

# *Military Discipline and Courtesy*

## *Fort Miles, Delaware*

*Prepared: 25 DEC 2007*

*Approved: 27 DEC 2007*

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## **Introduction**

You are a Coast Artilleryman.

You have the opportunity to uphold the standards and maintain the ideals of one of the best branches of the United States Army. Coast Artillerymen are picked men, above the common average, chosen for intelligence, experience or both.

A Coast Artilleryman must be good, and must be a team worker. In the Coast Artillery, one man cannot do much by himself. But that same man, if he fails in his duty, can wipe out the efforts of a hundred or more of his teammates. If the elevation setter on a gun, the power plant operator on a searchlight, the reader in a B1 station, a clerk in the headquarters, or practically any other Coast Artilleryman makes an error through carelessness or lack of training, he upsets the workings of a team that may number into the hundreds of men. Never forget this – the fact that you don't know your job, or that your mind is wandering at a critical moment, can be disastrous for not only yourself but for many others.

This short guide will help you to learn the fundamentals of military courtesy and discipline that is the very foundation of pride and good teamwork. That pride should show in all aspects of your daily life, both as a member of this Army, and as a civilian once your service is complete.

Don't let your teammates, your regiments, your Corps, the Army or America down. Learn what you have to learn, and learn it well. Remember always that you wear the insignia of the Coast Artillery Corps. Artillerymen, and especially artillerymen who fire the bigger guns and the anti-aircraft guns, have a certain something that sets them apart.

## Section 1 – Military Discipline

The average civilian or recruit coming into the Army often misunderstands the meaning of the words *military discipline*. He thinks of them as being connected with punishments or reprimands which may result from the violation of some military law or regulation. Actually, discipline should not be something new to you for you have been disciplined all of your life. You were being disciplined at home and in school when you were taught obedience to your parents and teachers, and respect for the rights of others. On your baseball or other athletic team you were disciplining yourself when you turned down the chance to be a star performer in order that the team might win; you were acquiring discipline in the shop, or other business when your loyalty to your employer and your fellow employees was greater than your desire to secure your own advancement. All of this was merely the spirit of team play; that is, you were putting the interests of the "team" above your own in order that the "team" might win.

The word "company," or "troop," or "battery" is merely the name for a *team*, and military discipline is nothing more than this same spirit of team play. It is the most important thing in the Army. In civil life lack of discipline in a young man may result in his getting into trouble which will cause his parents and teachers regret or sorrow; it may cause a member of an athletic team to be "sent to the bench," or cause an employee to lose his job. In the Army it is far more serious. Here lack of discipline in a soldier may not only cost him his life and the life of his comrades, but cause a military undertaking to fail and his team to be defeated. On the other hand a team of a few well-disciplined soldiers is worth many times a much larger number of undisciplined individuals who are nothing more than an armed mob. History repeatedly shows that without discipline, no body of troops can hold its own against a well-disciplined and well-directed enemy.

In your work in the Army you may wonder why the officers and noncommissioned officers insist on perfection in what appears to be minor details. Why do rifles have to be carried at just the same angle; why do you have to keep accurately in line; why must your bed be made in a certain way; why must your uniform and equipment be in a prescribed order at all times; why must all officers be saluted with snap and precision? These things are a part of your disciplinary training. Their purpose is to teach you obedience, loyalty, team play, personal pride, pride in your organization, respect for the rights of others, love of the flag, and the will to win.

So you see that being disciplined does not mean that you are being punished. It means that you are learning to place the task of your unit – your team – above your personal welfare; that you are learning to obey promptly and cheerfully the orders of your officers and NCOs so that even when they are not present you will carry out their orders to the very best of your ability. When you have learned these things and prompt and cheerful obedience has become second nature to you, then you have acquired *military discipline* – the kind of discipline which will save lives and win battles.

## Section 2 – Military Courtesy

In your home and school you were taught to be polite and considerate in your speech and attitude to your parents, your teachers, and your comrades. That was courtesy. Military courtesy is the same thing except that the military man is so proud of his profession and has such high respect for the men who belong to it that in the Army courtesy is more carefully observed than in civil life. Military courtesy is a part of military discipline. The disciplined soldier is always courteous, whether on duty or off, whether to members of the military service or civilians. To help you in quickly becoming a well-disciplined and efficient member of your team, the following are some of the more common occasions on which you may have an opportunity to demonstrate your military courtesy. The rules are few and simple, but they have an important bearing on your career as a soldier.

The *military salute* (see section 3) is the courteous recognition between members of the armed forces of your country. The salute is a privilege enjoyed by members of the military service in good standing; prisoners do not have the right to salute.

The salute is given when you meet a person entitled to it. Those entitled to it are all officers of our Army, Navy, Marine Corps, Coast Guard, Army Nurse Corps, Women's Army Auxiliary Corps, all warrant officers and flight officers. It is also customary to salute officers of friendly foreign countries when they are in uniform.

The salute should be given when you can easily recognize that the person is an officer and entitled to it. Usually this is at a distance of not more than 30 and not less than 6 paces, in order that the officer may have time to recognize and return it.

When you execute the salute turn your head so that you observe the officer and look him straight in the eye. The smartness in which you give it indicates the pride you have in your profession. A careless or half-hearted salute is discourteous. (See figure 2, page 8).

The salute is always given whenever you recognize an officer. It is likewise given whether or not you are wearing a head covering.

If the officer remains in your immediate vicinity without talking to you, no further salute is necessary when he departs. If a conversation takes place, however, you should again salute when either you or he leaves.

If you are one group of soldiers, not in formation, call the group to attention as soon as you recognize an officer approaching, unless some other member of the group has already done so. If the group is out of doors, all members of the group salute; if indoors or in a tent, all remove their head covering and stand at attention unless otherwise directed.

If the group is in formation out of doors, it is called to attention by the one in charge and he alone gives the salute.

If you meet an officer on a staircase or in a hallway, halt and stand at attention.

The salute is given only at a halt, or a walk. Either mounted or dismounted, always bring your gait down to a walk before saluting. Except in the field under campaign conditions, always dismount before speaking or replying to a dismounted officer.

If you report to an officer in his office, first remove your headdress, unless you are carrying your rifle, or side arms, and enter when told to do so. March up to within two paces of the officer's

desk, halt, salute, and state "Sir, Private \_\_\_\_\_ reports to \_\_\_\_\_." (For example, "Sir, Private Jones reports to the Company Commander.") After reporting, carry on the conversation in the first and second person. When the conversation is ended, salute, make an about face, and withdraw. Unless you are carrying your rifle or side arms, always remove your headdress when entering a room where an officer is present.

If you are driving a motor vehicle, salute only when the vehicle is halted. If it is an animal-drawn vehicle, salute only when both hands are not required to control your team. Any other soldier in the vehicle salutes whether the vehicle is at a halt or in motion, unless there are a number of soldiers in the vehicle in charge of an officer or NCO. In this case only the officer or NCO gives the salute.

When you are dismounted and not in formation and the National Anthem is played, or "To the Colors," sounded, at the first note face the music, stand at attention, and give the salute. At "Escort of the Color," or "Retreat," face toward the color or flag. If you are in civilian clothes and wearing a headdress, stand at attention, remove your headdress and hold it over your left breast. If you are in civilian clothes and not wearing a headdress, stand at attention and execute the hand salute. Hold the salute until the last note of the music. If you are mounted and not in formation, halt and give the salute while mounted. Vehicles in motion will be brought to a halt. If you are riding in a passenger vehicle or on a motorcycle, dismount and salute. In other types of military vehicles, as for example troop carriers, trucks, and escort wagons, all individuals except the person in charge of the vehicle remain seated or standing (depending on whether they are riding or standing) in the vehicle at attention. The person in charge of the vehicle, unless he is a tank commander or the driver of a horse-drawn vehicle, dismounts and renders the salute. Tank commanders salute from their vehicles. Drivers of horse-drawn vehicles remain in their vehicles and salute only if both hands are not required to control their teams. Individuals leading animals or standing to horse stand at attention but do not salute. The same respect is shown the national anthem of any other country when played on special occasions.

If you are passing, or being passed, by an uncased national color render the same honors as when the National Anthem is played.

Whenever you are present but not in formation while personal honors are being rendered, salute and remain in that position until the completion of the ruffles, flourishes, and march.

In garrison, if posted as sentinel with a rifle, you will salute by presenting arms. During the hours when challenging is prescribed, the first salute is given as soon as the officer has been duly recognized and advanced. A mounted or dismounted sentinel armed with a pistol salutes by executing the hand salute, except that when challenging you execute RAISE PISTOL and retain that position until the challenged party has passed. See figure 1.

While posted as a sentinel, if you are talking to an officer, do not interrupt your conversation to salute another officer. However, if the officer to whom you are talking to salutes his senior, you will also salute.

If you are attending a military funeral not as a member of formation, and whether in uniform or civilian clothes, stand at attention, remove your headdress, and hold it over your left breast at any time the casket is being moved by the casket bearers and during the services at the grave, including the firing of volleys and the sounding of taps. During the prayers, bow your head. If weather is cold or inclement, keep your headdress on and give the hand salute whenever the casket is being moved by the casket bearers, and during the firing of volleys and sounding of taps.

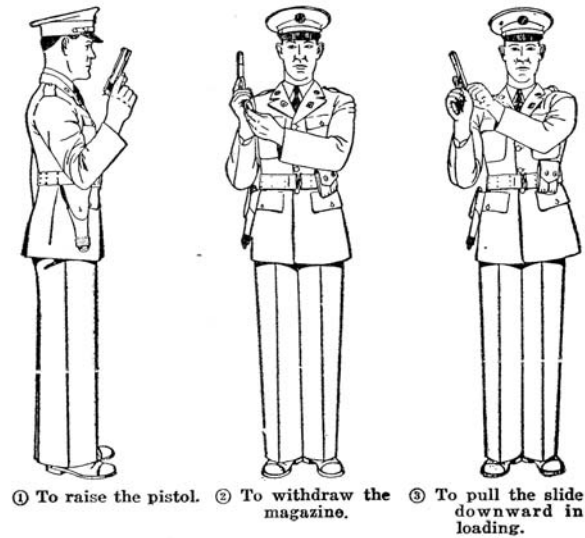


Figure 1 – Manual of the Pistol (Dismounted)  
"Raise Pistol" is position #1.

The following situations will assist you in remembering when you do not or need not salute:

If you are in ranks and not at attention, and an officer speaks to you, come to attention, but do not salute. The officer or NCO in command of your unit will give the salute for the entire organization to the person entitled to it.

If an officer enters the mess room or mess tent, you remain seated, "at ease," and continue eating unless the officer directs otherwise. If the officer speaks directly to you, remain seated "at attention" until the conversation is ended, unless he directs otherwise.

Members of details at work do not salute. The officer or NCO in charge will salute for the entire detail.

When actually taking part in games you do not salute.

When standing to horse or leading a horse you do not salute.

In churches, theatres, or other public places of public assemblage, or in public conveyance, do not salute. Indoors, salutes are not given unless reporting to an officer.

Do not salute when carrying articles with both hands - or when you are otherwise so occupied as to make saluting impracticable.

If you are posted as a mounted or dismounted sentinel and are armed with a pistol, do not salute after challenging. Stand at "Raise Pistol" until the officer you have challenged has passed. Refer to figure 1.

When on a march in campaign, or under simulated campaign conditions, do not salute.

While officers and NCOs will usually address you by your last name, always use their title when addressing them. The following titles are used in the military service:

All general officers are addressed as "General"; lieutenant colonels are addressed as "Colonel"; and both first and second lieutenants as "Lieutenant."

All chaplains, regardless of grade, are addressed as "Chaplain." Catholic chaplains may be addressed as "Father."

Warrant officers are addressed as "Mister."

Members of the Army Nurse Corps are addressed as "Nurse."

NCOs are addressed as "Sergeant" or "Corporal." Master sergeants, technical sergeants, and staff sergeants are addressed as "Sergeant."

As the result of the observance of military courtesy in our Army for many years, certain customs have come into existence, which are recognized as our unwritten law of conduct. Every civilian community, school, or business has its own customs, and a newcomer should learn them as quickly as possible so that he will not be embarrassed. In the same way, you will discover that your own organization probably has its own local customs, many of which date from some event in the organization's history, and of which it is very proud. You should become familiar with these customs as early as possible. The following are a few of the general customs which are observed throughout our Army, and which you should know:

If you wish to speak to your company, battery, or troop commander, first obtain permission from your first sergeant. The company commander will always see you, but he may be busy at the time or the first sergeant may be able to answer your question.

If you wish to deposit some of your money on payday, notify your first sergeant before reporting to receive your pay.

When you report to your company commander for pay, halt directly in front of him and salute. After receiving your pay, count it quickly, execute a right or about face and depart.

Do not salute with one hand in your pocket, while smoking, or with your coat unbuttoned or partly unbuttoned.

If you should be accompanying a dismounted officer, walk on his left; if both you and the officer are mounted ride on his left.

### Section 3 – Salute

#### *Salute With the Hand*

The commands are: 1. Hand, 2. SALUTE. At the command *Salute*, raise the right hand smartly until the tip of the forefinger touches the lower part of the headdress or forehead about and slightly right of the right eye, thumb and fingers extend and joined, palm to the left, upper arm horizontal, forearm inclined at 45 degrees, hand and wrist straight; at the same time turn the head and eyes toward the person saluted. (TWO) Drop the arm to its normal position by the side in one motion, at the same time turning the head and the eyes to the front. See figure 2.

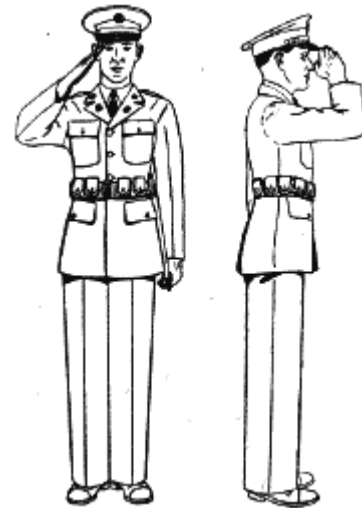


Figure 2 – Hand Salute

Execute the first position of the hand salute when six paces from the person saluted or at the nearest point of approach if more than six paces. Hold the first position until the person saluted has passed or the salute is returned. Then execute the second movement of the hand salute.

#### *Salute With the Rifle*

Being at Order or Trail Arms –  
1. Rifle, 2. SALUTE. At command *Salute*, carry the left hand smartly to the right side, palm of the hand down, thumb and fingers extended and joined, forearm and wrist straight, first joint of the forefinger between the stacking swivel and the muzzle as the conformation of the man permits, and look toward the person saluted. (TWO) Cut away the left hand smartly to the side; turn the head and the eyes to the front. See figure 3.

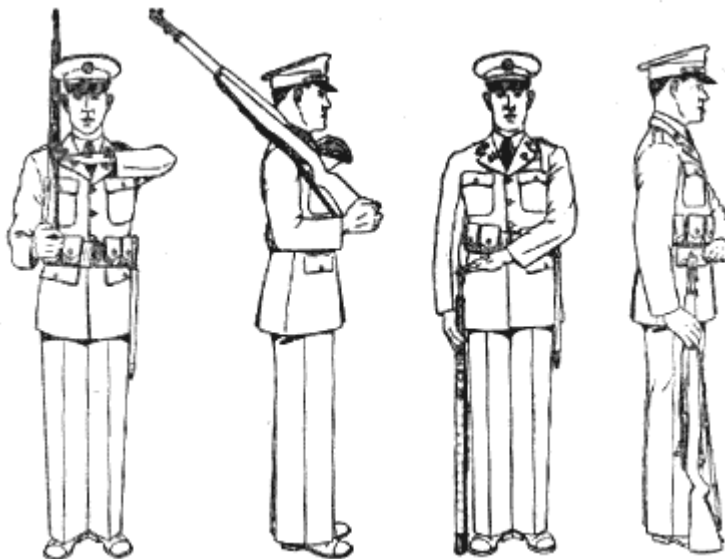


Figure 3 – Rifle Salute at Right Shoulder Arms (Left) and Order Arms (Right)

Being at Right Shoulder Arms –  
1. Rifle, 2. SALUTE.

At command *Salute*, carry the left hand smartly to the small of the stock, forearm horizontal, palm of the hand down, thumb and forefingers extended and joined, first joint of the forefinger touching the end of the cocking piece (or, for the M1 rifle, touching the rear end of the receiver); look toward the person saluted. (TWO) Cut away the left hand smartly to the side; turn the head and eyes to the front. See figure 3.