

UNITED STATES MARINE CORPS

OFFICER CANDIDATES SCHOOL
TRAINING COMMAND
2189 ELROD AVENUE
QUANTICO, VA 22134-5003

GMK 1010
APR 2011

CUSTOMS AND COURTESIES

TERMINAL LEARNING OBJECTIVES.

1. Without the aid of references, describe common terms, sayings, and quotations used in the Marine Corps without omission. (MCCS-HIST-1001)
2. Without the aid of references, observe military customs, courtesies, and honors without omission. (MCCS-HIST-1004)

ENABLING LEARNING OBJECTIVES.

1. Without the aid of references, match the given quotation to the specific battle, war, or time period from which it came without omission. (MCCS-HIST-1001a)
2. Without the aid of references, identify the effect of selected quotations or terms on the Marine ethos without omission. (MCCS-HIST-1001b)
3. Without the aid of references, identify the correct procedures for saluting in accordance with pgs. 24-3 through 24-6 of MCRP 6-11B. (MCCS-HIST-1004a)
4. Without the aid of references, identify all Marine Corps enlisted and officer military grades, ranks, and insignia without omission. (MCCS-HIST-1004b)
5. Without the aid of references, define colors, standards, and guidons in accordance with Section A of the Marine Corps Flag Manual. (MCCS-HIST-1004c)
6. Without the aid of references, identify the procedures for rendering honors to colors, dignitaries, & the Marines' Hymn in accordance with the Customs, Courtesies, and Traditions section of MCRP 6-11_. (MCCS-HIST-1004d)
7. Without the aid of references, identify the procedures for boarding & debarking a vessel without omission. (MCCS-HIST-1004e)
8. Without the aid of references, identify the procedures for entering & exiting a vehicle without omission. (MCCS-HIST-1004f)
9. Without the aid of references, identify customs associated with celebrating the Marine Corps' birthday without omission. (MCCS-HIST-1004g)
10. Without the aid of references, identify procedures for reporting to a new command in accordance with MCRP 6-11B, pg 24-17. (MCCS-HIST-1004h)
11. Without the aid of references or in daily interactions, identify the procedures for reporting to an officer in accordance with MCRP 6-11B, pg. 24-15. (MCCS-HIST-1004i)

12. Without the aid of references identify the correct method of walking with another Marine, without omission. (MCCS-HIST-1004j)

1. **INTRODUCTION.** The Nation expects more of the Marine Corps than just success on the field of battle. America requires its Marines to represent her around the globe as a symbol of the might, resolve, and compassion of our great country. Feared by enemies, respected by allies, and loved by the American people, Marines are a "special breed." This reputation was gained through and is maintained in a set of enduring core values that form the bedrock and heart of our character. These core values are rooted in customs and traditions that, far from limiting our actions, allow us freedom of movement, because we are always aware of the "commander's intent," and our place in the organization.

2. **COMMON TERMS, SAYINGS, AND QUOTATIONS.**

a. **First to Fight:** The media in the United States began using this term to describe U.S. Marines during World War I. And, for once the media was right. Marines have served in the vanguard of every American war since the founding of the Corps in 1775. They have carried out over 300 assaults on foreign shores, from the arctic to the tropics. Historically, U.S. Marines are indeed the *first to fight*.

b. **Leatherneck.** This nickname refers to the leather stock or neckpiece, which was part of the Marine Corps uniform from 1775 to 1875. The leather collar was designed to protect the jugular vein from saber slashes.

c. **Uncommon Valor Was a Common Virtue.** "Among the men who fought on Iwo Jima, uncommon valor was a common virtue." (Fleet Admiral Chester W. Nimitz, USN, 16 March 1945) This quote refers to the battle for Iwo Jima, the largest all-Marine battle in history, but was later shared by the entire Marine Corps in World War II.

d. **Devil Dogs.** In the Battle of Belleau Wood in 1918, the Germans referred to Marines as the Teufelhunden, popularly translated, "Devil Dogs."

e. **The Marine Corps Motto.** Marines have lived up to their motto, *Semper Fidelis* (always faithful). Since 1775, there has never been a mutiny among U.S. Marines. This motto was adopted about 1883.

f. **The President's Own.** Established by an act of Congress in July 1798 (more than a century before the bands of the other three services), the Marine Band has performed at White House functions for every president except George Washington.

g. **Retreat, Hell! We just got here!** The phrase comes from WWI in the Belleau Wood sector 1918. As the Marines arrived, a French officer leaped from a car and excitedly said that a general retreat was in progress and that they had better retreat. A Marine officer exclaimed in amazement, "Retreat Hell! We just got here!"

3. **NAVAL TERMINOLOGY.**

a. Many Marine Corps customs are derived from many years of service afloat. Even ashore, Marines customarily use nautical terms. Such as:

-A-

- **ADRIFT**, Loose from towline or moorings; scattered about; not in proper stowage; usage "gear adrift"
 - **AFT**, refers to or toward the stern (rear) of a vessel
 - **ALL HANDS**, All members of a unit or command
 - **ASHORE**, any place outside of a naval vessel or Marine Corps reservation
 - **AS YOU WERE**, Resume former activity
 - **AWEIGH**, the moment a ship's anchor leaves the sea bottom, the anchor is said to be aweigh
 - **AYE, AYE, SIR**, Required official acknowledgement of an order meaning I have received, understand, and will carry out the order or instruction
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-B-

- **BELAY**, to make fast or to secure, as in "belay the line," to cancel or to disregard a statement just made
 - **BELOW**, downstairs, lower deck
 - **BREAKOUT**, take out of stock or storage
 - **BRIG**, a place of confinement, a prison
 - **BROWN BAGGER**, a married Marine, refers to their bringing in lunch from home in a paper bag
 - **BOW**, the front portion of a ship
 - **BRIDGE**, the portion of a ship's structure from which it is controlled when underway. The Captain or Officer of the Deck's place of duty while underway
 - **BROW**, a portable walkway from the pier or jetty to the ship's quarterdeck
 - **BUTTKIT**, an ashtray
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-C, D, E-

- **C.P.**, Command Post in the field
 - **CARRY ON**, resume previous activity
 - **CHIT**, a receipt or authorization; a piece of paper
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-F-

- **FANTAIL**, the main aft deck of a ship
 - **FIELD DAY**, comprehensive barracks cleanup, typically done weekly
 - **FIELD SCARF**, regulation Marine Corps uniform neck tie
 - **FORECASTLE**, (pronounced fōk'səl) the upper deck at the bow forward of the foremast; traditionally, on sailing ships and on merchant ships today, the crew's quarters were below it
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-G-

- **GALLEY**, shipboard kitchen; kitchen of a mess hall; mobile field mess
 - **GANGWAY**, An opening in the rail giving access to the ship while docked, also a command announcement to stand aside to let someone through.
 - **GATOR**, an amphibious ship or one who serves in the amphibious Navy
 - **GEEDUNK**, refers to candy, ice cream, soda, and smokes or the place where they can be purchased
 - **GUNDECKING**, Falsifying reports, records and the like.
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-H, I, J, K-

- **HATCH**, an opening between decks, or the cover over such an opening
 - **HEAD**, toilet
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-L, M, N-

- **LADDER**, stairs
 - **LIBERTY**, authorized absence of enlisted from the ship or command for less than 96 hours for purposes of rest and recreation that is not charged as leave
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-O-

- **OVERHEAD**, ceiling

-P-

- **PASSAGEWAY**, (p-way) a hallway
- **PETTY OFFICER**, a Navy NCO, E-4 through E-6; Navy E-7 through E-9 are further identified as Chief Petty Officers
- **POLICE**, to straighten or to tidy up, pick up gear adrift
- **PORT**, left

-Q-

- **QUARTERDECK**, the ceremonial bridge of a ship when the ship is moored or at anchor (it is located close to the brow or accommodation ladder and is the watch station for the Officer of the Deck)

-R-

- **RATE**, a sailor's occupational specialty, as opposed to rank

-S-

- **SCUTTLEBUTT**, The cask from which the ship's crew took their drinking water, like a water fountain, was the "scuttlebutt". Even in today's Navy a drinking fountain is referred to as such. But, since the crew used to congregate around the "scuttlebutt", that is where the rumors about the ship or voyage would begin. Thus, then and now, rumors are talk from the "scuttlebutt" or just "scuttlebutt".
- **SEABAG**, a heavy canvas bag used to stow personal gear
- **SECURE**, stop; finish; end; make fast; put away in storage
- **SHIPPING OVER**, reenlisting
- **SICK BAY**, hospital or dispensary
- **SKIPPER**, Informal term for the Captain of a ship; an informal term for a Marine Company Commander
- **SKYLARK**, goof-off; to loiter
- **SMOKING LAMP**, on sailing ships, an actual lamp, when smoking lamp is lit, smoking is authorized
- **SQUARE AWAY**, to straighten, make ship-shape, or to get settled; inform or admonish someone in an abrupt manner.
- **STARBOARD**, The Vikings called the sides of their ship its boards, and they placed the steering oar, the "star" on the right side of the ship, thus that side became known as the "star board." Because the oar was on the right side, the ship was tied to the dock at the left side. This was known as the loading side or "larboard". Later, it was decided that "larboard" and "starboard" were too similar, especially when trying to be heard over the roar of a heavy sea, so the phrase became the "side at which you tied up to in port" or the "port" side.
- **STERN**, the aft end, or rear of a ship
- **SWAB**, a mop, also derisive slang for an enlisted sailor

-T, U, V-

- **TOPSIDE**, upstairs; upper deck
- **TURN TO**, begin work; get started

-W, X, Y, Z-

- **WARDROOM**, the wardroom aboard ship is where officers take their meals, relax, and socialize.
 - **WATCH**, tour of duty; on ship the entire day is split into (mostly) 4 hour watches, and tracked by the tolling of a bell.
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4. **BOARDING A NAVAL VESSEL.** When boarding a U.S. Navy ship, face aft and salute the National Ensign. Then, face the Officer of the Deck, salute, and request permission to come aboard.
5. **DISEMBARKING A NAVAL VESSEL.** When disembarking a U.S. Navy ship, face the Officer of the Deck, salute, and request permission to go ashore. Once permission is granted, face aft and salute the National Ensign.
6. **ENTERING A VEHICLE OR SMALL VEHICLE/BOAT.** When boarding a small boat or entering a car, juniors enter first and take up the seats or the space beginning forward, leaving the most desirable seat for the senior. Seniors enter last and leave first.
7. **EXITING A VEHICLE OR SMALL VEHICLE/BOAT.** When exiting a small boat or car, seniors leave first, juniors exit last. The main point is to position yourself so that the senior member enters last and leaves first.
8. **MARINE CORPS RANK STRUCTURE.**

a. Marine Corps ranks are divided into two main categories, enlisted and officer. The enlisted rank structure follows:



b. The Officer rank structure follows:



9. **SALUTING.**

a. **Military Courtesy.** Military courtesy is the traditional form of politeness in the profession of arms.

b. **The Military Salute.** The salute is the most important of all military courtesies. Over the centuries, men-at-arms have rendered fraternal and respectful greetings to indicate friendliness. This gesture survives as today's hand salute, which is the traditional greeting among soldiers of all nations. Regulations require that all officers be saluted by their juniors, and that they return such salutes. The salute formally recognizes the officer as a military superior, and returning the salute expresses the officer's thanks for the junior's support.

(1) **Individuals entitled to a salute.** Salute all officers senior to you in rank in any of the Armed Forces of the United States or of friendly foreign governments, officers of the Coast Guard, Geodetic Survey, and of the Public Health Service who are serving with the armed forces of the United States.

(2) **Appointed and elected officials.** Individuals of the United States customarily saluted are:

- (a) President of the United States
- (b) Vice President of the United States
- (c) State Governors
- (d) Secretary of Defense
- (e) Deputy Secretary of Defense
- (f) Senators and Congressmen
- (g) Secretaries of the Army, Navy and Air Force
- (h) Assistant Secretaries of the Army, Navy and Air Force

(3) **Foreign governments.** Among the members of the friendly foreign governments whom you salute are:

- (a) Heads of State

(b) Ambassadors

(c) Ministers of Defense or other civilian leaders of defense establishments and their assistants at or above the Assistant Secretary of the Army, Navy and Air Force

10. **PROCEDURES FOR SALUTING.**

a. When meeting a senior who is either walking or riding, salute when six paces away in order to give time for the salute to be returned. After a senior has been saluted, if he remains nearby and no conversation takes place, no further salutes are necessary. If there is conversation however, the junior would salute as the senior is leaving.

b. Accompany the salute with the appropriate verbal greeting, such as "Good Morning Sir (or Ma'am)," and hold the salute until it is returned. If passing an officer who is going in the same direction, approach from the left side if possible, and accompany the salute with "by your leave sir (or ma'am)." The senior should respond with a salute and the response "carry on." Then, break the salute and continue by.

c. As a member of a group not in formation, the first member noticing the senior should call all to attention, and all will render the salute.

d. Rules for Saluting Officers and Uncased Colors.

(1) Saluting distance. The maximum distance within which salutes are rendered and exchanged is prescribed as 30 paces. The salute should be rendered when six paces from the person (or color) to be saluted.

(2) Out-of-doors. Salute in the open air, the interior of such buildings as drill halls and gymnasiums when used for drill or exercises of Marines, on the weather decks of a man-of-war, or under roofed structures such as covered walks and shelters open at one or both sides to the weather.

(3) Under arms. A Marine is under arms when he has a weapon in his/her hand, is equipped with side arms, or when wearing equipment pertaining to arms, such as sword sling, pistol belt, or cartridge belt.

(4) When overtaking a senior. Attempt to pass on the left if possible, just before coming abreast, render a hand salute and say "by your leave, Sir/Ma'am, when acknowledged, (the correct response is "granted or carry on), cut the salute and pass.

(5) Uncased colors. Colors and standards not cased are saluted when either you or they approach or pass within six paces. Hold your salute until the colors have passed or you have passed the colors by six paces.

(6) Morning and evening colors. When the National Anthem is played or "To the Colors" (Morning Colors) or "Retreat" (Evening Colors) is sounded, all military personnel come to attention, face toward the music and salute. You hold your salute until the last note of the music, but remain at attention until "Carry On" is sounded. If the National Anthem is being played incident to a ceremony involving the colors, face toward the colors rather than the music.

e. In some situations, the salute is not appropriate. In general, do not salute when:

(1) Engaged in routine work when a salute would interfere.

(2) Indoors, except when under arms.

(3) Carrying articles with both hands or being otherwise so occupied as to make saluting impractical.

(4) The rendition of the salute is obviously inappropriate, such as in places of public assemblage such as theaters or churches, and in public conveyances.

(5) Engaged in driving an automobile. However, whenever practical, you should return the salutes of others providing the vehicle can be driven safely.

(6) A prisoner chaser does not salute an officer except when addressed by an officer in the line of duty.

(7) In formation, only the person in charge of the formation renders the salute and verbal greeting.

(8) When within sight of the enemy.

f. **Special Situations.**

(1) Enlisted Marines normally do not salute other enlisted Marines. They may give and receive salutes from other enlisted Marines when in formation and rendering reports.

(2) If a senior remains in the area, but is not engaged in conversation with you, there is no need for a further salute when he leaves. If you are engaged in conversation, it is required that you salute when you are dismissed or the conversation ends and you separate.

(3) In the naval services, protocol does not call for saluting when uncovered except for the return of uncovered salutes rendered first by Army and Air Force personnel. The exception in this case follows the general rule that, "social customs or military courtesy should always be interpreted so as to prevent awkward situations." Therefore, the naval service establishes an exception whereby an uncovered salute may be returned. When uncovered, naval officers initiate salutes by coming to a position of attention.

11. **REPORT TO AN OFFICER.**

a. **Report To An Officer Outdoors.** When ordered to report to an officer outdoors, the procedures are as follows:

(1) Approach the officer and halt at the position of attention about two paces in front of the officer. Do not interrupt until recognized.

(2) Render a salute.

(3) Report: "Good morning, Sir or Ma'am", state your rank and name, and reporting as ordered. For example: "Good morning, Sir; Lieutenant Lee reporting as ordered".

(4) Hold the salute until it is returned or acknowledged.

(5) When you receive the command, "dismissed", you will say, "aye aye sir", take one step back, render a salute and proper greeting, i.e., "good morning sir", then execute an about face and expeditiously leave.

b. **Report To An Officer Indoors.** When reporting to an officer indoors, you will use the following procedure:

(1) Center yourself 6 inches from the front of the officer's desk.

(2) If under arms render a salute. Under arms means that you are either armed with a weapon, or are wearing a duty belt (cartridge belt).

(3) Report in the same manner as outdoors. When not under arms, you will follow the same procedure except you will not salute.

12. **ADDRESSING MARINES.**

a. **Forms of Address.**

(1) General. In written correspondence, both formal and social, full rank precedes the name and is written out. In conversation, all generals are General; all colonels are Colonel, etc.

(2) Addressing officers and enlisted men.

(a) General. It is appropriate and strongly recommended that a person be greeted by name and grade; e.g., "Good morning, Captain Jones," or "Good evening, Corporal Clark." If you are unsure of an enlisted Marine's name or grade, "Good morning, Marine" is appropriate as is "Good morning, Sir," or "Good Morning, Ma'am" in the case of an officer.

(b) Addressing officers. Use "Sir" or "Ma'am" whenever addressing officers more senior; however, if acquainted with the officer, it is preferable to use both grade and name; e.g., "Good afternoon Colonel Sands." Whenever addressing a general officer, it is customary to use "General" in lieu of "Sir" or "Ma'am." When addressing generals, lieutenant colonels, and first and second lieutenants, use their short title; i.e., "How are you, Lieutenant?" or "Good morning, Colonel."

(c) Speaking to enlisted Marines. Address them by rank and last name; avoid casual use of first name or nicknames. Senior enlisted Marines should also be addressed by their full rank and last name. Always refer to a Marine by rank, not pay grade.

(d) Informal situations. First names and nicknames are proper with contemporaries or junior officers during social functions, during business hours in the privacy of the office, and in the Club.

(e) Miscellaneous. A common word in reference to a Marine captain is "Skipper"; however, it is more proper when used in addressing a captain company commander ("Skipper" is reserved for the Captain of the ship when at sea). It should also be noted that a Marine warrant officer wearing the bursting bomb insignia may be called "Gunner."

13. WALKING WITH MARINES.

a. When walking with a senior, always walk to the left, one pace behind, and in step with that senior.

b. When walking with another Marine, it is customary to walk along side of each other, in column of two's and in step with each other.

14. REPORT TO A NEW COMMAND.

a. Whenever you travel on orders and are required to report to a new command, there are certain regulations you must observe:

(1) Your orders with "original orders" stamped across the top must be in your possession.

(2) You must report before 2400 on the day you are required to report, or no later than the orders state, if the time of day is specifically stated.

(3) You must be in the proper uniform when you arrive.

(a) If you are reporting for duty ashore, the uniform is Service A.

(b) If you are reporting for duty on ship, the uniform is Dress Blue B.

(c) You must have in your possession all required items so stated in your orders.

15. FLAGS.

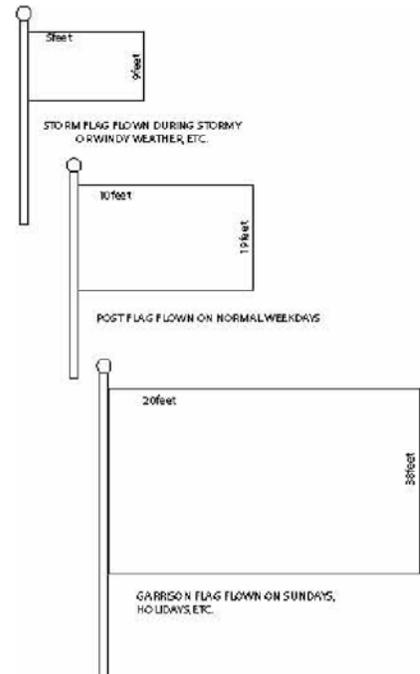
a. **COLORS.**

(1) National flag when dismantled or carried uncased and unfurled.

(2) The ceremonial hoisting and lowering of the National Ensign of the United States is accomplished at 0800 and sunset, respectively, per the provisions of *U.S. Navy Regulations*.

(3) The National Ensign comes in 3 different sizes.

- (a) Storm flag 5 ft X 9½ ft
- (b) Post Flag 10 ft X 19 ft
- (c) Garrison flag 20 ft X 38 ft



b. **STANDARDS.** A flag mounted on a vehicle displaying the rank of general grade officer or identifying a foreign dignitary. Also the Marine Corps flag is given the name standard.

c. **GUIDON.** The guidon is a company, battery, platoon or detachment identification flag. It is carried on an 8-foot staff at ceremonies and at other times prescribed by the commander.

16. **MUSIC FOR COLORS, PARADES, AND CEREMONIES.**

a. **National Anthem.** When the National Anthem is played or "To the Colors" (Morning Colors) or "Retreat" (Evening Colors) is sounded, all military personnel come to attention, face toward the music and salute. You hold your salute until the last note of the music, but remain at attention until "Carry On" is sounded. If the National Anthem is being played incident to a ceremony involving the colors, face toward the colors rather than the music.

(1) **Marines in formation.** Formations are halted and brought to attention, and the commander salutes facing in the direction of his unit's original front.

(2) **Personnel in vehicles.** During playing of the National Anthem, all vehicles within sight or hearing of the ceremony stop. Passengers do not debark, but remain seated at attention.

(3) **In civilian clothing.** Come to attention, and if wearing headgear, remove it and place it over your left breast with your right hand. Otherwise, place your right hand over your left breast.

b. **Marines' Hymn.** The melody was written by Jacques Offenbach and was performed for the first time on November 19, 1859. Although there is no record of the hymn's author, the words appeared on a recruiting poster in 1898. When the Marines' Hymn is being played outdoors, stop and come to attention. If it is played indoors, stand up and come to attention.

c. **Rendering Honors.** During an official visit, the visiting dignitary is usually received by rendering "Honors." These usually consist of a gun salute, "Ruffles and Flourishes" and other martial music. The Marine Officer's Guide outlines exactly what honors are rendered to what dignitary.

17. **HONORS TO COLORS AND STANDARDS.**

a. **Render Honors to Colors.** Colors not cased are saluted when either you or they approach or pass within six paces. Hold your salute until the colors have passed or you have passed the colors by six paces.

b. **Render Honors to Standards.** Standards not cased are saluted when either you or they approach or pass within six paces. Hold your salute until the colors have passed or you have passed the colors by six paces.

18. **CUSTOMS AFFILIATED WITH THE MARINE CORPS BIRTHDAY.**

a. **The Marine Corps Birthday.** The traditional and official founding date of the Marine Corps is celebrated on 10 November. On this day in 1775, the Continental Congress, meeting in Philadelphia, authorized the raising and enlistment of two battalions of Marines for service with the newly formed naval forces of the colonies.

b. **Marine Corps Birthday Celebration Customs.** All Marine Corps activities, if at all practical, shall provide for suitable observance of the Marine Corps birthday on 10 November. Such observances shall be appropriate to the size and mission of the activity concerned in accordance with the local conditions and within financial means of personnel of the host activity.

(1) Troop formations, to include parades, are to be held when practical. The reading of General John A. Lejeune's birthday message should be included.

(2) Social observances to include the birthday ball and the traditional cake-cutting ceremony.

(a) The first piece of cake to honor the oldest Marine present.

(b) The second piece of cake to honor the youngest Marine present.

NOTES:

REFERENCES:

1. Marine Corps Values: A User's Guide for Discussion Leaders
2. Marine Corps Manual
3. Marine Corps Drill and Ceremonies Manual
4. Marine Corps Uniform Regulations
5. FLAG MANUAL

MCRP 6-11B
MCM
MCO P5060.20
MCO P1020.34
MCO P10520.3B