

Military Courtesy

1. When an officer, higher in rank than those present, enters a room, the first to see him will command "ATTENTION". Those present will stand at attention until the officer commands "AT EASE" or "REST" or leaves the room.
2. When an officer, higher in rank than those present, enters a classroom, recreation area, or dining facility where people are working, eating, or playing, the group is not required to stand at attention. The officer should be greeted by the person in charge.
3. When walking or riding with an officer of higher rank, the lower ranking individual walks or ride on the left. The highest ranking person, therefore, is on the right.
4. When entering a car, the junior ranking person enters first, with the senior person entering last. When leaving the car, the senior officer goes first. For example, if a lieutenant, colonel and a general were going to ride in the back seat of a car, the lieutenant would enter first, followed by the colonel and then the general (the car driver would open and close the door). When leaving, the general would go first, followed by the colonel and then the lieutenant.
5. When ordered to report to an officer in his or her office, a cadet removes his/her headgear, knocks on the door and enters when told to do so. Upon entering, the cadet halts about two steps from the officer, salutes, and says, "Sir (or Ma'am), Cadet Smith reporting to Captain Smith as ordered, Sir." The salute is held until it is returned. When the business is completed, the cadet salutes, holds the salute until it is returned, does an about face and leaves.
6. When an officer says that he wishes, or desires, or thinks it would be nice that something be done, cadets should consider that wish an order.
7. When talking with an officer, it is appropriate to use the word "Sir" or "Ma'am" to answer or ask questions. For instance, say "Yes, Ma'am" rather than saying "Yeah". It is always appropriate to use Sir or Ma'am when speaking with adults, even though they may not be in the Cadet Corps or military service. It is also appropriate and important to use Sir or Ma'am with cadet officers. Although they are also students, they have earned your respect for their rank and responsibilities.