

# Social Usage and Protocol Handbook



Office of the Chief of Naval Operations  
Department of the Navy  
Washington, D.C.



OFFICER INDOCTRINATION SCHOOL  
NAVAL AVIATION SCHOOLS COMMAND  
NAVAL AIR STATION  
PENSACOLA, FLORIDA 32508 /



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, D.C. 20350

IN REPLY REFER TO

OFFICER INDOCTRINATION SCHOOL  
NAVAL AVIATION SCHOOLS COMMAND  
NAVAL AIR STATION  
PENSACOLA, FLORIDA 32508

OPNAVINST 1710.7  
Op-009L

17 JUL 1979

OPNAV INSTRUCTION 1710.7

From: Chief of Naval Operations  
To: All Ships and Stations

Subj: Department of the Navy Social Usage and Protocol  
Handbook

Encl: (1) Social Usage and Protocol Handbook

1. Purpose. To promulgate revised policies, responsibilities and standards for guidance on social usage and protocol matters throughout the Navy.

2. Cancellation. OPNAV 092-P2, Social Usage and Protocol Handbook.

3. Policy. This instruction sets forth current information on formal and informal activities which have a distinctly naval, military and/or diplomatic setting. It does not seek to duplicate the material available in numerous civilian etiquette texts which apply equally well to the military community.

4. Administrative and Maintenance. The Chief of Naval Operations shall keep the handbook current and provide changes, as required. Recommendations for changes, together with the reasons therefore, may be submitted to Chief of Naval Operations (Op-009L).

Distribution:

SNDL, Parts 1 and 2  
MARCORPS All General Officers (1)  
plus 7000048 (15)

S. SHAPIRO  
Director of Naval Intelligence

Stocked:

CO, NAVPUBFORMCEN  
5801 Tabor Avenue  
Philadelphia, PA 19120

## Locator Cross-Reference Sheet

Subj: Department of the Navy Social Usage and Protocol Handbook

See: \_\_\_\_\_  
(Recipient enter information as to where this instruction is maintained)

## Record of Changes

<u>CORRECTION OR CHANGE NO.</u>	<u>DATE OF CHANGE</u>	<u>DATE ENTERED</u>	<u>BY WHOM</u>	<u>ENTERED</u>
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# Social Usage and Protocol Handbook



A Guide for Personnel of the U.S. Navy

Foreign Liaison and Protocol Division  
Office of the Chief of Naval Operations (OP-009L)  
Department of the Navy  
Washington, D.C.

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## CHAPTER 1

# Official Entertainment

Members of the Naval Service will find that at all points in their careers they can expect to be involved to some extent in the planning and execution of official ceremonies and social events. Protocol is a code of established guidelines on proper etiquette and precedence which, when followed, lays the foundation for a successful event.

From this foundation, the host should consider the facets which make a particular situation unique, and from there, use imagination to design a memorable occasion.

The most important consideration in planning should always be the comfort of one's guests. A clever host/hostess is able to reach a proper mixture of protocol and common sense which will enable guests to enjoy themselves completely. If this is accomplished, an event is truly successful.

## PRECEDENCE

Precedence is defined as priority in place, time, or rank. In the Government, the Military and Diplomatic Corps, precedence among individuals' positions plays a substantial role. That is, in day to day business, ceremonial occasions, and social functions, we respect the office which the individual represents, by ranking that individual according to our perception of the importance of his/her position.

Official position in the United States Government is determined by election or appointment to office, or by promotion within the military structure. The relative importance of different positions is weighed, and even the date of the position's establishment is frequently considered.

Military rank constitutes a clear basis for determining seniority among military personnel. Comparable rank and the date of its attainment will decide the precedence among officers from the different services, both United States and foreign.

By custom, reserve officers are ranked with, but after active duty officers of that same grade.

Retired officers are ranked similarly with their precedence following reserve officers of the same grade.

Diplomatic precedence is the result of international agreement. The precedence of chiefs of missions rests upon the length of their service in that country. An ambassador who arrives and is accredited in April precedes another who arrives and is accredited in November of that same year. An ambassador will always precede a minister who heads a legation. Below the post of Chargé d'Affaires (the officer in charge of diplomatic business in the absence of the ambassador or minister), precedence is based upon the position of the mission, which in turn is determined by the ranking of its ambassador. For example, suppose the British Ambassador arrives and is accredited in April of 1980. This becomes his/her date of precedence. When the Danish Ambassador arrives six months later and is accredited in October of 1980, he/she succeeds the British Ambassador in precedence. Because in this case, the British Ambassador outranks the Danish Ambassador, the British First Secretary will outrank the Danish First Secretary.

Precedence does not always follow the individual. When an ambassador is on leave, or visiting his/her home country, he/she does not hold the same status as when "on post". When an individual who was invited to attend a function is unable to go and sends a representative, the latter is not accorded the former's place of precedence.

We often consider precedence when we plan for seating at dinners, meetings or ceremonies. The list which follows gives general guidelines for determining precedence among civil officials and Department of



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Defense personnel. When individuals do not hold such official positions, consider their prominence within their own career areas.

#### Order Of Precedence

The President  
 The Vice President  
 Governor of a State (when in his/her own State) according to each state's entry into the union  
 The Speaker of the House of Representatives  
 The Chief Justice of the Supreme Court  
 Former Presidents of the United States  
 The Secretary of State  
 Ambassadors of foreign countries accredited to the United States (in order of the presentation of credentials)  
 Ministers of foreign countries accredited to the United States (only those ministers who are chiefs of diplomatic missions; in order of the presentation of credentials)  
 Associate Justices of the Supreme Court (by date of appointment)  
 The Cabinet (other than the Secretary of State)  
 The Secretary of the Treasury  
 The Secretary of Defense  
 The Attorney General  
 The Secretary of the Interior  
 The Secretary of Agriculture  
 The Secretary of Commerce  
 The Secretary of Labor  
 The Secretary of Health, Education, and Welfare  
 The Secretary of Housing and Urban Development  
 The Secretary of Transportation  
 The Secretary of Energy  
 The President Pro Tempore of the Senate  
 Former Governors  
 Senators (according to the number of years they have served)  
 Governors of States (when outside their own States. Relative precedence determined by their State's date of admission to the union, or alphabetically by State)  
 Acting heads of executive departments (e.g., Acting Secretary of Defense)  
 Former Vice Presidents of the United States  
 Congressmen (according to the length of continuous service. If the latter is the same, arrange by date of their State's admission to the Union or alphabetically by State)  
 Delegates of territories (Puerto Rico, Guam)  
 Chargé d'Affaires of foreign countries  
 Former Secretaries of State

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The Deputy and Under Secretaries of executive departments (e.g., the Deputy Secretary of Defense)  
 Secretaries of the military departments (Army, Navy, Air Force, in that order)  
 Chairman, Joint Chiefs of Staff  
 Retired Chairman, Joint Chiefs of Staff  
 Members, Joint Chiefs of Staff (Army, Air Force and Navy and Marine Corps, by date of appointment to JCS)  
 Retired Service Chiefs  
 Five Star Generals and Admirals  
 Director, Central Intelligence Agency  
 Commandant of the Coast Guard  
 U.S. Ambassadors accompanying foreign chiefs of state on a State visit.  
 U.S. Ambassadors (on assignment within the United States)  
 Assistant Secretaries of executive departments (by date of appointment)  
 Judges of the U.S. Court of Military Appeals  
 Under Secretaries of the Military departments (Army, Navy, Air Force, in that order)  
 Governors of territories  
 Generals and Admirals (four star grade)  
 Assistant Secretaries of military establishments (Army, Navy, Air Force by date of appointment within each service)  
 The Special Assistant to the Secretary and Deputy Secretary of Defense  
 Assistants to the Secretary of Defense  
 General Counsels of military departments  
 Deputy Under Secretaries of Defense (by date of appointment)  
 Three Star Military  
 Principal Deputy Assistant Secretaries of Defense and Deputy General Counsel of the Department of Defense (by date of appointment)  
 Former foreign ambassadors  
 Former U.S. Ambassadors and Ministers of foreign countries  
 Ministers of foreign powers (not accredited heads of missions)  
 Deputy Assistant Secretaries of executive departments and deputy counsels  
 Deputy Under Secretaries of the Army, Navy and Air Force (by date of appointment within each service)  
 Counselors of foreign embassies  
 Consuls general of foreign powers  
 GS-18  
 Two star military (Rear Admiral, upper half)  
 Deputy Assistant Secretaries of military departments (by date of appointment)

Heads of offices, Office of the Secretary of  
Defense  
GS-17  
One star military (Rear Admiral, lower half and  
Commodore)  
Heads of offices of military departments  
Foreign consuls  
GS-16  
Captains and Colonels  
GS-15

## NOTES

1. A mayor does not easily fit into the listing because there is a marked difference between the position of mayor in a very large city and the mayor of a small town. The former could fall after a three star military officer, whereas the latter could follow a colonel or captain.

2. Refer to ANNEX A for the Order of Precedence among members of the Armed Forces of the U.S. when in formation.

3. ANNEX B is a general equivalence chart comparing Military, Government Service, and Diplomatic Officers.

## CHAPTER 2

### Invitations

Invitations vary in style and format depending upon the type of occasion for which they are issued. The broad categories of formal and informal occasions will be used in this discussion.

*Formal.* A formal occasion might include an official ceremony, any type of reception, official luncheons or dinners, dances or weddings. In these situations, a formal invitation is most appropriate.

Formal invitations are generally in one of the following forms:

1. Fully engraved<sup>1</sup>
2. Semi-engraved
3. Handwritten
4. A phone call followed by a "To Remind" card

In any of these four types of invitations, use the following standard format as a guide:

Vice Admiral and Mrs. Paul Anthony Connelly<sup>2</sup>  
request the pleasure of the company of  
Rear Admiral and Mrs. Cerny<sup>3</sup>  
at a reception<sup>4</sup>  
in honor of the Chief of Naval Operations and Mrs. Smith<sup>5</sup>  
at seven o'clock<sup>6</sup>  
Saturday, the first of May  
Bethesda Naval Medical Center Officers' Club<sup>7</sup>

R.S.V.P.<sup>8</sup>  
695-5333

Military: Service Dress White<sup>9</sup>  
Civilian: Informal

<sup>1</sup> The expression "engraved" is used herein for simplicity. It is intended to be synonymous with other modes of printing such as thermography, or raised print, which is a very acceptable substitute.

<sup>2</sup> Use complete name of hosts: or if for very senior officials, the position, title, and spouse's name; e.g., The Secretary of the Navy and Mrs. Clayton.

<sup>3</sup> Lines 2 and 3 may be combined to read simply, request the pleasure of your company.

<sup>4</sup> Indicate the type of function as: at dinner, at cocktails, at a buffet-dinner, etc.

<sup>5</sup> The "in honor of" phrase may also properly be the first line of an engraved invitation, or the last line.

<sup>6</sup> Figures are never used in a formal invitation; the day and month are capitalized. The following examples of time indications are also correct:

- a. "from six to eight o'clock"
- b. "at half past six o'clock"
- c. "at half after six o'clock"

d. "from six-thirty to eight-thirty o'clock" (used only when two half hour periods must be shown and space is limited)

<sup>7</sup> Specify the location of the function. If a residence is involved, the address may be reflected instead in the lower right corner.

<sup>8</sup> If it is desired that a written response be made, to a place other than the site of the function, indicate the mailing address here.

<sup>9</sup> Specify an attire which is appropriate to the type of function and the hour.



The following rules apply to the preparation of formal invitations:

1. Corps and service designations and retired status are never reflected on invitations extended by or to husband and wife.
2. The phrase "honor of the company" is considered to be more formal than "pleasure of the company." The former should be used on invitations to Ambassadors and others of comparable rank.
3. The date and hour of the event as well as ranks, titles, and names should always be spelled out in full. Permissible abbreviations include "Mr.," "Mrs.," and "R.S.V.P." In addition it is permissible to use an individual's initials if this is his or her preferred format. If the party is in honor of someone or some occasion, this may be indicated as "in honor of . . .", "to meet . . .", or "to introduce . . ." as appropriate to the occasion. This is generally on the top of the card or underneath the line specifying the type of function to be held.
7. When the host/hostess has a personal flag, seal, crest, or insignia, this may be used on the invitation as appropriate.
8. The appropriate attire should always be clearly specified in the bottom right hand corner of the invitation; e.g., "Uniform: Black Tie" or "Civilian Informal". (See Annex C for guidance on attire.)
9. It is most appropriate for all invitations to be written in longhand and black ink.
10. In addressing envelopes spell out in full rank and name (e.g., Lieutenant Commander and Mrs. Timothy Daniel Johnson).
11. Invitations are inserted engraving up, top of card appearing at the top of the envelope, so that they may be easily read as they are withdrawn from the envelope.
12. Formal invitations should be mailed at least 3 to 4 weeks in advance of the planned activity.

*Completely Engraved Invitations.* These are the most formal and expensive invitations. They usually bear the crest of the host or hostess.

When issued by the Secretary of State or a U.S. Ambassador, invitations bear the Great Seal of the Department of State. Similarly, a replica of a Flag Officer's personal flag may be centered at the top or placed in the upper left corner of his invitations. Navy commanding officers of shore-based activities, squadron and flotilla commanders, naval attaches, naval liaison officers, and chiefs of naval missions or other diplomatic duty missions who wish to use an insignia on their invitations, may use the gold officer's crest. Official seals and other insignia in gold or color are often used on invitations for public ceremonies such as inaugurations, dedications, commencements, ship christenings and commissionings. Individuals sometimes have the family crest or coat of arms embossed without color at the top of wedding or other important invitations.

Fully Engraved Invitation to a Reception:



*The Director of Naval Intelligence  
and Mrs. Jones  
request the pleasure of your company  
at a reception to present*

*The Corps of Naval Attaches to  
The Secretary of the Navy and Mrs. Smith  
The Chief of Naval Operations and Mrs. Brown  
The Commandant of the Marine Corps and Mrs. White  
on Thursday, the twenty second of September  
from seven until nine o'clock*

*The Benjamin Franklin Room, Department of State*

*R S V P  
Oxford 5-2766*

*Military: Service Dress Blue  
Civilian: Informal*

Fully Engraved Invitation to an Ambassador's Reception:



*In honour of  
Admiral Hwang, Chong Yon  
Chief of Naval Operations and Mrs. Hwang  
The Ambassador of the Republic of Korea  
and Mrs. Pyong-choon Hahm  
request the pleasure of your company  
at a reception  
on Wednesday, the eighth of September  
from six-thirty until eight o'clock  
The Palladian Room, Shoreham Americana Hotel*

*R.S.V.P.  
483-7383 Ext. 11 or 73*

*Uniform  
Informal*

Fully Engraved Invitation to a Luncheon:

*On the occasion of the Bicentennial International Naval Review*



*The Chief of Naval Operations  
requests the pleasure of your company  
at a luncheon*

*on Monday, the fifth of July*

*at half after twelve o'clock*

*on board USS MOUNT WHITNEY (LCC-20)*

*Pier 40, Hudson River, Manhattan*

*R.S.V.P.  
(212) 834-2230/1*

*Tropical White Long Uniform*

**Wedding Invitations.** Wedding invitations as a type of formal invitation are generally fully engraved. There are a multitude of styles and colors of paper available to the bride for wedding invitations and the standard plain white card is no longer a must.

The following examples are suitable formats:

Commander and Mrs. Joseph Brian Connelly  
request the honor of your presence  
at the marriage of their daughter  
Margaret Louise  
to  
Paul Anthony Jones, Junior  
Lieutenant, junior grade, United States Navy  
Saturday, the seventh of January  
at eleven o'clock  
Holy Cross Church  
Washington, District of Columbia



If the bride is a member of the armed forces, it may be shown as:

Margaret Louise<sup>10</sup>  
Lieutenant, United States Navy

If the parents of the bride are deceased, invitations may be issued by a close, older relative:

Mr. and Mrs. John Smith  
request the honor of your presence  
at the marriage of their granddaughter  
Margaret Louise Connelly

If the bride's father is deceased or divorced and her mother is remarried:

Captain and Mrs. William Green  
request the honor of your presence  
at the marriage of her daughter  
Margaret Louise Connelly

Mrs. William Green  
requests the honor of your presence  
at the marriage of her daughter  
Margaret Louise Connelly

If the bride's mother is deceased and her father is remarried:

Commander and Mrs. Joseph Brian Connelly  
request the honor of your presence  
at the marriage of his daughter<sup>11</sup>  
Margaret Louise

If the bride is a young widow:

Commander and Mrs. Joseph Brian Connelly  
request the honor of your presence  
at the marriage of their daughter  
Margaret Connelly Jones

<sup>10</sup>If either the bride or the groom's rank is that of Commander or Lieutenant Colonel or senior, it is properly shown with the rank preceding the name:

Commander Peter David Jones, Junior  
United States Navy

Those of the rank Lieutenant Commander or Major and below use the following format:  
Elizabeth Eileen Smith  
Lieutenant, United States Navy

<sup>11</sup>"Their" may be substituted for "his" provided the relationship between daughter and stepmother is a close one.

Invitations to church weddings customarily do not request a reply. "R.S.V.P." is included on the invitations to receptions which appear as:

Reception  
immediately following the ceremony  
The Naval Officers' Club  
Bethesda, Maryland

R.S.V.P.  
700 Idaho Street, Northwest  
Washington, District of Columbia 20320

or

Commander and Mrs. Joseph Brian Connelly  
request the pleasure of your company  
at the reception  
following the ceremony  
700 Idaho Street, Northwest  
Washington, District of Columbia  
R.S.V.P.

If everyone invited to attend the ceremony is also invited to attend the reception, simply add the following to the basic wedding invitation:

and afterwards at the reception  
Army-Navy Country Club  
Arlington, Virginia

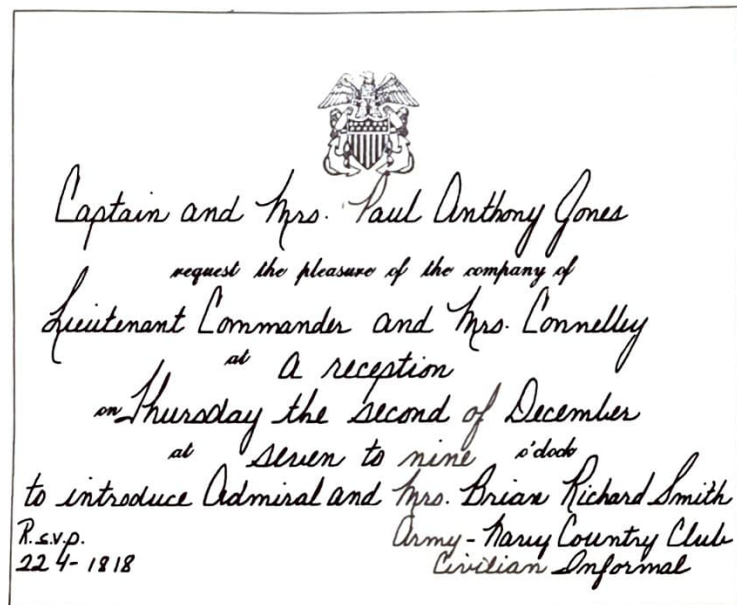
When double envelopes are used, the outer one should have the full name and address of the invited guests handwritten in ink; and the inner one, the guests' courtesy titles and surnames only (Mr. and Mrs. Brown; Rear Admiral and Mrs. Symthe; Commander Black). The inside envelope is placed within the outer envelope in such a manner that the writing on the former faces the back of the latter so that it will be on top when the outer envelope is opened.

*Semi-engraved Invitations.* Partially engraved cards, adaptable to any date or occasion are appropriate for receptions, dinners, luncheons, cocktails, etc. Less costly than the invitations which are engraved for each function, they are widely used by those who entertain often.

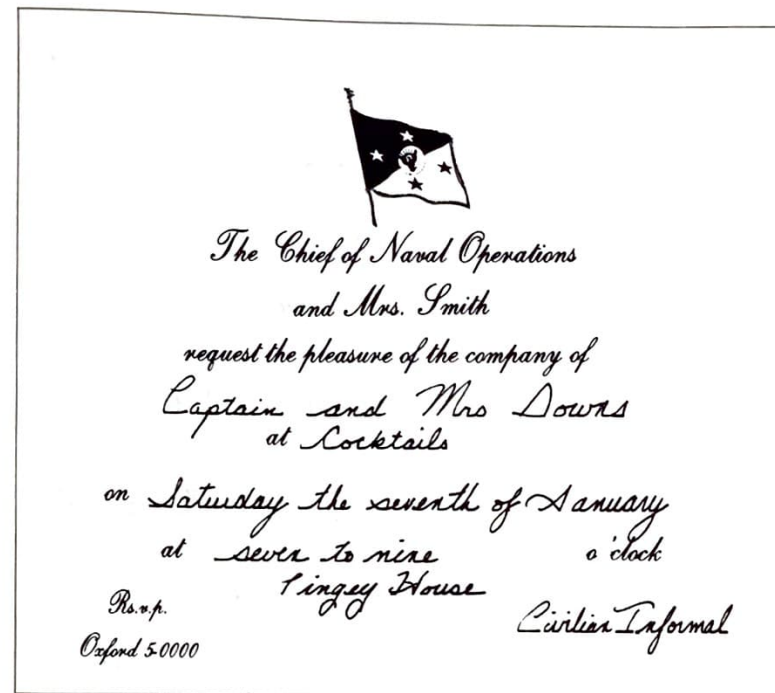
All information to be added to the semi-engraved invitation should be handwritten in the color ink of the engraving, preferably black.

Guests of honor are designated by writing the appropriate phrase above the names of the hosts or below the time on all invitations except that intended for the honored party.

Semi-engraved Invitation to a Reception



Semi-engraved Invitation to Cocktails



Semi-engraved Invitation to a Dinner

In honor of the Vice Chief of Naval Operations and  
Mrs. Jones



The Chief of Naval Operations  
and Mrs. Smith  
request the pleasure of the company of  
General and Mrs. White  
at dinner

on Friday, the twenty first of November  
at eight o'clock  
Secatur House

Rs. & p.  
Oxford 5 0000

Civilian Black Tie

Semi-engraved Invitation to a Luncheon

In honor of the Naval Attache to the Embassy of Australia  
and Mrs. Black



The Chief of Naval Operations  
and Mrs. Smith  
request the pleasure of the company of  
Captain and Mrs. Thomas  
at luncheon

on Thursday, the thirteenth of March  
at twelve o'clock  
Quarters Sea

Rs. & p.  
Oxford 5 0000

Civilian Informal



Semi-engraved Invitation to Dinner



The Chief of Naval Operations  
and Mrs. Smith  
request the pleasure of the company of  
Vice Admiral and Mrs Black  
at dinner  
on Wednesday, the tenth of December  
at eight o'clock  
Uniform Black Tie  
Quarters B  
Washington Navy Yard  
R.s.v.p.  
Oxford 5-0000

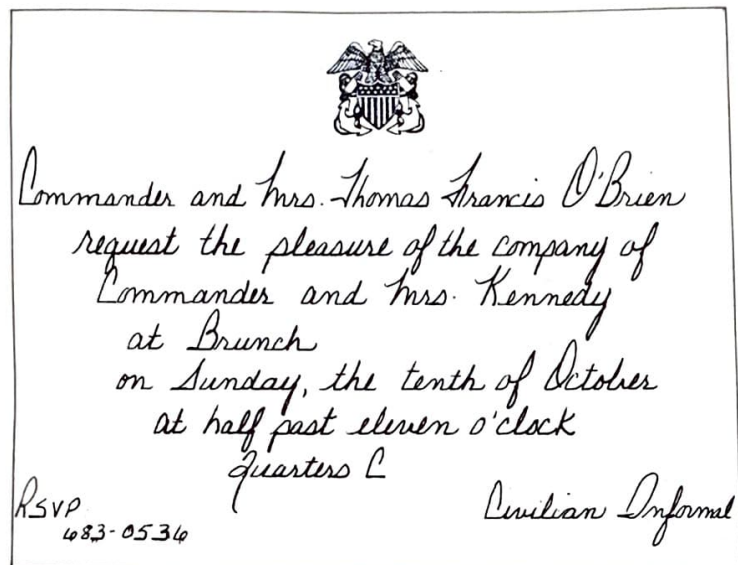
Semi-engraved Invitation to Two Married Naval Officers



Lieutenant Commander and Mrs Doe  
request the pleasure of the company of  
Lieutenant Commander Smith  
and Lieutenant Smith  
at dinner  
on Saturday the fifth of May  
at half past seven o'clock  
623 Summer Lane  
Alexandria Virginia  
R.S.V.P.  
695-0000  
Civilian Informal

For additional information on addressing women with official positions, see Chapter 12, "Forms of Address".

*Handwritten Invitations.* Formal Invitations may be written entirely by hand on any formal writing paper, preferably white, in the standard wording and format. White correspondence cards, 4 by 5 inches in size, often topped with the flag officer's insignia or officer's crest are most often used.



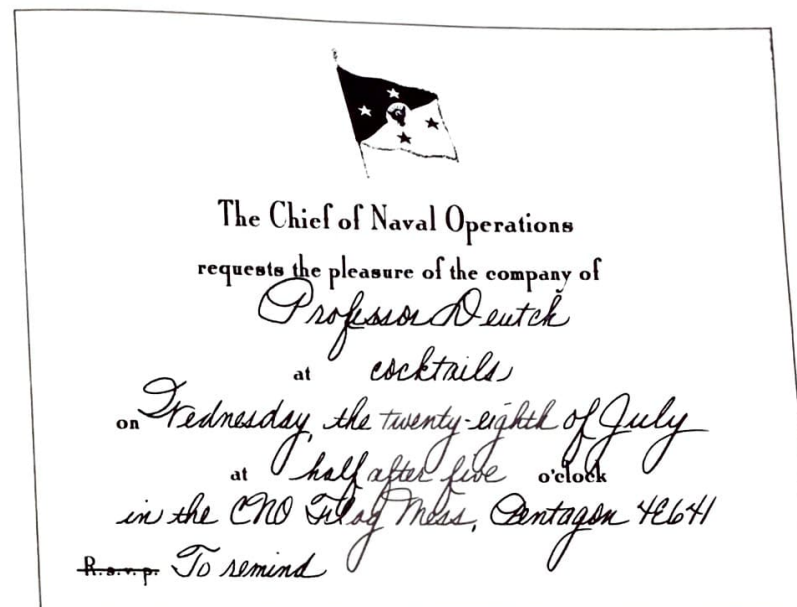
*Telephone Invitations and "To Remind" Cards.* It is quite correct to issue formal invitations by telephone. The host or hostess may call, or have someone call. In military circles, an aide often calls for his or her superior. In tendering telephone invitations, give the same complete information regarding the event as is provided in a written invitation.

An appropriate phrasing of a telephone invitation by the military aide would be:

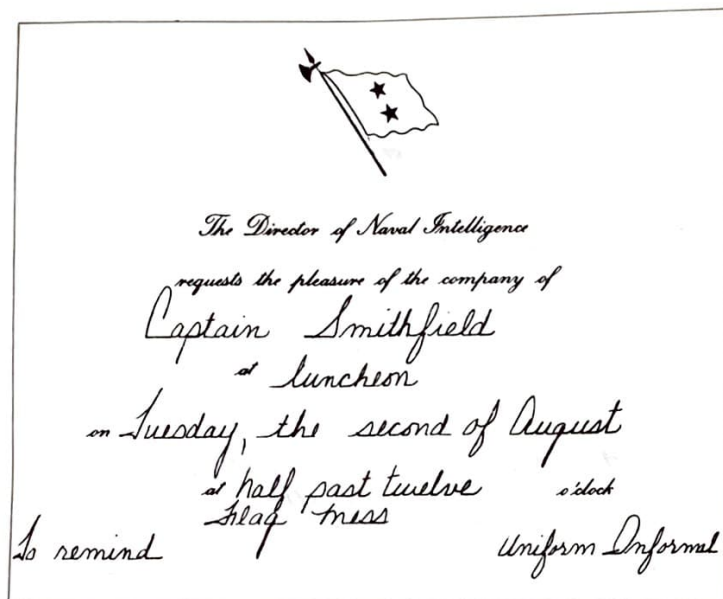
"This is Lieutenant Ray, aide to Vice Admiral Orion. Vice Admiral and Mrs. Thomas Orion would like to extend an invitation to Mr. and Mrs. Jefferson for dinner on Saturday, the eighteenth of March at eight o'clock. The dinner will be at their residence, Quarters F, and the attire is Civilian Informal. Will you R.S.V.P.? My telephone number is 456-7377."

A telephone invitation is generally followed by a "to remind" card to those guests who accept the invitation. The format is identical to any other written invitation except "to remind" is written in the lower left hand corner in place of R.S.V.P. It is permissible to cross out the R.S.V.P. if already printed on the card and to write in "to remind".

A "To Remind" Card for Cocktails.



A "To Remind" Card for Luncheon

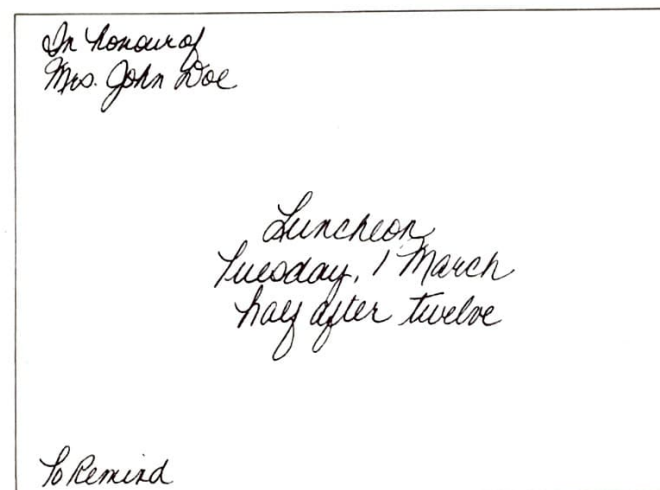
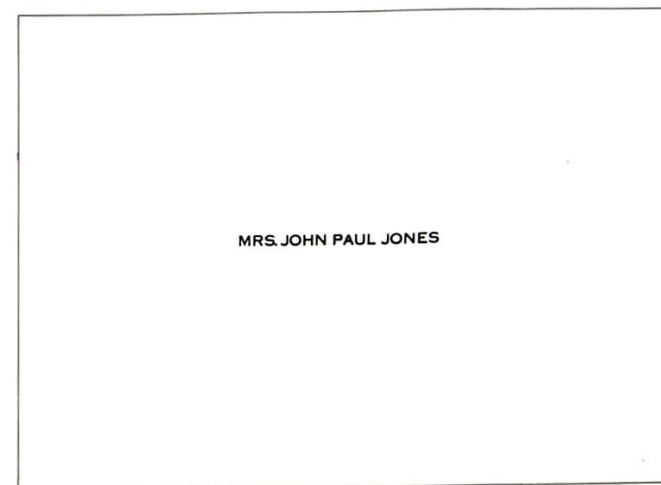


**Informal Invitations.** Invitations for informal occasions, such as unofficial luncheons, dinners, cocktail parties, buffet dinners, etc., may be issued by telephone or in writing. A telephone call may be followed by a written "to remind card" but this is not essential.

Invitations may be written on informal cards (informals) or on a variety of invitations available for specific occasions in stationary stores. In addition, a short, personal note from the host or hostess is appropriate.

**Informal Cards.** Fold-over cards or "informals", measuring approximately 5 by 3½ inches, are made of smooth, heavy paper in white or cream, and have matching envelopes. The name is centered on the outside. The invitation may be written on the inside, or on the outside above and/or below the name. It is correct for the informal cards of a very senior officer such as a three or four-star admiral to bear only his grade and surname. A rear admiral's card usually shows his full name, as do those of less senior officers.

Informal invitation on a folded informal card.





### RECALLING INVITATIONS

It is considered more gracious to postpone than to cancel an invitation. When formal invitations have to be recalled due to unavoidable circumstances, printed forms are generally used to notify guests. In those instances when time is very short, telephone notifications are a necessity.

#### Sample of a Card for Recalling an Invitation

Owing to official mourning for  
the late King Paul of Greece  
The Ambassador of Norway and Mrs. Engen  
are obliged to recall their invitation  
to a Reception  
on Wednesday, the eighteenth of March

### RESPONDING TO INVITATIONS

Every attempt should be made to respond to an invitation promptly out of consideration for the hostess or host who must make arrangements on the basis of the number attending and invite others in the case of a regret. Replies to brunches, luncheons, and dinners should be made within 24 hours.

Generally, a telephone number for R.S.V.P.s is provided on the card. Occasionally, an address for R.S.V.P.s is given, in which case a short note is appropriate. For very formal or large scale functions, R.S.V.P. cards are enclosed which the guest fills out and returns.

If an R.S.V.P. has been requested, it is discourteous to wait until within a few days of the event before responding, or worse, not to respond at all.

### WITHDRAWING ACCEPTANCES

Since an invitation to the White House supersedes any other social engagement, a guest who has already accepted an invitation for the same date must write or telephone the host/hostess immediately and withdraw from the first engagement.

Official duties necessarily take precedence over social engagements; however, a later invitation cannot properly be used to escape one already accepted unless the second is official. The only unofficial yet legitimate reasons for withdrawing an acceptance would be severe illness, unforeseen but mandatory absence from the city, or the recent death of a close relative.

#### Withdrawing a Previously Accepted Invitation

Admiral and Mrs. David Peter Black  
regret that owing to the illness of Mrs. Black  
they must withdraw from  
Mr. and Mrs. White's dinner  
on the first of July

Admiral and Mrs. David Peter Black  
regret that because of an invitation  
to the White House  
they must withdraw from  
Mr. and Mrs. White's dinner  
on the first of July

## CHAPTER 3

### Seating Arrangements

The seating arrangements of any type of function are very important. The host and hostess who take care to ensure a proper balance of protocol and common sense will find their event to be more enjoyable and therefore more successful.

The first step in preparing a seating arrangement should be to consider the type of function as well as the guests involved.

If one were to host a formal dinner inviting high-ranking guests of similar backgrounds who know one another very well, then strictly adhering to the rule of seating by rank would be easy. Such a situation is more the exception than the rule, however. Usually a guest list includes persons of varying ranks, career backgrounds, and nationalities. The primary concern should be to ensure that guests enjoy themselves. Therefore, bear in mind the importance of seating by rank to an extent, but also mix the group a bit so as to create an environment for interesting and enjoyable conversation.

The following discussion deals with the rules of seating guests by rank. Use these rules coupled with the nature and purpose of the individual function to determine seating of guests.

The place of honor is to the right of the host if the guest is a woman, and to the right of the hostess if the guest is a man. Generally, when the event involves both men and women, guests are seated alternating man and woman. This would place the ranking man to the right of the hostess and the ranking woman to the right of the host. Guests are then seated alternating left to right from the host and hostess after the honored guest is seated. As far as knowing who ranks whom, refer to the precedence list in Chapter 1 for guidance.

Generally the guest of honor is also the highest ranking person. Occasionally, there will be other guests who outrank the guest of honor. When this occurs, elect one of the following courses of action by considering the personalities and the particular situation involved.

1. Place the guest of honor in the honored position making the ranking guest next in line.
2. Seat the guests strictly according to protocol disregarding the fact that the guest of honor may be well down the table (used when there are many very high-ranking officials).
3. Make the senior guest the co-host or co-hostess if it is an all-male or all-female event.

Spouses who do not hold official positions themselves are seated according to the rank of their husbands or wives. It is often preferable to avoid seating husbands and wives together, but, once again, many situations are such that husbands and wives may be more comfortable if seated together.

#### SEATING DIAGRAMS

The following diagrams are to aid in visualizing how guests would be seated according to rank:

#### USUAL MIXED DINNERS

The most traditional arrangement calls for the host and hostess to sit at the two ends of the table (Plan 1a.):

PLAN 1a.—Host/hostess at ends of table

HOSTESS			
MAN	1	2	MAN
WOMAN	3	4	WOMAN
MAN	5	6	MAN
(14)			
WOMAN	6	5	WOMAN
MAN	4	3	MAN
WOMAN	2	1	WOMAN
HOST			

At larger official dinners/luncheons, the host and hostess may sit opposite one another at the center of the table (Plan 1b.):

PLAN 1b.—Host/hostess at midtable

MAN	8	7	WOMAN (5 MAN)*
WOMAN	6	5	MAN (7 WOMAN)*
MAN	4	3	WOMAN
WOMAN	2	1	MAN
(18)			
HOST			HOSTESS
WOMAN	1	2	MAN
MAN	3	4	WOMAN
WOMAN	5	6	MAN (8 WOMAN)*
MAN	7	8	WOMAN (6 MAN)*

\*This arrangement leads to placing a woman on the end of the table on both sides. To avoid this, switch them with the man seated closest as shown or use the following alternate seating plan (Plan 1c.):

PLAN 1c.—Two at each end of table

MAN HOSTESS			
	1		
WOMAN	3	2	MAN
MAN	5	4	WOMAN
WOMAN	7	6	MAN
MAN	8	8	WOMAN
	(18)		
WOMAN	6	7	MAN
MAN	4	5	WOMAN
WOMAN	2	3	MAN
	J		
HOST WOMAN			

Another arrangement uses two tables (Plan 1d. and 1e.):

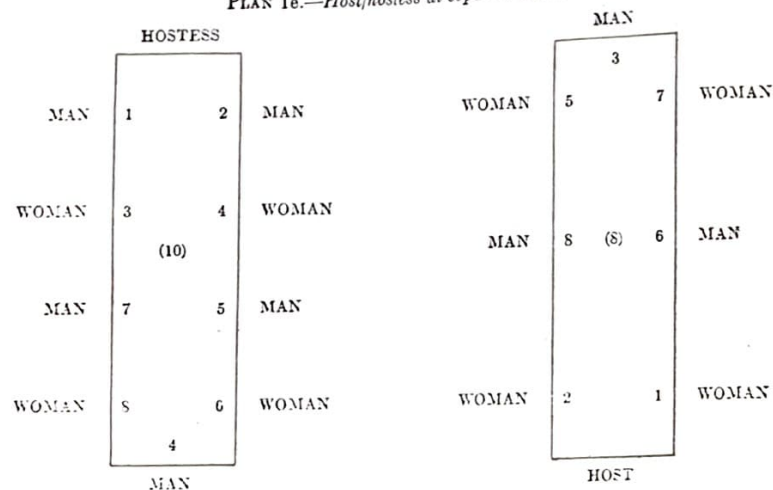
PLAN 1d.—Host/hostess at separate tables  
Number divisible by four

HOSTESS			
MAN	1	2	MAN
	(S)		
WOMAN	3	5	WOMAN
MAN	6	4	MAN
	7		
WOMAN			

MAN			
	7		
WOMAN	4	6	WOMAN
	(S)		
MAN	3	5	MAN
WOMAN	2	1	WOMAN
HOST			



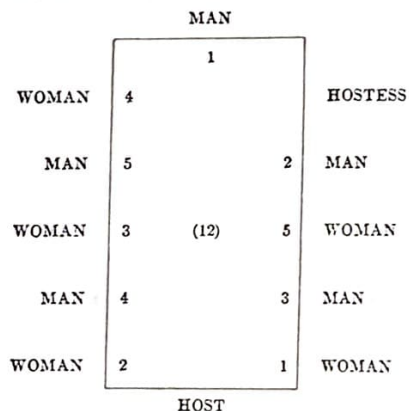
PLAN 1e.—Host/hostess at separate tables



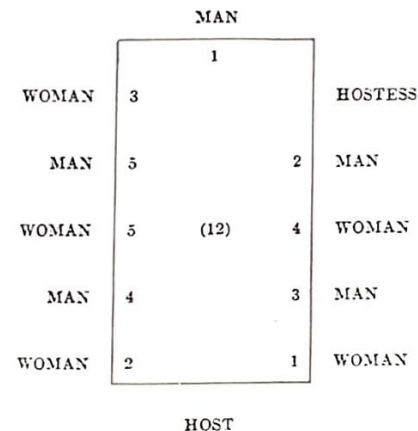
### MIXED DINNERS MULTIPLES OF FOUR

Whenever the total number of guests equals any multiple of four and there is an equal number of men and women, the host and hostess cannot sit opposite each other without putting two men or two women together. To balance the table, the hostess simply moves one seat to the left, thereby putting her right-hand guest (guest of honor) opposite the host. See plan 2a. When one couple of such a group is unmarried, they may be seated side by side. See plan 2b. A third plan often used by contemporary hostesses is that for the round table. See plan 2c.

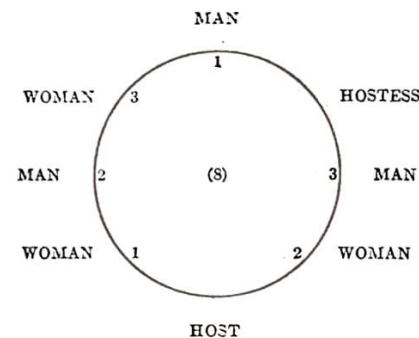
PLAN 2a.—Multiples of four—all couples married



PLAN 2b.—Multiples of four—one couple unmarried



PLAN 2c.—Multiples of four—all couples married—round table

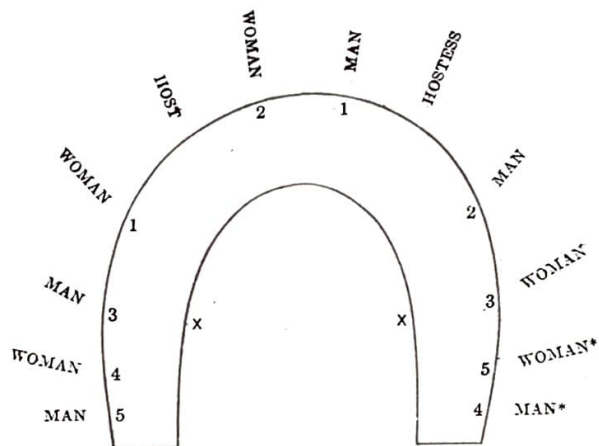


### MIXED DINNERS—AT HORSESHOE-SHAPED TABLES

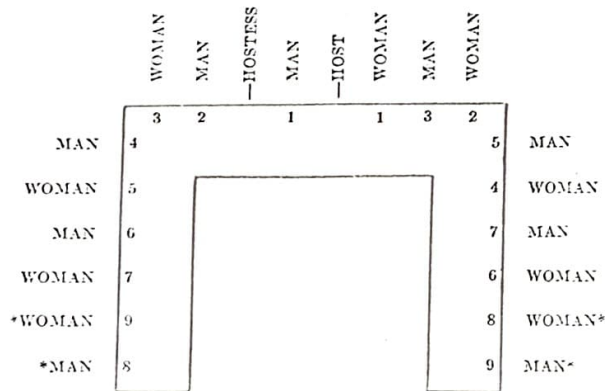
The simple horseshoe-shaped table which is sometimes used at large official banquets requires that the host and hostess sit with their honored guests on the outside of the curving center while other guests are seated in an alternating pattern along the sides. See plan 3a. Plan 3b is an alternate occasionally seen at formal dinners.

If places are set both within and without the curving ends, the inside seats begin at point x on plan 3a, with the seats inside but nearer the host ranking those further away on the outside.

PLAN 3a.—Horseshoe-shaped table with couples



PLAN 3b.—Alternate plan for horseshoe-shaped table with couples

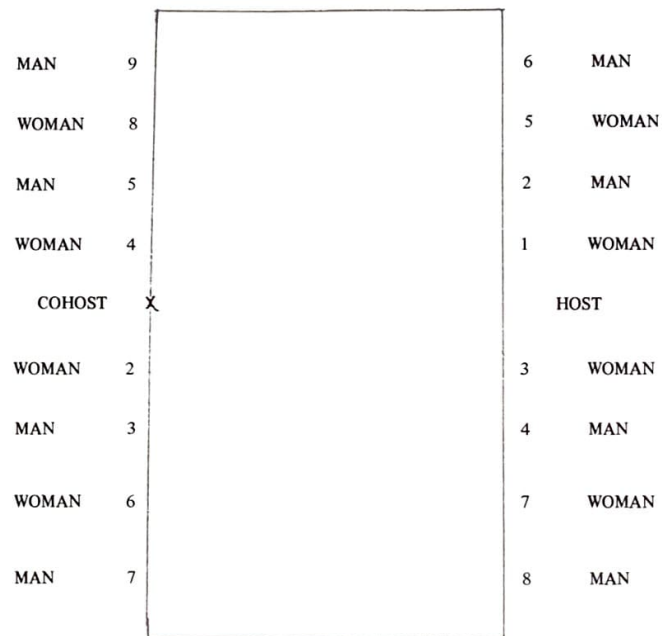


\*Arrangement avoids placing a woman at the end of the table.

## MIXED DINNERS—WITH SINGLE HOST/HOSTESS

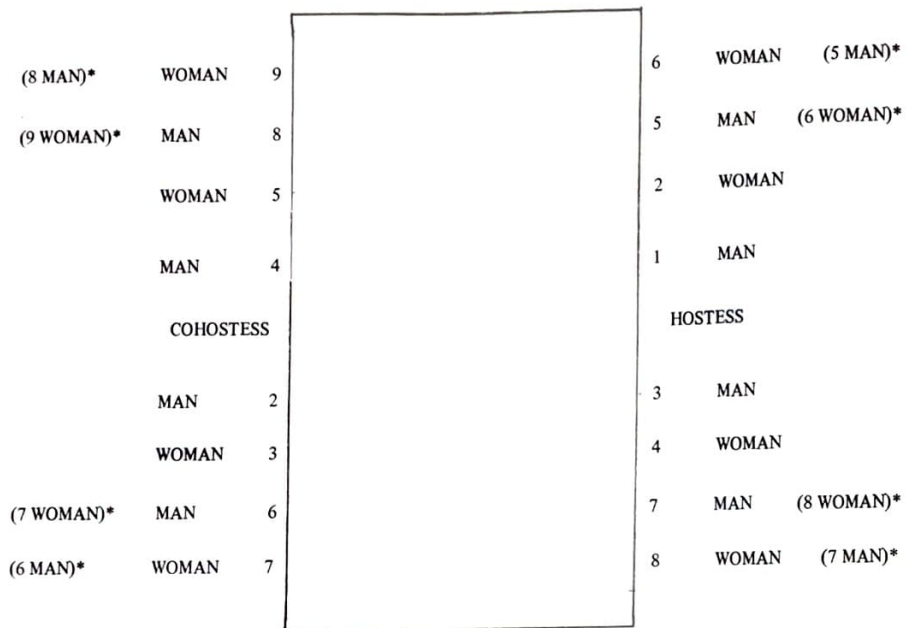
An unmarried host/hostess, or one who is entertaining in the absence of his/her spouse may choose one of the following arrangements: Plans 4a

Plan 4a—Single host with co-host



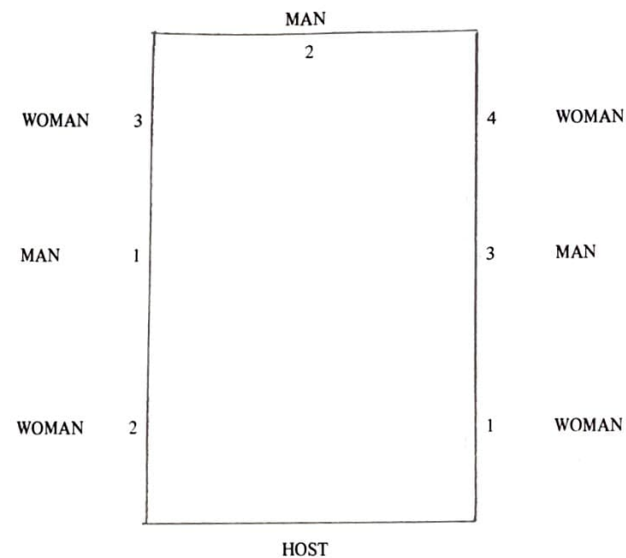
OR:

Plan 4b.—Single hostess with co-hostess



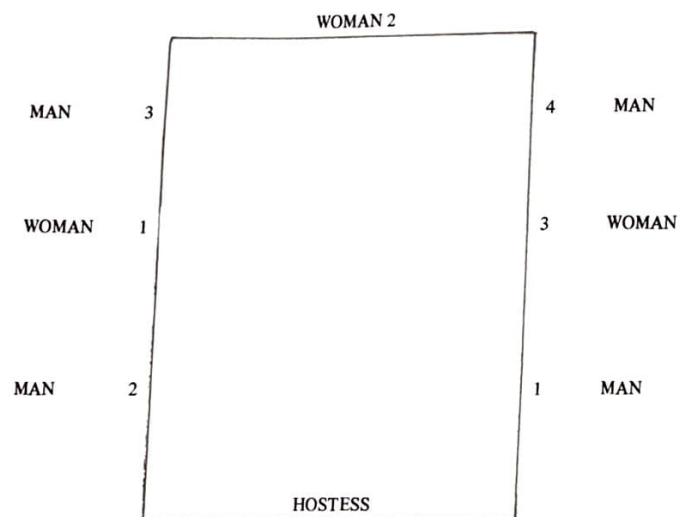
\*Arrangement avoids placing women at the ends of the table.

Plan 4c.—No co-host/co-hostess; all married couples

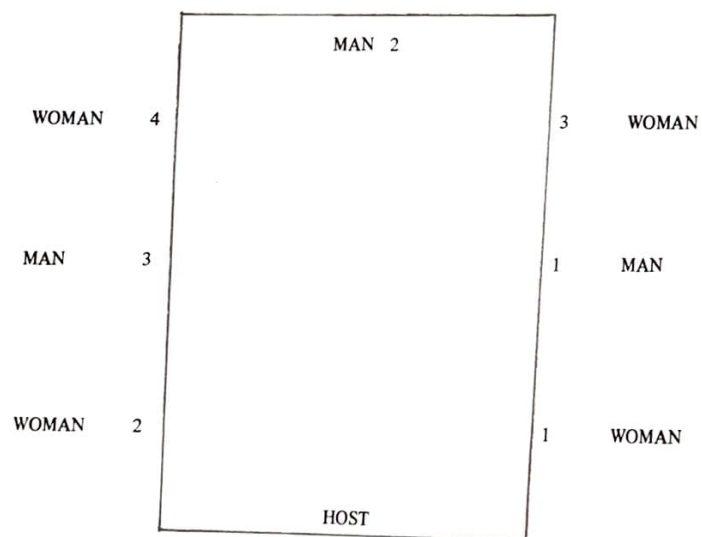




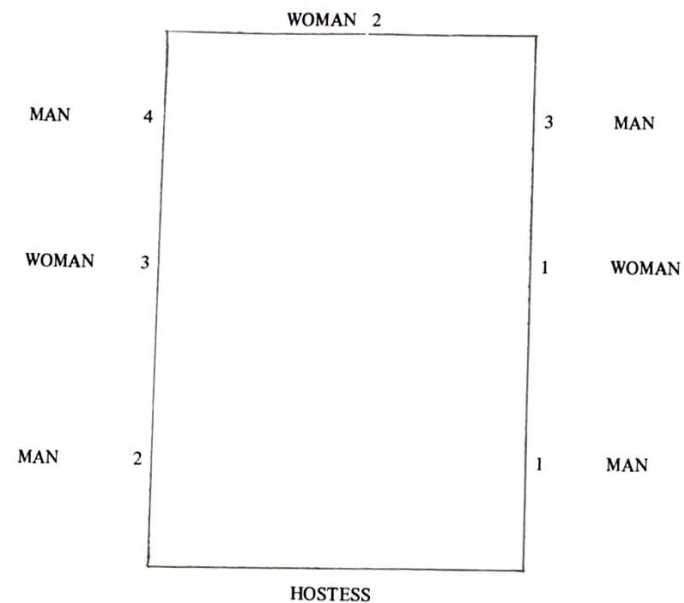
OR Plan 4d.:



Plan 4e.—No co-host/co-hostess; not all married couples

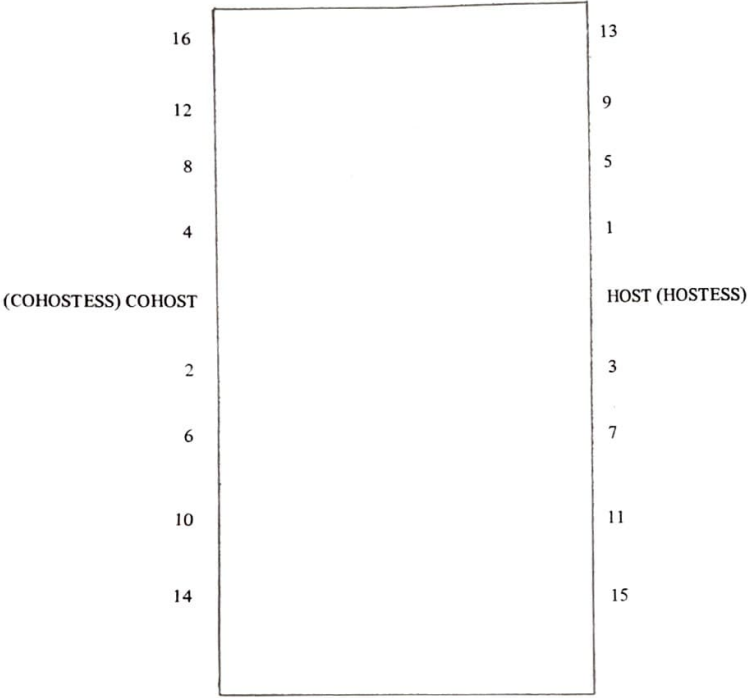


OR Plan 4f.:



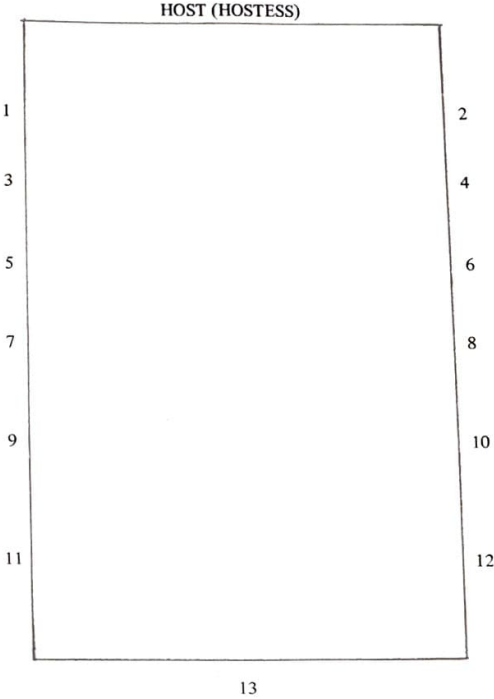
ALL MALE/ALL FEMALE  
LUNCHEONS AND DINNERS

For all-male or all-female events, it is often desirable to designate a co-host/co-hostess. Plan 5a: with co-host/co-hostess:



Plan 5b:

Without co-host/co-hostess



HEAD TABLES

Seating arrangements for head tables cause great concern and require special treatment. There are head tables required for all-male or all-female affairs, or for mixed groups, with and without speakers, with and without club officers, etc.

In seating a low-ranking toastmaster and guest speakers at an all-male or all-female lunch or dinner, the host/hostess must use judgment in placing them as near the center of the table as possible without violating precedence too much. The main speaker or a guest of honor who is outranked by others present should not

be seated in seat 1; however, it is proper to place him/her to the left of the host/hostess in seat 2, if appropriate, or seat 3. See Plan 6a.

When both official and very important unofficial guests are present, distinguished civilians who represent significant civic or philanthropic organizations may be seated between the guests of official rank after the guest of honor and second official guest are seated. See Plan 6b.

Often it is necessary to seat couples at a head table. Plan 6d provides for this circumstance.

PLAN 6a.—With low-ranking toastmaster

(7)	5	
	3	
	1	
		HOST OR CHAIRMAN (HOSTESS OR CHAIRWOMAN)
	2	
	4	TOASTMASTER
	6	

PLAN 6b.—With important official and civilian guests

(9)	7	AIR FORCE GENERAL
	5	U.S. REPRESENTATIVE
		TO THE U.N.
	3	CIVIC LEADER
	1	EX-PRESIDENT
		HOST (HOSTESS)
	2	FOREIGN AMBASSADOR
	4	RED CROSS OFFICIAL
	6	CONGRESSMAN
	8	PROTESTANT BISHOP

PLAN 6c.—With guests and club officers

(13)		CLUB OFFICER
		GUEST 5
		CLUB SECRETARY
		GUEST 3
		HONORARY PRESIDENT
		GUEST 1
		PRESIDENT
		GUEST 2
		CLUB VICE PRESIDENT
		GUEST 4
		CLUB TREASURER
		GUEST 6
		CLUB OFFICER

PLAN 6d.—With couples

(12)	5	MAN
	4	WOMAN
	3	MAN
	1	WOMAN
		HOST
	2	WOMAN
	1	MAN
		HOSTESS
	2	MAN
	3	WOMAN
	5	WOMAN*
	4	MAN*

\*Arrangement avoids placing a woman at the end of the table.



## CHAPTER 4

### Formal Dining

Formal entertaining is no longer commonplace on the American scene, partly because of the trend toward informality in living and partly because of the requirement for a well-trained staff and expensive table appointments. For the average Navy family, informal dinners are far more usual. Flag officers and service representatives abroad are often involved, however, in hosting seated dinners. When such official occasions warrant the traditional formality of the past, details of absolutely correct service, table settings, and menus are available in general etiquette books. A few basic guidelines are summarized here for those who find themselves entertaining formally.

#### GENERAL GUIDELINES

Formal entertaining is usually intended to honor a special guest as well as to extend hospitality. Guests are seated according to rank as illustrated in Chapter 3.

Formal dinners generally commence at 8:00 or 8:30. The attire should be specified on the invitation. Generally, this is black tie and occasionally white tie. For black tie, ladies generally wear ankle length dinner dresses of wool, velvet, cotton or silk; for white tie occasions, they wear floor length evening gowns of dressier material and design. Current fashion may sometimes dictate that dinner and evening dresses may be short.

The President rarely dines out except at official banquets, or with members of his Cabinet. Then he and his wife are met at the front door by the host and hostess and escorted to the drawing room. Other guests arrive approximately 15 minutes earlier, so they may be assembled when the President arrives. The host and hostess may relinquish their places at the table to the President and his wife, and move one seat to the left of their normal positions, or the President may choose to sit in the usual guest of honor seat and have his wife placed on the host's right. When an invitation to dinner is to be extended to the President, a proposed guest list, seating plan, and details on other arrangements should be submitted to the White House for approval before any invitations are tendered.

Occasionally, a U.S. Navy host may be required to entertain royalty, a head of state, or the members of a ruling family, either on board ship or ashore. One must carefully comply with the guidelines which are set forth above concerning presidential guests and with protocol expectations that are conveyed by the Department of State and the representatives of such prospective visitors.

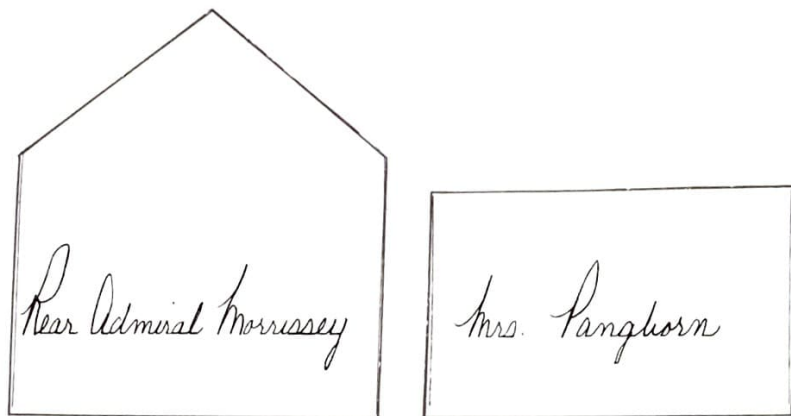
#### DINNER PARTNERS

At large, formal dinners each man is provided with the name of his dinner partner whom he is to escort to her place at the table. Normally, he takes in the woman who will sit on his right.

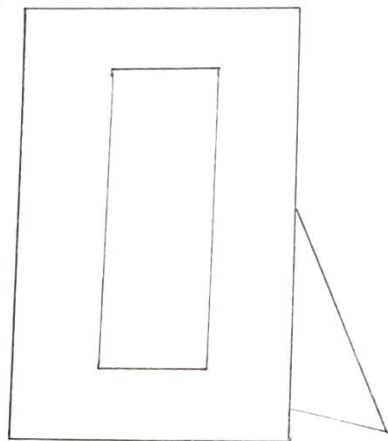
There are several procedures for acquainting men with the names of their dinner partners. The simplest method and that used for a small dinner is to have the hostess announce who is to be seated next to whom.

At a larger affair, each man will find on a silver tray, often placed in the entrance hall, a small envelope bearing his name and reflecting the name of his dinner partner on an enclosed card. Near this tray of name cards there is generally a leather, table-shaped diagram of the location of each guest's seat at the table.

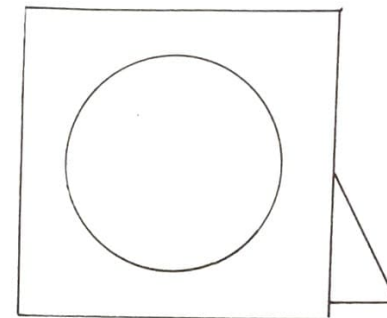
NAME CARDS



SEATING BOARD  
*Rectangular Table*



*Seating Diagram  
Round Table*

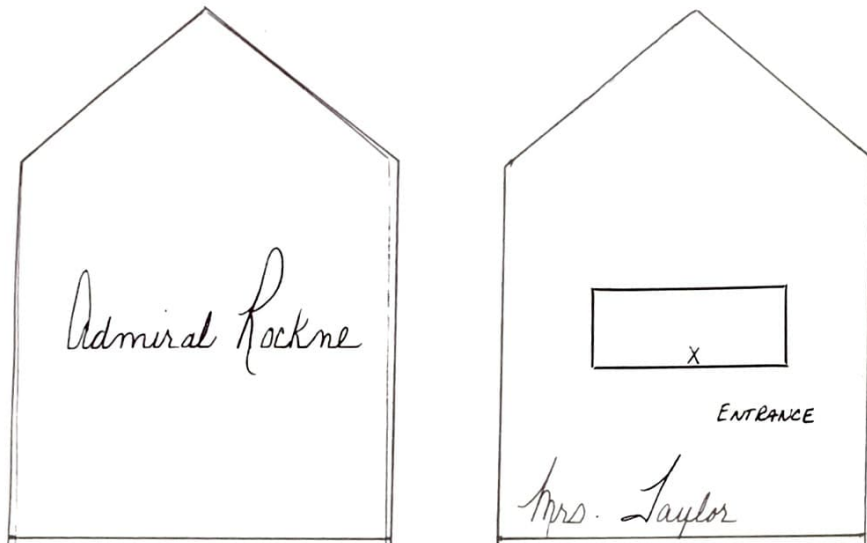


A third alternative observed at large dinners involves the use of a small folded card with the man's name on the outside and his partner's name inside, together with a small diagram showing their positions at the table. These will be found in the entrance hall, or sometimes in the room where cocktails are served.

Each man must ascertain who his dinner partner is in sufficient time to be introduced before taking her in to dinner. It is the function of the host to ensure that each man knows or is presented to his dinner partner. At large official dinners, aides make the necessary introductions.

The host, leading the way into the dining room with the ranking lady, seats her at his right. The other paired guests follow and the hostess enters last with the ranking man. This order also applies when an ambassador is the guest of honor. In the exceptional circumstance of the presence of the President, another chief of state, a member of royalty, or a governor within his own State, the hostess goes in to dinner with the guest of honor first, and host follows immediately with the wife of the ranking dignitary.

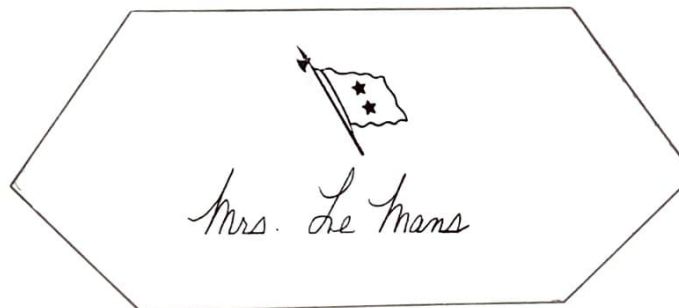
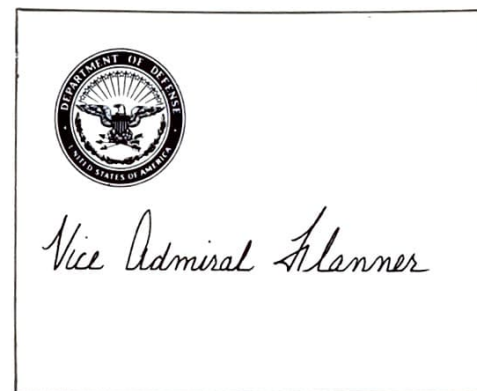
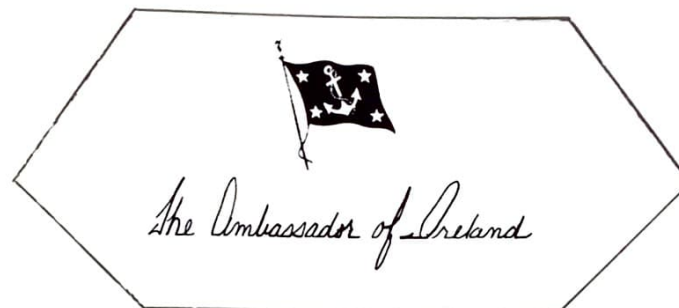
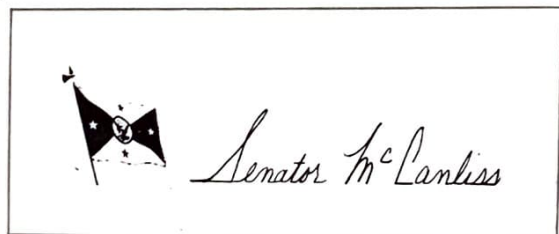
TAKE-IN CARD



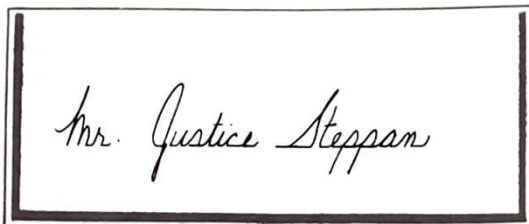
PLACE CARDS

Heavy, white, rectangular cards with gold beveled edges, and sometimes an official seal or flag are often used as place cards, although rectangular fold-over cards and rectangular side-tabbed cards are also popular. A flag officer's personal flag, a commission pennant, the seal of a ship or of an embassy, or a personal crest may be embossed or stamped in the upper left corner or top center of the card.

The place card is intended to locate the individual at table and to inform dinner companions of his identity. The courtesy title and surname are used (Admiral Brown, Mrs. Brown, Dr. Smith) except for very senior officials for some of whom the position title is proper, and for others their position title and surname. Consult Chapter 12 for guidance regarding senior officials' names on place cards. At a private dinner it is permissible and more personal to use the courtesy title and surname of senior officials, or their title and surname rather than the title alone. Thus "Admiral Hayward" would be written for the Chief of Naval Operations; and "Ambassador Donlon" for the Ambassador of Ireland.







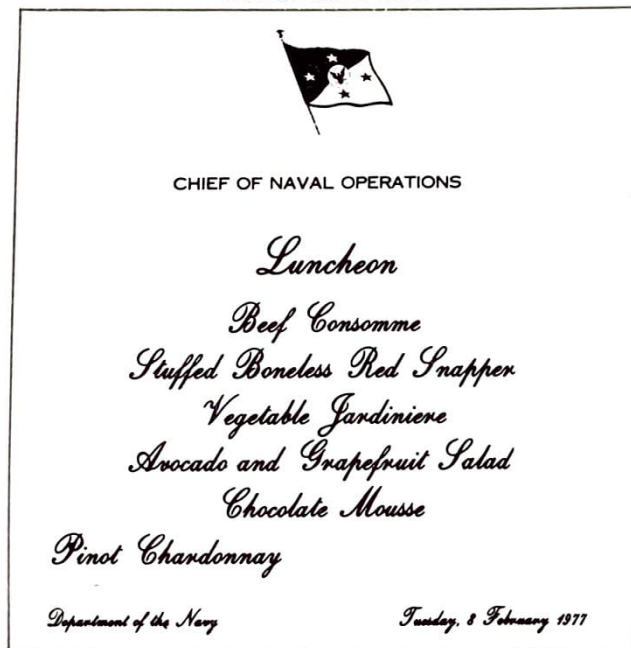
#### MENU CARDS

Menu cards are sometimes used for official luncheons or dinners, dining-ins, formal farewell or welcoming parties for high ranking officials. The standard generally found in a flag officer's mess is a heavy white card about 4 x 6 inches with a gold beveled edge. It is usually decorated with the admiral's flag at the center top and the name of his command.

On Navy ships such menus are printed, embossed or handwritten in English. Each line is centered on the card and only one dish is included on a line. Appetizers, rolls, relishes, candy, and coffee do not appear on the formal menu.

In the flag mess, one menu is placed before the host and others between every second or third guest.

#### SAMPLE MENU CARD



#### SMOKING AT TABLE

It is considered extremely rude to bring one's cigarette to the table or to smoke throughout a meal. Cigarettes may be passed just prior to the dessert course. Although there may be ash trays and cigarettes at each place, the proper guest will be careful not to smoke until the host or hostess sets the example.

#### CONVERSATION AT TABLE

"Turning the table" is an outdated practice whereby all guests were obliged to follow simultaneously the lead of the hostess in shifting conversational attention from the guest on the right to the one on the left. Today, a person seated at a reasonably narrow table is expected to talk with immediate dinner companions to the right and left and also with those across the table. The considerate guest is alert to speak with all neighbors at the table, ending any exchange smoothly rather than at a signal from the hostess, and engaging anyone not already involved in a conversation.

#### ORDER OF DEPARTURE

The ranking lady must make the initial move to depart. Generally, she should leave a formal dinner within an hour of its conclusion, and allow perhaps a bit longer at an informal one, if she so desires. After her departure, the other guests may follow without any further regard for precedence.

#### THANK YOU NOTES

A thoughtful guest will always write a thank you note to the host/hostess who has entertained him. It is also thoughtful to send flowers or a gift for very special occasions.

It is generally not necessary to write a thank you note for large scale official functions, such as a reception to which hundreds have been invited.

## CHAPTER 5

### Toasting

Toasting is a means of expressing good will toward others on a social occasion. It may take place at receptions, dinners, dining-ins or wetting-down parties.

Toasting originated with the English custom of flavoring wine with a piece of browned and spiced toast. In 1709 Sir Richard Steele wrote of a lady whose name was supposed to flavor a wine like spiced toast. Thus evolved the notion that the individual or institution honored with a toast would add flavor to the wine.

Today we honor individuals and/or institutions by raising our glasses in a salute while expressing good wishes and drinking to that salute. Etiquette calls for all to participate in a toast. Even nondrinkers should at least raise the glass to their lips.

Those offering a toast, men or women, should stand, raise the glass in a salute while uttering the expression of good will. Meanwhile, the individual(s) being toasted should remain seated, nod in acknowledgement, and refrain from drinking to one's own toast. Later, they may stand, thank the others, and offer a toast in return.

The one who initiates the toasting is the host at a very formal occasion, Mr. Vice/Madame Vice at a Dining-in, or any guest when the occasion is very informal. The subject of the toast is always based upon the type of occasion. General toasts would be "To your health", or to "Success and happiness", while special occasions such as weddings or birthdays would require toasts more specific in nature such as "To Mary and John for a lifetime of happiness and love" in the case of a wedding, or on a birthday "May your next 25 years be as happy and as successful as your first 25 years".

#### CEREMONIAL TOASTS

When the formality of ceremonial toasts is to be observed on state occasions, the order and subject of all toasts should be arranged beforehand between the host and his ranking foreign guest. Such toasts are initiated by the host, during or after dessert wine is served. The experienced guest is always careful to leave enough champagne in his glass toward the end of the meal to be able to join in several toasts.

A toast to a Chief of State is always drunk standing. The toast to the ruler of the country of the foreign guest of honor is always the first toast proposed on a state occasion. A few minutes after the guests have seated themselves again, the senior representative of the country honored rises and proposes a toast to the ruler of the host's country. All the guests rise again to drink this toast.

These initial toasts may be followed by others to the countries or the services represented by the guests, and/or to the guest of honor and the host. There may be brief speeches which fit the occasion.

When the occasion is an official and formal one, the order and subject of all toasts should be arranged beforehand. It is the responsibility of the host to inform the guest of honor which toasts will be offered and when. The rule here is that the host proposes all toasts and the guest answers in kind.

EXAMPLE: Suppose the occasion is a black tie dinner hosted by the U.S. Chief of Naval Operations in honor of the Ambassador of Great Britain. The following would apply:

USN CNO (Host/Hostess would stand after the dessert wine has been served and would raise his/her glass, saying:

"To Her Majesty the Queen".

All the guests should stand and raise their glasses and toast the Queen. This may be followed by the playing of the British National Anthem.

Moments later, the Ambassador would stand, raise his/her glass and say, "To the President of the United States". All guests would stand and toast the President. This may be followed by the U.S. National Anthem.

Other toasts may follow, such as:

USN CNO: "To the Chief of Naval Staff and First Sea Lord."

British Ambassador: "To the Chief of Naval Operations."

USN CNO: "May the bonds of friendship which tie our navies together continue to strengthen in the future."

British Ambassador: "To the great traditions of the U.S. Navy and her many gallant leaders."

When the guests represent more than one nation, the host/hostess proposes a collective toast to the heads of their several states, naming them in the order of the seniority of the representatives present. The highest ranking foreign officer among the guests will respond on behalf of all the guests by toasting the head of state of the host's country.

Since governments and titles change, it is essential to verify their accuracy.

NOTE: The position is toasted and the individual's name is not mentioned.

#### BRITISH CUSTOMS

At an official dinner given by a British official for a high-ranking U.S. officer, the former rises during or after dessert to toast the President of the United States, and then the orchestra, if present, plays "The Star-Spangled Banner". After the guests are seated, the guest of honor rises to toast "Her Majesty, the Queen", and the orchestra plays "God Save the Queen". If other monarchies are represented at the dinner, the honored guest would say, "Her Majesty, Queen Elizabeth II". These toasts are sometime followed by short speeches and toasts to the services represented.

At regular mess dinners in the Royal Navy, the senior member of the mess proposes the toast, "The Queen," and all present in a low voice repeat, "The Queen" and sip the toast. If an American officer is a personal dinner guest in a mess where a nightly toast to the Queen is drunk, the mess president might propose a toast to the U.S. Navy after the usual toast to the Queen. The American would then properly reply with a toast to the Royal Navy. It should be remembered that at official Anglo-American dinners, the British officer would toast, "The President of the United States," and the senior American would reply, "Her Majesty, the Queen."

#### FRENCH AND ITALIAN CUSTOMS

Officers of these navies often preface a toast with the phrase, "I have the honor to . . ." At a dinner for a senior U.S. officer, the French host/hostess may say, "I have the honor to propose a toast to the President of the United States." The guest of honor might properly reply, "It is my great honor to propose a toast to the President of the French Republic."

#### SCANDINAVIAN CUSTOMS

Ceremonial toasts are less usual in the Scandinavian countries. Rather, the host/hostess "skoals" each guest. No one drinks wine until after the host/hostess has offered a general skool of welcome. Skoaling then

continues throughout the meal among the guests. The ladies must be alert to respond to individual skoals from the gentlemen, for each gentleman skoals the lady sitting at his right at least once.

The procedure is to raise one's glass slightly from the table, and looking directly into your partner's eyes, draw the glass down and toward the body, bow slightly, say "skoal", drink, and salute again with your glass before putting it down. The skool received must be returned a few minutes later.

Specific customs of individual countries should be understood prior to attending social functions; for example, in Norway an additional procedure is for the guest of honor to thank the host/hostess with a toast at the end of the meal.

In Sweden, the hostess is never skoaled by a guest during a formal or semi-formal dinner.





## CHAPTER 6

### Receptions

Receptions are the most popular form of official entertainment for they allow wide variance in the number of guests invited and in the formality of the occasion. They range from the very formal, which might be a reception after 8:00 p.m. hosted by an ambassador in honor of his visiting chief of state, to the less formal, perhaps that hosted by a military attache from 8 to 10 o'clock in the evening in celebration of Armed Forces Day. The most common and least formal affair is held from approximately 6 to 8 o'clock, frequently in honor of a visiting official or in celebration of some event.

Characteristically, receptions differ from the simple cocktail party in that they are intended to honor individuals or a specific occasion, the atmosphere is somewhat more formal, their duration is prescribed, and there is always a receiving line.

The thoughtful host/hostess who plans a reception in honor of a high-ranking official will consult with the latter regarding a mutually agreeable date and time before ordering invitations. As indicated in Chapter 2, the person or the occasion being feted may be indicated on the invitation in one of several ways.

Guests should arrive before the receiving line disbands, normally within the first 35 minutes of the reception. The order of persons in the receiving line may vary with the type of occasion and desires of the hosting official.

The sequence which the Department of State follows for official functions in honor of high-ranking dignitaries is:

Announcer---Host---Guest of Honor---Guest of Honor's Wife---Host's Wife---Extra Man

The announcer is often a military aide whose responsibility is to announce each guest by name.

The extra man avoids placing a woman at the end of the line. It is his function to move guests into the reception area. Very often, however, this extra person will make the line entirely too long, in which case he may be eliminated.

An alternative which is equally appropriate and which makes the relationship of those receiving clearer to the guests is:

Announcer---Host---Host's Wife---Guest of Honor---Guest of Honor's Wife---Extra man

In the event that the official who is hosting and/or guest of honor are women, observe the following:

Announcer---Hostess---Hostess' Husband---Guest of Honor---Guest of Honor's spouse---Extra man, if a woman precedes him.

When the guest of honor is a head of State, the host and hostess relinquish their positions and the line appears as:

Announcer---Chief of State---Spouse of the Chief of State---Host---Hostess---Extra man.

Guests do not shake hands with the aide/announcer. The guest should state his/her name and then proceed through the line. In the case of couples, the guest who has been invited because of his/her official capacity, precedes his/her spouse or date through the line.

A typical pattern of introduction which the aide may use is as follows. The aide receives the name of the guest, turns to the host/hostess, after exchanging amenities, will turn to his/her spouse and say, "Mrs. Brown, Mrs. James". The guest in proceeding down the line simply smiles, shakes hands, and greets each person with, "How do you do" or "Good evening". Since names do not travel well, the guest should repeat his/her name when necessary. One should never engage in extended conversation in a receiving line so as to avoid holding the line up.

It is no longer necessary to leave calling cards at a reception, even at an event given by a senior officer for officers of his command to consider "all calls made and returned".

## ATTIRE

The expected attire for a reception should be specified on the invitation. In general, the following rules apply:

### *Afternoon or Early Evening Reception (prior to 8:00 PM)*

- Generally informal
- Military women and men: Seasonally appropriate service dress uniform.
- Civilian women: Street length or informal long dresses as current styles dictate
- Civilian men: Business suits.

### *Evening Reception (after 8:00 PM)*

- Can be informal, formal, or very formal. If informal, the above rules apply. If formal, the following is appropriate:
  - Formal (Black Tie)
    - Military men and women: Seasonal dinner dress uniform.
    - Civilian women: Long formal gown.
    - Civilian men: Black tie; tuxedo.
  - Very Formal (White Tie) - Very seldom worn
    - Military women and men: Formal dress uniform
    - Civilian women: Very formal gowns.
    - Civilian men: White tie; full dress evening wear.

NOTE: One should remember that the above dress code is a strict adherence to protocol as one would see in Washington, D.C. Other areas of the country such as California or Hawaii are far less formal.

## CHAPTER 7

### Cards and Calls

Traditionally, naval officers were expected to pay formal social calls on their commanding officers when reporting to a new duty station. The new officer, accompanied by his/her spouse would visit the commanding officer's home for 15-20 minutes and leave calling cards.

Times have changed, however, and the trend is toward less formality in social settings. The formal exchange of social calls is generally not required today. It is far more common for a commanding officer to host large scale receptions to welcome newcomers and bid others farewell. An officer should always inquire as to the new command's policy.

Should formal calls be desired, the following general guidelines are observed. An appointment should be made, and the officer and spouse should arrive promptly at the residence of the commanding officer. Usually a social call lasts 20 to 30 minutes, with light, pleasant conversational exchange. The appropriate number of cards is left on a silver dish or tray located on a table near the door. The officer paying the call leaves one of his cards for the husband and one for the wife, as well as one for each lady in the house over 18, not more than three cards being left by any one person. The civilian woman leaves one card for each lady of the house over 18, but never for a man, not even the President. A man can never make a call for his wife nor leave her cards, although she may make calls and leave cards for him, except in the case of a call on his commanding officer.

Exceptions to this recent trend are few, but often include officers on military and diplomatic assignment in foreign countries. These individuals often call on officials within their own embassy and military activity, on officials of the host government, and on diplomatic representatives of other governments. In these cases, it is best to check with the protocol officer of the U.S. embassy for guidance on local customs.

### CALLING CARDS

Despite the fact that formal social calls are rarely made, calling cards are still useful in many situations.

They are sent with flowers or gifts, as informal invitations to informal parties of any type, as reminders, or as bearers of messages of condolence or congratulations. Accordingly, a supply of envelopes which approximate the size of the card and yet conform to existing postal regulations is a wise investment.

It is a great help and often economically advantageous to patronize only the finest engravers. They generally know the correct use of titles and social forms and are qualified to advise concerning the type size, paper quality, and similar matters. Some are also willing to help the junior officer to economize by making three cards, namely the joint card, personal card, and the wife's card from a single plate. Many engravers will keep a plate on file and fill subsequent mail orders.

Calling cards need not be engraved. The more economical process of thermography which produces a raised print is a very acceptable substitute.

### SELECTING CARDS

The following recommendations regarding personal cards and their use are founded on accepted social practice and naval tradition.



Neither abbreviations nor initials are generally allowed. Suffixes are the single exception to this rule. The suffix "Jr." may be used instead of the preferred "junior" if the officer so desires, or if his name is very long or preceded by a lengthy title. The Roman numerals II, III, and IV, which are used to identify a younger man who has the same name as an older living relative, also follow an officer's name on his card. A comma is always used between the surname and suffix.

Clarity rather than undue size or ornateness is desirable in the lettering. Script, shaded roman, and antique roman are among the most popular styles, offering the advantage of a distinguished and legible appearance.

## PERSONAL CARDS

### Male Officers

A male officer's personal card is approximately 3-1/8 inches long and 1-5/8 inches high, although the length of the name and title will determine the exact dimensions.

### Women Officers

A woman officer's card measures approximately 2-7/8 inches long by 2 inches high with slight variation allowed for long names or titles.

### Senior Flag Officers

A very senior officer is entitled to use his/her rank and surname on the cards, but many prefer to have the full name engraved to provide more complete identification.

Admiral Smith

United States Navy

or

Admiral James Lyttle Jones  
United States Navy

Vice Chief of Naval Operations

*Senior Officers.* Titles of officers of the grade of commander and above should precede their names. The service designation of such senior officers may be directly below the line bearing the officer's name and rank, or in the lower right corner of the card.

Rear Admiral Elizabeth Eileen Flanner  
United States Navy

or

Commander Brian Richard Leahy  
United States Naval Reserve

*Junior Officers.* Titles of junior officers (warrant officer through lieutenant commander) are engraved in the lower right corner of the officer's card and centered above the service designation.

Timothy Daniel Ace, Junior

Ensign  
United States Navy

Shawn Claire Smith

Lieutenant, Junior Grade  
United States Naval Reserve

*Staff Corps Officers.* Staff Corps designations properly appear before the service affiliation of the senior officer wherever he/she elects to locate the latter. For all others it must appear in the lower right corner between the rank and the service designations.

Rear Admiral Thomas Francis Boeing  
Supply Corps, United States Navy

or

Louis Gawain Foster, Jr.

Lieutenant Commander  
Medical Corps  
United States Naval Reserve

*Midshipmen.* Cards of midshipmen show their title and service in the lower right corner.

William Howard Hoover

Midshipman  
United States Navy

or

Maureen Therese Connelley

Midshipman  
United States Navy

*Retired Officers.* A retired officer's card is engraved exactly as that for an officer of comparable grade on active duty except that the word "Retired" is added on a separate line below the service affiliation. "Retired" should not be abbreviated, placed within brackets, or otherwise positioned on the card.

Captain Terence Arnole McGinnis

Judge Advocate General Corps  
United States Navy  
Retired

*Naval Attaches.* A two-ply glazed white card, measuring about 3½ inches long and 2 inches high, is used for the official card of a naval attache. Name, rank, and service are engraved on the first two lines in the manner appropriate to the rank of the officer concerned. Commanders and above show their grade and full name on one line, with staff corps (if any) and service on the second; while junior officers place their full name on the first line and their rank, corps if any, and service on the second. The third line reads "Naval Attache," and in some cases a fourth line, "Naval Attache for Air" is added when appropriate. These are followed by the line, "Embassy of the United States of America." The name of the capital of the country of accreditation is engraved in the lower right corner.

Specific local requirements governing the number of cards for a given assignment, the foreign language cards which may be needed, and other such details are established by the Department of State.



Senior officer naval attache:

Captain Howard Homer Skidmore  
United States Navy  
Assistant Naval Attache  
Assistant Naval Attache for Air  
Embassy of the United States of America

Copenhagen

Senior officer, staff corps, naval attache:

Commander Herman Kordenat Rendtorff  
Dental Corps, United States Navy  
Assistant Naval Attache  
Assistant Naval Attache for Air  
Embassy of the United States of America

Moscow

Junior officer naval attache:

Charles Wilkes Styer, Jr.  
Lieutenant Commander, United States Navy  
Assistant Naval Attache  
Assistant Naval Attache for Air  
Embassy of the United States of America

Paris

*Other Naval Personnel.* Naval personnel below the rank of warrant officer use a card which bears only their names in the center and the service designation at the lower right corner. "Mr.", "Miss", "Ms.", or "Mrs." is never appropriately used on the personal cards of military personnel.

*Navy Department Civil Officials.* The service Secretaries and Under Secretaries, although not members of the President's Cabinet, are allowed to use simply their titles on calling cards just as Cabinet members do.

The Secretary of the Navy

The Under Secretary of the Navy

An Assistant Secretary's card carries his name and title since each executive and service department has more than one person with this position title.

*Civilian Women.* A married woman's card is squarer than a man's and is customarily about 3-1/8 inches long by 2 1/4 inches high. It is preferable that a wife's card match her husband's in color, style, type of engraving, and indication of the name. Often, the home address is engraved in the lower right corner.

The wife of an official who uses only his title on his card has hers engraved with only the surname.

Mrs. Robert Louis Smythe

or

Mrs. Earle Peter Jones

24 Granby Street, Boston

or

Mrs. Laird

## JOINT CARDS

Married couples sometimes use a joint or double card reading "Captain and Mrs. John Robert Jones." The size approximates 2 1/2 by 3 1/2 inches. This card is particularly useful to send with gifts or flowers, or as informal invitations. When calling on a married couple, one such card may be left along with an additional card of the husband.

Although at one time only commanders and above used the joint card, it is now frequently and properly used by lieutenants and above.

It is sometimes advisable to engrave the address in the lower right corner of the double card. If a permanent address is uncertain, it may be omitted from the card plate and penciled on the cards as used. The officer's branch of service is never indicated on this card.

Rear Admiral and Mrs. John Paul Jones, II

2220 West Street

or

Lieutenant and Mrs. Mark G. Burgunder

## INITIALED CARDS

The following standard abbreviations penciled in the lower left corner of visiting cards were at one time used to convey formal messages as indicated. They are occasionally used in very formal and diplomatic settings today.

"p.f."—pour feliciter—to congratulate, is used to extend felicitations on occasions such as national holidays or some special event. Cards so inscribed are generally mailed or delivered to arrive on the day being celebrated.

"p.c."—pour condoler—to condole, may replace the usual English expressions of sympathy on a card left personally or sent through the mail at times of bereavement.

"p.r."—pour remercier—to thank, is written on a card to be mailed to a person who has sent a card inscribed with "p.f." or "p.c.".

"p.p.c."—pour prendre conge—to take leave, is used on a card by the individual who is departing from a station or community. If it is impossible to call in person, such cards may be sent by mail and should be left on all officials and all acquaintances by whom one has been entertained.

"p.p."—pour presenter—to present, is occasionally seen on a friend's card that has been sent with a stranger's card. This is intended to introduce the stranger. When such a card is received, one should immediately send cards or call on the person so introduced.

## INFORMAL CARDS

It should be noted that so-called "informals" which are of two types, fold-over cards and single flat cards, are substitutes only for note paper and are never to be used as visiting cards. The appearance and uses of informal cards are discussed in chapter 2.

## CHAPTER 8

### Dining-In

The Dining-In is a formal dinner function for members of an organization or unit. It provides an occasion for officers to meet socially at a formal military function. It is also accepted as an excellent means for bidding farewell to departing officers while welcoming new ones. Finally, the occasion provides an opportunity to recognize both individual and unit achievements.

The custom of Dining-In is a very old tradition in England but is not exclusively military. It is believed that Dining-In began as a custom in the monasteries, was adopted by the early universities, and later spread to military units when the officers' mess was established.

The primary elements are a formal setting, the camaraderie of the members of the mess, a fine dinner, traditional toasts to the President and military services, martial music and the attendance of honored guests.

#### Officers of the Mess

There are two officers of the mess. The President is normally the senior officer although he/she may delegate another to assume the function. The President presides over the mess throughout the evening. The Vice President is appointed by the President and is normally the junior member of the mess. He/she is affectionately referred to as "Mr. Vice/Madame Vice", and is the key figure in planning for the dining-in. During the dining-in itself, he/she discreetly quiets any disturbance, announces or seconds toasts as directed by the President, and prepares a list of offenders and offenses for the President. The list may be handed to the President or read aloud, as directed at the time specified by the President.

#### GUESTS

There are two types of guests, official and personal. The former are those hosted by the mess and are usually senior in rank to the President, such as a distinguished civilian, a prominent foreign national, a senior official of the U.S. Government or distinguished representative of the other armed services. Personal guests, invited with the permission of the President, are junior in rank to the President.

#### PROCEDURE

##### Cocktail Hour

Preceding the dinner there is an open-bar cocktail hour which lasts for approximately 45 minutes. Each member of the mess should arrive five minutes before opening time. It is customary for each officer to greet the President of the mess and later to aid the President in entertaining the guests.

##### Call to Dinner

The signal for dinner will be the playing of "Officers Call", followed by appropriate marching music. After "Officers Call", as soon as the music starts, all officers not seated at the head table should dispose of their drinks and cigarettes, proceed to the dining area, locate their places and stand quietly behind their chairs. Seating will normally be done by rank, and a diagram should be posted in the cocktail area for viewing prior to the call to dinner.



Those individuals seated at the head table will remain in the cocktail area until all others have reached the dining room. The President indicates that dinner is to be served and heads the line which will march into the dining room. The honored guest will be on the President's right, followed by the remaining officers in order of seniority. Just prior to entering, the President will instruct the band leader to proceed with the ceremony. An appropriate march is played as the President leads the members of the head table to their places. As soon as the last officer to be seated has stopped and turned to face his/her place setting, the band will cease playing and prepare to play appropriate dinner music.

No one may take his/her place at the table after the head table has entered without first requesting the permission of the President. Conversely, one may not leave without the permission of the President.

#### Grace

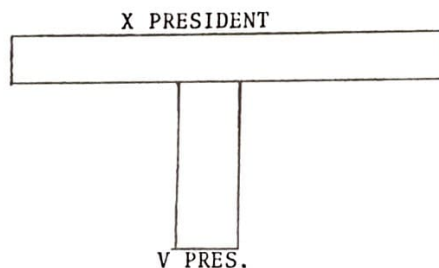
As soon as the music has stopped, the President will rap for attention and announce "Gentlemen/Ladies, the grace". The Chaplain will then say grace. Upon its completion, all officers will be seated at the sound of the gavel.

#### Gavel

The gavel will be used by the President to signal the members. Three resounding raps requires the attention of the members whether standing or seated. Two raps causes the members to rise standing in place, and one is the signal for the members to take their seats.

#### Seating Arrangements

The President of the Mess sits at the center of the head table with the guest of honor on his/her right. The Chaplain will normally sit to the far left of the President. The remaining guests at the head table are seated according to protocol. The table at which Mr. Vice/Madame Vice will be seated should be at the opposite end of the banquet hall so that he/she and the President will face one another when speaking.



X= Guest of Honour

#### Table Setting

A formal place setting is used for mess night. Certain ground rules for the use of silverware and glassware simplify the procedure. A lay plate is in the center, partially covered by a neatly folded napkin on top of which lies the place card. To its left, working from the outside toward the plate, will be the forks in the order of use,—fish, meat and salad, the latter properly being after the main course. To the right working from the outside toward the plate, will be the spoons in order of use,—soup and tea. Then the knives—meat and salad. Above the knives will be the crystal. Again working from outside towards the center (or right to left), in the order of use,—white wine glass, red wine glass, champagne, claret glass for port and a goblet for water.

After each course, all used silver and glassware will be removed. The dessert implements are normally found on the dessert plate when served. If not, they will be the innermost utensils of their kind. Butter plates are not used in formal settings.

Ash trays and cigarette containers will be conspicuously absent.

The formal dinner consists of six courses: appetizer, soup, fish, entree, salad and dessert.

#### Wines

Appropriate dinner wines will be served. White wines are generally served with fish and fowl, red wines with blood meats. Port in keeping with tradition will be served after dinner for toasting.

Should an officer not desire wine, he/she should put his/her place card over the glass or inform the steward that he/she does not wish wine. The glass should not be turned upside down as a means of indicating that wine is not desired. However, glasses should be charged with port for the toasts and at least raised to the lips. If toasts are proposed prior to dinner, they are drunk with the white entree wine.

At the end of a course that calls for wine, the waiter will properly remove the glass. One should not stop him, even though the glass may be full.

Toasting wine, presented after the conclusion of the meal will be placed on the table. Members of the mess serve the toasting wine themselves. When serving the toasting wine, members should always pass from left to right.

#### Dining-In Toasts

A toast is the traditional and formal way of honoring a country, organization or institution. Formal toasts are never drunk to individual persons by name.

Following dessert and coffee, Mr. Vice/Madame Vice will announce to the President: "The wine is ready to pass, Sir/Ma'am". At about the same time that the port wine is placed on the table, the ash trays will be placed. One should not drink the port, nor smoke. The important thing to remember when passing port is that the bottle must never rest on the table until the last glass at the individual table is charged, and that each glass is charged whether the member drinks or not. As the bottles are emptied, the member having an empty bottle will raise it to indicate that a replacement is needed. When a bottle has reached the end of the table and the last glass is charged, it may be set down.

When all glasses are charged, the President will rise and call for a toast to the Commander-in-Chief. At the sound of the gavel, Mr. Vice/Madame Vice seconds this by rising and addressing the mess, saying, "Gentlemen/Ladies, the Commander-in-Chief of the United States". Each member and guest then stands, repeats in unison the toast (e.g., "The Commander-in-Chief of the United States"), sips the drink, and remains standing. The band then plays the National Anthem. At the conclusion of the music, members and guests are again seated.

Immediately after the first toast, the President will call for the smoking lamp to be lighted. Mr. Vice/Madame Vice will present a lighted ceremonial lamp to the President who in turn will offer the light to honored guests. After the lamp has passed the President, he/she will announce, "The smoking lamp is lighted". Smoking may now commence throughout the mess. Cigars will be distributed to each table with the port.

Thereafter, the President may either personally call for specific formal toasts or may recognize a member of the mess to do so. If the President calls for a toast, Mr. Vice/Madame Vice will second it. If a member of the mess is recognized for the purpose of proposing a toast, the President will second it. Do not "bottoms-up" your drink on each toast. "Bottoms-up" is expected only on the toast to the U.S. Navy, the last of the evening. Do not be caught in the position of having an uncharged glass!

Toasts will be drunk in the following order:

- The Commander-in-Chief
- The United States Marine Corps
- Missing Comrades
- Chief of Naval Operations
- Informal Toasts
- The United States Navy (final toast)

After the initial formal toasts, the President will introduce the Guest of Honor, who will address the mess. Following this address, informal toasts will be received from members of the mess. During this period, any member of the mess who wishes to initiate a toast will stand and address the President. On being recognized, the member will briefly present his/her justification for desiring such a toast, ending with the words of the proposed toast. Inspired wit and subtle sarcasm are much appreciated in these toasts. If the President deems the toast justified, he/she will direct Mr. Vice/Madam Vice to second the toast in the same manner as in the formal toast.

When in the judgment of the President the informal toasting has sufficed, he/she will rap thrice with the gavel and commence the business of the mess by asking Mr. Vice/Madam Vice to read the list of offenders who have violated the customs and traditions of the mess. Fines and suitable payments are assessed as necessary by the President.

The President will then, without rising, call for a toast to the U.S. Navy. He/she will stand while Mr. Vice/Madam Vice seconds the toast. Before seconding, Mr. Vice/Madam Vice proceeds to the head table and fills each glass starting from honored guest and ending with the President. The President then fills Mr. Vice/Madam Vice's glass, who faces the mess and seconds the toast. All present rise, responding in unison, "The United States Navy," drain the entire glass and remain standing while "Anchors Aweigh" is played.

Following the toast to the U.S. Navy, the President will invite those present to join him/her at the bar. Attendees should remain at their places until the head table has left the mess. The bar will be open for purchase of refreshments and members and their guests will be free to congregate. Attendees should not depart until the President and all official guests have departed.

Despite its formality and ritual, Dining-In is intended to be an enjoyable and enriching experience. Those who have attended previous Mess Nights have found them to be so, and it is hoped this tradition will continue.

#### Dining-In Violations of the Mess

1. Untimely arrival at proceedings.
2. Smoking at table prior to the lighting of the smoking lamp.
3. Haggling over date of rank.
4. Inverted cummerbund.
5. Loud and obtrusive remarks in a foreign language or in English.
6. Improper toasting procedure.
7. Leaving the dining area without permission from the President.
8. Carrying cocktails into the dining room.
9. Foul language.
10. Wearing clip-on bow tie at an obvious list.
11. Being caught with an uncharged glass.
12. Rising to applaud particularly witty, succinct, sarcastic or relevant toasts, unless following the example of the President.

## CHAPTER 9

### Ship Ceremonies

Navy tradition dictates that each ship constructed for the service be honored on four historic ceremonial occasions: keel-laying, christening (or launching), commissioning, and decommissioning. Various directives pertaining to these events are issued periodically, and one should check with the District Commandant's office for local guidance.

Questions often arise concerning the proper wording of invitations and the agenda for the ceremony. Fortunately, existing regulations do not predetermine the precise sequence of activities or establish inflexible protocol stipulations. Responsible officials are given a comfortable latitude to produce a ceremony distinctively Navy in heritage and significance, yet singular in its specific circumstances. The information imparted in this chapter is intended to represent not a rigid standard so much as a concept of what has been done in the past in order to provide a guide to what is traditional and appropriate for the situation.

#### KEEL-LAYING CEREMONY

The first milestone in the history of a ship is the generally simple ceremony which marks the laying of the keel. The invitation is issued by shipyard officials and the ceremony conducted by them. The builder may be the commander of a naval shipyard or the president of a private company.

*Invitation.* The following is an annotated sample of a typical and correctly worded invitation to a keel-laying ceremony:

The Commander, Charleston Naval Shipyard  
requests the honor of your presence  
upon the occasion of the  
laying of the keel of the destroyer  
NEVERSAIL<sup>1</sup>  
by the Honorable \_\_\_\_\_<sup>2</sup>  
at the Charleston Naval Shipyard  
on Tuesday, the tenth of August<sup>4</sup>  
at half past twelve o'clock

<sup>1</sup>The ship's prospective name, without the designation USS, is indicated here, if known; otherwise her type and number are given, e.g. DD-2215.

<sup>2</sup>Indicate the name of the speaker. Use the title "Honorable" only when it is appropriate to the status of the speaker.

<sup>3</sup>Show the title of the speaker, if any, e.g., The Secretary of the Navy.

<sup>4</sup>Some officials with a view to the historic nature of the event, choose to include the year. When used, it should appear on the line following the date, written as "nineteen hundred and seventy-nine".



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*Program.* A sample program for a keel-laying ceremony with annotation as to participants is shown below:

<i>Program</i>	<i>Participant</i>
National Anthem	
Invocation	Chaplain.
Welcome and introduction of principal speaker	President of the shipbuilding company or commander of the naval shipyard.
Address	Principal speaker.
Authentication of the keel-laying	Optional. If included, the principal guest, generally the speaker, will affix a name plate or inscribe his initials on the keel.
Movement of the keel into position on the shipway.	Performed by workmen.
Announcement that the keel "Has been truly and fairly laid".	Announced by the speaker or the president of the shipbuilding company.
Benediction	Chaplain.

### LAUNCHING/CHRISTENING CEREMONY

In this second significant ceremony, the recently constructed ship is solemnly dedicated, named, and committed to the sea. There are many variations in launching programs, even as to whether it is known as a launching or christening or both. The desires of the shipbuilder and of the Navy as well as existing circumstances will determine its final form. It should be noted that the designation of U.S. Ship (USS) is not properly used with the ship's name at this point, for she has not yet been accepted into naval service.

*Invitation.* The following example of a launching invitation is typical:

The Commander, Portsmouth Naval Shipyard,  
requests the honor of your presence  
at the launching of the submarine  
DEEP FISH (SS-999)  
on Saturday, the twenty-first of July  
nineteen hundred and eighty<sup>5</sup>  
at half past ten o'clock  
at Portsmouth, New Hampshire  
Mrs. Robert Thomas Williams, Sponsor<sup>6</sup>

R.s.v.p.

*Program.* The following elements constitute most launching programs, although the sequence of events and participants can be altered:

<sup>5</sup> Indication of the year is optional.

<sup>6</sup> Sponsors are generally prominent women of the community who, during the Ceremony, name the vessel and break a bottle of wine against the ship's bow as the ship slides into the water.

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<i>Program</i>	<i>Participant</i>
The National Anthem	
Welcome	Shipyard official.
Introduction of the speaker	District commandant.
Address	Principal speaker.
Invocation	Chaplain.
Introduction of the sponsor (and matrons of honor)...	Shipyard official or district commandant.
Christening	Sponsor

A common variation and elaboration of these parts is found in the ensuing example:

<i>Program</i>	<i>Participant</i>
Attention sounded	
Opening Remarks	District Commandant.
Address on the ship's namesake and history of former ships of the name	Guest speaker.
Attention sounded	
Introduction of the sponsor, matron of honor, and representative of the society of sponsors.	District Commandant or other speaker.
Presentation of gift from Navy yard employees <sup>7</sup>	
Attention sounded	
Invocation	Chaplain.
Christening	Sponsor.
Anchors Aweigh	
Star-Spangled Banner	

### COMMISSIONING CEREMONY

The third and most important ceremony in the history of a ship admits her to the U.S. Navy. The essence of the ceremony is her acceptance by the Navy, entitling her thereafter to fly the commission pennant and to be designated a U.S. Ship.

There are two major steps in the commissioning process. Initially, the builder turns the ship over to the commandant of the district. The latter, who is the intermediary between builder and prospective commanding officer, receives the ship and commissions her. The commandant then turns the ship over to the prospective commanding officer who accepts her, assumes command, and proceeds to act as host for the remainder of the ceremony.

*Invitation.* There are two forms which commissioning invitations commonly take. The principal difference between them lies in the consideration of who is the host for the ceremony and in whose name, therefore, invitations are extended. In practice, the first portion of the ceremony, including the commissioning itself, is the responsibility of the commandant of the naval district. For this reason, invitations citing the commandant as one of multiple hosts are often used; however, those tendered in the name of the commanding officer, officers, and men are at least equally traditional.

Although acceptance as a U.S. Ship does not occur until midway in the ceremony, invitations customarily use the designation USS (without periods) with the ship's name.

<sup>7</sup> Presentation of a gift to the sponsor may instead be made at the reception which follows the ceremony.

The invitation may be engraved on full size, heavy white paper, similar in style to a wedding invitation, or as is more usual, on a white invitation card which is entirely plain or topped by a replica of the commission pennant.

*Example 1:*

The Commandant, Fifth Naval District,  
the Commanding Officer and Ship's Company<sup>8</sup>  
request the honor of your presence  
at the commissioning of<sup>9</sup>  
USS NEVERSAIL (DD-2215)  
at the Norfolk Naval Shipyard, Norfolk, Virginia  
on Monday, the fifteenth of August  
nineteen hundred and seventy-one  
at half past one o'clock

R.S.V.P.  
255-5812

*Example 2:*

The Captain, Officers and Crew of  
UNITED STATES SHIP NEVERSAIL  
request the honor of your presence  
on the occasion of the commissioning of  
UNITED STATES SHIP NEVERSAIL  
Boston Naval Shipyard, Boston, Massachusetts  
on Saturday, the tenth of May  
nineteen hundred and eighty  
at three o'clock

Please present this card  
at the Henley Street Gate

10

*Program.* An annotated sample program for commissioning is shown below:

Program	Participant
Band selections	
Invocation	Chaplain.
Welcome and introduction of the district commandant.	Builder or shipyard commander.
Introduction of distinguished guests	Commandant.
Reading of commissioning directive	Commandant.
Ship commissioning	Commandant.
Raising of colors, Union Jack, and commissioning pennant	
National Anthem	

<sup>8</sup>The "Commanding Officer, Officers and Crew" is an acceptable alternate second line. It is unnecessarily exclusive to extend the invitation to the ceremony in the name of only the "Commanding Officer and Officers", as is sometimes done.

<sup>9</sup>It is incorrect to use the definite article before a ship's name inasmuch as there is but one of the name in commission at any given time.

<sup>10</sup>The desired uniform may be specified here, or such other information as "Cameras not permitted".

Acceptance of command, reading of orders, and assumption of command	Commanding officer.
Setting the watch	Commanding officer and executive officer.
Rendering of honors/personal flag of VIP/SOP broken	Commanding officer orders.
Introduction of principal speaker	Commanding officer.
Address	Principal speaker.
Remarks	Commanding officer.
Presentation of gift(s) <sup>11</sup>	
Benediction	Chaplain.
Band selections	

## DECOMMISSIONING CEREMONY

Still another ceremony terminates the active naval service of ships other than those lost at sea. A decommissioning is generally a somber occasion and far less elaborate than any of the others discussed here.

*Program.* The main parts of the ceremony which are again subject to reordering are:

Program	Participant
Arrival honors (if appropriate)	
National Anthem	
Invocation	Chaplain.
Introduction	Commanding officer.
Remarks (such as resume of the ship's history)	Commanding officer or other speaker.
Reading of orders	Commanding officer.
Remarks	Commandant or authority accepting custody.
Decommissioning and relinquishment of command	Commanding officer.
Benediction	Chaplain.

An abbreviated ceremony which varies slightly from the foregoing is as follows:

Program	Participant
Arrival honors (if appropriate)	
Invocation	Chaplain.
Introduction and remarks (orders read)	Commanding officer.
National Anthem	
Colors lowered	
Transfer to the Reserve Fleet	Commandant or authority accepting custody.

<sup>11</sup>At this point in the ceremony gifts are often presented to the ship by the sponsor, by state, city or community officials, or by the shipbuilder.

## CHAPTER 10

### Change of Command and Retirement Ceremonies

*Change of Command.* Traditional ceremony surrounds the important military occasion of change of command whether of a ship or shore activity. The following recommendations regarding invitation format and the sequence of events are offered to supplement both the existing Navy regulations on the subject and the individual desires of the principal participants. Annex E is provided for additional reference.

#### INVITATION

Invitations are normally headed by a replica of the personal flag of the officer being relieved or a commission pennant.

An appropriate format is:

The Commander in Chief Atlantic  
and  
United States Atlantic Fleet  
requests the pleasure of your company at the<sup>1</sup>  
Change of Command Ceremony at which  
Admiral Robert Louis Stevenson, United States Navy  
will be relieved by  
Admiral John Paul Smith, United States Navy  
on Friday, the twenty-second of June  
at ten o'clock  
on board USS AMERICA (CVA-66)  
pier Twelve, United States Naval Station  
Norfolk, Virginia

R.S.V.P.  
428-3941

Uniform: Service Dress White

An invitation to a reception following the ceremony if included is on a smaller card that is enclosed with the basic invitation. It may appear as:

Reception  
immediately following the ceremony  
Officers' Club, United States Naval Station  
Washington Navy Yard

R.S.V.P.  
Card Enclosed

<sup>1</sup>While it is equally correct to use the engraved invitation that requires the writing of the guests' names, it is no more correct than the fully engraved invitation which "requests the pleasure of your company;" and it creates needless work in the preparation.



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Sample enclosure card:

Names \_\_\_\_\_  
 \_\_\_\_\_ accept  
 \_\_\_\_\_ will be unable to accept  
 the invitation of  
 the Commander-in-Chief, Atlantic and United States Atlantic Fleet  
 to attend the reception following  
 the Change of Command Ceremony

**\*\*Mailing.** Invitations to Change of Command and Retirement Ceremonies are considered to be "official business" and may therefore be mailed using the Navy Department "Postage and Fees Paid" indicia. Social functions held in conjunction with these ceremonies such as receptions, are not considered to be official business and therefore may not be mailed under the indicia. Inclusion of social invitations to "official business" activities renders the latter ineligible for indicia mailing.<sup>2</sup>

In view of this regulation, the command which desires to host a reception following a ceremony should elect an alternate means of inviting guests to the former. The following suggestions are provided:

(1) Mail invitations to the ceremony, including an invitation to the reception with R.S.V.P. card and pay for the postage.

(2) Mail invitations to the Ceremony only, requesting R.S.V.P.s and announce at the ceremony that a reception will follow to which all guests are invited.

### PROGRAM

A sample program for a change of command ceremony, with annotations, is as follows:

<i>Program</i>	<i>Participant</i>
Arrival honors	
National Anthem	
Invocation	Chaplain.
Remarks	Guest Speaker.
Remarks and reading of orders	Officer being relieved.
Full honors to officer relieved	
Oath of office if required	
Reading of orders, remarks, and assumption of command	Officer relieving.
Full honors to officer relieving	

### SEATING ON THE PLATFORM

Seating for the official party should be in keeping with official precedence. Using the departing Commanding Officer as the host figure for the occasion, follow the customary alternating pattern of senior man to host's right, second senior to his left, etc. This generally has the additional advantage of situating the principal participants relatively near the lectern.

<sup>2</sup>(a) Paragraph 3204 of OPNAVINST 5111.1A.  
 (b) Copy of CNO Memorandum Ser 00/500327 of 11 Nov 1976.  
 (c) Section 137.22 of U.S. Postal Service Manual.

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### RECEIVING LINE

The receiving line at the reception which follows such an occasion is normally comprised of the aide, outgoing officer as host, wife of host, incoming officer, wife, and an additional officer. The latter who is added to prevent a lady's ending the line may well be the executive officer, public affairs officer, or other officer as determined by the host. If it is deemed desirable to include the principal guest and his wife in the line, they would stand guest and wife following the wife of the host and before the incoming officer.

### RETIREMENT CEREMONIES

Retirement ceremonies, because of their similarity to change of command ceremonies (and often concurrent) should be organized in much the same way as a change of command ceremony. One possible difference is that there is only one central figure and he is the one retiring. The officer retiring should play a major role in the planning of his retirement ceremony.

Where possible, the guidelines of Change of Command Ceremonies should be followed.

*Invitation.* In the case of a Retirement Ceremony alone, an invitation would be worded as:

\*Commander, Naval Intelligence Command  
 requests the pleasure of your company  
 at the Retirement Ceremony of  
 Rear Admiral Thomas Ray, United States Navy  
 on Friday, the eighteenth of March  
 at ten o'clock  
 Admiral Leutze Park, Washington Navy Yard

R.S.V.P.  
 692-1056

Uniform  
 Service Dress Blue

\*This would be the host figure for the event.

*Combined Change of Command and Retirement Ceremony Invitation.* In some instances, change of command and retirement ceremonies are combined. A properly worded invitation would be:

Commander, Naval Supply Systems Command  
 requests the pleasure of your company  
 at the Change of Command and Retirement Ceremony  
 at which  
 Rear Admiral John Smith, Supply Corps, United States Navy  
 will be relieved by  
 Rear Admiral Henry Jones, Supply Corps, United States Navy  
 on Friday, the thirteenth of April  
 at half past eleven o'clock  
 Admiral Leutze Park, Washington Navy Yard

R.S.V.P.  
 Oxford 51234

Uniform  
 Service Dress Blue



## CHAPTER 11

# Arranging Visits for Dignitaries

### GENERAL GUIDELINES

The aide or visits officer who is required to handle local arrangements for the visit of a U.S. or foreign dignitary, and perhaps his wife/her husband, necessarily confronts certain logistic, social, and protocol-related problem areas. Often the itinerary has been clearly delineated by higher authority and local programming of its execution is all that is required. Unfortunately, however, troublesome details often fail to occur to the novice planner until difficulties develop. The following guidelines are provided to help eliminate problems.

### PLANNING

The most minute detail of the visit must be carefully planned and a realistic amount of time allotted. The names of all persons who are in any way associated with the visit, their exact duties and schedules, and the minutia concerning transportation of persons and luggage should all be laid out well in advance of the arrival of the dignitary. The following should be accomplished during the planning phase:

1. Ensure that all arrangements, including reservations for hotels and restaurants are in writing.
2. Ensure that dignitaries will be met and bade farewell by officers of commensurate rank whenever this is possible. As a general rule, this requires that a flag officer be present at the arrival and departure of a flag officer who is on an official visit.
3. Ensure that all drivers of the official party are briefed regarding their schedules and are given explicit directions in order that they may operate independently if they become separated from the other cars.
4. Prepare a folio which contains at least a map of the area, the local schedule, and lists of room assignments and telephone numbers for presentation to each member of the visiting party.
5. Provide billeting for the U.S. escort officer in the same building as the dignitary whenever possible. Otherwise, make adequate transportation available to this escort.
6. Provide sufficient time in the schedule not only for meetings, calls, meals, etc., but also for changes of clothes, coffee breaks, occasional rest periods, and transportation. The planner should actually time the travel from place to place and allow extra time for boarding vehicles and baggage transfer.
7. Foreign dignitaries are usually accompanied by one or more aides of their own armed service. Frequently, the latter are officers of the highest caliber who are destined for future positions of authority in their country. They often form lasting impressions about the United States and the Navy on the basis of the treatment accorded them as members of a visiting party. Special attention should also be given to their transportation, dining, and recreational arrangements and needs..
8. It is important to consider the cultural background of visiting foreign dignitaries and accommodate wherever possible individual religious preferences, food or beverage restrictions. Minimally, their living accommodations should be single rooms in hotels and in BOQ's where room assignments should be made in keeping with their status as members of a dignitary's party rather than their rank.
9. Give careful attention to scheduling the itineraries of wives of guests, especially those of foreign guests. After determining their interests and programming them insofar as possible, plan additionally:

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- a. Sight-seeing trips to view places of historic interest, scenery, or whatever the local area best affords.
  - b. Shopping tours, provided excellent stores offering American-made products are available. These may include fashion shows.
  - c. Ladies luncheons. When the dignitary is given a stag luncheon, his wife should be given a luncheon by her U.S. hostess or by another high ranking official's wife. Not only American officials' wives should attend, but also notable local citizenry including those of the same national origin as the guest, and wives of consular officials in the area, etc., should be invited.
  - d. Teas hosted by one or several U.S. wives to honor the visitor and her companions.
10. It is often helpful to prepare a checklist when planning any visit in order to avoid any oversights.

### ENTERTAINMENT OF FOREIGN DIGNITARIES

There is a tendency in planning a local itinerary to resort to the more mundane type of entertainment because its frequency of occurrence makes it easiest to plan. Use distinctive local resources to vary the guests' exposure to American forms of entertainment. Also consider the feasibility of using ships' wardrooms for luncheons and/or dinners as well as the usual shore facilities. Exposure to enlarged social circles can be accomplished by having the hosting responsibility shared by different groups. Local Navy League and civic organizations are often willing to help entertain visiting dignitaries.

While it is true that it is preferable to invite persons of comparable station to a dinner or small party, it is suggested that some variety may improve larger functions such as receptions. Accordingly, an attempt should be made to include foreigners of the same national origin as the guest of honor as well as a representative selection of junior officers.

### THE ESCORT OFFICER

The local escort officer should be carefully chosen and briefed on all facets of the local schedule, including potential problems and their probable best solutions. A written or oral briefing should also be provided the U.S. escort officer who will be accompanying a foreign dignitary throughout his entire tour. Such briefings should include the following often overlooked items.

1. Establish the uniform requirements for all planned activities. Ensure that escorts know that they too must be in the requisite uniform for each event.
2. Ensure the local escort officer keeps the U.S. escort officer apprised of the schedule and any changes thereto, and makes every attempt to avoid the element of surprise. The U.S. escort officer should be consulted in order to keep abreast of any special requests or desires of the dignitary.
3. Ensure that both escort officers know the local short-notice cleaning facilities that exist, and facilitate any cleaning desired by the dignitary or escort.
4. Inform the U.S. escort officer of the toasts which will be offered at formal luncheons and dinners and of the appropriate responses thereto. Also notify him of any speeches or press interviews which may have been scheduled in keeping with the desires of the dignitary.
5. Provide the escorts with information or reference material concerning the handling of any emergency regarding messing, transportation, medical needs, etc., that may arise.

Whenever possible the U.S. escort officer should participate in the events scheduled for the dignitary since he/she is the personal representative of the U.S. host, and his/her stature in the visitor's eyes should be preserved. Occasionally, space may preclude the escort's inclusion in certain social events. Then, other provisions for the escort's entertainment should be made by the activity.

It is wise to provide an escort for a foreign wife, taking into consideration any language barrier that may exist, her age, and position. Escorts may be drawn from among officers or service wives whose language capabilities, travel, or position would make them valuable to the guest.

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### HONORS

Honors ceremonies often cause undue consternation. *Navy Regulations* are sufficiently detailed to answer all questions that may arise concerning appropriate honors to a U.S. or foreign dignitary. Only those officials and officers specified by title or grade in *Navy Regulations* are entitled to honors.

It is noteworthy that during honors to a foreign official, either ashore or afloat, the national flag of the visitor is hoisted during the salute. If the foreign visitor is a military official, the visitor's personal flag, if provided, may be flown for honor ceremonies and from automobiles while aboard a naval activity. If no flag is provided by a foreign military officer, the appropriate flag of a U.S. Navy officer with stars equivalent to the foreigner's grade may be flown from a car, and a comparable plate shown on a military plane transporting the dignitary.

Flags for specific positions (i.e., SecNav, CNO, VCNO, etc.) are not to be used for visitors. In these cases, either the military rank equivalent flag (for officers) or national ensign (for civilians) should be used for honor ceremonies.

In accordance with Article 1044 of U.S. Navy Regulations, dated 26 February 1973, during all first official visits for foreign service chiefs, the rank of the visitor is equal to that of the U.S. counterpart. Therefore, a U.S. Navy line officer four star flag is flown for visiting foreign navy chiefs (not CNO personal flag) even though the individual's military rank may be less than O-10 pay grade.

## CHAPTER 12

### Forms of Address

The following diagrams listed alphabetically indicate the title and forms of address for certain distinguished Americans and foreigners and are offered as a ready reference for those whose official duties may involve them in written or oral exchange with these persons.

In addition, the following general rules apply:

"His/Her Excellency" is used in addressing a foreign ambassador. It is written out on the line above the name, and a little to the left. Occasionally, it is abbreviated as "H.E." just before the name, but this format is less acceptable.

"The Honorable" is used in addressing American ambassadors and other high officials of the government as indicated in the following list. Once an individual receives this title, he/she retains it despite retirement from the position.

"The Honorable" is written out in full, on the line above the individual's name and a little to the left. Although occasionally it is abbreviated as "The Hon." or "Hon." in business letters, it is not preferred American social usage.

When inviting a married woman because of her position, it is appropriate to mention her name and/or title first, followed by her husband. That is, the American Ambassador and Mr. Doe. Conversely, if the invitation is extended because of his official position, use his title and/or name first, followed by hers:

The Honorable . . . , The Secretary of Defense  
and Mrs. Smith.

There may be occasions in which it is desirable to use both individuals' titles but in general, this is cumbersome.

*Married Military Woman.* When a married servicewoman is invited in her official capacity to an event, the invitation should indicate her rank:

- If her husband is a civilian:  
Commander Maureen Therese Green and Mr. Green
- If her husband is also in the military:  
Commander Elizabeth Eileen Smith  
Captain Timothy Daniel Smith

If, however, the invitation is being sent because of the husband's official position, the invitation should read:

Captain Thomas Francis Jones  
and Captain Shawn Claire Jones

or

Captain and Mrs. Thomas Jones



## Other Forms of Address

A Navy chaplain is always addressed verbally as "Chaplain":  
Chaplain Ray Burt *or* Chaplain Burt

In writing or in formal announcement, he/she is addressed as:

– Chaplain Ray Burt  
Captain, U.S. Navy  
(Title, if any)

– Dear Chaplain Burt,

A Navy dentist or doctor is addressed verbally as Doctor up to and including the rank of Lieutenant Commander. He/she is addressed by rank from Commander and above. In all cases, the rank is used in writing.

Midshipman is a rank and therefore used for both males and females:  
Midshipman Brian Richard Smith.  
Midshipman Shawn Clair Taylor.

## Introductions

There are three basic rules to remember when introducing two individuals:

1. A man is introduced *to* a woman.
2. A younger adult is introduced *to* an older adult of the same sex.
3. An officer of lower rank is introduced *to* one of higher.

In general most introductions go wrong when an individual is too wordy. The following formats are best:

"Mrs. Smith - Mr. Jones" (directed to Mrs. Smith)  
"General Smith - Captain White" (directed to General Smith)  
"This is Admiral Jones" spoken to Mrs. Smith, then to the Admiral, "Mrs. Smith"

When formal introductions are necessary (high church, military, or government officials, royalty, or guest speaker) the following is appropriate:

"Mrs. White, I have the honor to present Mr. Smith"  
"Admiral Jones, may I present Ensign Doe"

## AMERICAN DIGNITARIES

(For simplicity, the male gender is used throughout. When the official is a woman, change those parts which are italicized (first names, Madam for Mister when preceding a title, and Mister for Mrs. when referred to a spouse).

Position	Envelope	Invitation <sup>1</sup>
Ambassador of the United States (on leave or retired) <sup>2</sup>	<i>Official</i> The Honorable <i>John Ryan</i> <i>Social</i> The Honorable <i>John Ryan</i> and <i>Mrs. Ryan</i>	Mr. and Mrs. Ryan
Ambassador of the United States (on post)	<i>Official</i> The Honorable <i>Goodwin Ryan</i> American Ambassador <i>Social</i> The American Ambassador and <i>Mrs. Ryan</i>	The American Ambassador and <i>Mrs. Ryan</i>
Ambassador of the United States (woman)	<i>Official</i> The Honorable <i>Marie Ryan</i> <i>Social</i> The American Ambassador and <i>Mr. Ryan</i>	The American Ambassador and <i>Mr. Ryan</i>
Ambassador of the United States (with military rank) <sup>3</sup>	<i>Official</i> Admiral <i>John</i> <i>Jays Ryan</i> <i>Social</i> The American Ambassador and <i>Mrs. Ryan</i>	The American Ambassador and <i>Mrs. Ryan</i>
Assistant to the President	<i>Official</i> The Honorable <i>Thad Ryan</i> Assistant to the President <i>Social</i> The Honorable <i>Thad Ryan</i> and <i>Mrs. Ryan</i>	Mr. and Mrs. Ryan

<sup>1</sup>Names should be positioned on the invitation precisely as shown in this column.

<sup>2</sup>It should be noted that while the invitation, salutation, and conversation forms indicated for retired ambassadors are correct, it is common practice when dealing with a notable, retired, career ambassador of many years service to use "Ambassador and Mrs. Ryan" on the invitation, "Dear Mr. Ambassador" in salutation, and "Mr. Ambassador" in conversation.

<sup>3</sup>"The Honorable" is not used if an American military officer retains his military title when serving as ambassador or minister.



Officials  
Dignitaries

Place Card	Salutation	Complimentary Close	Conversation
Mr. Ryan Mrs. Ryan	Dear <i>Mr.</i> Ryan:	Sincerely yours,	Mr. Ryan Mrs. Ryan
The American Ambassador Mrs. Ryan	Dear <i>Mr.</i> Ambassador:	Sincerely yours,	<i>Mr.</i> Ambassador Mrs. Ryan
The American Ambassador Mr. Ryan	Dear <i>Madam</i> Ambassador:	Sincerely yours,	<i>Madam</i> Ambassador Mr. Ryan
The American Ambassador Mrs. Ryan	Dear <i>Mr.</i> Ambassador: Dear Admiral Ryan:	Sincerely yours,	<i>Mr.</i> Ambassador or Admiral Ryan Mrs. Ryan
Mr. Ryan Mrs. Ryan	Dear <i>Mr.</i> Ryan:	Sincerely yours,	Mr. Ryan Mrs. Ryan

OFFICIALS  
Dignitaries—Continued

INTRODUCTION

in conversation	announced as
"Ambassador <i>John</i> Ryan"	"The Honorable <i>John</i> Ryan, Ambassador of the United States" or "The Honorable <i>John</i> Ryan, Former Ambassador of the United States"
"Ambassador <i>John</i> Ryan"	"The Honorable <i>John</i> Ryan, Ambassador of the United States"
"Ambassador <i>Marie</i> Ryan"	"The Honorable <i>Marie</i> Ryan, Ambassador of the United States"
"Ambassador <i>John</i> Ryan"	"Admiral <i>John</i> Ryan, Ambassador of the United States"
" <i>Mr. Thad</i> Ryan"	"The Honorable <i>Thad</i> Ryan, Assistant to the President for . . ."

OFFICIALS  
Dignitaries—Continued

Position	Envelope	Invitation
Assistant Secretaries of executive and military departments.	<i>Official</i> The Honorable Norton B. Ryan Assistant Secretary of the Navy <i>Social</i> The Honorable Norton B. Ryan and Mrs. Ryan	Mr. and Mrs. Ryan
Associate Justice of the Supreme Court.	<i>Official</i> Mr. Justice Ryan The Supreme Court of the United States <i>Social</i> Mr. Justice Ryan and Mrs. Ryan	Mr. Justice Ryan and Mrs. Ryan
Cabinet officers: Secretary of Defense	<i>Official</i> The Honorable John Paul Ryan Secretary of Defense <i>Social</i> The Honorable The Secretary of Defense and Mrs. Ryan	The Secretary of Defense and Mrs. Ryan
The Attorney General <sup>4</sup>	<i>Official</i> The Honorable Spencer Ryan Attorney General <i>Social</i> The Honorable The Attorney General and Mrs. Ryan	The Attorney General and Mrs. Ryan
Chargé d'Affaires ad interim of the United States	<i>Official</i> Paul Fay Ryan, Esquire American Chargé d'Affaires ad interim <i>Social</i> The American Chargé d'Affaires ad interim and Mrs. Ryan	Mr. and Mrs. Ryan

<sup>4</sup>The Attorney General and Postmaster General are the only Cabinet officers who do not use the title of Secretary.

OFFICIALS  
Dignitaries—Continued

Place Card	Salutation	Complimentary Close	Conversation
Mr. Ryan Mrs. Ryan	Dear <i>Mr.</i> Ryan:	Sincerely yours,	Mr. Ryan Mrs. Ryan
Mr. Justice Ryan Mrs. Ryan	Dear <i>Mr.</i> Justice:	Sincerely yours,	Mr. Justice Ryan Mrs. Ryan
The Secretary of Defense Mrs. Ryan	Dear <i>Mr.</i> Secretary:	Sincerely yours,	Mr. Secretary Mrs. Ryan
The Attorney General	Dear <i>Mr.</i> Attorney General:	Sincerely yours,	Mr. Attorney General Mrs. Ryan
The American Chargé d'Affaires Mrs. Ryan	Dear <i>Mr.</i> Ryan:	Sincerely yours,	Mr. Ryan Mrs. Ryan

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## OFFICIALS

## Dignitaries—Continued

## INTRODUCTIONS

in conversation	announced as
"Mr. Norton Ryan"	"The Honorable <i>Norton B. Ryan</i> , Assistant Secretary of the Navy"
"Mr. Justice Ryan"	"The Honorable <i>John Jones Ryan</i> , Associate Justice of the Supreme Court of the United States"
"Secretary <i>John Ryan</i> "	"The Honorable <i>John Ryan</i> , Secretary of Defense"
"Attorney General <i>Spencer Ryan</i> "	"The Honorable <i>Spencer Ryan</i> , Attorney General"
"Mr. Paul Ryan"	"Mr. <i>Paul Ryan</i> , The American Chargé d'Affaires ad interim"

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## OFFICIALS

## Dignitaries—Continued

Position	Envelope	Invitation
The Chief Justice of the Supreme Court of the United States	<i>Official</i> The Chief Justice The Supreme Court of the United States <i>Social</i> The Chief Justice and Mrs. Ryan	The Chief Justice and Mrs. Ryan
Congressman (U.S.) <sup>5</sup> or Congresswoman	<i>Official</i> The Honorable James Ryan House of Representatives <i>Social</i> The Honorable James Ryan and Mrs. Ryan	Mr and Mrs. Ryan
Consul General, Consul or Vice Consul of the United States	<i>Official</i> John Ryan, Esquire American Consul General <i>Social</i> Mr. and Mrs. John Ryan	Mr. and Mrs. Ryan
Former President of the United States of America <sup>6</sup>	<i>Official</i> The Honorable James Lee Ryan <i>Social</i> The Honorable James Lee Ryan and Mrs. Ryan	Mr. and Mrs. Ryan
Governor of a State	<i>Official</i> The Honorable The Governor of New York <i>Social</i> The Honorable The Governor of New York and Mrs. Ryan	Governor and Mrs. Ryan

<sup>5</sup> The prefix "Representative" is never used in correspondence. The titles "Representative" or "Congressman" are used orally only on the floor of the House, or in introductions.

<sup>6</sup> A former President receives the courtesy title, "The Honorable," unlike when he is in that office.



OFFICIALS  
Dignitaries—Continued

Place Card	Salutation	Complimentary Close	Conversation
The Chief Justice Mrs. Ryan	Dear <i>Mr.</i> Chief Justice:	Sincerely yours,	<i>Mr.</i> Chief Justice Mrs. Ryan
Mr. Ryan Mrs. Ryan	Dear <i>Mr.</i> Ryan	Sincerely yours,	Mr. Ryan Mrs. Ryan
The American Consul General Mrs. Ryan	Dear <i>Mr.</i> Ryan	Sincerely yours,	Mr. Ryan Mrs. Ryan
Mr. Ryan Mrs. Ryan	Dear <i>Mr.</i> Ryan	Sincerely yours,	Mr. Ryan Mrs. Ryan
Governor Ryan Mrs. Ryan	Dear Governor Ryan:	Sincerely yours,	Governor Ryan Mrs. Ryan

INTRODUCTIONS

in conversation	announced as
"Chief Justice <i>John</i> Ryan	"The Honorable <i>John</i> Jones Ryan, The Chief Justice of the Supreme Court of the United States"
"Congressman <i>James</i> Ryan" or Congresswoman	"Congressman <i>James</i> Ryan of Hawaii" or Congresswoman
" <i>Mr.</i> <i>John</i> Ryan"	" <i>Mr.</i> <i>John</i> Ryan, Consul General of the United States"
"President <i>John</i> Ryan"	"The Honorable <i>John</i> Ryan"
"Governor <i>John</i> Ryan"	"The Honorable <i>John</i> Ryan, Governor of New York."

Position	Envelope	Invitation
Judge of a Court	<i>Official</i> The Honorable <i>John</i> Ryan Judge of the United States District Court for the Southern District of Texas <i>Social</i> The Honorable <i>John</i> Ryan and <i>Mrs.</i> Ryan	Judge and <i>Mrs.</i> Ryan
Mayors	<i>Official</i> The Honorable <i>Robert</i> Ryan Mayor of San Francisco <i>Social</i> The Honorable <i>Robert</i> Ryan and <i>Mrs.</i> Ryan	Mayor and <i>Mrs.</i> Ryan
Minister of a U.S. Legation	<i>Official</i> The Honorable <i>Cabot</i> Ryan Minister, American Legation <i>Social</i> The Honorable <i>Cabot</i> Ryan and <i>Mrs.</i> Ryan	The American Minister and <i>Mrs.</i> Ryan
Minister (woman) of a U.S. Legation	<i>Official</i> The Honorable <i>Clare</i> Ryan Minister, American Legation <i>Social</i> The Honorable <i>Clare</i> Ryan	The American Minister

OFFICIALS  
Dignitaries—Continued

Place Card	Salutation	Complimentary Close	Conversation
Judge Ryan <i>Mrs.</i> Ryan	Dear Judge Ryan:	Sincerely yours,	Judge Ryan <i>Mrs.</i> Ryan
Mayor Ryan <i>Mrs.</i> Ryan	Dear Mayor Ryan:	Sincerely yours,	<i>Mr.</i> Mayor <i>Mrs.</i> Ryan
The American Minister <i>Mrs.</i> Ryan	Dear <i>Mr.</i> Minister:	Sincerely yours,	<i>Mr.</i> Minister <i>Mrs.</i> Ryan
The American Minister	Dear <i>Madam</i> Minister:	Sincerely yours,	<i>Madam</i> Minister

# INTRODUCTIONS

in conversation	announced as
"Judge <i>John</i> Ryan"	"The Honorable, <i>John</i> Ryan, Judge of the United States District Court for the Southern District of Texas"
"Mayor <i>Robert</i> Ryan"	"The Honorable <i>Robert</i> Ryan, Mayor of San Francisco"
"Minister <i>Cabot</i> Ryan"	"The Honorable <i>Cabot</i> Ryan, Minister of the American Legation"
"Minister <i>Clare</i> Ryan"	"The Honorable <i>Clare</i> Ryan, Minister of the American Legation"

Position	Envelope	Invitation
President of the United States of America	<i>Official</i> The President The White House <i>Social</i> The President and Mrs. Ryan The White House	The President and Mrs. Ryan
Presiding Justice	<i>Official</i> The Honorable <i>John</i> Ryan Presiding Justice Appellate Division Supreme Court <i>Social</i> Mr. Justice Ryan and Mrs. Ryan	Mr. Justice Ryan and Mrs. Ryan
Secretaries of the Armed Services <sup>7</sup>	<i>Official</i> The Honorable <i>Thomas John</i> Ryan Secretary of the Navy <i>Social</i> The Honorable The Secretary of the Navy and Mrs. Ryan	The Secretary of the Navy and Mrs. Ryan
Senator (U.S.)	<i>Official</i> The Honorable <i>Rhett</i> Ryan United States Senate <i>Social</i> The Honorable <i>Rhett</i> Ryan and Mrs. Ryan	Senator and Mrs. Ryan

<sup>7</sup>Although the Secretaries of the armed services are not cabinet officers, they are by custom addressed in the same manner as members of the Cabinet.



OFFICIALS  
Dignitaries—Continued

Place Card	Salutation	Complimentary Close	Conversation
The President <i>Mrs. Ryan</i>	Dear <i>Mr. President</i> :	<i>Formal Official</i> Respectfully yours, <i>Informal Official</i> Faithfully yours,	<i>Mr. President</i> <i>Mrs. Ryan</i>
<i>Mr. Justice Ryan</i> <i>Mrs. Ryan</i>	Dear <i>Mr. Justice</i> :	Sincerely yours,	<i>Mr. Justice Ryan</i> <i>Mrs. Ryan</i>
The Secretary of the Navy <i>Mrs. Ryan</i>	Dear <i>Mr. Secretary</i> :	Sincerely yours,	<i>Mr. Secretary</i> <i>Mrs. Ryan</i>
Senator Ryan <i>Mrs. Ryan</i>	Dear Senator Ryan:	Sincerely yours,	Senator Ryan <i>Mrs. Ryan</i>

INTRODUCTIONS

in conversation	announced as
"President <i>John Ryan</i> "	"The President of the United States of America"
" <i>Mr. Justice Ryan</i> "	"The Honorable <i>John Ryan</i> , Presiding Justice of the Appellate Division of the Supreme Court"
"Secretary <i>Thomas Ryan</i> "	"The Honorable <i>Thomas Ryan</i> , Secretary of the Navy"
"Senator <i>Rhett Ryan</i> "	"The Honorable <i>Rhett Ryan</i> , United States Senator"

Position	Envelope	Invitation
The Speaker of the House of Representatives	<i>Official</i> The Honorable <i>John Henry</i> Ryan Speaker of the House of Representatives <i>Social</i> The Speaker of the House of Representatives and <i>Mrs.</i> Ryan	The Speaker and <i>Mrs.</i> Ryan
Under Secretaries (Deputy Secretaries) of executive and military departments	<i>Official</i> The Honorable <i>William</i> Ryan Under Secretary of the Navy <i>Social</i> The Honorable The Under Secretary of the Navy and <i>Mrs.</i> Ryan	The Under Secretary of the Navy and <i>Mrs.</i> Ryan
Vice President of the United States of America	<i>Official</i> The Vice President United States Senate <i>Social</i> The Vice President and <i>Mrs.</i> Ryan	The Vice President and <i>Mrs.</i> Ryan

**OFFICIALS**  
**Dignitaries—Continued**

Place Card	Salutation	Complimentary Close	Conversation
The Speaker <i>Mrs.</i> Ryan	Dear <i>Mr.</i> Speaker:	Sincerely yours,	<i>Mr.</i> Speaker or Speaker <i>Mrs.</i> Ryan
The Under Secretary of the Navy <i>Mrs.</i> Ryan	Dear <i>Mr.</i> Ryan:	Sincerely yours,	<i>Mr.</i> Ryan <i>Mrs.</i> Ryan
The Vice President <i>Mrs.</i> Ryan	Dear <i>Mr.</i> Vice President:	Sincerely yours,	<i>Mr.</i> Vice President <i>Mrs.</i> Ryan

# INTRODUCTIONS

in conversation	announced as
"Speaker <i>John</i> Ryan"	"The Honorable <i>John</i> Ryan, Speaker of the House of Representatives"
"Mr. <i>William</i> Ryan"	"The Honorable <i>William</i> Ryan, Under Secretary of the Navy"
"Vice President <i>John</i> Ryan"	"The Vice President of the United States of America"

## FOREIGN Dignitaries

Position	Envelope	Invitation
Ambassador	<i>Official</i> <i>His Excellency</i> <sup>8</sup> <i>Pierre</i> Ryan Ambassador of _____ <i>Social</i> <i>His Excellency</i> The Ambassador of _____ and <i>Mrs.</i> Ryan	The Ambassador of _____ and <i>Mrs.</i> Ryan
Ambassador with personal title of royalty or nobility	<i>Official</i> <i>His</i> Royal Highness Ambassador of _____ <i>Social</i> <i>His</i> Royal Highness The Ambassador of _____ and <i>Princess</i> Ryan	The Ambassador of _____ and <i>Princess</i> Ryan
Chargé d'Affaires ad interim	<i>Official</i> <i>Mr. Donald</i> Ryan Chargé d'Affaires ad interim of _____ <i>Social</i> The Chargé d'Affaires ad interim of _____ and <i>Mrs.</i> Ryan	The Chargé d'Affaires ad interim of _____ and <i>Mrs.</i> Ryan
King	<i>Official</i> His Majesty Frederick IX King of Denmark <i>Social</i> Their Majesties The King and Queen of Denmark	His Majesty The <i>King</i> of Denmark

<sup>8</sup>"His Excellency" is used in addressing a foreign ambassador in the United States and elsewhere.



Place Card	Salutation	Complimentary Close	Conversation
The Ambassador of _____ Mrs. Ryan	Dear Mr. Ambassador:	Sincerely yours,	Mr. Ambassador Mrs. Ryan
The Ambassador of _____ Princess Ryan	Dear Mr. Ambassador:	Sincerely yours,	Mr. Ambassador Your Royal Highness (wife)
The Chargé d'Affaires ad interim of _____ Mrs. Ryan	Dear Mr. Chargé d'Affaires:	Sincerely yours,	Mr. Ryan Mrs. Ryan
His Majesty The King of Denmark Her Majesty The Queen of Denmark	Your Majesty:	Respectfully yours,	Your Majesty Your Majesty (Queen)

## INTRODUCTIONS

in conversation	announced as
"Ambassador Pierre Ryan"	"The Ambassador of _____"
"Prince George Ryan"	"The Ambassador of _____"
"Mr. Donald Ryan"	"Mr. Donald Ryan, The Chargé d'Affaires ad interim of _____"
"His Majesty Frederick IX"	"His Majesty The King of Denmark"

Position	Envelope	Invitation
Minister of an embassy <sup>9</sup>	<i>Official</i> The Honorable John Ryan British Embassy <i>Social</i> The Honorable John Ryan and Mrs. Ryan	Mr. and Mrs. Ryan
Minister plenipotentiary of a Legation	<i>Official</i> The Honorable Charles Ryan Minister of _____ <i>Social</i> The Honorable The Minister of _____ and Mrs. Ryan	The Minister of _____ and Mrs. Ryan
President of a republic	<i>Official</i> His Excellency Leopold Ryan President of the Republic of _____ <i>Social</i> His Excellency The President of the Republic of _____ and Mrs. Ryan	His Excellency The President of the Republic of _____ and Mrs. Ryan
Prime Minister	<i>Official</i> His Excellency <sup>10</sup> Johan Ryan The Prime Minister of _____ <i>Social</i> His Excellency The Prime Minister of _____ and Mrs. Ryan	The Prime Minister of _____ and Mrs. Ryan

<sup>9</sup>This position is slightly senior to that of counselor of embassy and there may be one or several ministers in addition to an ambassador at the embassy or to a minister plenipotentiary at a legation.

<sup>10</sup>In Britain and often in North Ireland, Australia, New Zealand, and Canada, the Prime Minister is a member of the British Privy Council and therefore has the title the Right Honourable. The official envelope would show: The Right Hon. John Ryan, P.C., M.P., Prime Minister of Canada.

Place Card	Salutation	Complimentary Close	Conversation
Mr. Ryan Mrs. Ryan	Dear Mr. Ryan:	Sincerely yours,	Mr. Ryan Mrs. Ryan
The Minister of _____ Mrs. Ryan	Dear Mr. Minister:	Sincerely yours,	Mr. Minister Mrs. Ryan
The President of the Republic of _____ Mrs. Ryan	Dear Mr. President:	Respectfully yours,	Mr. President Mrs. Ryan
The Prime Minister of _____ Mrs. Ryan	Dear Mr. Prime Minister: Dear Prime Minister: <sup>11</sup>	Sincerely yours,	Mr. Prime Minister Mrs. Ryan

<sup>11</sup>Used for the British Prime Minister only.

## INTRODUCTIONS

in conversation	announced as
"Mr. <i>John</i> Ryan"	"The Honorable <i>John</i> Ryan, Minister of _____"
"Minister <i>Charles</i> Ryan"	"The Honorable <i>Charles</i> Ryan, Minister of _____"
"President <i>Leopold</i> Ryan"	"His Excellency The President of the Republic of _____"
"Prime Minister <i>Johan</i> Ryan"	"The Prime Minister of _____"

Position	Envelope	Invitation
Queen	<i>Official</i> Her Majesty Elizabeth II Queen of England <i>Social</i> Her Majesty Elizabeth II and His Royal Highness The Prince Philip Duke of Edinburgh	Her Majesty The Queen of England

Place Card	Salutation	Complimentary Close	Conversation
Her Majesty The Queen of England	Your Majesty:	Respectfully yours,	Your Majesty or Ma'am (in long conversation) Your Royal Highness (husband)

## INTRODUCTIONS

in conversation	announced as
"Her Majesty, Queen Elizabeth II"	"Her Majesty, Queen Elizabeth II" or "Her Majesty, The Queen of England"



MILITARY

Position	Envelope	Invitation
Admiral	<i>Official</i> Admiral <i>John Paul</i> Ryan, USN Position Title <i>Social</i> Admiral and <i>Mrs. John Paul</i> Ryan	Admiral and <i>Mrs.</i> Ryan
General, lieutenant general, major general, brigadier general	<i>Official</i> Lieutenant General <i>James Day</i> Ryan, USA Position Title <i>Social</i> Lieutenant General and <i>Mrs. James Day</i> Ryan	General and <i>Mrs.</i> Ryan
Vice admiral <sup>12</sup>	<i>Official</i> Vice Admiral <i>Paul</i> Ryan, USN Position Title <i>Social</i> Vice Admiral and <i>Mrs. Paul</i> Ryan	Vice Admiral and <i>Mrs.</i> Ryan
British and Commonwealth Navies <sup>13</sup>	<i>Official</i> Admiral of the Fleet <i>Sir Peter</i> Ryan, GCB, DSO <i>Social</i> Admiral of the Fleet <i>Sir Peter</i> Ryan and <i>Lady</i> Ryan	Admiral of the Fleet <i>Sir Peter</i> Ryan and <i>Lady</i> Ryan

<sup>12</sup>The specific rank of naval officers is customarily used on invitations and place cards as well as on envelopes.

<sup>13</sup>The letters "R.N." are placed after any other initials following the surnames of Royal Navy officers, except flag officers who do not use the R.N. at all.

Place Card	Salutation	Complimentary Close	Conversation
Admiral Ryan <i>Mrs.</i> Ryan	Dear Admiral Ryan:	Sincerely yours,	Admiral Ryan <i>Mrs.</i> Ryan
General Ryan <i>Mrs.</i> Ryan	Dear General Ryan:	Sincerely yours,	General Ryan <i>Mrs.</i> Ryan
Vice Admiral Ryan <i>Mrs.</i> Ryan	Dear Admiral Ryan:	Sincerely yours,	Admiral Ryan <i>Mrs.</i> Ryan
Admiral of the Fleet <i>Sir Peter</i> Ryan <i>Lady</i> Ryan	Dear Admiral Ryan: Dear <i>Sir Peter</i> :	Sincerely yours,	Admiral Ryan or <i>Sir Peter</i> <i>Lady</i> Ryan

INTRODUCTIONS

in conversation	announced as
"Admiral <i>John</i> Ryan"	"Admiral <i>John</i> Ryan (position title)"
"Lieutenant General <i>James</i> Ryan"	"Lieutenant General <i>James</i> Ryan, (position title)"
"Vice Admiral <i>Paul</i> Ryan"	"Vice Admiral <i>Paul</i> Ryan, (position title)"
"Admiral Sir Peter Ryan"	"Admiral of the Fleet, <i>Sir Peter</i> Ryan"

Position	Envelope	Invitation
Foreign military with title of nobility	<i>Official</i> Major <i>Count Ivan</i> Ryan <i>Social</i> Major <i>Count Ivan</i> Ryan and the <i>Countess</i> Ryan	Major <i>Count Ryan</i> and the <i>Countess</i> Ryan

Place Card	Salutation	Complimentary Close	Conversation
Major <i>Count</i> Ryan <i>Countess</i> Ryan	Dear Major Ryan: Dear <i>Count</i> Ryan:	Sincerely yours,	Major Ryan or <i>Count</i> Ryan <i>Lady</i> Ryan

INTRODUCTIONS

in conversation	announced as
"Major <i>Count Ivan</i> Ryan"	"Major <i>Count Ivan</i> Ryan"

## INITIALS OF BRITISH HONORS, DECORATIONS, AND MEDALS

The initials of various distinctions are placed after the surname whenever the individual's name appears alone and on envelopes, and in the address section of a letter. They rank as follows: Orders of knighthood, decorations, medals, civil distinctions, academic degrees, fellowship in royal societies, and membership in religious orders.

It is customary to put only two abbreviations after a name, using the two differing honors highest in rank for this purpose and adding "etc.," if the addressee has more than two. The abbreviations are in capital letters, the last of which is followed by a period, as Admiral Sir Peter Ryan, KBE., CB., DSO.

### ORDERS OF KNIGHTHOOD ACCORDING TO PRECEDENCE

The eight leading orders of knighthood—the Garter, the Thistle, St. Patrick, the Bath, the Star of India, St. Michael and St. George, the Indian Empire, and the Royal Victorian Order rank as follows:

KG.	Knight Companion of the Order of the Garter
KT.	Knight of the Order of the Thistle
KP.	Knight Companion of the Order of St. Patrick
GCB.	Knight Grand Cross of the Order of the Bath
OM.	Member of the Order of Merit
GCSI.	Knight Grand Commander of the Order of the Star of India
GCMG.	Knight Grand Cross of the Order of St. Michael and St. George
GCIE.	Knight Grand Commander of the Order of the Indian Empire
GCVO.	Knight Grand Cross of the Royal Victorian Order
GBE.	Knight Grand Cross of the Order of the British Empire
KCB.	Knight Commander of the Order of the Bath
KCSI.	Knight Commander of the Order of the Star of India
KCMG.	Knight Commander of the Order of St. Michael and St. George
KCIE.	Knight Commander of the Order of the Indian Empire
KCVO.	Knight Commander of the Royal Victorian Order
KBE.	Knight Commander of the Order of the British Empire
CB.	Companion of the Order of the Bath
CSI.	Companion of the Order of the Star of India
CMG.	Companion of the Order of St. Michael and St. George
CIE.	Companion of the Order of the Indian Empire
CVO.	Companion of the Royal Victorian Order
CBE.	Companion of the Order of the British Empire
DSO.	Companion of the Distinguished Service Order
MVO.	Member (4th Class) of the Royal Victorian Order
OBE.	Officer of the Order of the British Empire
ISO.	Companion of the Imperial Service Order
MVO.	Member (5th Class) of the Royal Victorian Order
MBE.	Member of the Order of the British Empire

## ANNEX A

### Order of Precedence

The Order of Precedence of members of the Armed Forces of the United States when in formation is as follows:

1. Cadets, USMA
2. Midshipmen, USNA
3. Cadets USAFA
4. Cadets USCGA
5. USA
6. USMC
7. USN
8. USAF
9. USCG
10. Army National Guard of the U.S.
11. Army Reserve
12. M.C. Reserve
13. Naval Reserve
14. Air National Guard of the U.S.
15. AF Reserve
16. CG Reserve
17. Other training organizations of the Army, MC, Navy, AF, and CG, in that order.

NOTE: During any period when the USCG shall operate as part of the USN, the Cadets, USCG Academy, the US Coast Guard and the Coast Guard Reserve shall take precedence after the Midshipmen, USNA; the USN; and the USNR.



## ANNEX B

### Foreign Service

FSO'S	DIPLOMATIC TITLE	CONSULAR TITLE	MILITARY EQUIVALENT RANK	GS RATING GS RATING
Career Ambassador Career Minister	Ambassador Ambassador; Counselor	Consul General	General/Admiral	GS-18
FSO-1	Ambassador; Counselor	Consul General	Vice Admiral Major General/Rear Admiral (upper half)	GS-17
FSO-2	Counselor; First Secretary	Consul General;	Brigadier General/Rear Admiral (lower half)	GS-16
FSO-3	Counselor; First Secretary	Consul General;	Colonel/Captain	GS-15
FSO-4	Second Secretary	Consul	Lieutenant Colonel/ Commander	GS-13 and GS-14
FSO-5	Second Secretary	Consul	Major/Lieutenant Commander	GS-12
FSO-6	Second Secretary	Vice Consul	Captain/Lieutenant	GS-10 and GS-11
FSO-7	Third Secretary	Vice Consul	1st Lieutenant/J G.	GS-8 and GS-9
FSO-8	Third Secretary	Vice Consul	2nd Lieutenant/Ensign	GS-7

## ANNEX C

### Attire Guidance

*Very Formal occasions* (White Tie). Occasionally, a very formal evening event (after 6:00 P.M.) will require full dress evening wear specified as "white tie". This is very seldom worn except by flag officers or those in the diplomatic corps. When required, white tie is worn to evening dances, weddings, dinners, receptions, and on state occasions.

#### White Tie

Military: Formal dress uniform.

Civilian: Gentlemen wear a tailcoat with matching trousers, a white waistcoat, wing collared shirt and white bow tie.

Ladies wear very formal evening gowns.

#### Formal occasions.

*Daytime.* For a formal daytime function such as a wedding in which civilian gentlemen would wear cutaways, the following applies:

Military members of the party would wear the seasonally appropriate Service Dress Uniform.

Civilian ladies wear dresses appropriate to the occasion as styles dictate.

*Evening.* The attire specified for a formal evening function is "Black Tie". This may be worn to formal events after 6:00 P.M. such as dinners, receptions, dances, or weddings.

Military: The seasonally appropriate Dinner Dress Jacket Uniform.

Civilian: Gentlemen wear dinner jackets or tuxedos. Ladies wear formal evening gowns.

*Ceremonial occasions.* For Occasions of State, Ceremonies, and Solemnities, parades and reviews, military personnel participating wear the seasonally appropriate ceremonial uniform. In general, guests wear the seasonally appropriate Service Uniform. Civilian men generally wear business suits and ladies wear a dress appropriate to the occasion, as styles dictate.

*Informal occasions.* Business and informal occasions in the afternoon such as luncheons, receptions or dinners will call for "Informal Attire".

Military: The seasonally appropriate Service Dress Uniform.

Civilian: Gentlemen wear business suits and ladies wear afternoon dresses or for evening events, short dresses of a dressy material, long skirts or dresses or as current styles dictate.

*Casual occasions.* Casual functions such as picnics, barbecues, sporting events, etc., will call for "casual attire".

A gentleman's attire may range from an open collar shirt or sweater to a sports coat. Ladies wear slacks or casual skirts.

*Miscellaneous.* Retired military personnel, not on active duty, may wear the prescribed uniform to military functions as considered appropriate. Such occasions may include commissioning ceremonies, military weddings, or receptions in which military guests are expected to be in uniform.

The preceding guidelines are based on the protocol requirements of Washington, D.C. In other areas of the country, such as California or Hawaii, social occasions call for far less formal attire. When in doubt, inquire as to local custom.

For additional information on the composition of specific uniforms, refer to the current U.S. Navy Uniform Regulations.

The increased informality in modern day living dictates a wide latitude in apparel; therefore, guests should be encouraged to feel comfortable in whatever they choose to wear.

## ANNEX D

### Guidelines for Planning a Reception

The military host will often have junior officers appointed to plan and/or assist during a reception. The following checklist may be helpful.

#### 1. *Primary Planning*

- Determine who will host the function.
- Will there be a guest of honor?
- Select a convenient date and time for the function.
- Determine the location
- Select an appropriate attire

#### 2. *Guests*

- Prepare a guest list.
- Mail invitations 3-5 weeks in advance (include a map if using an unfamiliar location)
- Keep a working list of acceptances and regrets.
- Will any of the guests require special attention: (Handicapped persons, dignitaries to be met, etc.)

#### 3. *Location*—if using a club or caterer:

- Select an appropriate menu
- Ensure an adequate number of bars and tenders
- Ensure nonalcoholic beverages are available
- Coat/hat check available
- Name tags at check-in table if desired
- A podium and microphone if needed
- Lighting at appropriate level
- Parking facilities available

#### 4. *Miscellaneous*

- Decorations as appropriate, flowers, flags, etc.
- Music, at appropriate sound level.
- Photographers, properly briefed beforehand.
- Receiving Line
  - Inform members of order beforehand
  - Place a carpet runner in desired location of the line
  - Have a table near by for the ladies' purses and members' beverages.
- Special events—will there be speeches, or presentations?
- Aides. Often it is helpful to have junior officers and spouses aid in manning check-in tables, directing guests, etc.

## ANNEX E

### Guidelines for Change of Command Ceremonies

The following guidelines are provided as a reference aid:

#### Date and Time

The officer being relieved should establish the date for the change of command subject to the concurrence of the relief and his immediate superiors. The change of command should generally not be scheduled for Saturday afternoons, Sundays, or national holidays.

The time for the ceremony should be one which will be convenient for guests, and also will give the host ship time to make the many preparations. Normally, the change of command can best be scheduled to commence between 0945 and 1100.

#### Invitations

The preparations and mailing of invitations is the responsibility of the officer being relieved. The officer is also responsible for ensuring that invitations are sent to the "official family", which includes Commanders, Commanding Officers, Chief of Staff, Chief Staff Officers, etc., of all local units and activities, as he knows these better than does his relief. Inasmuch as the invitations should be mailed two to three weeks before the ceremony, the relieving officer should forward his guest list in ample time. The officer being relieved should screen this list to eliminate duplication.

A pre-addressed postcard or an envelope with a card should accompany the invitations to facilitate the R.S.V.P. Consideration should also be given to enclosing gate passes, parking permits, and boat schedules, if applicable.

If inclement weather would necessitate a shift in location or time of the ceremony, a card with these details should be prepared and enclosed.

The command should keep an accurate and up to date list of acceptances and regrets as they are received. Numbering R.S.V.P. cards is helpful as some invited guests will not print or write their names clearly.

#### Change of Command Message

At least a week in advance of the Ceremony, a message announcing the Change of Command should be sent to the Senior Officer Present Afloat (SOPA).

This SOPA message is customarily used to invite interested fleet officers and their spouses to the change of command. An example of a typical change of command message follows:

"1. LCDR A. B. SEA, USN, WILL BE RELIEVED AS COMMANDING OFFICER, USS NEVERSAIL (YZ-0000) BY LCDR W. T. DOOR, USN, IN CHANGE OF COMMAND CEREMONIES 1000, 5 OCT 75 AT PIER 4, NAVSTA, SDIEGO.

2. ALL INTERESTED PERSONNEL AND THEIR SPOUSES ARE CORDIALLY INVITED TO ATTEND. UNIFORM FOR ATTENDEES IS AS FOLLOWS:

OFFICERS - (Specify)  
ENLISTED - (Specify)  
CIVILIANS - (Specify)

3. REQ SOPA ADMIN SAN DIEGO PASS TO ALL SHIPS PRESENT SAN DIEGO. REQ COMELEVEN PASS TO ALL SHORE ACTIVITIES SAN DIEGO AREA."

Local directives will govern the actual form and distribution of change of command messages and should be consulted before filing.

#### Programs

Programs for the occasion are not only helpful for the guests, but often serve as souvenirs of this memorable event. Print shops are available for printing change of command programs. Under normal circumstances, allow at least ten working days for preparation of the programs.

Inclusion of the following items is desirable:

- Command insignia, and/or a good picture of the ship or command.
- Schedule of events for the ceremony. The schedule of events should be detailed enough to provide guidance for civilian guests who may not be familiar with the customs and courtesies of the military. Make a note on the program as to when guests will be expected to rise and be seated.
- Brief biography and photograph of the Commander/Commanding Officer and the Prospective Commander/Commanding Officer.
- List of previous commanders/commanding officers, with dates of command.
- A summary history of the ship or command may be included.

#### Participation of Seniors

Since the change of command ceremony is an event conducted by and in the interest of the two officers concerned and in view of the limited space available in most cases, a maximum of two seniors (the immediate superior in command and one another) is recommended for participation with one being the norm. The guest speaker (senior participant) should be invited to speak at least two weeks in advance. A written invitation to the senior participant and guest speakers is appropriate.

#### Bands

If at all possible, make arrangements for a band. A band's presence permits the proper rendering of honors to Flag Officers and adds zest and a military atmosphere to the entire proceedings. Requests should be made in writing for record purposes.

#### Rehearsal

A complicated change of command ceremony requires a complete rehearsal (less the principals) about a day ahead of time. A rehearsal precludes awkward situations and serves to alert those involved to flaws in their planning. The lectern, public address system, chairs for the principals, and other miscellaneous hardware should be in place and the equipment operating for the rehearsal so that, adequacy, positioning, spacing, etc., can be checked on the spot. The more attention paid to details at the rehearsal, the more nearly flawless will be the actual ceremony.

#### Foul Weather Plan

Have a complete and rehearsed, foul weather plan for quick implementation, if needed.

#### Change of Command Notice

Prior to the ceremony, commands should issue a change of command notice. This notice should have as its enclosures, the following:

- Schedule of events (fair weather).
- Diagram of ceremonial area (fair weather).
- Schedule of events (foul weather).
- Diagram of ceremonial area (foul weather).
- Detailed list of services and equipment desired.



#### Informing Nearby Ships

Ensure that nearby ships, especially any ships along-side, are kept informed of your plans. Don't hesitate to let them know what you expect of them by way of cooperation in making your ceremony a success. Request that ships in the area use MC systems topside during ceremony only in emergency.

#### Traffic Control

Coordinate with adjacent or host activities to work out any traffic control problems anticipated.

#### Parking

Make arrangements for adequate parking near the ship so as to preclude long walks for guests. Care should be taken, however, to ensure that official cars park sufficiently clear of the brow or ceremonial area to maintain a clear path for subsequent arrivals.

#### Ushers

Junior officers should serve as ushers for all guests and unescorted ladies. Ushers should be lined up in a military fashion awaiting their turn. Designate an officer to be in charge of the ushers, and make him or her responsible to see that all guests are properly escorted. Each usher should know those for whom reserved seats have been designated. When escorting, a male usher should offer his right arm since swords are often worn.

#### The Ceremonial Area

The area should be laid out so that the guests have a good view of the platform or area where the ceremony will take place. The principals should be centrally located. If possible, they should be seated on a raised platform so as to be in full view of the audience. Two lecterns should be placed on the platform with well-checked out microphones and sound amplifying system. Having a separate lectern and microphone for the Master of Ceremonies provides one of the most important "secrets" to flawlessly executing a change of command ceremony. The principals seated on the platform are: the officer being relieved, his relief, and the participating senior. The Master of Ceremonies and the Chaplain are also located on the platform. Using the departing officer as the host figure, follow the customary alternating pattern of senior man to host's right, second senior man to his left, etc. Chairs should be located so that none of the principals are hidden by the lecterns. Guest seating should include reserved marked seats for the incumbent Commander/Commanding Officer's family, the relieving Commander/Commanding Officer's family, and guests of honor or their family. An aisle is recommended with the relieving officer's family on the left side. The wife of a ranking guest should be seated next to the wife of the officer being relieved or immediately behind depending on the number of vacancies on the front row.

#### The Ceremony

Normally, the following program of events should be as follows:

1. Upon arrival of the senior participants, the Master of Ceremonies calls the crew(s) to attention and asks all guests to rise.

Members of the official party arrive in inverse order of precedence with the senior entering last, except that the relieved officer will generally precede the relieving officer, although the latter may be junior. Upon arrival at an activity with a saluting battery, all members of the official party who are entitled to honors will receive full honors less gun salute except for the senior official, whether military or civilian, who is accorded full honors.

After receiving honors, members of the official party sometimes gather at a designated point to greet other members of the party as they arrive. They then proceed to their seats on the platform. An acceptable alternate calls for officers of the command to meet and escort members of the ceremonial party to their seats upon conclusion of their personal honors. As a general rule, arrival or departure honors will not be rendered to guests at a change of command ceremony.

2. National Anthem.

3. Invocation (Master of Ceremonies requests all military personnel to remain covered).
4. Master of Ceremonies requests all guests to be seated.
5. Remarks by senior officer.
6. Presentation of awards (if appropriate).
7. Remarks and reading of orders by the person being relieved (only those parts of the orders pertinent to the change of command should be read--Address, Subject, Brief of Content, and Signature).
8. The person being relieved orders his flag and pennant hauled down. Full honors as appropriate and presentation of his flag/pennant.
9. The person relieving reads his orders (pertinent parts only), assumes command, orders his flag or pennant broken, and receives full honors as appropriate. He reports assumption of command to his immediate superior, if present, and makes remarks as desired.
10. Master of Ceremonies requests all guests to rise and military personnel to remain covered.
11. Departure honors for the official party.
12. Master of Ceremonies announces conclusion of the ceremony.

## ANNEX F

### Dietary Restrictions

When entertaining foreign guests, it is important to consider any dietary restrictions they may have, prior to planning the menu. Basic rules of thumb are that Moslems and Jews do not eat pork. Those of the Hindu and Buddhist faith do not eat beef. The following chart lists very general restrictions found in certain countries. This does not allow for individual dietary restrictions due to religious, medical, or personal preferences. Therefore, one should determine if these restrictions exist. In general, fish and fowl are universally acceptable. When restrictions do exist, guard against serving any derivation of that item. Take particular note to avoid serving combinations of veal and ham or chicken and ham, both of which are unacceptable to Moslems and Jews.

It is always wise to have a variety of nonalcoholic beverages available to those who prefer them.

#### RECORD OF DIETARY RESTRICTIONS

	NO BEEF	NO PORK	NO RESTRICTIONS	OTHER
ARGENTINA			X	
AUSTRALIA			X	
AUSTRIA			X	
BELGIUM			X	
BOLIVIA			X	
BRAZIL			X	
BULGARIA			X —	
BURMA			X	
CAMEROON			X	
CANADA			X	
CHILE			X	
CHINA			X	
COLOMBIA			X	
CZECHOSLOVAKIA			X	
DENMARK			X	
DOMINICAN REPUBLIC			X	
ECUADOR			X	
EGYPT		X		
EL SALVADOR			X	
ETHIOPIA		X		
FINLAND			X	
FRANCE			X	
GERMANY			X	
GHANA		X		

	NO BEEF	NO PORK	NO RESTRICTIONS	OTHER
GREAT BRITAIN			X	
GREECE			X	
GUATEMALA			X	
HAITI			X	
HONDURAS			X	
HUNGARY			X	
INDIA	X	X		
INDONESIA		X		
IRAN		X		No alcohol
ISRAEL		X		
ITALY			X	
JAPAN			X	
JORDAN		X		
KOREA			X	
LEBANON		X		
MALAYSIA		X		
MEXICO			X	
MOROCCO		X		
NEPAL	X	X		
NETHERLANDS			X	
NEW ZEALAND			X	
NICARAGUA			X	
NIGERIA			X	
NORWAY			X	

	NO BEEF	NO PORK	NO RESTRICTIONS	OTHER
PAKISTAN		X		No alcohol
PANAMA			X	
PARAGUAY			X	
PERU			X	
PHILIPPINES			X	
POLAND			X	
PORTUGAL			X	
ROMANIA			X	
SAUDI ARABIA		X		No alcohol
SOUTH AFRICA			X	
SPAIN			X	
SRI LANKA	X			No fish No eggs
SUDAN		X		
SWEDEN			X	
SWITZERLAND			X	
THAILAND	X			
TUNISIA		X		
TURKEY		X		
USSR			X	
URUGUAY			X	
VENEZUELA			X	
YUGOSLAVIA			X	
ZAIRE			X	



## ANNEX G

### Sources of Etiquette and Protocol Information and Regulations

Department of the Navy Correspondence Manual, SECNAVINST 5216.5 series  
Flags, Pennants, and Customs, NTP 13  
Naval Orientation, NavPers 16138 series  
Service Etiquette, Swartz, U.S. Naval Institute, Annapolis, Md., 1977  
The Bluejackets' Manual, U.S. Naval Institute, Annapolis, Md. 20th Edition  
The Naval Officers' Guide, A. A. Ageton, U.S. Naval Institute, Annapolis, Md., 1970  
U.S. Navy Regulations, 1973

### Glossary of Terms

- Accreditation**—An official presentation of credentials by foreign diplomats (to include military attaches) to the host government, thereby establishing a date of precedence within that country's diplomatic or attache corps.
- Attache**—A technical expert on the diplomatic staff of his country at a foreign capital. A naval attache is his/her Navy's representative to a foreign nation.
- Black Tie**—Formal attire, generally not worn before 6:00 P.M.
- Military—Dinner Dress Blue Jacket**  
**Civilian**—A dinner jacket or tuxedo for men and formal dress for women.
- Calling Card**—A small card bearing the name and title/rank of an individual and used socially. Calling card may be sent with flowers or gifts, as bearers of short messages.
- Canapes**—An appetizer consisting of a piece of bread or toast, or a cracker topped with a savory spread.
- Casual Attire**—Attire which is never more formal than a sports coat or leisure suit for men and slacks or casual skirts for women.
- Charge**—"To Charge" one's glass is an expression used at Dining-ins meaning to fill one's glass to capacity.
- Chargé d'Affaires**—The officer in charge of diplomatic business in the absence of the ambassador or minister.
- Christening**—A ceremony in which a naval vessel is named by a sponsor who breaks a bottle of wine against the ship's bow as the ship slides into the water.
- Cocktail Party**—An informal gathering featuring a stand-up buffet in which there is no receiving line.
- Colors**—National ensign; distinguishing flag flown to indicate a ship's nationality. Naval ceremonies are performed when the national flag is hoisted at eight o'clock in the morning and hauled down at sunset.
- Commission**—To activate a ship or station; written order giving an officer rank and authority.
- Commissioning Ceremonies**—Ceremonies during which a new ship is placed in service. Captain of the yard or delegated representative of commandant reads orders for delivery of ship, attention is sounded on bugle, National Anthem is played, ensign, commission pennant, and jack are hoisted simultaneously. The officer ordered to command the ship reads his orders from Navy Department and orders his executive officer to set the watch. Full dress uniform is usually worn by officers. It is customary to invite friends of officers and others interested to attend the ceremony, along with the sponsor who christened the ship.
- Commissioning Pennant**—Commission pennant is the distinctive mark of a vessel of war adopted by all nations. It is blue at the hoist, with a union of seven white stars; it is red and white at the fly, in two horizontal stripes. The number of stars has no special significance but was arbitrarily selected as providing the most suitable display. The pennant is flown at the main by vessels not carrying flag officers. In lieu of the commission pennant, a vessel with an admiral or other officer in command of a division, squadron, etc., or a high ranking civil official aboard, flies the personal flag or command pennant of that person.
- Company Grade**—Refers to officers of the grades O1-O3 in the Army, Air Force and Marine Corps.
- Decommissioning**—A somber ceremony which terminates the active naval service of ships other than those lost at sea.
- Dining-In**—A formal dinner given by a unit which follows a traditional format.
- Dinner Partner**—At formal dinners, a gentleman will often escort the lady who will sit to his right at the table (his dinner partner).
- Ensign**—A flag designated by a country to be flown by its man-of-war.
- Etiquette**—Behavior or form required by good breeding or prescribed by authority in social and official life.
- Excellency**—A courtesy title used in addressing a foreign ambassador.

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Field Grade—A term used by the Army, Air Force and Marine Corps to refer to officers of the grades 04-06.  
 Flag Officers—Refers to officers 0-7 and above.

Formal attire—General term used to refer to "Black Tie" or "White Tie" events.

General Officers—Army, Air Force, and Marine Corps officers grades 07 and above.

Honorable—A courtesy title used in addressing U.S. ambassadors, ministers, governors, cabinet officers, Senators, Congressmen and women, Assistant to the President, Assistant Secretaries, Judges, Mayors.

Hors d'oeuvres—Any of various savory foods served as appetizers.

Informal Attire—Seasonally appropriate service dress uniform for military.

Civilian: Business suit for men and short dressy dresses, long skirts, or long dresses for women.

Junior Officer—Term used in the U.S. Navy to refer to officers of the grades 01-04.

Keel-laying—The first milestone in the history of a ship, recognized by a simple ceremony to mark the laying of the keel.

Launching—See Christening.

Lounge Suit—Expression used by the British for Civilian Informal; or business suit for men, informal dresses for women.

Luncheon—Used interchangeably with lunch in writing to refer to a gathering of individuals for a noon meal.

On invitations: *to a luncheon* implies a number of guests will attend; *to luncheon* indicates fewer and a more intimate group.

Menu Cards—A formal card approximately 4 x 6 inches in size upon which is printed the menu for a formal luncheon or dinner.

Merchant Ensign—The Flag designated by a country to be flown by merchant vessels of that country.

"Mr. Vice/Madame Vice"—Affectionate term for the junior member of a mess who acts as Vice President for a Dining-in.

National Flag—The flag flown to represent a national government.

#### Notations written on calling cards:

n.b.—Note well, pay special attention. Change of address, to call attention to.

p.c.—pour condoler—to condole, may replace the usual English expressions of sympathy on a card left personally or sent through the mail at times of bereavement.

p.f.—pour feliciter—to congratulate, is used to extend felicitations on occasions such as national holidays or some special event. Cards so inscribed are generally mailed or delivered on the day being celebrated.

p.m.—pour memoire—to remind, a party, etc.

p.p.—pour presenter—to present, is occasionally seen on a friend's card that has been sent with a stranger's card. This is intended to introduce the stranger. When such a card is received, one should immediately send cards or call on the person so introduced.

p.p.c.—pour prendre conge—to take leave, is used on a card by the individual who is departing from a station or community. If it is impossible to call in person, such cards may be sent by mail and should be left on all officials and all acquaintances by whom one has been entertained.

p.r.—pour remercier—to thank, is written on a card mailed to a person who has sent a card inscribed with p.f. or p.c.

Precedence—The right to superior honor on a ceremonial or formal occasion. A diplomat's "date of precedence" is the day on which he/she presented credentials to the host government. This date aids in ranking members of the diplomatic corps.

Protocol—A code prescribing adherence to correct etiquette and precedence.

Receiving Line—A group of people who stand in a line and individually meet and welcome arriving guests to a social function.

Reception—A ceremony of receiving guests. Very often a cocktail party which has a receiving line.

Regrets only—Used on invitation cards in the lower left hand corner in lieu of R.S.V.P. "Regrets only" indicates a response is required only when the invitation is not accepted.

Reminder Cards—Also called "to remind" cards and used as a follow-up on accepted telephoned invitations.

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R.S.V.P.—The French abbreviation for *respondéz s'il vous plait*, meaning, please reply. It is written on invitations in the lower left hand corner.

Semi-engraved invitation—An invitation generally used for formal and sometimes informal occasions which allows room for partially handwritten information.

Senior Officer—Refers to naval officers of the grades 05-06.

Skoal—A Scandinavian custom of drinking to one's health; similar to toasting.

Sponsor—The title given to a prominent lady of the community and member of the "Society of Sponsors" who participates in the christening of a ship. She breaks a bottle of wine on the bow of the ship and names it as the ship slides into the water.

Take-in Cards—A small folded card used at formal dinners, with a gentleman's name written on the outside and his partner's name written inside together with a small diagram showing their position at the table.

Toasting—A means of expressing good will toward another by drinking to that wish.

WAVES—A term used during World War II meaning "Women Accepted for Volunteer Emergency Service".

The term is now inappropriate and should not be used in reference to Navy women.

Wetting Down—Slang for a promotion party.

White Tie—A very formal attire not often used in the U.S. today. Uniform—formal dress.

Civilian—full dress evening wear; tails for men; very dressy gowns for women.

