etiquette:** A code of ethical behavior regarding professional practice or action among the members of a profession in their dealings with each other: military etiquette. (Webster's Dictionary).

(2) **Courtesy:** An excellence of manners or social conduct; polite behavior; done or performed as a matter of courtesy or protocol: a courtesy call on the base commander. (Webster's Dictionary).

A common example is removing your cover while on the mess decks.

RELATED INSTRUCTOR ACTIVITY

(1) **Slide 1-8-4, Etiquette**

Define the term etiquette, and make a connection between "*ethical behavior*" and Navy Core Values

(2) **Slide 1-8-5, Courtesy**

Define the term courtesy,

Note that the Basic Military Requirements (BMR) says this about courtesy "*Courtesy* is an act or verbal expression of consideration or respect for others. When a person acts with courtesy toward another, the courtesy is likely to be returned.

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DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

QUESTION: What do you think is meant when you hear the terms “Military Courtesy and Etiquette?”
Record all of the responses on the chart pack.

ANSWER: See the list below

Make sure the list includes:

- Respect for seniors and juniors
- Officer and CPO country
- Divine Worship Services
- Quarterdeck
- Small boat etiquette
- Addressing and introducing personnel
- Saluting and flag etiquette

Use the list to guide the remaining discussion.

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DISCUSSION POINT

- b. Respect for Seniors: Juniors should show respect to seniors at all times by recognizing their presence and by being courteous and respectful in speech and manner.

- c. Respect for Juniors: Seniors have an ethical obligation to show respect for juniors, through leading by example and being courteous and respectful through speech and manner.

RELATED INSTRUCTOR ACTIVITY

- b. Ask for some examples. Offer (set a more facilitated tone with all of these)
ANSWERS:
 - Passing through hatches or doorways, let the senior go first
 - Holding the door for him or her, if possible
 - On meeting an officer in a passageway, step aside so the officer may pass
 - Call out “Gangway” if other enlisted persons and/or junior officers are present
 - Use of language – No profanityNote: Point out that there is a flip side to failing to show respect. Failing to do so reduces one’s stature or standing, in the eyes of the senior.

- c. **QUESTION:** What are some examples that would demonstrate seniors showing respect toward juniors? Allow the students to respond and offer the following:

ANSWERS:
 - Allowing a loaded down junior Sailor to pass before you through a hatch.
 - Returning salutes and greeting
 - Leading by example
 - Praising in public, criticizing in private

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DISCUSSION POINT

- d. **Officer and CPO Country:** Officer Country is that part of the ship where officers have their staterooms and wardrooms. CPO Country is where the chief petty officers have their living spaces and mess. Besides being the private areas in which officers and chiefs eat, sleep, and interface with one another, other activities relating to the operation of the ship or command happen in these spaces.
- e. **Divine Worship Services:** Whether a command has a chaplain assigned or not, Sailors are entitled to come together to worship. Just like religious services in the civilian community, there are certain courtesies to follow when Divine Worship Services are underway.

RELATED INSTRUCTOR ACTIVITY

- d. **Slide 1-8-6, Officer and CPO Country**

Make note that:

- These areas should not be entered unless on official business.
- These passageways are NOT shortcuts.
- If entering the wardroom or any compartment or office of an officer or a CPO, junior person must remove their cover, unless they are on watch and wearing the duty belt.
- Junior Sailors should always knock before entering an officer's or a CPO's room.

- e. **Slide 1-8-7, Divine Worship Services**

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DISCUSSION POINT

- f. Military Ceremonies
 - (1) Change of Command
 - (2) Flag Folding Ceremony
 - (3) Awards Ceremonies
 - (4) Retirement Ceremonies

RELATED INSTRUCTOR ACTIVITY

QUESTION: What are some courtesies and etiquette behaviors that relate to Divine Worship Services?
Let the students provide some responses then progressively disclose the bullets below:

- Passing the word - “Divine services are being held in (such and such a space). The smoking lamp is out. Knock off all games and unnecessary work. Maintain quiet about the decks during divine services.”
- Uncover when entering the space, even if on watch or wearing a guard belt. (Remain covered during Jewish ceremonies).

- f. **Slide 1-8-8**, Military Ceremonies

Progressively disclose the courtesies and etiquette for each listing. On the last disclosure “Any others?” ask attendees for other examples, e.g., commissioning, decommissioning, bringing the ship to life, christening, burial at sea, or perhaps command-specific ceremonies. Briefly discuss.

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DISCUSSION POINT

- g. The Quarterdeck: is an area designated by the commanding officer to serve as the focal point for official and ceremonial functions. The Quarterdeck, consequently, is treated as a “sacred” part of the ship.

RELATED INSTRUCTOR ACTIVITY

- g. **Slide 1-8-9**, Quarterdeck Rules

Progressively disclose the following:

- Don't be loud or sloppy in its vicinity.
- Never appear on the Quarterdeck unless you are in complete uniform.
- Never smoke or have coffee cups and soda cans or bottles on the Quarterdeck.
- Never cross or walk on the Quarterdeck except when necessary.
- Don't lounge on or in the vicinity of the Quarterdeck.
- When on the Quarterdeck, salute whenever the Quarterdeck watch salutes (as during a gun salute).

After discussing each bullet, click mouse to display “Any others?” ask attendees for other examples and briefly discuss.

Stress the importance of maintaining a neat, clean and “sharp” looking Quarterdeck. Visitors, military or civilian, will form their first impression of the ship (or command) by the appearance of the Quarterdeck and the Sailors on it or nearby. It is a demonstration of the level of “Pride and Professionalism” within a command.

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DISCUSSION POINT

- h. **Small Boat Etiquette:** The basic rule in Navy etiquette, to make way for seniors.

- i. **Addressing and Introducing Personnel:** Custom, tradition, and social situation determine how members of the naval service are introduced. Although tradition and military customs generally hold true, there are some differences in methods of addressing and introducing military personnel, depending on whether you are in civilian or military circles.

RELATED INSTRUCTOR ACTIVITY

- h. **Slide 1-8-10, Small Boat Etiquette Basic Rules**

Progressively disclose each bullet:

The Basic Rules:

- Seniors board last and exit first
- Seniors sit farthest aft
- Coxswain salutes all officers boarding the boat
- Enlisted personnel seated forward do not salute
- Enlisted personnel seated aft rise and salute officers boarding (rise only when safety permits)

QUESTION: What about aircraft, van, or bus? What rules apply?

ANSWER: The same as for boats.

- i. **Slide 1-8-11, Addressing and Introducing Personnel**

Progressively disclose each question and answer

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DISCUSSION POINT

- (1) Captain's or Admiral's Call – While these are somewhat less formal situations that are designed to allow Sailors to question their superiors, there are still formalities that should be followed.

- (2) Language to Avoid – Always avoid things like “Yea!” “Uh huh,” “Yep!,” “Yo!”

RELATED INSTRUCTOR ACTIVITY

QUESTION: How would you introduce your Commanding Officer to a member of your family?

ANSWER: This is COMMANDER Jones, my Commanding Officer. Point out that there may be a tendency to abbreviate Commanding Officer with “CO” but this is not appropriate.

QUESTION: What is the proper way of introducing the ship's Dental Officer to someone from another command?

ANSWER: This is Dr. Brown.

- (1) **QUESTION:** What is the proper way to ask a question at Captain's Call or Admiral's Call?

ANSWER: If sitting, stand and introduce your self. “Sir, my name is LTJG Barnes, for ‘M’ division and my question is _____.” Sit back down after asking your question. If asked to respond, stand, make your reply and be seated.

- (2) Point out that the use of such terms might be common when talking within one's peer group, they are inappropriate when talking with seniors.

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DISCUSSION POINT

j. Saluting and Flag Etiquette

- (1) The rendering of a proper salute is a required act of military courtesy. Founded on military custom deeply rooted in tradition. The salute is a symbol of respect and a sign of comradeship among service personnel.

RELATED INSTRUCTOR ACTIVITY

j. **Slide 1-8-12**, Saluting and Flag Etiquette

- (1) **Slide 1-8-13**, The Salute

Point out that the origin of the hand salute has been traced back to the days of kings and knights when it was customary for knights dressed in armor to raise their visors to friends for the purpose of identification. The tradition of saluting in the Navy most likely originated with the British navy where it was customary for juniors to uncover when meeting or addressing a senior. Gradually over time, the removal of one's cap evolved into merely touching the cap or, if uncovered, the head (forelock), and finally into the present form of salute.

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DISCUSSION POINT

- (2) What is a “proper salute?”
- (a) Raise the right hand smartly until the tip of the forefingers touches the lower part of the headgear or forehead above and slightly to the right of the eye.
 - (b) Extend and join the thumb and fingers.
 - (c) Turn the palm slightly inward until the person saluting can just see its surface from the corner of the right eye.
 - (d) The upper arm is parallel to the ground; the elbow is slightly in front of the body.
 - (e) Incline the forearm at a 45° angle; hand and wrist are in a straight line.
 - (f) Complete the salute (after it is returned) by dropping the arm to its normal position in one sharp, clean motion.

RELATED INSTRUCTOR ACTIVITY

- (2) Demonstrate the rendering of a proper salute, and refer to the images in the slide for further examples, noting the “sharpness” of appearance.

Lastly, note that Article 89 of the Uniformed Code of Military Justice (UCMJ) Disrespect Toward Superior Commissioned Officer requires the rendering of a salute.

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DISCUSSION POINT

- (3) Simple and Dignified: The salute is simple yet dignified; a gesture that carries great significance. It is a time-honored demonstration of courtesy among all military personnel that expresses mutual respect and pride in the service. Saluting, it's a Privilege - Never resent or try to avoid saluting persons entitled to receive the salute. (The privilege of saluting is generally denied prisoners because their status is considered unworthy of the comradeship of military personnel.)

RELATED INSTRUCTOR ACTIVITY

QUESTION: Can anyone recall the 10th General Order of a Sentry?

ANSWER: "To salute all officers and all colors and standards not cased."

If necessary, define "standards" and "cased" using the next slide

Slide 1-8-14, National Standard

When the ensign is mounted on a vehicle, it is called the national "standard." Standards are "cased" when they are furled and placed in a protective covering

- (3) **Slide 1-8-15**, The Salute – Simple and Dignified

Stress the positive side of this issue, "mutual respect and pride in service;" saluting should not be avoided, i.e., crossing the street to avoid an approaching officer, or running inside to avoid colors.

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DISCUSSION POINT

- (4) The Flag: Courtesy and etiquette play a large role in how we handle and show respect for our National Ensign. The Title 4, Chapter 1 of the U.S. Code sets out standards of respect that should be observed.

RELATED INSTRUCTOR ACTIVITY

It shouldn't be rendered incorrectly – demonstrate some common, inappropriate methods of saluting.

Lazy, half-hearted effort, no eye contact.
Dropping a salute before the officer returns the salute
Approaching and passing an officer from behind

QUESTION: What about saluting an officer you recognize but who is in civilian clothes – should you salute?

ANSWER: Yes, it is appropriate.

Today, more than ever, the “tradition of saluting,” that outward sign of respect, is an acknowledgement of the sacrifices that many service men and women have endured to support the constitution and ensure our way of life.

- (4) **Slide 1-8-16**, The Flag

I Pledge Allegiance to the flag of the United States of America and to the Republic for which it stands,
one Nation under God,
indivisible, with liberty and justice for all.

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DISCUSSION POINT

- (a) The flag should never be displayed with the union (the blue field with stars) down, except as a signal of dire distress in instances of extreme danger to life or property.
- (b) The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.
- (c) The flag should never be carried flat or horizontally, but always aloft and free.
- (d) The flag should never be used as wearing apparel, bedding, or drapery.
- (e) The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.
- (f) The flag should never be used as a covering for a ceiling.
- (g) The flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.

RELATED INSTRUCTOR ACTIVITY

It should never be decorated, drawn back, nor up, in folds, but always allowed to fall free.

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DISCUSSION POINT

- (h) The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.
- (i) The flag should never be used for advertising purposes in any manner whatsoever.
- (j) No part of the flag should ever be used as a costume or athletic uniform.
- (k) The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

RELATED INSTRUCTOR ACTIVITY

The flag should not be embroidered on such articles as cushions or handkerchiefs and the like, printed or otherwise impressed on paper napkins or boxes or anything that is designed for temporary use and discard. Advertising signs should not be fastened to a staff or halyard from which the flag is flown.

However, a flag patch may be affixed to the uniform of military personnel, firemen, policemen, and members of patriotic organizations. The flag represents a living country and is itself considered a living thing. Therefore, the lapel flag pin being a replica, should be worn on the left lapel near the heart.

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DISCUSSION POINT

3. Summary: This lesson is all about military courtesy, etiquette, and respect. Military etiquette and courtesy have evolved over time with one central theme, an outward demonstration of respect – respect that flows both up and down the chain of command. The definitions of both words, etiquette and courtesy, speak to issues of behavior and social conduct. How that respect is demonstrated can be seen in a variety of ways, some of which include:
- Respect for seniors
 - Respect for juniors
 - Entering into Officer or CPO Country
 - Divine Worship Services
 - Quarterdeck
 - Small boat etiquette
 - Addressing and introducing personnel
 - Saluting and flag etiquette
- a. Military etiquette and courtesy are part of our day-to-day lives. Sometimes we forget to follow them or maybe bend them a little and, unfortunately, we sometimes actively avoid them. Our commitment to Navy Core Values shouldn't let us do that.

RELATED INSTRUCTOR ACTIVITY

Slide 1-8-17, Summary

As members of a military organization there are certain time-honored courtesies and ways of behaving that have evolved over time. They are signs of respect.

Review the definitions of etiquette and courtesy and the bullets on the slide:

Etiquette – a code of ethical behavior regarding professional practice or action among the members of a profession in their dealings with each other: *military etiquette*. (Webster's Dictionary).

Emphasize “*ethical behavior*.”

Courtesy – an excellence of manners or social conduct; polite behavior; done or performed as a matter of courtesy or protocol: *a courtesy call on the base commander*. (Webster's Dictionary).

a. **Slide 1-8-18, Summary Cont.**

Progressively disclose the text supporting the three bullets:
Honor, Courage, and Commitment

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DISCUSSION POINT

- b. Our commitment to Honor says that we will “conduct ourselves in the highest ethical manner in all relationships with peers, superiors, and subordinates:
- c. In acknowledging our commitment to Courage, we accept that “Courage is the value that gives us the moral and mental strength to do what is right, even in the face of personal or professional adversity.”
- d. Lastly, our Commitment to these core values acknowledges that “I will obey the orders . . .” those words we uttered when we swore to support and defend the constitution.
- e. As Navy men and women, we are proud professionals; it’s our duty to work as a team.

We cannot achieve this type of professionalism without maintaining a mutual level of respect for one another. The job will be made a bit easier if we observe the principles of military etiquette and courtesy.

- f. Questions

RELATED INSTRUCTOR ACTIVITY

- b. **Honor** - “conduct ourselves in the highest ethical manner in all relationships with peers, superiors, and subordinates”
- c. **Courage** – “the value that gives us the moral and mental strength to do what is right, even in the face of personal or professional adversity.”
- d. **Commitment** - “I will obey the orders . . .” We will demand respect up and down the chain of command.

The day-to-day duty of every Navy man and woman is to work together as a team to improve the quality of our work, our people and ourselves.

- f. Answer if there are any questions. If appropriate, take 10 minute break.