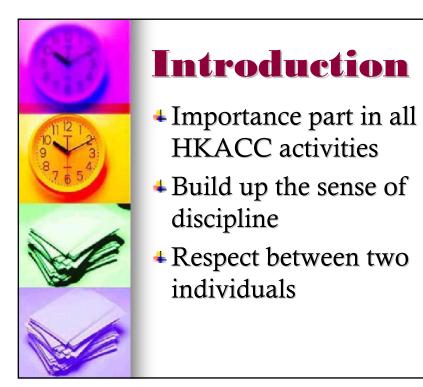




Part I General

- 1. Introduction
- 2. Customs And Courtesies
- 3. Restrictions & Norm
- 4. Reporting
- 5. The Cadet Pledge
- 6. Definition of Discipline

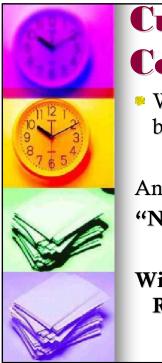




Introduction

- (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





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



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



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



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



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





Norm (Cont'd)

- Keep empty your trousers pockets
- Be on-time (Punctual)
- 4 No personal friendships
- Room disciplineSit Attention / Attention

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Reporting

Outdoors

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





Reporting (Cont'd)

Indoors

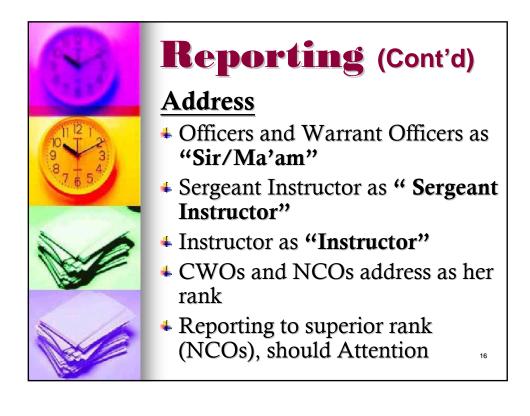
- Attention outside the door
- Face to the officer
- Knock the door 3 times
- *Sir/Ma'am, Rank & Name* **RQUESTS PERMISSION TO ENTER/ LEAVE THE ROOM**, *Sir/Ma'am'*



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





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.



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
- 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
- Compliements When In Plain Clothes
- 14. Cenotaph



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

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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.



Saluting Among Junior Officers

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

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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



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.



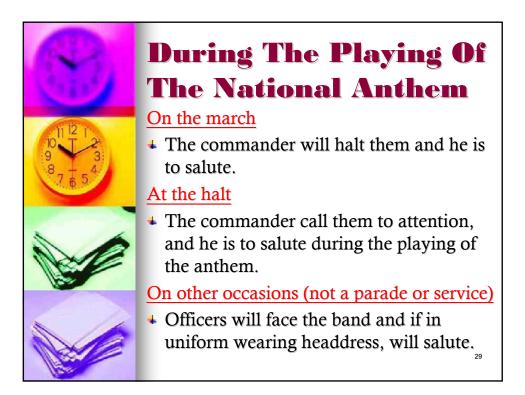


Cadets - Saluting Without Arms

Not in uniform

- ↓ Do not salute
- Appropriate courtesies







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



Funerals

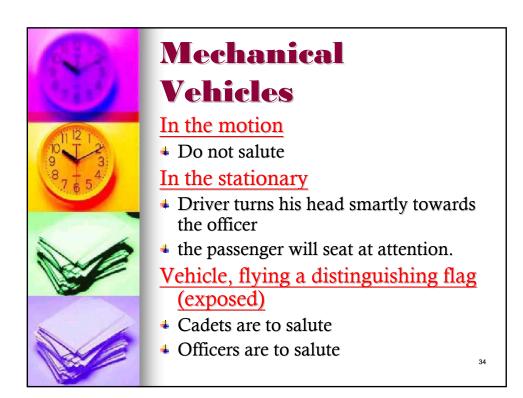
- Individual officers and cadets passing or being passed by a service or civil funeral will salute
- A commander in charge of a party will give salute ,the others will "eyes right (or left)"





Boarding Or Leaving Naval Vessels

All ranks are to salute the quarter deck.





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



On Parade

<u>Fall in</u>

 Officers, are to salute before falling in

Fall out

4 An Officer

- march up to the parade commander, halt5 paces from him, salute and fall out
- 4 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.



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.

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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.