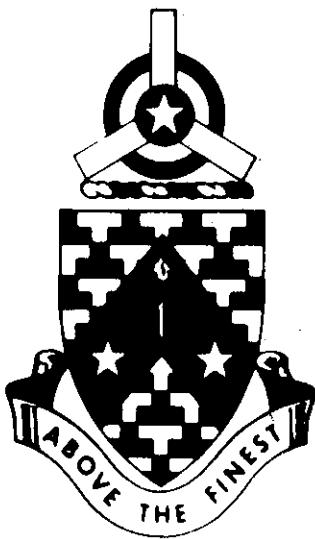


PROGRAMED TEXT

OFFICIAL AND SOCIAL CAREER OBLIGATIONS
Part I
CUSTOMS AND COURTESIES



MARCH 1968

UNITED STATES ARMY
PRIMARY HELICOPTER SCHOOL
FORT WOLTERS, TEXAS

PROGRAMMED TEXT

PROGRAM TEXT**FILE NO:**

PT-01321

PROGRAM TITLE

Official and Social Career
Obligations of the Service
Customs and Courtesies (Part One)

POI SCOPE: Identify military traditions, customs and special courtesies.
Recognize taboos; Recall Officer Open Mess member responsibilities.

INSTRUCTOR REFERENCES:

FM 21-13

AR 600-25 AR 670-5 AR 672-5-1, AR 670-6, AR 670-12
Officers Guide '67 Edition, pages 1-97, 390-422, 435-439
305-370 Etiquette, Amy Vanderbilt

PREPARED BY:

Major R. Cowden
TFPL

DATE:

March 1968

REVISED BY:**DATE:**

Fred B. Weller
FREDERICK B. WELLER, LTC
Chief, TPGA

DATE:

May 1968

TABLE OF CONTENTS

PROGRAMED TEXT FILE NO:	PROGRAM TITLE: Official & Social Career Obligations (Part I) Customs and Courtesies	CONTENTS	PAGE NUMBER
1. PREFACE			iii
2. PERFORMANCE OBJECTIVES			1
3. PROGRAM			2
a.			
b.			
c.			
d.			
e.			
4. SELF EVALUATION EXERCISE			22
5. ANSWERS TO SELF EVALUATION EXERCISE			24
6. ITEMS TO BE ISSUED WITH PROGRAM			
7.			
8.			
9.			
10.			

PREFACE

This programmed text will present information to you and require solutions to problems of Customs & Courtesies that you will be faced with both now and in future assignments.

It is very important that you read each item carefully and respond when directed. Confirmations are on the next page in the upper left corner. When your response is correct proceed to the next item. If your response is incorrect, turn back and review the item missed to insure that you understand the correct answer. Line through the incorrect response and add the correct response as you reread the information. Then proceed to the next problem.

As you complete the program you will be given the opportunity to confirm your knowledge of the stated objectives of this program through the self evaluation exercise.

If you are unable to solve a problem, contact your instructor for assistance.

Proceed to the performance objectives of this program.

PERFORMANCE OBJECTIVES

Upon completion of this program and without aid of notes or references, you will be able to:

1. Identify military traditions.
2. Identify military customs.
3. Recognize acts which are considered "TABOO".
4. List the special courtesies which are observed in the Army.
5. Determine the purpose and function of the officers open mess.

FRAME #1

"THE MILITARY TRADITIONS"

There are traditions of military service which have guided its members throughout all the years of our national existence.

Many are integral parts of Army life. These traditions, while they are not in many cases specified in Army Regulations, are still important. In many instances they give a commander an impression of the effectiveness of his junior officers as he observes them daily.

TURN TO PAGE 4 FOR FRAME #2

HISTORY OF THE HANDSHAKE:

In civilian life we pay a person our compliments and show him our respect in a spoken greeting or a handshake. This custom of shaking hands dates from the time when an open hand meant an unarmed and friendly meeting. The first people to use the open hand as a friendly greeting were the Greeks and Romans and their salute of the upraised hand was the forerunner of the modern handshake. A handshake can be taken as the civilian equivalent of a military salute.

THE HISTORY OF THE SALUTE:

The military salute dates back to the days when fighting men wore armor. When the man in armor met a friend, he raised his visor with the hand to the front. The raised visor showed that he was not prepared for battle and the open hand showed that he carried no weapon. In other words, it was a sign of trust and respect. By saluting an officer, respect is shown to the Commander-in-Chief, whose commission the officer holds.

HISTORY OF THE GUN SALUTE:

The firing of guns also originated as a practical demonstration of trust; because, once the guns were fired the position was defenseless until they could be reloaded.

HISTORY OF PRESENTING ARMS:

Since in this salute the muzzle of the rifle is pointed at the sky, obviously no harm is intended towards the receiver of the salute.
(Select the correct response)

A Warrant Officer will:

- Salute all commissioned officers of allied countries when in uniform.
- Receive and returns salutes of all enlisted personnel E-1 - E-9.
- Receive and returns salutes of all cadets and midshipmen.
- Salute all commissioned officers.
- All of the above.

TURN TO PAGE 5 FOR FRAME #12

FRAME #2

TRADITION: The Army is built upon and steeped with tradition. Foremost among these are the traditions of:

Loyalty to the government, the Commander in Chief, seniors, subordinates, and peers.

Leadership as the ability to develop teamwork among subordinates and become a part of that team.

Comradeship is the STRONGEST and MOST ENDURING of Army traditions. It is an abiding trust enjoyed by those who have served in the hard crucibles of military service.

Achievement of the Mission as the goal toward which all others aim. This is probably our most important tradition since all others subordinate themselves to this end.

(Answer Yes or No).

Could you accept a long established practice, that has the effect of an unwritten law, as tradition?

TURN TO PAGE 6 FOR FRAME #3

FRAME #11

ANS: E. All of the above.

FRAME #12

THREE METHODS OF SALUTING USED BY OFFICERS

1. The hand salute is the usual method when in uniform.
2. The headdress is placed over the left breast when in civilian clothes saluting the flag.
3. When in civilian clothes, uncovered (without headdress), personnel stand at attention with right hand over heart to render proper courtesy.

In general, when indoors stand at attention to render honors except when reporting to a superior. When outdoors courtesies are rendered by either saluting with the hand salute or by placing right hand over heart when in civilian clothes.

Ladies never remove headdress during ceremonies. When a headdress is worn, a lady places her right hand over heart to render proper courtesy.

Except in formation, an individual either faces toward the person or colors saluted or turns the head so as to observe the person or colors saluted.

Covered or uncovered, salutes are exchanged in the same manner.

If a person is running, he comes to a walk before saluting.

Organization or detachment commanders salute officers of higher grades by bringing the organization or detachment to attention before saluting. When in the field, the organization or detachment is not brought to attention.

The officer or noncommissioned officer in charge of a detail at work, if not actively engaged at the time, salutes for the entire detail.

"ABOVE ALL, an officer is expected to be a gentleman and a gentleman is defined as A MAN WHO IS NEVER INTENTIONALLY RUDE."

Is there more than one proper method of saluting for officers in the United States Army today? (Answer Yes or No)

Yes

No

ANS: Yes. This is an approved dictionary defintion of tradition.

FRAME #3

Other common traditions which are a part of the background of the officer corps are:

- a. Public service.
- b. Readiness.
- c. Care of his troops.
- d. Discipline.
- e. Unselfishness.
- f. Dependability.
- g. Cooperation.
- h. Subordination of military to civil power.
- i. Avoidance of partisanship in politics.

Questions:

1. What is the most important military tradition and why? Accomplish-
ment of the mission
2. If your fellow soldier asks you to give him a ride uptown, or pick up some items at the PX for him when you go, and you agree, have you exhibited one of the military traditions?

Yes No

3. Which tradition, if any, does the example above portray?

- a. Comradeship.
- b. Courtesy.
- c. Discipline.
- d. No tradition.

ANS: Yes. Three methods for varying attire and occasion.

FRAME #13

RULES FOR SALUTING

- A. All Army personnel in uniform are required to salute at all times when they meet and recognize persons entitled to the salute. Exceptions are ~~the~~ public conveyances, such as trains and busses; or in public places, such as theaters; or when a salute would be manifestly inappropriate or impractical.
- B. Salutes will be exchanged between officers (commissioned and warrant) and between officers and enlisted personnel.
- C. Salutes will be exchanged with personnel of all the other Armed Forces entitled to the salute. It is customary to salute officers of friendly foreign nations when recognized as such.
- D. Military personnel under arms will render the salute prescribed for weapons with which they are armed.

When in doubt, SALUTE.....

What is a salute and what does it imply?

Answer: respect, courtesy, friendliness, no harm

ANS: 1. Achievement of the mission, since all others subordinate themselves to this end.
2. Yes.
3. Comradeship

FRAME #4

MILITARY CUSTOMS

The customs of the military differ little from those customs expected of everyone in civilian life. The officer who is rude, unmindful of his conduct, impolite and thoughtless, does more than violate written laws. He commits a grave breach of the officer code, a code largely based on the customs and courtesies of the service . . . quite often referred to as the "unwritten laws."

"Nothing is stronger than custom."
Ovid

ANS: The salute is a form of professional greeting. It improves military bearing and commands respect from others. It serves as a motivating and contributing factor in solidifying good discipline.

FRAME #14

(Select correct response)

1. If you were off duty in civilian clothes and met your company commander, who was in uniform, you should:
 - a. Acknowledge him with a greeting.
 - b. Speak if he speaks.
 - c. Salute and acknowledge him.
 - d. Return his greeting or salute if he initiated it first.
2. If you were in uniform, but off post, and met a senior officer in civilian clothes (one that you knew), it would be acceptable to:
 - a. Speak and continue about your business.
 - b. Salute and offer a friendly greeting.
 - c. Just acknowledge him if he notices you.
 - d. By regulation all of the above are correct.

CUSTOMS OF THE SERVICE

The Evening Gun

Fired just prior to retreat.

Signifies the end of the duty day.

Originated in ancient Roman days.

The GUN rather than a bugle is used as a signal due to its greater range.

The Retreat Ceremony

Honors the flag at the end of the day.

Used by the U.S. for the first time during the Revolution.

The Retreat Ceremony coupled with a parade is probably the most impressive ceremony in the Army today.

Tattoo and Call to Quarters

This is a service bugle call sounded at 2100 hours to signal that all lights in work areas will be extinguished within 15 minutes and all loud noises will cease.

CALL TO QUARTERS is sounded at 2245 hours and at Fort Wolters signals that all lights in the billets will be extinguished.

Taps

Last call at night (2300 hours).

Signals all remaining unauthorized lights will be extinguished.

This call is also used as last honors to military personnel at a funeral.

The Three Volleys Over Graves

Was in use during the 17th century.

Came from the Roman's burial ritual, casting earth three times, calling the names of the dead, and saying "Farewell" three times.

The Raising of the Right Hand in Taking Oaths

Certainly this custom is as old as mankind, adding dignity and ceremony to a serious occasion.

From the earliest days the taking of an oath as to the truth of statements or testimony has been a solemn and serious matter accompanied by ceremony.

The White Flag of Truce

So old the actual origin is unknown.

ANS: 1 - c. 2 - d. 3 - As a courteous form of professional greeting.

FRAME #15

SPECIAL COURTESIES OBSERVED IN THE ARMY.

CORRECT USE OF TITLES.

Lieutenants are addressed officially as "Lieutenant". The adjectives "First" and "Second" are not used except in written communications.

Brigadier Generals, Major Generals and Lieutenant Generals are all referred to and addressed as "General". Lieutenant Colonels are addressed as "Colonels". In official communications the full title is always used.

All other officers are addressed or referred to by their respective titles. Senior officers may omit the titles of subordinates, but this rule is not to be taken conversely!

Female officers should always be paid the same compliments as male officers of equivalent rank, substituting "Ma'am" for "Sir".

Chaplains are addressed as "Chaplain" regardless of their grade. A Catholic chaplain may be addressed as "Father".

Warrant Officers are addressed as "Mister" "Mrs." or "Miss" as appropriate.

Never refrain from asking advice of a senior officer, especially when you are in doubt.

It should be the desire of every officer to further his knowledge concerning service customs, courtesies, and traditions. Many excellent publications are available and cannot be recommended too highly; especially, when you are confronted with a change on assignment and local area conditions or policies.

The Officer's Guide, The Army Wife, The Army Times, all present related material and are suggested reading.

Non-commissioned Officers are addressed by their titles. Officers address master sergeants E-7 and sergeants first class E-6 simply as "Sergeant", although first sergeants E-8 and sergeants major E-9 are given their full title. Specialists of all ranks are referred to as "Specialist and his last name", i.e. "Specialist Jones". Officers may address privates first class, privates and recruits as "Jones" or "Smith". (By their last name only). In official communications the full titles of all enlisted men are used.

FRAME #6

(Select one)

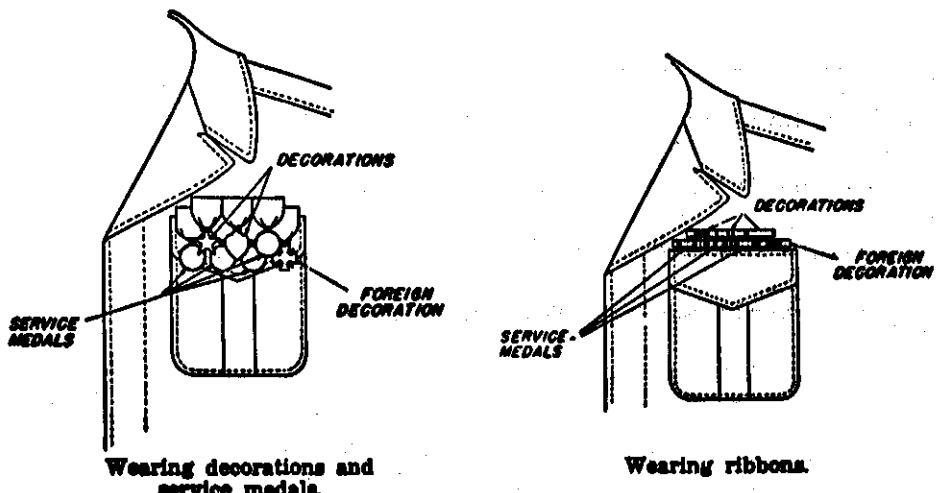
1. When is the evening gun fired?

- a. At dusk at each post.
- b. A time selected by the local commander.
- c. In the evening during Adjutant's Call.
- d. Just prior to sounding retreat.

2. Tattoo is blown to prepare soldiers for:

- a. Retreat
- b. Taps
- c. The evening gun
- d. Mess call

PANEL 1



Wearing the Medal of Honor.

PERSONAL COURTESIES EXTENDED TO SENIOR OFFICERS.

A junior in a vehicle always dismounts before speaking to or replying to a dismounted senior officer. When accompanying a senior officer, a junior walks or rides on his left, and stays in step.

When reporting to a senior officer in his office, the junior follows the same procedure as for enlisted men. An enlisted man removes his head-dress, knocks, and enters when told to do so. Upon entering, he marches to approximately two paces of the officer's desk; halts, salutes, and reports in this manner: "Sir, WOC Burns reports". When the business is completed, the enlisted man salutes, executes about face, and departs.

1. Enlisted personnel of what pay grade may be called by their last names only?

E3 and up

2. E-8 and E-9 Sergeants are addressed: (SELECT ONE)

- a. by their full title.
- b. by Mr. and their last name.
- c. simple as "Sergeant" during duty.

ANS: 1. d. Just prior to sounding retreat.
2. b. Taps.

FRAME #7

Armies through the ages have rewarded individuals who have performed acts of valor. Today, the armies of the world present these individuals with medals and ribbons to be worn on the uniform.

WEARING OF DECORATIONS

The Medal of Honor is worn from the neckband ribbon placed around the neck outside the shirt collar and inside the coat collar, the medal proper hanging over the necktie near the collar. (See Panel 1) (Page 12)

Other military decorations will be worn immediately above the pocket on the left breast of the man's uniform. They will be worn in order of precedence from wearer's right to left, preceding all service medals and in one or more lines overlapped, as required, depending on the width of the garment. (See Panel 1) (Page 12)

Service ribbons representing corresponding decorations may be worn as prescribed above for decorations, at such times as the wearing of decorations is not specifically prescribed or prohibited.

OCCASIONS FOR WEARING DECORATIONS, SERVICE MEDALS, OR THEIR RIBBONS

Commanders may prescribe the wearing of these items at parades, review inspections, funerals, on ceremonial or social occasions, or on regular duty when the general duty uniform is worn. It is generally accepted throughout the Army that individuals should wear their medals and/or ribbons at all times. Not only does it give to others an immediate representation of your merits and experiences, but it shows an individual's pride in his achievements and sense of accomplishments. It shows he is proud to be a member of a team that presents awards for individual achievement.

Medals may be worn at the option of the wearer (when not prescribed or prohibited) on holidays, when not on duty with troops, and on social occasions of a private nature.

PROHIBITED WEARING

Above items are not worn when soldiers are equipped for combat or simulated combat, by officers while suspended from either rank or command, or by enlisted men serving sentences of confinement. When wearing civilian clothing, a lapel button in the form of a miniature service ribbon may be worn.

PENALTY FOR UNAUTHORIZED WEARING

It is a violation of the law to wear decorations other than those to which entitled. Serious penalties may be invoked. For further information, the correct procedures for wearing of decorations and appurtenances are prescribed in AR 672-5-1.

ANS: 1. E-1, E-2, E-3
2. a. By their full title.

FRAME #17

OFFICIAL CALLS

WHAT IS AN OFFICIAL CALL?

It may be an opportunity for your commander to get to know you. It will afford him the chance to assign you; or if already assigned, to specify local policies and guidelines for this unit and the installation that will prove valuable.

THERE ARE THREE RULES FOR THE USE OF OFFICIAL CALLS.

1. An official call should be made on your rating officer and on your endorsing officer.
2. The official call should be made within 48 hours of the time you are present for duty.
3. Calls on your commander should be made in his office during duty hours.

You have just reported into a new Fort. It is completely different and unfamiliar in comparison to your last post. Your first requirement is to report and to sign in with the adjutant of the unit or installation as prescribed on your orders. Then if the adjutant has not already instructed you, it should be your place to suggest that you would like to have an interview and meet your commanding officer or immediate supervisor. This will alert the adjutant in case it has slipped him and also acknowledge your willingness to meet "the boss" as well as furnish both of you an opportunity to get to know each other.

If you have already been assigned a duty, the official call is still most fitting and proper. Your commander will want to inform you of specific policies and guidelines used at this particular installation and unit. It also affords you the opportunity to keep your commander informed of any problems that you have where he or his resources may be helpful.

Finally it provides both of you an opportunity to become more closely associated. It is a time for the commander to make you feel welcome and a part of the new unit and for both of you to speak informally on any particular subject that you may have in common.

What is the proper dress to be worn when making an official call?
(SELECT ONE)

a. Your leave apparel.

Duty uniform.

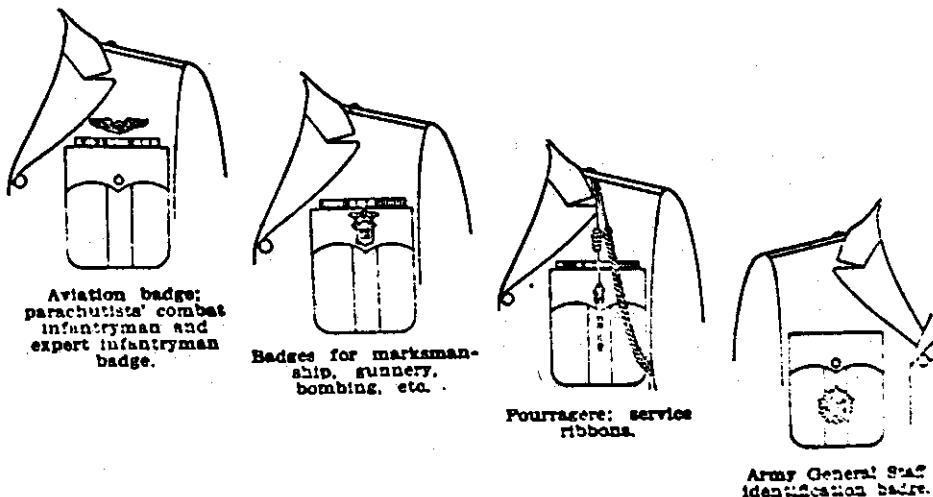
b. A business suit

d. Dress blues or whites.

WEARING OF UNIT BADGES OR EMBLEMS

This practice originated during the American Civil War by General Kearney of the Union Army; who was later killed as he rode in battle into the Confederate lines. He ordered all officers of his command to wear a red patch on their forage caps. The enlisted men, admiring the esprit and prestige, also adopted the patch, though not required by the General's order. From this beginning descends the unit insignia of our modern Army. Today, these are commonly portrayed in unit crests worn on the epaulets of the blouse, or as unit patches on fatigues and other uniforms. It is a symbol of pride in the unit and a means of establishing identification.

Panel #2



Wearing of Badges and Appurtenances

ANS: c Duty uniforms

FRAME #18

SOCIAL CALLS

The Social Call is a long established and worthwhile Army custom. It is a pleasing and welcomed method of greeting newcomers, of breaking acquaintanceships, and visiting with fellow officers for a short time without the formality of advance arrangements or costs of any kind.

THERE ARE FIVE RULES FOR THE USE OF SOCIAL CALLS:

1. A social call should be made on your rating and endorsing officer with your wife if the host's wife is at home.
2. Arrangements are made with the executive officer or the adjutant, as to the commander's desire on date and/or time. Many commanders have certain days to receive calls; still others may only have a monthly reception at the club for all his incoming and departing officers.
3. The social call should be made within two weeks of your "for duty" date.
4. The dress for the social call should be in seasonal class "A" uniform or appropriate civilian suit.
5. Duration of the call should be fifteen minutes.

Receiving lines are frequently used at parties and receptions held on military installations by senior officers to meet their fellow officers. Ladies will precede gentlemen except at a White House reception.

CALLING CARDS

The use of calling cards in civilian life is not nearly so extensive now as it was in the 1930's, although cards are still necessary for officers and their wives.

Calling cards are engraved, the lettering is simple, block style and clear. They are not to be used as civilian business cards. They can be ordered through a local printer or the post book store.

THERE ARE TWO RULES NORMALLY OBSERVED IN USING CALLING CARDS:

1. An officer leaves one card for each adult member of the household, (18 years or older) to a maximum of three.
2. An officer's wife leaves one card for each adult female member to a maximum of three.

Leave cards without comment by placing them in a convenient receptacle provided for the purpose, or upon a table.

TABOOS

Following is a list of "Discredits" for the officer/warrant officer that may prove meaningful in molding and developing future conduct and behavior -----

AVOID VIOLATING THE CHAIN OF COMMAND.

AVOID HAVING PEOPLE GUESS YOUR NAME. (WEAR A NAME TAG AND INTRODUCE YOURSELF.)

AVOID VULGARITY.

DON'T CARRY AN UMBRELLA.

EXCESSIVE INDEBTEDNESS IS TO BE AVOIDED.

HARSH REMARKS ARE TO BE AVOIDED.

NEVER KEEP ANYONE WAITING.

NEVER LEAN ON A SENIOR'S DESK.

NONCOMS ARE NOT TO WORK ON FATIGUE DETAILS.

"OLD MAN" --- USE WITH CARE.

PROFER NO EXCUSES.

SERVILITY IS SCORNED.

SMOKING AT TIMES CAN BE OBJECTIONABLE.

THE USE OF THE THIRD PERSON IS IN POOR TASTE. (THE MAJOR, THE GENERAL.)

FRAME #19

1. What is one rule that is common for making official calls and social calls?

2. What are the two specific rules for the use of calling cards?

a. _____

b. _____

3. What is your first official act upon reporting in to a new post?

a. Locate an MP for directions.

b. Find your unit.

c Sign in.

d. Check out the facilities.

CUSTOMS AND COURTESIES

The customs and traditions of the Army determine the code, conduct, responsibilities, and obligations of an officer. Properly observed with sincerity and graciousness, the customs and traditions promote harmonious relations, reduce the sources of friction, and enhance the prestige of the Army in the eyes of the American public. An officer must be well-mannered, courteous and considerate in every respect, if he is to succeed as a gentleman and a leader.

Courtesy among military men is indispensable to discipline. Only the highest standards of performance are acceptable by the Army and are expected of all personnel.

The military salute is the courteous recognition between members of the Armed forces. Saluting will be smartly accomplished and in keeping with appropriate regulations. It is customary to salute officers of Allied countries when they are in uniform.

All officers and warrant officers are enjoined, by their performance and timely instruction to those of lesser rank, to maintain a high standard of military courtesy within this command.

STOP. RETURN TO PAGE 3 FOR FRAME #11

ANS: 1. Both are made on the rating and endorsing officer.
2. (a) An officer leaves one card for each adult. Maximum 3.
(b) His wife leaves one card for each adult female. Maximum 3.
3. (c) AR 210-10, Para. 17, first official act is to sign in.

FRAME #20

The Officer's Club or the "Open Mess", is the center of social activities for officers and their families. At most clubs you will find facilities comparable to a civilian country club. Facilities provided are those which the membership desires within the limitations of departmental regulations.

The Officer's Open Mess is subject to the control of the Army commander and the specific control of the post commander. The activities conducted and the funds are controlled by Army Regulations.

* The primary purpose of the Officer's Open Mess is the operation of a mess with dining facilities available to members on a regular basis.

The Officers Open Mess is a self supporting facility. Its source of income consists of monthly dues of members and the profits, if any, from its operation.

It has been a time honored custom and tradition of the military for all officers to become members of the Officers Open Mess. To fail to do so will cause the officer and the adult members of his family to miss the very heart of post social activity and if he is married, deny his wife normal social contacts with other Army wives.

GENERAL FACTS

Membership is open to all active duty officers on the installation and retired officers in the vicinity. An officer on active duty is normally authorized use of club facilities on other installations, Army or otherwise.

An elected board of governors controls the activities and expenditures. A club officer is appointed by the commander to operate the club and answer to the board of governors. Dues will vary by post but normally range from \$5 to \$10 a month.

1. How are the activities and expenditures of the club controlled?
 - a. By the installation commander.
 - b. By higher headquarters.
 - c. By the elected board of governors.
 - d. By the Club manager.

2. What is the main purpose of the Officer's Open Mess?

SELF EVALUATION EXERCISE

1. From these five traditions, select the most important tradition, and the strongest of military traditions.

SELECT
TWO

- a. Tradition of Leadership
- b. Achieving the Mission
- c. Comradeship
- d. Tradition of Readiness
- e. Avoiding Matters of Politics

2. Of the special courtesies observed in the Army, which is the most recognized?

- a. Correct use of titles.
- b. Military salute.
- c. Personal courtesies extended to a senior officer.

3. Receiving lines and special military courtesies use which of these as guides:

- a. Gentlemen are presented to ladies.
- b. Ladies precede gentlemen, normally.
- c. Juniors are brought to seniors.
- d. Cards are used up to a maximum of three.
- e. All of the above.

4. Officers and non-commissioned officers salute and report in the same manner.

- a. True
- b. False

5. As a detachment commander responsible for preparing revetments (defensive barricades) to secure your aircraft, you NCOIC would:

- a. Allow "bootlicking" for certain individuals to get out of the detail.
- b. Remain inside and continue to cover administrative paperwork.
- c. Be on site to insure the detail was accomplished satisfactorily.
- d. Physically pitch in to accomplish the job and get done sooner.

ANS: 1. c. by the elected board of governors.
2. To provide messing facilities for the officer and his family.

6. One of the recently assigned aviators in your unit has repeatedly used the "Maj", the "CO", the "Old Man" in the commander's presence and you find it:

- a. Very inappropriate.
- b. Rather obnoxious, but not noteworthy.
- c. Your duty to remind him of certain TABOOS of the service.
- d. Difficult to believe that he didn't learn this in Basic, WOC Training or prior to now.

7. The Officers Open Mess, located within the installation to which you are currently assigned: (Select all correct)

- a. Materially assists you and your dependents in fulfilling social obligations.
- b. Does not meet the requirement for the heart of post social activity, for the officers.
- c. Offers dining and recreational facilities for aviators required to RON (remain overnight).
- d. Opens its facilities to all Armed Forces Officers on active duty, on temporary or transient status.

8. A warm greeting of a senior military officer or civilian, in uniform or out, on post or off, is:

- a. Unnecessary.
- b. Mandatory.
- c. Not appropriate.
- d. Professional.

INTENTIONALLY LEFT BLANK

CUSTOMS AND COURTESIES

KEY TO SELF EVALUATION EXERCISE

1. b. achieving the mission
c. comradeship
2. b. military salute
3. e. all of the above
4. a. true
5. c. Be on site to insure the detail was accomplished satisfactorily.
6. a, b, c, d All are correct.
7. a. Materially assists you and your dependents in fulfilling social obligations.
c. Offers dining and recreational facilities for aviators required to RON (remain overnight).
d. Opens its facilities to all Armed Forces Officers on active duty on temporary or transient status.
8. d. professional.

L2501 Army-Ft. Sill, Okla.