

CHAPTER 3

SALUTING

Introduction

1. Officers salute other officers who are senior to them and cadets salute all officers (but never warrant officers) of the Air Training Corps, the Royal Air Force, the Royal Navy, the Royal Marines, and the Army, in accordance with the regulations of this chapter. They salute them if they are in uniform and also if they are recognized in civilian clothes. Officers of the Services of other countries are also saluted if they are in uniform. Cadets not in uniform never salute; para 25 describes what is required in this case and it may be appropriate to say "Good evening, Sir!". Similarly, an officer not in uniform will reply verbally when saluted.
2. Saluting is a compliment to the Sovereign, through the individual holding the Queen's authority, and is an outward sign of the individual's loyalty to the Queen and to his Service. You may happen to dislike the person you are saluting (or he you), but that has nothing to do with it!
3. Because saluting is a small but important part of demonstrating corporate loyalty to the Crown and Service, it is the responsibility of all officers to see that it is meticulously observed by all cadets, warrant officers and officers.
4. Knowing who to salute and how to do so at the halt or on the march will be described in this chapter; saluting when carrying a rifle will be described in the chapter on rifle drill.
5. Officers and cadets must remember that they have an individual responsibility to salute when occasion demands but if they are on parade or in a drill formation they will respond to orders to salute. The drill occasions are described in the chapters on formation and ceremonial drill.

Occasions and Method in which Officers Salute

6. Officers are to salute with the right hand unless physically unable to do so, in which case they are to salute with the left hand. Instructions for paying compliments with the sword are not given in ACP 31.
7. When officers are using the salute to pay a compliment they are to salute in the same way as cadets.
8. Officers are to return salutes made to them. In returning salutes, the position of the elbow may be slightly forward with the palm of the hand turned slightly to the left, officers are to look in the direction of persons saluting them. When a number of officers are together, it is the responsibility of the senior officer present to return the salute. If the senior officer fails to see the salute, it is the duty of the next senior officer in the party to acknowledge it.
9. Officers are to salute their seniors before addressing them on duty.

DRILL, CHAP 3

10. In passing or on meeting:
 - a. Officers below the rank of Squadron Leader are to salute Squadron Leaders and officers above that rank.
 - b. Officers of the rank of Squadron Leader and above are to salute their superiors in rank.
11. Officers, when on parade with armed men, are to salute with the right hand. The right hand is to be brought to the salute on the third movement of the PRESENT - ARMS and the hand is to be brought down on the final movement of the ORDER - ARMS.
12. During the hoisting or hauling down of the RAF Ensign at a Royal Air Force station, officers within view of the Ensign or within hearing of the whistle or trumpet calls are to salute facing the direction of the Ensign.
13. Officers are to salute the occupant of a vehicle flying a distinguishing flag or carrying star plates when these denote that the officer travelling in the vehicle is entitled to a salute. When seated on or in a mechanical vehicle officers are to salute with the right hand (if possible) or they are to follow the same procedures laid down for cadets.
14. Officers when passing a civilian or Service funeral cortège are to salute the coffin.

Occasions on which Cadets Salute

15. Cadets in uniform with head-dress on are to salute commissioned officers of the RAFVR(T), the Royal Air Force, the Royal Navy, the Royal Marines, the Army, and officers of the Services of other countries. When an officer is in No 1 Home Service Dress he can be easily recognized as his rank will be clearly displayed on his arm in accordance with the poster of badges of rank that is displayed in your squadron headquarters or Annexes A, B, C, D and E. However, when he is in working dress it will be difficult to distinguish him at a distance as his badges of rank are on his shoulders and when he is wearing a raincoat there are more difficulties as his badges of rank may be on the shoulders or on the lapels. It may be best to learn to recognize him from his distinctive cap and cap badge, Annex A.
 - a. When a cadet sees an officer approaching, he is to stand at attention, face the officer, and is to salute when the officer is three paces from him. The hand is to be brought down to the side after a pause equal to five paces. When two or more cadets are together, the senior cadet is to face the officer and call the whole party to attention—before saluting.
 - b. When a number of cadets are walking together, they are all to salute when passing an officer. (If they are being marched in a party (either armed or unarmed) they will be given the order EYES - RIGHT OR LEFT - *see* "Formation Drill"). A cadet passing an officer is to salute by bringing the right hand to the salute on the third pace before reaching him; at the same time he is to turn his head smartly in the direction of the officer. The cadet is to lower his hand on the third pace after passing the officer and turn his head to the front.
 - c. When cadets recognize officers who are dressed in civilian clothes, they are to salute.
 - d. When passing an officer, a cadet carrying a rifle is to do so (if possible) at the slope and is to salute as directed in the rifle drill chapter.

SALUTING

- e. Cadets are to salute the occupant or occupants of a vehicle flying a distinguishing flag and also, if no flag is being flown, when the vehicle carries star plates exposed, or when they recognize the occupant as being entitled to a salute. A list of flags and stars that you might see is at Annexes F, G and H.
16. a. A cadet when reporting to or addressing an officer is to halt two paces from the officer. He is then to salute, address the officer and salute again before withdrawing by turning about and marching off in quick time.
- b. If a cadet carrying a rifle has to report to an officer, he is to do so (if possible) at the slope observing the same procedure as when reporting to or addressing an officer without arms—saluting as directed in the rifle drill chapter.
17. Cadets when passing a civilian or Service funeral cortège are to salute the coffin.
18. When the National Anthem or any foreign anthem is played. NOT in a building, all cadets not under the orders of an officer commanding a parade are to stand to attention, face the required direction and, if wearing uniform head-dress, salute. When wearing plain clothes, remove head-dress. For action when played inside a building, *see* para 23.

Occasions when Cadets do not Salute

19. a. Cadets, including NCO cadets, when addressing a warrant officer are to halt two paces from him and are to address him as "Sir".
- b. Cadets when addressing a non-commissioned officer (NCO) are to halt two paces from him and are to address him by the full title of his rank.
20. On occasions when the Royal Air Force Ensign is being hoisted or hauled down at a Royal Air Force station, all ranks within view of the Ensign or within hearing of the whistle or trumpet calls, are to stand at attention and are to face the flagstaff during the period when the Ensign is being hoisted or hauled down.
21. The rider of a bicycle or the driver of a mechanical vehicle is not to salute when the vehicle is in motion. When the bicycle or mechanical vehicle is stationary the driver is to salute by turning his head smartly towards the officer passing him. On no account must the hands be removed from the handlebars or steering-wheel.
22. Cadets when seated on or in a mechanical vehicle are to sit at attention; they are to look straight to their front.

Orders for All Officers and Cadets

23. a. *National Anthem Within a Building.* (*See also* para 18 for Not in a Building.) Individual officers and airmen are to stand at attention, head-dress removed, whenever the National Anthem or any foreign national anthem is played within a building, unless otherwise ordered.
- b. *Boarding or Leaving HM Ships.* When boarding or leaving any of HM ships or a foreign warship, all ranks are to salute the quarterdeck.
- c. *Unarmed Parties on the March.* An officer or cadet in charge of an unarmed party on the march when passing an officer entitled to a salute is to give the command EYES - RIGHT (or LEFT) at the same time saluting with his right hand. (Note that an armed sentry is saluted but an unarmed sentry is not).

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d. *Armed Parties on the March.* An officer or cadet in charge of an armed party passing an officer entitled to a salute is to order the party to march at attention giving the command EYES - RIGHT (or LEFT) and salute. (Note that an armed sentry is saluted but an unarmed sentry is not.

e. *Uncased Colours.* Officers and cadets when passing troops or naval landing parties with uncased standards, guidons, or colours are to salute the standards, guidons or colours except when carried by units forming part of an escort at a Service funeral. Officers and cadets are to halt and are to face the standard *etc* before saluting. Cased colours are *not* to be saluted.

f. *ATC Banner.* Detailed instructions are in ACP 20B.

Method of Salute

24. Cadets are to salute with the right hand except when physically unable to do so, in which case they are to salute with the left hand.

25. When head-dress is not worn, or when a cadet is carrying anything other than his arms which prevent him from saluting, he is to stand at attention when an officer passes. If a cadet is walking, he is to turn his head smartly towards the officer when passing him, at the same time keeping his hands steady at his side, if possible.

26. A cadet when standing still with a rifle at the order is to turn towards the officer and stand at attention when the officer is passing him. If the cadet is at the slope he is to salute as directed in the rifle drill chapter.

27. A trumpeter carrying a trumpet is to salute by placing the bell of the trumpet on the right hip. The trumpet is to be held in the right hand with the mouthpiece pointing upwards to the right front at an angle of 45 degrees and the trumpeter is to turn his head towards the officer.

28. Officers and cadets are to pay and return compliments by raising the hat when wearing civilian clothes. If not wearing head-dress, *see* para 25 above.

Saluting to the Front when Halted

29. The position of saluting to the front is shown in Figs 9A and B. It is carried out in two movements, UP - DOWN, with a pause equal to two paces in quick time (one second) between the two movements. The salute is often given voluntarily (*ie* without orders) as you have read in this chapter, but it can also be given on orders—especially when learning or practising. Thus on the command

TO THE FRONT - SALUTE

a. *ONE*—The right hand is to be brought smartly with a circular motion, to the head; the palm of the hand is to be to the front and the fingers and thumbs fully extended and held close together. The forefinger is to be one inch behind and to the right of the right eye, the wrist is to be straight, and the elbow in line and square with the right shoulder.

b. Pause one second.

c. *TWO*—The right hand is to be brought smartly down to the side by the shortest way without striking the thigh.



Fig 9A Front View



Fig 9B Side View

Fig 9 Saluting to the Front

Saluting to the Right (or Left) when Halted

30. The salute is the same but the head is turned sharply in the direction ordered and the timing between the two movements is doubled *ie* pause equal to four paces in quick time. Thus on the command

TO THE RIGHT (LEFT) - SALUTE

- a. *ONE*. The head is to be turned sharply in the direction ordered. At the same time the movements detailed for saluting are to be carried out.
- b. Pause two seconds.
- c. *TWO*. The right hand is to be brought smartly down to the side by the shortest way, without striking the thigh. At the same time the head is to be turned smartly to the front.

DRILL, CHAP 3

Saluting On the March

31. Although cadets marching in formations are ordered to salute by turning eyes right or left, there are many other occasions on which individual cadets or cadets in small groups are required to give standard right hand salutes when on the march. These are:

a. *Saluting to the Front.* On the march, saluting to the front accustoms cadets to approach officers correctly (the timing between the two salutes given on these occasions representing the delivery or receipt of a message). Thus, on the command

TO THE FRONT - SALUTE

which is to be given when the left heel strikes the ground, cadets are to halt, observe a pause equal to one pace in quick time (half a second) and then salute to the front. After completing the salute, cadets are to observe a pause equal to four paces in quick time (two seconds) and then salute for the second time. After the second salute cadets are to observe a pause equal to one pace in quick time (half a second), turn about, observe another pause equal to one pace in quick time, (half a second) and then start marching (starting with the left foot).

b. *Saluting to the Right (or Left).* On the march, this salute accustoms individual cadets or small groups of cadets to salute officers correctly when passing them. Thus, on the command

TO THE RIGHT (or LEFT) - SALUTE

which is to be given when the left foot strikes the ground, a full pace forward with the right foot is to be completed and arms checked to the side. When the left foot again touches the ground, the head is to be turned smartly in the direction ordered and the salute is to be given. After marching four paces at the salute, the right arm is to be brought to the side and the head turned to the front as the right foot comes to the ground. During the salute the left arm is to be kept steady at the side. The normal arm swing is to be resumed as the next forward pace is taken with the left foot.

c. *An Officer Passing Your Front.* This salute accustoms cadets to salute correctly when officers are crossing their line of approach. Thus, on the command

AN OFFICER PASSING YOUR FRONT - SALUTE

which is to be given when the left foot strikes the ground, a full forward pace with the right foot is to be completed and arms checked to the side, and when the left foot again touches the ground the salute is to be given; after marching four paces at the salute, the right arm is to be brought to the side as the right foot comes to the ground. During the salute the left arm is to be kept steady at the side. After the salute the normal arm swing is to be resumed as the next forward pace is taken with the left foot.

32. **Eyes Right (or Left).** On those occasions on the march when it is necessary to salute by turning the head smartly to the right or to the left the arms are swung (quick march) in the normal manner. Thus, on the command

EYES - RIGHT (or LEFT)

which is given when the left foot strikes the ground, a full forward pace is to be completed with the right foot, and when the left foot again comes to the ground the head is to be turned smartly in the direction ordered. Maintain normal arm swing.

33. **Eyes Front.** On the command

EYES - FRONT

which is to be given when the left foot strikes the ground, a full forward pace is to be completed with the right foot, and when the left foot again comes to the ground the head is to be turned smartly to the front. Maintain normal arm swing.

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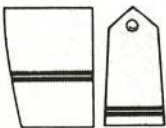
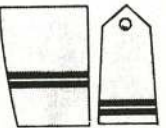
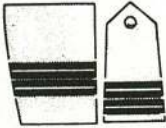
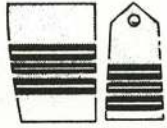
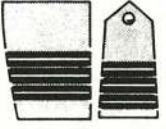
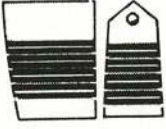
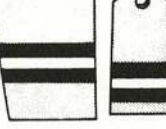

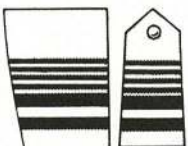
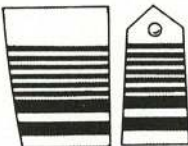
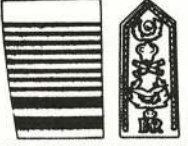
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BADGES OF RANK – RAF OFFICERS

 <p>PILOT OFFICER</p>	 <p>FLYING OFFICER</p>	 <p>FLIGHT LIEUTENANT</p>	 <p>SQUADRON LEADER</p>
 <p>WING COMMANDER</p>	 <p>GROUP CAPTAIN</p>	 <p>AIR COMMODORE</p>	 <p>AIR VICE-MARSHAL</p>
 <p>AIR MARSHAL</p>	 <p>AIR CHIEF MARSHAL</p>	 <p>MARSHAL OF THE ROYAL AIR FORCE</p>	

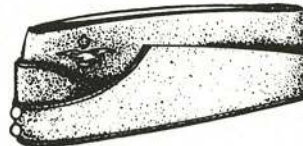
OFFICERS' CAP PEAKS



Group Captains












OFFICERS BELOW GROUP CAPTAIN HAVE
PLAIN CLOTH PEAKED CAP AND BADGE
AS FOR GROUP CAPTAIN

Field Service Caps



Officers of Air Rank

INDEX OF NAME - PAT OFFICERS

 [Name]	 [Name]	 [Name]	 [Name]
 [Name]	 [Name]	 [Name]	 [Name]
 [Name]	 [Name]	 [Name]	

INDEX OF NAME - STAFF



OFFICERS' CAP AND COLLAR BADGES



Officers below Air Rank



Officers of Air Rank



Chaplain



DENTAL OFFICER'S
COLLAR BADGE



MEDICAL OFFICER'S
COLLAR BADGE



CHAPLAIN'S
COLLAR BADGE



R Aux AF
and WR Aux AF



RAFVR
and WRAFVR



RAFVR(T)

WOs', NCOs' & AIRMEN'S CAP BADGES



Warrant Officers and Master Aircrew
Worn with No 1 Dress Cap only



Ranks below Warrant Officer
Worn with No 1 Dress Cap and Beret
(Established Bandmen and Bandswomen—Gold Embroidered)

1904
1905
1906
1907

OFFICERS' CAP AND COLLAR BADGES



BRITISH



UNITED STATES ARMY



UNITED STATES NAVY



UNITED STATES MARINE CORPS



UNITED STATES AIR FORCE



UNITED STATES COAST GUARD



UNITED STATES ARMY MEDICAL DEPARTMENT



UNITED STATES ARMY DENTAL CORPS



UNITED STATES ARMY VETERINARY CORPS

UNITED STATES AIR FORCE






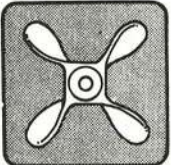
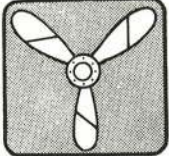
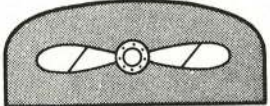


UNITED STATES AIR FORCE
The United States Air Force is a branch of the United States Armed Forces. It is the largest and most technologically advanced of the five branches of the United States Department of Defense. The Air Force is responsible for the development and operation of military aircraft, the maintenance of air bases, and the training of pilots and other aircrew members.



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BADGES OF RANK – AIRMEN AND AIRWOMEN

 <p>Warrant Officer (Tropical badge in Gilt)</p>	 <p>Flight Sergeant</p>	 <p>Chief Technician</p>
 <p>Sergeant</p>	 <p>Corporal</p>	
 <p>Junior Technician</p>	 <p>Senior Aircraftman and Senior Aircraftwoman</p>	 <p>Leading Aircraftman and Leading Aircraftwoman <i>Note: Aircraftmen and Aircraftwomen no badge of rank</i></p>

DISTINGUISHING BADGES



**RAF Regiment
Shoulder Badge**



**Physical Training
Instructor**



Telecommunications Badge







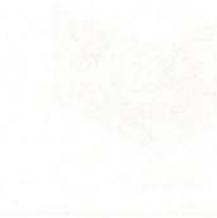



Parachute Badge (with wings)









Marksman

1914
1915
1916

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BADGES FOR AIRCREWS



Pilot's Flying Badge



Parachute Instructor



Navigator's Flying Badge

E—Air Engineer
N—Navigator
S—Air Signaller
AG—Air Gunner
B—Air Bomber
O—Air Observer
RO—Observer Radio M—Met Air Observer
AE—Air Electronics Officer or Operator LM—Air Loadmaster



Master Pilot Master Signaller
Master Navigator Master Gunner
Master Engineer



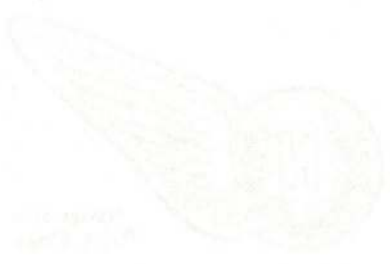
Flight Sergeant Aircrew














Sergeant Aircrew

PLATE 1
TABLES FOR AIR VIEWS












TABLES FOR AIR VIEWS



BADGES OF RANK – ROYAL NAVY

 MIDSHIPMAN	 SUB-LIEUTENANT	 LIEUTENANT	 LIEUTENANT-COMMANDER
 COMMANDER	 CAPTAIN	 COMMODORE	 REAR ADMIRAL
 VICE-ADMIRAL	 ADMIRAL	 ADMIRAL OF THE FLEET	

BADGES OF RANK – ARMY

 2nd LIEUTENANT	 LIEUTENANT	 CAPTAIN	 MAJOR	 LIEUTENANT-COLONEL	 COLONEL
 BRIGADIER	 MAJOR-GENERAL	 LIEUTENANT-GENERAL	 GENERAL	 FIELD-MARSHAL	

17
18
19

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9. The Role of the World	10. The Role of the Universe	11. The Role of the Cosmos	12. The Role of the Earth
13. The Role of the Sun	14. The Role of the Moon	15. The Role of the Stars	16. The Role of the Planets

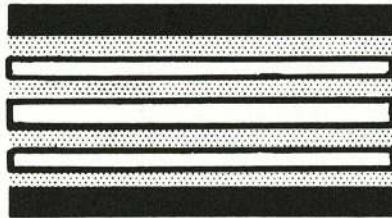
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17. The Role of the Mind	18. The Role of the Heart	19. The Role of the Soul	20. The Role of the Spirit
21. The Role of the Intellect	22. The Role of the Emotion	23. The Role of the Will	24. The Role of the Conscience
25. The Role of the Reason	26. The Role of the Passion	27. The Role of the Power	28. The Role of the Virtue
29. The Role of the Wisdom	30. The Role of the Love	31. The Role of the Justice	32. The Role of the Mercy

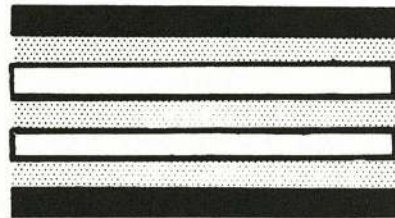
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MASTHEAD FLAGS – RAF

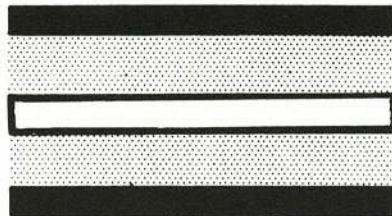
The distinguishing flag of the Officer commanding of a station or unit is flown at the masthead of the station or unit flagstaff when the RAF Ensign is flown at the peak. It is replaced by the Royal Standard, being the personal flag of the sovereign, or by the personal standards of other members of the Royal Family, whenever Her Majesty the Queen or other members of the Royal Family is personally present on such a unit or RAF station.



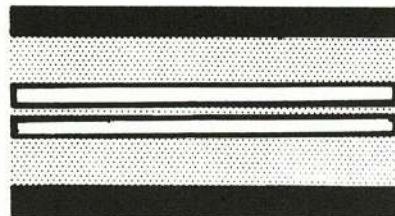
**MARSHAL OF
THE ROYAL AIR FORCE**



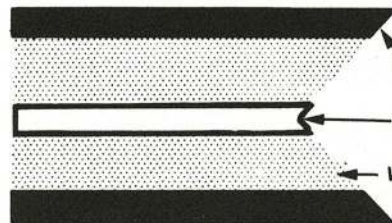
AIR CHIEF MARSHAL



AIR MARSHAL



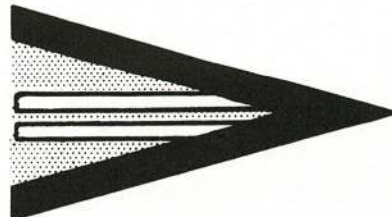
AIR VICE-MARSHAL



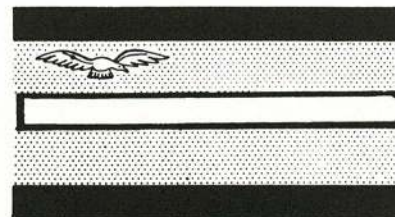
AIR COMMODORE



GROUP CAPTAIN



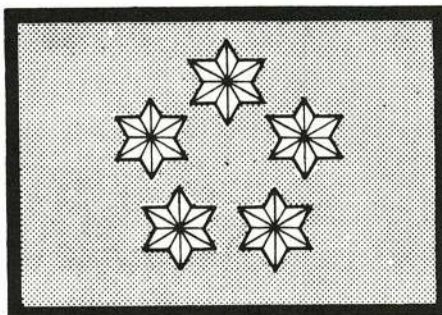
WING COMMANDER



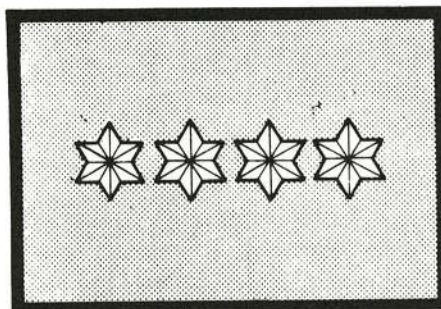
SQUADRON LEADER

VEHICLE STAR PLATES – RAF

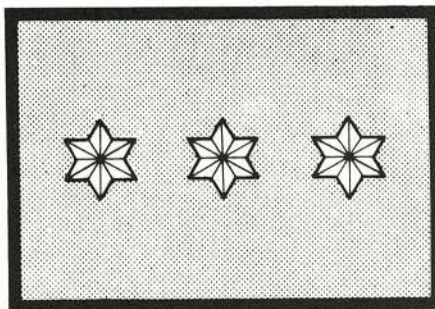
The distinguishing star plate of an officer of air rank is carried on a bracket attached to the front and rear bumpers of a service motor vehicle, on all official occasions when the vehicle is occupied by the entitled officer.



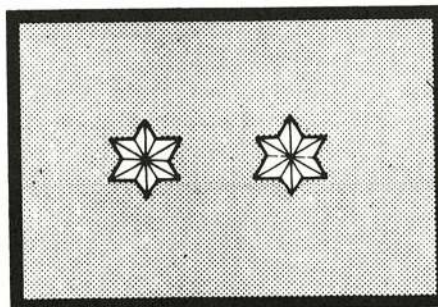
MARSHAL OF THE ROYAL AIR FORCE



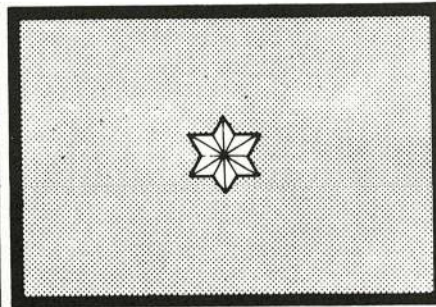
AIR CHIEF MARSHAL



AIR MARSHAL



AIR VICE-MARSHAL

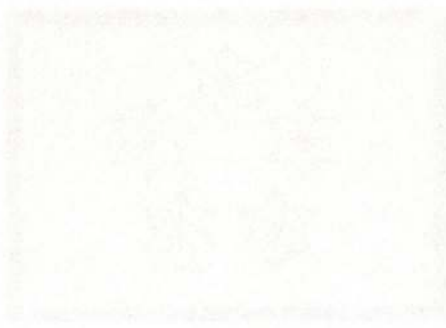


AIR COMMODORE

1974
1975
1976
1977

UNITED STATES POSTAGE

POSTAGE WILL BE PAID BY ADDRESSEE
NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



POSTAGE WILL BE PAID BY ADDRESSEE



POSTAGE WILL BE PAID BY ADDRESSEE



POSTAGE WILL BE PAID BY ADDRESSEE



POSTAGE WILL BE PAID BY ADDRESSEE



POSTAGE WILL BE PAID BY ADDRESSEE

DISTINGUISHING FLAGS ON SERVICE VEHICLES – RAF

Distinguishing flags on service vehicles are flown from a central position above the radiator. They are flown on official occasions only by the officer holding the appointment specified and only when the car is occupied by that officer.



Minister of Defence for the Royal Air Force



Chief of the Air Staff. Commanders in Chief abroad. Head of the British Joint Services Mission. USA. Heads of other missions. The Senior Air Liaison Officer in a commonwealth country. Air Attaches.



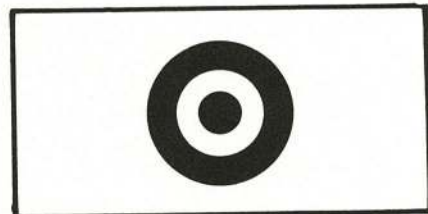
Members of the Air Council except the Minister of Defence for the Air Force, and the Chief of the Air Staff.



Air Officers Commanding in Chief of Commands at home.



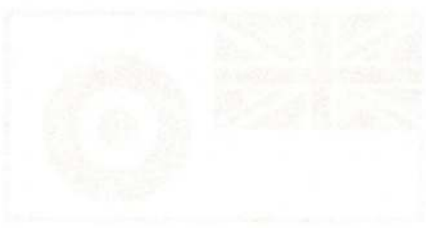
Air Officers Commanding groups and Air Head quarters. Commandant of the RAF College. Commandant General of the RAF Regiment. Director of the Women's Royal Air Force. Commandant of the Royal Observer Corps.



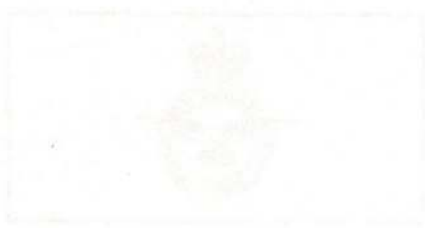
Sector Commanders, Station Commanders of the rank of Wing Commander and above.

RESTRAINING FLARE ON SERVICE VEHICLES - DOD

These flares are used to indicate that a vehicle is a service vehicle. They are used on all service vehicles and are required by the Department of Defense. The flares are used on all service vehicles and are required by the Department of Defense.



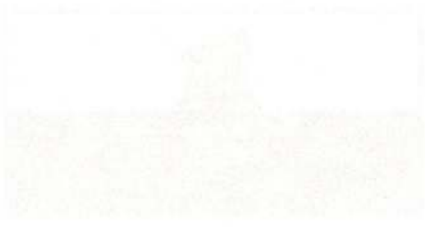
1. This flare is used on all service vehicles and is required by the Department of Defense.



2. This flare is used on all service vehicles and is required by the Department of Defense.



3. This flare is used on all service vehicles and is required by the Department of Defense.



4. This flare is used on all service vehicles and is required by the Department of Defense.



5. This flare is used on all service vehicles and is required by the Department of Defense.



6. This flare is used on all service vehicles and is required by the Department of Defense.

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