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CUSTOMS AND COURTESIES OF THE SERVICE

SUPPLEMENTAL MATERIAL

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COMMAND AND STAFF DEPARTMENT
US ARMY ARMOR SCHOOL
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INTRODUCTION

This handbook has been prepared so officers and their wives can become familiar with the customs and courtesies that bind together service members of all grades and ages.

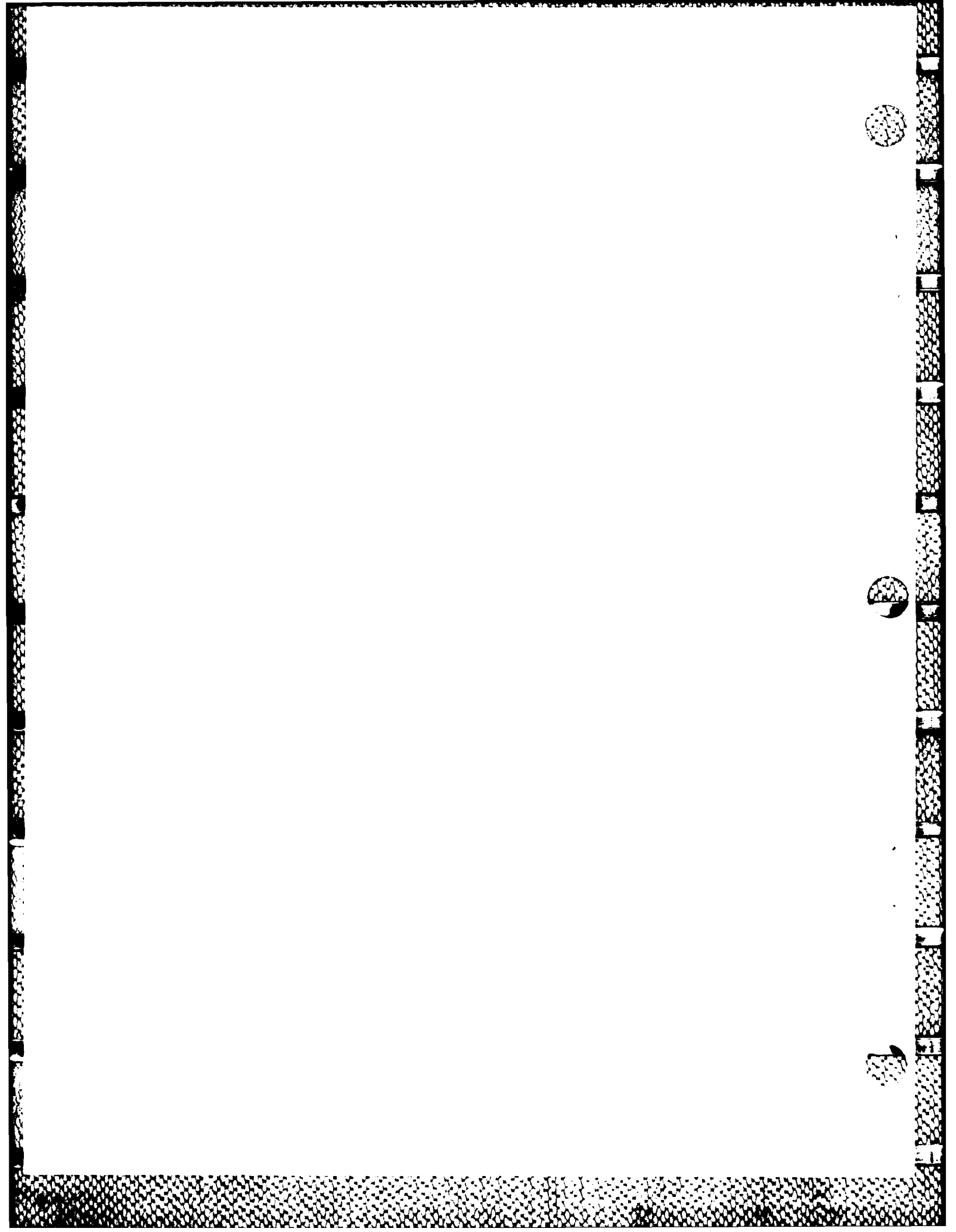
If there is any one fundamental that underlies all proper social conduct, it is this—consideration for the rights and feelings of others. While some of our social customs seem somewhat involved, all proper conduct originates from this fundamental. At all times an officer will conduct himself in such a manner that will cause the least embarrassment, discomfort, and inconvenience to those around him. In his social relations, an officer should never forget this principle of consideration for others.

Two of the most important expressions in your social vocabulary are "please" and "thank you." If you are thinking in these terms, chances are that you are headed in the right direction even though you may be a little rusty on the particulars of rules governing a situation.

An officer's attitude toward other people will distinguish the gentlemen from the lout. Each person, man or woman, should always be treated with particular consideration and courtesy. The knowledgeable officer will practice this deference to all those he encounters, whether in a business or social environment.

There is an old military maxim that in the relations between seniors and juniors, "The senior will never think of the difference in rank, the junior will never forget it." This adage is just as true in social as it is in official relations. Violation of this principle often leads to disharmony and embarrassment.

As an officer, you will meet literally hundreds of people, both officially and socially. The impression you make depends upon your social conduct in all its aspects: courtesy, proper dress, respect for seniors, table manners, courtesy to ladies, and correct correspondence. It is, therefore, in your best interest to become familiar with these procedures as soon as possible. For your need to know, this handbook is dedicated.



Section I. THE OFFICER'S CODE

LIVING UP TO THE OFFICER CODE

Customs of conduct in the Army differ little from those customs expected outside the Army. Proper conduct, in both cases, is an obligation we all owe to society. All customs and courtesies exist for the express purpose of fostering pleasant and agreeable living, which is enhanced by irreproachable deportment, unselfish compatibility with seniors and juniors alike, and good taste and manners. The old proverb of "Do unto others as you would have others do unto you," is a sound rule for complying with the procedures of protocol and etiquette.

The official and social conduct required of an officer has two main sources of authority. First, as a member of the military establishment, his performance of duty is governed by written laws and rules embodied in the Uniform Code of Military Justice, Army regulations, implementing regulations, circulars, bulletins, and the various orders and memorandums of the officer's unit. Second, his conduct is guided by the customs and traditions that are part of our Army and our American culture.

Laws and customs are effective only when the officer firmly believes in and is determined to live by the standards they define. The mark of an officer, therefore, consists of two things: knowing what the standards are, and having the strength of character to live by them.

In any army, standards of conduct are maintained because its members firmly believe in and are directed by those standards prescribed by the government and the military service of the government. The military code we live by is not greatly different from that which has stood for centuries. The consequences of violation of standards by officers may extend far beyond the personal and may affect the reputation of the Army, or even the United States.

CHARACTER OF AN OFFICER

For several hundred years, the code of chivalry was a real and living force in medieval Europe. Excluding the barbarity often committed in its name, chivalry was a tangible application of an older and more meaningful code of conduct: the Ten Commandments. Beneath the romantic legend, the code of the knight-at-arms was quite simple. Besides the special valor of the fighting man and his loyalty to king and country, the knight was expected to maintain strict standards of conduct. He was, for example, expected to be kind to all people, particularly women and the poor. The knight's code seems dated today. However, a code for officers, employing some of the ideals of the "knight's code," is a good starting point to assemble a list of

desirable qualities including honor, bravery, and decency. But something else is necessary. To be complied with, the qualities must mean substantially the same thing to everyone.

There are a number of qualities universally considered desirable in an officer. The two qualities discussed here, integrity and dignity, are perhaps the most inclusive, because they embrace the meaning of several narrower terms. By examining these qualities, every officer can more realistically appraise his own strong and weak points.

Integrity.

Integrity is an obvious requisite in every officer. But there is more to integrity than honesty and dependability. A person may be thoroughly honest and dependable, yet still be lacking in the deeper integrity that marks the best officers. Meticulous care for public funds and property, for example, is essential. But the officer who is honest only because he wants to avoid trouble demonstrates only a technical or "skin-deep" integrity. The officer's integrity must have deeper roots than a mere desire to avoid the penalties of carelessness or dishonesty. The practical honesty of the bookkeeper or of the citizen whose credit rating is always above reproach is that honesty expected of the officer.

Integrity has meanings that cannot be expressed in a single word. A complete description involves several less inclusive terms like resourcefulness, decisiveness, fidelity, adaptability, stability, forcefulness, moral courage, fairness, and tenacity. In all professions, integrity is desirable and merits its own reward, but for officers the desirable becomes the indispensable.

Dignity.

Dignity is involved in simple good manners as well as in other behavior. It is an outward sign of the individual's beliefs and attitudes, revealing not only what he thinks of himself but also what he thinks of others.

Some characteristics of dignity have particular importance in the military profession. Neatness in dress and appearance generally connotes personal pride. For an officer, it demonstrates both pride in himself and in his Army. His uniform identifies him as a leader in the Army; his manner of wearing it is as much an Army matter as a personal one.

Courtesy is a mark of dignity that has a special meaning for officers, not only in the narrow sense of etiquette but also in its broader sense of consideration and fairness to others. Courtesy is not something reserved for the officer's mess, social gatherings, and

official relations with one's commanding officer. In the matter of rank and authority, every officer has seniors, juniors, and contemporaries. In the matter of courtesy, these relationships merge into a single standard under which there is never any justification for rudeness, disrespect, or other offenses against common dignity.

Military courtesy includes certain formal and customary acts and observances peculiar to military organizations in general. Compliance with the outward forms of military courtesy is most effective when it expresses a genuine inner dignity, without which the act of courtesy tends to be neither genuine nor courteous.

OFFICERS' STANDARDS

Conduct in General.

An officer's behavior should reflect that he is a gentleman. A poorly dressed or ill-mannered officer causes damage to the public image of the Army and the officer corps. The officer is expected to live up to the highest standards of gentlemanly conduct and decorum.

Personal Appearance.

The quality of an officer's uniform should be the best he can afford. Further, each officer is expected to study and comply with the "Uniform and Insignia" regulation, AR 670-5, and other local 670-series regulations and unit SOP. There is no excuse for an officer to be ignorant of the proper wear of the uniform and insignia. There is no room for error in this matter.

Every man with the responsibility to lead and influence others must project an example to be emulated. This is particularly true of an Army officer. One of the important factors which creates your image will be your appearance, which should be immaculate and above reproach at all times. To attain this high standard of appearance, he will have to pay strict attention to personal cleanliness, manner of dress, and grooming.

Wardrobe Selection and Wear.

As an officer, your dress should be appropriate for the situation and neat at all times. This does not require a large wardrobe or expensive clothes. It does, however, require good judgment in the selection of your wardrobe. The clothing you select both civilian and military, should be of the highest quality your budget will allow. Buying lower quality bargains in an effort to save money will prove more expensive over the years. You will indeed be fortunate if bargain buys ever give you the confidence and satisfaction of

well-tailored, good-fitting clothes of lasting quality. Officers should avoid the purchase of clothes of extremes in style or color. Remember that good quality, conservative clothing never goes out of style.

You should always dress appropriately for each occasion consistent with your status as an officer. You should have a contemporary, conservative suit for evening wear at informal social occasions in the winter and a lightweight suit of dark color for those occasions in the summer. A sports coat and slacks are acceptable and are commonly substituted for a suit at informal events. Black or dark brown shoes and plain dark socks should be worn with a dark suit. White or other light-colored socks should never be worn with dark suits. The traditional white shirt worn for evening social occasions is always appropriate, but either patterned or solid colored shirts are also acceptable. If you wear a patterned shirt, your tie should be of a solid color or a subdued pattern.

Although you may wear your Army blue mess dress (or, as a substitute, the Army blue uniform with bow tie) for evening occasions that prescribe "black tie," a dinner jacket may be worn at off-post civilian functions or at parties on post—particularly in private quarters where the dinner jacket would be the attire preferred by most male guests. Miniature decorations (not badges) may be worn with the civilian dinner jacket.

A major point of concern and of extreme importance is to dress appropriately for each occasion. This requires supplementing your wardrobe with additional clothing for recreation and sports. Remember that it is never permissible to participate in outside sports without a shirt. There are definite standards of dress for all social occasions and for all sports—always adhere to them.

There are several points to keep in mind concerning the fit of your clothing. Make sure that the collar of your suit or jacket does not stand away from your neck. Also, 1/2 to 1-inch of your shirt collar should be visible above your coat collar when viewed for the rear. The sleeve of your suit coat or jacket should also reveal at least 1/2 inch of your cuffs. Your jacket should be long enough to cover the seat of your trousers. It should be loose-fitting and devoid of wrinkles, especially in the back below the neck and along the shoulders. Your trousers should be long enough to touch at the instep when you stand. Never wear a short sleeve shirt with a three-piece suit.

Wardrobe Care.

Proper care and cleaning of your clothing, both civilian and military, will ensure a longer life. Proper care does not require much effort if you follow a few basic rules. When a blouse or coat is

not in use, hang it on a well-shaped wooden hanger. Wire hangers have a tendency to cause jackets to sag and force them out of shape. The "clipon" trouser hangers are preferable to the "bar" hangers, since they prevent a crease from developing in the trousers where they lay across the bar. When you have finished wearing a suit, air it thoroughly before hanging it in the closer. Air circulation is essential to the preservation of your clothes; therefore, be sure to have adequate space between the items hung in your closer. Hanging woolen sweaters will cause them to lose their shape--fold and place them in dresser drawers. Brush your clothing after each wearing and hang them properly. They will require less cleaning and pressing, thereby adding to their life. It is advisable to have the sleeves and lapels of your coats "rolled pressed" instead of "flat pressed." In such a manner, there is no crease in the sleeves to become wrinkled. Normal wrinkles will generally disappear overnight on a coat hanger, thus saving excessive pressing. Clothes should never be pressed without cleaning, as any stain or dirt on the fabric will be pressed in; and proper cleaning thereafter becomes difficult. Longer wear can be obtained through proper rotation of your clothing. Shoe life can be prolonged by keeping shoes clean and polished, keeping shoe trees in the shoes, and using a shoe horn when putting on shoes. Whenever possible, it is wise to rotate shoes with a minimum of one day between wearings. Remember, run-down heels present a particularly careless appearance.

Finances.

An officer is expected to scale his living to his income. Entertainment, clothing, home furnishings, and other expenses should be planned accordingly. Financial limitations are recognized and shared by fellow service personnel. Therefore, it is not necessary to overextend yourself to the point of embarrassment. Failure to promptly pay bills and writing "insufficient funds" checks will injure your credit standing, will reflect unfavorably on you, and could easily ruin your career.

Food and Drink.

Gentlemanly behavior dictates moderation in eating and drinking, particularly the latter. It is never acceptable to be intoxicated.

Conversation.

An officer's speech must reflect two attributes. First, he must be able to transmit his ideas clearly and quickly to others; second, he must be able to convey ideas and sentiments in such a manner as to give no offense. Simple direct speech is most effective. But he should guard against the overemployment of slang or local expressions. Swearing is to be avoided.

When conversing informally, guard against making derogatory statements about others. Malice and interference in the lives of others will affect, even ruin, your career. Criticism of others may seem to be interesting to your friends, but it will always lead to their loss of respect for you. A positive approach to everything is far better.

You should not discuss official matters with your family. Such information may be misunderstood or subsequently distorted in conversation with others.

Section II. CUSTOMS OF THE SERVICE

"Nothing is stronger than custom"—OVID

A custom is an established usage. Customs include positive actions (things to do) and taboos (things not to do). Much like life itself, the customs we observe are subject to a constant and slow process of revision. Many customs that were commonplace a generation or two ago have passed into a period of declining observance. New customs arise to replace those that have declined. Others live on and on without apparent change. To an astonishing degree, man is eager to follow established practices. The realization that he is following a course that has been successful for others in similar circumstances bolsters his confidence and encourages him to adhere to his course. Whether a custom is ancient or new, its influence is profound, for it is man's attempt to apply to the solution of his immediate problems the lessons of the past. It follows that as a long established social organization, the Army observes a number of customs that add appreciably to the interests, pleasures, and graciousness of Army life. This section is intended to explain and to help perpetuate those Army customs that have enriched many lives for many years. In knowing and practicing these customs, you will be rewarded with enjoyable experiences and new friendships which strengthen the purposeful service our mission requires.

THE CORRECT USE OF TITLES

Each member of the Army, from Private to General of the Army, has a military grade which becomes his title by force of regulation and custom. On official correspondence a servicemember's title always accompanies their name. Titles are also used in conversation between service members, but do not use the third person in speaking to a superior, i.e., "Would the major ...". Likewise, by usage and custom, military titles are used between military and civilians just as custom has dictated the usage of "Senator," "Professor," or "Doctor."

Armed forces personnel are addressed in official correspondence by their full name and rank. In conversation* and unofficial correspondence, personnel are addressed as follows:

All general officers ... "General"
Colonels and lieutenant colonels "Colonel"
Majors "Major"
Captains "Captain"
All lieutenants "Lieutenant"
All doctors "Doctor"
All chaplains "Chaplain"
All nurses "Nurse"

Warrant officers "Mister,"
"Miss," or "Mrs." as appropriate
Sergeants Major .. "Sergeant Major"
All other sergeants "Sergeant"
Corporals "Corporal"
All specialists "Specialist"
Privates and privates
first class "Private"

*Senior officers should not be addressed by their rank, but rather are called "Sir or "Ma'am."

Female officers are addressed as "Ma'am." Subordinates should be addressed using their rank and last name.

REPORTING AND ORIENTATION TO A NEW UNIT

From time to time, you will receive official orders directing you to a unit at a new duty station. Upon receipt of these orders you should forward a letter to the commander of your new unit. This is a traditional courtesy you should observe each time you prepare for a permanent change of station. This gives the commander an opportunity to make plans for your arrival and subsequent assignment. As a minimum, this letter should include the following information:

- Expected date of arrival
- Family size
- Housing desires
- Education (military and civilian)
- Preferred duty assignment
- Two copies of your orders
- Any questions concerning your assignment or the station
- Your temporary address

The following is an example of such a courtesy letter:

UNITED STATES ARMY INFANTRY SCHOOL
The Student Brigade
22d Student Company
Fort Benning, Georgia 31905

17 November 1982

SUBJECT: Assignment of 2LT John A. Doe, Infantry, 111-22-3300

Commander
101st Airborne Division (Airmobile)
Fort Campbell, Kentucky 42223

1. Under the authority of paragraph 8, DASO 372, dated 21 October 1982, I have been assigned to your command. Pursuant to these orders, I plan to report for duty on 1 February 1983.
2. I am a graduate of Clemson University and, except for service with the Reserve Officer Training Corps at Clemson, I have had no military experience prior to my current schooling at Fort Benning. I am attending the Infantry Officer Basic Course and will graduate on 15 January 1983.
3. I am married and have one child, a girl, age 16 months. I would like to reside on post if quarters are available.
4. My preferred assignment is to command a rifle platoon. I look forward with great interest to duty in your command.

1 Incl
DASO 372
(2 cys)

JOHN A DOE
2LT, Infantry

At your earliest opportunity upon arrival at your new duty station, you should report, with copies of your orders, to the Adjutant General reception facility to complete sign-in procedures. To facilitate processing during normal duty hours, you should report between 0800 and 1100 hours on the reporting date indicated on your orders. The location of this facility can be secured from the Military Police stationed at the main entrance to the post. If your new unit has assigned a sponsor to you, and you have had contact with him, it is wise to inform him of your arrival so he can assist you through the in-processing. The Class A uniform is appropriate for

reporting in. Should you be forced to arrive after normal duty hours, you should complete sign-in procedures with the installation duty officer. In either situation you will be advised concerning the proper procedures for further administrative processing requirements and most like will be given assistance in that regard. Normally, your new unit will allow you ample time to complete initial administrative requirements as well as necessary personal requirements.

During the in-processing, you will be assigned to a specific major unit of the installation, usually a brigade or battalion. For your initial duty day you should report in your Class A uniform to the adjutant of that unit. The adjutant will then arrange a time for you to officially call on the unit commander. During the course of his welcoming you to the unit, the commander will normally inform you of the mission of the organization, the nature of your forthcoming duties, and the specific unit, usually a company, to which you will be assigned. The adjutant will arrange for your introduction to the unit commander. During this reception process your commander will outline unit policies with which you should become familiar, as well as provide you with guidance concerning their personal requirements and the duties you will be expected to perform.

Following these official calls, you should ask the adjutant about the commanders' policies regarding courtesy calls. Commanders often substitute a reception, cocktail party, or some other social gathering for a courtesy call; however, if the local custom dictates, it is appropriate for you, accompanied by your wife, to call at your commander's quarters. In the event the courtesy call is made at the commander's residence, you should plan to stay no longer than 15 minutes. Unless the commander directs differently, this function is to be considered formal, and your dress, either military or civilian, should be in accordance. If, when calling, another couple arrives to make their call, without regard to the other officer's rank, stay until your call is complete; then depart. The guiding principle here is FIFO, "first in, first out," and not one of seniority.

Prior to your permanent departure from a unit, it is normally the custom to make an official departure courtesy call. Once again, you should consult the adjutant as to the commander's desires. The same guidelines that pertain to arrival calls are applicable.

POST AND UNIT SOCIAL ACTIVITIES

Upon arrival at a station, the officer and his family are members of the social and cultural life of the military community. The newly arriving officer, or officer and family, will be accorded a sincere welcome from the members of the community. You will find that you will be able to eliminate the feeling of newness almost immediately. As a matter of fact, normally military officers will reside at one station no longer than three years. Therefore, all members of an Army garrison are "new" in the sense of prolonged residence.

If you are newly commissioned and entering the military community for the first time, there is no need to be disturbed about the customs and social practices. In the first place, Army people are familiar with the special problems of the newcomers and if given the opportunity will be pleasantly helpful. The Army's social customs are not much different from those found in any group of well-educated, professional people. The best course to follow is merely to be yourself and do as you would at a similar social function anywhere.

The Officers' Club.

You will find that the Officers' Club, officially designated as the installation Officers' Open Mess, is the center of social activities for officers and their families. The "club" operates on a membership basis with dues covering a variety of activities provided at a reasonable cost. As the successful operation of the "club" is dependent completely on the support and cooperation shown by its members, all officers are strongly encouraged to join and take an active and positive interest in its operation. To fail to do so will cause the officer to miss the very heart of post social activity, and if he is married, deny his wife normal social contacts with other Army wives.

Traditional Dining in Unit Messes.

It is customary for officers (and their families when invited) to eat certain meals in their organization or unit mess and to join in organizational activities on such occasions as Organization Day, Thanksgiving, and Christmas. Invitations to these functions are normally sent by the unit. Usually, the Army Blue uniform is designated for these occasions.

Official Receptions.

An official reception is an important social function on any military or civilian, are generally honored by appropriate receptions given by the commander or by the officers of the post. In many units, receptions are given to introduce a group of newly arrived officers and their wives. Such receptions (called hail and farewell receptions), where newcomers are included in the receiving line, may satisfy the requirement for a first call and return. They are usually given at the officers' mess or similar facility. Although such gatherings are primarily social, they have an official aspect. When invited, attendance should be regarded as obligatory and absence therefrom should occur only for those reasons that necessitate absence from any military formation.

Additionally, it is customary for each officer of a unit to call on his respective commanding officer on New Year's Day. Such procedure will normally be announced by the adjutant or by direct verbal or written invitation.

Official receptions will usually be given at the post officers' club; however, another suitable location may be used. Children are never included at an official reception. Before houseguests or other friends are brought to a reception, an informal request of the host or hostess should be made. The rules of etiquette prescribed for conduct at a reception, including the receiving line, are included in section III.

Ceremonial Toasts.

Ceremonial toasts are a traditional Army custom at a unit dinner party or a stag dining-in. Unit traditions and the desires of the commander usually dictate the procedures to be followed and specific toasts to be rendered. Junior officers are frequently called upon to present at least one of the toasts. The order and subjects of all toasts should be decided in advance so that the host and guests will know what is expected of them. Although toasts at the completion of the meal are still traditionally appropriate, common practice most frequently results in toasts being offered at the beginning of the meal. Generally, toasts will be given to the President of the United States, the United States Army, the division, the brigade or battalion, the unit colors, and finally, the ladies if they are present. Officers should also be familiar with the international customs observed when toasts are exchanged in foreign messes or at official dinners or luncheons given in honor of visiting dignitaries. Clearly, toasts are an important part of formal social functions and great care should be taken to see that they are conducted properly. Especial note should be taken of the proper reply to a toast.

Invitations and Responses.

Every invitation deserves the courtesy of a prompt reply, and in so doing you should follow the guidelines contained in social correspondence, section III.

An official invitation to a social event should be accepted unless your reason for absence would justify absence from regular duty or unless you have previously committed yourself to another social function. If you are married and your wife is unable to attend an official function, you are still expected to participate. In the case of social invitations, your acceptance or regrets should be based upon your availability at the time the invitation is received and not upon the possibility of receiving a more enticing invitation at a later date.

Dress for Official Functions.

Dress requirements for social or official functions are specified as follows:

- "White Tie" Army evening dress with white bow tie
Civilian "tails"
- "Black Tie" Army Blue Mess
Army White Mess
Army Blue Uniform with black bow tie
Army White Uniform with black bow tie
Civilian Dinner Jacket
- "Formal" Army Blue Mess
Army White Mess
Army Blue Uniform with black bow tie
Army White Uniform with black bow tie
Civilian Dinner Jacket
Army Green Uniform with white shirt
and bow tie*
- "Semiformal" Army Blue Uniform
Army White Uniform
Business suit
Army Green Uniform with Khaki shirt
and four-in-hand tie*
- "Informal" Business suit or sports coat
Army Green Uniform--if specified
- "Casual" Sport shirt and slacks or other dress
appropriate to the specific occasion.

*Authorized for OBV and ADT officers not required to own Army Blue uniform.

Composition of uniforms can be found in AR 670-5, "Uniform and Insignia." The Army blue and Army white uniforms worn with a bow tie are considered authorized substitutes for the Army white and blue mess uniforms.

COURTESIES RENDERED BY JUNIORS TO SENIORS

Courtesy is essential in human relationships. It includes as an essential element, a proper appreciation of the rights and feelings of others. Military courtesy includes special acts and ceremonial procedures that are directed in official regulations. The newly commissioned officer should take pride in being military and with being knowledgeable of military courtesy. He should understand that the required courtesies are a part of the ceremonial procedures, which contribute color and dignity to our lives; that they form an integral part of the discipline needed for the attack to succeed and for the defense to hold; and that they are a part of the comradeship that binds together all of us who share the common responsibility of the nation's security.

Saluting.

Since antiquity, men of arms have rendered some form of salute as an exchange of greeting. The method of saluting has varied through the ages, as it still varies in form today between different armies. Whatever the form, the salute pertains to military men and its use restricted to those in good standing.

The birth of saluting has been lost in antiquity; however, as early as the Age of Chivalry it was in common practice.

The military salute is today, as it has been for ages, a unique exchange of greetings between military men. But to have it mean what it should, it must be rendered properly and with pride. It is customary for the military police at some posts to salute when you arrive by car. A return hand salute is appropriate.

The Senior's Place of Honor.

Another ancient military custom dictates that you should always walk or sit to the left of your superiors. During the life of the United States there have been firearms, but this was not always the case. For centuries men fought with swords, and because most men are right handed, the heaviest fighting occurred on the right. The shield was on the left arm, and the life side became defensive. Men and units who preferred to carry the battle to the enemy, and who were proud of their fighting ability, considered the right of a battle line to be a post of honor. Therefore, when an officer walks or sits on your right, he is symbolically filling the post of honor.

When entering a vehicle, the junior enters first and sits on the left of the senior. When leaving a vehicle, the senior exits first and others follow in order of rank. Seniors will precede juniors through entranceways.

A junior, when addressed by a senior, comes to attention except in the transaction of routine office business. However, if seated, a junior should rise when addressed by a senior.

Use of "Sir."

A soldier, in addressing a military superior, uses the word "Sir" in generally the same manner as does a civilian speaking to a person to whom he wishes to show respect. In the military service, however, the matter of who says "Sir" to whom is clearly defined; in civilian life it is largely a matter of discretion.

The proper, natural, and graceful use of "Sir" is something that comes with training and experience in the Army. Some fall into the habit easily; others must work at it.

As a general rule "Sir" is used in speaking either officially or socially to any senior. The word is generally repeated with each complete statement. "Yes" or "No" should not be used in speaking to a superior without including "Sir."

On the other hand, "Sir" should not be said with every other breath to the point of obsequiousness. In official dealings between officers who know each other well, it is proper to use the word with less frequency.

A military man should be careful about the use of "Sir" in conversations with civilians. A too frequent "Sir" with civilians may be embarrassing to them and smack of "bootlicking."

In speaking with a general officer you should use the word "General" in the place of "Sir" wherever this can be gracefully done. For example: "Good evening, General," rather than "Good evening, sir."

No Thanks.

It is an ancient and almost forgotten military custom that you DON'T thank a superior when he does something for you in the course of his official duties. For example, you should not thank the commander for approving your leave request. When a soldier receives his pay, he does not thank the paying officer for it. A company commander would not thank the inspecting officer for giving his company a favorable report.

In purely social relationships--as opposed to the official ones just cited--the normal courtesies apply. The point is that official relationships are supposed to be above considerations of "personal feelings" (favoritism or hostility); thanking a superior for an official action could imply that he was showing you favoritism.

Obviously there will be times when the rhetorical use of "Thank you, Sir" cannot be avoided without appearing rude or arrogant.

If a senior officer were to conclude an inspection by saying, "Captain, I want to compliment you on the splendid appearance of your company," the captain is expected to say something. A soldierly answer would be, "General, I will inform the men."

The Desire of the Commander.

The "wish" or the "desire" of a commander is generally assumed to have the same weight as an order. Military law back this idea to the extent that a person can be convicted for failing to obey an order even though that "order" was expressed in the form, "I would like you to do so and so."

Notice that we said the wish has the same weight as an "order." However, no one is expected to comply with an irrational "wish" obviously not intended as an "order." It requires little imagination to see the absurd things that could happen if this custom were taken too literally. Extreme caution must be exercised in this regard.

No Excuses.

One of the most firmly established concepts of military service is the practice of accepting any task assigned, and of accomplishing each task. In the event that some task might not be accomplished, it is traditionally expected that the officer assigned that task should not offer excuses to justify his failure.

This concept is founded upon the precept that our Army exists to defend the Republic, and that any mission or task assigned to an Army officer contributes directly to that defense. The application of this concept results in training Army officers to focus their efforts and ingenuity on finding solutions to challenges with which they are presented, rather than on a search for reasons why the task should not be attempted or excuses why it could not be accomplished. This focus on mission accomplishment must be accompanied by a strong sense of ethical self-discipline—determination to accomplish the task and to overcome the challenges—which ensures that the actions taken are within the letter and the intent of the appropriate policies, regulations, and established procedures.

Within these guidelines, you must realize that there are certain circumstances under which "No excuse, Sir," is not an appropriate answer. If the task in question was not accomplished for reasons that indicate that some part of "the system" is not functioning properly, then you have the obligation to point out those flaws in the system, rather than to allow them to remain unnoticed in a misplaced sense of self-sacrifice. Such flaws must never be pointed out as an attempt to

throw up a smoke screen to conceal your own shortfalls for which there truly is "No excuse, Sir."

Officers Not Called to Attention.

It is not proper for officers to observe the enlisted member's custom of calling attention at the approach of a senior officer. The question then is how to get officers to attention without shouting the command. If assembled in a conference room or a theater awaiting the arrival of a senior officer, the problem is handled this way in many commands. Somebody is posted to watch for the arrival of the senior officer. As he sees the latter approach he may sound off "At ease, gentlemen," as a warning. When the senior enters the room, one officer will announce "gentlemen, the commander." All officers stand at attention until told to be seated.

Familiarity with Subordinates.

It is improper for an officer to get familiar or "personal" with an enlisted member. The same applies generally in official dealing with officers junior to him.

Since regulations and customs forbid a service member's being familiar with his military superiors, it is only common decency that the senior should govern his own conduct accordingly.

This custom is not snobbery but is dictated by sound psychological principles that have been periodically challenged and proved time and again to be valid. Familiarity does breed contempt. A second lieutenant has enough of a problem winning the respect of his men without complicating it with the conditions bred by familiarity. As an officer becomes more competent he can afford to be less formal with his men because they will respect him for his demonstrated ability. Treat juniors with respect. They have obligations and responsibilities, and their personal dignity warrants respect. They are entitled to be dealt with as mature individuals.

GUIDELINES FOR THE ARMY SPOUSE

The Army spouse earns and deserves special recognition. The demands placed upon them are not unlike those required of their civilian counterpart but they must face additional challenges. The fact that an officer will have numerous and diverse assignments anywhere in the world is enough to tax anyone's imagination as to the diverse situations and demands the Army spouse must face. There are several important ideas which, when clarified, can make adjusting to the initial years in the role of Army spouse much easier. The Army

spouse is not in the military. This means that they are not subject to the rules and regulations that govern their spouse's actions and duties; however, they do incur certain implied responsibilities. In return they share many benefits and privileges as a result of their role.

They are expected to aid in activities of the military and civilian communities. Through the women's clubs, coffee or luncheon groups, the PTA, youth activity clubs, and other organizations, they may enrich their lives, be helpful to others, and leave their mark for the betterment of the community. The Army spouse does not have rank but is in a position that warrants respect and courtesy. This respect and courtesy is based on merit—their own personality and abilities—not their spouse's rank. The Army spouse must learn about the Army—its standards and codes, its requirements and opportunities, and its traditions and procedures—so that they may understand the problem faced by their spouse and, through their inspiration, understanding and encouragement, be able to contribute significantly to the Army team. Their patience, loyalty, and resourcefulness add grace and charm to the family and the military community and also provide inspiration and impetus to their spouse's professional progress.

The Army spouse should be especially considerate of the newcomer. The first impression of a new station is a lasting one. The newcomer should be extended every courtesy and assistance. Little things, such as an early visit, an invitation to share a meal, providing additional transportation, and offering assistance with children will do much toward making the newcomer truly feel "at home." Being a good neighbor is the very cornerstone upon which customs of the service are built.

FOREIGN OFFICERS AND OFFICIAL VISITORS

During your Army career, you and your family can expect several overseas assignments. Since the end of World War II, a large part of our Army members have been assigned to duties in many allied and friendly nations. Also, friendly nations send officers to many of our Army schools. Therefore, it is almost certain that you will come into contact with many foreign officers during your span of service.

It is imperative that you show the utmost understanding, courtesy, and hospitality to these officers at all times. Through your understanding and interest, you can enhance the social and cultural integration of these foreign officers into our society, and at the same time broaden your own knowledge of their country and its culture. You should avoid constant reference to those aspects of the US Army that are superior to those of your foreign friend. Show humility and be a good listener. Encourage foreign friends to talk about themselves and their Army. You can learn more this way.

It is also incumbent upon you, when dealing with official visitors, to represent your installation and unit with the highest standards of courtesy and hospitality. At official receptions and social functions where official visitors are guests or honorees, every effort should be extended to make them feel welcome. As soon as practical, you should introduce yourself to official visitors, generate conversation, and generally provide a congenial social atmosphere. A pleasing and affable social climate is of inestimable value to the creation of a warm and lasting impression upon official visitors.

COURTESY TO THE FLAG AND NATIONAL ANTHEM

When the National Anthem or its counterpart in field music, "To the Colors," is played, or when the flag is passing in parade, raised at reveille or lowered at retreat, all individuals, military or civilian, will render appropriate courtesies whenever within hearing distance of the music or within sight of the flag. (See chart, page 15.) The chart also indicates the appropriate courtesies to be rendered by all individuals, military and civilian, during ceremonial cannon salutes and military funerals. Women and those children of adequate age should stand and render the salute by placing the right hand over the heart. Any member of the Armed Services who seeks shelter in order to avoid the rendering of courtesies to the National Anthem or Flag commits a serious breach of military courtesy. Army personnel and dependents should stand at attention whenever "The Army Song" is played. There should be no misunderstanding among officers or their dependents concerning the proper courtesies to be accorded the National Flag and Anthem or the correct actions to be taken during any military ceremony.

ARMY CEREMONIES

Military ceremonies contribute additional color to the life of military personnel. This is desirable because the long hours of intensive field and garrison training need to be broken, in the interest of morale. Many ceremonies include rendering homage to the National Flag or the National Anthem; others provide a means of honoring distinguished military or civilian personages. Spectators are welcome at ceremonies.

RETREAT

Daily, at a fixed time in the late afternoon, at Army stations the ceremony of Retreat is held. At stations provided with a saluting cannon, the gun is fired, symbolizing the close of routine activities of the day. Troops in formation under arms are brought to

"Attention." The salute is rendered by the officer or noncommissioned officer in command. At the firing of the cannon, Retreat is sounded and the flag is lowered. Military personnel not in formation render prescribed courtesies to the flag. Civilians who are present during Retreat (including the spouses and children of service members are expected to pay appropriate courtesies. Vehicles should be stopped and the occupants render the courtesies outside the car.

PARADES

The parade is a colorful ceremony at which units of a command are formed, presented to their commander, and passed in review before him. The band and the colors are present. Service members are dressed to present their best appearance.

Spectators should conduct themselves in such manner as to add to the dignity of the ceremony. Smoking is in poor taste from the time the first unit marches on the field until the last unit has passed the reviewing officer. Loud talking or boisterous conduct is out of order. Children are generally welcome, but should be kept under control. A parade is not a place to take a dog. All spectators pay homage to the flag at Retreat parades, facing the unit colors in the formation. If the reviewing officer is a general officer, Ruffles and Flourishes and the General's March will be sounded as he takes his position; all spectators rise during this ceremony, and military personnel salute. The unit colors pass in review as part of the formation. As a spectator, when the color guard reaches a point six paces from your position, you should rise, face toward the line of march, and pay homage to the flag and hold this pose until the colors are six paces past your position. It would be gross discourtesy for a citizen to neglect to pay proper tribute to the colors at any time, and such failures are particularly noticeable when committed during ceremonies.

REVIEWS

A Review differs from a parade in that it is less ceremonial. Troop units are present normally with transportation, guns, and equipment in total or token amounts. When the reviewing officer is a general officer, Ruffles and Flourishes and the General's March will be sounded which requires the rendering of courtesies. Unit colors or standards are carried in review as at parades, and the same courtesies are required of spectators.

AR 600-25	Reveille	Retreat when played as prelude to "To The Colors"	"To The Colors" or National Anthem	When passing uncased Colors or when uncased Colors pass by	Cannon Salutes rendered as honor to a person (see Note 1)	Military funerals
1. Military personnel in uniform and formation (includes female).	Execute Present Arms at the command of officer or NCO in charge.	Execute Parade Rest at the Command of officer or NCO in charge. Remain at Parade Rest until given Attention by officer or NCO in charge.	Execute Present Arms at the command of officer or NCO in charge. Execute Order Arms at the command of officer or NCO in charge.	Execute Present Arms at the command of officer or NCO in charge. Hold salute until command Order Arms is given by officer or NCO in charge.	Execute Present Arms at the command of officer or NCO in charge.	Execute Present Arms at the command of officer or NCO in charge whenever casket is moved.
2. Military personnel in uniform not in formation (includes female).	At the first note of music, face the flag (or music if flag is not in view) and come to position of Attention until the first note of the Colors is played.	Execute Present Arms at the first note of the music. Salute is ended on the last note of the music.	Execute Present Arms at the first note of the music. Colors are within six paces. Hold salute until six paces past colors and return to Order Arms.	Execute Present Arms at the first round of salute, execute Present Arms. Hold salute until the last note of music or round of salute and return to Order Arms.	Execute Present Arms at the first time the casket is moved when out of doors. When in doors, stand at Attention.	Execute Present Arms at the first time the casket is moved when out of doors. When in doors, stand at Attention.
3. Indoors and uncased Colors pass by or National Anthem is played, assume the position of Attention. When any of the ceremonies other than military funerals are being conducted, moving vehicles will be brought to a halt. Passengers, including the driver, will dismount and render appropriate courtesy. (This does not apply to buses and/or trucks. In this case, the senior will dismount and render appropriate courtesy.) Ladies never remove	Execute Present Arms at the first note of music, face the flag (or music if flag is not in view) and come to position of Attention until the first note of the Colors is played.	Execute Present Arms at the first note of the music. Salute is ended on the last note of the music.	Execute Present Arms at the first note of the music. Colors are within six paces. Hold salute until six paces past colors and return to Order Arms.	Execute Present Arms at the first round of salute, execute Present Arms. Hold salute until the last note of music or round of salute and return to Order Arms.	Execute Present Arms at the first time the casket is moved when out of doors. When in doors, stand at Attention.	Execute Present Arms at the first time the casket is moved when out of doors. When in doors, stand at Attention.

AR 600-25

Reveille

Retreat when played
as prelude to "To
The Colors"

"To The Colors"
or National
Anthem

When passing uncased
Colors or when
uncased Colors
pass by

Cannon Salutes
rendered as
honor to a
person (see
funerals
Note 1)

3. Military personnel and civilians in dress with headdress (includes casual attire and sport clothes). See notes 2 and 5.

At the first note of music, face the flag (or flag if flag is not in view) remove headdress with right hand and assume the position of Attention. Remain at first note of To The Colors is played.	At the first note of music, remain at Attention, hold the headdress on the left shoulder with the right hand over the heart. Remain at this position until the last note of music.	At the first note of music or first round of salute, remove headdress with right hand and assume the position of Attention. Remain at this position until last note of music or last round of salute has been fired.	At any time the casket is moved when out of doors, assume the position of Attention, remove headdress with right hand and hold it over the left shoulder with right hand over the heart. Remain at this position until Colors have passed six paces.	At any time the casket is moved when out of doors, assume the position of Attention, remove headdress with right hand and hold over the left shoulder with right hand and 7.
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headress during ceremonies. When a headdress is worn, a lady places her right hand over heart to render proper courtesy. Military personnel in civilian clothing without headdress render honors as in note 3 except that they place right hand over heart.

In general, when indoors, stand at Attention to render honors, except when reporting to a superior. When outdoors, courtesies are rendered by either saluting with the hand salute or by placing right hand over heart when in civilian clothes.

PASSING COLORS:
Turn head in direction of Colors, remove headdress with right hand over heart. Assume position above when approaching within six paces of flag and retain until six paces past.

When in doors stand at Attention.

Section III. ETIQUETTE

The Army officer of today faces the perplexing problem of being part of a generation committed to revision and reform, while at the same time forming a very integral part of an institution with strong ties to a proud heritage and tradition. The final solution will be in his ability to maintain a keen social awareness of new attitudes while continuing to observe and comply with those facets of social etiquette which make him compatible with all of his daily contacts. This section is designed to provide information on social etiquette which is timely and directly related to civilian pursuits as well as guidance on codes of behavior which form the foundation for daily personal contacts.

EVERYDAY MANNERS.

Introductions.

The purpose of an introduction is to convert strangers into acquaintances. The fact that people who are being introduced are strangers at the outset gives an air of formality to the situation. Therefore, the sooner the introduction can be accomplished the better, since then the barrier of strangeness is eliminated.

There is nothing formidable or mysterious about making introductions. There are a few guidelines that simplify the procedures and preclude embarrassing situations. First, when introducing men, present the junior to the senior and mention first the name of the senior followed by the name of the junior. For example, "Colonel Smith, may I present Captain Brown?" Second, when introducing people of equal rank or seniority, it does not matter whose name is given first, for instance, "Lieutenant Clark, this is Lieutenant Jones." A third rule is: present men to ladies, except when the President, heads of foreign governments, or members of the clergy are involved. In such cases it is proper to present the lady to the dignitary. However, when you are in doubt, always present the gentleman to the lady. When making the introduction always mention the name of the lady first, "Mrs. Smith, may I present Colonel Jones?" Introductions to large groups are usually the easiest. Merely state the name of the new arrival and then the names of the others in the order they are standing or sitting. When being introduced, look directly into the face of the person you are meeting and say, "How do you do?" followed by his or her name. Adding the name of the person to the greeting will aid you in remembering the individual. Do not use phrases such as, "Pleased to meet you," "Pleased to make your acquaintance," or "How are you?" Only the phrase, "How do you do?" is appropriate.

When being introduced to a lady, you shake hands with her only if she offers her hand. When being introduced to another man, the handshake is mandatory.

There are a few "don'ts" that will aid you in making introductions:

Never rush an introduction; remember to speak slowly and distinctly.

Never take a lady to a gentleman to be presented; bring the gentleman to the lady.

Do not present seniors to juniors; juniors are always introduced to seniors.

A note of caution for all: It can be very embarrassing and frustrating to you, and especially to the person to be introduced, if you forget one of the names. No one enjoys his name being forgotten or mispronounced. If you cannot remember a name, and it is your responsibility to make the introduction, simply apologize to the person and ask for the name again.

Apologies.

There may be occasions when apologies must be given. If you are late for any social occasion, especially one that has a receiving line, find the hostess immediately and express your apologies. Should you inadvertently miss a meeting or other appointment, it is appropriate to call or send a short note apologizing and explaining the reason for your absence. The accidental destruction of an article in someone's home may be redeemed by replacing the broken article. If it cannot be matched, send a note of apology and flowers. Should you do something that injured the feelings of another, you should ask for their forgiveness as well as apologizing.

Telephone Etiquette.

The telephone is a vital instrument in our lives and requires special handling. Always identify yourself when placing a call or answering the phone. When in quarters, the phrase, "Captain Smith's quarters," is suitable. In the office, a phrase such as "Personnel Directorate, Captain Smith speaking, sir," is appropriate. To make a person inquire to whom he is speaking is discourteous; therefore, when placing a call always identify yourself, i.e., "This is Captain Smith; may I speak with Major Brown?" It is customary to call a residence only between 9 o'clock in the morning and 10 o'clock in the evening. Avoid making calls during meal hours. If a call has been placed and a wrong number received, an apologetic phrase such as, "I'm sorry to have disturbed you," is expected. Double check the number desired before placing the call again. Should you receive a phone call, and the person called is not present, ask to take a message or, if possible, refer the party calling to a number where the other party may be reached. When placing a calling party on "hold," it is courteous to inform the caller that you are doing so.

Smoking.

Be especially careful and considerate when smoking. For instance, you should never smoke on the street while in uniform; however, smoking when attending athletic events or similar outdoor activities is permissible. Furthermore, neither smoke nor offer a lady a cigarette while walking with her in public. Make it a point to observe all "No Smoking" signs. At the theater, adjourn to the lobby during intermission to smoke. If your lady does not desire to smoke, it is proper for her to remain seated if she so desires. While attending an outdoor ceremony such as a military review, funeral, church service, etc., it is improper to smoke at any time during the ceremony. Smoking while wearing gloves displays extremely poor taste. Above all, observe the wishes of your commander, or the senior officer present, when smoking on duty. As a guest, use only the ashtrays provided; the use of saucers, plates or cups is extremely rude. Spilling ashes on the carpet, laying lighted cigarettes on the ends of tables, or the use of wastebaskets as ashtrays are unacceptable. Should there be nonsmokers present, ask their permission before smoking. It is not proper to take a lighted cigarette to the dining room or to the dance floor. Do not smoke during dinner, it is exceptionally discourteous to smoke between courses of a meal. Cigarettes are often placed on the dining table; however, if none are present and there are no ashtrays provided, this is a clear indication that the hostess does not desire smoking at the table. Aboard aircraft, remember there are designated times and places for smoking. Never smoke a cigar or pipe aboard an aircraft unless you are permitted to do so by the airline in a designated smoking section. A gentleman should never smoke a cigar at a social function when ladies are present unless he has their permission.

OFFICIAL FUNCTIONS

Receptions (General).

During your Army career you will participate in a great many receptions, which may vary in form from very small gatherings for cocktails in a home or garden to very large gatherings at a club ballroom. They may be either formal or informal affairs. Receptions are often held in honor of someone—a dignitary or a newcomer. They may also be held to mark a special occasion such as a wedding or an anniversary. For the various forms of receptions, the rules of etiquette are basically the same.

Entering the Reception Room.

A most important rule to observe upon entering a reception room is to immediately pay your respects to the host and hostess. Should there be other guests whom you do not know, the hosts will endeavor to introduce you to them, provided new arrivals do not demand the host's

attention. You should chat with these guests for a while and then detach yourself to greet as many of the other guests as you can. On leaving a group of guests, you need merely say, "Excuse me." However, you should never leave a woman standing alone. Should you become engaged in a long conversation with a woman and desire to greet other guests, merely invite her to accompany you to the other group of guests.

At any reception you should attempt to speak to all the guests. To associate exclusively with your own friends is discourteous. On the other hand, to detach yourself and remain aloof is also considered poor taste.

Leaving the Reception Room.

Departure from a reception should be timely and brief. If you are standing, merely go to the host and hostess, present your thanks, and proceed to the entrance hall. If seated, merely rise. The hostess will realize the intent of your gesture. It is not necessary to wait for a conversational pause to signify your intent to depart. Say goodbye to the other guests present, thank the host and hostess, and proceed to the entrance hall. The host will normally accompany guests to the door. Keep your adieus brief and depart. To linger or engage in conversation at the entrance hall is inconsiderate to the host and to the other guests present.

Remember that at a reception or dinner party, guests should not leave prior to the departure of the guest of honor or senior member present.

Military Receptions and Receiving Lines.

Military receptions are among the most important social and official functions encountered during an officer's career. All rules of etiquette pertaining to military receptions apply equally to civilian receptions. Distinguished visitors, military and civilian, are generally honored by appropriate receptions either by the commander or by the senior officer of a unit. In many units, receptions are given for the purpose of introducing a newly arrived commander or a group of newly assigned officers and spouses. The newcomers are normally included in the receiving line. Appropriate dress for both men and ladies will be stated or implied in the invitation. The guests should arrive prior to the time announced so that headgear and wraps may be placed in the cloakroom. At large receptions, guests are often assembled by unit or section and proceed through at staggered time intervals. At smaller receptions, guests pass through the receiving line upon arrival.

Rules of etiquette for a receiving line are clearly defined and hold for both civilian as well as military social functions. The members of the receiving line should arrive at least 10 minutes before the time announced for the reception to begin and should be in place at the time announced. To greet guests upon arrival, the host (hostess) will normally be positioned by the entrance, accompanied by the guest of honor and family. It is most important immediately upon arrival to present yourself to the hostess and to those in the receiving line. Guests pass through the receiving line in order of arrival; however, at large receptions, regardless of their arrival time, very senior or elderly guests may be escorted to the head of the line by an aide. All personnel invited to the reception pass through the receiving line. However, in the case of some official receptions presented by the commander, permanent party personnel are sometimes asked to forego the receiving line for the sake of brevity.

Receiving lines may be formed either from right to left or from left to right; however, right to left is preferred. The usual order of the receiving line is in order of rank with the guest of honor, or guests of honor, to the left of the host and hostess. For example, the commanding officer of the unit holding the reception is on the right of the receiving line; the commander's wife is at his left; next is the guest of honor with his wife on his left; the other officers and their wives extend the line in the same manner. If possible, leaving a lady at the end of the line is to be avoided. The adjutant or aide-de-camp, who introduces the guests, is positioned to the right of the commander.

Proper procedures for going through the receiving line require that the ladies precede their male escorts. The lady approaches the line on her escort's right arm. She is then gently guided in front of him and passes through the line. The male escort never offers his arm to a lady, nor does he ever hold her hand while proceeding through the receiving line. The male guest merely gives the name of his partner, clearly and distinctly to the adjutant or aide-de-camp. It is not proper for any guest to shake hands with the adjutant or aide. The aide in turn introduces the young lady to the host. The male guest then gives his name to the aide. He should never assume, even if they are friends, that the aide will automatically remember his name. The young lady and the host exchange handclasps and a greeting. The host then introduces her to the lady on his left, saying for example, "Mrs. Jones, may I present Miss Smith," and the process is repeated through the receiving line. Similarly, the aide will introduce the male escort to the host and he will be introduced, in turn, to each member of the receiving line. Should your name become lost in a lengthy receiving line, you should repeat it for the benefit of the person being greeted. A word of caution: always face the person you are greeting. Do not move down the receiving line facing the direction of progress, shaking hands in a perfunctory manner. A brief greeting accompanied by a firm, cordial handshake and a smile is all that is

expected. You should then move promptly to greet the next person in the line. Only in the event that your progress through the line is delayed should conversation with members of the receiving line be initiated. When being introduced to a stranger, the customary, "How do you do, Mr. Jones?" is appropriate. After completing introductions in the receiving line, guests proceed to greet other guests and form groups for casual conversations. Do not attempt to carry on a conversation in the receiving line.

Conversations at a reception should be light and of short duration. The guests move about, greet and converse with as many of the other guests as possible. Remember, the reception is a place for lighthearted conversation and entertainment, and not for solving world issues. When it is desired to leave one group in order to greet other friends, simply say, "Excuse me," and depart.

The duration of your stay at a reception depends upon its size and type. At large receptions you should remain no longer than an hour; at smaller receptions it is correct to remain for a longer period. Prior to departing small receptions, and small receptions followed by a dance, you should express your thanks to the host and hostess and pay your respects to the guests of honor, if any.

Proper Dress for Ladies.

There is no set of rules or list of descriptive words that completely spell out a lady's attire for the various functions she may attend on an Army post. The lady, in the final analysis, must use her own good taste and judgment in applying the rules of proper dress to the occasion, whether it be a reception at the commander's quarters, a casual organizational barbecue, or a trip to the commissary. Dressing in good taste means dressing appropriately for any given occasion. If your clothes make you conspicuous, you are definitely not "well dressed." When in doubt, dressing conservatively is far better than overdressing, although going to the other extreme and dressing too casually is hardly a compliment to a hostess. When uncertain, it is wise to seek advice from someone experienced. Customs vary and when new to an area you will have to depend on the guidance of those who have been on the scene longer. Your clothes can create a neat, well-groomed appearance without being expensive. Wearing the correct accessories, being color conscious, and wearing stockings with all but the most casual clothes will earn you a reputation for being well dressed.

Types of Dress.

Describing a type of dress in detail is impossible because there are so many variations in material and style and because fashions are constantly changing. The following descriptions should give you an idea of the basic types of dresses and when they should be worn. As

a rule, the later the hour of an affair, the dressier your clothes. Evening clothes should not be worn before 1800 hours. Cocktail parties starting at 1700 or 1730 are inclined to be less formal than those beginning at 1830.

o Daytime Dress or Suit: This dress or suit should be simple and tailored and is appropriate for before noon gatherings, luncheons, morning weddings, etc.

o Simple Afternoon Dress: Daytime type dress with or without sleeves; worn to card parties, informal teas, and early afternoon weddings.

o Dressy Afternoon Dress: Of more elaborate material than the simple afternoon dress and is dressier in design. It also may or may not have sleeves, and is worn to formal teas, receptions, and later afternoon weddings.

o Dressy Suit: A two-piece costume of dressy material. It is appropriate for late afternoon weddings, cocktail parties, and receptions.

o Cocktail Dress: Should have some type of shoulder covering or a jacket that is removable. It is moderate in décolletage, often extremely simple in line, and can be ornamented with accessories. It is worn to cocktail parties and buffet or informal dinners.

o Dinner Dress: Worn to "black tie" affairs. It is of dressy material with short or long sleeves, or without sleeves, and is worn with a jacket or stole. It is fairly conservative.

o Formal Dress or Evening Gown: Should be of rich material, floor length (about an inch from the floor), ankle length. Never wear a short dress or slacks to a formal affair. The formal dress is usually worn with your best jewelry and is as décolleté as you desire. It is worn to "black tie" and "white tie" affairs, but never before 1800 hours. For "white tie" affairs, long, white gloves are worn.

Hats--Hats are no longer required at any function.

The important point to keep in mind is to wear the proper clothes whenever you appear in public, regardless of the hour. Shorts, faddish slacks, halters, and tight sweaters, to name a few, are almost always inappropriate for street-wear.

Curlers or head bandanas should never be worn outside the home. Remember, never chew gum in public and never smoke while walking in public.

When you are entertaining and there could be any question as to your guests' dress for the occasion, indicate with your invitation exactly what you expect--then be sure that you dress in the same manner.

FORMAL AND INFORMAL ENTERTAINING

The Formal Dinner.

It is important to be aware of the protocol and customs involved in a formal dinner party. It is recognized that these are rare occasions for your Army officers. Nevertheless, with the possibilities for selection as an aide-de-camp or service in one of the many countries of the world where our Army is represented--a newly commissioned officer may soon be invited to a formal dinner. Also, it is wise to begin with the most complex of dinner parties--the formal dinner party--for, if you can master the formal dinner party, you can be at ease at any of the less formal dinners or luncheon parties. Imagine, therefore, that you have been invited to a formal dinner at the Embassy or at the home of the commander. The appropriate attire will be long dress for the ladies and "white tie" or "black tie" for the men. Be sure to arrive at the precise time indicated and greet the host and hostess upon entering the reception room. There will be a short period prior to the serving of dinner to allow the guests to become acquainted and to be served refreshments. During this time you should examine the seating chart to determine your dinner partner and the location of your places at the table. Occasionally you will find in the entrance hall an envelope with your name on the outside; in it you will find the name of your dinner partner, who is the woman to be seated at your right. The host or hostess will introduce you to the guests of honor and to your dinner partner, if you have not met her. If you are already acquainted with your dinner partner, be sure to greet her prior to dinner. When the serving of dinner is announced to the hostess, the host and the ranking woman guest proceed to the dining room, followed by the other guests in pairs with no order of precedence, with the hostess and the ranking male guest being the last to enter. Should a high-ranking officer or other dignitary be present, however, the hostess and the dignitary enter the dining room first followed by the host and the ranking woman guest. Before joining the line of guests, offer your right arm to your dinner partner and escort her to the line of guests proceeding to the dining room. Your places will be marked by individual place cards in front of each setting. When you have found your seats, assist your partner with her chair by sliding it away from the table and then adjusting it to her satisfaction. Do not take your seat until all the ladies and senior male guests have been seated. Once seated, you should engage in conversation, first with your dinner partner, and later with the woman to your left and with the other guests nearby. At the conclusion of any dinner party, the hostess will rise, which is the signal for the men to rise promptly and assist their dinner partners in rising from their chairs.

The Formal Table Setting.

Before you on the dinner table you will find a place setting similar to the one depicted in figure 1. Folded on top of the plate is the dinner napkin. On the left of your plate you may find, from left to right, a fish fork, meat fork, and salad fork. On the right side of the plate you may find, from right to left an oyster fork, soup spoon, fish knife, meat knife, and salad knife. Located to the upper right of the setting will be the glasses. They are identified as follows, from left to right, water goblet, wine glasses (if served), and possibly a champagne glass. Directly in front of the plate you may find either a menu card or name card. You should remember that this is but one type of formal table setting, and you may often find fewer pieces before you, depending on the number of courses and the wines to be served. It is customary for the servants to remove each set of knives and forks, used or unused, and each glass as the course for which they were set is finished. A service plate will be part of the table setting, but it is not intended for use. You will note that the table setting for a formal dinner shows no butter plate. Should you be served bread, lay it on the table near the upper left edge of your plate. A finger bowl is usually served prior to the last course on the plate intended for that course. Often a lace doily is found under the finger bowl. Remove the finger bowl and doily and place the bowl upon the doily to the upper left of your plate. If this plate is served with silver, remove the fork and spoon from the plate and place them to the left and right of your plate respectively. Finger bowls will normally be served after any course which requires the use of the hands, such as lobster.

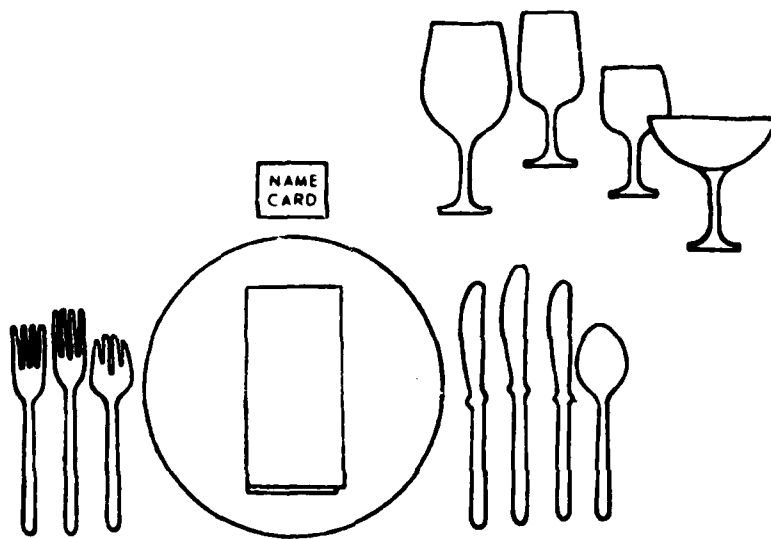


Figure 1. Formal table setting.

Generally there is no necessity to pass items at the table, as the condiments and other accessories will be placed within easy reach. When being served, the waiter or servant will always serve the dishes from the left and the beverages from the right.

Dessert is served after the table is completely cleared. Should the dessert plate arrive with silver or with a finger bowl, remove the silver and finger bowl as described above. At the conclusion of the dinner, coffee and liqueurs may be served to the women in the living room and to the men at the dining table, or in a room apart from the women. Another custom is to serve all guests together in the living room.

The Semiformal Table Setting.

The basic difference between a formal setting and a semiformal setting is that fewer courses are served and less silverware and glassware are required. Otherwise the customs are the same as for the formal dinner. A typical semiformal setting is shown in figure 2. There are some differences, however, and you should be aware of them. The napkin is not normally set on the plate, but is placed to the left of the forks. There will only be two sets of knives and forks and perhaps a soup spoon. A butter dish will also be set to the upper left of the service plate.

A relish tray may be set on the table or served. In this instance, olives, celery, and carrots, if selected, may be placed either on the butter plate or dinner plate. During the course of the meal, you may be served cranberry sauce, mint jelly, or gravies and liquid sauces. It is proper, in each instance, to place the cranberry sauce next to the turkey, mint jelly next to the lamb, and the gravy or sauce is poured over the food with which it is served.

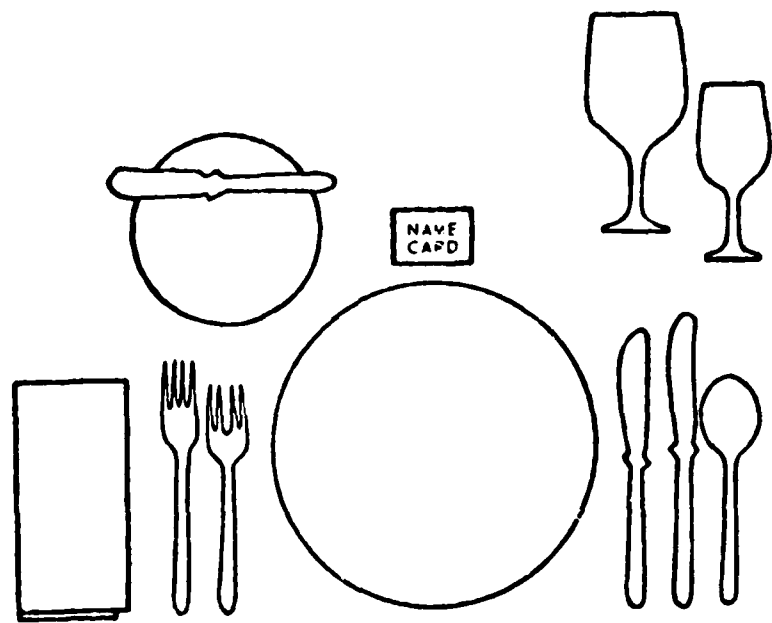


Figure 2. Semiformal table setting.

The Informal Dinner.

You will, of course, attend many more informal dinners than semiformal or formal dinners. You should wear coat and tie (a suit if so specified) unless a more informal dress is specifically prescribed, such as for a barbecue. You are expected to observe all rules of etiquette as you would for the more formal occasions. If the host does the serving, you should assist in passing plates when necessary. The woman sitting farthest from the host takes the first plate, the remaining guests are served successively, and the host serves himself last. If serving dishes are passed, ensure that the lady to your right helps herself before you serve yourself. Hold large dishes to assist her when you can. If a servant serves you will be served from your left. When the main course is finished and the table is being cleared for dessert, give only as much assistance as the hostess desires. It is never expected that the male guest will rise from the table to assist the hostess. The plates are never to be stacked while assisting in clearing the table. After dessert, coffee may be served either at the table or in the living room. At some informal dinners, coffee is served during the meal. Smoking is permitted only if ashtrays have been provided and upon signal from the hostess.

Buffets.

The informal buffet supper or luncheon is a popular manner of entertaining a large number of guests. When dining buffet fashion, the guests are invited to serve themselves from food that is placed on a buffet table or dining table. After serving their plates, the guests normally seat themselves individually in the living room and other rooms where card tables or small, individual folding tables or trays may be provided; otherwise, the guests must balance the plates on their knees. At a "sit-down" buffet, the guests merely serve themselves at a buffet table and then take their places at the dinner table, as designated by the hostess or by place cards.

When the hostess announces the serving of the supper or lunch, you should join the other guests and form a serving line. Normally the ladies precede the men and serve themselves first. At a "sit-down" buffet, the gentlemen in line should be alert to assist the ladies, after they are served, in seating themselves at the dinner table. On approaching the buffet table, you will find your dinner plate and, for the normal buffet, your silver and napkin. You are expected to serve your own plate from the serving dishes by using the serving fork and spoon provided for each dish.

Table etiquette for the "sit-down" buffet is, of course, the same as for other informal dinners. For the normal buffet, you must conform as closely as possible to manners prescribed for the dining room. A point to remember is to refrain from eating until the ladies in your group begin. The hostess or servants at either type of buffet

may pass the serving dishes and beverages for second helpings and may serve dessert and coffee. When they are serving at the normal buffet you should assist them, as appropriate; however, do not embarrass the hostess by being overly helpful while she is serving your group or by conspicuously being helpful in other ways, such as carrying used tableware to the kitchen. The hostess would appreciate such assistance only from close friends among the ladies present. At either type of buffet, the gentlemen are expected to ensure that the ladies, once seated, are not required to rise in order to serve themselves again unless, of course, they prefer to; the gentlemen are always solicitous to ensure that the ladies have second servings, if desired, of wine, coffee, or whatever beverage is served. Also, they should get dessert for the ladies unless the dessert is served by the hostess or a servant.

When guests seat themselves individually in the living room, the gentlemen should seat themselves beside a lady other than their wives and engage the lady in conversation as if she were his dinner partner at a sit-down dinner.

Seating Arrangements and Precedence.

The Army wife must know the rules of seating arrangements with their peculiarities of precedence. Customarily at informal mixed dinners and luncheons, the senior ranking man sits at the right of the hostess, with his wife seated at the right of the host. But for more formal occasions which are governed by protocol, the senior ranking man is seated at the right of the hostess and the senior ranking lady is seated at the right of the host. (The senior ranking lady may be a congresswoman, an Army nurse, or another female officer, and not the wife of the senior ranking man.) The second ranking man is then seated at the left of the hostess and the second ranking woman is at the host's left. The third ranking woman sits at the right of the man of the highest rank, and the fourth woman is at the left of the man of second rank. Under this arrangement a hostess may find that a man would be seated alongside his wife, and because this situation is not ordinarily allowed to exist, the wife should be seated elsewhere. It is also customary for the host and hostess to sit opposite each other, either at the ends of the table, at the center of a long table, or on the diameter of a round table. An equal number of men and women at the table may result in the seating of women at the outside places on one of the sides. This situation may be avoided by setting places at each end of the table, even though this positioning may cause some overcrowding.

Plans 1A and 1B (figure 3), with numbers indicating precedence, will show the customary arrangements, with Plan 1A the normal dinner or luncheon plan, and Plan 1B usually employed at large official dinners. Small dinners for 6 or 10, 14 or 18, etc., are easily arranged, with the host and hostess sitting opposite each other, and

married couples separated, each sitting with other guests. Women will not be seated at the outside places when the aforementioned numbers of guests are at the table. However, any multiple of 4—such as tables of 8, 12, 16, etc.—means that when an equal number of men and women are present, the host and hostess cannot sit opposite each other without placing 2 men or 2 women together. When this situation arises, the hostess may relinquish her position at the end of a rectangular table and move one seat to the left, placing the male guest of honor opposite the host. When one couple is not married, they will sit side by side as in Plan 2A (figure 3). When all couples are married follow Plan 2B.

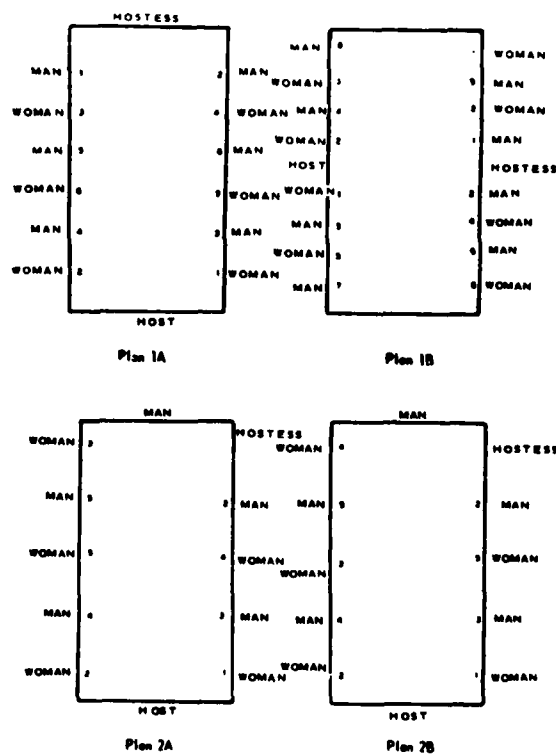


Figure 3. Seating plans.

At non-official occasions, precedence is determined by the prominence of the guests, their ages, and degree of friendship. In civilian life, age receives deference, as does professional and scholastic achievement.

In official life, strict protocol dictates governmental, ecclesiastical, and diplomatic precedence, which has been established by international agreement. A younger official will precede an older official if the office of the former is in a higher echelon. A younger military officer precedes an older military officer if the former's rank is higher. The seniority of the governmental office is determined according to the founding date of the office. The seniority of the military officers of the same or equivalent grade is determined by date of rank. When a person is asked to be a guest of honor at a dinner or luncheon, he might not be seated in the ranking position at the table unless his rank justifies it, or unless the highest ranking guest concedes his position. When ambassadors and very high ranking guests are present, guests are seated according to precedence, even though the guest of honor is subsequently seated down the table. When guests with no official rank are present at an official dinner or luncheon, their places at the table are determined by age, prominence, linguistic ability when foreigners are present, and congeniality. After the seats of guests of honor and top officials have been determined, nonranking guests are placed between those of official rank in the most congenial way for all concerned.

Officers' spouses are accorded precedence according to the officer's date of rank, unless they hold official positions themselves. All retired Army officers rank after active officers of the same grade.

Should you be stationed in Washington or abroad and have questions relative to diplomatic precedence, consult the Foreign Liaison Section at Department of the Army or the Protocol Section of the American Embassy, respectively. Most Army installations have visitor bureaus or protocol sections capable of resolving the great majority of questions relevant to protocol matters.

DINING ETIQUETTE

Table Manners.

Of all the social practices concerning etiquette, the subject of correct table manners is perhaps the most complex. Recognizing that your table manners have been developed through habit, and that those who dine with you will be hesitant to correct you for fear of embarrassment, mastery of correct manners at the table is clearly up to you. The basic rules of table etiquette are set forth below. Check these fundamentals against your habits, and make the appropriate corrections.

Selection of Silver. If you are not sure of the correct procedure in which the silver is to be used, the best course of action is to watch the hostess and follow her example. The silver is arranged so that the utensils farthest from the plate are used first, taking the next set in order with each succeeding course.

Selecting Food. When selecting foods, bear in mind that a great deal of planning and pride has gone into its preparation. You should not be too selective in your choice of cuts, or give too much preference to your favorite vegetables. It is courteous to take a small portion of each dish offered.

The Napkin. Once you have taken your seat, unfold the napkin once and place it across your knees. The napkin is never tucked in the coat collar or the belt. It should never be unduly wrinkled or soiled. The napkin should be used only for the purpose intended and that is to remove food particles from one's fingers and lips or to prevent staining of one's clothes. The napkin should also be used before drinking from a glass to ensure that food traces are not left on the lip or rim of the glass. At the conclusion of the meal, never refold the napkin, merely place it neatly on the table to the left of your plate.

When to Start Eating. At small dinner parties you should not start eating until the hostess has started. At large banquets or buffets, it is appropriate to commence eating when those persons around you have been served.

Use of the Knife. You should hold your knife in your right, its handle in your palm, with your index finger along the back of the blade. Cut only enough food for one bite at a time. When you are finished with the knife, place it on the upper right rim of the plate with the blade edge turned inward toward the center of the plate. Once you have used your knife, never replace it on the table, nor should you ever place the handle of the knife on the table with the blade resting on the plate. Also, remember that your knife is used only for cutting food, it is never used to convey food to your mouth.

Use of the Fork. When you use the fork in conjunction with the knife for cutting food, you should hold it in your left hand, its handle in your palm, with your index finger running along the back and the tines down. Normally, you will transfer the fork to your right hand before conveying food to your mouth. When held in the right hand, the fork should be grasped between your thumb and first two fingers—as in holding a pencil—with the tines pointing up. When not using the fork, place it on the plate below the parallel to the knife, with the tines up.

Note. The use of the fork and knife as described above constitute the conservative American custom. Another acceptable manner of using the fork and knife is the Continental fashion. The principal difference between the two involves the use of the fork. In the Continental manner food is brought to the mouth by the fork held in the left hand. No transfer from left to right takes place. Also, the Continental form allows the forearms to be placed on the table throughout the meal, while the American custom allows this only between courses.

Use of the Spoon. The spoon should be held in the right hand in the same manner as prescribed for the fork. When used to consume soup, the spoon should be dipped away from you and when brought to the mouth, the side of the spoon is placed to the lips and tipped slightly to allow the fluid to flow freely. Avoid making any noises when using a spoon to sip soup. When you have finished the soup course, leave the soup spoon on the soup plate with the bowl up and the handle resting on the right rim of the plate. Never place the soup spoon under the plate. When served coffee or tea, the spoon, when used, should be placed bowl up on the right side of the saucer.

Use of the Finger Bowl. The only function of the finger bowl is to help cleanse the fingertips. Only one hand is dipped into the finger bowl at a time, and then only the fingertips are immersed. It is not used for any other purpose.

General Table Hints.

The following hints are provided to emphasize important points of table etiquette:

- o Never place a glass on a polished wood surface.
- o Never wipe unclean silver with your napkin before eating. If in a private home, suffer silently and do not embarrass the hostess. If in a restaurant, ask the waiter to replace the item of silver.
- o Begin eating only after the hostess has begun.

o Do not slump at the table, Sit erectly, keeping your forearms in your lap except while eating, or between courses, when they may rest against the edge of the table.

o Should it be necessary to cough or sneeze at the table, the head should be turned to one side and away from other guests. Bend forward and cover the mouth and nose with a handkerchief.

o Use your napkin before drinking from a glass to prevent leaving traces of food on the rim of the glass.

o Hold long-stemmed water glasses or wine glasses with the thumb and first two fingers of your right hand at the base of the bowl or on the stem; do not place your fingers around the bowl of the glass.

o Use a fork to cut all salads except iceberg lettuce, which is cut with a knife.

o Clear soups served in a cup with handles may be sipped from the cup. Thick soups must be consumed with a spoon. The spoon must be placed on the saucer when it is not in use.

o Do not make noises while eating, swallowing, or sipping soup. Do not smack your lips or take portions of food that are too large.

o Bread, rolls, or toast must be broken with the hands, not cut with a knife. Butter only small portions at a time--never the entire slice of bread or toast--and hold the portions on the side of the plate. Never butter breads "in the air."

o Never talk with food in your mouth or address a guest who has food in his mouth. Lips remain closed whenever food is in the mouth.

o The knife, while not in use, is always placed on the upper right part of the plate ;with the cutting edge facing the center of the plate. The butter knife is positioned similarly on the butter plate.

o Food is always served from the left, beverages from the right. Take the serving spoon in your right hand, select the item of food, and balance it with the serving fork held in your left hand.

o Do not hesitate to take seconds if offered and you so desire; however, eat what you take. It is improper to refuse a food merely because you dislike it. Do not offend the hostess, but take a small serving and eat it.

o When at an informal dinner and passing your plate for a second helping, leave your knife and fork on the plate--but be sure they are securely positioned on the right side of the plate.

o Never push plates away or stack them to make room at your place.

o Never turn your glass or cup upside down to indicate that you do not wish wine, water, or coffee.

o When coffee or tea is served, keep the spoon on the right side of the saucer except when stirring. Never replace the spoon on the tablecloth.

o Never lick your fingers; use your napkin and a finger bowl if it is present.

o Never dip more than the finger tips in the finger bowl, and never dip the finger tips of both hands at the same time.

o Never use a toothpick or endeavor to clean your teeth with your tongue while in public.

o Never smoke at a table unless ash trays have provided, and then only when the hostess has signaled her permission; never put ashes or cigarette butts in a cup or plate.

o When leaving the table, place your unfolded napkin to the left of your plate; assist the lady to your right by pulling her chair out, allowing her to rise, and then replacing the chair at the table. You then replace your chair at the table.

o Upon the departure of the ranking guests, you are free to leave. Be sure to tell your dinner partner, the lady on your left, and as many other guests as you conveniently can, that you enjoyed their company. Then thank your host and hostess, say goodbye, and leave.

Within 2 or 3 days following the party, you should send a note of thanks, or telephone your hostess to express your appreciation.

SOCIAL LIFE

Dining Out.

Upon entering a restaurant with a woman, you should first assist her in removing her wrap and check it with the cloakroom attendant. The headwaiter or hostess will lead you to your table. Allow the woman to follow the headwaiter and you should bring up the rear. If a waiter or hostess is not present, assume the initiative and lead the way to a table. You should assist the lady with her chair by pulling the chair away from the table and adjusting it for her comfort. If the headwaiter is present, he will perform this service. When attracting the attention of the waiter or waitress, or whenever

speaking to them, you should address them as "waiter" or "waitress." Terms such as "Boy" or "Miss" are not proper. On receiving the menu, you should determine the woman's desires and then order for both. There are generally two methods of ordering; Table d'hote, which indicates a single price for the complete meal; or a la carte, which is listed separately by course with a specific price for each item ordered. Ordering a la carte is, of course, more expensive, but offers more selectivity. If the woman should have occasion to leave the table, you should rise and assist her by removing her chair. You should then remain standing until she departs. On her return, you should rise again and assist her with her chair. At the completion of the meal it is customary to leave a tip of approximately 15 percent for the waiter, accompanied by an expression of thanks. If there are complaints after the service of the food, they are addressed only to the headwaiter or hostess.

Tipping.

There are certain individuals who perform services for you who should be tipped if you expect to receive good service. You should tip a taxi driver approximately 15 percent of the meter reading. A tip of 15 cents for fares under a dollar is appropriate. However, you may desire to tip more depending on his attitude and service rendered. Hotel bellhops should receive a quarter for each piece of luggage, but not more than a dollar. Tip a barber at least 15 percent; however, as much as 2 dollars may be appropriate in some establishments if multiple services are performed. You should tip a headwaiter if he has made advance arrangements for you. Waiters and bartenders receive 15 to 20 percent of the bill. You are expected to tip generously on small bills, particularly if you patronize the more exclusive restaurants or clubs. There are some individuals who should never be tipped: airline employees and managers of restaurants, inns, hotels, barber shops, etc. The most important point to remember in tipping is to tip cheerfully and with a word of thanks.

Parties.

Oftentimes parties are held in an informal atmosphere with terms in the invitation unfamiliar to the junior officer. Such abbreviations or terms include:

BYOL—Bring your own liquor. Setups and snacks will be provided by the hostess.

BYOB—Bring your own bottle. Setups and snacks will be provided by the hostess.

Promotion parties—"Wetting down" the bars, leaves, eagles, or stars at promotion parties is one of the happiest reasons for entertaining. Promotions sometimes come in bulk with several officers advancing on the same list, so that several couples may host the celebration.

At a cocktail party, one is not obliged to drink if one doesn't choose to do so. The only requirement is that one does not emphasize any opinion about it one way or the other. He may order ginger ale, fruit juice, or a soft drink. Hosts should always make these available to those who do not drink alcoholic beverages.

Dances.

At dances, an officer's first duty is to his partner. He should introduce her to his friends and seniors. He should dance with his hostess, the wife of the guest of honor, and then with all other ladies seated at his table who dance. He should talk for a short time with each of the ladies who do not dance. On the dance floor boisterousness, chewing gum, smoking, drinking, practicing extreme dance steps, or monopolizing an excessive share of the floor are all in poor taste.

Punctuality.

An officer is expected to be punctual. This is particularly important at dinners. If invited to a cocktail party from 1700 to 1900 hours, one may arrive anytime during these hours, but must leave promptly at 1900 hours. If invited to official military affairs or functions that include a receiving line, arrive promptly at the scheduled time.

SOCIAL CORRESPONDENCE

There are definite rules that should be observed in regard to social correspondence. Although there are many forms of social correspondence, those with which you will be concerned most frequently include invitations and acknowledgements, thank you notes, acknowledgement of courtesies, messages of condolence, and calling cards.

Invitations and Replies.

Invitations and acknowledgements may be either informal or formal. Informal invitations may be delivered in person, by telephone, by handwritten letter, informal card, or on a calling card inclosed in a matching envelope. Replies to all informal invitations, except the handwritten letter, may be made by telephone, calling card, or a handwritten letter. An informal handwritten letter is the proper reply except when the host's telephone number appears on the invitation along with the RSVP. The handwritten informal invitation should be done using personal writing paper. It should be brief, but must include all essential information. For example:

507 Miller Loop
Fort Benning, Georgia
11 July 1982

Dear Lieutenant Williams,

Major Hanson and I have as our house guest Miss Joanne Wilson, who is the daughter of one of our closest friends and who attends Smith College.

We are asking several officers for dinner and dancing at our quarters on Saturday, the twenty-first at seven o'clock. We sincerely hope you can join us. Dress is informal.

Cordially,

Gloria Hanson

You should reply within 24 hours in the same handwritten form.
For example:

22d Company
2d Student Battalion
The School Brigade
Fort Benning, Georgia
12 July 1982

Dear Mrs Hanson,

I am delighted to accept your kind invitation for dinner at your quarters on Saturday, the twenty-first at seven o'clock.

I am looking forward to meeting Miss Wilson and her friends. Thank you for including me.

Sincerely,

John Williams

When your reply is a regret, you must give a reason such as "out of town," "previous engagement," or "scheduled duties." For example:

22d Company
2d Student Battalion
The School Brigade
Fort Benning, Georgia
12 July 1982

Dear Mrs Hanson,

I appreciate your invitation to dinner on Saturday the twenty-first, but unfortunately I am not able to accept because of a previous engagement.

It was very kind of you and Major Hanson to include me, and I regret that I will not have the opportunity to meet Miss Wilson and her friends.

Sincerely,

John Williams

Note. In addressing the envelope, be sure you refer to Mrs. Hanson as "Mrs. John B. Hanson," not "Mrs. Gloria Hanson."

Informal invitations may be sent on calling cards; likewise, your acceptance or regret of an invitation may be made on your calling card. For example:

Lunch

Saturday, 6 August, 1 P.M.

Martin John Dorsey

Lieutenant

United States Army

Officers' Club

Will be happy to join you for lunch
Saturday at 1 P.M.

Edward Francis Ritchie

Ed

Lieutenant

United States Army

Note. When replying to a friend by use of a card and writing your first name as in the above example, it is considered correct to draw a line through all or part of the engraving.

Formal invitations may be fully engraved, partially engraved, or handwritten on the first page of folded white or cream colored stationery. Invitations to formal occasions may be telephoned, but in such cases the call is normally followed by a written invitation to provide the details. Invitations to formal occasions are always expressed in the third person. For example:

Colonel and Mrs. Howard Smith
request the pleasure of the company
of

Major and Mrs. McBain
at a reception and dinner
on Tuesday the fourth of September
at half past seven o'clock
Main Officers' Open Mess

R.S.V.P.

Black Tie

Note. RSVP-Repondez s'il vous plait - Please reply. This notation means that a reply is mandatory.

As in the case of informal invitations, you must reply promptly. Your reply must be handwritten, in the third person, on the first page of white or cream colored stationery, and must follow the wording and format of the invitation. Should your reply be a regret, it should be similar to the following example:

Major and Mrs. John Bill McBain
regret that because of a previous engagement
they will be unable to accept
the kind invitation of
Colonel and Mrs. Smith
for Tuesday the fourth of September

Thank You Notes.

People in moderate circumstances are not expected to return all entertainment extended them by their seniors; however, the acknowledgement of those courtesies is mandatory. A "thank you" note will suffice in most cases. There may be times when dinner invitations will be offered for a special reason, e.g., you are a bachelor stationed overseas and are invited for Thanksgiving or Christmas dinner. At these times the most courteous and appropriate gesture is to send flowers with a "thank you" note to the hostess, particularly when you are in no position to entertain the host and hostess in return. It is obligatory to send a gift and "thank you" note to a hostess after spending a night or more as a guest in her home. The following note illustrates the proper form to be used after being entertained at dinner.

22d Company
2d Student Battalion
The School Brigade
Fort Benning, Georgia
11 July 1982

Dear Mrs. Jones,

Thank you for a delightful evening spent at your quarters last Tuesday.

It was a pleasure to see you both and to enjoy your warm hospitality. I was fortunate indeed to meet the charming young ladies present and to share your delicious dinner in their company.

With my thanks again for including me along with my warmest wishes for you and Colonel Jones.

Sincerely,

Acknowledging Courtesies.

Whenever someone has been kind enough to extend his hospitality and has included you in his social plans, you are expected to acknowledge this courtesy and reciprocate by extending a similar courtesy. Seniors, particularly senior officers, realize that the young couple or young bachelor cannot entertain in thier fashion, and it is not necessary to do so. The essential point is to reciprocate in a sincere, if modest, way that reflects your true appreciation for the courtesies received. There are many means by which this can be accomplished, such as a cocktail party or an informal lunch or dinner. It is normal for several young couples or a group of bachelors to join in giving a cocktail party. Another means is to send flowers or an appropriate gift, including a note of thanks on your calling card. The method chosen to acknowledge the courtesy is not as important as the acknowledgement itself.

Expressions and Acknowledgement of Sympathy.

There are several ways to express sympathy to an acquaintance on the loss of one of his immediate family. The key point to remember here is that a handwritten note of sympathy carries a more personal message than a sympathy card with a stereotyped message.

22d Company
2d Student Battalion
The School Brigade
Fort Benning, Georgia
10 June 1982

Dear Mrs. Black

I have just heard the sad news concerning the death of your husband, and I want you to know that you have my deepest sympathy. He was a good friend, and I shall never forget his kindness.

I shall be in Atlanta in the near future and hope that I may visit you while I am there.

Sincerely,

Joseph A. Brown

Calling Cards.

In the past, calling cards were used extensively as an integral part of receptions and courtesy calls. Today, that practice has fallen into disuse except at the traditional New Year's reception when the calling cards are still utilized. A growing practice among officers is to use calling cards as a business card, and frequently they are used for replies to informal invitations and as thank you notes.

Cards are used when making courtesy calls. The male officer leaves one card for each adult member of the household, including adult house guests. Ladies do not call upon gentlemen, and accordingly only leave a card for each lady of the household. If in doubt as to the number of cards to leave because the size of the family is not known, turn down the top right-hand corner about 1/4 of an inch. By such action one indicates that a call is made on the entire family.

Cards should be left unobtrusively on a tray near the door either upon entering or upon leaving. When the officer upon whom the call is being made is not at home, cards may be left with an older child or slipped under the door. In this case the call is considered to be accomplished. However, for the new officer who has never met the family of his commander, the call should be made again.

Have your visiting cards made by a good printer qualified in the composition of military-type visiting cards. The visiting card should be engraved or of a simulated engraved process of "raised printing" (never "flat" printed), in black print on plain white unglazed bristol board or thin white parchment. The usual type style of printing is shaded Roman. Never are cards used with large lettering, designs, or monograms.

The name should be given in full, without use of initials, except that "Junior" may be abbreviated to "Jr." on military cards when the rank and name line is extremely long. The officer's card will include not only his full name but his rank and service designation (United States Army) as well, in the lower right corner. The officer's branch of service (Engineer, Dental Corps, Infantry, etc.) is no longer indicated on his personal card.

A wife's visiting card always reads, "Mrs," and her husband's full name; for example, Mrs. Donald Edward Woods, never Mrs. Christa M. Woods. Ladies' cards should duplicate the type lettering and card texture of her husband's.

Joint cards may be used and should contain a one-line entry such as Lieutenant and Mrs. Robert Frederick Greene. When a joint card is used, leave one joint card and an additional single card of your husband's.

At receptions, teas, or similar functions, it is customary to leave a card for each person in whose name the invitation is extended and for the guest of honor if there is one.

It is no longer customary to leave cards at a large official military reception when held by a commanding officer at an officer's mess or other public facility. They are always appropriate and desirable at a home reception.

Visiting cards are desired by most military hosts and hostesses for a reference file of friends and acquaintances in the service. Cards are left at courtesy calls such as "first calls," "return calls," and "leave-taking calls," and commanding officers' receptions on New Year's Day. They may also be used to accompany gifts and as messages of condolence and farewell.

The fold-over cards, known as "informals" and used a great deal for informal invitations and brief notes, are substitutes for note paper only and are not at any time to be used for visiting cards. These cards have the name engraved, similar to the joining card, on the outside, and the message is written on the inside.

Certain conventional abbreviations frequently are written on calling cards to convey formal messages on various occasions. Although some of these abbreviations are not often used in this country, you should be aware of their meaning. They customarily are written by hand in the lower left-hand corner.

ppc (Pour prendre conge')—"To take leave." This indicates that one is leaving town.

pc (Pour condolence)—"To condole;" to extend sympathy.

pf (Pour feliciter)--"To congratulate": to extend congratulations; to felicitate.

pp (Pour presenter)—"To introduce." This means that the friend who left the card is introducing a stranger to whom the receiver should send cards, phone, or call on.

pr (Pour remercier)—"To thank;" to acknowledge or reply to a "p.f." or "p.c." card.

Rsvp or RSVP (Repondez s'il vous plait)—"Please reply." These initials customarily are written on invitations when an answer is requested.

Visiting cards should not vary from the customary size, type, or paper material. Likewise, write-ins or scratch-outs should never be used to correct changes in rank, branch, or to include "Mrs." on an officer's personal card. A note may properly be written in pencil on the face of the card.

There is no difference between the card of a first lieutenant and a second lieutenant. The rank for both is engraved "Lieutenant."

CONCLUSION

This handbook does not contain all of the rules of etiquette, nor does it incorporate guidance on customs and courtesies based on extreme or unreliable trends toward change. It does, however, provide a foundation of facts, which coupled with good common sense, sound judgment, and a genuine consideration for others, will enable you to meet the challenge of personal interaction in a manner that reflects the highest standards of conduct.

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