

BASICS FROM THE BARRACKS
— *MILITARY ETIQUETTE AND PROTOCOL*

A SPOUSE'S QUICK REFERENCE TO ITS
UNIQUE CUSTOMS, COURTESIES, AND TRADITIONS

FOREWORD

The U.S. Army War College experience at Carlisle Barracks highlights the significant role of relationships in the professional lives of strategic leaders. Our students and International Fellows and their Families form enduring relationships during the “Carlisle Experience” and become ambassadors for their service and their nation. Protocol creates the framework for relationships in a wide range of ceremonial and official functions. An understanding of protocol can encourage greater understanding of the people, customs and institutions of the United States and the U.S. Armed Services.

I am pleased to salute the authors of this guide, Basics from the Barracks – Military Etiquette and Protocol, who have created an exceptional resource for the military community. This guide addresses need-to-know information relating to our military, national, and international etiquette and protocol.

This book demonstrates the dedicated efforts of spouses of the U.S. Army War College of academic year 2011. This team of senior spouses contributed many hours, combining both research and personal experience, to create a comprehensive resource to assist fellow military Families. Contributions from several USAWC International Fellow spouses have been incorporated to provide superb insight into international protocol. Readers will appreciate the voluntary efforts of these spouses from the U.S. Army War College.

The U.S. Army War College is very pleased to publish this guide as an important contribution of the U. S. Army War College Military Family Program to developing, inspiring and serving strategic leaders and spouses.

Wisdom & Strength
for the Future.

Army Strong!



Gregg F. Martin
Major General, U.S. Army
48th Commandant

INTRODUCTION

Each year at the United States Army War College (USAWC), the spouses of the students are given the opportunity to participate in a class project. For the past years, spouse committees have chosen to write handbooks regarding information pertinent to spouses and family members in the Armed Forces.

It has been our privilege to continue the tradition of the spouse project by creating a guide to military protocol and etiquette. This is the culmination of both fact and reference material as well as experience and knowledge of a committee of senior military spouses. Although the committee attempted to broaden our scope to generally apply to the military as opposed to a particular branch and touch on pertinent topics to this technological generation, it cannot be denied that an Army “old school” traditional slant is evident. Throughout this guide, there are boxed references to provide a historical context for many of these subjects in order to further appreciate our unique military traditions and customs.

There are many wonderful definitive resources upon which spouses can rely. In fact, instead of reinventing, we started with a chapter from the Company Commander’s Battle Book updated in 2010, with a distinctly different mission. So, you will see many verbatim references with enhancements and additions to support the purpose of this document is to provide a quick reference guide to many of the common areas which affect military spouses. Interest in the detailed aspects should check our resource guide.

These spouses from the AWC 2010-2011 supported this effort:

Shelle Altieri, Team Leader

Terry Drushal

Patricia Hanley

Kathy Harlan

Intan Zakaria

Nahid Kabir

Lisa Vereen

Relisa Wilson

With the importance of the joint and international environment, we feel it is important to include basic information about international customs and etiquette. Several International Fellows (IF) student spouses generously completed questionnaires and provided their personal thoughts and experiences in their own words to help American spouses learn more about their country's customs and courtesies. These IF student spouses supported this effort:

Sabah Smahi, Algeria
Aneliya Hristora, Bulgaria
Rhonda Macaulay, Canada
Monica Hernandez, Chile
Besy de Campos, El Salvador
Ida Farida, Indonesia
Silvia Longo, Italy
Idogawa Tomomi, Japan
Soyeon Kim, Korea
Intan Zakaria, Malaysia
Loubna Serghini Idrissi, Morocco
Annette Rietdijk, Netherland
Umran Gor, Turkey

Additionally, Jack Poe of Air Force Institute of Technology (AFIT) and Lisa Lawrence provided useful information and guidance as to the most current protocol guidelines. Finally, we wish to thank the support of the command team spouses, the staff of the Military Family Program, and the director of the International Fellows Spouse Program as well as the solid base provided by the AWC 09-10 Spouses Project Team.

Finally, we wish to thank the support of the command team spouses, the AWC Military Family Program and the graphics and publishing staff, the director of the Interanational Fellows Spouse Program as well as the solid base provided by the AWC 09-10 Spouses Project Team.

Nothing is less important than which fork you use. Etiquette is the science of living. It embraces everything. It is ethics. It is honor.

Emily Post

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ETIQUETTE VERSUS PROTOCOL

Basic good manners and common courtesies serve you well in all aspects of life. They make people feel at ease with you, with themselves, and with the situation, and allow everyone to have a basic idea of what to expect.

As military spouses, we attend a variety of social and unique military events. Primarily for us it is a combination of military traditions, etiquette and common sense. This guidance creates a system of accepted social patterns so that we know what to expect in a given situation. Knowing these general guidelines can help you feel more comfortable in the many social and military related situations, which you may choose to attend. And, if you are a senior spouse, other spouses may look to you for cues and examples of how to handle certain situations....do I sit or stand, etc.

ETIQUETTE

Etiquette is defined as —the forms required by good breeding, social conventions, or prescribed by authority, to be observed in social or official settings; the rules of decorum....of graciousness. Etiquette means good manners in our daily life. In our cases, it means knowing the appropriate attire to wear to various events, how to send invitations, and what to bring for your host and/or hostess. More importantly, good etiquette is simply to treat people the way you would want to be treated. It involves the amount of respect you give someone, no matter their rank or standing in life.

MILITARY ETIQUETTE

Military Etiquette is the everyday good manners along with the customs, courtesies, and traditions of the different services.

PROTOCOL

Protocol is the strict form of etiquette and diplomatic courtesy, customs of service (system of accepted social patterns and traditions accepted by the military) and common courtesies (the traits of kindness, friendliness, thoughtfulness and consideration of others) to create order. They let us know what to expect in a given situation.












BASIC TRAINING

RANK

Insignia of the United States Armed Forces — OFFICERS

0-1 0-2 0-3 0-4 0-5 0-6 0-7 0-8 0-9 0-10 Special

ARMY • AIR FORCE • MARINES

| | | | | | | | | | | |
|--|---|--|--|---|--|---|---|---|--|---|
|  Second Lieutenant (2LT) |  First Lieutenant (1LT) |  Captain (CPT) |  Major (MAJ) |  Lieutenant Colonel (LTD) |  Colonel (COL) |  Brigadier General (BG) |  Major General (MG) |  Lieutenant General (LTO) |  General (GEN) |  General of the Army (GA) |
|--|---|--|--|---|--|---|---|---|--|---|

NAVY • COAST GUARD

| | | | | | | | | | | |
|---|---|--|--|--|---|--|--|--|--|---|
|  Ensign (ENS) |  Lieutenant Junior Grade (LTJG) |  Lieutenant (LT) |  Lieutenant Commander (LCDR) |  Commander (CDR) |  Captain (CAPT) |  Rear Admiral Lower Half (RADM)(L) |  Rear Admiral Upper Half (RADM)(U) |  Vice Admiral (VADM) |  Admiral (ADM) |  Fleet Admiral (FADM) |
|---|---|--|--|--|---|--|--|--|--|---|

W-1




W-2

W-3

W-4

W-5

ARMY

| | | | | |
|--|--|--|--|--|
|  Warrant Officer (WO1) |  Chief Warrant Officer (CW2) |  Chief Warrant Officer (CW3) |  Chief Warrant Officer (CW4) |  Chief Warrant Officer (CW5) |
|--|--|--|--|--|

NAVY • COAST GUARD

| | | | | |
|---|---|---|---|---|
|  Chief Warrant Officer (CW01) |  Chief Warrant Officer (CW02) |  Chief Warrant Officer (CW03) |  Chief Warrant Officer (CW04) |  Chief Warrant Officer (CW05) |
| NO WARRANT OFFICER USCG |  USCG |  USCG |  USCG | NO WARRANT OFFICER USCG |

MARINES

| | | | | |
|---|---|---|---|---|
|  Warrant Officer (WO) |  Chief Warrant Officer (CW02) |  Chief Warrant Officer (CW03) |  Chief Warrant Officer (CW04) |  Chief Warrant Officer (CW05) |
|---|---|---|---|---|

AIR FORCE

| | | | | |
|------------|------------|------------|------------|------------|
| NO WARRANT | NO WARRANT | NO WARRANT | NO WARRANT | NO WARRANT |
|------------|------------|------------|------------|------------|

Insignia of the United States Armed Forces — ENLISTED

E-1 E-2 E-3 E-4 E-5 E-6 E-7 E-8 E-9 Senior Enlisted Advisors

ARMY

| | | | | | | | | | | | |
|-------------------|-------------------|---------------------------|------------------------------------|----------------|----------------------|----------------------------|-----------------------|----------------------|----------------------|------------------------------|----------------------------------|
| no insignia | | | | | | | | | | | |
| Private E-1 (PV1) | Private E-2 (PV2) | Private First Class (PFC) | Corporal (CPL) Specialist (SPC) | Sergeant (SGT) | Staff Sergeant (SSG) | Sergeant First Class (SFC) | Master Sergeant (MSG) | First Sergeant (1SG) | Sergeant Major (SGM) | Command Sergeant Major (CSM) | Sergeant Major of the Army (SMA) |

MARINES

| | | | | | | | | | | | |
|---------------|---------------------------|-----------------------|----------------|----------------|-----------------------|--------------------------|------------------------|-------------------------|----------------------------------|-------------------------|--|
| no insignia | | | | | | | | | | | |
| Private (PV1) | Private First Class (PFC) | Lance Corporal (LCpl) | Corporal (Cpl) | Sergeant (Sgt) | Staff Sergeant (SSgt) | Gunnery Sergeant (GySgt) | Master Sergeant (MSGt) | First Sergeant (1stSgt) | Master Gunnery Sergeant (MGySgt) | Sergeant Major (SgtMaj) | Sergeant Major of the Marine Corps (SgtMajMCC) |

AIR FORCE

| | | | | | | | | | | | | | |
|-------------------|--------------|--------------------------|---------------------|-----------------------|---------------------------|------------------------|----------------------|--------------------------------|----------------------|-------------------------------|----------------------|---|--|
| no insignia | | | | | | | | | | | | | |
| Airman Basic (AB) | Airman (Amm) | Airman First Class (A1C) | Senior Airman (Sra) | Staff Sergeant (SSgt) | Technical Sergeant (TSgt) | Master Sergeant (MSgt) | First Sergeant (E-7) | Senior Master Sergeant (SMSgt) | First Sergeant (E-8) | Chief Master Sergeant (CMSgt) | First Sergeant (E-9) | Command Chief Master Sergeant (CCM Sgt) | Chief Master Sergeant of the Air Force (CMSAF) |

NAVY

| | | | | | | | | | | |
|---------------------|------------------------|-------------|---------------------------------|----------------------------------|---------------------------------|---------------------------|-----------------------------------|------------------------------------|---|--|
| no insignia | | | | | | | | | | |
| Seaman Recruit (SR) | Seaman Apprentice (SA) | Seaman (SN) | Petty Officer Third Class (PO3) | Petty Officer Second Class (PO2) | Petty Officer First Class (PO1) | Chief Petty Officer (CPO) | Senior Chief Petty Officer (SCPO) | Master Chief Petty Officer (MCPPO) | Force or Fleet Command Master Chief Petty Officer (FORMC) (FLMCO) | Master Chief Petty Officer of the Navy (MCPON) |

COAST GUARD

| | | | | | | | | | | |
|---------------------|------------------------|-------------|---------------------------------|----------------------------------|---------------------------------|---------------------------|-----------------------------------|------------------------------------|----------------------------|--|
| | | | | | | | | | | |
| Seaman Recruit (SR) | Seaman Apprentice (SA) | Seaman (SN) | Petty Officer Third Class (PO3) | Petty Officer Second Class (PO2) | Petty Officer First Class (PO1) | Chief Petty Officer (CPO) | Senior Chief Petty Officer (SCPO) | Master Chief Petty Officer (MCPPO) | Command Master Chief (CMC) | Master Chief Petty Officer of the Coast Guard (MCPPO-CG) |

PRECEDENCE

Precedence is basically a priority in order. For the military, this is primarily shown in rank; however, it can be very important to seating arrangements, receiving lines, introductions, and so on. Official precedence will likely be handled by your unit Adjutant or Protocol Office.

FORMS OF ADDRESS

Forms of Address will vary depending upon the situation and purpose (i.e., official or social invitation, place card, introduction, or conversation.) Invitations are discussed below. For detailed information, two excellent resources are: Protocol by McCaffree and Innis and Honor and Respect by Hickey.

For Invitations

The military member being invited in an official capacity is listed first:

Major Mary Jane Doe and Colonel John Doe

or

Major Mary Jane Doe
and Colonel John Doe

Both military members invited in an official capacity - higher rank first:

Captain John Doe and Lieutenant Jane Doe

or

Captain John Doe
and Lieutenant Jane Doe

Female military member and civilian husband:

Major Mary Jane Doe and Mr. John Doe

or

Major Mary Jane Doe
and Mr. John Doe

If wife is civilian and retained her maiden name:

Captain John Doe and Ms. Jane Smith

or

Captain John Doe
and Ms. Jane Smith

Military members are both of the same rank:

The Captains John and Jane Doe

or

Captain Jane Doe
and Captain John Doe

Two different last names:

Captain John Doe and Jane Deer

or

Captain John Doe
and Jane Deer

Retired:

Colonel Robert W. Thompson, USA, Retired

Divorced from husband: Mrs. Jane Doe

Widow: Mrs. John Doe

ROSTERS

There are numerous rosters within a unit. Each serves the same purpose: to contact people and pass information. However, each roster will have different information and different people depending on the type of roster. The most common kinds of rosters that a spouse may be familiar with are: the Social Roster, the FRG Chain of Concern, the Unit Coffee Roster.

- The Social Roster lists phone numbers and addresses of all senior personnel (usually officer and NCO specific) within the unit. Inclusion on the roster and to particular events is at the discretion of the command team and, sometimes, their spouses. This roster is created by the Adjutant and usually provides the Soldier's name; the spouse's name; birth month/birth day; address; phone numbers; and arrival date to the unit.
- The Family Readiness Group (FRG) Chain of Concern lists the phone numbers, emails, and addresses of all the members within the unit's FRG. This list is used for official contact and dissemination of information. The FRG Chain of Concern is made from this master list.

- The Coffee Roster lists all the members of the Coffee group and includes phone numbers, addresses, emails, birthdays, and anniversaries. Only the members of the coffee group receive this roster.

INTRODUCTIONS AND NAMETAGS

The three basic rules to introductions are:

- **Woman’s name first:** Men are introduced to women by stating the woman’s name first.
- **Older person’s name first:** When two people are of the same sex, the younger adult is introduced to the older adult by stating the older person’s name first.
- **Senior officer’s name first:** Junior officers are introduced to senior officers by stating the senior officer’s name first; the same for senior officer’s spouse.

If you are nervous about introducing someone, if you forgot names, politely ask for the person(s) to repeat their name. This is certainly not a reason to avoid conversation. For more information, please see the Forms of Address section.

You should always address senior officers and their spouses as —LTC Smith or —Mr./Mrs. Smith until they ask you to do otherwise. If he/she desires that you call him/her by his/her first name, he/she will tell you. Do not take the liberty until then. If you are asked to use a first name, it is polite to do so.

Nametags are used for many occasions and are worn on the **right** side (the side with which you shake hands. This makes it easy for the person shaking hands to subtly look at your name.)

CORSAGES

It generally does not matter the side on which the lapel corsage is worn; however, the “flowers go the way they grow” with the stems on the bottom and the flowers on the top.

OTHER COURTESIES

Normally smoking and chewing gum are inappropriate at military or social events.

When entering a Military Installation:

- When entering or leaving an installation with a guarded gate at night, dim your headlights 50 feet before the gate so you will not temporarily blind the gate guard.
- If you or a guest does not have a DOD ID Card, you will be asked to provide a picture ID.
- If your car does not have a DOD sticker and the driver does not have a DOD ID Card, you will be asked to go to the search area where you will need to provide your driver's license, car registration, and proof of insurance. You will be asked to get out of the vehicle, open all doors, trunks, and engine compartments, and step to the side while your car is searched.
- Even with a DOD sticker, you are still subject to random searches.
- Although speed limits vary on posts of different sizes, it is important to note that the speed limit in residential areas is 15 mph.

PLEDGE OF ALLEGIANCE, NATIONAL ANTHEM, AND THE ARMY SONG

- It is customary to stand for the Pledge of Allegiance and National Anthem.
- Outside, place your hand on your heart. Inside, you can either place your hand over your heart, have your hands at your sides, or behind your back. Civilian gentlemen should remove headgear in both cases. Outside rules apply if the ceremony is moved indoors because of weather or security. This may be noted in the program or by the announcer.
- One should not smoke, eat, chew gum, drink, use your cell phone, read or otherwise occupy themselves while the Anthem is playing.
- Generally speaking, the National Anthem should be performed in the traditional manner in order to allow other U.S. Citizens to sing along should they so desire. Although not required, depending upon the solemnity of the occasion, it is appropriate to sing along.

- It is appropriate to stand for the anthems of other countries represented as a sign of respect.
- Stand for: Ruffles & Flourishes (when General is present, the band plays it once for each star he/she has); To the Colors (National Anthem), and Colors Pass in Review.
- Don't forget that you will need to stand when the colors are six paces to your right, in front of you and for the six paces to your left, then you may sit as the colors pass in review.
- Stand when the unit plays the Division, and/or Army song. You can usually find the words to both in the event program. It is encouraged to learn and sign proudly your unit song.
- The first verse and the refrain of The Army Song are listed below.

THE ARMY SONG, 1956

First Chorus:

First to fight for the right,
 And to build the Nation's might,
 And the Army Goes Rolling Along.
 Proud of all we have done,
 Fighting till the battle's won,
 And the Army Goes Rolling Along.

Refrain:

Then it's hi! Hi! Hey!
 The Army's on it way.
 Count off the cadence loud and strong;
 For where'er we go,
 You will always know
 That the Army Goes Rolling Along.

You will often hear the playing of "The Army Song", a tradition added fairly recently. It is derived from the Field Artillery song "The Caissons Go Rolling Along" written during World War I by two Field Artillery soldiers.

BUGLE CALLS

Bugle calls are musical signals that announce scheduled and certain non-scheduled events on some military installations. Although the exact time might vary, typically, they include:

Monday thru Friday-

- 6:00am or 6:30am is —Reveille. This call marks the raising of the flag and the beginning of the workday.
- 8:00am is —Work Call. This call marks the start of the work day.
- 1:00pm is —Work Call. This call marks the return to work after lunch.
- 4:30 pm is —Recall.
- 5:00 pm is —Retreat and To the Colors. This call signifies the lowering of the flag and the official end of the workday. Often a canon will sound in between these two calls.
- 9:00 pm is —Tattoo. This call means quiet or lights out.
- 11:00pm is —Taps. This call means lights out.

Saturday-

- 12:00pm is —Mess Call
- 5:00pm is —Retreat and To the Colors
- 9:00 pm is —Tattoo
- 11:00pm is —Taps

Sunday-

- 9:00am is —Church Call
- 5:00 pm is —Retreat and To the Colors
- 11:00pm is —Taps

- During Retreat, if you are outside, stand quietly at attention facing the flag or music. During Reveille and To the Colors, place your hand over heart or salute if in uniform. Children should also stop playing and observe the custom of the ceremony.
- During Reveille and Retreat, the rules vary depending upon the installation, but if you are in a car and will not impede the flow of traffic, you should stop, get out, and stand as above. If there are children in the car, use your judgment based upon their ages.
- On Navy and Air Force bases you are only required to stop the car and remain seated.

- Additionally, the times of certain bugle calls may vary based upon the installation. Check with your unit protocol office for more information.
- It is customary and respectful to stand for Foreign Country Anthems but do not salute Foreign Flags.

The bugle called retreat was first used by the French army and is said to go back to the time of the Crusades. "Retraite"(we now call that"retreat") signified the closing in of night and signaled the sentries to start challenging to maintain their security watch until reveille the next morning.

FLAG ETIQUETTE

Federal law stipulates many aspects of flag etiquette. The section of law dealing with American Flag etiquette is generally referred to as the Flag Code. A great resource on Flag Etiquette is Independence Hall Association at www.ushistory.org . Some general guidelines from the Flag Code answer many of the most common questions:

- The US flag should never touch the ground. Fold it properly and store it properly.
- The flag should be lighted at all times, either by sunlight or by an appropriate light source. Otherwise, it should be taken down prior to sunset.
- The flag should be flown in fair weather, unless the flag is designed for inclement weather use.
- The flag should never be dipped to any person or thing. It is flown upside down only as a distress signal.
- The flag should not be used for any decoration in general. Bunting of blue, white and red stripes is available for these purposes. The blue stripe of the bunting should be on the top.
- The flag should never be used for any advertising purpose. It should not be embroidered, printed or otherwise impressed on such articles as cushions, handkerchiefs, napkins, boxes, or anything intended to be discarded after temporary use. Advertising signs should not be attached to the staff or halyard.

- Wearing the American flag is disrespectful as a cloth print. The wearing of an actual American Flag is considered improper in all circumstances. This includes draping it over oneself. The flag should not be used as part of a costume or athletic uniform, except that a flag patch may be used on the uniform of military personnel, fireman, policeman and members of patriotic organizations.
- The flag should never have any mark, insignia, letter, word, number, figure, or drawing of any kind placed on it, or attached to it.
- The flag should never be used for receiving, holding, carrying, or delivering anything.
- When the flag is lowered, no part of it should touch the ground or any other object; it should be received by waiting hands and arms. To store the flag it should be folded neatly and ceremoniously.
- The flag should be cleaned and mended when necessary.
- When a flag is so worn it is no longer fit to serve as a symbol of our country, it should be destroyed by burning in a dignified manner. It is more respectful to take down a torn flag than it is to keep flying. The proper disposal of the American flag is to burn it! The American Legion, Veterans of Foreign Wars, Disabled American Veterans Organizations, and a local Boy or Girl Scout Troop will facilitate this should a citizen so choose. The flag should not be thrown in the garbage.

HOW TO DISPLAY THE AMERICAN FLAG

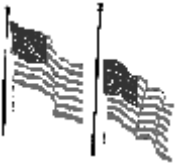
Rules compiled by the Independence Hall Association (<http://www.ushistory.org/betsy/flagetiq.html>) are:



1. When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street.



2. The flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right [*that means the viewer's left --Webmaster*], and its staff should be in front of the staff of the other flag.



3. The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day. By "half-staff" is meant lowering the flag to one-half the distance between the top and bottom of the staff.

Crepe streamers may be affixed to spear heads or flagstaves in a parade only by order of the President of the United States.



4. When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and

lowered last. No such flag or pennant may be placed above the flag of the United States or to the right of the flag of the United States (the viewer's left). When the flag is half-masted, both flags are half-masted, with the US flag at the mid-point and the other flag below.



5. When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out, union first, from the building.



6. When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half-staff.



7. When the flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.



8. When the flag is displayed in a manner other than by being flown from a staff, it should be displayed flat, whether indoors or out. When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window it should be displayed in the same way, that is with the union or blue field to the left of the observer in the street. When festoons, rosettes or drapings are desired, bunting of blue, white and red should be used, but never the flag.



9. That the flag, when carried in a procession with another flag, or flags, should be either on the marching right; that is, the flag's own right, or, if there is a line of other flags, in front of the center of that line.



10. The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs.



11. When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace. The order of precedence for flags generally is National flags (US first, then others in alphabetical order in English), State (host state first, then others in the order of admission) and territories (Washington DC, Puerto Rico, etc.), Military (Army, Marine Corps, Navy, Air Force, Coast Guard), then other.



12. When displayed from a staff in a church or public auditorium on or off a podium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker (to the right of the audience). Please note that the old guidelines differed from this updated and simplified one.



13. When the flag is displayed on a car, the staff shall be fixed firmly to the chassis or clamped to the right fender.



14. When hung in a window, place the blue union in the upper left, as viewed from the street

WHEN TO DISPLAY THE FLAG

Section 6d of the Flag Code states:

The flag should be displayed on all days, especially on:

- New Year's Day, Jan. 1
- Inauguration Day, Jan. 20
- Martin Luther King Jr.'s birthday, 3rd Monday in Jan.
- Lincoln's Birthday, Feb. 12
- Washington's Birthday, 3rd Monday in Feb.
- Easter Sunday (variable)
- Mother's Day, 2nd Sunday in May
- Armed Forces Day, 3rd Saturday in May
- Memorial Day, last Monday in May, (half-staff until noon)
- Flag Day, June 14
- Father's Day, 3rd Sunday in June
- Independence Day, July 4
- National Korean War Veterans Armistice Day, July 27
- Labor Day, 1st Monday in Sept.
- Constitution Day, Sept. 17
- Columbus Day, 2nd Monday in Oct.
- Navy Day, Oct. 27
- Veterans Day, Nov. 11
- Thanksgiving Day, 4th Thursday in Nov.
- Christmas Day, Dec. 25
- and such other days as may be proclaimed by the President of the United States
- the birthdays of States (date of admission)
- and on State holidays

Half-Staff the Flag on these Days:

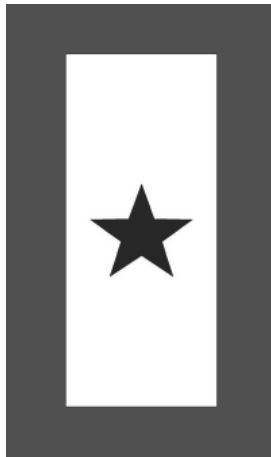
- May 15 — Peace Officers Memorial Day: half-staff from sunrise to sunset
- Last Monday in May — Memorial Day: the flag should be displayed at half-staff until noon
- September 11 — Patriot Day: half-staff from sunrise to sunset
- First Sunday in October — Start of Fire Prevention Week: half-staff from sunrise to sunset. See Public Law 107-51
- December 7 — National Pearl Harbor Remembrance Day: half-staff from sunrise to sunset
- Upon reliable information that a past or present President, Vice-President, Chief Justice, or Speaker of the House has died
- Upon Presidential proclamation or proclamation from your state's governor

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The "Colors" (US flag and regimental flag) are carried by color bearers (NCOs today). The color Guards "protect" the flags. Traditionally, when soldiers did not have uniforms, the Regimental Colors were the only means of identifying who was fighting whom.

SERVICE BANNERS

Blue Star Service Banner: Service Banners, sometimes called Blue Star Flags, have long been a part of our wartime history. They have been hung in the family's windows of service men and women since World War I. These banners first became a way for households to indicate they have family members in the service in 1917. At that time, World War I Army Capt. Robert L. Queissner designed this symbol in honor of his two sons who were serving on the front line. It quickly became traditional for a gold star to represent a soldier who had died serving his country. Theodore Roosevelt's family had a banner with a gold star in honor of their son who was shot down over France in 1918. This tradition was most common during WWI and WWII though it has been carried out by some in more recent wars. The stars are placed on a white background with a red border. If a family has more than one person in the armed service, the stars are put one below the next on the banner.



Silver Star Banner: The Silver Star Flag and Banner are symbols of remembrance and honor for those wounded or incurring illnesses during combat while honorably serving in the United States Armed Forces. It may be displayed or flown at anytime, not just wartime, and by families as well as the wounded and ill service members. The Silver Star Service Flag may be flown by anyone in remembrance of our wounded, ill and dying during peace or wartime. This banner was added after the Iraq conflict.

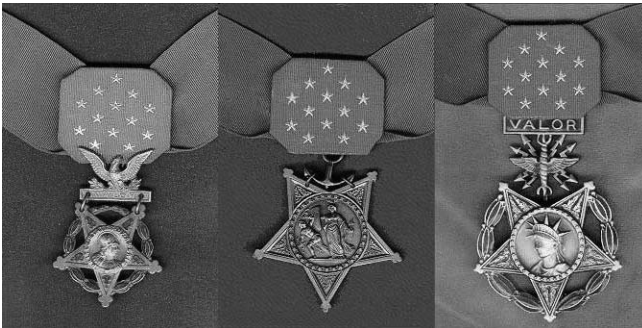


Gold Star Banner: It quickly became traditional for a gold star to represent a soldier who had died serving his country. Theodore Roosevelt’s family had a banner with a gold star in honor of their son who was shot down over France in 1918. When a soldier dies in action, the blue star is replaced with a gold star. Another method is to put a smaller gold star on top of the blue star so the blue still surrounds the gold. These banners are usually hung inside a window; however there are full service star banner flags now available. If you decide to hang a full flag with a service star, it should be hung on the right side of your home. Therefore, as you look at your home, you would then see your service star flag on the right side and your American Flag hung on the left side of your home.



MEDAL OF HONOR RECIPIENTS

The Medal of Honor is the highest military decoration awarded by the United States government. It is bestowed on a member of the United States armed forces who distinguishes himself “conspicuously by gallantry and intrepidity at the risk of his life above and beyond the call of duty while engaged in an action against an enemy of the United States”. The wearer of this medal is held in the highest regard and it is customary for all ranks to salute a recipient, regardless of the recipient’s rank. Additionally, wearers of the Medal of Honor are always saluted before others. Medal of Honor recipients are presented their own flag as well.



INVITATIONS

SENDING AN INVITATION

Invitations can be formal, informal, or casual. They may be extended by written note, email, in person, by telephone, or sent through distribution. Only the names of the people on the invitation are invited.

FORMAT FOR AN INVITATION

For coffee, tea, luncheon, brunch, reception, cocktails, buffet or seated dinner invitations, basic invitations should always include:


- Host/Hostess: Main body of the invitation
- Date: (Day of the Week and Date) in main body of invitation
- Time: Main body of invitation (informal invite can be written in numeral form, whereas formal invites need time to be written out). Consider audience if you choose to use the 24 hour time format.
- Place: Main body of the invitation. Include an address that a GPS would recognize.
- Attire: Bottom right corner of the invitation; (casual, informal, semi-formal, formal, or specific dress guidelines, such as area/themed- i.e., Backyard BBQ —wear that denim!)
- Extra notes: Bottom right corner of the invitation; (these might include no cameras permitted, gift table for the recipients of the function, etc.)
- R.s.v.p. and mode of response : Bottom left corner of the invitation; (you can use R.s.v.p. or Regrets only)
- Cost: Bottom left corner under the R.s.v.p. of the invitation (if there is a cost associated with the function)

OTHER IMPORTANT INFORMATION

- See Forms of Address section.
- Use Mrs. and then full name of husband, such as Mrs. John Smith for that signifies that she is married to John Smith; using Mrs. Jane Smith can signify that her husband has passed away or she is divorced.
- Avoid initials and abbreviations. Exceptions: Mr., Mrs., Dr., or Captain J. Paul Doe (if an initial is used in place of a first or middle name).
- Write full titles, ranks, and names. Example: Private First Class, Staff Sergeant, Master Sergeant, etc.

- Dates and hours are spelled out on formal invitations with only the day and month capitalized. Example: Thursday, the eighth of May; —seven-thirty is correct; —half after seven (also correct) is more formal. Include A.M. and P.M. as appropriate unless the time of day is written, such as “in the afternoon.”
- Always send out invitations so recipients can have them 10-14 days in advance. During the high season of military events, it is useful to give even more time. If the event is last minute or rescheduled, it is polite to follow with a phone call if a R.s.v.p. is required.
- Emphasize to your soldier the importance of timely delivery of invitations if you send through distribution.
- Use black ink whether professionally printed, electronic, or handwritten.

INVITATION EXAMPLES

| | |
|--|--|
|  <p style="text-align: center;"><i>The Commandant, of the the United States Army War College (or unit), (Rank and name) and Mrs. (last name) request the pleasure of your company at dinner in honor of the (event/name) on Thursday, the ninth of June at five o'clock in the afternoon at the (location and address, if necessary) City, State</i></p> <p><i>R.s.v.p. NLT 1 June (111)111-1111 email:</i></p> <p style="text-align: right;"><i>Coat & Tie</i></p> | <p style="text-align: center;">LTC and Mrs.(last name) announce his Assumption of Command of the (Battalion) (Brigade) (Division) (Location)</p> <p style="text-align: center;">on Thursday, the ninth of June Bagram, Afghanistan</p> |
|--|--|

Formal Invitation

Announcement

The (Battalion) invites you
to join us for the Army's 233rd
birthday celebration!
Who: (Battalion)
What: Army's 233rd Birthday Celebration
Where: (location)
When: (date and time)

We are excited to see you there!
Cake, Concessions, and Beverages will be available.

R.s.v.p. by date
POC: 1LT Name at 111.1111 or
email:

Attire:
Military-Duty Uniform
Civilian-Business Casual

Informal Invitation

CONSIDERATION FOR CHILDREN

If your intention is to have a function that does not include children and you are concerned that those you are inviting may not realize this, it is perfectly acceptable to say so. It is acceptable to note that children are not invited on the invitation; i.e., —Adult Only Affair. Examples may be — “Book the babysitter, we’re having a BBQ!” or “Sorry, we cannot accommodate children at this event.” Or, you can set an age limit. Depending upon the event, it is appropriate for the Guest of Honor to bring a mature child.

If your invitation has an inner envelope, this is the place you indicate all the people invited to attend (all the children’s names are placed here if they are included). Only place the adults on the front mailing envelope.

UNANSWERED R.S.V.P.’S

If some guests have not responded to the invitation, it is appropriate to call. Do be kind though, there may be extenuating circumstances or they may not have received the invitation.

ANNOUNCEMENTS

When there is prior knowledge that family members or guests will not be able to attend an event, an Announcement of an occasion can be used to proclaim the good news. These are sent after the occasion has occurred.

ELECTRONIC INVITATIONS

Hard copy invitations are ALWAYS correct and proper. Receiving a hard copy invitation in the US mail shows effort and forethought of the sender. Often “save the date” emails can be sent out prior to the hard copy being received. This tradition may be more appreciated by older generations. However, in our changing world, electronic invitations and correspondence are becoming more and more common.

Electronic invitations are often sent by email, via an attachment, or through a website such as evite.com, paperlesspost.com, or for official use, the Air Forces’ e-invitations.com (AFIT). Email invitations require the same response as any other invitation.

Things to consider before sending out electronic invitations:

- Your social group should get a consensus (all agree) that sending out information and invitations via emails or other electronic means is appropriate with the group.

- Be sure you do a test email so you are aware that all members are included and their addresses are correct.
- Blind Carbon Copy (BCC) members so their addresses are not visible to other group members/invitees.
- Depending on the function/occasion, a good rule of thumb is to send the invitation to the spouses 2 levels up and 1 level down.
- Spouses of service members, as well as the service members, should receive the invitation electronically if they are included in the invitation.

Advantages of Electronic Invitations:

- Quick: getting information or invitations out is almost instantaneous; no waiting for the mailman.
- Easy and convenient.
- Cost-efficient, no stationery or postage costs.

Disadvantages of Electronic Invitations:

- ACCESS: some people may not use email or have good access to email if they do not have a computer or internet in their home.
- Email addresses may be incorrect or misspelled.
- Email may go into the group member/invitee's spam folder without your or their knowledge.
- Some email addresses, like AKO, often strip attachments from emails, or can't be used with evites.com.
- Some computer systems are not compatible so downloading attachments, invitations or flyers is impossible.

RECEIVING INVITATIONS

In the course of your military life, you will receive many invitations. At times, you will find that an invitation will conflict with another obligation or interest. Keeping a few main points in mind will help you avoid misunderstandings and hurt feelings.

When it comes to deciding which functions to attend, you should consider two things:

- 1. Your Family.** Keeping your family strong enhances the overall readiness of the military.
- 2. Your Extended Family.** This often involves your "military family." Family Readiness Group meetings, Hail and Farewells, and spouses' coffees are usually held monthly and probably will be your next priority. These get-togethers are opportunities for you

to get to know other people in the unit. Friendships formed at these functions will closely unite you with other spouses and provide lifelong relationships through shared experiences of military assignments and deployments.

RESPONDING TO AN INVITATION

- “R.s.v.p.” is a French abbreviation meaning “Répondez s’il vous plaît.” It means reply, if you please, and requires a “yes” or “no” response. Additionally, it is properly abbreviated as “R.s.v.p.” to mirror the phrase it represents....not “R.S.V.P..”
- “Regrets only” means to reply only if you are not able to attend.
- Answer yes or no within 24-48 hours after receiving the invitation or by the reply to date. The host/hostess needs to know how many people will attend so he/she can shop accordingly, or add more guests if there is enough room.
- Contact is imperative, whether yes, no, or unsure. If you are unsure, you will have to ask if your — R.s.v.p. deadline can be extended. If you are having trouble giving a response within this time frame, call the hostess (or host) to regret and explain your situation. The hostess (host) will then have the option to accept your response or extend your deadline.
- No excuse need be given for being unable to attend, except as noted above.
- “To remind” is usually hand written after striking out “R.s.v.p.” on one of the invitations and sent to a guest of honor after a telephonic confirmation of availability.
- Only those named on the invitation should attend.
- No children or house guests should attend, nor should you ask if they might attend, unless specifically invited. When you regret because of houseguests, the host or hostess may extend the invitation to include them. **YOU MAY NOT ASK!**
- Formal invitations may not have “R.s.v.p.” or “Regrets Only” on the invitation. You are expected to attend! Example: New Year’s Day Reception. (This is the duty for the soldier to attend and “expected” that the spouse will also attend with the service member.)
- If you attend the dinner party and you recognize that you will have an allergic reaction to the type of food being served, be courteous to the host/hostess and explain. This ensures that the hostess (or host) is not embarrassed by the presumption that you do not like her (his) cooking!

- Helpful Hint- It is a good idea to tape the invitation to the phone you use the most if you cannot R.s.v.p. when you open it. You will not forget to R.s.v.p. later! Put the address and phone number as well as the time on your calendar.

COMMUNICATION AND CORRESPONDENCE

THANK YOU NOTES

A thank you can be a mailed note, phone call, or a thank you at the door, depending on the occasion. An e-mail is also appropriate if you know the host/hostess uses their e-mail regularly. Regardless of how you do it, a personal thank you is always appreciated.

*****Rule of thumb: "If you eat and/or drink at someone's home, or at their expense, say "thank you."***

Promptness is important, usually within 24-48 hours, but it is never too late to thank anyone. Try to get in the habit of writing a thank you before you go to bed the same night. You will still be thankful then!

Some guidelines to follow are:

- Address thank-you notes to the hostess (host) only.
- Sign it from yourself. If you are writing as a couple, refer to the other person in the note. For example, "John and I had such a great time" or "John joins me in thanking you." Traditionally, the wife would write and send the note if both attended.
- Specifically mention something special about the evening, dinner, gift, etc.

*****Your expression of appreciation and promptness are what really matter, not how well you follow the rules!***

CALLING CARDS

Calling Cards are a tradition dating back to the Victorian era when introductions, invitations, and visits were an integral part of society. See the historical reference below.

“Formal Calls” (AR 605-125) “Failure to pay the civilities customary in official and polite society is to the prejudice of the best interests of the service.” The idea of the formal call to the active duty member’s senior officer and “his wife” was to speed your adjustment to a new duty station. This 20-minute visit would help you get “oriented.” Don’t forget to wear your white gloves and bring your calling card (preferably embossed). You’ll need only one because you are calling only on the spouse but the active duty member will need one for each adult in the home-- but no more than three. If your active duty member is leaving just one card for the entire family remember to turn down the top right hand corner of the calling card.

Though no longer a social necessity, they are making a comeback of sorts and appreciated for the courtesy and tradition that they offer.

Sizes of and Wording of Cards:

The size of the card can vary on the service, male or female, military versus civilian, and the length of name and title. For specific sizes and wording, refer to McCarffree’s and Innis’ *Protocol* and *The Army Wife Handbook*, although full and formal names are most appropriate.

Mrs. Jayson Allyn Altieri

Jayson Allyn Altieri

*Lieutenant Colonel
United States Army*

Uses of Cards:

In addition to signifying a call, calling cards can be used as gift enclosures, invitations, or notes (draw a line through the engraved name and write an appropriate note.)

Messages can be written or corners folded on calling cards to signify a message. For example, McCarffree's and Innis' *Protocol* states "the following initials written in the lower left corner of the top card (in pencil if the card is delivered in person or ink if the cards are mailed):"

| | |
|-----------------------------|--|
| p.p. (pour presenter) | to present, to introduce. |
| p.f. (pour feliciter) | to congratulate. |
| p.c. (pour condoler) | to condole, to express sympathy. |
| p.r. (pour remercier) | to thank. |
| p.p.c. (pour prendre conge) | to take leave, to say goodbye. |
| p.f.n.a. (Nouvel An) | Happy New Year. |
| p.m. (pour memoire) | to remind. |
| n.b. (nota bene) | "Note well," to call attention to written message on card. |

Additionally, cards can be folded to signify a message:

- A folded top left corner means the visitor came in person; this corner unfolded means a servant was sent.
- A folded bottom left corner signifies a farewell.
- A folded top right corner means congratulations.
- A folded bottom right corner expresses condolence.

Number of Cards to Leave:

- A man leaves one card for the man and one card for the wife. Additional cards can be left for other ladies over the age of 18.
- A woman leaves one card for each lady in the house over the age of 18, but never for a man.

Additionally, calling cards can now be seen in the form of personal cards when a business card is too business-like to share personal contact information; however, they are not considered interchangeable with business cards. These are common now and often very useful as military families move from place to place and need to exchange contact information to make connections for parents or even children.

ATTENDING EVENTS

ATTIRE

In “The Army Wife Handbook”, Ann Crossley and Carol A. Keller writes,

If you have ever discovered too late that you wore the wrong clothes to a party, you KNOW the importance of learning the meaning of the dress terms commonly used in Army social circles. For those of you who have found yourselves in this most embarrassing predicament, it may be some small consolation to know that you certainly aren’t the first, nor will you be the last, to commit such a faux pas.

Unless you know what dress terms mean, it’s easy to make such a mistake. The first rule to remember is this: If you receive an invitation and are not certain of the dress requirement, never hesitate to ask the hostess for more specific information. The second rule is if you discover that you’ve worn the wrong type of clothes to a function, laugh it off and enjoy the party.

What To Wear There is no single universally applicable answer to this question. The five W’s can help when deciding the most APPROPRIATE dress for an event:

- **Who** is hosting the event? Best friend and/or neighbor or the commander.
- **What** is the event? A barbecue or a ball.
- **When** is it? Generally the later the function, dressier the affair.
- **Where** is it? Coffee at the bowling alley or at the club.
- **Why** are we gathering? To make crafts for the bazaar or to honor our post’s first lady.

Usually the correct dress will be stated on an invitation. If it is not, ask the hostess when you R.s.v.p. The state of dress will also vary greatly depending on your post and location, size of group, type of unit, etc. When in doubt, never hesitate to ask your hostess or a senior spouse what they are planning to wear. Some general guidelines are:

| Event | Service Member | Spouse or Guest |
|--|--|--|
| Formal | -Service Uniform with bow tie or equivalent | -Long or short formal dress (females) -Tuxedo Tuxedo or Suit w/bow tie(males) |
| If Service Member is attending as a guest (not their own unit), then they may wear “spouse or guest” attire. | | |
| Informal or Semi-Formal | -Service Uniform with four-in-hand tie or equivalent | -“Dressy” dress or suit(females) -Business (dark) suit (males) |
| Coat and Tie/ Business | -Service Uniform with four-in-hand tie or equivalent | -Dress, suit, or skirt and blouse, but not as dressy as informal (females) -Business suit or sport coat and tie (males) |
| Duty Uniform | -Combat Uniform or Flight Suits (whatever the uniform for that particular workday is) | -Slacks, etc. |
| Casual | -Simple dress, skirt and blouse, or dress slacks (females) -Slacks and open neck shirt (no tie) and sport coat or sweater (males) | |
| Very Casual | Jeans, shorts, t-shirts, etc. (that are appropriate in nature) | |
| Spouse Events | <ul style="list-style-type: none"> • Coffees: Simple dress, skirt, slacks and blouse/sweater (Female). Slacks and shirt (Male). • Luncheons: Dress, suit, skirt and blouse. • Teas: Dressy suit or dress (Female). Business suit (Male). Traditionally, this is our dressiest daytime function. | |
| <p>When looking at the chart above, it is useful to remember that there is often a mismatch between our interpretations of what is appropriate to wear. For example, although the duty uniform might be appropriate performing duties on a military installation, it might seem out of place at a civilian business meeting or ceremony. In that instance, the Service Uniform may be a better choice. Always err on the side of being more nicely and respectfully dressed.</p> | | |

COMING AND GOING

- Be on time or slightly late (10 minutes), but NEVER arrive early. Come as close to the hour as possible.
- Call ahead if you want to come early and help.
- If you have to be more than 10 minutes late, it is nice to call the host/hostess to let him/her know. Call earlier in the week/day. The few minutes prior to invitation time can be hectic for the host/hostess.

Traditionally, at official functions the senior ranking person leaves first. This is not always necessarily true today; check to find out what is acceptable. If in doubt, wait!

- Do not leave immediately after dinner (wait at least 30 minutes for politeness sake).
- Do not overstay a welcome.
- Say 'goodnight' to senior person and the host/hostess.
- When you say you are leaving, leave. Do not linger at the door.

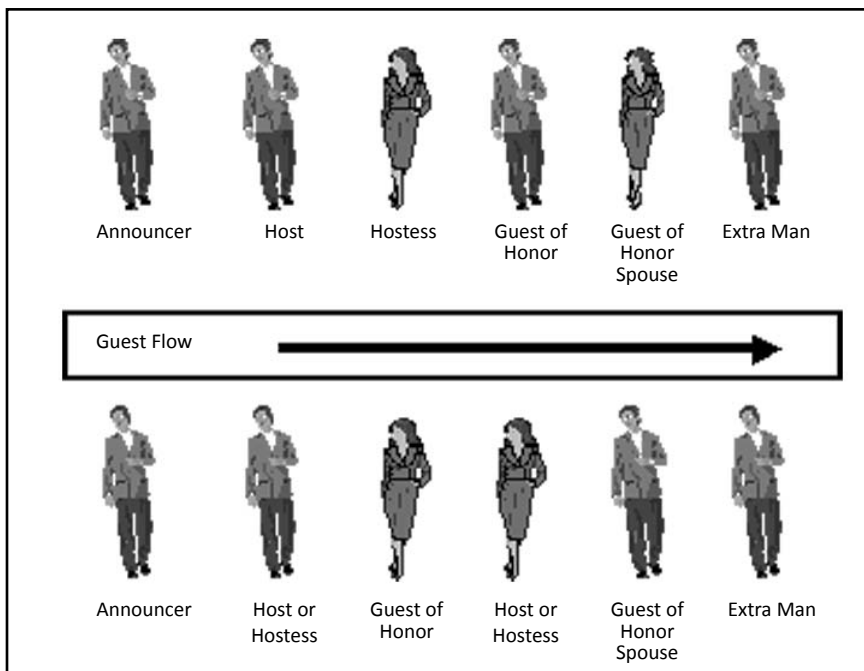
RECEIVING LINES

A receiving line is an efficient and gracious way to allow the honored guest(s) to meet all guests personally.

- Those in the receiving line include: Honored guest(s), guest speaker, and host/hostess. If there is a red carpet, the receiving line stands ON the carpet. The reception line includes the guests who are going "through" the receiving line.
- Place cigarettes, drinks, cell phones, headgear, large purses, and gloves elsewhere while going through the line. Often, there will be a small table before you get to the reception area to put your food or drinks on. If you can discretely hold an evening purse in your left hand or in the crook of your left arm, you may keep it with you; although it is preferred that you place your evening purse at your seat.
- The woman preceeds (comes before) the man at Army, Navy, Coast Guard, and Marine functions and succeeds (follows) at the White House and Air Force functions.
- The first person standing next to the receiving line is the Announcer, usually the Aide or Adjutant. You DO NOT shake his/her hand because the Announcer is not part of the official receiving line.

- The service member gives the Announcer his or her rank and last name as well as his or her spouse's or guest first and last name. For example: Captain and Mrs. Jane Smith. The Announcer will pass the name to the first person in the receiving line. It is a good idea to provide your name even if you know the Announcer.
- Speak briefly to those in line, and then move on through the line. Delays in the receiving line can cause significant congestion in the waiting line.
- You may correct a mispronounced name; speak clearly. You may also repeat your name to members in the receiving line if your name has not been "passed down."
- If you are a part of a receiving line, you:
 - should be unencumbered of purses, gloves, hats, etc.,
 - can often discretely keep a glass of water on a small table behind you,
 - should wear comfortable shoes and be careful not to lock your knees,
 - make eye contact and exchange a brief greeting.

TYPICAL RECEIVING LINE



TOASTING

Toasting is an age-old custom and is an integral part of military occasions.

- It is respectful to stand and participate in the toasting.
- Those who abstain from alcohol may drink water or raise the wine glass to their lips.
- Never drink a toast to yourself; if seated, remain seated.
- All toasting is initiated by the host, except dining-ins.

BLESSINGS

You may be asked to do the blessing at a luncheon or another spouse event. Be mindful that we are a diverse military with many different religions represented. At public events, the chaplain usually states that those present please bow their heads and pray in their own way while he/she says a quick prayer. A moment of silence is also appropriate. Try to keep your prayer non-denominational, short and sweet.

GIFT GIVING

When invited to the home of another military member and/or spouse, it is appropriate to bring a small hostess gift. It sends the message that you appreciate the invitation.

- Some ideas are as follows: bottle of wine, candle, local area delicacy (i.e. Hershey chocolate from Hershey, PA while at stationed at Carlisle Barracks), or homemade jam. If you bring wine, be sure your host/hostess does drink wine and consider their preference. If you bring flowers, consider cultural preferences and bring them so that the hostess does not have to take time to arrange them.
- Your hostess (host) might want to share your thoughtfulness of consumable gifts that may be shared by all...consider this a compliment. If it's from the heart, it has special meaning!
- Include a card or note with the gift so the hostess knows who the giver is.
- If possible, the hostess may try to look at the gift during the event and say thank you; however, thank you notes for a hostess gift are not required.
- Hostess gifts are not required for regularly occurring events like coffees, etc. Often, though, the senior spouse will bring a small token of appreciation on behalf of all the spouses. It is recommended that these gifts are all the same to prevent any appearance of favoritism among group members.

When a fellow spouse and/or military couple depart the area due to PCS or other circumstances, a gift is often given. However, we must be mindful that there are policies on gift values. According to Department of Defense (DoD) Regulation 5500.7-R, DoD employees and soldiers “may not accept a gift or gifts from a donating group if the market value exceeds an aggregate of \$300.” This policy includes group gifts too (i.e. everyone donated \$10). There is also a limit on the value of personal gifts, as in those given at weddings, baby showers, etc. For those limits, consult the most recent Army Regulation (AR) 600-50, Standards of Conduct, paragraph 2-3a. Your spouse’s unit will have the AR on hand. If you are still at a loss, your unit adjutant or protocol office should be able to guide you. They are a good reference as they will have all policies governing gift giving at your current duty station.

RECIPROCITY

Responsibility versus Obligation:

Obligation is a duty- something you must do. Responsibility is something you should do.

If you accept an invitation, there is the responsibility to reciprocate the hospitality. Repayment does not have to be in-kind. Again, entertain within your means and comfort zone. Reciprocation is of kindness as well as courtesy. Command performance occasions do not need repayment, such as New Years Day Receptions, Hails and Farewells, and formal or group unit functions.

MILITARY FUNCTIONS/CEREMONIES

These special events can inspire patriotism and pride and are held for many reasons: changes of command, changes of responsibility, presentation of awards and medals, or retirement ceremonies. Certain traditions and courtesies should be observed during the ceremonies.

PARADES AND REVIEWS

“The ceremonial formation of a body of troops for display of its condition, numbers, equipment and proficiency” and is held to honor visiting dignitaries, retiring officers, and recipients of awards.

- Try to be on time!!
- Dress appropriately – usually informal is appropriate and remember that jeans, shorts, and cut-offs are NOT ACCEPTABLE!
- Children may attend if well behaved.
- Protocol does not allow dogs, except for service dogs.
- Always stand up six (6) paces before and after the flag passes, even if not announced.
- Take your cue from the senior spouses present; they will be in the first row of seating.

“Adjutant’s Call” (the call which assembles all units under their common commander) has sounded over review fields and opened parades for over 200 years and on the formal invitation to a review, the Adjutant’s call specifies the time you should be in your seat.

PROMOTION AND AWARD CEREMONIES

- As the presiding officer enters the room and is announced, everyone present should stand.
- When “Attention to Orders” is announced, soldiers rise to attention; civilians are not required to stand but, out of courtesy, should stand as well (at formal ceremonies, such as changes of command, the direction, “Attention to Orders,” is usually omitted and therefore all remain seated).
- For a promotion ceremony, it is customary for the spouse and children to participate by pinning the new rank insignia on one

shoulder (normally the left) while the presiding officer pins on the right.

- A receiving line, and sometimes a reception, will follow.

CHANGE OF COMMAND OR RESPONSIBILITY CEREMONIES

The Change of Command is a ceremony in which a new commander assumes the authority and responsibility from the outgoing commander. A Change of Responsibility is a relatively new addition in which the senior Non-Commissioned Officer (NCO) changes responsibility from the old to the new. As the unit handles most of the details, you may want to discuss with your spouse soldier any additions to the invitation list you would like to add, whether incoming or outgoing.

If you are the outgoing commander's spouse, review the seating chart prior to the ceremony to be sure all family members and special guests are accommodated. The outgoing command team and children will shake hands with attendees immediately following the ceremony in front of the reviewing stand, but do not attend the reception. Also, it is very important to contact the incoming command team spouse as soon as the replacement is named, to help him/her with the move and transition into command. Generally,

- You are welcome to attend a change of command ceremony without a specific invitation. However, be aware that attending the reception may require an invitation. If you are unsure, check with your senior spouse or representative.
- This is an official function with a reception following. See the SOCIAL EVENTS Section for more information.
- If it is by personal invitation, you should R.s.v.p. as soon as possible for reserved seats.
- Children may attend if well behaved. The unit/host generally does not invite children to receptions.
- Incoming and Outgoing Spouses stand when receiving flowers because it is polite to stand when receiving a gift and guests want to see the "first spouses" of the unit. So, remember to stand as soon as you see the service member approaching so you do not run the risk of colliding.

The Change of Command Ceremony and Review are steeped in tradition. After the formation of Troops, the Adjutant commands "Sound off" and the band then troops the line. The custom had its beginning during the crusades, when troops offering to serve in the Holy Land stepped forward from the ranks. The musicians marched around these ranks of volunteers, thus setting them apart in a place of honor. The US Army began this tradition of the band playing for troops during the Civil War as a means of entertainment.

The Commanding officer of troops for the day calls the troops to attention, just as in Revolutionary War times. In George Washington's Army, the units were arranged geographically-- the southernmost states to the right of the line, progressing northward to the left.

Sometimes the officers will march forward across the field to the commanding officer and then return to their units. This too, had a purpose 125 years ago. As troops were being dismissed, unit commanders marched to their commanding officer for special or secret orders.

RETIREMENT CEREMONIES

These ceremonies may be held with or without an accompanying parade or review.

- You are to rise when the presiding officer enters and is announced.
- As with promotions and awards, if Attention to Orders (the reading of the retirement orders) is announced, soldiers will rise. Out of courtesy, civilians should as well.
- For all other portions, remain seated.
- There may be a reception afterwards. If not, it is customary for the audience to line up to walk by the retiree and spouse to shake hands and offer a few words.
- Children may be welcome depending upon the formality of the event.

MEMORIALS

There are two types of Memorials—Service and Ceremony. A Memorial Service is religiously oriented and voluntary because of its religious affiliation. A Memorial Ceremony is a command program with a ceremonial program and attendance may be mandatory for Service Members.

Each installation and their command will decide whether or not to have memorials for their fallen heroes. You will be informed by the Senior Spouse or the chain of command how the command has chosen to honor the fallen. If the command allows memorials, it will also decide when and where.

These are sometimes held at the main post chapel or theater. In front of the pews or rows, the unit will have set up an altar of photos of the fallen placed beside their own battlefield cross. The battlefield cross is made up of the soldier's pair of boots, their rifle with dog tags hanging and their Ballistic helmet placed atop the rifle.

- Try to be on time, earlier if possible.
- If you are the Commander's Spouse or representative, you will likely sit on the opposite side of the gold star families; unless you have been specifically asked to sit with them.
- Maintain your own composure (try counting stained glass panes or pews) during the service and be prepared for raw emotions of those experiencing the loss.
- Stand for the 21 gun salute.
- After the service, it is customary that the highest ranking officer in the division to go the altar of photos to render honors with a salute and usually a division coin will be laid front of each battlefield cross.
- If your Senior Spouse honors the fallen at the altar of photos after the service, you may follow her or his lead.
- Dress according the solemnity of the occasion; therefore dress attire is categorized as "Informal" according to the chart earlier. This means: Service Uniform with four-in-hand tie and appropriate "church wear."

SOCIAL EVENTS

The social aspect of the military is a vital part of our lifestyle. Because many of us are far from home and family, our military friends oftentimes fill that void. Social gatherings in the military are also used to celebrate successes, bond as a team, boost morale, celebrate fallen heroes, and foster esprit de corps, as well as to get to know others in the unit that share your situation or circumstance. Below are some of the social functions you may be invited to attend.

COFFEE

It is important to note that, although some general information may be disseminated at a coffee, the primary function is a social one. The official information source for families in a unit is the Family Readiness Group (FRG).

Coffees are usually at the Battalion, Brigade, and Division level and are typically held monthly to provide an opportunity to greet new arrivals, to farewell those who are leaving, to become acquainted with other spouses in the unit, to provide mentorship to junior spouses, and for general unit, installation and community information. Although traditionally, coffees at this level have been limited to officers' spouses' or E7 and above, sometimes the coffee group is comprised of all ranks depending upon the size and needs of the unit. Dependent upon the unit, company level coffees, may also be held. At this level, typically all spouses in the unit are invited. It is helpful when the command team spouses/representatives work together as a team to organize coffees.

The senior spouse/representative will probably pass around a sign-up sheet for volunteers to host monthly coffees. Many times spouses in the group will sign up together for a particular month. Refreshments, plain or fancy depending on the host/hostess, are typically served. Try to attend as this is a terrific opportunity to meet unit spouses in a casual atmosphere. Senior spouses often take a "standard" hostess gift and write a thank you note on behalf of the group; therefore, it is not necessary for individual attendees to do either. Again, this is primarily a social outlet and not to replace the Family Readiness Group. Dress is also casual unless otherwise noted.

The “coffee” is steeped in tradition and dates back to the establishment of the first military posts when wives of the frontier army, who endured many hardships, would get together for camaraderie and social discourse. The coffee has evolved in purpose and function as well as participants. After World War II coffees consisted of primarily officers’ wives, in part, because there were few enlisted soldiers married, but also to allow for a social outlet with wives in similar circumstances.

DINING IN

As the most formal of events, a Dining In allows officers and NCOs of a unit to celebrate unit successes and to enjoy its traditions and heritage. It is strictly an Officer/NCO function. Spouses are not invited.

The Dining In is derived from the old Viking tradition celebrating battles and feats of heroism, by a formal ceremony. This spread to England and became a time-honored tradition. During World War II with the proximity of U.S. and British troops, American officers were exposed to the Dining In and took it on as their own “function of unity”.

DINING OUT

When spouses are invited to a Dining In, it becomes a Dining Out. This gives the spouses an opportunity to see all the “pomp and circumstance” that goes with the tradition. *The spouses dress in formal gowns or tuxedos.*

There are many unique traditions in the Dining In/Out. Mister/Madam Vice (a member of the unit) is responsible for the evening. Throughout the evening, various members of the unit may request permission from the Vice, to address the Mess (often to report some humorous “infraction of the rules” by another member of the unit, for which a small fine is levied). Try to avoid the restroom during dinner. Members of the unit are not allowed to leave without the Vice’s permission. Your departure might be noticed and, in fun, noted as an infraction of the rules. This is all in the spirit of fun.

FORMAL BALLS

Balls are usually held to celebrate special military occasions or a holiday.

- Proper dress is a formal gown or tuxedo. If Service Member is attending as a guest (not their own unit), then they may wear “spouse or guest” attire.
- On arrival, find your seats on seating chart.
- Mingle with the other guests.
- Visit with your host/hostess/special guest.
- At a formal or Dining Out, you will stand for the posting and retiring of the colors (bringing in and taking out of the flags).
- Stand for the invocation and toasts (with the exception of the toast, “to the ladies” (all ladies, including female soldiers, are seated) or “to the spouses” (female soldiers will remain standing and their spouse will be seated).
- See information on Receiving Lines.

PROMOTION PARTY

A time-honored tradition is the promotion party that is given by an officer or NCO or a group of people with similar dates of rank, shortly after being promoted. It does not have to be a fancy affair, but it provides a chance to invite friends and their spouses to share the good fortune.

***You may also hear it termed a “Wetting down”
This is a Navy/Coast Guard term based on the
tradition of pouring salt water over new stripes on
the uniform to make them match the old tarnished
ones.***

NEW YEAR’S DAY/HOLIDAY RECEPTION

The long standing Army tradition of a commander-hosted New Years Reception for unit officers and their spouses, once a mandatory event in formal attire, has changed over the years. Many commanders choose to have their reception on a day other than New Year’s Day to allow people to travel, watch football, or spend time with family members.

The location can vary from the commander’s home to the Club or Community Center. Particularly, if held in their home, there may be a staggered arrival and departure time to accommodate a large number of

guests. Don't be late and don't stay past your allotted departure time. No hostess gift is necessary as an official guest; however, a thank you note is a nice gesture.

Check the invitation for appropriate attire, although it is usually "Informal" according to the earlier Attire Chart.

The commander's New Year's Day Reception had its beginning in France. The word "levee" means to rise in French. King Louis XIV (1643-1715) would receive his male subjects in his bedchamber shortly after rising each day. The tradition of the Levee' crossed the English Channel in the 18th century and became a formal Court assembly or reception. In the New World, the Levee' was held by the Governor on behalf of the Monarch. Attendance by leaders and public dignitaries were compulsory.

In Canada the Levee' was held on New Year's Day. In years past, military commanders garrisoned throughout Canada held local levees, since as Commissioned Officers, they act on behalf of the Crown. In the United States, George Washington held the first Levee' or New Year's Reception and it was considered a very formal affair. Foreign diplomats, the diplomatic corps, the Judiciary, the Congress, the army and navy, and representatives from different departments attend the event. Thomas Jefferson began the tradition of shaking hands with each and every visitor. Anyone could wait in line, enter the White House and shake hands with the President. This was the beginning of the social season in Washington. The tradition ended in 1932 when the Hoover family left Washington for the holidays. Historically this has been a male only tradition but after World War II the military allowed female officers to attend the commanders New Year's reception.

THANKSGIVING DINNER AT THE DINING FACILITY

This is a long standing tradition to celebrate Thanksgiving together as a unit. Typically, the Dining Facility is beautifully decorated for the upcoming holiday season and Officers and NCOs dress in their service uniforms to serve the service members and their families. Often there is a staggered schedule for large units. It is a great opportunity for unit fellowship as well as a reasonably priced full course holiday meal!

CHANGE OF COMMAND RECEPTIONS

This function is held directly after the Change of Command. The incoming Command Team hosts a reception as an opportunity to meet and greet members of the unit and their spouses. Usually you are welcome to attend a change of command ceremony without a specific invitation. However, be aware that attending the reception may require an invitation. If you are unsure, check with your senior spouse or representative. There is usually a receiving line and light food in accordance with the time of day. (In the morning, there may be juice, coffee and breakfast type items such as sausage and biscuits, croissants, etc.).

If you are incoming and hosting the reception, you should be involved in location and menu plans. Find out what has been tradition for receptions in the past. If the ceremony and reception are in different locations, leave immediately following the ceremony for the reception and form the receiving line, so you are in place when everyone arrives. The new command team's children are invited to the reception, but unless guests' children have been invited specifically, other children are not to attend the reception.

SPOUSE WELCOMES AND FAREWELLS

Spouses of senior military personnel in the higher unit command are traditionally welcomed and farewelled separately from the Unit Hail and Farewell. The formality of the event will depend on how it's been done in the past within that unit as well as what the desires of the honoree are. Usually, they are held within the two weeks after the Change of Command unless there are extenuating circumstances like taking command during a deployment or during the summer months.

The reason a Tea or Coffee is recommended as a Welcome is to allow the Guest of Honor to circulate. A farewell function need not always be a Tea or Coffee. It could be a Brunch, Luncheon, or Dinner based on the preference of the Guest of Honor. Coffee, tea, punch and nibbles are served. There will probably still be a receiving line and guest book to sign and dress would still be "informal" as described earlier. The outgoing spouse does not usually attend a Welcome for an incoming spouse. Consult the incoming or outgoing command spouse as to their desires as to when, what type of event, and how formal.

TEAS

A tea is usually held in the afternoon and is the most formal of daytime functions. It is traditionally given in honor of a person such as a departing or incoming commander's or senior NCO's spouse. Coffee, tea, punch, cookies, and/or finger sandwiches are served. Formal teas require the use of china, silver and linen. Expect to go through a receiving line and to sign a guest book when you first arrive.

Beverages at a Tea are "ranked"- coffee, tea and punch in order of importance. Some say that the reason for this ranking order harkens back to the tea taxes levied by the British prior to the Revolutionary War making coffee more popular. When this tradition was established, coffee was the most popular drink; more guests would approach the person pouring coffee than those serving tea and punch thus the honored or most senior guest would have the opportunity to visit with more guests while pouring the coffee.

Pouring Guidelines

- Being asked to pour is an honor in American Society. Pouring at a Tea is an honor because it provides an opportunity to see and visit with a number of the guests as they ask you to pour for them. That's why the beverages are ranked: coffee, tea, punch, in that order.
- Normally, pouring should be done according to the spouse's rank and date of rank, keeping in mind the rank ordering of beverages (see above).
- A pouring list can be compiled by considering either all the guests who will attend (although the Guest of Honor is never asked to pour) or only those from the hosting group.
- The pouring coordinator should ask spouses in advance if they would do the honor of pouring. Each pourer should be told their position, time to start and length of time to pour (this could be anywhere from 5 to 15 minutes, depending on how the list is done) and whom will follow.

- Put a small card inconspicuously at each pouring station with the schedule for that position. The pouring coordinator should be familiar with the schedule so that if a scheduled spouse does not arrive, another person can be asked to pour a little longer or make a substitution. Be flexible!
- A chair and cloth napkin should be provided for the coffee and tea servers and a napkin for the punch server.
- It is not necessary to have pourers available until the very end of the Tea. As guests depart and the crowd thins, it is fine to stop pouring (even if others are on the schedule). Leave the coffee, tea and punch on the tables for the remaining guests to help themselves.

For Serving Coffee and Tea

- Sit at the table in front of the tea service, place a napkin in your lap.
- If you are serving both coffee and tea, ask which the guest prefers.
- Pick up the cup and saucer before filling it.
- Ask if the guest would like cream or sugar (for coffee) or milk, sugar or lemon (for tea). Milk should be used for tea because the tannic acid in tea may cause cream to curdle. Anything added is put in after pouring the coffee or tea. Sugar is put in before cream/milk or lemon. A lemon slice, if desired, is put in the cup, not on the saucer.
- As a rule, the pourer does not stir the coffee or tea (unless only one or two spoons have been provided).
- Hand the cup and saucer to the guest with the cup handle to the guest's right. Spoons and napkins are usually arranged for the guests to help themselves. If not, put a spoon on the saucer (if milk or sugar has been added) and hand it to the guest along with a napkin.
- If no one else checks on the supply of coffee, tea, cream, cups, etc., the pourer should ask someone to see that they are replenished before they run out.

For Serving Punch

- Stand by the table next to the punch bowl.
- When someone approaches to be served, ladle the punch into a cup held over the punch bowl. Do not fill the cup so full that it is difficult to handle.

- If the outside of the cup gets wet as you fill it, blot it with a napkin. (Ladles seldom pour without dripping)
- As you hand the cup and napkin to the guest, turn the cup so that the handle is in a position for them to easily take it from you.
- Ask someone to check on the supply of punch and cups periodically so that they are replenished before they run out.

UNIT HAIL & FAREWELLS (UNIT PARTIES)

Like the —Dining-In, this is a function of unity. These get-togethers build unit spirit and camaraderie, and are successful only if everyone supports them and participates in them. Unit members and guests share the cost and planning of these get-togethers. They range from dinners at local restaurants, to picnics and barbecues, to treasure hunts.

This is a time to welcome incoming members and farewell members who are leaving the unit. As a general rule, this is a wonderful opportunity to get to know others in the unit so use this opportunity to mingle. Depending upon the type of event, children may or may not be invited.

The Hail and Farewell is a modern equivalent of "All Calls Made and Received." Before World War II, when the Army was smaller, the custom was for a new officer or NCO and his wife to pay a social call to the home of the superior officer. The Superior and his spouse then later would return the call.

ENTERTAINING

We have looked at social functions you may be invited to attend. You may, in turn, wish to host one as well. Those you entertain may be a mix of your spouse's military colleagues and their spouses, along with friends, civilian guests and your own colleagues. Entertaining can help foster friendships and feelings of family and is done for a variety of reasons including celebrating a success, boosting morale during low points, saying hello and goodbye, building friendships and camaraderie, and most of all, for sharing and having fun. The most important thing to keep in mind about entertaining is to *be yourself*. Entertain in a way that reflects your own personality, lifestyle, and budget. Entertaining does not have to be about crystal and china!

PARTY PLANNING CHECKLIST

Getting Started

(1 month prior to party)

- Determine the purpose of the function (birthday, holiday, morale booster, thank you, etc.)
- Decide on the date, place, time, and style of the party. Make an inclement weather plan if this is an outdoor party.
- Determine the guest list. (neighborhood, unit, staff, etc.)
- Decide on a budget. A successful party has little to do with what you serve. It's more about how everyone interacted and the fun!
- Talk to a caterer, if need be.
- If using a source of entertainment (DJ, band, bouncy house), confirm the availability and the price.

Picking Up Speed

(2-3 weeks prior to function)

- Mail or email the invitations. It's your party-use printed, handwritten or e-invites, whichever you feel appropriate.
 - Be sure to include who, what, when, where and why.
 - Be sure to include if children are invited or not.
 - Be sure to list the appropriate attire.
- If catering is involved, finalize the menu.
- Order specialty items. (Seafood, dry ice, etc.)

Preliminary Preparations

(1 to 2 weeks ahead)

- Do preliminary housekeeping, especially time-consuming tasks.
- Make sure all appliances that you'll be using work. If you are grilling, don't forget the charcoal or fill the gas canister.
- Decide on recipes to use. Try to plan something that permits as much pre-party prep as possible. Plan to prepare more food than you need. It's better to have too much than too little.
 - Make a grocery shopping list. Don't forget the matches, candles, drinks for the designated driver and ice.
 - If possible, make food ahead of time and freeze it.
 - Stock the bar.
 - Make sure you have enough plates, cups, cutlery and linens.
 - Order flowers.
 - Decide on seating and serving space. Do you need to rent chairs or tables?
 - Finalize head count with caterer.
 - If neighbors are not invited, let them know that a party is going on a certain date.
 - Touch bases with entertainment.

Gearing Up

(2-3 days prior to function)

- Do the grocery shopping. After shopping, recheck recipes to make sure you haven't forgotten anything.
- If possible, set up serving tables and do a "dry run" laying out serving pieces. Determine the traffic flow.
- Decorate, if this is a theme party.
- Call caterer to make sure everything is a "go." Confirm set up time.

Down to the Nitty Gritty

(1 day prior to function)

- Re-clean the house.
- Prepare for a coat area.
- Prepare as much of the food as possible.
- Pick up flowers.
- Do I need nametags?

Party Day

- Make sure bathroom has fresh towels, soap and adequate toilet paper.
- Set up music.
- Take frozen foods out to thaw.
- Prepare last minute foods. Clean dishes as you go to prevent a mess after guests have left.
- Place your guest book out, if you plan to use one.
- Chill the wine. Ice other drinks.
- Make sure there is a place for your guest to dispose of unwanted plates, cups, glasses or bottles.

Last minute panic attacks....

- Be dressed one hour early.
- Turn on porch light.
- Light the candles.
- Turn on the music.
- Place food on serving tables.
- Open the wine. Set out glasses and wine charms or stemware labels.

Remember your party manners...

- When the doorbell rings, you or your spouse should try to greet your guests.
- Introduce newcomers to those already there, or to a small group.
- Talk to each of your guests sometime during the evening.
- See guests to the door when they indicate they must leave. Don't close the door right away, but remain at the open door until they have walked or driven away.

TABLE SEATING

If you are hosting a formal or official event, seating is according to precedence, or protocol ranking. See your unit protocol office for assistance in this case. For less formal and social occasions, these rules generally hold true:

- Traditionally, the host and hostess sit at the head and foot of the table. When they are friends with a number of the guests, they may choose instead to sit opposite each other at the middle of the table, where it will be easier for them to converse with more people.

- Men and women should be alternated at the table insofar as possible and spouses are generally seated opposite each other.
- Guests are often seated according to the unspoken rank the host assigns to them. The host “ranks” guests as he chooses, basing his decision on age, social prominence, personal accomplishments, and mutual interests shared by seatmates. Proficiency in a foreign language also comes into play when foreigners are among the guests.
- The overall goal is promote fellowship and good conversation.

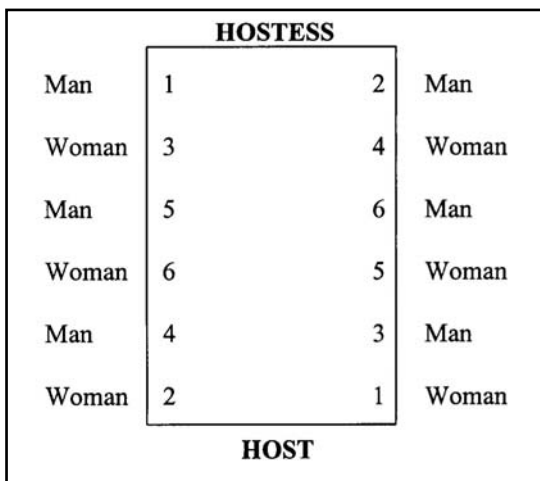


TABLE SETTING

The basic place setting assumes that the meal will consist of salad, bread, soup, beverages and a main course with dessert and coffee following (with the plates and cups being delivered to the table immediately before serving).

Some simple rules for basic place settings:

Plates and Bowls

- Dinner plates should be placed approximately 2 inches from the table’s edge, centered on the placemat (if using placemats) or squarely in front of each chair.
- Soup bowls are placed on top of the dinner plate.
- Salad plates are placed to the left of and just above the forks.
- The bread plate should be placed to the right and slightly above the salad plate.

- When serving multiple courses, many hosts will opt to serve them in courses and place only one or the other dish at the original table setting. For example, if soup will be served first, the soup bowl will be placed on top of the dinner plate and the salad dish will be brought out after the soup bowl and spoon has been cleared.

Silverware

- Silverware should be placed on the table in the order it will be used; silverware that will be used first should be found on the farthest left and right sides of the plate.
- Forks are placed to the left of the dinner plate; knives and spoons go to the right.
- Knives should be placed with their cutting-edge toward the dinner plate, except the butter knife which should be laid flat on a bread plate.
- Utensils should be about 1/2-inch away from the plate or each other, and they should also be lined up evenly from their bottoms.
- Avoid placing more silverware than the meal calls for.
- Dessert silverware can be originally placed at the table setting if you wish. The dessert fork or spoon should be centered above and parallel to the dinner plate.
- If you will be serving dishes that require specialty silverware, be sure to arrange the silverware on either side of the plate according to the order in which they will be eaten.

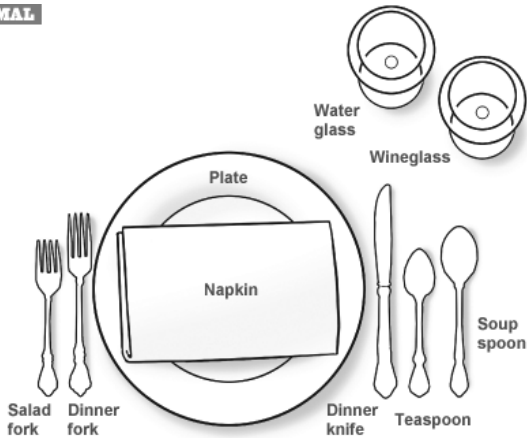
Cups and Glasses

- Water glasses should be placed above the dinner knife, with other drinking glasses arranged neatly nearby the water glass. Often drinking glasses are arranged in a triangular formation.
- Coffee cups and saucers may be placed on the table to the right of the knife and spoon.

Other Items

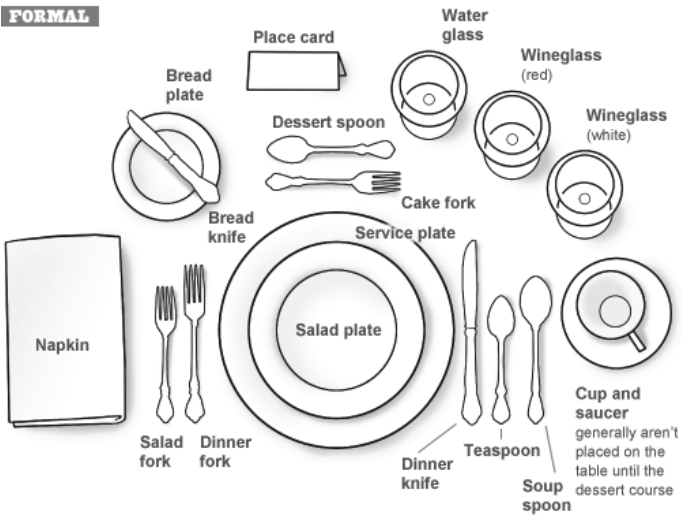
- Napkins are commonly placed on the plate, to the left of the forks or inside of a drinking glass.
- Name cards are always a good idea for place settings, if the dinner party is large. Place the card above the dessert utensil, to the left of the drinking glasses. Conversational forms of address are usually used. Depending upon the table configuration, it may be useful to include the names on both sides of the card.

INFORMAL



Utensils are placed one inch from the edge of the table

FORMAL



The “b and d rule” can help in a pinch if you are either setting a table without reference material or a guest wondering which bread plate is your own. Take your index and thumbs of both hands with all other fingers extended straight up. You will see the “b” and “d” form. The “b” stands for breads and corresponds to the left hand of your dinner plate. The “d” stands for drinks and corresponds to the right hand of your dinner plate.

HOSTING A COFFEE

This time held tradition has evolved over the years. For many years, this tradition was reserved for officer's spouses. Then, it evolved to include senior non-commissioned spouses as well to form a more cohesive team and promote unity to support military families. And, now, families receive unprecedented and regular support through their Family Readiness Groups and senior spouses are busier than ever. This makes it more difficult to set aside time for senior spouse camaraderie and Coffees have a less prominent stature. If held, these are usually at Battalion, Brigade, and sometimes, Division level.

If you are a coffee host/hostess, keep these points in mind when planning:

- Make sure you have up-to-date contact information for all spouses included in the Coffee. Consider the traditions of the unit and ask the senior spouse while developing your invitation list. It has become increasingly common to email invitations but check with the Battalion commander's spouse/rep to see how they are usually sent (mail, unit distribution etc).
- Check with the senior spouse before sending out invitations. Make sure your date and time coordinates with her calendar.
- Consult with him/her on the agenda. Find out the order of the evening; when to conduct any business, have the program, and have refreshments.
- You may want to ask if there are any other people you should invite. It may be the norm to include the CSM's spouse, female officers, brigade commander's spouse, or non-commissioned officers' (NCO) spouses.
- Find out if it is your responsibility to provide a door prize. This tradition will vary for each group.
- Invitations, flyers or email should be sent out about two weeks in advance.
- Remember to include either a R.s.v.p. or regrets only date. It is perfectly all right to contact those who have not responded by your set date. You could say, —I just wanted to make sure you received your invitation. They may not have received the invitation or it simply slipped their mind.
- Coffees can be as simple or as fancy as you choose to make them. Most of the time desserts or nibbles and cold beverages are fine. Although called —Coffees many don't drink it in

the evening. It is fine to have a pot on hand (decaffeinated is probably preferable during the evening hours).

- You can host a Coffee in your home or off site at a local restaurant, spa, bookstore, etc.

When entertaining, remember to have fun and once again, be yourself! Each family has a style that is comfortable for them. Don't be concerned that the —BBQ in the backyard will fall short. Your guests will be happy for the chance to get to know you better and have a good time. Successful entertaining begins with the willingness to extend hospitality and to open your home to others. The expression “practice makes perfect” is truly relevant; the more you do it, the easier it becomes.

If children are included, it is a nice gesture as host to have age appropriate activities to keep the children entertained; however, that does not relinquish the guest's responsibility to provide proper supervision throughout the event.

TECH ETIQUETTE

The way we communicate with each other has changed drastically in the past 25 years. Phone calls were normally made from your home, the only address you had was your physical home address, and invitations to social and official functions were on stationery and mailed. Our options are much broader today, yet formal, specific protocol guidelines have not caught up with technology. When in doubt, check with your local protocol or executive services office. The following are some suggestions compiled from various sources – protocol experts, protocol offices, web etiquette sites, and protocol books. For further information, see the Reference section.

CELL PHONE

Emilypost.com gives the Top Ten Rules for Cell Phone Use:

1. Control your technology, don't let it control you!
2. Speak softly.
3. Be courteous to those you are with; turn off your phone if it will be interrupting a conversation or activity.
4. Watch your language, especially when others can overhear you.
5. Avoid talking about personal problems in a public place. Do you really want everyone to know why you're going to the doctor?

6. If your cell phone must be on and it could bother others, use the vibrate mode and move away to talk.
7. Don't make calls in a library, theater, church or from your table in a restaurant.
8. Don't text during class, a social event, or a meeting.
9. Private info can be forwarded, so don't text it.
10. NEVER drive and text at the same time.

EMAIL

Netmanners.com gives helpful tips on using email:

- **Do not type in all caps.** It is often perceived as screaming or yelling.
- **Always fill in the subject line.** Let the receiver know what the email is about.
- **Refrain from formatting your email with colored text and background colors or images in your day to day communications.** These may make it more difficult for some to receive your emails.
- **Use Blind Carbon Copy (BCC).** If sending out to a large group, BCC the addresses for the privacy of others.
- **Before forwarding, check your facts.** If you are forwarding an information email, check snopes.com to be sure it isn't a hoax and you are not misinforming others.
- **No address or phone number.** Unless you know the receiver is reputable, don't put your personal information in the email.
- **Don't respond immediately to a nasty email, or at all.** Give yourself some time to decide whether to respond or not. If you don't have something nice to say, hit delete.
- **Private email is considered to be copyrighted by the original author.** Don't forward, copy or paste an email without the author's permission
- **Keep attachments as small as possible.** Some receivers may not have the ability to open large attachments.

SOCIAL MEDIA

(Facebook, MySpace, Blogs, Twitter, Photo/Video Share Sites, Discussion Boards, Chat Rooms, Skype etc.)

Social media sites have made it easier to connect with our loved ones away at war, or family members across the country. Often they have become our primary means of communication. However, just as family

members were told in World War II, “Loose lips sink ships!” we have to be concerned with information that we our broadcasting about ourselves and our loved ones.

OPSEC: OPERations SECurity. The definition of OPSEC can be summed up as the intelligence collection of critical information about ongoing operations to include location, movements and personnel numbers. This information can be useful to our enemies foreign and domestic. They can analyze the information, piecing together information that will assist their cause. Think about it as pieces of a puzzle, that when put together create a whole picture.

PERSEC: PERsonal SECurity. DO NOT post personal information about yourself anywhere on the internet. Don’t list your address, phone number, place of work etc.

Personal Use: Many of us have become complacent with social media. We discuss when we are going on vacation, going shopping, or even going to the hair dresser. We believe that only our “friends” see this information. That isn’t always the case. Here are some basic common sense guidelines for posting:

- Don’t chat or “talk” with someone unless you know them in real-life. Anyone can make up an alias online.
- Don’t “friend” people you don’t know or everyone that sends you a request....if you don’t socialize with them in real-life, you don’t have to online. It can be difficult if a senior or junior spouse sends you a “friend request.” One way to politely decline is to inform individuals that you use social media to keep in contact with far away family members. Don’t feel guilty about declining requests!
- Set preferences to private, but remember there are always individuals out there that know how to get around privacy settings.
- Don’t post confidential information like date of birth, bank information, or credit card numbers.
- Watch what you say online. Ensure what you say/write is representative of who you are and how it will be perceived. Anything you type can be cut, pasted, copied and forwarded.
- Remember that comments and pictures of your friends can also be perceived to be your own.

- On most media sites, anything you post becomes the intellectual property of the site.
- **ALWAYS** log out!

Unit Use (FRGs, Spouses Groups, Rear-D): The same information as above is applied. In addition to keeping it professional, keep all information pertinent to the organization.

The Army now has its own social media sites which can be found at armyonesource.com. These include a site for your unit's Virtual FRG (V-FRG), and the Army's version of Facebook and youtube, the Virtual Resiliency Campus, and others.

If you choose to use Facebook for your unit's virtual communications, you can now register your page with the Army at www.army.mil/socialmedia. Registering has advantages such as having the advertisements removed from the sidebar of your page.

For the latest up-to-date information on social media and the Army, consult [The United States Army Social Media Handbook](http://www.slideshare.net/USArmySocialMedia/army-social-media-handbook-2011) at <http://www.slideshare.net/USArmySocialMedia/army-social-media-handbook-2011>.

PERSPECTIVES ON INTERNATIONAL ETIQUETTE

With the importance of the joint and international environment, we feel it is important to include basic information about international customs and etiquette. There are many respected resources and books on the subject of international protocol and etiquette, but following submissions are the verbatim unique personal perspectives and opinions of International Fellow Spouses. You will notice that we are all not so very different!

Country: ALGERIA

Contributed by: Sabah Smahi

Greetings/Farewells/Gestures: (For example: kissing, shaking hands, pointing, waving, etc.)

Algerians greet each other by saying “salam aleikoom” (peace upon you), and if you meet your friend with others and you shake his hand, you must do the same with all the others.

Man greeting Man - Men usually shake hands when greeting one another. Good friends and family often kiss once on each cheek. Handshakes tend to be warm and may linger a bit. If you do not know someone at all or are in a formal setting, a hand shake or a simple nod is appropriate.

Woman greeting Woman- A light handshake is common during initial meetings. Good friends and family usually greet each other with kisses, once on each cheek. If you do not know someone at all or are in a formal setting, a hand shake or a simple nod is appropriate. When greeting friends, it is common to ask how the family is doing and touch on other general topics.

Greetings between Men and Women- A simple handshake is common during initial meetings. It is best to allow the woman to extend her hand or offer her cheek first. If the hand is not extended, than a slight bow or nod is the polite thing for men to do. Good friends and family usually greet each other with kisses, once on each cheek. For women visiting Algeria note that religious and conservative men may do not shake your hands, this is not a sign of disrespect but quite the opposite. If you are a man avoid prolonged eye contact with women and do not ask personal questions.

Entertaining: (For example: arrival times, dining/meal restriction, wording of invitations, etc.)

People are flexible with time but try to not be too much late. As most of Muslims the restrictions are alcohol beverages, pork meat or pork sausage.

Algerians love both hospitality and food. If you are invited to home consider it an honor. Remember your host will more than likely be a Muslim so there are some initial facts to be aware of:

- Don't bring alcohol
- Men and women will be seated separately. (it depends on the occasion and how large is the audience)
- Dress modestly and respectfully (especially women not wear short skirts or tight pants)

Other tips include:

- When you enter a room and meet people always greet the eldest first, then move around the room from your right greeting people individually.
- It would be polite for a woman to offer to help the hostess with the preparation/clearing. This will most likely be declined, but the offer will be appreciated.
- There are several ways of dining such as sitting at low couches around a big table or on mats on the floor around a low table.
- Wash your hands before and after the meal.
- Some dishes are usually eaten by hand using pieces of bread.
- Couscous is eaten with a tablespoon.
- If in doubt follow people sitting near you.
- Only use the right hand for eating and for passing dishes.
- You will be urged to take more food. Try and start off with small portions so you can take more from the main dish and appear to have eaten a greater quantity.

Eating out, tipping, and other charges: (For example: meal times, tips for services, taxes or charges, etc.)

Algerians don't often eat outside their homes, It happens by weekends or when far from home. Tips are 10%, no taxes or charges.

Personal space: (how much space between people when are standing? Sitting?)

- Algerians are generally quite close to each other when speaking. A bit less than an arm's length is normal. This space tends to be

greater when interacting with members of the opposite sex and less when with members of the same gender.

- Touching is acceptable if you know the person otherwise, touching is reserved for family and good friends.
- It is common to see members of the same gender holding hands or walking arm in arm in public. However, public display of affection between opposite genders is usually looked down upon heavily in most areas.

Gifts: (For example: giving and receiving, hostess gifts, typical cost, etc)

Gift giving is a part of Algerian culture that is used to cement relationships. The gesture of giving is more important than the gift. In social settings some of these tips may come in handy:

- When invited to an Algerian's home, bring pastries, chocolates, fruits, or flowers.
- Children will always appreciate sweets!
- Do not bring alcohol.
- Gifts are not usually opened when received.
- Give gifts with the right or both hands.

Religious Beliefs and customs with regard to celebrations

Food Customs at Ceremonial Occasions: Religious holidays are often celebrated with special foods. For the birthday of Prophet Muhammad (PBUH), a holiday called Mulud, dried fruits are a common treat. During the month of Ramadan, Muslims refrain from food and drink during the daylight hours (Avoid smoking, eating or drinking in public places during the time of Ramadan.). Each evening after the sunset, the fast is broken with a family meal. Eid al-Fitr, the final breaking of the Ramadan fast, involves consuming large quantities of foods, sweets, and pastries in particular. Two months later Muslims celebrate the Great Eid by making a sacrifice (slaughtering a sheep). Remember Fridays are a Muslim holiday so most companies will be closed. (Friday prayer is in the afternoon and it lasts about an hour)

Unique customs or other information: (For example: special phrases, etc)

Names and Titles: The use of titles is important in Algeria due to the hierarchical nature of the society. When introduced to someone, try to call them by their honorific, professional, or academic title and their

surname.

- As most people speak French and Arabic titles may be in either languages. Common titles are “doctor”, “professor”, and “lawyer” in English or “docteur”, “professeur”, and “avocat” in French. Some religious scholars may be called “Sheikh”, elders are respectfully called “hadj” related to people who went to the holy city of “Mecca” and made pilgrimage.
- Algerians tend to be somewhat direct in their communication style but are not confrontational. One should never criticize another publicly as it can cause shame on oneself and one’s family. In these cases an indirect style is more appropriate.
- Avoid talking about politics, sexuality, and religious issues until a stronger bond has been established, and even then tread lightly. Good initial topics of conversation include sports, family, Algerian music, food, and culture.

Reference books for protocol and etiquette in your country: (For example, we use Emily Post’s Etiquette)

None specified and based on Religion and traditions.

What question do you have about American customs?

None

The Relationship

The importance of personal relationships cannot be underestimated. Always invest in building trust and rapport. You will notice that Algerians do not leave a great deal of personal space between each other. Preserving honor/reputation is important. Algerians will try to preserve their reputations telling people what they think they want to hear even if it is not the truth. It is important to bear this in mind when communicating with Algerians, i.e. do not cause them to lose face especially in public. Within Algeria the “you scratch my back and I scratch yours” mentality works. Try and do favors for people as this will mean they owe you one back.

Food in Daily Life: The national dish of Algeria is couscous, steamed semolina wheat served with lamb or chicken, cooked vegetables, and gravy. This is so basic to the Algerian diet that its name in Arabic, “*Ta’am*”, translates as food. Common flavorings include onions, turnips, raisins, chickpeas, and red peppers, as well as salt, pepper, cumin,

and coriander. Alternatively, couscous can be served sweet, flavored with honey, cinnamon, or almonds. Lamb also is popular, and often is prepared over an open fire and served with bread. This dish is called “*Mechoui*”. Other common foods are “*Shorba*” or “*Harrera*”, a spicy soup; “*Dolma*”, a mixture of tomatoes and peppers, and “*Boorek*”, a specialty of Algiers consisting of mincemeat with onions and fried eggs, rolled and fried in butter. Strong black coffee and sweetened mint tea are popular, as well as apricot or other sweetened fruit juices.

Country: BULGARIA

Contributed by: Aneliya Hristora

Greetings/Farewells/Gestures: (For example: kissing, shaking hands, pointing, waving, etc.)

When we meet we usually shake hands. We kiss and hug only very close friends and relatives. Farewells are the same. We wave when the person is far in the distance. It is considered impolite to point at strangers.

Entertaining: (For example: arrival times, dining/meal restrictions, wording of invitations, etc.)

We usually invite people orally- no written invitations are needed when it is informal between friends. Sometimes it happens spontaneously without being scheduled in advance. When somebody comes to our house (I mean friend, neighbor, acquaintance) without invitation he/she is welcome. We usually express our gratitude for the person orally, written form is usually exception, very rare. There are meal restrictions depending on the person, their religion, diet, health, etc.

Personal Space: (How much space between people when are standing? Sitting?)

Personal space should be decent and reasonable.

Gifts: (For example: giving and receiving, hostess gifts, typical cost, etc.)

Usually people bring flowers, chocolate candies, a bottle of wine. If it is a special event or celebration the present is costly.

Eating out, tipping, and other charges: (For example: meal times, tips for services, taxes or charges, etc.)

It is not obligatory or an etiquette to leave tips, but if you are satisfied with the service you can do it. Tax is included in the bill. In some restaurants service tax is also included in the bill.

Religious Beliefs and Customs with regard to celebrations:

We have a lot of name's day celebrations. On that day you don't invite people. They just come to your house and you treat them and celebrate together (people are usually friends, colleagues, relatives, neighbors). We have day of the wine (FEB 14), Grandma Marta's Day (MAR 1), International Women's Day (MAR 8), Fool's Day (APR 1), Easter Day (We color eggs with different colors and crack each other eggs to see who is the winner.) We have lots of rituals connected with spring and fertility – Kukeri ,Lazarov's Day in spring, St. Konstantin and Helena(MAY 21)- nestinarstvo (fire dancing), Enov's Day (JUN 24) – herbs are most powerful. Christmas – Koledari.

Unique Customs or Other information: (For example: special phrases, etc.)

Christmas time children usually go to the neighbors' houses with beautifully decorated cornel-tree sticks to pat gently on their neighbors' backs singing and wishing them health and prosperity. The people (usually children) are called "koledari." They receive sweets, candies, and fruit. They sing "surva, surva, Godino..." (It is very Old Bulgarian, and it means Happy and prosperous New Year.)

Reference books for protocol and etiquette in your country: (For example, we use Emily Post's Etiquette)

Country: Canada

Contributed by: Rhonda Macaulay

Greetings/Farewells/Gestures: (For example: kissing, shaking hands, pointing, waving, etc.)

Generally, we greet each other with a "gentle" hug. Kissing on both cheeks is done mostly by Canadians of French descent.

Entertaining: (For example: arrival times, dining/meal restrictions, wording of invitations, etc.)

We have no restrictions on food generally, and prefer to be on-time or even a bit early.

Personal Space: (How much space between people when are standing? Sitting?)

No preference.

Gifts: (For example: giving and receiving, hostess gifts, typical cost, etc.)

A bottle of wine and/or flowers are considered great hostess gifts.

Eating out, tipping, and other charges: ((For example: meal times, tips for services, taxes or charges, etc.)

Nothing to note.

Religious Beliefs and Customs with regard to celebrations:

Christian – celebrate Christmas, Easter, etc.

Unique Customs or Other information: (For example: special phrases, etc.)

Reference books for protocol and etiquette in your country: (For example, we use Emily Post's Etiquette)

Country: Chile

Contributed by: Monica Hernandez

Greetings/Farewells/Gestures: (For example: kissing, shaking hands, pointing, waving, etc.)

Women always greet with a kiss on the cheek even when it is the first time you meet them and men shake hands with other men. Greetings include a hug and a warm smile

Entertaining: (For example: arrival times, dining/meal restrictions, wording of invitations, etc.)

Arrival times : fifteen minutes expected unless it's public transport (planes, buses,metro)

No specific restrictions (everyone chooses what they eat)

If casual invitation, is verbal.

If formal invitation, is written (or printed)

Personal Space: (How much space between people when are standing? Sitting?)

Unnecessary contact is avoided, and with an unknown person not too close.

Same for sitting.

Gifts: (For example: giving and receiving, hostess gifts, typical cost, etc.)

The invited person always brings something (chocolate, wine “Chilean wine’, flowers).

Depend on the importance of the meeting.

Eating out, tipping, and other charges: ((For example: meal times, tips for services, taxes or charges, etc.)

Eating hours are late compared to the USA. (E.g Dinner around 9pm, Lunch 2pm)

Tips is 10% recommended, no specific regulation.

Taxes are always included in all prices (Price tag)

Religious Beliefs and Customs with regard to celebrations:

Around 80% are Catholic.

Main celebrations are the Catholic calendars.

Unique Customs or Other information: (For example: special phrases, etc.)

A barbeque is the usual weekend meeting with either friends or family.

When needed, we are very formal.

We are also very hospitable.

Reference books for protocol and etiquette in your country: (For example, we use Emily Post’s Etiquette)

“Manual de Carreno” (Carreno’s Manual)

Country: El Salvador

Contributed by: Besy de Campos

Greetings/Farewells/Gestures: (For example: kissing, shaking hands, pointing, waving, etc.)

When it is the first time we meet, we shaking hands. We usually kiss each others in the chicks one time, when we say hello or goodbye between women and between man and woman but never between men. To point someone it's a bad habit it's better not to do it. We wave hands to say bye.

Entertaining: (For example: arrival times, dining/meal restrictions, wording of invitations, etc.)

For parties, birthday etc. we written invitations, where it is time, place, date and the reason of the invitation. We often try to be on time but no always do it; we always have time to start the party but never to finish the party.

Personal Space: (How much space between people when are standing? Sitting?)

Nobody pay attention to that. We are very close people.

Gifts: (For example: giving and receiving, hostess gifts, typical cost, etc.)

We give gifts for birthdays, weddings, baby shower, Christmas, etc. we don't have a typical cost depend on what you want to give.

Eating out, tipping, and other charges: ((For example: meal times, tips for services, taxes or charges, etc.)

We use to pay tip for services it is 10%, but it is no mandatory. We also pay a tax call IVA for all the things we buy, it is 13%, but IVA it is included in the final price.

We have 3 meals a day, in the morning depends on the work could be between 6 and 9 am, lunch at 12 noon or 1 pm, and dinner about 6 or seven in the evening.

Religious Beliefs and Customs with regard to celebrations:

Religious beliefs and customs with regard to celebrations:

Catholics: 51%

Protestants: 39%

Other religions: 9%

No religions: 1%

The biggest celebrations are Christmas and Easter week, in this week we remember the passion of Christ.

Unique Customs or Other information: (For example: special phrases, etc.)

Reference books for protocol and etiquette in your country: (For example, we use Emily Post's Etiquette)

We follow the international etiquette rules established.

What questions do you have about American customs?

Why sometimes north American's are not so friendly with the foreigners?

Country: Indonesia

Contributed by: Ida Farida

Greetings/Farewells/Gestures: (For example: kissing, shaking hands, pointing, waving, etc.)

Generally men/women greet with handshakes when they first met.

Women greet with a kiss on the cheek if they have known each other.

Men greet with a hug if they are close. Greetings include a warm smile.

Entertaining: (For example: arrival times, dining/meal restrictions, wording of invitations, etc.)

Arrival time normally 15 minutes prior.

For non Muslims, it's better not to serve pork or separate it on other table and inform the Muslim guest

For formal event, need written/printed invitation.

For casual event, invitation is not required in writing but only by calling, email or talk directly to your friends or relatives.

Personal Space: (How much space between people when are standing? Sitting?)

For known people not so close and not far, just normal space and comfort for each other.

For unknown people, is better not so close

Same for sitting

Gifts: (For example: giving and receiving, hostess gifts, typical cost, etc.)

Depend on the purpose of the meeting/invitation

Eating out, tipping, and other charges: ((For example: meal times, tips for services, taxes or charges, etc.)

Eating hours are normal.

Breakfast 7-10 am

Lunch 12-2pm

Dinner 7-9pm

Tips around 10% recommended but no specific regulation.

Taxes are included in the prices.

Religious Beliefs and Customs with regard to celebrations:

About 90% are Muslims

Generally, celebration is started with praying in Islam way, except in some region where Muslim is minority such as in Bali, Manado and Papua.

Unique Customs or Other information: (For example: special phrases, etc.)

For very formal celebration, wear traditional dress such as for national day or wedding party.

Reference books for protocol and etiquette in your country: (For example, we use Emily Post's Etiquette)

Indonesia handbook, Vol 3 by Joshua Eliot, Liz Capaldi, Jane Bickesteth.
Go to Indonesian website or Google.

Country: Italy

Contributed by: Silvia Longo

Greetings/Farewells/Gestures: (For example: kissing, shaking hands, pointing, waving, etc.)

Greetings are enthusiastic yet rather formal. Once a relationship develops, air kissing on both cheeks.

Italians usually shake hands with direct eye contact.

Entertaining: (For example: arrival times, dining/meal restrictions, wording of invitations, etc.)

Punctuality is not a prerogative but it is not true that Italians show up often late. Normally Italians do not have meal restrictions. Wording of invitations is similar to the American one.

Personal Space: (How much space between people when are standing? Sitting?)

Italians are used to being crowded and working in close proximity to each other. So , they are comfortable at 31 inches. If you retreat from such a position, Italians will think you are avoiding them or that you find their physical presence distasteful.

Gifts: (For example: giving and receiving, hostess gifts, typical cost, etc.)

Gifts are usually opened when received. If you bring wine, make sure it is a good vintage. Do not wrap gifts in purple, as it is a symbol of bad luck.

Eating out, tipping, and other charges: ((For example: meal times, tips for services, taxes or charges, etc.)

They have lunch around 1.00 pm and dinner around 8.30pm. When they invite people, especially for dinner, they love to spend time and stay till late(as late as possible/convenient).

No tips for services (with some exceptions).

Taxes or charges are normally included in the price/bill.

Religious Beliefs and Customs with regard to celebrations:

The primary religion in Italy is Roman Catholic although church attendance is relatively low, the influence of the church is still high.

Unique Customs or Other information: (For example: special phrases, etc.)

Italians like to share details of families, vacations, hopes, aspirations, disappointments and preferences.

They are not very chauvinistic and do not automatically believe that Italy and Italians must be best.

They are not particularly sensitive or touchy, they are flexible.

Reference books for protocol and etiquette in your country: (For example, we use Emily Post's Etiquette)

There is no specific book. You can find several good books on "Galateo" (Rules of Etiquette) and many interesting, specific courses.

Country: Japan

Contributed by: Idogawa Tomomi

Greetings/Farewells/Gestures: (For example: kissing, shaking hands, pointing, waving, etc.)

Greetings – Bow or slight bow

Farewells – Bow with waving hands

Entertaining: (For example: arrival times, dining/meal restrictions, wording of invitations, etc.)

Use chopsticks for every meal. When you serve steam rice, you never put your chopsticks straight! (only for dead person). There are so many customs and manners for chopsticks.

Personal Space: (How much space between people when are standing? Sitting?)

You do not want sitting or standing by someone too close.

Gifts: (For example: giving and receiving, hostess gifts, typical cost, etc.)

In general, inexpensive gift for both host and visitor. Consumable items (wines, cookies, fruits)

Eating out, tipping, and other charges: (For example: meal times, tips for services, taxes or charges, etc.)

Typical family eat breakfast at 7am, lunch at noon, and dinner around 6-7 pm. When eating out, no tipping necessary. However, expensive restaurants demand extra charges.

Religious Beliefs and Customs with regard to celebrations:

We respect each religions and do not discriminate others.

Unique Customs or Other information: (For example: special phrases, etc.)

You must take off your shoes when you walk inside of the house.

Reference books for protocol and etiquette in your country: (For example, we use Emily Post's Etiquette)

-

What questions do you have about American customs?

Why American keeps their shoes in the house?

Country: Korea

Contributed by: Soyeon Kim

Greetings/Farewells/Gestures: (For example: kissing, shaking hands, pointing, waving, etc.)

Normally we bow to each other. If a senior want shaking hands we can but never one's junior ask that to older man.

Entertaining: (For example: arrival times, dining/meal restrictions, wording of invitations, etc.)

-

Personal Space: (How much space between people when are standing? Sitting?)

We have distance 2 or 3 steps of each other.

Gifts: (For example: giving and receiving, hostess gifts, typical cost, etc.)

If you are invited by a Korean family, prepare some fruits, cake or liquor. And flower is good.

Eating out, tipping, and other charges: (For example: meal times, tips for services, taxes or charges, etc.)

In my country, tip is not an obligation. If you want you can give some tip (normally 5 -10 dollars per table). And no tax and offer free side dishes and dessert.

Religious Beliefs and Customs with regard to celebrations:

-

Unique Customs or Other information: (For example: special phrases, etc.)

At the entrance of the house, take off shoes.
If you sit down in front of a senior (older men), sit kneel down.
(When you sit on the floor)

Reference books for protocol and etiquette in your country: (For example, we use Emily Post's Etiquette)

Ugly Koreans Ugly Americans by Min Byoung-Chul.

Country: Malaysia

Contributed by: Intan Zakaria

Greetings/Farewells/Gestures: (For example: kissing, shaking hands, pointing, waving, etc.)

Handshakes are commonly exchanged. However, some women may not shake hands with men. Therefore, it is better for the men to wait for the women to extend her hands first. In absence of handshakes, a slight head nod and a smile will do.

Entertaining: (For example: arrival times, dining/meal restrictions, wording of invitations, etc.)

For casual settings, a delayed arrival of up to 10 minutes is still acceptable.
Do not serve pork and alcohol to Muslim guests.
For formal invitations done in writing/printed, it is important that professional titles (professor, doctor, engineer) and honorific titles are used.

Personal Space: (How much space between people when are standing? Sitting?)

Generally, casual acquaintances stand about 2-3 feet from one another. Touching is inappropriate between the opposite sex unless between families.

Gifts: (For example: giving and receiving, hostess gifts, typical cost, etc.)

If invited to someone's home for dinner:

- Never give alcohol to Muslim host
- Cakes and chocolates are appreciated

Generally, gifts are not opened when received.

Eating out, tipping, and other charges: (For example: meal times, tips for services, taxes or charges, etc.)

Tipping is not common, but sometimes given when the service is extraordinary good.

Religious Beliefs and Customs with regard to celebrations:

Malaysia is a multi-cultural society. The main ethnic groups are the native Malays as well as Chinese and Indians. Majority are Muslims (60%) followed by Buddhist, Christians and Hindus. All are free to practice their own religion. Celebrations include Eid (Muslim), Lunar New Year (Chinese), Deepavali (Hindus) and Christmas (Christians).

Unique Customs or Other information: (For example: special phrases, etc.)

Malaysians do not wear shoes inside their houses. Shoes are taken off and left at the door upon entering the house.

Country: Morocco

Contributed by: Loubna Serghini Idrissi

Greetings/Farewells/Gestures: (For example: kissing, shaking hands, pointing, waving, etc.)

Between woman : Kissing twice

Between men and women : If women is wearing veil, say hi. If not, shake hands.

Entertaining: (For example: arrival times, dining/meal restrictions, wording of invitations, etc.)

Arrival times: exact time or +10 minutes

Meal restrictions: Pork, wine, alcohol

Wording of invitation: Not very formal, it can be done orally.

Personal Space: (How much space between people when are standing? Sitting?)

Standing and sitting: Normal distance but never touching the bodies especially between different sexes.

Gifts: (For example: giving and receiving, hostess gifts, typical cost, etc.)

It depends on the previous gifts received. The gift should be at the same level or higher.

If we are invited for a meal, it can depend also on the number of our party. Typical cost from \$20-\$60.

Eating out, tipping, and other charges: (For example: meal times, tips for services, taxes or charges, etc.)

Meal times : Lunch 12 noon – 2pm

Dinner 6.30 – 9pm

Tips for services : not mandatory

All taxes & charges are included in the price.

Religious Beliefs and Customs with regard to celebrations:

Islam

Customs : Exchange visits, send congratulations, phone calls, wear new dresses.

Unique Customs or Other information: (For example: special phrases, etc.)

Assalamualaikum (Greetings)

Reference books for protocol and etiquette in your country: (For example, we use Emily Post's Etiquette)

None

Country: Netherland

Contributed by: Annette Rietdijk

Greetings/Farewells/Gestures: (For example: kissing, shaking hands, pointing, waving, etc.)

Kissing 3x on cheeks. Greetings and goodbye. Male handshake.

Entertaining: (For example: arrival times, dining/meal restrictions, wording of invitations, etc.)

Arrive on time, there are no national restriction to eating, only individual. Use the US invitational terms, they are ok with the Dutch.

Personal Space: (How much space between people when are standing? Sitting?)

Lowest personal space in the world, 62 cm = 3 feet.

Gifts: (For example: giving and receiving, hostess gifts, typical cost, etc.)

Lots of money is always good ☺

We like flowers too.

Eating out, tipping, and other charges: (For example: meal times, tips for services, taxes or charges, etc.)

Holland normally do not tip big, it is included in the price in Holland.

Waiters receive a good salary already.

Religious Beliefs and Customs with regard to celebrations:

All religions are represented in Holland.

Unique Customs or Other information: (For example: special phrases, etc.)

Quite relaxed people, keeping your promises is highly appreciated.

Country: TURKEY

Contributed by: Umran Gor

Greetings/Farewells/Gestures: (For example: kissing, shaking hands, pointing, waving, etc.)

Generally both men and women shake hands. Intimates can also embrace and kiss on both cheeks. At departure waving hand is common. At first meeting shaking hand is necessary and enough for greeting and farewells.

Entertaining: (For example: arrival times, dining/meal restrictions, wording of invitations, etc.)

Embracing two times is common at arrival times. During the meal, the older, senior person, or the guest sit, is served and start eating. The guest should report the area 10-15 minutes before the beginning. Arriving after the older or the senior person is perceived impolite and crude. Official invitations are made by written invitations cards.

Personal Space: (How much space between people when are standing? Sitting?)

Generally speaking, up to 15-17 inches distance is perceived as a private space, after 20 inches, it is perceived as social space.

Gifts: (For example: giving and receiving, hostess gifts, typical cost, etc.)

Official gifts consist of symbolic and spiritual items, such as pen, book, or emblem of the units. During friendly visit, both personal and household item can be presented. The gift must be opened at the very time it has been given. Flowers are a good choice for presentation to ladies.

Eating out, tipping, and other charges: ((For example: meal times, tips for services, taxes or charges, etc.)

Breakfast is at 06.00 – 08.00 am, lunch is at 12.00 – 14.00 pm, and dinner is at 06.00 – 08.00 pm. Generally, the host pays the check, but sharing also appreciated among friends. The checks include taxes. The tips are up to the customer, there is no regulation on it.

Religious Beliefs and Customs with regard to celebrations:

Sacrificing animals such as sheep, cow, bull, or ram, or wordin a short prayer are common.

Unique Customs or Other information: (For example: special phrases, etc.)

We take off our shoes in our houses. We don't sit cross-legged with the

older or senior individuals. When an older or senior enter the room, we stand up.

Reference books for protocol and etiquette in your country: (For example, we use Emily Post's Etiquette)

For civilian life, we have several written documents, but no specific one. For military life, we have books issued by Chief of General Staff HQ.

RESOURCES

Books, Handbooks, Guides, Presentations

Department of the Army Pamphlet 600–60: A Guide to Protocol and Etiquette for Official Entertainment

The Air Force Wife Handbook, A Complete Social Guide. Ann Crossley and Carol A. Keller, Pub. By ABI Press, Sarasota, FL.

The Army Wife Handbook. Crossley, Ann and Carol A. Keller, Second Edition, Pub.by ABI Press, Sarasota, FL.

“Protocol for Senior Spouses,” Presentation by Lisa Lawrence at Senior Spouses Leadership Seminar, Army War College, April 2011.

Letitia Baldrige’s New Complete Guide to Executive Manners. Letitia Baldrige, Macmillan Publishing Company, 1993.

The Art of Gift Giving. Dawn Bryan, Bantam Books, Inc. 1987

Emily Post’s Etiquette - A Guide to Modern Manners, 14th ed, Elizabeth L. Post, Harper & Row Publishers, 1984

Service Etiquette, Fourth Edition. Oretta D. Swartz, Naval Institute Press, 1988.

Dinner is Served. Arthur Inch and Arlene Hirst, 2003.

The Display and Use of the Flag of the United States. The Institute of Heraldry, US Army.

Just a Note to Say...the Perfect Words for Every Occasion. Florence Isaacs, 1995.

How to Say It. Rosalie Maggio, 1990.

Honor & Respect – The Official Guide to Names, Titles, and Forms of Address. Robert Hickey, 2008.

Complete Book of Etiquette, A Guide to Contemporary Living. Amy Vanderbilt and Letitia Baldrige, Doubleday & Company, Inc., 1978

Practical Protocol for the Military & Government. James W. Peterson, JMAR Management and Training, Web Site: <http://www.protocoltraining.com>.

The Fine Art of Business Entertaining. Valerie Sokolosky, Valerie and Company, 1994

Crane's Blue Book of Stationary - The Styles and Etiquette of Letters, Notes, and Invitations. Steven L. Feinberg, Doubleday, 1989.

Protocol -The Complete Handbook of Diplomatic, Official and Social Usage. Jane McCaffree and Pauline Innis, Devon Publishing Co., 1985.

Corporate Protocol - A Brief Case for Business Etiquette. (Second Printing). Valerie Grant-Sokolosky, Honor - A Division of Harrison House.

Protocol, Customs, and Courtesies: A Practical Guide, Air Command and Staff College, August 1991.

Today's Military Wife, 5th Edition, Meeting the Challenges Of Service Life, Lydia Sloan Cline, Stackpole Books.

The Once Over, Lightly. Bibs Reynard. Anniversary Edition, 13th Printing. Carlisle, PA: The Printed Image.

Army Officer's Guide. Lawrence, P. Crocker. 45th Edition. Harrisburg, PA: The Stackpole Company.

McMurry, Jane Hight, The Etiquette Advantage, 1st Edition. USA: Stellar Publishing, 2002.

Armed For Entertaining, "At Ease" ... A Creative Guide. Joint Spouses' Conference Hawaii.

Websites

Army Social Media Handbook. <http://www.slideshare.net/USArmySocialMedia/army-social-media-handbook-2011>

Military Community and Family Policy: Social Media Guide.
www.militaryhomefront.dod.mil/

<http://www.ushistory.org/betsy/faq.htm#q031>

<http://www.ushistory.org/betsy/flaquetiq.html>

www.usflag.org/flaquetiquette.html

http://www.ediplomat.com/nd/protocol/diplomatic_protocol.htm

<http://www.cyborlink.com/>

www.Militaryonesource.com

www.Emilypost.com

<http://allrecipes.com//HowTo/table-setting-101/Detail.aspx>

<http://www.brightsettings.com/Setup-Tableware.html>

www.Netmanners.com

AFMC, Wright-Patterson AFB, OH, <https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/CV/cvp>

“The Air University Protocol Handbook for the Air Force Spouse,” Web Site: <http://www.au.af.mil/au/protocol>