

APPENDIX A

Saluting

A-1. General

The origin of the hand salute is uncertain. Some historians believe it began in late Roman times when assassinations were common. A citizen who wanted to see a public official had to approach with his right hand raised to show that he did not hold a weapon. Knights in armor raised visors with the right hand when meeting a comrade. This practice gradually became a way of showing respect and, in early American history, sometimes involved removing the hat. By 1820, the motion was modified to touching the hat, and since then it has become the hand salute used today.

A-2. When to Salute

- a. Cadets, when outside, *salute* all officers and warrant officers and when reveille, "To the Colors," The Citadel Alma Mater, "Ruffles and Flourishes," and the National Anthem are played. When inside, cadets *salute* only when reporting to an Officer. The dress of the person *saluted* (civilian or uniform) or the cadet *saluting* is immaterial; recognition is all that is necessary.
- b. Upperclass cadets do not *salute* other cadets except in performance of official Duties.

A-3. Reporting Indoors

When directed to report to a College official or faculty member, the cadet removes his/her headgear, knocks, and enters when told to do so. He/she approaches within two steps of the individual's desk, *halts*, *salutes*, and reports, "***Sir (Ma'am), Cadet Jones reports.***" The salute is held until the report is completed and the *salute* has been returned by the official. When the business is completed, the cadet *salutes*, holds the *salute* until it has been returned, executes the appropriate facing movement, and departs. When reporting indoors under arms, the procedure is the same except that the headgear is not removed and the cadet renders the salute prescribed for the weapon with which he/she is armed.

If not directed to report, a cadet reports with "***Sir (Ma'am), Cadet Jones requests permission to speak with (title, name of person addressed).***"

NOTE: The expression under arms means carrying a weapon in your hands, by a sling or holster.

A-4. Reporting Outdoors

When reporting outdoors, the cadet moves rapidly toward the College official or faculty member, *halts* approximately three steps from the individual, *salutes*, and reports (as when indoors). When the cadet is *dismissed* by the officer, *salutes* are again exchanged. If under arms, the cadet carries the weapon in the manner prescribed for *saluting*.

A-5. Saluting Persons in Vehicles

The practice of *saluting* officers in official vehicles (recognized individually by grade or identifying vehicle plates and/or flags) is considered an appropriate courtesy. *Salutes* are not required to be rendered by or to personnel who are driving or riding in privately owned vehicles except by gate guards, who render *salutes* to recognized officers in all vehicles unless their duties make the *salute* impractical. When cadets are drivers of a moving vehicle, they do not initiate a *salute*.

A-6. Other Salutes

a. **In Formation.** *Individuals in formation do not salute or return salutes except at the command **Present, ARMS**. The individual in charge salutes and acknowledges salutes for the entire formation. Commanders of organizations or detachments that are not a part of a larger formation salute officers of higher grade by bringing the organization or detachment to attention before saluting. An individual in formation at ease or at rest comes to attention when addressed by a College official or faculty member.*

b. **Not in Formation.** On the approach of an officer, a group of individuals not in formation is called to attention by the first person noticing the officer, and all come sharply to attention and salute. Individuals participating in games, and members of work details, do not salute. The individual in charge of a work detail, if not actively engaged, salutes and acknowledges salutes for the entire detail. A unit resting alongside a road does not come to attention upon the approach of an officer; however, if the officer addresses an individual (or group), the individual (or group) comes to attention and remains at attention (unless otherwise ordered) until the termination of the conversation, at which time the individual (or group) salutes the officer.

c. **Outdoors.** Whenever and wherever the United States National Anthem, "To the Color," or "Reveille" is played, at the first note, all dismounted personnel in uniform and not in formation face the flag (or the music, if the flag is not in view), stand at attention, and render the prescribed salute. The position of salute is held until the last note of the music is sounded. Cadets not in uniform will stand at attention (remove headress, if any, with the right hand) and place the right hand over the heart. Vehicles in motion are brought to a halt. Persons riding in a passenger car dismount and salute.

d. **Indoors.** When the National Anthem is played indoors, cadets stand at attention and face the music, or the flag if one is present.

NOTE: Narrators or printed programs can assist in informing spectators of appropriate responses.

A-7. Saluting Colors

National and organizational flags, which are mounted on flagstaffs equipped with finials are called Colors. Cadets passing an uncased National Color salute at six steps distance and hold the salute until they have passed six steps beyond it. Similarly, when the uncased Color passes by, they salute when it is six steps away and hold the salute until it has passed six steps beyond them.

NOTE: Small flags carried by individuals, such as those carried by civilian spectators at a parade, are not saluted. It is improper to salute with any object in the right hand or with a cigarette, cigar, or pipe in the mouth.

A-8. Uncovering

a. Cadets under arms uncover only when:

(1) Seated as a member of (or in attendance on) a court or board.

(2) Entering places of divine worship.

(3) In attendance at an official reception.

b. All cadets remove their headdress indoors. When outdoors, cadet headdress is never removed, or raised as a form of salutation. When appropriate, civilians may be *saluted* in lieu of removing the headdress.