

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service

Chapter CC26--Conditions of Service
Subchapter CC26.1--Officer Responsibilities and Conduct
Personnel INSTRUCTION 2--Uniformed Services Courtesies

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Section A. Purpose and Scope

This INSTRUCTION sets forth the manner in which uniformed services courtesies will be practiced by officers of the Public Health Service (PHS) Commissioned Corps. This INSTRUCTION contains only those basic courtesies normally used on a daily basis by all uniformed services. More extensive and detailed information on courtesies practiced by each branch of the uniformed services may be found in material published by those branches.

Section B. General

1. Essentially, uniformed services courtesies are an extension of common customs of courtesy in civilian life. By nature of their assignments, PHS commissioned officers may serve in either a civilian or uniformed services environment. In a nonuniformed services setting, formal military courtesies will not be practiced. On assignment to a uniformed services branch, however, PHS officers will be required to conform to the rules of courtesy

practiced by that branch of the service. Likewise, PHS officers visiting uniformed services installations must observe the general rules of courtesy practiced on those installations. It is important, therefore, to be familiar with such courtesies.

2. Courtesy to a senior officer is fundamentally that shown for higher rank, responsibility, and authority.

Section C. Saluting

1. Saluting represents a gesture of greeting, of friendship, and of courtesy. It is a democratic sign of comradeship among service personnel. The custom of saluting is a time-honored demonstration of courtesy among uniformed services personnel and expresses mutual respect and pride in the services. The forms of salute may vary with the circumstances.
2. The personal hand salute is the uniformed services form of greeting. It is given by an enlisted person to an officer or by a junior officer to a senior officer. It is always returned or acknowledged by the officer saluted.
3. The major occasions for the ceremonial, or formal salute are for visiting personages, reveille and retreat, burials, passing of the flag, and playing of the "Star Spangled Banner" or "To the Colors."

a. Hand Salute

- (1) The hand salute is executed by raising the right hand smartly until the tip of the forefinger touches the lower part of the headdress, or the forehead, slightly above and to the right of the right eye, thumb and fingers extended and joined, palm to the left, upper arm horizontal, forearm inclined at a 45 degree angle, and hand and wrist straight. (See illustration in Exhibit I) To complete the salute, the hand is dropped sharply (after the saluted officer has dropped his/hers) to its normal position.
- (2) The hand salute is not normally given when one is in civilian clothes. In uniform, it is usually given on occasions in which a greeting would be given. An officer should be alert to give, or return, a salute. Salutes are exchanged when as close as six paces (if closer the senior officer may not have time to respond), and a maximum distance of 30 paces. Accompanying the salute with an oral greeting such as "Good Morning," "Good Afternoon," or "Good Evening," as the case may be, adds an extra element of courtesy. When an officer is in uniform and his/her head is covered, he returns all salutes with a salute. A senior officer may be saluted when he/she is uncovered.

b. Breast Salute

- (1) For the breast salute, an officer in civilian clothes should stand at attention, place the headdress--held in the right hand--at the left shoulder, with the hand holding the headdress over the heart.
- (2) The ceremonies of reveille and retreat honor the national flag. All personnel able to follow the ceremony by watching the flag or hearing the music should stop other activities, face the flag or the music, if the flag cannot be seen, and stand at attention. At reveille, personnel in uniform will salute and maintain the salute until the last notes of the music fade away.
- (3) Retreat has two parts: (1) the sounding of retreat during which all personnel stand at attention; and (2) the playing of the national anthem or "To the Colors" during which the salute will be rendered.

c. Rifle Salute

An officer entering a post or building may receive the rifle salute, or the presentation of arms, by an armed enlisted person serving as a guard. (See illustration in Exhibit II.) This is his salute to the officer. It should be returned as if it were a hand salute.

Section D. Use of Titles

- 1. In PHS the use of titles is similar to civilian life. However, proper use of the titles of military rank in the other uniformed services is essential to proper courtesy. This varies from branch to branch, so it is necessary to understand the different usages. The Coast Guard, for example, follows the rules of the Navy with regard to military courtesy. It is essential, therefore, that PHS officers study the rules of the branch of service to which detailed.
- 2. The following chart shows the titles of rank in the uniformed services and how they relate to each other:

<u>PHS</u>	<u>Navy</u>	<u>Army**</u>
Surgeon General	Vice Admiral	Lt. General
Asst. Surgeon General (08)	Rear Admiral (U.K.)	Major General
Asst. Surgeon General (07)	Rear Admiral (L.P.)	Brigadier General
	OR	
Asst. Surgeon General (07)*	Commodore*	

* Officers promoted after 9/30/81 will be addressed as Commodore

** Titles of rank in the Army, Air Force, and Marine Corps are the same

<u>PHS</u>	<u>Navy</u>	<u>Army**</u>
Director	Captain	Colonel
Senior	Commander	Lt. Colonel
Full	Lt. Commander	Major
Sr. Assistant	Lieutenant	Captain
Assistant	Lieutenant (jg.)	1st Lieutenant
Jr. Assistant	Ensign	2nd Lieutenant

3. In conversations and greetings, all Navy and Coast Guard officers below the rank of Commander are addressed as "Mister." Commanders are addressed as "Commander," Captains as "Captain," Commodores as "Commodore," and all Admirals as "Admiral."
4. In the Army, Air Force, and Marine Corps, all officers are addressed by the title of their rank, except that both lieutenants are addressed as "Lieutenant," both colonels as "Colonel," and all generals as "General."
5. In all branches of the uniformed services, doctors below the rank of General or Admiral may be addressed as "Doctor."

** Titles of rank in the Army, Air Force, and Marine Corps are the same

EXHIBIT I



EXHIBIT II

