EO M107.03 – OBSERVE RULES AND PROCEDURES FOR THE PAYING OF COMPLIMENTS

1. **Performance:** Observe Rules and Procedures for the Paying of Compliments

2. **Conditions:**

   a. Given:

      (1) Supervision, and

      (2) Assistance as required.

   b. Denied: Nil.

   c. Environmental: Classroom or training area large enough to accommodate the entire group.

3. **Standard:** The cadet shall observe rules and procedures for the paying of compliments, to include:

   a. addressing cadet NCOs and subordinate officers;

   b. addressing commissioned officers;

   c. entering and leaving an office; and

   d. paying compliments on other occasions.

4. **Teaching Points:**

TP	Description	Method	Time	Refs
TP1	Explain the procedures for addressing a cadet NCO or subordinate officer: a. standing at the position of attention after approaching the NCO / subordinate officer; b. not saluting, as NCOs / subordinate officers do not hold a commission; c. addressing the NCO / subordinate officer by rank and surname and subsequently by rank (LAC – FSgt) or sir / ma'am (WO2 and WO1) throughout the conversation; and d. remaining at the position of attention for the duration of the conversation.	Interactive Lecture	10 min	A0-002 (pp. 1-2-2 – 1-2-3)
TP2	Explain the procedures for addressing a commissioned officer: a. standing at the position of attention after approaching the officer; b. saluting IAW *The Canadian Forces Manual of Drill and Ceremonial*; c. addressing the officer by rank and surname and subsequently by sir or ma'am throughout the conversation;	Interactive Lecture	5 min	A0-002 (pp. 1-2-2 – 1-2-3)

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TP	Description	Method	Time	Refs
	d. remaining at the position of attention for the duration of the conversation unless otherwise directed by the commissioned officer; and e. saluting when the conversation is complete.			
TP3	Explain the regulations for paying compliments inside a building: a. cadets shall salute indoors only if the following conditions apply: 1. on parade, 2. ceremonial occasion, or 3. when entering and leaving offices; b. when entering an office the cadet shall: 1. stand at the position of attention at the doorway; 2. salute if wearing headdress and the office occupant holds a commission; and 3. ask permission to enter; c. when leaving an office the cadet shall: 1. stand at the position of attention at the doorway; 2. salute if wearing headdress and the office occupant holds a commission; and 3. depart; d. cadets will turn their head and offer a polite greeting when meeting an officer in a common area; and e. it is not normally customary to wear headdress inside a building, other than an armouries or drill hall.	Interactive Lecture	5 min	A0-002 (pp. 1-2-3 – 1-2-4)
TP4	Explain other occasions to pay compliments, to include when: a. the Canadian or another foreign national anthem is played; b. the Royal Anthem is played; c. recognizing a commissioned officer who is not in uniform; d. the national flag is being raised and lowered; e. the ensign is being lowered and raised; f. boarding and upon disembarking any of Her Majesty's Canadian ships or those of a foreign service, cadets shall pay compliments to the quarterdeck; and	Interactive Lecture	5 min	A0-002 (pp. 1-2-3 – 1-2-4)

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TP	Description	Method	Time	Refs
	g. when in civilian clothing compliments are paid by doffing a cap / hat.			

5. **Time**:

a.	Introduction / Conclusion:	5 min
b.	Interactive Lecture:	25 min
c.	Total:	30 min

6. **Substantiation:** An interactive lecture was chosen for this lesson to orient them to the various procedures for addressing NCOs, subordinate officers and commissioned officers and for paying compliments.

7. **References:** A0-002 A-DH-201-000/PT-000 DHH 3-2. (2001). *The Canadian Forces manual of drill and ceremonial*. Ottawa, ON: The Department of National Defence.

8. **Training Aids:** Presentation aids (i.e., whiteboard / flipchart / OHP / multimedia projector) appropriate for training area.

9. **Learning Aids:** Nil.

10. **Test Details:** Nil.

11. **Remarks:** Nil.

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