

## POSTURE

1. Position of attention
  - a. body erect
  - b. elbows held firmly against side of body
  - c. hands resting against thighs, thumbs along seams of trousers
  - d. eyes straight ahead
  - e. chin in
  - f. knees straight, but not locked
  - g. heels together, feet spread at 45 degree angle
  - h. shoulders back and down
  
2. Double time position
  - a. body erect
  - b. elbows held in against side of body
  - c. head and eyes forward
  - d. chin out
  - e. forearms parallel to ground

## DINING HALL

1. Remain in formation until dismissed.
  
2. When dismissed proceed to tables through fourthclass aisles (aisles with no ~~black~~ chairs) retaining a proper position of attention with eyes on the floor.
  
3. At tables, place hat under chair and assume position of attention behind chair, eyes down.
  
4. Take seats after directed to do so by table commandant.
  
5. Basic cadet at the foot of table will address the table commandant immediately and state, "Cadet \_\_\_\_\_, sir, the beverages for the meal are \_\_\_\_\_ and \_\_\_\_\_. Does Cadet \_\_\_\_\_ care for the beverages at this time?" The same basic cadet will then say, "Sir, does Cadet \_\_\_\_\_ or any other gentleman at the table care for coffee or hot water at the meal?"
  
6. After main course has arrived, basic cadet says, "Cadet \_\_\_\_\_, sir, do you care for the main course at this time?"
  
7. After the table commandant's plate has been passed in, basic cadet says, "Cadet \_\_\_\_\_, sir, do you care for dessert at this time?"
  
8. After the dessert has been tasted, the basic cadet says, "Cadet \_\_\_\_\_, sir, do you have any remarks or suggestions for the Form 0-96 at this time?"
  
9. At dismissal, basic cadets will stand without command and wait for "Post" from the table commandant. After the command "Post", basic cadets will say in unison, "Excuse me sir, excuse me gentlemen, good \_\_\_\_\_, sir."
  
10. Basic cadets will not under any circumstances take any food from the dining hall.
  
11. Basic cadets may be expected to demonstrate professional knowledge at the table commandant's discretion.

## CUSTOMS AND COURTESIES

1. Greeting: Basic Cadets should greet all upperclassmen and officers in a loud and respectful manner with the appropriate greeting:

0600 - 1200 -- Good morning, sir.  
1200 - 1800 -- Good afternoon, sir.  
1800 - 2200 -- Good evening, sir.

2. Saluting: Basic Cadets will salute all officers when out of doors and covered, and when reporting. Basic Cadets will salute the SOD (silver armband and sabre) when not in formation.

3. Reporting: When reporting to an upperclass room with the door closed, Basic Cadets will knock twice firmly and wait for reply from within. If door is opened by an upperclassman, report in normal manner. If door is not opened by an upperclassman, report in normal manner. If door is not opened and questioned as to identify, the Basic Cadet will reply "Sir, it is Basic Cadet \_\_\_\_\_."

When reporting to an upperclassman or officer at a desk, Basic Cadet will remove hat and hold it in his left hand, proceed to a position in front of desk, salute, and say, "Sir, Basic Cadet \_\_\_\_\_ reporting (as ordered/to ask a question/to make a statement)". When superior indicates that the interview is finished, the Basic Cadet will take one step backward, salute, and say "Good (morning, afternoon, or evening), sir". Basic cadets will proceed in the most direct manner to door, replace headgear, and leave, closing door behind him. Basics will execute no facing movements when reporting or leaving.

4. By Your Leave, Sir: When basics approach an upperclassman or officer in the hallway, the basic cadet will turn and stand with back toward the wall, render appropriate greeting when upperclassman passes, and then continue on his way. Basics should not hit wall or touch wall. This is a show of courtesy.

5. Insignia: All insignia will be allowed on shirts and alpha blouses while in closets.

6. Basics will carry Contrails and pen in their pockets at all times.

7. Knowledge: Basic cadets will be responsible for professional knowledge according to the following schedule (taps of date indicated):

|              |  |
|--------------|--|
| 8 July 1971  | Cadet and Air Force Chain of Command<br>Group and Squadron Staffs  |
| 9 July 1971  | Cadet and Officer Rank, Insignia<br>Discipline quotation   |
| 12 July 1971 | Fighters, bombers, tankers, (numerical designation,<br>manufacture, armament, range, engine(s), purpose,<br>unique features or uses, nickname)<br>Aircraft on mall |
| 14 July 1971 | American Fighting Man's Code of Conduct<br>First two quotes in Contrails   |
| 16 July 1971 | Attack, trainers (same specs. as above)  |
| 17 July 1971 | High Flight and Phonetic Alphabet  |

18 July 71 Quotations 3-7  
19 July 71 Quotations 8-12  
21 July 71 Star Spangled Banner (all four stanzas)  
22 July 71 Mission of USAFA and USAF, purpose of fourthclass system,  
Oath of Allegiance

8. Checkpoints. Basic cadets will be responsible for the following checkpoints at all time. When asked for checkpoints, basic cadet will reply, "Sir, the checkpoints for today are:

Today is Day of Week Date (i.e., 5 July 1971)

The Officer in Charge is \_\_\_\_\_.

The Senior Officer of the Day is Cadet \_\_\_\_\_.

The number of days until the graduation of the Class of 1972 is \_\_\_\_\_.

The number of days until the graduation of the Classes of 1973/4/5 is \_\_\_\_\_.

The next Air Force Day is \_\_\_\_\_.

The movies for the weekend are \_\_\_\_\_.

The special events for the weekend are \_\_\_\_\_, Sir."

9. For any given knowledge there will be a "Sir" placed at the beginning and end of the statement.

10. Minute Calling. Basic Cadets will begin calling minutes at five (5) minutes to First Class for all formations and leave for ranks after calling three (3) minutes to Assembly, and be in the ranks before Assembly. Minute calling procedure is, "Sir, there are \_\_\_\_\_ minutes until (First Call/ Assembly) for the \_\_\_\_\_ formation. The uniform for upperclassmen is \_\_\_\_\_. The uniform for basic cadets is \_\_\_\_\_. There are \_\_\_\_\_ minutes until \_\_\_\_\_, Sir". Security Flight will announce uniforms and they will also be posted on training schedules. All basics will be in ranks by First Call, except minute callers who will be in ranks before Assembly.

*Ronald R. Rifenberg*  
RONALD R. RIFENBERG, C1C, USAF  
Group Operations Officer, 1st BCT

*Terry L. Slawinski*  
TERRY L. SLAWINSKI, C1C, USAF  
Group Training Officer, 1st BCT