

CHAPTER 2 - SALUTING

REASON FOR SALUTING

1. Saluting is a recognition of the Sovereign's Commission, being indirectly a salute to the Crown through the individual holding The Queen's authority. Returning a salute is not an acknowledgement of a salute to the officer personally, but is a recognition of the fact that through that officer an outward sign of loyalty to the Crown and Service has been acknowledged.
2. Saluting is important and it is the responsibility of all officers to see that saluting is carried out.
3. Personnel are to salute with the right hand unless physically unable to do so, in which case they are to salute with the left hand (see Para 6 for the exceptions).

SALUTING BY NON-COMMISSIONED PERSONNEL

4. Personnel are to salute commissioned officers (see Annex B) of the RAF, the Royal Navy, the Royal Marines, the Army, Commonwealth and Foreign Services at all times, and at any time when they recognize officers who are dressed in plain clothes.
5. A person in passing an officer is to salute on the third pace before reaching him, at the same time turning the head smartly in the direction of the officer. The salute is to be finished on the third pace after passing the officer, by smartly lowering the hand to the side and turning the head to the front.
6. When the person is not wearing headdress or is carrying anything other than his weapon, which prevents his saluting, he is to turn his head smartly towards the officer being passed. If the person is stationary or seated he is to stand up to attention as the officer passes.
7. A non-commissioned person when approaching to address an officer is to halt 2 paces from the officer. He is then to salute and address the officer. He later takes leave by saluting again before turning to withdraw (no backward step before saluting).
8. On entering a room personnel are to salute entitled officers as usual; they are also to salute finally before leaving the room again.

Note: Personnel are to remain standing until given permission to sit by the senior person present. Headdress is not to be removed until permission is given. However, if the senior person has already uncovered it is appropriate for male personnel to remove their headdress when permitted to sit. (If the senior person remains covered, then all present are to follow suit.) Headdress is to be replaced on rising to leave.

9. When a cadet carrying a weapon approaches to address an officer, he is to do so if possible at the shoulder and halt 2 paces from the officer before saluting. Before turning to withdraw he is to take leave by saluting for the second time (no backward step before saluting).

Note: Flight Sergeants (FS) and below, when addressing a WO, are to halt 2 paces from him/her and address him/her as "Sir/Madam". Similarly, any cadet when addressing a NCO senior to himself is to halt 2 paces from him and is to address him by full title of his rank. Cadets, when reporting to, or being addressed by their senior in rank, are to stand to attention.

10. When a stationary cadet sees an officer approaching he is to stand to attention, face the officer and is to salute when the officer is 3 paces from him. The salute is to finish and the hand returned to the side after a pause equal to 5 paces. When cadets are sitting or standing together, the senior cadet present is to stand facing the officer and call the whole party to attention before saluting.

11. Personnel in a group already being addressed by an officer or NCO are not to take individual action to salute another officer; the responsibility lies with the senior person present who will give orders as appropriate.

12. When a number of personnel are walking together as individuals, they are all to salute when passing an officer. When they are being marched in a party however, it is the responsibility of the senior person to give orders as appropriate. (See Para 32)

SENTRIES

13. Special instructions on saluting by sentries will be briefed by Cdrs as required.

TRUMPETERS

14. A trumpeter carrying a trumpet is to salute by placing the bell of the trumpet on the right hip. With the trumpet mouthpiece pointing upwards to the right front at an angle of 45°, the trumpeter is to turn his head towards the officer.

CADETS AND APPRENTICES

15. Cadets and apprentices are subject to the same regulations for saluting as airmen.

SALUTING BY OFFICERS

16. Officers using the salute to pay compliments are to salute in the same way as cadets.

17. Officers are to return salutes made to them. In returning salutes the position of the elbow may be slightly forward with the palm of the hand turned slightly to the left; officers are to look in the direction of persons saluting them.

18. Officers below the rank of Sqn Ldr are to salute officers of and above that rank. Officers of the rank of Sqn Ldr and above are to salute their superiors in rank. Officers of all ranks are to salute their superiors before addressing them formally on duty (ie on a parade etc).

Note: It is customary for officers to salute the occupant when entering or leaving an office. It is also customary for officers to greet by saluting when meeting an officer (irrespective of rank) accompanied by a lady.

19. Officers are to salute those officers of the Royal Navy, the Royal Marines, the Army, Commonwealth and Foreign Services who would be saluted by officers of corresponding rank in those Services.

20. When a number of officers are together it is the responsibility of the senior officer present to return a salute. If the senior officer fails to see the salute it is the duty of the next senior officer in the party to acknowledge it.

21. Officers, when on parade with armed men, are to salute with the hand, or with swords if already drawn. In either case officers are to time their movements to finish on the third movement of the present and the second movement of the slope respectively.

OFFICERS IN ATTENDANCE

22. Officers in staff attendance are not to salute when a national anthem, royal or general salute is played for the VIP or other officer upon whom they are in attendance.

WEARING PLAIN CLOTHES

23. When wearing plain clothes personnel are to pay and return compliments by raising the hat. If not wearing headdress personnel should pay compliments as laid down in Para 6.

RAF ENSIGN

24. On occasion when the RAF Ensign is being hoisted or lowered at a RAF establishment, all ranks within view of the Ensign or within hearing of the Alert (whistle or trumpet) call are to face the flagstaff standing to attention during the period when the Ensign is being hoisted or lowered; officers are to salute. These general rules are to be applied by the ATC in relation to the Corps Ensigns.

UNCASED COLOURS

25. When passing uncased Colours or Standards, personnel are to salute those flags except when they are being carried by units forming part of an escort at a Service funeral. Individuals are to halt and face the Colour etc before saluting. (Cased Colours etc are not to be saluted.) When uncased Colours or Standards are approaching from a flank or passing the front of a group of cadets who are not part of a formal parade, each individual of that group is to salute.

ATC BANNERS

26. These general rules above are to be applied within their own formations by the ATC in relation to all Banners within the Corps.

GUARD SALUTES

27. Personnel are to stand to attention when a guard salute is being played. This will only occur if you are watching a ceremonial parade for guards and in uniform.

NATIONAL ANTHEMS

28. When the National Anthem or a foreign national anthem is played formally, all personnel not under the orders of an officer commanding a parade are to stand to attention, face the required direction and, if wearing uniform headdress, salute; men wearing plain clothes are to remove their headdress.

29. Whenever a national anthem is played formally within a building, individuals are also to stand to attention and in this instance do not salute unless otherwise ordered. Women are to conform to the above regulations except that they do not remove their headdress when a national anthem is played.

30. The Cdr of the party is to halt them, or if halted, is to call them to attention and he is to salute while a national anthem is played formally.

PARTIES ON THE MARCH

31. The Cdr in charge of a party on the march is to pay compliments by giving the command "eyes - RIGHT/LEFT" at the same time himself saluting. These compliments are also to be paid when the party passes an armed sentry. If the sentry is unarmed, no compliments are to be paid.

VEHICLES

32. The rider of a cycle or driver of a vehicle is not to salute when the vehicle is in motion. When stationary, the driver is to salute by turning his head smartly towards the officer passing. The hands are always to remain in the steering position.

33. Cadets, when seated in a vehicle, are to sit to attention; they are to look straight to their front.

34. Officers, when seated in a vehicle are, if possible, to pay compliments with the hand otherwise, if driving, they are to follow the procedure in Para 33.

35. Personnel are to salute the entitled occupant of a vehicle flying a distinguishing flag, showing starplates or in any case when they recognize the occupant as being entitled to a salute.

SHIPS

36. ATC personnel are to conform to Royal Navy customs on saluting in ships.

37. Boarding or Leaving Ship. When boarding or leaving any of HM Ships or a foreign warship, it is naval custom for all personnel to salute individually as they go over the side. In this case it is also custom for personnel to salute the side (with the hand, in the usual fashion) when bareheaded or in plain clothes.

38. Quarterdeck. When stepping onto or off the quarterdeck it is naval custom to salute each time.

FUNERALS

39. Personnel are to salute the coffin when passing a funeral cortege.

WAR MEMORIALS

40. It has always been customary for Service personnel to salute as they pass the Cenotaph in Whitehall. This tradition is embodied in orders to this effect issued by the General Officer Commanding London District. ATC personnel are to conform to this custom.

41. Personnel are to conform to local custom with regards courtesy salutes at ceremonies at other memorials.

Annexes:

- A. Service Officers' Ranks.
- B. Compliments by Formed Bodies.

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SERVICE OFFICERS' RANKS

(Reference QR J126)

| NAVAL | MILITARY | AIR FORCE |
|-------------------------------------|------------------------------|--------------------------------|
| Admiral of the Fleet ⁽¹⁾ | Field Marshal | Marshal of the Royal Air Force |
| Admiral ⁽¹⁾ | General | Air Chief Marshal |
| Vice-Admiral ⁽¹⁾ | Lieutenant-General | Air Marshal |
| Rear Admiral ⁽¹⁾⁽²⁾ | Major-General ⁽³⁾ | Air Vice-Marshal |
| Commodore ⁽¹⁾ | Brigadier | Air Commodore ⁽⁴⁾ |
| Captain | Colonel | Group Captain |
| Commander | Lieutenant-Colonel | Wing Commander |
| Lieutenant-Commander | Major ⁽⁵⁾ | Squadron Leader |
| Lieutenant | Captain | Flight Lieutenant |
| Sub-Lieutenant | Lieutenant | Flying Officer |
| Midshipman ⁽⁶⁾ | Second Lieutenant | Pilot Officer |

Notes:

1. The first 5 senior ranks in all these Services are given NATO star ratings (from 5 to 1 descending order) to assist in identifying rank status.
2. This naval rank and those above are known as flag ranks.
3. This military rank and those above are known as general ranks.
4. This air force rank and those above are known as air ranks.
5. This military rank is known as the field rank.
6. This rank is junior to its military and air force equivalents.

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COMPLIMENTS BY FORMED BODIES

SALUTING BY OFFICERS IN COMMAND

1. An officer commanding an armed party is to return the salute of an NCO IC an unarmed party, but is not to call his armed party to attention.
2. When in command of either an armed or unarmed party, officers are to salute superiors under the usual rules.

UNARMED PARTY

3. Unarmed parties passing each other are to be called to attention and the officer or NCO IC then orders the "**eyes - RIGHT/LEFT**" if appropriate.

COMPLIMENTS BY UNITS

4. A unit is to be ordered to attention by its Cdr when passing or being passed by:
 - a. Members of the Royal Family.
 - b. Armed parties on the march and commanded by an officer.
 - c. Guards, escorts etc.
 - d. Officers of air rank and those of equivalent rank of the other 2 Services.
(see Annex A).

A unit on the march is to pay compliments by Flts.

5. Units Approached from the Rear. When persons who are entitled to a salute approach from the rear, unit compliments are not to be given, but officers are to salute. (This procedure does not apply to members of The Royal Family, for whom units are to be ordered to march to attention and pay the usual compliments.)

COMPLIMENTS TO MEMBERS OF THE ROYAL FAMILY

6. A unit on the march, meeting a member of The Royal Family when accompanied by an escort on an official or state occasion, is to be halted and turned towards them and when under arms is to be ordered to "**present - ARMS**".
7. In Car. A unit on the march is not to halt and present arms to a Sovereign when the personage is travelling in a motor car, unless previous warning has been given of the approach. Instead, the compliments are to be given, with arms carried at the shoulder, by the Eyes Left/Right. Compliments to other entitled persons are to be given in a similar manner.

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