




	<h2>Part I General</h2>
	1. Introduction
	2. Customs And Courtesies
	3. Restrictions & Norm
	4. Reporting
	5. The Cadet Pledge
	6. Definition of Discipline



Introduction

- + Importance part in all HKACC activities
- + Build up the sense of discipline
- + Respect between two individuals

3



Introduction

(Cont'd)

- + Extended to all allied or friendly nations
- + Are not marks of inferiority or servility
- + C&C works both ways for juniors and seniors in the corps

4



Customs & Courtesies

- + Response – the most important character for the cadet
- + Silence is meaningless
- + Loud and Clear voice
- + Three basic manner
 - * 'Yes, Sir/ Ma'am/rank'
 - * 'No, Sir/ Ma'am/rank'
 - * I don't know, Sir/ Ma'am/rank'

5



Customs & Courtesies (Cont'd)

- * When a fault has been pointed out by the superior, what will you do?

Answer :

“No excuse, Sir / Ma'am/rank”

Without any explanation unless Requested

6



Customs & Courtesies (Cont'd)

- ✦ An officer's order is ordinarily accepted without **Question**
- ✦ "I wish" or "I desire" , means "**I order you**"
- ✦ A junior walks or sits to the left

7



Customs & Courtesies (Cont'd)

- ✦ Greet a lady with a slight bow or a salute
- ✦ Escort a lady by walking on her **Right**
- ✦ **Obey** first **Complain** afterward
- ✦ Personal appearance must be exemplary at all times

8



Customs & Courtesies (Cont'd)

- + Senior officers have the privilege of being the first to choose the seat, food and drink
- + **Chain of command** is used for communication

9



Restrictions & Norm

- + Behave yourself
- + Wear uniform properly
- + Do not **Criticize** your corps as well as your superior in front of the others
- + No alcoholic, smoking or chew gum in uniform

10



Restrictions & Norm (Cont'd)

- + Keep empty your trousers pockets
- + Be on-time (Punctual)
- + No personal friendships
- + Room discipline
 - * Sit Attention / Attention

11



Reporting

Outdoors

- + Attention 2 paces in front of the officer
- + Salute (officer only)
- + “*Sir/Ma’am, Rank & Name*
REPORTING AS ORDERED,
Sir/Ma’am”
- + Wait until he/she acknowledges you **BEFORE REPORTING**

12



Reporting (Cont'd)

Outdoors

- + Salute and say "Sir/Ma'am" when leaving an officer

13



Reporting (Cont'd)

Indoors

- + Attention outside the door
- + Face to the officer
- + Knock the door 3 times
- + "*Sir/Ma'am, Rank & Name*
REQUESTS PERMISSION TO ENTER/ LEAVE THE ROOM, *Sir/Ma'am*"

14



Reporting (Cont'd)

Join the team

- ✚ Stand 2 paces in front of commander
- ✚ *Sir/Ma'am/Rank/Leader, Rank & Name* **RQUESTS PERMISSION TO JOIN THE TEAM,**
Sir/Ma'am/Rank/Leader

15



Reporting (Cont'd)

Address

- ✚ Officers and Warrant Officers as “**Sir/Ma'am**”
- ✚ Sergeant Instructor as “**Sergeant Instructor**”
- ✚ Instructor as “**Instructor**”
- ✚ CWOs and NCOs address as her rank
- ✚ Reporting to superior rank (NCOs), should Attention

16



The Cadet Pledge

+ “*SIR/MA’AM*, I pledge that I will serve faithfully in the Hong Kong Air Cadet Corps, and that I will attend meetings regularly, participate in unit activities, obey my superiors, wear my uniform properly and advance my training rapidly so that I may be of service to my community and my fellow citizens, *SIR/MA’AM*.”

17



Definition of Discipline

+ “*SIR/MA’AM*, discipline is that mental attitude and state of training which renders willing obedience and proper conduct instinctive under all conditions. It is founded on respect for and loyalty to all properly constituted authorities, *SIR/MA’AM*.”

18



Part II Saluting and Compliments

1. Introduction
2. Saluting Among Junior Officers
3. Officers
 - Saluting Within Arms
 - General Salute
4. Cadet
 - Saluting Within Arms
5. National Anthem
6. The Hoisting or Hauling Down Of The HKACC Colour

19



7. Funerals
8. Standards And Colours
9. Boarding Or Leaving Naval Vessels
10. Mechanical Vehicles
11. Parties On the March
12. On Parade
13. Compliments When In Plain Clothes
14. Cenotaph

20



Introduction

- ✚ A salute is a sign of loyalty to the HKACC
- ✚ Discipline has been defined as “That Quality which transforms a disorganized rabble into an efficient unit”
- ✚ Officers and Cadets maintain the saluting is carried out correctly and

21



Saluting Among Junior Officers

- ✚ Junior officers (i.e. Flight Lieutenants, Flying Officers and Pilot Officers) They salute only on the following occasions:
 - * A junior salutes to a superior officer in acknowledgment of an order given personally on parade.
 - * A junior salutes to a officer senior to him in rank on entering and leaving his office.

22



Saluting Among Junior Officers

- ✚ Junior Officers should salute to Senior Officers, as well as officers of equivalent rank in the friendly nations

23



Officers - Saluting Without Arms

- ✚ They are to salute with left hand unless physically unable to do so
- ✚ In returning salutes, officers should look in the direction of the persons saluting to them.
- ✚ Squad, Senior officer have responsibility to return the salute to others

24



General Salute

- + *If a band is in attendance*, on the command “GENERAL SALUTE”, all officers are to salute on the word of command “SALUTE” and the band is to play the appropriate salute. *The salute is to be discontinued on the last note of music.*
- + *If no band is present*, on the command “GENERAL SALUTE” is given all officers are to salute on the word of command "SALUTE" and *the salute is to be maintained for a period of five seconds.*

25



Cadets - Saluting Without Arms

In Uniform

- + Salute
 - ✗ Use left hand unless physically unable
 - ✗ To all officers (Pilot Officer or above), the friendly nations
- + Attention
- + Eyes Right / Left
 - ✗ Turn head smartly

26



Cadets - Saluting Without Arms

Not in uniform

- + Do not salute
- + Appropriate courtesies

27



During The Playing Of The National Anthem

Not under the orders of an officer commanding a parade

- + In uniform, Stand at attention, face the direction of the music and salute.
- + Civilian clothes, Remove their headdress.

During a ceremonial parade

- + The Officer Commanding will salute

Within a building

- + Attention and remove headdress

28



During The Playing Of The National Anthem

On the march

- ✚ The commander will halt them and he is to salute.

At the halt

- ✚ The commander call them to attention, and he is to salute during the playing of the anthem.

On other occasions (not a parade or service)

- ✚ Officers will face the band and if in uniform wearing headdress, will salute.

29



During The Hoisting Or Hauling Down Of The HKACC Colour

- ✚ All ranks are hearing of the trumpet calls or whistle blasts, are to stand to attention and face the flagstaff. Officers will face the flagstaff and salute

30



Funerals

- ✚ Individual officers and cadets passing or being passed by a service or civil funeral will salute
- ✚ A commander in charge of a party will give salute ,the others will “eyes right (or left)”

31



Standards And Colours

Uncased colours or standards

- ✚ Attention and Salute

Cased colours or standards

- ✚ Do not salute

32



Boarding Or Leaving Naval Vessels

- ✦ All ranks are to salute the quarter deck.

33



Mechanical Vehicles

In the motion

- ✦ Do not salute

In the stationary

- ✦ Driver turns his head smartly towards the officer
- ✦ the passenger will seat at attention.

Vehicle, flying a distinguishing flag (exposed)

- ✦ Cadets are to salute
- ✦ Officers are to salute

34



Parties On The March

Armed Sentry

- ✚ An Officer or Cadets will **EYES-RIGHT (or LEFT)** at the same time saluting with his right hand on the march

Unarmed Sentry

- ✚ Do not salute

35



On Parade

Fall in

- ✚ Officers, are to salute before falling in

Fall out

- ✚ An Officer
 - ✖ march up to the parade commander, halt 5 paces from him, salute and fall out
- ✚ More than one officer
 - ✖ Form up in a semi-circle, facing the parade commander, then taking the time from the senior officer on the right flank, then salute.

36



Compliments When In Plain Clothes

- ✚ Officers when wearing plain clothes and returning a salute given by cadets or airmen, should return it in the proper manner by raising the hat.

37



Cenotaph

- ✚ When passing the cenotaph in Central, it is courtesy to salute the cenotaph as a tribute to the fallen heroes of the two world wars.

38